

# Grace University



## STUDENT HANDBOOK 2020-2021

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Grace University – Student Handbook

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## Message from The President

This is the most exciting time I have experienced in many years career as a teacher and administrator in higher education. The world is experiencing exponential growth in education and training in all forms and modalities.

Globalization and the increasing importance of technology in the work place have placed an increasing set of requirements on students and universities to renew knowledge not only in their functional specialties, but in the changing applications of these specialties. This has spurred the growth of programs that enable the working professional to return to the classroom.

This exponential growth is partly fueled by the return to traditional values and respect for education in most of the countries of the world. Is this “Old Wine in a New Bottle” or “New Wine in an Old Bottle”? As an educator, I care about the answer, because the approach taken in our educational programs will differ depending upon which of the above orientations is chosen.

I personally believe that this is “New Wine” and we must structure our courses and programs accordingly. I believe that business and government leaders are being tested on a daily basis with problems and issues unknown and unanticipated a mere five years ago. These leaders cannot know everything they need to know in order to respond to these challenges. Instead, they must utilize their ability to think creatively, make decisions, and communicate to solve problems. Education that enhances these abilities is required by present and future business and government leaders in order to succeed.

Grace University’s BBA program is structured and designed to emphasize and enhance these abilities. Grace University has always provided multi-disciplinary, multi-dimensional education to multi-ethnic, multi-national, multi-cultural students, with the objective of making them multi-talented and valuable contributors to their organizations and society. The complete education of the international, adult, and managerial/executive learner is our focus.

Grace University offers education built upon the pursuit of excellence, integrity, and service. Grace University believes that all education must promote personal and collective responsibility, social justice, respect for all life, and the interdependency of all people.

Grace University is dedicated to the student’s complete education. Our program emphasizes the dissemination of knowledge, the requirement of critical thinking, the necessity of ethical values, and the need for exercise of individual and collective responsibility.

Grace University welcomes you on our mutual quest of personal, academic, and professional excellence.

John Charity  
President

## **Grace University (GU) History**

Grace University emerged from two conceptions; first, in 1994, as Ivy University, then in 2001 as California American University. Heeding a call to serve, and motivated by his passion and commitment to excellence in education, John Charity founded the institutions to prepare young leaders to address the needs of society, energized and empowered by the Word of God. Ivy University was located in Norwalk, California and offered degrees in Associate of Business Administration (ABA), Bachelor of Business Administration (BBA) and Master of Business Administration (MBA). During 1994-1997, Ivy University served 80 full time students in day classes.

In 1997, to accommodate growing student enrollment, Ivy University moved to a larger, beautiful campus in Alhambra California. In 2001, Ivy University became California American University (CAU). During the fall of 2001, 32% of students enrolled in the BBA and 68% in the MBA. Ethnic Chinese students comprised 67% of students taking courses and approximately 48% of those students were female. In 2017, to attract and recruit more students in Orange County, CAU moved to Irvine, a blue-ribbon city known for its high quality of life and top-ranked schools and colleges. During 2017-2018, the number of students increased from 34 to 45 in the BBA program and 42 to 55 in the MBA program. With each transition God guided, met our needs abundantly, and led us to the next phase.

Grace University was born out of the desire and calling to declare our mission to provide college education in a Christ-centered community, preparing students for the demands of a changing, challenging world. In 2018 Grace University added a community service component to its BBA program to help students explore their academic interests through a real-world lens. Students engage in their community and develop a richer perspective of the world they live in by volunteering in local organizations. The average age of a Grace University student is 23. The University has over 1020 alumni. Today, Grace University is located in Santa Ana, a major city in the state of California and the financial and governmental center of Orange County. In 2019, Grace University was granted nonprofit status by the California Secretary of State.

In November 2019 the Board of Directors approved John Charity as President of the University. The same year, the Board voted to submit application for TRACS accreditation.

Expansion plans to add Certificate in Biblical Studies and Master's in Biblical Studies programs were underway when the COVID-19 pandemic hit. Government directives affected all business, including educational institutions. With borders closed and immigration processing tightened, returning and new Grace University students had no choice but to cancel their travel plans. Grace University's winter quarter enrollment dropped to 32. To ensure the institution's survival, the Board of Directors voted to suspend expansion plans, and to eliminate the MBA program, retaining the BBA program only.

Downsizing our program offerings allows us to preserve our financial resources and direct our energies into strengthening the BBA program.

## **Mission Statement**

Grace University exists to integrate Christian values in all academic experiences thereby creating an educational community where its students learn to think and act as ethical leaders and responsible world citizens.

## **Institutional Objectives**

1. Grace University will be a Christ-centered community that cares.
2. Grace University will provide the whole students, academic, spiritual, emotional and social needs in a multicultural learning environment.
3. Grace University will embrace growth in student populations and programs through ongoing strategic planning.

## **Vision**

Grace University supports environmental awareness and preservation, social justice, respect for diversity, personal and corporate integrity, and the recognition of the interdependency of all peoples. GU advocates intellectual honesty, the free interchange of ideas, open communication, and sharing of ideas.

## **Institutional Goals**

The goals of Grace University, based on our Mission and Statements, are to:

1. Help students integrate biblical principles into the personal, social and professional areas of their lives.
2. Train students to communicate effectively to impact their world with their Christian values.
3. Equip students for successful employment while maintaining their values.
4. Identify fundamental concepts of business and to understand the ethical and behavioral concerns and to understand the inherent ethical and behavioral concerns.
5. Demonstrate the skills needed to utilize and leverage technology relevant to the community they live and work in.
6. Stimulate within students a spirit of inquiry, investigation, and critical thinking to promote lifelong learners.

## **What We Believe**

Grace University is a non-denominational Christian Institute that holds a charismatic-evangelical theology. Our beliefs are firmly rooted in the theology of the Reformation, while fully embracing contemporary ministry of the Holy Spirit and all His gifts.

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- 1, The Bible: We believe that the Bible is the Word of God, divinely inspired; that it contains no errors in the original manuscripts and was preserved by God for us.
- 2, The Trinity: We believe that God exists eternally in three persons: Father, Son and Holy Spirit. These three are one God.
- 3, God: We believe God created the universe by His Power and Word. We believe that God is all-knowing, all-powerful and ever present.
- 4, Jesus Christ: We believe Jesus Christ was sent by God the Father into the world to save sinners.
- 5, The Holy Spirit: We believe the Holy Spirit is a person, is God, and has all the divine characteristics.
- 6, Creation: We believe in the Biblical six literal day account of the creation of the physical universe and man. This account is a literal, historical account of the direct, immediate creative acts of God without any evolutionary process.
- 7, Human Beings: We believe human was originally created by a direct work of God and not from previously existing forms of life. Man was created perfect and made in the spiritual image of God, to be like Him in character.
- 8, Redemption: We believe that the saved have been redeemed, in that the price that our sin demanded has been paid. It means that not only did Christ pay the price for our sin but also removed us from the marketplace of sin.
- 9, Salvation: Salvation is God's free gift to all. We receive this gift through repentance and faith in Jesus Christ alone.
- 10, Eternal Life: We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of eternal life and they that are lost unto the resurrection of eternal damnation.
- 11, Historicity: We believe in the full historicity of the Scriptural record of primeval history. We believe the Bible is the Word of God because of its scientific accuracy.
- 12, Satan: We believe that Satan is a fallen angel, the author of sin, and cause of the fall; that he is the open and declared enemy of God and man; and that he shall be eternally punished in the Lake of Fire.

## **Integrity Statement**

Grace University seeks to fill a niche in Christian education. As a Christian institution, Christ is the center of every action and decision in all areas of our operations. We treat all individuals with dignity. We act honestly and maintain the highest standards of moral and ethical values in our services and programs, and in our dealings with individuals, public and private organizations, businesses, and government agencies.



## **Admissions Information**

Grace University admits all qualified applicants regardless of sex, nationality, creed, disability, or ethnic origin. The University recruits and admits only those students who have the potential or complete the programs successfully. The prospective student's motivation and interest in succeeding in his/her chosen field are important factors for admissions consideration as well as the student's academic qualification.

### **Undergraduate Admissions**

#### **Admission Requirements**

At least a high school education must be completed in order to apply for the Bachelor's Degree at Grace University. Each student admitted to an undergraduate degree program, or a diploma program, shall possess a high school diploma or its equivalent.

#### **Application Procedures**

Students applying for Undergraduate Program (Bachelor's Degree) must observe the following procedures:

- Complete the application form (available in the Office of Admissions) and submit it together with the \$100 (non-refundable) application fee to the Office of Admissions.
- Submit a copy of high school diploma and its corresponding official high school transcript evidencing completion of at least a high school education, or official transcript from former college/university attended to the Office of Admissions. The official school transcript must be sent to the Office of Admissions by the issuing institution directly.

Admission to the Grace University is based on the combination of strength of educational curriculum attempted and cumulative grade point average. Prospective students' applications will be reviewed and decided for admission on an individual basis by the Admissions Director, and the students may be asked to provide additional evidence of academic proficiency.

Once a student is admitted to a program, he or she will be assigned to an Academic Advisor, who will assist the student with academic planning. Orientation for new students will be held during the first week of each quarter. All students will receive information regarding student services, student expectations, student rights and responsibilities, student conduct policies, library services, and learning resource services.

## **Policy and Procedures for Awarding Credit**

### **Purpose**

Grace University determines credit awards for its courses and programs based on the professional judgment of its faculties in applying accepted practices in higher education and in alignment with its mission. Chief Academic Officer (CAO) is responsible for the implementation of the policy and procedures for Awarding Credit. The CAO oversees the implementation and determines the effective of the Awarding Credit Policy and procedures as part of the University's planning and institutional effectiveness process.

Grace University doesn't award credit for student's prior work learning. The purpose of this document is to define credit, the criteria for determining credit, process for determining credit and external confirmation.

The policy and procedures for Awarding Credit are approved by Grace University. Compliance with the policy is assured. All course and program credit awards are documented electronically.

### **Definition**

A quarter credit is a unit of educational accomplishment by learning outcomes. One quarter unit is of direct faculty instruction of a minimum of 1 hour each week for 10 weeks. Courses require an equivalent amount of faculty and student engagement and learning outcomes.

### **Criteria for Determining Credit for Programs**

Faculty and review committees determine the quantity of credits for a program in accordance with commonly accepted discipline-specific best practices for undergraduate policies.

### **Process for Determining Credit**

Faculty develop courses and programs and provide justification for proposed credit amounts. Final acceptance of a proposal by each appropriate review committee denotes the review and acceptance of the proposed number of credits

### **International Student Admissions**

GU is authorized under Federal Law to enroll non-immigrant alien students and to issue Certificates of Eligibility (I-20 Form) enabling students to enter the U.S. with a student visa (F-1).

## Application Procedures

International students applying for a degree program at GU must submit the following additional application document; (see procedures for each program for complete application documents)

For prospective students for Bachelor’s degrees:

- Complete the application form (available in the Office of Admissions) and submit it together with the \$100 (non-refundable) application fee to the Office of Admissions.
- Submit a copy of high school diploma and its corresponding official high school transcript evidencing completion of at least a high school education, or official transcript from former college/university attended to the Office of Admissions.
- The official school transcript must be sent to the Office of Admissions by the issuing institution directly.
- Financial Statement that shows adequate fund to support tuition and fees for completion of the course.
- Copy of Passport (photo with date of birth).

Once an application and all supporting documents have been received by the Office of Admissions, approximately three to four (3-4) weeks should be allowed for processing. To receive the earliest consideration, an applicant requiring an F-1 visa should submit an application and supporting documents according to following academic schedule:

Applying For	Documents should be received by:
Fall	August 1 <sup>st</sup>
Winter	November 1 <sup>st</sup>
Spring	February 1 <sup>st</sup>
Summer	May 1 <sup>st</sup>

The Office of Admissions will issue the letter of acceptance with I-20 Form to applicants who have been accepted to GU.

GU will not issue an I-20 Form (Certificate of Eligibility) until the student has been admitted and has been financially certified by the University.

Students who have been issued an I-20 Form must report to the University within seven (7) days after arriving in the U.S. or the I-20 will be voided.

## English Language Proficiency

All classes you attend at Grace University are taught in English only. International students must provide their English Language Proficiency documents.

An applicant must provide an official document showing a TOEFL or IELTS score. International Students who have earned a secondary education diploma or degree from higher educations in the U.S. in which English was major language of instruction do not have to present a TOEFL score and may be waived from the equivalent test.

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Grace University DOES NOT issue Forms I-20 to students who have not met all admission standards, including a student who has not met the required English proficiency for the program he/she intends to apply.

### Transfer Student Admissions

An applicant who wishes to transfer to GU from another institute of higher education must complete the application for the program. Upon admission, the credit earned in other institution will be evaluated and appropriate credit will be granted for equivalent courses at GU. Following is the transfer credit policy for the program:

Program	Maximum Quarter Units Acceptable for Transfer Credit	Major Units required to be completed in residency at GU
Bachelor's Degree	132	48 (in Major courses)

### Re-admission

Students who have been dismissed from the University must wait at least one quarter before applying for re-admission and must submit a petition for re-admission to the Chief Academic Officer. In order to be considered, the student must submit a written petition, which describes the changes in behavior or circumstance that will result in improved academic performance. The re-admission petition must be submitted to the Chief Academic Officer at least then (10) days before the beginning of the quarter in which the student requests re-admission. The Chief Academic Officer will determine if the student has demonstrated the likelihood of future success in the program of study. The Chief Academic Officer will notify the students in writing concerning re-admission. If re-admission is granted, a student may resume course work at GU.

### Class Hold Location

All classes will be held at the following address:

1560 Brookhollow Dr. Suite 209,  
Santa Ana, CA 92705

Contact Information:

Website: [www.graceuniv.org](http://www.graceuniv.org)

Tel: (714) 486-2318 E-mail: [admin@graceuniv.org](mailto:admin@graceuniv.org)

## **Catalog Rights**

Grace University publishes a catalog describing its course offerings, as well as the general policies and procedures in effect at the University. This catalog is published and updated once each year. The Chief Academic Officer is responsible for the content of the catalog. All prospective students, current students, or general public can obtain a copy of our catalog by downloading from the school's website or contact the admission office to purchase a hard copy catalog. The catalog is free to download on Grace University's website (<http://www.graceuniv.org>). The hard copy can be obtained from the Admissions office. It may be amended, changed or supplemented after the quarter has started. Such modifications will be typed, dated and posted by the Admissions Office.

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

## **Accrediting Agency Information**

Grace University is not accredited by any accrediting agency recognized by the United States Department of Education. Grace University is not an accredited approved institution. Therefore, the programs Grace University offers are unaccredited approved degree programs. This statement shall disclose the known limitations of the degree program, including, but not limited to, all of the following:

- (A) A graduate of the degree program will not be eligible to sit for the applicable licensure exam in California and other states.
- (B) A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.
- (C) That a student enrolled in an unaccredited institution is not eligible for federal financial aid

## **Approved to Operate by Bureau for Private Postsecondary Education**

Grace University is a private institution that is approved to operate by the Bureau for Private Postsecondary Education. Approval means that the institution is in compliance with the California Private Postsecondary Act of 2009.

Grace University does not have any pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or any petition in bankruptcy filed against the school within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code. (11 U.S.C. Sec. 1101 et seq.)

## Financial Information

### Tuition Fee and Schedule

Students are required to pay tuition and fees during registration. Cash, money order, and checks are acceptable modes of payment.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

### Federal and State Financial Aid

Grace University does not participate in any federal and state financial aid programs.

### Financial Aid Programs and Policies

Grace University does not provide any kind of financial aid program to students.

### Estimate Cost Schedule

Tuition per unit (Bachelor)	\$125
Application fee (Non-Refundable, One-Time)	\$100
International Student Processing Fee	\$400
Make-up Examination Fee	\$50
Late Registration Fee	\$250
Transcript Fee	\$25
Official Letter Fee	\$25
Graduation Fee	\$300
Returned checks Fee	\$50
Rush copy for Transcript or official Letter	\$150
STRF (Non-refundable)	\$0.00xper\$1000

### Total Cost of Degree Program

Estimated Cost of Bachelor's Degree at Grace University based on 180 units, 15 quarters.

Application Fee (One-Time Non-refundable)	\$100
International Student Processing Fee	\$400
Tuition (180 units x 125)	\$22,500

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Graduation Fee	\$300
Estimated cost of Textbooks	\$1,200
STRF (Non-refundable)	\$0
Total	\$24,500

### Payment Policies

After registration, students must pay the tuition in full and other applicable fees prior to the beginning of instruction. Students who are not able to make payments according to the above schedule may request a payment plan with installments spread over the course of the quarter. Student should fill out and sign the tuition deferment request form.

### Refund Policy (Students' Right to Change Policy)

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The student will be refunded full amount of all monies paid less \$100 application fee. For students who have completed 60% or less, the refund shall be on a pro rata basis. The refund shall be the amount of tuition paid multiplied by a fraction, the numerator of which is the number of class hours of instruction (credit units x 10) which the student has not received but paid for, and the denominator of which is the total number of class hours of instruction (credit units x 10) for which the student has paid.

The student will not get a refund after more than 60% of the instruction of that quarter has been presented. For example, if the student completes only 20 hours of a 4-credit (40 hours) course and paid \$1000.00 tuition, the student would receive a refund of \$500.

$$\$1000 - \left[ \frac{\$1000 \times 20 \text{ hours (Hours of instruction received)}}{40 \text{ hours (Hours of instruction paid)}} \right]$$

= \$500 (Amount of refund)

Grace University refunds tuition to all students who qualify, which includes those registered in Bachelor's program. Students must submit their request to cancel the enrollment agreement to the Registrar. No refund will be issued unless the student's account has a credit balance. The refund check will be given to the student or mailed within 30 days after the official withdrawal or dismissal.

### The Student Tuition Recovery Fund

Grace University reports all students signing enrollment agreements to the Bureau for Private Postsecondary Education during the reporting period.

### STRF Disclosure

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.



However, no claim can be paid to any student without a social security number or a taxpayer identification number."

## **Student Rights**

Grace University maintains fair and reasonable practices in all matters affecting students; the delivery of educational programs; provision of support services; and timely resolution of disciplinary matters, as well as the handling of grievances. In addition, the University endorses the basic principles of the codes of ethics issued by the American Association of Collegiate Registrars and Admissions Officers. Student understanding and cooperation are essential to the successful implementation of this legal structure.

### **Freedom of Access**

Grace University is open to all qualified applicants according to its published admissions policies and standards. Upon matriculation, each student has access to all Grace University services and facilities for which he or she is qualified. Access will be denied to persons who are not GU students.

### **Classroom Rights and Privileges**

Instructors are expected to encourage open discussion and inquiry. Students may take reasoned exception to information offered in any course and should make judgment in matters of informed opinion. Students' views, political associations, and beliefs, which are confided to instructors and advisors during the performance of their duties are confidential.

### **Right to Appeal**

The University has created and implemented procedures for appeals by students with the intent of assuring fairness and objectivity.

Students have the right to appeal any academic policy or requirement if either of the following conditions is present:

- Extenuating circumstances make it impossible to comply with the policy or requirement
- An undue hardship would result from a strict application or interpretation of the policy or requirement.

Please note, however, that extenuating circumstances must be beyond your control and that undue hardship must be a condition far more serious than simple inconvenience. Documentation will be required and the timeliness of the appeal will be taken into consideration.

If you appeal an academic policy or requirement, that appeal will be reviewed by the Chief Academic Officer.

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The purpose of appeal procedures is to provide a system that will represent “fairness and the absence of arbitrariness.” The University makes every effort to assure that the appeal procedures are clear to students and not burdensome.

### **Non-Discrimination Policy**

Grace University does not discriminate on the basis of race, color, age, gender, creed, national or ethnic origin, marital status, sexual preference, physical disability or any other legally protected status in the administration of its educational programs, admission policies, or any other University-administered programs and activities.

### **Student Records Policy - Family Educational Rights and Privacy Act**

Under the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment or FERPA, and California Education Code 67-100ff, all students have the right to inspect and review their official University records in accordance with provisions of the aforementioned act and within the University guidelines. Education institutions shall not release educational records without written consent of the student, subject to exceptions provided by law.

### **Right to Access**

With a few exceptions provided by law, student at GU may see any of their educational records upon request. Access must be granted no later than 15 working days after written request. Students also have the right to challenge the contents of their educational records and to enter their viewpoints in the records under established procedures.

### **Disclosure of Student Records**

Student records are kept for 5 years. Transcripts are kept permanently. With several exceptions provided by law, the University cannot release information concerning students to third persons without the written consent of the student. Permission must be given by the student for information in their file to be used as reference checks for credit or employment evaluation by third parties and the student must file a declaration to this effect, which will be kept in the student’s file(s). The declaration can be all-inclusive or on a case-by-case access basis. (The provision of financial data to authorized agencies is not a violation of the Buckley Amendment). The student’s written consent is not required for the disclosure of grades, disciplinary action, or other information to parents of students who are dependents for federal tax purposes. Parents requesting information may generally be granted access upon submission of a signed statement to the University or other evidence of federal income tax dependency.

At the discretion of GU officials, the following directory information will be provided: student’s name, e-mail address, major field of study, dates of attendance, degrees and awards received, and

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students participating in officially recognized activities. A student wishing to withhold this directory information must complete the Privacy Request Form at GU's Registrar's Office. This must be done within the first ten (10) working days of enrollment of a quarter. The privacy request will be valid for one calendar year.

Inquiries regarding the Family Educational Right and Privacy Act should be directed to the Registrar.

### **Disabilities Policy**

This university is committed to complying with all the mandates set forth in Section 504 of the Rehabilitation Act and Americans with Disabilities Act. Disabled students may make any request for reasonable accommodations to the Chief Academic Officer and are required to provide medical certification of their disability. In certain circumstances, early registration may be available for students with disabilities.

### **Hearing Committee**

Academic dishonesty or acts of student conduct that violate University standards and Code of Conduct will subject the student to disciplinary action that may include dismissal from the University. However, in conformance with Due Process and prior to implementing any disciplinary action, the student is given a hearing before an impartial committee. The student is also given an opportunity to appeal any decision that he/she believes is unfavorable.

### **Student Grievance Procedure**

#### **General Information**

Students who feel aggrieved in their relationships with the University, its policies, its practices and procedures, or its faculty and staff should submit their grievance in writing to the CAO, who will act upon it, or direct it to the President of the University. A response will be made within five working days upon receipt of the written grievance.

Dismissal of a student will not take place without a formal hearing. Should the student(s) feel aggrieved with the CAO, a petition should be submitted to the President, who if necessary, will arrange a hearing with the Executive Committee for the student and the CAO.

#### **Complaint Procedure**

Some problems or disputes, such as sexual harassment and certain other incidents, because of their private and sensitive nature, may be more appropriately handled through the complaint

process. In these instances, a complaint may be filed with the Chief Academic Officer, director, or the responsible administrator requesting an investigation into the alleged action(s).

Step 1: The student consults with one or more of the above persons as appropriate and requests a resolution of the complaint.

Step 2: The investigator will, insofar as possible, maintain the confidentiality of the dispute, gather the necessary and relevant facts, inform the student of a decision, and report the result with the recommendation(s) for corrective action, if any, to the appropriate administrator.

Step 3: The investigator has no more than 30 days from the initiation of the complaint to render a decision unless it is not reasonable to conclude the investigation and render a report within 30 days due to extenuating, or unusual circumstances.

Step 4: If the student is not satisfied with the proposed resolution, he/she may then initiate a formal grievance procedure.

### **Formal Grievance Procedures**

The following steps shall be taken in sequence by the student who initiates a formal grievance. Failure to comply with any of the steps or time limits without agreement of all parties to the dispute may result in the termination of the grievance or other appropriate action. A student has the right to withdraw his/her grievance at any stage of the proceedings causing the proceedings to terminate immediately.

Copies of all correspondence shall be forwarded by the student and by the other party to the appropriate Administrative Officer to be retained in a confidential file pending resolution of the grievance or further action by either party. If the allegations involve charges of discrimination or sexual harassment, copies of all correspondence must be forwarded to the CAO.

### **For All Grievances**

#### **Step 1**

1.1 The student shall give written notification to the person he/she alleges has aggrieved him/her within an academic quarter. The time limit to file a formal grievance expires at the close of business of the last day of instruction of the quarter following the one in which the alleged incident occurred or of the time the student should have become aware of the alleged violation. If the party cannot be contacted through reasonable efforts because he/she is no longer in residence or is on leave, an additional notification period of one quarter shall be provided.

1.2 The notice of grievance must include specific allegation(s), date(s) of incident(s), and necessary details regarding the complaint. The notice must also include the remedy requested.

1.3 Within 30 days, the party against whom the grievance is filed must respond in writing to the student denying the allegations with accompanying explanations or:

- a. agreeing to grant the remedy(ies) requested in full,
- b. agreeing to grant the remedy(ies) requested in part with an explanation, or

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- c. agreeing to negotiate an appropriate remedy with an explanation, stating suggested alternatives.

1.4 In the event the party against whom the grievance is filed will be unavailable for more than one academic quarter, the student shall proceed to Step 2 provided they have complied with Section 1.2 of Step 1. Attach all grievance material from Step 1 to the Letter of Appeal in Step 2 and to all subsequent appeals (if any).

### Step 2

2.1 Within 30 days of receipt of the response in Step 1 or, in the absence of a written response, after 30 days but not more than 45 days has elapsed, the student may in writing either accept or reject the proposed remedy and appeal the results of the grievance to the next level.

2.2 In the event the party against whom the grievance is filed will be unavailable for more than one academic quarter, the student shall proceed to Step 3 provided they have complied with Section 1.2 of Step 1. Attach all grievance material from Step 1 to the Letter of Appeal in Step 2 and to all subsequent appeals (if any).

### Step 3

#### First Appeal Level

#### **A. Student VS. Student**

1. If the grievant is not satisfied with the results of Step 1 and 2, he/she can appeal the grievance to the Student Service Director within 30 days of receiving the written notification from the other party or in the absence of a written response, after 30 days but not more than 45 days has elapsed.
2. The Student Services Director shall refer the grievance to a committee established at this level who will review the grievance. The committee may hold a hearing, if appropriate, and convey its recommendation to the Student Services Director.
  - The committee shall be appointed by the Student Service Director within 10 calendar days after receiving the written notice of grievance or notice of appeal.
  - The committee shall forward its recommendations to the Student Services Director within 30 days of its appointment.
  - The committee shall include one student member with voting privileges for each faculty, staff or administrative member with voting privileges.
  - No member of the committee shall be a student, faculty, staff, or administrator from the same department or service area as the grievant or the person(s) against whom the grievance is filed.
3. The Student Services Director shall respond to the student in writing within 10 days of receiving the recommendation(s) of the committee. The response shall contain the CAO's findings on the complaint, the action(s) to be taken, and the justification(s) for the action(s).

#### **B. Student VS. Staff**

1. Step 1 and 2 of the grievance procedures are to be followed. If the grievant is not satisfied with the results at this level, he/she can appeal to CAO.
2. Appeals must be in writing and made within 30 days of written notification from the other party or, in the absence of a written response, after 30 days but not more than 45 days had elapsed.

3. The CAO shall follow the procedures outlined in Step 3, A, 2 (a-d), and 3 above.

### **C. Student VS. Faculty**

1. Steps 1 and 2 of the grievance procedures are to be followed, if the grievant is not satisfied with the results at this level, he/she can appeal to the CAO.
2. The CAO shall promptly review all allegations and provide a written response to the student within 30 days of receiving the written notification. The response shall contain the findings on the complaint, action(s) to be taken, and the justification(s) for the action.
3. If the grievant is not satisfied with the results at the CAO's level, he/she can appeal to the President within 30 days of receiving the written response from the CAO or, in the absence of a written response, after 30 days but not more than 45 days has elapsed.
4. The President shall refer the grievance to a committee established at this level who will review the grievance. The committee may hold a hearing, if appropriate, and convey its recommendations to the President.
  - The committee shall be appointed by the President within 10 calendar days after receiving the notice of grievance or appeal and shall include one (1) student member with voting privileges for each faculty, staff, or administrative member with voting privileges.
  - The committee shall forward its recommendation to the President within 30 calendar days of its appointment.
5. The President shall respond to the student in writing within 10 days of receiving the recommendation(s) of the committee. The response shall contain the CAO's and the Committee's findings on the complaint, the action(s) to be taken, and the justification(s) for the action(s).

### **D. Student VS. CAO/Director and Staff VS. Staff**

1. Steps 1 and 2 of the grievance procedures are to be followed. If the grievant is not satisfied with the results at this level, he/she can appeal to the President within 30 days of receiving a written response from CAO/Director or, in the absence of a written response, 30 days but not more than 45 days has elapsed.
2. The President shall refer the grievance to a committee established at this level who will review the grievance. The committee may hold a hearing, if appropriate, and convey its recommendations to the President.
  - a. The committee shall be appointed by the President within 10 calendar days after receiving the notice of grievance or appeal and shall include one (1) student member with voting privileges for each faculty, staff, or administrative member with voting privileges.
  - b. The committee shall forward its recommendation to the President within 30 calendar days of its appointment.

### **Student Evaluation Procedure**

Students at Grace University are expected to evaluate each class in which they are enrolled to sustain a high quality of instruction. Student evaluation forms are distributed toward the end of each quarter. The evaluation forms, completed anonymously, are collected and returned to the Administration Office by a designated student. Student evaluations are tabulated by the University and the results are analyzed by the Chief Academic Officer and distributed to the

individual instructors. Overall summaries of student evaluations are also presented at faculty meetings.

### **Sexual Harassment Policy**

Grace University strives to provide an environment in which the dignity and worth of the members of the school community are based on mutual respect. Sexual harassment of employees and students and unacceptable behavior will not be tolerated.

Grace University is committed to a work and academic environment that encourages excellence. This environment includes freedom from all forms of harassment for students, faculty, staff, and applicants who seek to join the school in any capacity. Sexual harassment violates the University's policy as well as local, state, and federal laws.

It is a violation of university policy for anyone to retaliate against an employee, student, or applicant who makes a claim of sexual harassment.

Any person violating university policy on sexual harassment is subject to appropriate disciplinary action, such as reprimand, suspension or termination of employment or enrollment. Disciplinary action imposed depends on the severity of the offense.

### **General Definition of Sexual Harassment**

Sexual harassment is an unwelcome sexual advance, requests for sexual favors, verbal or physical conduct of a sexual nature directed towards a students, employee, or applicant seeking to join Grace University. When an individual is in a position to influence the education, employment, or participation in a university activity of another person even apparent consensual sexual relationships often constitute sexual harassment. Sexual harassment occurs when any of the following circumstances exists:

1. Submission to such conduct is made a term or condition, either explicitly or implicitly of a person's status in a program, academic decision, employment, or admission.
2. Submission to or rejection of such conduct is used as the basis for academic decisions or employment decisions.
3. Such conduct has the purpose or effect of "unreasonable interfering" with an employee's work or student's academic performance or creating an intimidating, hostile, coercive or offensive work or educational environment. For purpose of this policy, "unreasonable interfering" is defined as improper, unjustifiable behavior going beyond what is appropriate, warranted, or natural.
4. Sexual harassment is not limited to action by a supervisor but can include conduct by a co-worker.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by Grace University may be directed to the Bureau for Private Postsecondary Education. Following is the Bureau for Private Postsecondary Education contact information:

1747 North Market Street, Suite 225, Sacramento, CA 95834

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P.O. Box 980818, West Sacramento, CA 95798-0810 mailing  
Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
Tel: (888) 370-7589 or (916) 574-8900 Fax: (916) 263-1897

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

### **Family Educational Rights and Privacy Act (FERPA)**

Under the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment or FERPA, and California Education Code 67-100ff, all students have the right to inspect and review their official University records in accordance with provisions of the aforementioned act and within the University guidelines. Education institutions shall not release educational records without written consent of the student, subject to exceptions provided by law. FERPA affords students certain rights with respect to their education records:

- 1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit written requests that identify the desired record(s) to the Registrar, Dean, head of the academic department, or other appropriate official. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request has been submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3) The right to consent disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to College officials with legitimate education interests. A College official is a person employed by the Institution in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student assisting an institution official or serving on an official committee, such as a disciplinary or grievance committee. An Institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.



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- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Grace University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:

**Family Policy Compliance Office**  
**U.S. Department of Education**  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## Student Responsibility

### Personal Conduct

Each student is expected to be an example of proper conduct. This includes the student's attitudes, actions, appearance, and attire. The University's administration has the authority to take appropriate action through the Student Body Association or administrative disciplinary measures if this code of conduct is not adhered to. The University prohibits smoking except in designated areas and prohibits unlawful possession or use of controlled substances or alcoholic beverages. Firearms possession anywhere on campus is **STRICTLY PROHIBITED**.

### Code of Conduct

The disciplinary standards outlined in this catalog include rules and enforcement measures. These are the basic guidelines for conduct on the premises of the University, at any school-sponsored activity and, under certain circumstances, behavior in the outside community.

At any time, the University reserves the right to exclude students whose conduct is deemed undesirable or prejudicial to the University community's best interests.

All amendments of the standards must be approved by the CAO in conjunction with the Board of Directors. These standards are subject to amendment at any time with notices being posted on the campus bulletin boards and/or with the amendments prominently displayed in the quarterly GU News, the campus newsletter.

The disciplinary standards described herein afford procedural fairness to the accused student and flexibility for the administration to exercise sanctions based on the individual circumstances of each case. Behavior resulting in disciplinary action may involve, but is not limited to, one or a combination of those listed below:

- possession of alcoholic beverages on campus or at any school activities at any time or, for all
- intoxication of the student
- threatening another student, faculty, staff or administrator
- falsification of university documents, records, or identification
- dishonesty in any form, including plagiarism, illegal copying of software, or knowingly furnishing false information to the University
- cheating or compromising test materials
- removal of library materials without permission
- disruption of class or academic activities
- using abusive language towards another student, faculty, staff, or administrator
- theft or damage of university property or fellow student's property
- illegal intoxication with controlled substances
- physical assault for any reason except clear self-defense
- vandalism of university property
- conviction for a crime beyond normal traffic violations
- aiding and/or abetting in any of the above situations
- possession of firearms or illegal weapons as defined by state and federal guidelines

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- violation of any state policies or regulations governing student's relationship with the University

Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to present their case to an impartial appeals committee. Written notice of specific charge(s) made against a student shall be given at least 15(fifteen) days before the student is to appear before the committee. While disciplinary action against a student is pending, the student's status does not change unless it is found that the student poses a significant threat to the University community. Hearings are private; the accused student is afforded the opportunity to rebut all charges. The University establishes the charges by a preponderance of the evidence. The student has the right to appeal the disciplinary actions to the Chief Academic Officer, but on the grounds that fair procedure was not followed by the committee or that the committee or that the evidence in the record does not justify the decision or the sanction. A record will be kept of the disciplinary action taken, and the basis for this decision. The disciplinary action taken may be reflected on the student's permanent record, as part of the disciplinary punishment. Disciplinary action invoked by the committee may involve, but is not limited to, one or a combination of the alternatives listed as follows:

**Dismissal:** Separation of the student from the University on a permanent basis.

**Suspension:** Separation of the student from the University for a specific length of time.

**Probation:** Status of the student indicating that the relationship with the University is tenuous and that the student's record will be reviewed periodically to determine suitability to remain enrolled. Specific limitations and restrictions on the student's privileges may accompany probation.

Students dismissed from the University for disciplinary reasons must exclude themselves from university classes, activities, facilities, and buildings. Any exception must be approved by the President.

A student who is dismissed may reapply for admission after two quarters' separation. Students who have not fulfilled their financial obligation to the University are in violation of the University contract. Said students may be denied the right to graduate, take examinations, receive degrees, or obtain/request transcripts of their grades.

### Student Obligations

In order for students to remain in good standing at the University, they must:

- maintain academic standards, attend classes, and meet all financial obligations;
- be respectful in dealing with faculty, administrators, staff, and fellow student; and
- comply with the federal, state, and municipal laws of the United States as well as the rules and regulations of the University.

Additionally, international students must:

- Enroll in a minimum of twelve (12) units per quarter in the undergraduate program

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- Complete three consecutive quarters before being entitled to vacation. Undergraduate students must complete a minimum of thirty-six (36) units per year.

### **University Catalog**

It is the responsibility of the student to be familiar with the information presented in this catalog and to know and observe all policies and procedures related to the program he/she is pursuing. Regulations will not be waived nor exceptions granted because a student pleads ignorance of these policies or procedures. While academic advisors will assist students in every way possible, the responsibility for following all policies and meeting all requirements and deadlines rests with the students. A student is expected to satisfy the requirements of the catalog in effect at the time he or she is admitted to, and begins course work in a degree program. However, a student may elect to graduate under the catalog in force at the time of his/her graduation provided the student complies with all requirements of the later catalog.

### **Class Attendance**

Regular and prompt attendance at all University classes is required. The instructor may assign extra work, require special examinations, or refuse to grant credit for a course if the number of absences is excessive. Students should ascertain the exact policy of each faculty member at the beginning of each course. Only registered students, university faculty and administrators, and guests invited by the instructor may attend classes. All others will be asked to leave.

### **Classroom Conduct**

Instructors are responsible for presenting appropriate material for courses, and students are responsible for learning this material. Although it is a student's academic performance that is evaluated in determining grades, student conduct is important in the academic setting. Enrollment in a class may be terminated due to unsatisfactory student conduct, disrespect toward an instructor or administrator, or academic dishonesty. Each student is responsible for maintaining standards of academic performance established for each course in which he or she is enrolled.

### **Cheating and Plagiarism Policies**

#### **Cheating**

Cheating is the act of obtaining or attempting to obtain credit for academic work by using dishonest means. Cheating includes but is not limited to:

1. Copying, in part or whole, from another's examination, paper, mathematical analysis, research or creative project, or the like:

2. Submitting as one's own work an examination, paper, mathematical analysis, research or creative project, or the like which has been purchased, borrowed, or stolen; or fabricated data;
3. Consulting notes, sources, or materials, including use of electronic devices, not specifically authorized by the instructor during an examination;
4. Employing surrogate to take an examination, write a paper, do mathematical analysis, or complete, in part or wholly, an evaluation instrument;
5. Falsification of or misrepresentation of class attendance or role sheets; and
6. Aiding or abetting any act that a reasonable person would conclude, when informed of the evidence, to be a dishonest means of obtaining or attempting to obtain credit for academic work.

## **Plagiarism**

Plagiarism is the act of obtaining or attempting to obtain credit for academic work by representing the work of another as one's own without the necessary and appropriate acknowledgment to the writer or composer.

More specifically, plagiarism is:

The act of incorporating the ideas, words of sentences, paragraphs, or parts thereof without appropriate acknowledgment and representing the product as one's own work; and the act of representing another's intellectual work such as musical composition, computer program, photographs, painting drawing, sculpture, or research or the like as one's own.

One or more academic sanctions may be imposed for cheating or plagiarism. The choice of action taken is guided by the extent to which the faculty member considers the cheating or plagiarism reflective of the student's lack academic performance in the course. Academic sanctions include:

- a redoing of the examination, paper, mathematical analysis, research or creative project, or the like;
- a failing grade on the examination, paper, mathematical analysis, research or creative project, or the like
- a specified reduction in the course grade;
- a failing grade in the course; or
- referral to the Chief Academic Officer and/or the appropriate committee.

Students accused of cheating or plagiarisms are entitled to and may petition for due process. Regulations in their entirety are published in the Faculty Handbook and the Student Handbook.

## **Drug, Alcohol and Smoking Policies**

It is the policy of the Board of Directors that the learning environment be free of prohibited or controlled substance. Specifically, all members of the University community, including administration, faculty, staff, students, and guests, should abstain from the consumption/use of alcohol, narcotics, and/or misuse of prescription drugs while on university property and on any

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field, trip sponsored as part of the instructional program. Violation of this policy could lead to suspension expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies. Employees and students having difficulties with addictive substances can seek confidential counseling from the Student Services Director for referrals to agencies providing assistance with alcohol or drug related problems.

GU prohibits smoking in the university building. At the discretion of the administration, outside areas may be designated on university property to accommodate students, staff members and faculty who smoke.

Violation of the smoking policy may result in suspension or termination of academic status or employment.

## **Student Services**

### **Student Evaluation Procedure**

Students at Grace University are expected to evaluate each class in which they are enrolled to sustain a high quality of instruction. Student evaluation forms are distributed toward the end of each quarter. The evaluation forms, completed anonymously, are collected and returned to the Administration Office by a designated student. The University tabulates student evaluations are tabulated by the University and the results are analyzed by the Chief Academic Officer and distributed to the individual instructors. Overall summaries of student evaluations are also presented at faculty meetings.

### **Student Advising**

Several advising options are available to Grace University. First, full-time faculty members are available for academic advising. Faculty members are available during regular business hours for consultation with regard to academic and career planning.

The scope of the academic advice includes:

1. Analyzing interests related to academic and career planning or
2. Determining the best educational program for achieving a chosen career or goal
3. Selecting courses and student activities that maximize opportunities and potential
4. Developing an academic plan that encompasses both the course work and the supplemental needs of the student

### **New Student Orientation**

The New Student Orientation program assists first-time students and new transfer students in their transition to GU. This program exposes new students to broad-based educational opportunities on campus and introduces students to college life. This orientation is also designed to familiarize them with campus facilities, policies and regulations, faculty, administrators, and staff. The University offers this orientation during the first week of each quarter.

### **Library Orientation**

Library orientation is designed to help new and current students learn more about library services and resources. This orientation is held at the beginning of each quarter for all students. The University also offers this orientation by appointment, at any time.

### **Job Placement Services**

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In order to assist its degree students, the University provides job placement assistance within the University and through its network affiliations with business related companies. Assistance in the preparation of a resume is provided upon student request. In addition, a bulletin board is maintained with job announcements and career opportunities. Students' personal resumes are maintained for alumni at their request. These services are provided at no cost to the students. The University, however, does not guarantee employment or a specific level of income from its placement assistance. All these services are available from the Office of Student Services.

### **Local Churches, Bible Study Group & Volunteering Opportunities**

Grace University provides a list of local churches in nearby communities. The University also provides bible study group on campus which students are encouraged to join. Grace University also encourages students to volunteer in the local community. The University provides opportunities for students to serve and glorify God, assisting those in need by volunteering at Mercy Warehouse, a local church-based outreach to underserved populations, and other local food banks.

### **Tutorial Service**

Grace University provides tutorial assistance to students who indicate a need for such service. Course instructors are the primary source for this assistance. The purpose is to permit in-depth discussions regarding class presentations and materials presented in class. The service is provided at no cost to the student. The University encourages students to take advantage of the free tutoring services.

### **Housing Referral**

The University does not provide student housing. However, there are many private apartments and boarding houses around the University. Be aware that:

- (A) Grace University does not have dormitory facilities under its control.
- (B) There is plenty of housing available near the University. Costs vary depending on the area and type of housing.
- (C) Grace University has no responsibility to find or assist a student in finding housing.

### **Student Handbook**

Students are strongly encouraged to familiarize themselves with this handbook as it offers current and pertinent information. It describes various student activities available on campus, as well as the rules and regulations affecting the students.

### **Extra-Curricular Activities**



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Every quarter the University hosts a gathering for students, faculty, and staff to welcome new students and as a reunion for returning students. The University also provides students volunteer opportunities for nonprofit organizations like food banks or local churches.

### **Parking**

Grace University does not issue parking permits. There is ample parking for students, staff, faculty and visitors in the 1560 building parking lot and around the Brookhollow Business Park. It is the student's responsibility to observe all notices posted for restricted parking.

Grace University is not responsible for damage and/or theft of a student's vehicle while parked anywhere in the parking lot. Lock your car and remove all valuables from view. Report any suspicious activity to the Student Services Office or Emergency Response Coordinator.

### **Health Services and Insurance**

All students are required to carry their own health insurance coverage. Grace University does not assume responsibility to provide medical care in the case of illness or accident, even if the accident or illness occurs on school premises or during performance of duties or activities related to the school program.

Any illness or injury should be reported to the Administration Office immediately. A First Aid kit is available in the university lobby for minor illnesses or injuries. In case of emergency call 911.

Medical and healthcare facilities are available near the university to provide health services for students who need them.

Nearest Hospital:

#### **Orange County Global Medical Center**

1001 N. Tustin Avenue, Santa Ana, CA 92705

Phone: 714-953-3500

[orangecountyglobalmedicalcenter.com](http://orangecountyglobalmedicalcenter.com)

#### **UCI Medical Center**

101 City Drive S

Orange, CA 92868

Phone: 714-456-7890

[ucihealth.org](http://ucihealth.org)

#### **Urgent Care: Orange County Urgent Care**

2001 E. 4<sup>th</sup> Street. #104, Santa Ana, CA 92705

Phone: 657-230-7800

[ocurgentcare.com](http://ocurgentcare.com)

Open: 10 a.m.- 8 p.m. M-F ; 10 a.m. – 6 p.m. Sat, Sun

**Poison Control Center**

California Poison Control Systems

Phone: 800-222-1222

calpoison.org

**MENTAL HEALTH CRISIS LINE (EMERGENCY)**

(877) 7-CRISIS or (877) 727-4747

24 hours/day, 7 days/week, 365 days/year

**NON-CRISIS** (877) 910-WARM or (877) 910-9276

**Not in Immediate Danger – Just need to talk? Call**

1-800-SUICIDE (1-800-784-2433)

1-800-273-TALK (1-800-273-8255)

**Harassment**

Any threats to the opposite sex, physical and or verbal, will be governed by the Title IV sexual harassment federal governmental laws. Grace University takes seriously any violation of Title IV laws.

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature. Cyber bullying and the use of social media as a platform for harassment will not be tolerated. If a student feels that he or she has been a victim of sexual harassment or any other kind of abuse or discrimination, he or she should report it to the office of Student Services immediately.

**Safety and Security**

Grace University seeks to provide a safe environment for students. If students encounter suspicious behavior or activity on campus, they should inform the university's Administration or Student Services Office immediately. In case of a life-threatening emergency, students should call 911.

Grace University has a Crisis Management Plan (CMP), which includes policies and procedures to follow during an emergency. The CMP includes important phone numbers and contact information. The CMP is reviewed each year by administration. The CMP is available on university's website and may be requested from the Administration Office.

**Refusal of Service**

The University may refuse any type of service to students who have an unpaid tuition and/or fees balance. The University may refuse service to a student who has left matriculation with financial obligations unclear.

## Library and Facilities

### Library

Grace University provides facilities, services, and learning/information resources that are appropriate to support its teaching, research, and service mission. GU also ensures that users have access to regular and timely instruction in the use of the library and other learning/information resources. GU's library has books ranging from business, finance, accounting to marketing. In addition, students may use multiple online learning resources, such as the e-textbook website ([www.coursesmart.com](http://www.coursesmart.com)) for subscribing to e-textbooks and online library.

Online library—Library & Information Resources Network (LIRN) ([www.lirn.net](http://www.lirn.net)), a top-ranked online library system. LIRN has holdings in the following subjects:

- Art and Architecture
- Communication
- Economics and Business
- Education
- History
- Law
- Literature
- Music and Performance Arts
- Philosophy
- Politics and Government
- Psychology
- Religion
- Science and Technology
- Sociology and Anthropology

The LIRN library includes:

- Research Topics
- Book Profiles
- Free Encyclopedia
- Academic Journals
- Magazines
- Newspapers
- Contributor List
- Free Books

LIRN provides the following services:

- LIRN has an extensive online collection of complete books
- Scholarly high-quality books and journals from over 300 acclaimed publishers in the humanities and social sciences

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- Unlimited use of the books and articles in the collection no matter how many others are reading the same material
- Tools to write notes in the margins and highlight passages as if you were working with actual physical books
- Easy-to-use tools to create footnotes and bibliographies
- Hyperlinking of footnotes and bibliographies across titles for instant access to other related titles
- State-of-the-art customer service
- Available 24 hours a day, 7 days a week

GU strongly advises students to search articles online. As a research tool the Internet is a more accessible source of information than a physical library. The Online Library & Information Resources Network is highly recommended by faculty. GU also strongly advises students to review periodicals/academic journals, such as *The Economist*, *Businessweek*, *Harvard Business Review* and other reputable publications, in order to stay current with business trends and topics. Students can access the above periodicals/academic journals for free on the Internet.

GU students have LIRN online library access by becoming its members. Students can conduct research by searching books, journals, magazines, and newspaper and other publications from this website. This online library is 24/7, to accommodate students' busy schedules. GU provides free Wi-Fi for students to conduct research while they are on the campus.

LIRN is one of many online libraries. GU has no agreement with LIRN or any other online library. Students have complete freedom to choose which resources they want to use. They can also access local public libraries, such as the Irvine Public Library and Santa Ana Public Library.

### **Library Hours**

The library is open during school hours.

### **Facilities**

GU's up-to-date classroom is fully equipped with multimedia equipment, such as projector, screen, desktop computer and unlimited wireless Internet access for students and faculties to use.

- **Projector:** When giving a presentation, students can connect their laptop to the projector to run the PowerPoint report. The projector can integrate video and sound to maximize learning. The projector also can bring the Internet to life and engage the entire class for maximizing one-to-one experiences.
- **Screen:** the up-to-date projection screen has a black backing to eliminate light penetration, so colors are as bold as the originals. The textured, matte white screen reflects bright images and has black borders to enhance visibility, so students will always enjoy a crisp picture. A one-to-one aspect ratio is versatile enough to go from movies to slideshow presentations—perfect for classroom lessons.

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- Desktop computer: Our desktop computer is a reliable and great tool for students and teachers who want to give powerful presentations in class, to browse the Internet for examples or demonstrations.
- Wireless Internet: Students and faculty members are free to use GU's wireless Internet as long as they are on campus. Students can use the free wireless Internet to access their e-textbook in class as well as on-line exams.

Projector, screen, and desktop computer are all owned by Grace University. GU does not charge GU students and faculty members extra fees for using the University's equipment. GU subscribes the wireless Internet service from Charter Communication; the wireless Internet is also free for GU students and faculty members to use.

### **Bookstore / Class Materials**

All class materials are selected by the instructor or professor. Grace University does not have a bookstore and does not sell any textbook or class materials to students. Students are strongly advised to buy textbooks and class materials that are required by their instructors and professors. Textbooks and class materials can be purchased at local or online bookstores.

## **Academic Policy**

### **Registration and Enrollment**

Grace University admits new students every quarter. All students must register for certain courses in keeping with their academic plans and for which they meet the stated prerequisites. All students are strongly encouraged to meet with their academic advisors before class enrollment and at least once each quarter. Registration materials are available in the Admissions office.

### **Enrollment Agreement**

Any written contract or agreement signed by a prospective student will not become operative until the student makes an initial visit to the institution or attends the first class of instruction. The University encourages all prospective students to visit the University prior to the first day of class for a tour of the campus facilities and to ask questions about the programs, the University's performance, and other information that may affect the student's decision to enroll.

Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

### **Late Registration**

Students who have not completed registration by the last day of the registration period may enroll in courses during the first two weeks after classes begin upon paying a late registration fee of \$25. Students are not allowed to register after the end of the second week each quarter. No enrollment or addition of any course is permitted after the first two weeks of the quarter have passed without permission from the instructor involved and authorization from the CAO. A Late Registration Fee of \$25.00 must be added to the Total Charges.

### **Student Loads**

A minimum study load for a full-time undergraduate student is twelve (12) units per quarter.

### **Maintain Full-Time Status**

In order to maintain full-time status, an undergraduate student must attempt at least twelve (12) quarter credits each quarter for academic credits.

### Classification of Students

Based on the number of units successfully completed, a student will be classified as Freshman, Sophomore, Junior, or Senior for the bachelor's degree. Additionally, based on the number of units a student is carrying at any given time, he/she may be considered as a part-time or full-time student. The following standards are applied in this regard:

Graduate	A student who has been awarded the Bachelor's degree or a higher degree by a recognized institution
Senior	A student who has completed 135 units or more units
Junior	A student who has completed less than 35 units and more than 90 units
Sophomore	A student who has completed less than 90 unit and more than 45 units
Freshman	A student who has completed less than 45 units
Full-time	A student carrying 12 or more units
Part-time	A student carrying less than 12 units

### Program Length

The normal length of the Bachelor's degree programs is 4 years.

### Minimum Required Units for Graduation

Program	Units
Bachelor of Art in Business Administration	180

### Add and Drop Policy

During the first two weeks of the quarter, one or two courses, but no more than two, may be dropped and an equivalent number of courses may be added without penalty (financial or attendance). However, international students are required to enroll a minimum of 12 credit units to maintain valid F1 status.

A student who wishes to ADD a class must:

1. Make a request to add by completing an official Add/Drop Request Form.
2. Obtain the academic advisor's approval to add a class not appearing on your original Class Registration Form.
3. Submit the completed Add/Drop Request Form to the Administration Office immediately.

A student who wishes to DROP a class must:

1. Make a request to drop a class by completing an official Add/Drop Form.
2. Obtain the advisor's approval to drop any class appearing on your original Class Registration Form.

3. Submit the completed Add/Drop Request Form to Administration Office immediately.

### **Attendance Policy**

Regular attendance is necessary to achieve satisfactory academic progress. If the student is absent, he/she may be required to make up all work missed. It is the student's responsibility to check on all assignments.

Students enrolled in any course are expected to attend classes regularly and comply with class requirements to the satisfaction of their instructor. In case of severe illness, or a death in the immediate family, the instructor of the course may "excuse" the student from attending class. However, it is the responsibility of the student to make up any academic work assigned during his/her absence. Students who miss twelve hours of class time or three consecutive classes during any regular quarter may be dropped from that class. Students who wish to be allowed to continue attendance in the class must notify the instructor. If the work missed is completed to the instructor's satisfaction within a reasonable period of time, the student may continue with the class. Any student missing twelve hours of class time or three consecutive classes during the quarter will be reported to the Chief Academic Officer by the instructor. The Chief Academic Officer will then initiate the process of counseling or dropping that student from the class.

### **Class Schedules**

Prior to the beginning of registration for each quarter, a class schedule is prepared and filed with the Administration Office. The class schedule may be revised after the quarter has begun before the Add and Drop deadline. All revisions are filed with the Administration Office. The initial class schedule and any revision thereafter must be approved by the Chief Academic Officer.

### **Final Examinations**

Student achievement will be evaluated in all courses. Students shall be fully informed as to the manner of evaluation (testing/term report), requirements, and assignments at the start of each quarter.

Any student who finds it impossible to take a final examination on the date scheduled must make arrangements in advance with the instructor either to take the examination at another time before the deadline for reporting grades, or request that a grade of "incomplete" be assigned, and then follow the regulations for the removal of the "Incomplete" grade. No exceptions will be made to these regulations without the written approval of the instructor and the Chief Academic Officer. All make-up finals will receive a letter grade corresponding to the score, which is ten points lower than the numerical score achieved on the final.



## **Leave of Absence**

A student who wishes to take a leave of absence must make the request prior to or on the first day on instruction by completing the Request for Leave of Absence form. The leave of absence is effective only when the CAO has acted upon the request and granted permission. A student who has taken a leave of absence without the CAO's permission will not be considered as a continuing student without persuasive reason(s) and evidence to substantiate such reason(s).

During the leave of absence students are not entitled to assistance from the faculty or use of university facilities. If the leave of absence is approved, the leave is recorded on the student's transcripts. The period of leave is not counted in the time allowed for the completion of degree requirements.

Students who do not return to enrolled status at the end of the approved leave of absence are no longer considered to be pursuing a degree. Students who fail to apply for Request for Leave of Absence, or to whom leave has been denied or for whom it has expired, should refer to Re-admission.

## **Non-Medical (Personal) Reasons**

The student requesting a Leave of Absence from the University who wishes to maintain his/her enrollment status may do so under the following conditions:

1. File a "Request for Leave of Absence" form, with the period of leave not to exceed 60 days per academic year, or to the conclusion of any given quarter term of an academic year, if the request is filed after the formal beginning of registration for the quarter.
2. Receive approval for the Leave of Absence request from the Chief Academic Officer.

## **Medical Reasons**

The student requesting a Leave of Absence for medical reasons who wishes to maintain his enrollment status may do so under the following conditions:

1. File a "request for Leave of Absence" form, with the period of leave not to exceed the estimated/required length of absence as confirmed by the attending Physician/Practitioner in a written statement filed with the Admissions Office. If this length of time must be extended due to further medical reasons, the student in question and his/her physician/practitioner must file a new Request for Leave of Absence, indicating in the appropriate place that this is an extension. There is no limit on a medical Leave of Absence if reasonable grounds are given. Also, Leave of Absence time for medical reasons will not be counted against the student's expected "time of completion" requirement.
2. Receive approval for the Leave of Absence request from the Admissions Office.

### Approved Leave of Absence

A leave of absence may be granted for personal emergencies and other circumstances that require a temporary interruption in attendance. Students taking a leave of absence must submit a signed leave of absence form to the Administration Office prior to taking the leave. If a leave of absence is unavoidable, it is best to finish the current quarter before starting a leave. Students who begin a leave of absence during a quarter will be assigned a grade of "W" for any coursework that cannot be assigned a final grade. Leaves of absences may not be granted during a student's first quarter. Normally, only one Leave of Absence may be granted in any one academic year. A leave of absence has no effect on satisfactory academic progress if no credits are attempted during the leave period.

### Grading System

The instructor, in conjunction with the Chief Academic Officer, determines the course requirements and methods of evaluating student performance. Grades can be given for attendance, quizzes, tests, oral or written projects, reports and standardized tests. Instructors will inform students of the class requirements and grading procedures at the beginning of the course. At the end of each quarter, the University posts students' grades for every course undertaken. Standard letter grades (A, A-, B+, B, B-, C+, C, C-, D+, D, and F) are used for undergraduate and degree programs. Only these letters are recorded on transcripts and in computing grade point averages (GPA).

The conversion equivalents of the University grades are shown in the following table:

Grade	Achievement Description	Grade Point
A	Outstanding	4
A-		3.67
B+		3.33
B	Good	3
B-		2.67
C+		2.33
C	Average	2
C-		1.67
D+		1.33
D	Below Average	1
F	Failure	0
I	Incomplete	N/A
W	Withdrawal	N/A

### **Unit of Credit**

Grace University academic work is established by quarters. A quarter credit hour earned is defined as the satisfactory completion of: at least ten (10) clock hours of didactic work (lecture hours); one (1) clock hour equals 50-60 minutes.

### **Incomplete (I)**

Incomplete (I) is given to students who, in the judgment of the instructor, are unable to complete the requirements of the course before the end of the quarter because of unforeseen circumstances and justifiable reasons. This grade is recorded on the transcript but does not affect the grade point average.

To receive credit for the course, work must be finished within one quarter from the end of the quarter in which the incomplete was assigned. A final grade will be assigned when the work stipulated has been completed and evaluated, or when the time limit for completion of the work has elapsed. If the work is not finished within one quarter an “F” will be posted on the transcripts. For a time extension due to unusual circumstances, a student may file a petition with the Chief Academic Officer. A student receiving an Incomplete (I) may re-enroll in the course with the permission of the Chief Academic Officer.

### **Withdrawal (W)**

Students may withdraw from courses during the first two weeks after classes begin without affecting their grade point average. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result in a “W” grade recorded in the official transcript. No withdrawals are permitted during the final three weeks of instruction except in cases such as accident or serious illness. A grade of “F” will be automatically entered in the grade report if the student does not attend the final three weeks of class without being excused. Withdrawal grades are not included in the GPA. A refund of tuition, if any, will be made in accordance with the Enrollment Agreement.

Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

### **Grade Point Average (GPA)**

A student’s grade point average (GPA) is computed by the following formula:

$$\frac{\text{Total Grade Point Earned}}{\text{Total units Attempted with Letter Grade}}$$

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Foundation courses required for the undergraduate degree program are included in the GPA calculation.

### **Grade Changes**

A grade of “F” (Failure) may be remedied by repeating the course. Any course with a grade of less than “C” may be repeated. Upon the recommendation of the Chief Academic Officer, a student may repeat any course. If a higher grade is earned in the repeated course, the lower grade will be reported on the transcript, but it will not be computed in GPA. All grades are final, except those recorded through mechanical error or through an error in the calculation of a grade by an instructor. Otherwise, they will remain as reported on a student’s transcript. All requests for grade changes must be submitted to the Administration Office by the instructor within two weeks following the date of issuance of the grade in question. A grade must not be changed after a degree has been awarded.

### **Grade Report**

Final grades will be issued by the instructor at the end of each quarter. The registrar shall prepare a final grade report. In the absence of mistake, fraud or bad faith, the grades assigned by the instructor shall be final once they have been filed in the Administration Office. Questions regarding final grades should be brought to the attention of the Administration Office during the quarter immediately following the grade assignment.

### **Foundation Courses**

Foundation courses are required for those students with insufficient background in the chosen degree. Foundation courses are included in the calculation of the student’s GPA.

### **Standards of Satisfactory Progress**

Grace University requires that all courses be successfully completed in order to graduate from the program. A student must meet the following standards of academic achievement and successful course completion while enrolled at GU.

### **Maximum Program Length**

Students must progress through the program at a pace that will ensure successful completion within one-and a-half (1.5) times the program length as measured in academic years. If a student cannot complete the program within the Maximum Time Frame (MTF), the student will be dismissed. The Maximum Time Frame for the degree program is shown in the following table:

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Program	Required Units for Graduation	Maximum Time Frame
Bachelor of Art in Business Administration	180 Units	6 Years

### **Academic Probation**

Students who do not maintain satisfactory progress will be placed on probation for one quarter. All students placed on probation will be counseled by their academic advisor and will be given assistance, if needed, in order to improve their GPA. At the end of the one quarter probationary period, if the academic record is not in compliance with the standards of satisfactory progress, the student will be dismissed for at least one quarter.

### **Dismissal and Extended Enrollment**

Students who have been dismissed due to the failure to maintain the academic minimums outlined above may apply to continue their studies at GU in an extended enrollment status. During this time, the student must attempt to improve the deficient areas that led to the dismissal by taking remedial courses, retaking courses they failed, or practicing previously learned skills in order to re-establish satisfactory progress. Students will be responsible for all costs incurred during this quarter. At the completion of this quarter, students who have established satisfactory progress according to the above tables may apply to the administration to return to a regular student status. A meeting will be scheduled between the Chief Academic Officer and the student applying for reinstatement to determine whether the student has the academic ability and desire to successfully continue in the program. If reinstated, the student will be placed on probation for a period of one quarter.

### **Mitigating Circumstances**

The Chief Academic Officer may grant leaves of absence and / or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the student's control. These circumstances must be documented and it must be demonstrated by the student that they had an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements.

### **Appeal**

Should a student disagree with the application of these standards of satisfactory progress, he/she must first discuss the problem with the appropriate instructor(s). If the student is still unsatisfied, he/she may then appeal to the Chief Academic Officer. The decision of CAO is final and may not be further appealed.

### **Re-admission**

Students who have been dismissed from the University must wait at least one quarter before applying for re-admission and must submit a Petition for Re-admission to the Chief Academic Officer. In order to be considered, the student must submit a written petition, which describes the changes in behavior or circumstance that will result in improved academic performance. The readmission petition must be submitted to the Chief Academic Officer at least ten (10) days before the beginning of the quarter in which the student requests readmission. The Chief Academic Officer will determine if the student has demonstrated the likelihood of future success in the program of study. The Chief Academic Officer will notify the student in writing concerning readmission. If readmission is granted, a student may resume coursework at GU.

### **Transfer of Credit Policy**

Students may transfer credits earned from another recognized institution after approval of the Chief Academic Officer.

Credits earned in any course taken at Grace University may be accepted for transfer to schools as long as the institutions accept the credits. Decisions concerning the acceptance of credits earned in any course at this university shall be made at the discretion of the receiving institution. GU makes no representation whatsoever concerning the transferability of any credits earned at this University.

### **Notice Concerning Transferability of Credits and Credentials Earned at Grace University**

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

### **Withdrawal Policy**

#### **Withdrawal from Classes**

Students have the right to cancel (withdraw) and obtain a full refund of charges paid through attendance or the seventh day of enrollment.

Students may withdraw from courses (see Add and Drop) without affecting their grade point average. Students thereafter are required to obtain a permit from the Chief Academic Officer to

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withdraw. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result in a "W" grade recorded in the official transcript. A student can withdraw from a class by the following procedures:

1. Make a request to withdraw by using an official Withdrawal Request Form.
2. Obtain the signature of instructors.
3. Submit the completed Withdrawal Request Form to the Admission's Office immediately.

No withdrawals are permitted during the final three weeks of instruction except in cases such as accident or serious illness. A grade of "F" will be automatically entered in the grade report if the student does not attend the final three weeks of class without being excused.

All withdrawals must be requested by completing the drop Form. Oral requests, whether by phone or in person, are not acceptable and will not be acted upon.

### **Withdrawal from the University**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

There are two ways to withdraw from the University:

**A.** Students wishing to withdraw temporarily, but who wish to be considered as continuing students, must first obtain the approval of the Chief Academic Officer.

The following procedures must be observed by the student:

1. Notify the Chief Academic Officer or Registrar of intent to withdraw by completing and submitting the Withdrawal Notice Form.
  2. Clear all outstanding debt/s with the University.
  3. Students who submit their Withdrawal Notice Form shall receive their refunds within thirty (30) days from receipt of the Withdrawal Notice Form.
- B.** Students who fail to register two consecutive quarters, without the Chief Academic Officer's approval, will be considered as automatically withdrawn from the University.

If a student fails to file his/her withdrawal notice within the two consecutive quarters period, the University will mail the refund check to the student at the address indicated in the student's registration record, within thirty (30) days from the last day of the second quarter.

A student may withdraw from the University. The student will be refunded the full amount of monies paid, less \$100 application fee. For students who have completed 50% or less of the 10 weeks instruction period, the tuition will not be refunded.

### **Clearance for Graduation**

Prospective graduates must obtain an Application for Graduation from the Administration Office and submit it to the Registrar before they can be considered for graduation. Students are advised to file the application in the quarter preceding the one in which they expect to graduate.

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During each registration period, graduating seniors meet with their advisors to determine if their proposed class schedule meets all graduation requirements for their degrees.

All fees and tuition debts must be paid in full, sixty (60) days prior to graduation, and all graduation students who intend to join their commencement must pay the graduation fee.