

Student Handbook

2026-2028

Last Revised on May. 21, 2026



Grace Mission University is accredited by TRACS (Transnational Association of Christian Colleges and Schools) and ATS (Association of Theological Schools). The detailed information is on page 2.

Grace Mission University

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WELCOME

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

- develop your mind (Theological Formation)
- gain experience and skills in ministry (Ministry Formation)
- let the Holy Spirit reveal and improve your character (Spiritual Formation)
- and press on to know God

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

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

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

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

GENERAL INFORMATION

Authorization and Accreditation

Grace Mission University is a nonprofit religious corporation under the Corporations Code of California and qualifies for religious exemption pursuant to California Education Code CEC # 94739 (b) (6). The university is private and licensed to operate by the California Bureau of Private Postsecondary Education (BPPE), license means compliance with state standards as set forth in the California Private Postsecondary Act of 2009 for the purpose of offering its educational programs. Furthermore, Grace Mission University achieved accredited status with TRACS (Transnational Association of Christian Colleges and Schools), ABHE (Association of Biblical Higher Education) and ATS (Association of Theological Schools). The following degrees are currently offered by Grace Mission University with accreditation by several agencies:

- Bachelor of Arts in Theology (BATH, 120 units)
- Bachelor of Arts in Christian Counseling (BACC, 120 units)
- Master of Arts in Christian Education (MACE, 50 units)
- Master of Arts in Intercultural Studies (MAICS, 50 units)
- Master of Arts in Christian Counseling (MACC, 50 units)
- Master of Divinity (MDiv, 87 units)
- Doctor of Missiology (DMiss, 42units)
- Doctor of Philosophy in Intercultural Studies (PhD ICS, 52 units)
- Doctor of Philosophy in Counseling Psychology (PhD CP, 52 units)

Any questions, a student may have regarding the accreditation, may be directed to the following agencies.

Bureau for Private Postsecondary Education (BPPE)

The university is licensed to operate by the California Bureau of Private Postsecondary Education (BPPE). Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education. The following degrees are currently approved by California BPPE:

- Bachelor of Arts in Theology (BATH, 120 units)
- Bachelor of Arts in Christian Counseling (BACC, 120 units)
- Master of Arts in Christian Education (MACE, 50 units)
- Master of Arts in Intercultural Studies (MAICS, 50 units)
- Master of Arts in Christian Counseling (MACC, 50 units)
- Master of Divinity (MDiv, 87 units)
- Doctor of Missiology (DMiss, 42 units)
- Doctor of Philosophy in Intercultural Studies (PhD ICS, 52 units)
- Doctor of Philosophy in Counseling Psychology (PhD CP, 52 units)

2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833
Phone: (916) 431-6959, Toll Free: (888) 370-7589
Main Fax: (916) 263-1897, Licensing Fax: (916) 263-1894
Enforcement/STRF/Closed Schools Fax: (916) 263-1896
<http://www.bppe.ca.gov> , E-mail: bppe@dca.ca.gov

The Association of Theological Schools (ATS)

Grace Mission University is accredited by the Commission on Accrediting of The Association of Theological Schools (www.ats.edu) and is approved to offer the following degrees:

- Master of Arts in Christian Education (MACE, 50 units)
- Master of Arts in Intercultural Studies (MAICS, 50 units)
- Master of Arts in Christian Counseling (MACC, 50 units)
- Master of Divinity (MDiv, 87 units)
- Doctor of Missiology (DMiss, 42 units)
- Doctor of Philosophy in Intercultural Studies (PhD ICS, 52 units)
- Doctor of Philosophy in Educational Studies (PhD ES, 52 units)

10 Summit Park Drive
Pittsburgh PA 15275-1110
Telephone: 412-788-6505, Fax: 412-788-6510, www.ats.edu

Transnational Association of Christian Colleges and Schools (TRACS)

Grace Mission University is accredited by the Commission on Accrediting of Transnational Association of Christian Colleges and Schools (TRACS) and is approved to offer the following degrees:

- Bachelor of Arts in Theology (BATH, 120 units)
- Bachelor of Arts in Christian Counseling (BACC, 120 units)
- Master of Arts in Christian Education (MACE, 50 units)
- Master of Arts in Intercultural Studies (MAICS, 50 units)
- Master of Arts in Christian Counseling (MACC, 50 units)
- Master of Divinity (MDiv, 87 units)
- Doctor of Missiology (DMiss, 42 units)
- Doctor of Philosophy in Intercultural Studies (PhD ICS, 52 units)
- Doctor of Philosophy in Educational Studies (PhD ES, 52 units)
- Doctor of Philosophy in Counseling Psychology (PhD CP, 52 units)

P.O. Box 328
Forest, Virginia 24551
(434) 525-9539, Fax (434) 525-9538
E-mail: info@tracs.org, <http://www.tracs.org>

Council for Higher Education Accreditation

Grace Mission University is a member of the Council for Higher Education Accreditation.

One DuPont Circle NW, Suite 510
Washington, DC 20036
Tel 202-955-6126, Fax 202-955-6129
<http://www.chea.org>, E-mail: chea@chea.org

Non-Discriminatory Policy

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

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

Mission Statement

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

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

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

Institutional Goals

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

1. Demonstrate a strong commitment to the Lordship of Jesus Christ

2. Demonstrate the fruits of a Christian lifestyle and mindset
3. Acknowledge and demonstrate the authority of Scripture in their life and ministry
4. Demonstrate advanced knowledge of Scripture and the ability to communicate it effectively
5. Demonstrate a mature knowledge of Reformed Theology
6. Evidence of a commitment to world evangelism and the ability to share their faith
7. Demonstrate the ability to minister in Korean and cross-cultural cultures effectively

Institutional Philosophy

Grace Mission University recognizes the primacy of the spiritual truth revealed in the Bible and incarnated in Jesus Christ, and acknowledges that all truth is of God. All truth finds its unity in God. GMU recognizes the role of the Holy Spirit in interpreting God's truth in accordance with the words of the Lord Jesus Christ who instructed His disciples that "when He, the Spirit of Truth, comes, He will guide you into all truth" (John 16:13).

GMU recognizes that Father God has shown humankind truth through Christ in nature, history, and in Scripture. The Bible, as the authoritative Word of God, is central in the quest for knowledge. Its principles and precepts are integrated throughout GMU's curriculum and are foundational in the institution's basic philosophy of education.

Philosophy of Student Development

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

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

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

Program Learning Outcomes (PLOs)

GMU program objectives and learning outcomes are articulated to support the mission statement and institutional goals.

BA in Theology Program Learning Objectives (PLO)

Upon completion of the BA in Theology program, students will be able to:

- PLO1. Understand principles and foundations of general education in Christian worldview.
- PLO2. Demonstrate biblical and theological knowledge as Bible teachers.
- PLO3. Strengthen knowledge and skills in the ministry field as lay leaders.
- PLO4. Develop academic skills that integrate knowledge and practices for advanced studies.

BA in Christian Counseling Program Learning Objectives (PLO)

Upon completion of the BA in Christian Counseling, students will be able to:

- PLO 1. Comprehend the foundational knowledge and principles of counseling necessary for Christian counseling.
- PLO 2. Integrate basic psychological theories and theology to effectively counsel in ministries.
- PLO 3. Develop and apply counseling knowledge and skills to life and ministry.
- PLO 4. Demonstrate academic ability and skills for advanced studies in effective counseling ministries and graduate studies.

MDiv Program Learning Objectives (PLO)

Upon completion of the Master of Divinity program, students will be able to:

- PLO1. Students begin developing expertise in a specialized area (e.g., pastoral ministry, missions, education)
- PLO2. That alumni find employment in ministry (full-time or part-time)
- PLO3. That graduates be equipped for doctoral studies

MAICS Program Learning Objectives (PLO)

The Master of Arts in Intercultural Studies Program is designed for leaders with a minimum of two years of mission or cross-cultural experience, and it will have the following outcomes:

- PLO1. To equip leaders in the mission field to be competent in cross-cultural ministries through balanced training in biblical, theological, and ministry applications.
- PLO2. To strengthen the missiological foundations by providing in-depth study that can immediately affect the practice of ministry and mission.
- PLO3. To activate and maximize the potential of leaders in relevant cross-cultural ministries, organizations, and institutions.

MA in Christian Education Program Learning Objectives (PLO)

The Master of Arts in Christian Education Program is designed for leaders with Christian Education in churches and mission fields:

- PLO1. To demonstrate to students in knowledge, understanding, and appreciation of Biblical, theological, philosophical, and psychological foundations of Christian Education
- PLO2. To develop the skills of the operative principles and administrative approaches for the church's educational ministry in the multi-cultural context.
- PLO3. To strengthen the skills of teaching, evangelism, leadership training, and age group ministry in the context of mobilization.
- PLO4. To equip students with in-depth academic skills in research that integrates knowledge and practices for advanced studies.

MA in Christian Counseling Program Learning Objectives (PLO)

The Master of Arts in Christian Counseling Program is designed for leaders with a minimum of two years of mission or cross-cultural experience, and it will have the following outcomes:

- PLO 1. Demonstrate knowledge of major theories of Christian counseling and be able to apply this knowledge in ministry contexts.
- PLO 2. Integrate theological tenets with psychological knowledge and skills to offer pastoral care and counseling in a variety of pastoral counseling settings
- PLO 3. Be aware of their issues and be able to develop a personal network for growth.
- PLO 4. Demonstrate critical thinking ability for academic research and advanced studies.
- PLO 5. Develop expertise in MA Christian Counseling through biblical, theological, and spiritual development as a holistic approach.

Doctor of Missiology (DMiss) Program Learning Objectives (PLO)

Upon completion of the Doctor of Missiology program, students will be able to:

- PLO 1. be involved with education or training.
- PLO 2. complete their doctoral program.
- PLO 3. write an in-depth research article or book.
- PLO 4. be employed in ministerial or missional leadership.

Doctor of Philosophy (PhD in Intercultural Studies) Program Learning Objectives (PLO)

The PhD in ICS Program is designed for leaders with a minimum of three years of mission or cross-cultural experience, and it will have the following outcomes:

- PLO 1. Research – Graduates of this program will be able to evaluate the current theory in the social sciences to evaluate the practice of missions and cross-cultural ministry. This research will provide solutions to improve and strengthen the missiological foundations of ministry. Graduates will also be able to understand the various worldviews of the participants in any cross-cultural ministry. They will be able to complete in-depth studies of the cross-cultural phenomenon and see the implications of this using various research tools.
- PLO 2. Theory Development – Graduates can add to the current social science theory by engaging in the academic world. They will be able to present papers and write articles for journals and engage in dialogue with other professionals.
- PLO 3. Professional educator – Graduates will be able to understand the various teaching methods that will help them communicate theory to a new generation of students. They will be able to create curricula and programs that will expand the field of intercultural studies.

Doctor of Philosophy in Educational Studies Program (PhD ES) Learning Objectives (PLO)

Upon completion of this program, students will be able to:

- PLO 1. Demonstrate the ability to design and conduct original empirical research with biblical integration to contribute to the educational field.
- PLO 2. Understand, analyze, synthesize, evaluate, and apply knowledge from the literature to address the needs of educational and ministry settings.
- PLO 3. Demonstrate abilities and skills in teaching, administration in educational and ministry settings.
- PLO 4. Demonstrate critical thinking and writing skills for scholarly works.

Doctor of Philosophy in Counseling Psychology Program (PhD PC) Learning Objectives (PLO)

Upon completion of this program, students will be able to:

- PLO 1. Develop the ability to engage in academic research and writing that broadens an interdisciplinary and contextual understanding toward the complexity of religion and applied psychology.
- PLO 2. Integrate scholarly research, cultural sensitivity, academic knowledge and clinical skills in the field of mental health counseling, missionary member-care, and coaching that can be applied in the intercultural and/or non-licensure settings.
- PLO 3. Demonstrate ability to integrate in-depth biblical and theological foundation to enhance the profession of psychology, counseling, member care, coaching, and research.
- PLO 4. Demonstrate leadership and competence as Christian scholars and practitioners in ethical and professional clinical practice, supervision, teaching and leading.

Doctrinal Statement

GMU holds the following biblical foundations statements.

God

We believe in the one and only God who is perfect and eternal. He is the Triune God: God the Father, God the Son, and God the Holy Spirit. Scripture References: Gen. 1:1; Ex. 3:14; 31:13; 34:14; Lev. 19:2; Deut. 6:4; 32:4; I Kings 8:27; Ps. 19:1-2; 22:18; 47:7; 90:2; 119:68; 145:10; Mal. 3:6; John 4:24; Acts 15:18; Rom. 16:27; I Cor. 8:4; Eph. 2:4; Heb. 12:23; 1 Jn. 5:7; Rev. 19:6.

Jesus Christ

We believe in Jesus Christ, the Son of God, our Savior, and Lord. We believe that He is infinite God and the true man who was incarnated by the Holy Spirit through Virgin Mary. He, being righteous, is able to bring sinners to righteousness through His sacred blood which was shed on the Cross. We believe that Jesus Christ rose from the dead according to Scripture, ascended into heaven, and sits at the right hand of God as our high priest and the king of the universe. We believe that He will come again with glory to build a kingdom of righteousness and peace love. Scripture References: Isa. 9:6; Luke 19:10; John 1:1-14; 4:42; 14:20; 16:30; Acts 1:11; Rom. 4:25; 9:5; 3:25-26; 5:18; 1 Cor. 15:22; Eph. 1:7, 17; 4:6; Col. 1:17; 2:8-10; 1 Tim. 3:16; 2 Tim. 4:1; Titus 2:13; Heb. 1:3-10; 2:17; 4:15; 7:25; 13:8; 1 Peter 2:21; 1 Jn. 3:13; 5:7, 20; Rev. 22:13.

Holy Spirit

We believe in the Holy Spirit, the third person of the Godhead, who dwells in the hearts of true believers. He came to lead us, teach us, and grant us abilities. We believe He convicts the world of its sins, regenerates sinners, and brings both righteousness and judgment. Scripture References: Gen. 1:2; Job 33:4; Isa. 6:8-9; Matt. 28:19; Mark 3:29; John 16:8, 13; Acts 10:19; 13:2-4; 16:6; 1 Cor. 2:11; 6:11; Titus 2:11; 2 Peter 1:21; 1 Jn. 5:7.

Holy Bible

We accept the Holy Scriptures, the Old and New Testaments, as inspired by God. Scripture is the Word of God which is accurate and inerrant. The purpose of this revelation this special revelation and inerrant are to show God's concern for the salvation of all humans. We believe the Holy Scriptures to be the only perfect rule for faith, doctrine, and Christian conduct. Scripture References: Ex. 4:15; 2 Sam. 23:2; Ps. 32:8; 119:151-160; Jer. 1:9; Matt. 5:17-18; John 10:35; 17:17; 1 Cor. 2:13; 2 Tim. 3:16-17; Heb. 1:1-2; 2 Pet. 1:18-21.

Creation

We believe in the historicity and primeval history of the biblical record of creation and the reality of heaven and hell and the literal existence of the devil. All historical matters in the Bible, including Genesis 1-11, are to be considered as an accurate, literal record. Scripture References: Ex. 4:15; 2 Sam. 23:2; Ps. 32:8; 119:151-160; Jer. 1:9; Matt. 5:17-18; John 10:35; 17:17; 1 Cor. 2:13; 2 Tim. 3:16-17; Heb. 1:1-2; 2 Pet. 1:18-21.

Human Beings

We believe that humans were created in the image of God. However, this perfect image was impaired through Adam and Eve's disobedience to the point of total degradation. Following the Fall, humans experienced the process of death in both body and spirit. Therefore, humans which were set apart from God, carry the characteristics of original sin from birth. Scripture References: Gen. 8:21; Ps. 51:5; 58:3; John 1:13; 3:3-6; 6:44; Rom. 5:12; 8:7; 1 Cor. 2:14; Gal. 5:19-20; Eph. 2:3; Col. 1:14; Heb. 12:14; Titus 3:5.

Salvation

We believe that the salvation of all persons is brought through the substitutionary and redemptive sacrifice of Jesus Christ through His literal physical death, burial, resurrection, and bodily ascension into heaven. Whosoever repents of her/his sins and believes in Jesus is born again by the Holy Spirit, receives the gift of everlasting life, and becomes a child of God. Scripture References: Prov. 28:13; Isa. 45:22; Mark 16:15; John 1:7; 3:3-36; 5:24, 40; Acts 16:31; 17:30; Rom. 5:16; 8:16, 38, 39; 10:10; 2 Cor. 7:10; Gal. 2:20; Phil. 1:29; 1 Thess. 5:23; 1 Tim. 2:4; Titus 2:11; Heb. 11:1-6; 2 Peter 1:4.

Sanctity and Purity

God wants His children to be holy by being filled with the Holy Spirit; to live a life of righteousness in contrast to sinfulness, to dedicate their lives to His will, and to live a life of effective service. Scripture References: Lev 11:44; Rom 6:19; 2 Cor. 7:1.

Healing

We believe in divine healing which we can receive for our physical illness through the work of redemption by Jesus Christ. We believe that the Holy Scriptures encourage us to pray for the sick. This is a privilege for all contemporary Christians. Scripture References: Rom. 5:9, 18; 8:34; 2 Cor. 5:14; Eph. 1:7; 1 Tim. 2:6; 4:10; Titus 2:11; Heb. 7:25; 9:22-24; 2 Pet. 3:9; 1 Jn. 2:2.

The Church

We believe the Church is composed of all believers in Christ who are redeemed by His blood and born again by the Holy Spirit. Christ is the head of His Church. We believe that it is our duty to spread His Gospel as God's witness to all nations of the world. Our local churches are gatherings of believers who come together to worship Father God, to be taught from His Word, to pray and fellowship with one another, to share the Gospel with others, and to participate in Holy Communion and Baptism. Scripture References: Matt 16:18; Act 20:28; Eph. 5:23.

Resurrection

We believe in the physical resurrection of both the righteous and the unrighteous respectively. The righteous will resurrect unto eternal life and the unrighteous will resurrect unto judgment in the place of eternal punishment which was prepared for all who die outside of Christ. Scripture References: 1 Cor. 15:24-28; 1 Thess. 4:15-17; 2 Thess. 1:7-10; 2 Pet. 3:3-13; Matt. 24:42-44; John 5:28; Acts 24:15; 1 Cor. 15:22, 23; 2 Tim. 2:18; Phil. 3:21; 1 Cor. 15:35-44; Dan. 12:2; 1 Cor. 15:24; Rev. 10:6; 22:11; 2 Pet. 3:11, 12.

The Second Advent

We believe in the imminence of Jesus Christ's second coming. He will return in physical form and will be visible to anyone in the world. We believe that His second coming is a blessed hope to all believers and motivates us to lead a faithful life in sincere service to the Lord. Scripture References: Acts 1:11; Matt. 25:31; 1 Cor. 15:24-28; 1 Thess. 4:15-17; 2 Thess. 1:7-10; 2 Pet. 3:3-13; Matt. 24:42-44; John 5:28; Acts 24:15; 1 Cor. 15:22, 23; 2 Tim. 2:18, Phil. 3:21; 1 Cor. 15:35-44; Dan. 12:2; Acts 17:31; 1 Cor. 15:24; Rev. 10:6; 22:11; 2 Pet. 3:11, 12; Eccl. 9:10.

Partner in Your Own Equipping (Prayer & Competencies)

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

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

Competency Prayer List for the BA Program

Mondays

Goals Relating to Piety

1) A deeper sense of devotion and spiritual formation

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

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

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

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

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

Tuesdays

4) Enhanced Leadership and Human Relations Skills

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

Goals Relating to Science

5) A foundation of Academic Knowledge and Research skills

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

Wednesdays

26. Understands worldview
27. Understands differences between American and Korean culture
28. Knows taboos of American culture
29. Understands difference between Christianity and cultural expression of Christianity (i.e. can Biblically evaluate customs and cultural norms)
30. Can answer theological challenges of universalism and religious pluralism

31. Knows basic history of world civilizations (e.g., West, East Asia, Middle East, Africa, Latin America)
32. Knows major events of Church history
33. Knows major events of Korean church history
34. Knows significant figures of church history
35. Knows information about the character qualities of significant people who have impacted the Church
36. Values and promotes commitment to family and family harmony in relationships
37. Has knowledge about the impact of divorce on spouses and children
38. Understands secular views of the origins of the universe and of man (e.g., what “scientific” evidence might unbelievers use to try to discredit the Bible)
39. Understands various Biblical Views of the origins of the universe and of man
40. Knows evidence for and against various views of origins

Thursdays

6) A solid biblical and theological foundation

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

7) Enhanced Ministry Skills

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

Fridays

55. Understands childhood development
56. Knows how to evangelize children
57. Knows how to disciple children
58. Can use creative means to communicate spiritual truth with children

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

Saturdays

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

10) A deeper understanding of missionary theory and practice

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

Competency Prayer List for the Master's Program

Mondays

Goals Relating to Piety

1) A deeper sense of devotion and spiritual formation

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

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

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

Tuesdays

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

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

Wednesdays

4) Enhanced Leadership and Human Relations Skills

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

Thursdays

Goals Relating to Science

5) A foundation of Academic Knowledge and Research skills

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

Fridays

6) A solid biblical and theological foundation

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

7) Enhanced Ministry Skills

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

Saturdays

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

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

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

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

Sundays

10) A deeper understanding of missionary theory and practice

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

ACADEMIC MATTERS

Registration

Registration opens four weeks before a new semester. Within the preceding two months, current students receive class schedules and registration information by email. They are to compare the new class schedules with their Student Progress Worksheets (see below). After deciding the courses in which to enroll, and during the two-week registration period, a student is to meet with the Academic Dean (or academic counselor) for academic counseling. After the first day of class, late registration fee will be charged. Registered students may drop or add classes with paying Add/drop fees during the first and second week of the semester. After the second week, no new classes can be added.

Leave of Absence

Withdrawing from the school includes: Leave of Absence due to personal, military, and medical concerns.

Students who wish to take a leave of absence must complete a "Leave of Absence Form."

Students who wish to return after a one-year leave of absence must follow the reinstatement procedure. Students who have been dismissed from the school due to a leave of absence of two years or longer must follow the re-admission procedure.

Library Tour & Guiding References

At the beginning of every semester a visit and tour of the library will be conducted in the classes. A tour of the library is necessary to gain knowledge of how to find books for the courses using the library's computer catalog as well as locating the materials on the shelves. Learning assistance will be available in the library upon request.

Grading

GMU uses a 4.0 grade point system (GPA). Grades are normally available within three weeks following the conclusion of each semester.

Grade Point System

<u>Grade</u>	<u>Scores</u>	<u>Grade Point</u>
A	96+	4.00
A-	90-95	3.70
B+	87-89	3.30
B	83-86	3.00

P	Passing
W/F	Withdrawal/Fail
W/P	Withdrawal/Passing
I	Incomplete

B-	80-82	2.70
C+	77-79	2.30
C	73-76	2.00
C-	70-72	1.70
D+	67-69	1.30
D	63-66	1.00
D-	60-62	.70
F	59 or less	0.00

A grade of “I” may be given temporarily when all the course requirements have not been completed and arrangements have been made to complete the work. This grade may not be given by an instructor to avoid giving an “F”. A student who receives an “I” will have until the end of the next grading period to complete the outstanding course work. If the work is not completed by this time, the “I” will automatically be converted to an “F” grade.

Curriculum/Student Progress Worksheet

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

After you complete (and pass) a course, use the blank to record the semester and year (e.g. F19, Sp20, Sum20). For electives, you will also have to write the course number and course title. The unmarked courses are the requirements you still need to fulfill in order to graduate. At registration time, check whether each course offered is one of your yet unfulfilled requirements. Since a required course might not be offered again for another two or more years, make sure to register for your required courses. If a course is not a required course, it is an elective. You only have room for a few electives. You may choose to take additional electives for your own personal benefit, but additional electives do not help you graduate. Use pencil when marking your curriculum progress worksheet. Changes may have to be made for various reasons. One reason for bachelor students is that after they have chosen a concentration, some of their electives may be moved to the concentration requirements. Refer the Academic Catalog.

Transfer Credit Policies

Students from accredited institutions may be admitted to GMU, providing that they meet the admissions requirement of the institution. The institution does not have an articulation or transfer agreement with any other college or university. The Institution does not accept prior experiential learning as units. Academically earned units may be given for courses in which a grade of “C” or above for undergraduate courses (“B” or above for graduate courses) has been earned and which correlates with the courses required for the completion of the program to which the student was admitted as follows:

1) For undergraduate program, a maximum of 75 percent of the units or units that may be applied toward the award of a bachelor's degree may be derived from a combination of any or both of the following:

Units earned at institutions approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by the Bureau or accredited by an accrediting association recognized by the U.S. Department of Education; Challenge examinations and standardized tests such as the College Level Placement Tests (CLEP) for general academic disciplines.

2) No more than 20% of graduate semester units or the equivalent in other units awarded by another institution may be transferred for units toward a Master's degree. GMU accepts transfer units only from institutions approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions.

3) No more than 24 semester units or its equivalent awarded by another institution may be transferred toward the doctoral degree. GMU accepts transfer units only from institutions approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions.

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

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

A faculty and academic staff committee will award units for unaccredited coursework as follows:

- 1) No more than 30% of a units may be granted for each unit earned at an unaccredited American school that has achieved state approval (the class must fit our curriculum) for undergraduate program
- 2) No more than 10% of graduate semester units may be granted for each unit earned at an unaccredited American school toward a Master's degree.
- 3) No more than 10 graduate semester units may be granted for each unit earned at an unaccredited American school toward a doctoral degree.

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

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

Notice Concerning Transferability of Units and Credentials Earned at This Institution

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

FINANCIAL AID INFORMATION

Institutional Scholarships Information

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

Types of Institutional Scholarships

Academic Achievement Scholarship

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

Active Pastor and Missionary Scholarship

The active assistant pastors, senior pastors, and missionaries abroad may receive this scholarship benefits. The assistant pastors and senior pastors of local church must submit a verification of the ministry and its position from their respective church authority. The missionaries must submit verification from their sponsoring organization or church. After reviewing the application and the verification, the applicant may receive about twenty percent (about 20%) of their current tuition, except the missionaries abroad who may receive up to 40%. To receive this scholarship, the application must be received within the first two weeks of the semester (within Add/Drop period). Any application submitted after this period will take effect during the following semester. The GMU's Scholarship Committee will make the scholarship awards decision and the amount based on the availability of the existing scholarship fund (refer the scholarship policies on school website).

Family Scholarship

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

Financial Need Scholarship

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

Work – Study Scholarship

At the beginning of each semester, on-campus job descriptions will be posted on the bulletin board. Interested students should contact the school office. Money earned will be applied to any outstanding balance (e.g., tuition and fees). An on-campus work-study student will receive the scholarship in the semester following the semester in which the work was completed.

Sponsor Matching Scholarship - Designated Scholarship

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

Scholarship Applications

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

Scholarship Committee

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

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

Federal Student Aid

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

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

Requirements for Eligibility

Requirements for Eligibility are the following:

- The student must be a citizen or eligible non-citizen.
- Have a high school diploma or GED.
- Must be enrolling in an eligible educational program.
- Working toward a degree or certificate.
- Making satisfactory academic progress.
- Must not be in default of a previous federal educational loan or Pell grant.
- If a student already has a Bachelor's degree he/she is not eligible to receive Pell grants but educational loans are available.
- Register with the Selective Service (if a male between the age of 18-25)

General Financial Aid Information

If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available at GMU financial aid department may be found in student guide “Funding Education Beyond High School” and the “Free Application for Federal Student Aid” published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center at 1 (800) 433-3243, TTY 1 (800) 730-8913, or logging on to the Internet at <http://studentaid.ed.gov>.

Compliance Statement

The federal Privacy ACT of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students’ identities to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

Financial Aid Mechanism

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of school’s attendance. Financial aid includes grants and loans. Grants do not have to be prepaid. **Loans usually have low interest rates that a student must repay in accordance to the individual loan program terms.** Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student’s termination from the program or if a student’s attendance falls below half time. Financial aid is awarded to students who have “need”. Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

Title IV Student Financial Aid Programs

The college is approved for, and does participate in the following USDE Title IV programs intended to defray the costs of attending for those students eligible for financial aid considerations:

GRANT (FREE)AID (This aid does not have to be repaid)

Federal PELL Grant Program (FPELL) \$5,645 maximum annual limit (**Does not require repayment**)

For more specific information on each program please refer to the student guides available at Student Guide web site

http://studentaid.ed.gov/students/publications/student_guide/index.html

LOANS TO STUDENT AND/OR PARENT (THIS AID MUST BE REPAID! THESE LOANS ARE NOT DISCHARGED BY BANKCRUPTY)

Direct Federal Stafford LOANS: If student obtain a loan, the student will have to repay full amount of the loan plus interest, less the amount of any refund, and that, 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.

****Subsidized loans** (Interest earned while in school and during grace period is covered by the USDE).

****Unsubsidized loans** (Interest earned while in school and during grace period may be delayed until the repayment period and will be added to the loan balance).

****Parent loans (PLUS)** (Interest due from parents as last disbursement on a loan is made) Perkins loan program (Interest earned while in school and during grace period is covered by the USDE).

STUDENTS ARE ENCOURAGED TO KEEP THEIR LOAN DEBT AS LOW AS POSSIBLE. THESE LOANS ARE AGGRESSIVELY COLLECTED BY THE USDE AND ITS CONTRACTORS. INTEREST LIABILITY ON LATE PAYMENTS IS VERY EXPENSIVE. LACK OF PAYMENT IS A VERY DAMAGING TO UNITS HISTORY AND FUTURE BORROWING POWER.

Annual loan limits and based on educational levels within the course of enrollment. Loan levels are specifically designated to the course of study at this institution. For example, If the student attended two years at a community college, but it enrolls in a course that is one academic year long without any transfer hours, the correct student level will be 1 and not 3rd.loan level.

For more specific information on each program please refer to the student guides available at Student Guide

http://studentaid.ed.gov/students/publications/student_guide/index.html

[Direct Loan Basics for Students](http://www.direct.ed.gov/student.html) -<http://www.direct.ed.gov/student.html>

[Direct Loan Basics for Parents](http://www.direct.ed.gov/parent.html) - <http://www.direct.ed.gov/parent.html>

Application For Aid, Procedures And Forms

Financial aid application for this institution is Free Application for Federal Student Aid (FAFSA). This form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

Federal Pell Grant Program: Funds received under this program are not subject to repayment from the student.

Deadline: FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by September 29, of the award year from which aid is requested from, or your last day of enrollment in 2013-14, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

Renewal Process: A FPELL Grant award is received for one award year (July 1 to June 30 of the following year), and **is not** automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the **new** SAR or ISIR to the financial aid office for each award year.

Disbursement: They are made based on per payment period via a check payable to the student or via a direct unit to the student's tuition account.

Federal William D. Ford Direct Loan Program

Funds received from either of the loan programs are subjected to repayment from the student. Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations.

Federal Direct Subsidized Loan

Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits). The Federal Government pay interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of a variable percentage but not to exceed 3% rebated directly to the U.S. Department of Education. Students may receive both subsidized and Unsubsidized loans provided the combine amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. The law also stipulates that borrower may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

Maximum Annual Award: First level \$3,500, Second level \$4,500, Third level \$5,500 (Max aggregate \$23,000)

Federal Direct Unsubsidized Loan

These loans expand the ability of the U.S. Department of Education to make "Unsubsidized" Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:

- (1) Unsubsidized loans are not need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).
- (2) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

Deadlines: Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the FFEL Loan Program.

Maximum Annual Award:

Dependent student: **with Parent** loan First level \$2,000, Second level \$2,000, Third level \$2,000 (Max aggregate \$8,000)

Dependent student **without Parent** loan or **independent** students: First level \$6,000, Second level \$6,000, Third level \$7,000 (Max aggregate \$14,000)

Disbursement: Checks are issued to the school and united to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement. **For additional information, read the pamphlet "Direct loan Entrance Interview"**

Determining Need

The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.

Grace Mission University utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution.

Cost Of Attendance

This institution uses the annual budgets published by the **CALIFORNIA STUDENT AID COMMISSION**. The estimate amount it will cost a student to go to school during an academic year of approximately 9 months is stated below.

Definitions related to financial aid:

The following definitions correspond to some common terms used within the financial aid terminology:

ACADEMIC YEAR: 24 Semester unit hours of instruction for a full-time student. The midpoint of the academic year shall be a minimum of 12 semester unit hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 24/30 weeks, regardless of the number of Semester unit hours. Hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

COST OF ATTENDANCE: Institutional charges for tuition, fee, books and supplies in addition to an estimated cost to the student for living allowances as room, board, transportation and personal combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.

UNITS BALANCE: A unit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Units balances are paid within 14 business days from the day the units balance was generated. Students must be responsible for budget their own funds and for securing that the funds are used for education related expenses.

DEPENDENT STUDENT: She/he is an individual who does not meet the independent student criteria. This student is required to submit his/her application and student and parents' income and assets data.

DEPENDENT: She/he is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) **NOT** a dependent of the student.

EXPECTED FAMILY CONTRIBUTION (EFC): Is the application of the U.S. Congressional formula to the student's family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance.

FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN: You must be one of the following to receive federal student aid:

U.S. Citizen

U.S. National

U.S. permanent resident who has an I-551 or I-551C (Alien Registration receipt card).

Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:

- Refugee
- Asylum Granted
- Parole for a minimum of one year that has not expired
- T-Visa Holder (T-1, T-2, T-3etc)
- Cuban-Haitian entrant
- Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking"

IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:

- F1 or F2 student visa
- J1 or J2 exchange visitor visa only
- G series visa (pertaining to international organizations)

INDEPENDENT STUDENT: An individual who meets one of the following criteria:

1. (45) Were you born before January 1, 2003?
2. (46) As of today, are you married? (Separated but not divorced)
3. (47) During the 2026–2027 award year, will you be a graduate or professional student?
4. (48) Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
5. (49) Are you a veteran of the U.S. Armed Forces?
6. (50) Do have children who will receive more than half of their support from you between July 1, 2026 and June 30, 2027?
7. (51) Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2027?
8. (52) At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
9. (53) As determined by a court in your state are you or were you an emancipated minor?

10. (54) As determined by a court in your state of legal residence, are you or were you in legal guardianship?
11. (55) At any time on or after July 1, 2025, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
12. (56) At any time on or after July 1, 2025, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
13. (57) At any time on or after July 1, 2025, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

PARENT(S): For the purposes of the financial aid programs, “a parent” is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.

PAYMENT PERIOD: 12 semester unit hours and 12 weeks or more. It is the mid-point of the program for courses of less than 12 semester unit hours and 24 weeks.

NEED: Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

WITHDRAWALS: Students are officially withdrawn on date of notification, date terminated by the institution, date of two consecutive weeks of absences or date when the student failed to return from an approved leave of absence.

Recoveries

Recoveries resulting from unearned Title IV funds are due from the student and must be paid in accordance to the terms stated in the promissory note of the student loans. If funds from the grants programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date. Students may make repayment arrangements with the U.S. Department of Education within the 45 days and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by the U.S. Department of Education.

Transfer Student

A student, who attended a post-secondary institution before the enrollment at Grace Mission University, is required to provide a Financial Aid Transcript from each of the institutions attended within the last six months before the enrollment at this institution. If a financial aid transcript is required, no aid may be advanced from the loan proceeds. Aid from other programs may be advanced to cover the first payment period. No additional aid will be available to the student until all Financial Aid Transcripts are received by Grace Mission University.

Verification Process:

Federal regulations 34 C.F.R Part 668, subpart E, dated March 14, 1986 April 29, 1994, November 29, 1994 – executing legislation 20 U.S.C. 1094 governing the Title IV programs

require schools to be sure of certain applicant-reported data. These regulations require school to develop written policies and procedures for verification. The school is requiring making these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions process. To follow the regulation and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school may not disburse PEL grant until completion of verification.

Who must be verified: Grace Mission University shall verify 100% of those students selected by the CPS system for verification.

Verification Exclusions: Applicants excluded from verification include:

- Death – Applicant dies during the award year or before the deadline for completing the verification.
- Not an aid recipient-The student being ineligible for aid and withdrawing without receiving it.
- Applicant is eligible to receive only unsubsidized student financial assistance
- Post enrollment-The students was selected for verification after ceasing to be enrolled at school and all (including late) disbursement were made.
- Certain spouse/parent status – Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contact by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant.
- Complete verifications – If the student completed the verification at another institution prior to transferring to this school, all the following documents are provided from that school: 1/ letter stating that the verification process was completed. 2/ copy of the application data that was verified, and if the student was awarded PELL grant, a copy of the signed SAR/ISIR. 3/ a completed Financial Aid transcript.

Required Verification Documents: Examine the data items listed in 34 C.F.R 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.

Data items include:

- Total number of persons in the household.
- The number of members of household enrolled at least half-time students in postsecondary education institutions.
- Adjusted gross income (AGI) or adjusted gross family income (AFGI) for the base year (2018).
- U.S. income tax paid for the base year (2018)
- IRA Deductions
- Certain untaxed income and benefits for the base year if certain conditions would apply include:
 - Social security benefits.
 - Child support.
 - Untaxed payments to IRA or Keogh or Foreign income

- Tax Exempt interest
- Untaxed portion of Pensions

Grace Mission University shall resolve inconsistent application information for all applicants, in agreement with requirement of 34. C.F.R. part 688.16 (f)

Documentation Required: Tax filer student, spouse and/or parents (as applicable) IRS Tax Return Transcript and Copy of tax return. Non tax filer student, spouse and/or parents (as applicable) form W-2, form 4868, Signed statement, or agency documentation for SNAP (food stamps) benefits. Applicants shall complete the appropriate sections of the Verification Worksheet. There are two different worksheets: One for dependent students and one for independent students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school's financial aid office may require/provide other appropriate forms.

Time Period for Providing Documentation: Applicants must provide the required documentation within 14 days from the request of FAO. Grace Mission University may not disburse FSA funds until the student has completed required verification.

Applicant Responsibilities: To be eligible to receive Title IV funds, we require applicants to provide requested information during the time-period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date verification:

- Number of family members in the household
- Number of family members in the household now enrolled as at least half-time students on postsecondary institutions
- Change in dependency status
- Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application.
- This process does not apply if the change occurs due to marriage
- Campus-based applicants whose dependency status changes during the Award Year must have their FC re-calculated. This process does not apply if the change occurs due to marriage
- The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

Consequences of Failure to provide documenting within the specified time period(S): If the student cannot provide all required documentation, the school cannot complete the verification process within 14 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following option

- The student may continue training on a cash payment basis
- The student may withdraw, and re-enroll at no additional charge. There will be no loss of units earned when the student provides all proof, and verification is complete. The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

Interim Disbursements: The school may make interim disbursement for one disbursement if FAO have no reason to question the accuracy of the information on the FAFSA.

Tolerance: If there are non-dollar errors and if the error in the dollar items total is less than \$25.00 there is no requirement to recalculate the students EFC.

Referral Procedure: The school shall forward to the Secretary of Education, referral of fraud cases.

Student Defaults on the Loan

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

The detailed default prevention plan procedures are described in Policies and Procedures.

Consumer Information

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Grace Mission University receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school 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 school official to whom the request was 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's 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 provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Grace Mission University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the [School] who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Grace Mission University.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202**

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or

lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student-

- To other school officials, including teachers, within the Grace Mission University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(J)- (a)(1)(i)(B)(2) are met. (§99.31(a)(1)) the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a

violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

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

Satisfactory Academic Progress Standards:

1. Qualitative Standard

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

2. Quantitative Standards

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

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

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

Satisfactory Academic Progress Standards: Baccalaureate Students

1. Qualitative Standard

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

2. Quantitative Standards

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

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

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

Satisfactory Academic Progress Standards: Graduate Students

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

1. Qualitative Standard

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

2. Quantitative Standards

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

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

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

Quantitative standard examples

Four -year program: Students in a bachelor's degree program at GMU are required to complete 128 units and to enroll in 16 units each semester. The maximum time frame is six years (150% of the published length of four years), and GMU reviews a student's academic progress after increments of one year. Students must successfully complete at least 21 units each year. There is a one-year probationary period.

Lydia fails all her courses in her first semester at GMU. Though she successfully completes all her courses in the second semester, she isn't making satisfactory progress by the end of the first increment because she completed only 15 units, not 21. She is put on probation for her second year and successfully completes all but one of her courses (27 out of 30 units), so she is then meeting the SAP standard of 43 units completed by the end of the second year.

One-year program: GMU will have a 24-semester hour program that a full-time student can complete in one year. Because many students attend part time, GMU bases the maximum time frame on the number of semester hours attempted. Its policy is that students must complete the program by the time they have attempted 36 (150% of 24) hours. Increments are 12 semester hours, so to successfully complete the program on time, students must complete eight semester hours by the end of each increment.

Allen enrolls in this program one class at a time, and each class is four semester hours. After he has enrolled in three classes (12 hours),

GMU checks to see if he has completed enough work in that increment to be making satisfactory progress. Allen completed the first and third course but failed the second. Because he completed eight hours (2 courses) in this increment, he's making satisfactory progress.

Percentage completion: GMU requires students to complete 80% of the work attempted by the end of each increment ($4 \div 5 = 0.8$ or 80%).

Andrew and Marie enroll in the B.A. program, in 15 units per semester for the first year. After one semester Andrew has earned 13 units and Marie 15 units. At the end of the second semester, Andrew has a total of 21 units and Marie a total of 30 units. To be making satisfactory progress, they must have completed 80% of the units attempted by the end of each increment. This is 13 units ($80\% \times 15$) per semester, so both students made satisfactory progress in the first semester. By the end of the second semester, they must have completed 24 units ($80\% \times 30$). Marie is still meeting SAP, but because Andrew only completed 21 units, he is not.

In the second year Marie again enrolls for 30 units, but Andrew only enrolls for 15. He successfully completes all of them, so he has earned 36 units of 45 attempted. Marie has earned 51 units of 60 attempted. By the end of the second year, Andrew must have completed 36 units ($80\% \times 45$); he is again making satisfactory progress. Marie must have completed 48-unit hours ($80\% \times 60$); she is still making satisfactory progress.

Change of major and transfer units

Generally, all periods of the student's enrollment count when judging SAP, even periods in which the student did not receive FSA funds. However, your policy may permit that for students who change majors, units attempted and grades earned that do not count toward the new major will not be included in the SAP determination. You may limit how many times a student can change majors and "reset" SAP.

Similarly, you must at least count those transfer units that apply toward the current program, though you may count all units from the previous school.

You must also establish rules for students who seek to earn additional degrees.

Repetitions, withdrawals, incompletes, remedial and ESL courses

Failed or under C- graded courses can be retaken only once. In the case only the highest or most recent grade can be counted for graduate units. While GMU can exclude grades for prior attempts (repeat/delete) when calculating a student's GPA, GMU must include the units from all attempts when assessing if the student meets the quantitative SAP standard.

All incomplete grades, withdrawals, and remedial and ESL (not part of an ESL program) courses will affect on satisfactory progress. GMU does not exclude from the SAP review courses in which a student remained past the drop/add period and earned a grade of "W" (or its equivalent), nor can it routinely exclude certain hours attempted, such as those taken during a summer session.

Probation and appeals

GMU permits appeals and probation, all students who are in the process of their SAP check on probation can register immediate semester. During that time students may continue to receive Title IV aid, but at the end of the period the students must again be meeting SAP standard. Such students cannot, however, be allowed two such periods consecutively.

Re-establishing academic progress

A student who loses FSA eligibility because she/ he is not meeting GMU's satisfactory academic progress standards will regain eligibility when GMU determine that she/ he is again meeting the standards or when GMU grant her/ him an appeal.

Other than when an appeal is granted for special circumstances, a student can regain eligibility only by taking action that brings her/ him into compliance with the qualitative and quantitative components of GMU's academic progress standard.

A student can complete a number of units or enroll for a number of academic periods without receiving federal student aid, or that she/ he interrupt her/ his attendance for one or more academic periods. However, neither paying for one's classes nor sitting out a semester affects a student's SAP standing, so neither is sufficient to re-establish FSA eligibility.

SAP Probation

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

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

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

Disqualification

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

Reestablishing Eligibility:

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

Examples of extraordinary circumstances:

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

Probations (Academic Suspension)

A student is subject to academic suspension from the University after one semester on academic probation, unless in the judgment of the Academic Dean significant academic improvement is

made during the probationary semester. Academic suspension precludes further enrollment in the University.

Dismissal

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

Time Limits for Programs

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

Regular Student in an Eligible Program

A person must be enrolled as a regular student in an eligible program in order to receive FSA funds (exceptions are discussed later in this chapter). A regular student is someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a degree or certificate offered by the school. The definition of an eligible program is discussed in detail in GMU Eligibility in this catalog.

▼ Conditional acceptance. GMU admits students under a conditional or provisional acceptance. For example, a student might be conditionally accepted until he provides further documentation, such as academic transcripts or test scores, or demonstrates an ability to succeed in the program (by receiving acceptable grades in program coursework). GMU limit the student's enrollment no more than 20 units, until the student meets the necessary conditions.

Students admitted as conditional are regular students only if GMU officially accepts them into the eligible degree or certificate program. The Department does not define official acceptance or admission. If the student is merely allowed to take some courses before being officially admitted to the program, she is not considered a regular student and is not eligible until she is officially admitted.

▼ Continuing education. Regular students may receive aid for classes they take in a school's continuing education department as long as the classes apply to their degree or certificate program.

Remedial coursework

Remedial coursework prepares a student for study at the postsecondary level (compare with preparatory coursework, which prepares a student for a given program), and a student enrolled solely in a remedial program is not considered to be in an eligible program. If acceptance into an

eligible program is contingent on completing remedial work, a student cannot be considered enrolled in that program until she completes the remedial work.

However, if the student is admitted into an eligible program and takes remedial coursework within that program, he can be considered a regular student, even if he is taking all remedial courses before taking any regular courses. GMU may count up to one academic year's worth of these courses in the students' enrollment status for federal aid. For the purpose of this limit, that is 30 semester units.

A remedial course cannot be below the educational level needed for a student to successfully pursue her program after one year in that course. Also, remedial courses must be at least at the high school level, as determined by the state legal authority, GMU's accrediting agency, or the state agency recognized for approving public postsecondary vocational education. If that agency determines that a remedial class is at the elementary level, the class cannot be included for Title IV aid. Nor can Title IV aid be used for a remedial course that uses direct assessment of student learning instead of units or clock hours.

GMU do not use no units' remedial hours to determine a student's enrollment status if the course is part of a program that leads to a high school diploma or its recognized equivalent. A student is never permitted to receive funds for GED training or for coursework prior to the completion of high school, even if the GED or high school training is offered at postsecondary schools or is required for the postsecondary program.

Similar to other remedial coursework, a student may receive FSA funds for ESL courses that are part of a larger eligible program. There are differences though: ESL courses don't count against the one-year limitation on remedial coursework mentioned above, and they need not be at the secondary school level.

Preparatory coursework

A student not enrolled in a degree or certificate program is eligible for Stafford and PLUS loans for up to one year if she is taking coursework necessary for enrollment in an eligible program.

Students with intellectual disabilities

The HEOA permitted students with an intellectual disability to receive funds from the Pell Grant, FSEOG, and FWS programs. They must be enrolled or accepted for enrollment in a comprehensive transition and postsecondary program for students with intellectual disabilities and must maintain satisfactory academic progress as determined by GMU for this program. They must meet the eligibility criteria in Section 484(a)(3–6) of the HEA. Except the statutes governing need analysis, the Secretary has the authority to waive any Pell, FSEOG, FWS, or institutional eligibility provisions necessary to ensure that programs enrolling these students are eligible for Title IV funds and that eligible students receive those funds.

Elementary or Secondary Enrollment

A student enrolled in elementary or secondary school is not eligible for aid from the FSA programs, even if she is simultaneously enrolled in an eligible college program. A student is

considered to be enrolled in secondary school if she is pursuing a high school diploma or if she has completed the requirements for a diploma, has not yet received it, and either she is taking college coursework for which her high school gives units or her high school still considers her to be enrolled there.

An adult pursuing a GED (not a high school diploma) is not considered to be enrolled in secondary school. However, as stated earlier, a student can't get aid for GED training, though he can receive aid for other college courses if he meets ability-to-benefit, homeschool, or high school equivalent requirements. An adult can take a course offered by a high school, such as a driver's education course, without being considered enrolled there.

Academic qualifications

To receive FSA funds, a student must be qualified to study at the postsecondary level. A student qualifies if she:

- has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
- has the recognized equivalent* of a high school diploma, such as a general education development or GED certificate;
- has completed homeschooling at the secondary level;
- has passed a department-approved ability-to-benefit test*; or
- has satisfactorily completed six units of college work that are applicable to a degree or certificate offered by the school.

A student may self-certify on the FAFSA that he has received a high school diploma or GED or that he has completed secondary school through homeschooling as defined by state law. If a student indicates that he has a diploma or GED, your school isn't required to ask for a copy**, but if your school requires one for admission, then you must rely on that copy of the diploma or GED and not on the student's certification alone.

Equivalents to a high school diploma

The Department recognizes several equivalents to a high school diploma:

- A GED;
- A certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma;
- An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full units toward a bachelor's degree; or
- For a student who enrolls before completing high school, a high school transcript indicating the student has excelled in high school. The student must no longer be enrolled in high school, must satisfy GMU's written policy for admitting such students, and must be starting a program that leads at least to an associate's degree or its equivalent.

Homeschooling

Though homeschooled students are not considered to have a high school diploma or equivalent, they are eligible to receive FSA funds if their secondary school education was in a homeschool that state law treats as a home or private school. Some states issue a secondary school

completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, she must obtain this credential in order to be eligible for FSA funds. She can include in her homeschooling self-certification (see above) that she received this state credential. Some students finish homeschooling at an age younger than the age of compulsory school attendance for their state or your school's state. Another part of the federal law defines an eligible institution as one that admits as regular students only persons who have a high school diploma or equivalent or are beyond the compulsory attendance age for the school's state. The Department considers a homeschooled student to be beyond the age of compulsory attendance if your school's state would not require the student to further attend secondary school or continue to be homeschooled.

Enrollment Status

A student must be enrolled at least half time to receive aid from the Stafford and PLUS loan programs and the Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent (SMART) grant programs. The Pell, TEACH Grant, and Campus-based programs don't require half-time enrollment,* but the student's enrollment status does affect the amount of Pell a student receives (Volume 3 explains how enrollment status affects a Pell award.).

To be enrolled half time, a student must be taking at least half of the course load of a full-time student. The definitions of a full-time workload are different between undergraduate and graduate program.

Undergraduate Minimum standards for full-time enrollment.

GMU's definition of workload includes any combination of courses, work, research, or special studies in GMU. For undergraduates, full-time status must be at least:

- 12 semester hours in a semester;
- 24 semester hours per academic year;

If a student is enrolled in courses that do not count toward degree, they cannot be used to determine enrollment status unless they are nonunits or remedial courses as described in the sidebar. This means you cannot award the student aid for classes that do not count toward degree or certificate.

Masters' Minimum standards for full-time enrollment.

GMU's definition of workload includes any combination of courses, work, research, or special studies in GMU. For graduates, full-time status must be at least:

- 9 semester hours in a semester;
- 18 semester hours per academic year;

Doctoral Minimum standards for full-time enrollment.

GMU's definition of workload includes any combination of courses, work, research, or special studies in GMU. For doctoral students, full-time status must be at least:

- 8 semester hours in a semester;

- 16 semester hours per academic year;

If a student is enrolled in courses that do not count toward degree, they cannot be used to determine enrollment status unless they are non-units or remedial courses as described in the sidebar. This means you cannot award the student aid for classes that do not count toward degree or certificate.

Students convicted of possession or Sale of Drugs

A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that the student is eligible; GMU is not required to confirm this unless GMU have conflicting information.

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period

The HEOA established the requirement for schools to provide each student who becomes ineligible for Title IV aid due to a drug conviction a clear and conspicuous written notice of his loss of eligibility and the methods whereby he can become eligible again.

A student regains eligibility the day after the period of ineligibility ends or when he successfully completes a qualified drug rehabilitation program. Further drug convictions will make him ineligible again.

Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program as described below or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify to you that she has successfully completed the rehabilitation program; as with the conviction question on the FAFSA, you are not required to confirm the reported information unless you have conflicting information.

When a student regains eligibility during the award year, you may award Pell, ACG, National SMART, TEACH, and Campus-based aid for the current payment period and Direct and FFEL loans for the period of enrollment.

Standards for a qualified drug rehabilitation program

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.

- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

If you are counseling a student who will need to enter such a program, be sure to advise the student of these requirements. If a student certifies that he has successfully completed a drug rehabilitation program, but you have reason to believe that the program does not meet the requirements, you must find out if it does before paying the student any FSA funds.

Incarcerated students

A student is considered to be incarcerated if she is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she is in a half-way house or home detention or is sentenced to serve only weekends.

Incarcerated students are not eligible for FSA loans but are eligible for FSEOGs and FWS. They are also eligible for Pell grants if not incarcerated in a federal or state penal institution. See Chapter 7 for more information on this and on sex offenders who were incarcerated but are now subject to an involuntary civil commitment.

You may accept the student's written self-certification that he is no longer incarcerated.

Conflicting Information

In addition to reviewing data provided by the Department's application system and NSLDS (as discussed in the rest of this volume), GMU has an internal system to share information relevant to the student's eligibility, such as student's academic standing. The FSA program regulations require a school to develop an adequate system to ensure the consistency of any data related to a student's application or eligibility for federal student aid regardless of the source of that data. GMU is responsible for reconciling all inconsistencies that it receives with one exception: if the student dies during the award year, you aren't required to resolve conflicting information.

Change in Status

The student's eligibility status can change during the award year, which almost always affects whether the student can be paid. The special rules for changes in satisfactory academic progress status were discussed earlier in the SAP section.

STUDENT LIFE

Social Activities

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

- Sports Days (once per semester)

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

A simple dinner is provided to students every Tuesday after chapel. All are invited to attend. Additional social activities are provided through student clubs.

Spiritual Activities

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

Additionally, all new students are required to participate in the spiritual formation program Tres Dias (TD) before graduation. Through this program, students experience deeper spiritual formation, renew their relationship with God, and are encouraged to grow in faith within the community.

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

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

Student Government

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

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

The activities of the student government include:

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

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

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

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

Student Clubs

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

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

We have six student clubs, they are Orose (Mountain climbing), Doxadeo (reading the bible in its original language), God's disciples (discipleship training), Kimalhangjun (prayer and evangelism), Deacon (IT), PHONAE (Praise). Each club receives \$200 monetary support from the school for their activities. Student who wants create a club, participate in an existing cub can use the application form at the appendices of this handbook.

Application for Recognition of a Student Organization

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

MEETING STUDENT NEEDS

Housing

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

Parking

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

Student Employment

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

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

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

Health Insurance

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

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

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

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

Medical Provisions

If you have a minor accident, a first aid kit is kept in the office to help you. If you have a more serious medical need that demands immediate attention, the office will arrange for your

transportation to a doctor or hospital. If you have a medical need that does not require immediate attention, please discuss the issue with the student dean.

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

11524 La Mirada Blvd., La Mirada, CA 90638	(562) 943-4747
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If you need to find a nearby urgent care facility (i.e., a facility that should be quicker and cheaper than a hospital, but not be suitable for major emergencies), you may want to go to Urgent Care America Corp:

13470 E Telegraph Rd., Whittier, CA 90645	(562) 906-7766
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More serious medical emergencies need to be treated in a hospital emergency room. A nearby hospital (with emergency room) is Whittier Hospital Medical Center:

9080 Colima Road, Whittier, CA 90605	(562) 945-3561
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Keep in mind that any American hospital or emergency room has access to translators (e.g., on staff or via a telephone translating service). Also keep in mind that even if you have no insurance and no money, emergency rooms cannot turn away a seriously ill individual. They must treat you until you are out of danger. However, emergency rooms are more expensive than other medical facilities.

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

12401 Washington Blvd., Whittier, CA 90602	(562) 698-0811
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If you need to find a Korean-speaking an Oriental medicine therapist, You Jung Kim LAC will be happy to treat our students. Oriental medicine is especially helpful for pain control, arthritis, stomach ailments and more. If you would like, he can arrange to meet you on campus.

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

Personal Needs

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

Academic Counseling

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

Career Counseling

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

Faculty Mentoring

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

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

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

Suggestions and Complaints

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

Using Equipment & Facilities Policies

Scheduling Use

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

Equipment

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

Property

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

Responsibility for Guests and Family Members

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

Parking

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

Maintenance and Inspection

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

Insurance

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

Safety & Security

Educational Rights and Privacy Act of 1974 (FERPA)

Except as stated above, personal information, other than “directory information” or matters of public record, is not normally released to anyone outside the College without a student’s prior consent unless otherwise permitted or required by law.

The Family Educational Rights and Privacy Act of 1974 (FERPA), and related federal regulations establish guidelines protecting the privacy of student records and give a student the right (subject to certain exceptions) to review her/his “educational records,” and, within forty-five days of formally requesting to do so, to challenge and seek to amend the contents, if necessary, in terms of the student’s privacy rights. FERPA also gives students the right to consent to the disclosure of personally identifiable information contained in the student’s education records, except to the extent that the law authorizes disclosure without consent. FERPA provides students the right to file a complaint with the Department of Education concerning alleged failures by the University to comply with the act.

The procedure to inspect and review records, or to request amendment of education records is the same: students should write and sign a letter clearly stating their request and submit the letter to the dean of students.

Education records may be disclosed to school officials with a legitimate educational concern without prior written consent of the student. School officials include persons employed by the school in administrative, supervisory, academic, or research, or support staff positions. A school official is determined to have legitimate educational concern or interest if the information requested is necessary to perform the tasks related to the student’s education, or the discipline of a student, or provide a service such as health care, counseling, institutional research, job placement, or financial aid.

Fire Drills

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

Fire Alarms

Fire alarms are located on both floors.

Fire Equipment

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

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

To operate our fire extinguishers:

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

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

Earthquakes

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

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

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

Reporting Possible Hazards, Suspicious Activities, and Suspicious Strangers

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

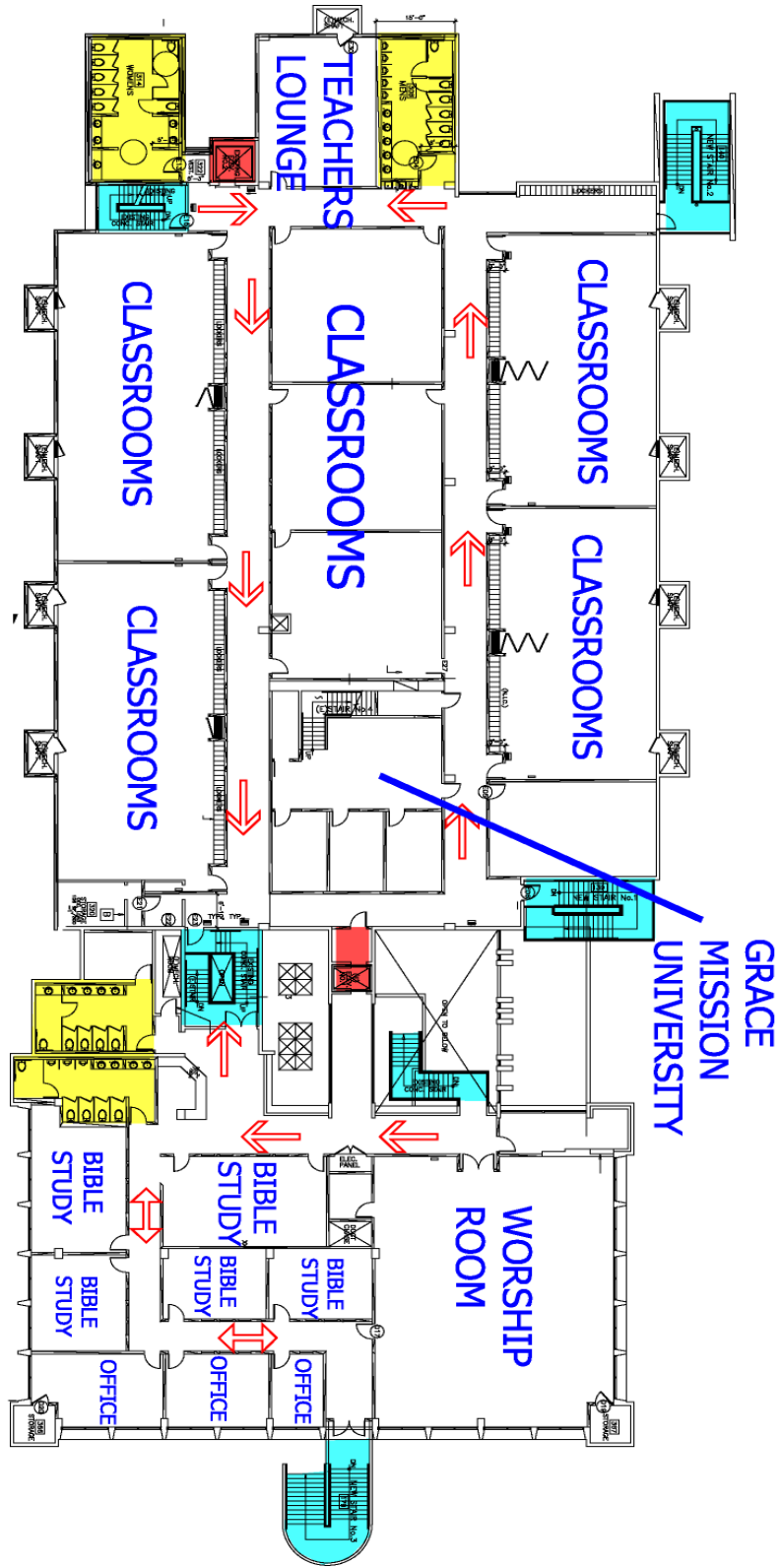
Security Tips

1. Avoid walking alone at night and stay in well-lit areas.
2. Walk with a friend. It is less likely that something would happen if there are two of you. If you would like an escort to the parking lot across the street, please inform the office.
3. Always lock rooms and automobiles when they are unoccupied.
4. Always make sure that your apartment, office, or classroom door is locked if you are working or studying late. Remember to never prop doors open for someone else.

5. Have your key ready to open your car door, especially at night. Your keys can be used as a defensive weapon.
6. Look inside your car before entering; also check vehicle for possible break-ins. Assaultants sometimes hide in the back seat of a vehicle.
7. Do not give your name, address, or other personal information (e.g., Social Security Number, credit card numbers, driver's license numbers) to strangers, either online, on the phone, or in person.
8. Keep money and other valuables locked in a secure place. Money should never be left unattended even in your room or apartment.
9. Record the numbers of all credit cards and bank accounts. Also keep the phone numbers of these companies or banks so that they can be notified if cards are lost or stolen.

Emergency Evacuation Plan

THIRD FLOOR



Cultural Resources

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

Disneyland Park

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

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

Phone: 310-548-7562

Web: www.disneyland.disney.go.com

Balboa Park

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

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

Phone: 800-719-8951

Web: www.balboapark.org/

Cabrillo Marine Aquarium

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

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

Phone: 310-548-7562

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

Other sites of Cultural Resources

Name	Type	Summary
Old Mill	Mill	1816 adobe grist mill for Mission San Gabriel, also known as El Molino Viejo Museum
La Casa Primera de Rancho San Jose	Historic house	1837 adobe home, operated by the Historical Society of Pomona Valley
Rancho Los Cerritos	Historic house	1844 two-story Monterey-style adobe home
Adobe de Palo mares	Historic house	1850s adobe ranch home, operated by the Historical Society of Pomona Valley
Gamble House	Historic house	1908 Craftsman-style house
Adamson House	Historic house	1929 home decorated with Malibu Potteries tile; tour includes adjoining Malibu Lagoon Museum
Point Vicente Interpretive Center	Natural history	adjacent to Point Vicente Light
Dominguez Rancho Adobe Museum	Historic house	Adobe ranch home, also known as Rancho San Pedro
Mission San Gabriel Archangel	Historic church	Also contains a museum about the church's history
American Museum of Ceramic Art	Art	also known as AMOCA
Durrell House Museum	Historic house	also known as Azusa Historical Museum, operated by the Azusa Historical Society
Los Angeles Contemporary Exhibitions	Art	Also known as LACE, contemporary art exhibition space and archive of the visual arts for the city of Los Angeles
Armand Hammer Museum of Art	Art	Also known as the Hammer Museum, collection includes French 19th century masters, European old master paintings, American artists from the 18th to 20th centuries, works by 19th century French satirist Honoré Daumier and contemporaries, sculpture and contemporary art
Ralph J. Bunche House	Biographical	Also known as the Ralph Bunche Peace & Heritage Center
California Heritage Museum	Art	American decorative and fine arts, includes Monterey furniture and many examples of California tile and pottery
Long Beach Museum of Art	Art	American decorative arts objects, early 20th century European art, California Modernism and contemporary art of California
Martial Arts History Museum	History	An historic and cultural look at Asian forms of martial arts. Changing exhibits
Getty Villa	Cultural	Another site of the J. Paul Getty Museum, arts and cultures of ancient Greece, Rome and Etruria
Hollywood Heritage Museum	History	Archival photographs from silent movie picture productions, movie props, historic documents and movie memorabilia
Los Encinos State Historic Park	History	Area agriculture history and historic adobe house
Roslin Art Gallery	Art	Armenian folk art and contemporary art gallery

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

Rancho Los Alamitos	Historic house	Early 1800s adobe ranch house and barns with animals
Lummis House	Historic house	Early 1900s rock house, also known as El Alisal
Hathaway Ranch Museum	Local history	early California ranch life and the oil boom of the 20s and 30s
Rubel Castle	Art	Eclectic mix of rock buildings, discarded items and a renovated citrus packing house
Heritage Square Museum	Open air	Eight structures tell the story of the settlement and development of Southern California from the Civil War to the early 20th Century
Autry National Center	Culture	Established in 2003 following the merger of the Southwest Museum of the American Indian, the Women of the West Museum, and the Museum of the American West (formerly the Autry Museum of Western Heritage)
REDCAT	Art	Exhibition venue of the California Institute of the Arts, with public art gallery
Griffith Observatory	Science	Exhibits include astronomy, planets, stars, the cosmos, gravity, the sun and moon
Workman and Temple Family Homestead Museum	Historic house	Features the 1870s Workman House, 1920s La Casa Nueva, a Spanish Colonial Revival mansion, and El Campo Santo, one of the region's oldest private cemeteries
Paley Center for Media	Media	Formerly the Museum of Television & Radio
Page Museum (La Brea Tar Pits)	Natural history	Fossils, located in Museum Row
Southwest Museum	Native American	Galleries are closed for rehabilitation, but the museum still offers programs, events and a gift shop; now part of the Autry National Center
Hollywood Bowl Museum	History	gallery of photos from performers at the Hollywood Bowl
Eames Office	Architecture	gallery with rotating exhibitions, photography and artifacts from the Charles Eames family collection
Museum of Neon Art	Art	Historic and contemporary art using neon lighting
Chinese American Museum	Ethnic - Chinese	History and experience of Chinese Americans in the state of California, also fine art exhibits, part of El Pueblo de Los Angeles State Historic Park
Fort MacArthur Museum	Military	History of the fort and its role in defending the Los Angeles area
Salvation Army Museum of the West	History	history of the Salvation Army in the Western United States
Los Angeles Museum of the Holocaust	History	Holocaust history
Skirball Cultural Center	Jewish	Home of the Skirball Museum with exhibits about Jewish culture, accomplishments and the history of the Jewish people in the United States
Forest Lawn Memorial Park (Hollywood Hills)	History	Houses the Hall of Liberty American History Museum
Heritage Park	Open air	includes authentic Tongva Native American village, ranch home, and train depot complete with locomotive
Pasadena Museum of History	Multiple	includes Fenyes Mansion with turn-of-the-century furnishings and art, the Finnish Folk Art Museum and

		changing exhibits of local culture and history
Barnsdall Art Park	Art	Includes Los Angeles Municipal Art Gallery, Barnsdall Gallery Theatre and Hollyhock House
Catalina Island Museum	Local history	includes Native American artifacts, over 10,000 photographs and images, a large collection of Catalina-made pottery and tile, ship models and maritime artifacts
El Pueblo de Los Angeles State Historic Park	Multiple	Includes Olvera Street, Avila Adobe, Chinese American Museum, Italian Hall Museum, Plaza Firehouse Museum, Sepulveda House, and changing exhibits in El Pueblo Gallery, Pico House, Hellman/Quon building
Los Angeles County Museum of Art	Art	Includes Pavilion for Japanese Art, collections of African, Ancient Americas, American, Middle Eastern, Chinese and Korean, Contemporary, Egyptian, European, Latin American and Asian art, costumes & textiles, decorative arts and design, photography
Lanternman House	Historic house	1915 Arts & Crafts-style bungalow
Pico Rivera Historical Museum	Local history	housed in an 1887 train depot
Guinness World Record Museum	Entertainment	located on Hollywood Boulevard
Monterey Park Historical Museum	Local history	operated by the Monterey Park Historical Society
Hayes House & Museum	Local history	operated by the San Gabriel Historical Association
Japanese American National Museum	Ethnic - Japanese	Japanese American history, culture and art, located in Little Tokyo
Korean American Museum	Ethnic - Korean	Korean American history, culture and art
Korean Cultural Center	Ethnic - Korean	Korean history and culture, changing exhibits of traditional and contemporary art
The Huntington Library	Multiple	Library, art collection, historic Beaux-Art mansion and botanical gardens
Los Angeles Maritime Museum	Maritime	Local maritime, diving and fishing industries, ship models, sailor's artifacts, local history, USS Los Angeles
Grammy Museum	Music	located a L.A. Live
Geffen Contemporary at MOCA	Art	Located in Little Tokyo district, branch of Museum of Contemporary Art, Los Angeles
Craft and Folk-Art Museum	Folk Art	located in Museum Row
Ripley's Believe It or Not!	Entertainment	Located on Hollywood Boulevard
Museum of Contemporary Art	Art	Main branch is located on Grand Avenue in Museum Row, Geffen Contemporary is in the Little Tokyo district of Downtown Los Angeles, and Pacific Design Center facility is in West Hollywood
Wally Parks NHRA Motorsports Museum	Automotive	Memorabilia, automobiles and motorcycles related to the sport of hot rodding
American Military Museum and Heritage	Military	military vehicles and artillery

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

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

Warner Brothers Museum	Media	part of the VIP Tour of Warner Brothers Studio, motion picture and television memorabilia, information
Raymond M. Alf Museum of Paleontology	Paleontology	Part of The Webb Schools
Fowler Museum	Cultural	Part of UCLA, collections include art, ethnographic and archaeological objects representing prehistoric, historic, and contemporary cultures of Africa, Native and Latin America, and Asia and the Pacific
USC Fisher Museum of Art	Art	part of University of Southern California, contemporary and old master exhibitions
Museum of the Academy of Motion Picture Arts and Sciences	Media	Planned museum
San Gabriel River Discovery Center	Natural history	planned museum to complement the existing Whittier Narrows Nature Center, focus on local watershed issues
Burbank Aviation Museum	Aviation	planned museum with temporary displays of local aviation history
Children's Museum of Los Angeles	Children's	Planned new facility at Hansen Dam, old museum closed
American Jewish University Art Galleries	Art	Platt and Borstein Art Galleries, Smalley Sculpture Garden
MOCA at The Pacific Design Center	Art	Presents new work by emerging and established artists, branch of Museum of Contemporary Art, Los Angeles
Will Rogers State Historic Park	Historic house	Ranch home of Will Rogers
Automobile Driving Museum	Automotive	restored antique, classic and special interest cars
Point Fermin Lighthouse Historic Site and Museum	Maritime	Restored lighthouse museum
Wells Fargo History Museum	History	role of the Wells Fargo company in southern California
Skatelab	Sports	Skatepark and museum of skateboarding, including the Skateboarding Hall of Fame
Mini Cake Museum	Food	small museum of cake decorations, located in the Hollenbeck Palms, a retirement community
William S. Hart Ranch and Museum	Historic house	Spanish-revival home of William S. Hart, contains original furnishings, western art, mementos of early Hollywood and Native American artifacts; operated by the Natural History Museum of Los Angeles County
Lomita Railroad Museum	Railroad	Steam locomotives
Travel Town Museum	Railroad	Steam locomotives and other rolling stock
Forest Lawn Memorial Park, Glendale	Art	The Forest Lawn Museum exhibits western bronzes, stained glass, historical American pieces, original paintings and cultural artifacts, with specific displays for different locations around the world

Malibu Lagoon Museum	Local history	tour includes adjoining Adamson House
Toyota USA Automobile Museum	Automobile	Toyota automobiles and history, open by appointment only
Banning Residence Museum	Historic house	Victorian mansion of Phineas Banning
Petersen Automotive Museum	Transportation	Vintage automobiles, history of autos in Los Angeles, automotive art, artifacts and memorabilia, located in Museum Row
Hollywood Wax Museum	Wax	Wax figures of media stars, fictional characters, famous politicians and a Chamber of Horrors
Oran Z's Pan African Black Facts & Wax Museum	African American	wax figures, cultural artifacts from throughout the African world, black memorabilia, Blacks in advertising, Negro League baseball history, autographs, historical artifacts, reference library
University Art Museum	Art	web, on the campus of California State University, Long Beach
International Printing Museum	History	working demonstrations of antique printing machines, history of books and printing, inventions and inventors that have changed the world
Museum of Tolerance	History	World racism & prejudice with a strong focus on the history of the Holocaust

STUDENT CONDUCT & GRIEVANCE PROCEDURES

Standards of Conduct

The GMU Code of Conduct is the basic criterion of behavior that represents a standard of Christ-like character for all who are a part of the university community. Recognizing that involvement in the service of Christ requires personal commitment to the Lord Jesus Christ, GMU expects the members of its community to develop a consistent program leading to spiritual growth and maturity. Such a program should include:

1. Disciplined Bible study. A consistent personal study of the Bible is essential for spiritual growth (1 Pet. 2:2, Heb. 4:12).
2. Persistent prayer. By personal example, Jesus taught us the necessity of praying regularly and consistently, and the Bible exhorts us to “pray continually” (I Thess. 5:17).
3. Discipleship. All members of the GMU community should be involved in intentional discipleship. This includes forming personal friendships, structured accountability relationships, and/or small group fellowships (Phil. 3:17).
4. Church Attendance. All members of the GMU community should establish a church home and regularly attend worship services (Heb. 10:25, 1Cor. 16:13-16).
5. Christian Ministry. All members of the GMU community should be involved in some expression of Christian service and the exercise spiritual gifts for the edification of the body (Eph. 4).
6. Participate in Spiritual Enrichment Activities. In order to graduate, all students of the GMU should participate in at least four spiritual programs selected from the following: reading through the Bible, prayer in mountains, group prayer, spiritual retreats, training programs for missions, etc.

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

1. Members of the GMU community must abstain from such activities as sexual immorality, use of illegal drugs or harmful substances, the abuse of alcoholic beverages, smoking, profanity, obscenity, and dishonesty, including plagiarism (1Pet. 1:15-16, Rom. 12:1-2).
2. Respect peers and those in authority. There should be mutual love, honor, and respect among the GMU community (Rom. 12:10, 1Jn. 4:21, 1Pet. 2:17, Heb. 13:16-17).
3. Refrain from discrimination and harassment. All forms of racial and gender discrimination are violations of God’s laws. GMU prohibits all forms of unlawful harassment (Acts 10:34).
4. Practice biblical standards in dating and marriage. GMU expects members of its community to observe biblical standards pertaining to moral purity. God’s Word does not condone either pre- or extra- marital sexual activity (1Thess. 4)

5. Maintain appropriate appearance and dress. GMU requires its members to follow standards of modesty in dress and appearance. The GMU community should never allow their appearance to be a stumbling block to others (1Tim. 4:11-12, 1Cor. 10:32).
6. Classroom Etiquette. The professor reserves the right to expel a student (who disturb the class or intend to obstruct a professor's teaching) from the class.
7. Academic Integrity. All GMU students should be honest and faithful in all academic activities including test taking and submitting all academic papers. All students should not be involved in any kind of plagiarism. GMU considers plagiarism as an academic crime. Plagiarism includes the following: copying another person's writings; quoting without reference attribution; copying other's ideas and materials and etc. GMU reserves the right to discipline a student who is involved in plagiarism by performing the following: warnings; suspension; dismissal and etc. (1 Cor. 5:1-8).

Student conduct is under the supervision of the Dean of Student Affairs. GMU reserves the right to dismiss, after due process, a student whose conduct is considered unsatisfactory.

Demonstration of appropriate qualities of Christian character is a graduation requirement.

Sexual Harassment

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

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

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

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

The police will arrive to review the crime, take a description of the attacker, etc. and ensure that the victim and his or her escort are transported to a medical facility. Confidentiality is required in order to protect all parties involved with the assault. Any inquiries from

newspapers, employees, parents, or other students will be immediately forwarded to the school's president to avoid misrepresentation of the facts and breach of confidentiality.

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

Prevention is the best tool for elimination of sexual assault. All staff, faculty, and students should take all steps necessary to prevent sexual assault from occurring such as expressing strong disapproval, using self-defense techniques, and increasing awareness of what sexual assault means.

Student Discipline

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

Student Rights and Due Process

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

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

- The student may appeal this decision by requesting another hearing before the administrative council. The final decision will be signed by the president and a copy will be given to the student.

Disciplinary Procedures

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

The first step in student discipline is a meeting with the student dean to make sure the student understands the offence (admonition) and to evaluate the student's attitude. At that meeting, the student dean will provide the student written statement concerning the suspect behavior. If the student does not evidence a change of behavior, the process will go forward through probation, suspension and expulsion. At the point that the later three steps begin, a student may appeal his case to a committee of disinterested faculty and students (see Student Rights and Due Process above). A final appeal can be made to the administrative council.

Grievance and Complaint Procedures

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

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

Dismissal of a student before graduation will be preceded by:

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

If a student has a grievance or a challenge to disciplinary or dismissal actions that she/he wishes to pursue through special procedures, he should inform the academic dean. The academic dean will form the ad hoc Grievance Committee consisting of dean of student, one student

selected by the Academic Dean, one student selected by the student with a grievance, and the Academic Dean him or herself. The student with a grievance will write a report detailing his grievance and suggesting any desired changes. The committee will have a meeting to discuss the grievance, reasons the school administration has been pursuing its present course and determine any more investigation that is needed. A second meeting will be scheduled which will allow the committee to ask questions of the professor and the administration. Proposals for recourse, change or for dismissing the grievance without recourse or change will then be written and voted on by secret ballot. Dean of student will inform the committee of the vote tally. The vote of the committee will decide the matter unless dean of student asks the board to review the case (including minutes and vote tally). In case of a tie vote, dean of student will make the decision. Careful minutes to both meetings should be kept including the results of the vote tally.

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

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

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

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

or
Association of Theological Schools
10 Summit Park Drive,
Pittsburgh, PA 15275-1110

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

APPENDIX

Incomplete Request Form

Name of Student	
Address	
Phone Number	
E-mail Address	

Course Number and Title	
Semester	
Professor	

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

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

Student's Signature

Professor's Signature

Academic Dean's Signature

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

학생 동호회 (Club) 결성 안내

학생동호회는 학생들이 학교에 재학하는 동안에 동료들과 함께 더 깊이 신앙 훈련을 받고 실제적인 영적성숙의 경험을 하는 기회를 제공하기 위한 것이다. 그러므로 동호회는 학교의 사명과 운영방침과 일치한 활동을 해야 하고, 학생들에게 신앙적, 사역적 도움을 주는 활동을 해야 한다. 이런 취지를 따라 GMU 동호회를 결성하고자 하는 학생들은 다음의 안내를 잘 따라서 동호회를 결성하고 활동할 수 있다.

1. 학생 동호회는 반드시 동호회 결성 승인서를 작성하여 제출하고 학생과의 승인을 받아야 활동할 수 있다.
2. 동호회는 최소 4명 (회장포함) 이상의 현재 재학생 회원들이 있어야 한다.
3. 회원들은 반드시 회원가입 신청서를 작성하여 제출해야 회원으로 인정 받는다.
4. 동호회 회원을 모집하는 과정이나 대표를 선정하는 과정에서 금전적인 거래나 비신앙적인 방법을 사용하면 동호회결성 승인이 취소된다.
5. 모든 동호회 회원들은 자유롭게 자신이 원하는 동호회에 가입하거나 탈퇴할 수 있다.
6. 학생이 아닌 경우는 동호회 가입 신청서를 작성하고 학생과의 승인을 받은 후 준회원으로만 활동할 수 있다.
7. 학생이 아닌 회원은 동호회의 임원선출이나 결정사항에 투표권을 행사할 수 없고, 학교에 요구사항을 제출할 수 없다.
8. 동호회의 활동사항들은 반드시 동호회 결성 승인서에 제시한 것들에 부합한 것들이어야 하고, 명시되지 않은 특별한 행사나 활동은 반드시 사전에 보고하고 승인을 받아야 한다.
9. 학생 동호회 활동비에 대한 사항은 총학생회와 학교 운영위원회의 결정에 따라 정책을 결정하고 통보한다.
10. 기타 학생동호회 활동방향과 행동규칙은 학교 “선언서약서”에 나와 있는 신앙과 행동규정을 따른다.
11. 학생동호회의 결성이나 활동이 학교나 학생들에게 유익이 되지 않는다고 판단되면, 학생과의 결정에 따라 폐쇄를 할 수 있다.

GMU 학생동호회 (Club) 결성 신청서

동호회 이름 (한/영): _____

대표자성명 (한글): _____ 영문 (Name): _____

현재학위과정: _____ E-Mail: _____

주소 (Address): _____

Tel (Home or Work): _____ (Cell) _____

지도교수이름 (Pro.): _____ 대표자와 비상연락전화: _____

동호회의 모임 횟수와/ 날자/ 시간:

주로모이는 장소:

동호회 회원 명단 (학위):

동호회의 결성 목적:

동호회의 주된 활동:

GMU 학생동호회 (Club) 가입 신청서

이름 (한글): _____ 영문 (Name): _____

현재학위과정: _____ E-Mail: _____

주소 (Address): _____

Tel (Home or Work): _____ (Cell) _____

가입하는 동호회 이름 : _____

본인은 위에 명시한 GMU 학생동호회에 가입을 원하여 신청서를 제출합니다. 학생동호회 가입과 탈퇴는 어떤 불이익이나 금전적인 이익 등에 관계없이 자유롭게 할 수 있음을 인지하고 다음과 같이 서명합니다.

서명 (Signature): _____

날자 (Date): _____

Student Government Bylaws

Part I General Rules

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

Article #2(location) The association is to be stationed in Grace Mission University under PCIGA' direct management.

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

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

Part II Membership

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

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

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

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

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

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

Part 3 Officers

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

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

Article #9 The association' functions include the following.

- (1) President: represents the association and oversees the overall operation.
- (2) Vice President: assists the president and acts as president during his absence.
- (3) General Director: plans and promotes the activities.
- (4) General Secretary: takes charge of general and public affairs.

- (5) Treasurer: takes charge of the association's financial affairs.
 - (6) Sectional departments: the officers' committee may establish sectional departments for more effective management. (i.g Faith department, music department, community service department, sports department)
- Article #10(election) The officers are elected by the association's general assembly
- Article #11(term of office) An officer's term of office is one year. An officer elected as a substituting replacement fulfills the remaining time of the absent officer. All officers can be reelected.

Part 4 Assembly

- Article #12(general assembly) The general assembly is the association's highest legislative body.
- Article #13(calling of the general assembly)
- (1) The general assembly is consisted of regular assembly and provisional assembly.
 - (2) The regular assembly is called by the president once a year, worked around the university's annual assembly time.
 - (3) The provisional assembly is called when the president and the vice president are absent or when an emergent situation arises. In such cases, the president must call the meeting according to the majority's request and must announce it 15 days prior to the assembly.

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

- (1) business/activity plan
- (2) budgeting, settling and auditing accounts
- (3) amending the articles of the association
- (4) officer election

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

Part 5 Election

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

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

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

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

- (1) President: Master's student
- (2) Vice president: B.A student and Master's student
- (3) Electors are chosen by majority votes.
- (4) A general director, general secretary, and treasurer are selected by the president and the vice president.

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

- (1) Candidates must be nominated by at least two people

- (2) They must announce their candidacy at least two weeks prior to the election day
- Article #21(officer absence by contingency) If an officer is absent due to contingency, substitute
- (1) President, Vice president: A temporary/provisional assembly must be called and elect substituting replacement.
- (2) Other officers: The committee of officers must elect substituting replacement.

Part 6 Financial Affairs

- Article #22(membership fee and support money) The association' income include the membership fee, the university grant-in-aid and additional support.
- Article #23(membership fee) The membership fee is \$70 for every semester and collected by the treasurer.
- Article #24(auditing) The association will audit accounts when the assembly meets.
- Article #25(fiscal year) The fiscal year of the association is based upon the association' session period.

Part 7 Additional Rules

- Article #26(Article amendment) Article amendment is done as following.
- (1) If an article is to be amended, the general assembly is to propose amendments that will go into effect.
- (2) Any affair not decided by the assembly will be based upon general precedents.
- (3) The amended articles will be effective as soon as they get passed.

Office Phone Number and Location

Office Directory			
Office	Room #	E-mail	Tel
Main Office	312	gmu@gm.edu	(714) 525-0088 (714) 459-7414 (FAX)
CEO's Office	305B	ceo@gm.edu	(714) 525-0088
Dean of Academics	305C	dean@gm.edu	(714) 525-0088
Dean of Students	1F	studean@gm.edu	(714) 525-0088
Director of HR/CFO	313	hr@gm.edu	(714) 525-0088
Director of Institutional Research	313	ir@gm.edu	(714) 525-0088
Director of School Affairs	323	dsa@gm.edu	(714) 525-0088
Director of Information Technology	4F	it@gm.edu	(714) 525-0088
Student and Exchange Visitor Information System	312	sevis@gm.edu	(714) 525-0088
Director of Distance Education	4F	distance@gm.edu	(714) 525-0088
Chief Financial Aid Officer	326	FinancialAid@gm.edu	(714) 525-0088
Registrar	323	Registrar@gm.edu	(714) 525-0088
Financial Officer	324	finance@gm.edu	(714) 525-0088
Director of Development	324	business@gm.edu	(714) 525-0088
Conference Room	305		(714) 525-0088
Faculty Lounge	305		(714) 525-0088
Library	GL	library@gm.edu	(714) 515-5431

Campus Map & Directions:

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

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





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