

# Academic Catalog

Covered Period of this Catalog: Jan 23, 2026 – June 30, 2028



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 10.



## Grace Mission University

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# I. INTRODUCTION

## **A MESSAGE FROM THE PRESIDENT**

Grace Mission University is a private, co-educational, theological institution created for students from various faith backgrounds who desire to study the Word of God with academic rigor and spiritual sensitivity; and for students who seek to develop their spiritual gifts and ministerial skills. Qualified applicants who are personally committed to Jesus Christ and are called into the Lord's ministry are welcomed to apply to Grace Mission University.

At Grace Mission University, we believe that properly trained and spiritually prepared Christian men and women will be ready to handle any circumstance they may encounter in ministry. At GMU, the major emphasis is placed upon spiritual growth through a personal relationship with Jesus Christ, a systematic study of the Bible, and pastoral training.

Candidates graduating from Grace Mission University will be equipped to become successful ministers of the Word in the midst of a turbulent world. They will be in demand not only for their rigorous academic training but for their spiritual insight and compassion.

Your study at Grace Mission University will assist you in realizing The Father's perfect will for your life and ministry.

Yours in Christ,

President, Kyunam Choi

## **MISSION STATEMENT**

GMU is a higher education institution that equips students to be academically enriched and spiritually empowered to

- lead others to Christ,
- live a deeper life of discipleship, and
- fulfill the Great Commission of Jesus Christ.

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 PHILOSOPHY OF EDUCATION**

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 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 Scripture. As the authoritative Word of God, the Bible is central to the quest for knowledge. Therefore, its principles and precepts are integrated throughout GMU's curriculum and foundational to the institution's basic philosophy of education.

## **INSTITUTIONAL GOALS**

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

- Theological knowledge
- Ministry skills and field experience
- Spiritual passion
- God's heart for all nations
- Academic foundation to pursue advanced degree programs

*As an institutional goal, GMU aspires to*

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

## **INSTITUTIONAL OUTCOMES**

*As a result of graduating from Grace Mission University, students will:*

- Demonstrate a strong commitment to the Lordship of Jesus Christ;
- Demonstrate the fruits of a Christian lifestyle and mindset;
- Acknowledge and demonstrate the authority of Scripture in their life and ministry;
- Demonstrate advanced knowledge of Scripture and the ability to communicate it effectively;
- Demonstrate a mature knowledge of Reform Theology;
- Evidence of a commitment to world evangelism and the ability to share their faith;
- Demonstrate the ability to minister in Korean and cross-cultural cultures effectively.

## **PROGRAM LEARNING OBJECTIVES & OUTCOMES**

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 Master of Divinity program, students will be able to:

- PLO1. Those students are equipped to serve as Bible teachers (e.g., Sunday school, youth groups, cell group leaders)
- PLO2. That alumni become lay leaders in their churches (or ministers)
- PLO3. That graduates be equipped for graduate studies

### **BATh Program Learning Outcomes Goals**

- As demonstrated by 50% of students gaining experience teaching while in school.
- As demonstrated by 30% of 5-year alumni teaching some type of Bible class (e.g., Sunday school, youth groups, cell groups)
- As demonstrated by 50% of 5-year alumni serving as lay leaders (e.g., deacons, elders, cell leaders, Bible teachers, ministers)
- As demonstrated by alumni at accredited graduate schools having an average GPA of at least 2.5.

### **BA in Christian Counseling Program Learning Objectives (PLO)**

- PLO 1. Learn and develop empathic listening skills and commit to applying and sharing these skills in life and ministry.
- PLO 2. Be aware of their issues and able to develop a personal network for growth.

- PLO 3. Know the basic counseling principles and knowledge in human development, families, abnormal behavior, and Christian counseling with a holistic perspective and approaches as they relate to individuals, families, and organizations.
- PLO 4. Integrate basic psychological theories with theology actively with their learning as well as in ministries.
- PLO 5. Be equipped for advanced study in effective counseling ministries and graduate studies in the related field.

#### **BACC Program Learning Outcomes Goals**

- As demonstrated by 75% of students gaining experience in counseling while in school.
- As demonstrated by 30% of 5-year alumni teaching some type of Christian counseling (e.g., Sunday school, youth groups, cell groups)
- As demonstrated by 50% of 5-year alumni serving in Christian counseling ministry areas.

As demonstrated by alumni at accredited graduate schools having an average GPA of at least 2.7.

#### **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

#### **MDiv Learning Outcomes Goals**

- As demonstrated by 80% of Bible knowledge tests of graduates.
- As demonstrated by 60% of 5-year alumni being ordained
- As demonstrated by 70% of 5-year alumni being employed in ministry
- GMU alumni in graduate programs maintain an average GPA of at least 3.0.

#### **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 Business As Mission.
- PLO3. To activate and maximize the potential of leaders in relevant cross-cultural ministries, organizations, and institutions.

### **MAICS Learning Outcomes Goals**

- Get 80% or more in comprehensive exam and Thesis of graduates (Demonstrate the integration of theory and praxis in cross-cultural ministry and other relevant areas).
- 80% of students have experience in BAM or cross-cultural ministry (Based on their trained Missiological understanding; practice, evaluate, and continuously provide alternatives and solutions to the problems in the mission field and related areas).
- As demonstrated by 70% of 5-year alumni being employed in cross-cultural mission fields (Showing an ability to apply their academic and practical training to their daily ministry. Contribute to corporate learning through effective leadership in present and prospective ministries).

### **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.

### **MACE Learning Outcomes Goals**

- Get 80% or more in comprehensive exams and the Thesis of graduates.
- Promote 80% of students (while studying) to have experience in Christian education at church or cross-cultural ministry.
- Promote 40% of 5-year alumni employed in ministry in their specialized areas.
- 30% of graduates are involved in advanced study or research.

### **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 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.

### **MACC Learning Outcomes Goals**

- Get 80% or more in comprehensive exam and Thesis of graduates (Demonstrate the integration of theory and praxis in Christian Counseling ministry and other relevant areas).
- 80% of students have experience in the Christian Counseling ministry.
- As demonstrated by 70% of 5-year alumni employed in Christian Counseling fields.

### **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 Missiology (DMiss) Program Learning Outcomes Goals**

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

- by 70% of graduates being involved in educational or training areas
- by 70% of doctoral candidates completing their dissertations and earning doctoral degrees.
- by 50% of 5-year alumni writing in-depth research articles or books
- by 70% of graduates being employed in ministerial and 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:

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.

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.
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 (PhD in Intercultural Studies) Program Learning Outcomes Goals**

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

- As demonstrated by 70% of graduates being involved in educational or training areas
- As demonstrated by 100% of graduates writing dissertations
- As demonstrated by 70% of 5-year alumni writing in-depth research articles or books

As demonstrated by 70% of graduates being employed in educational and missional leadership

## **DOCTRINAL STATEMENT (BIBLICAL FOUNDATIONS)**

GMU holds the following biblical foundations' statements.

### **Article 1 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.

### **Article 2 Jesus Christ**

We believe in Jesus Christ, the Son of God, our Savior and Lord. We believe He is the 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 He will come again with glory to build a kingdom of righteousness and peace. 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.

### **Article 3 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 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.

### **Article 4 Holy Bible**

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

### **Article 5 Creation**

We believe in the historicity and primeval history of the biblical record of creation, the reality of heaven and hell, and the literal existence of Satan. All historical matters in the Bible, including Genesis 1-11, must be considered 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.

### **Article 6 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 total degradation. Following the Fall, humans experienced the process of death in both body and spirit. Therefore, humans who 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.

### **Article 7 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.

### **Article 8 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.

### **Article 9 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.

### **Article 10 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 it is our duty to spread His Gospel as God's witness to all nations. Our local churches are gatherings of believers who come together to worship Father God, be taught from His Word, pray and fellowship with one another, share the Gospel with others, and participate in Holy Communion and Baptism. Scripture References: Matt 16:18; Act 20:28; Eph. 5:23.

### **Article 11 Resurrection**

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

### **Article 12 The Second Advent**

We believe in the imminence of Jesus Christ's second coming. He will return in physical form and be visible to anyone. We believe 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.

## **AUTHORIZATION & ACCREDITATION**

Grace Mission University is a nonprofit religious corporation under the Corporations Code of California and qualifies for a religious exemption pursuant to California Education Code CEC # 94739 (b) (6). The university is private and approved to operate by the California Bureau of Private Postsecondary Education (BPPE); approval means compliance with state standards outlined in the California Private Postsecondary Act of 2009 to offer 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). Grace Mission University currently offers the following accredited degrees with accreditation by several agencies. GMU does not offer any unaccredited program. GMU does not offer any education for licenses.

- Bachelor of Arts in Theology (BATH, 120 units)
- Bachelor of Arts in Christian Counseling (BACC, 120 units)
- Master of Arts in Christian Education (MACE, 49 units)
- Master of Arts in Intercultural Studies (MAICS, 49 units)
- Master of Arts in Christian Counseling (MACC, 49 units)
- Master of Divinity (MDiv, 96 units)
- Doctor of Missiology (DMiss, 43 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)

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

### **California Bureau for Private Postsecondary Education (CA BPPE)**

The university is approved to operate by the California Bureau of Private Postsecondary Education (BPPE). Any questions a student may have regarding this catalog that the institution has not satisfactorily answered may be directed to the Bureau for Private Postsecondary Education. California BPPE currently approves 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, 49 units)
- Master of Arts in Intercultural Studies (MAICS, 49 units)
- Master of Arts in Christian Counseling (MACC, 49 units)
- Master of Divinity (MDiv, 87 units)
- Doctor of Missiology (DMiss, 48 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)
- 

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888-370-7589) or by visiting <https://www.osar.bppe.ca.gov/>.

Mailing Address:  
Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818

Physical Address:  
Bureau for Private Postsecondary Education  
1747 North Market Blvd., Suite 225  
Sacramento, CA 95834

Phone: (916) 574-8900  
Toll Free: (888) 370-7589  
Main Fax: (916)263-1897

Website: [www.bppe.ca.gov](http://www.bppe.ca.gov), E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

### **State of North Carolina Policy**

Degree programs of study offered by Grace Mission University have been declared exempt from the requirements for licensure, under provisions of North Carolina General Statutes Section (G.S.) 116-15 (d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon assessment of program quality under established licensing standards.

The State Authorization Unit of the University of North Carolina System Office serves as the official state entity to receive complaints concerning post-secondary institutions that are authorized to operate in North Carolina. If students are unable to resolve a complaint through the institution's grievance procedures, they can review the Student Complaint Policy (PDF) and submit their complaint using the online complaint form at <https://studentcomplaints.northcarolina.edu/form>  
For more information contact:

North Carolina Post-Secondary Education Complaints  
223 S. West Street, Suite 1800  
Raleigh, NC 27603  
(919) 962-4550

To file a complaint with the Consumer Protection Division of the North Carolina Department of Justice, please visit The State Attorney General's web page at: <http://www.ncdoj.gov/complaint>. North Carolina residents may call (877) 566-7226. Outside of North Carolina, please call (919) 716-6000. En Espanol (919) 716-0058. If you choose to mail a complaint, please use the following address:  
Consumer Protection Division  
Attorney General's Office  
Mail Service Center 9001  
Raleigh, NC 27699-9001

### **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](http://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, 48 units)
- Doctor of Philosophy in Intercultural Studies (PhD ICS, 52 units)

10 Summit Park Drive  
Pittsburgh PA 15275-1110  
Telephone: 412-788-6505, Fax: 412-788-6510, [www.ats.edu](http://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, 49 units)
- Master of Arts in Intercultural Studies (MAICS, 49 units)
- Master of Arts in Christian Counseling (MACC, 49 units)
- Master of Divinity (MDiv, 96 units)
- Doctor of Missiology (DMiss, 48 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](mailto: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](mailto:chea@chea.org)

### **Bankruptcy Disclosure**

Grace Mission University has never filed for a bankruptcy petition, operated as a debtor in possession, nor filed a petition of bankruptcy against it under federal law. GMU has never filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

## **NON-DISCRIMINATORY POLICY**

### **Providing Equal Opportunity and Access**

Recognizing that all persons are God's creations, Grace Mission University is committed to providing equal opportunity and access in its educational and spiritual programs and activities. Accordingly, 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 based on 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.

### **Provisions for Those with Disabilities to Access Facilities**

All classrooms and offices are equipped to access those with disabilities. There is no discriminatory element for disabilities to attend school. If any student or prospect needs help accessing classes or offices, the Student Dean and Administrator will provide the needed help.

## **GMU HISTORY**

Grace Mission University was founded in Los Angeles, California, through the ministry of Pastor David Kwangshin Kim. Pastor David Kim founded Grace Korean Church in 1982 which now has a Sunday morning attendance of almost 6,000 people. From his dynamic leadership, the Presbyterian Church International General Assembly denomination, with its multitude of churches in the United States and worldwide, was birthed. In 1995, Pastor David Kim, the president of the denomination, presented a vision of the United Presbytery sending 2,000 missionaries worldwide. A seminary was needed to fulfill this vision. Therefore, Grace Mission University, the higher educational arm of the Presbyterian Church International General Assembly, was founded to train Spirit-filled leaders for the Lord. This was so desirable to the Korean community that over 60 students transferred to GMU in the first year.

In 1996 recognition was obtained from the State of California to offer a formal diploma under the provision allowed by the California Educational Code. On May 10, 2000, the first class of fourteen students graduated. GMU has had thirteen graduating classes since 1995. In Spring 2019, GMU had nine BA graduates and fifteen MDiv graduates. GMU is committed to providing quality educational training for persons God calls into His ministry. Thus, GMU focuses on providing professional baccalaureate and graduate professional theological education to those called to or currently participating in vocational ministry.

GMU greatly benefits from its founding church, Grace Korean Church. Through its Grace Mission, University has significant access to quality assistance in financial management, human resources, physical facilities, and financial support. On July 1, 2002, GMU moved from Anaheim to the Miracle Center in Fullerton, Orange County, with its Korean population of 0.3 million. With the growing Korean immigration in the U.S. today, many Koreans have moved to Los Angeles, including Orange County. Since most first-generation Koreans do not speak English fluently, there is a need for a Korean-speaking accredited Christian higher education institution. GMU focuses on providing theological and ministerial development for its constituents among the 0.6 million Korean residents in Los Angeles.

The target audience for GMU has been adult learners already in ministry. Because of this constituency, there has been a special emphasis on evening classes and distance education

courses. GMU offers five-degree programs: the BA in Theology, MA in Christian Education (MACE), MA in Intercultural Studies (MAICS), Master of Divinity (MDiv), and Doctor of Missiology (DMiss). About 30% of the students come from The Presbyterian Church International General Assembly (PCIGA). Most of these churches also send monthly donations to Grace Mission University. Perhaps 20% of the students come from unrelated local churches. The PCIGA is related to a larger denomination in Korea (Bosu Hapdong). Bosu Hapdong is the 6<sup>th</sup> largest number of the 60 Presbyterian denominations in Korea and provides the largest of students to GMU.

Milestones in our development are as follows:

- December 26, 1995 – GMU registered with the State of California as a 501 c-3 non-profit organization
- January 8, 1996 – Inaugurated Rev. See Gon Lee as president, Dr. Spencer Sutherland and Dr. Soo An Kim as vice president, and Rev. Sung Hoon Hong as academic dean.
- February 5, 1996 – Inauguration ceremony for Grace Mission University
- May 10, 1996 – Received approval from BPPVE (State of California) to operate as an exempt religious university
- January 1, 1998 – Inaugurated Dr. David Kwangshin Kim as the second president
- October 1, 2000 – Inaugurated Dr. Young Kyu Ryu as the third president
- February 1, 2002 – Inaugurated Dr. David Kwangshin Kim for a second term as the fourth president
- July 1, 2002 – Moved from Anaheim to the Miracle Center in Fullerton
- February 2, 2006 – Inaugurated Dr. Kyunam Choi as the second academic dean
- November 1, 2008 – Inaugurated Dr. Hyunwan Kim as the third academic dean
- April 2009 – Award of candidate status from TRACS
- April 2019 - Award of accredited status from TRACS
- Feb 2013 - Award of accredited status from ABHE
- June 2016 - Award of accredited status from ATS
- Octo. 2016 - Inaugurated Dr. Kyunam Choi as president
- April 2017 - Award of 10-year reaffirmation status from TRACS
- Feb 2018 - Award of reaffirmation status from ABHE
- June 2021 - Award of reaffirmation status from ATS

## **LOCATION & FACILITIES**

Grace Mission University is located at 1645 W. Valencia Dr., Fullerton, California.



The campus is bounded west by Brookhurst Boulevard on north by Valencia Drive. It is located between Commonwealth Avenue's large east-west thoroughfares and CA 91 Highway. Approximately three miles north of CA Freeway 91.

Students coming to the campus by automobile should follow these directions to the main entrance on Valencia Drive.

The University is housed in the beautiful and expansive Grace Korean Church. The campus comprises 26 acres with more than 300,000 square feet of building space in 4 major buildings.

Within this massive complex, the University occupies an administrative area, eight classrooms (seating 50-100 students each), a chapel, a conference room, a student lounge, a faculty lounge, libraries, and indoor/outdoor physical exercise facilities.

Parking at the campus can host up to 300 cars at one time. GMU provides free Wi-Fi network to cover the classrooms and entire school facilities.



The expansive facilities of the church are available for school functions.

## **Classrooms**



Our classrooms are on 3F North Wing and 3F South Wing at Miracle Center Building. Class rooms consist of six large classrooms (seating 50-100 students in each) and six regular classrooms (seating 20-30 students in each). To meet the growth of students, GMU has reserved several rooms inside and outside the main education building.

Classrooms are equipped with projectors and audio/video recording systems. The classrooms are equipped with comfortable chairs and desks. White boards are equipped in the classroom and the markers/ erasers are provided by the GMU office. The classrooms are equipped with comfortable chairs and desks for students.

## **Offices**



Our faculty and main offices are on 3F North Wing at Miracle Center Building. The main offices are the administrative offices, financial office, distance education office, Dean of students, financial aid office, full-time faculty office, Academic Dean's office, and CEO's office.

## **Chapel**



University chapels and conferences regularly bring the GMU community together for worship, spiritual nurture, and education regarding relevant issues in our lives. The overall program brings a unique distinction to the ethos of GMU as a Christian University. Due to that ethos's central and significant nature, all students' attendance at the chapel is required.

## **Library & Learning Resources**



GMU library is open for 42 hours per week. The library is open from 9 AM until 10 PM on Mondays, Tuesdays, and Thursdays. And for Wednesdays and Fridays, the library is open from 9 AM until 5 PM. Electronic sensors help ensure that books do not leave the library without being checked out.

The library is equipped for the online environment. Therefore, all students and faculty of the school have electronic access to the GMU Library's catalog, databases, and e-books. Students and faculty must have an ID and own password to access the online library and resources to log on.

The GMU Library provides information resources for students' research activities. The GMU library is located at the Atrium Hall on the first floor of the Education Complex of Grace Korean Church near the Grace Mission University main building. The space of the library building is 5,500 sq. ft. The library has general collection shelves, references, reserved collections, and audio-visual material shelves. In addition, there are computer spaces where students access the library catalog and the internet for research. A study area/reading room with many large tables, chairs, and a couch is by the library entrance. The library also contains copy machine spaces. The library's space is well utilized with a circulation area, open stacks, and an office for the head librarian and staff.

Currently, the library houses about 25,832 books. The library is a member of the Southern California Theological Library Association (SCATLA) as such, GMU students have extensive library access, including borrowing privileges at other local ATS schools, including World Mission University, Fuller Theological Seminary, Claremont School of Theology, International Theological Seminary, and BIOLA University.

The library has been subscribing to a widely used, Korean-language, electronic resource based in Korea, entitled Database Periodical Information Academic (DBpia), which provides a multi-disciplinary full-text database, including nearly 2 million articles from 2,012 scholarly journals published by academic societies and research centers in Korea. GMU pays an access fee to DBpia annually. Authorized uses include an electronic display, digital copy, and print of the licensed materials. In addition, the library newly has been subscribed to Korean Databases KISS (Korean Studies Information Service System) and Ebscohost Academic Primer and ATRA Religion in English last June 2021. And then Kyobo Scholar databases for journals that are freely accessed. Furthermore, GMU doctoral students can use the RISS (Research Information Sharing Service) database for free. The RISS database is one of the largest databases for Korean research resources, provided by the Korea Education & Research Information Service.

## **EQUIPMENT and MATERIALS for STUDENTS**

GMU provides various equipment and materials for the student's education.

Students can use five computer stations for study and research in the library. Laptop computers are available for student's study. Students who need a laptop computer can lend a laptop for the study for a period of one year and the lent is extendable by the renewal request. Also, three laptops are available for faculty use for class teaching immediately.

Students can use projectors and digital screens for their presentation in the classrooms. Five tablet boards are available to enhance the writing on a screen. The extension power cables are available by the request.

Copy machines and paper are provided for students at the office and the library. In addition, students can use scanners at the library.

The resting couch and eating tables are available for students at the student lounge on the third floor. Students can use hot and cold filtered water in the student lounge and offices. Students can use coffee machine in the student lounge and offices. Coffee and various teas are provided to students by the school for free. Also, student can use microwave ovens at the student lounge.

In addition, GMU provides masks and rite-aid supplies upon requests. Sanitizer is always available at various access points. The cups, plates, and other utensils are provided to students. Students can request other equipment and materials and the school will provide if it is available.

Grace Mission University utilizes a mix of technology resources. Students can use Wi-Fi internet in the school area for free. GMU technological infrastructure includes the Web server, Database Server, Streaming Server, File Server, and Management Information Server. In addition, GMU utilizes POPULI school management system. It has proven helpful that online management and student access are very convenient. Software for student use includes an e-library and the School Management System. GMU is operating the IT help desk where IT staff helps the students and faculty who need training regularly, especially for the new students to GMU. Each first month of the semester, E-library Seminar is held to help students.

## II. STUDENT ACTIVITIES & SERVICES

## STANDARDS OF CONDUCT

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

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” (1 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 of 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 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 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 its community members 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 disturbs the class or intends 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 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, etc. GMU reserves the right to discipline a student involved in plagiarism by performing the following: warnings, suspension, dismissal, 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.

## **ORIENTATION FOR NEW STUDENTS**

The University requires both continuing and new students to attend orientation. The goal of orientation is to help students understand the requirements for completing their programs successfully, familiarize them with the University, and develop a foundation for building community life. Registration policies, library procedures, academic advisement, school policies, and student government are presented during orientation. Students are responsible for all information presented at orientation.

## **CHAPEL ATTENDANCE**

Chapel attendance at Grace Mission University is required. Chapel services are designed to permit students to apply their biblical knowledge, develop a passionate relationship with God, participate in ministering relationships as servants of Christ, and make a life commitment to fulfilling the Great Commission of Jesus Christ. Since chapels are designed to reflect and focus on the purpose and lifestyle of the university, attendance is required.

## **ACADEMIC ADVISEMENT**

Before students register for courses, the University requires all students to receive academic advisement. In addition, students are assigned to a faculty advisor before registration, and the advisor must approve a student's proposed registration before being formally registered.

## **PERSONAL AND FAMILY COUNSELING**

Personal and family counseling is provided through the office of the Student Dean, the faculty, and the Grace Korean Church pastoral staff. The church provides personal, pre-material, marriage, and family counseling. Support groups are available for students to participate in.

## **GRIEVANCES OR COMPLAINTS PROCEDURES**

### **Grievances Procedures**

Students may submit any grievances they might have with respect to academic affairs or interpersonal relationships in writing to the Dean of Academic Affairs. Upon receiving the grievance, the Dean of Academic Affairs 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 moral inconsistencies, significant neglect of duties, behavior, and 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 the following:

- 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 an 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 the dean of students, 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 or wishes to pursue through special procedures, he should inform the academic dean. The Academic Dean will form the ad hoc Grievance Committee consisting of the Dean of the Student, one student selected by the Academic Dean, one student selected by the student with a grievance, and the Academic Dean himself or herself. The student with a

grievance will write a report detailing his grievance and suggesting any desired changes. Then, the committee will meet to discuss the grievance and reasons the school administration has been pursuing its present course and determine whether further investigation is needed. A second meeting will be scheduled, allowing the committee to ask questions of the professor and the administration. Proposals for recourse, change, or dismissing the grievance without recourse or change will then be written and voted on by secret ballot. The Dean of Students will inform the committee of the vote tally. The committee's vote will decide the matter unless the dean of students asks the board to review the case (including minutes and vote tally). In case of a tie vote, the dean of students will decide. Careful minutes of both meetings should be kept, including the vote tally results.

If any student feels a colleague has injured him or her, 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 the dean of the student, the Dean of Academic Affairs, and one student to examine matters carefully and render a recommendation to the dean of the student.

### **Complaints about This Institution**

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

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

#### **Bureau for Private Postsecondary Education**

Mailing Address:  
Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818

Physical Address:  
Bureau for Private Postsecondary Education  
1747 North Market Blvd., Suite 225  
Sacramento, CA 95834

Phone: (916) 574-8900  
Toll Free: (888) 370-7589  
Main Fax: (916)263-1897

Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

The student can also call or write to

**Transnational Association of Christian Colleges and Schools Office**

P.O. Box 328

Forest, Virginia 24551

(804) 525-9539 Fax (804) 525-9538

Or

**Association for Biblical Higher Education**

5850 T. G. Lee Blvd., Suite 130

Orlando, FL 32822-1781

Tel (407) 207-0808 Fax (407) 207-0840

E-mail: [exdir@ABHE.org](mailto:exdir@ABHE.org)

## **PLACEMENT SERVICES & JOB CLASSIFICATION**

Grace Mission University assists graduates in obtaining employment as part-time or full-time ministers in local churches and as missionaries overseas. The university provides recommendations to its graduates for ordination by the Presbyterian Church International General Assembly in the USA.

Graduates from all GMU programs can have a job in the area of “Personal Care and Service Workers” such as church pastor, church minister, church counselor, missionaries or church educator (U.S. Bureau of Labor Statistics Code 39-9099).

## **HOUSING**

GMU does not currently own institutional housing for students. Therefore, students must find housing themselves.

Students can rent or lease rooms around the institution for \$1000-2000 for a 1-bed room in 2023. Two-bed rooms housing will cost \$2000-2500. The housing cost will vary according to the locations and conditions of housing.

The institution does not have any responsibility for student housing. Students must care for their own housing.

# III. ADMISSION & REGISTRATION

## **ADMISSIONS (GENERAL INFORMATION)**

### **Statement of Compliance**

Grace Mission University complies with Titles VI and VII of the Civil Rights Acts of 1964 and Title IX of the Educational Amendments of 1972. The institution does not discriminate based on race, color, national origin, or sex in any of its policies, practices, or procedures.

### **Personal Qualifications**

Grace Mission University seeks to admit Christian believers committed to Bible study, spiritual growth, and a serious desire to devote their lives to Christian service. Furthermore, other personal qualities of the applicant, including leadership ability, character, responsibility, insight, maturity, motivation, tenacity, initiative, creativity, intellectual independence, and demonstrated concern for others and the community, can be considered for admission. These qualities may not be reflected in traditional measures of academic achievement. They may be found elsewhere in the application and judged by the reader as positive indicators of the student's ability to succeed at GMU.

### **Prospective Students**

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

### **Admissions policies**

Students who apply for the Bachelor of Theology degree must hold a high school diploma or academic equivalent. Students who apply for the Master's degree must hold a four-year college degree or its academic equivalent. Students who desire to take courses by audit will not be subject to this prerequisite.

### **Academic Qualifications**

Students applying for the undergraduate degree must have graduated from a recognized high school or passed the General Education Development Test (GED). In both cases, the applicant's test scores and experiences are evaluated for evidence of the ability to do college work.

Performance on standardized tests, including the required SAT Subject Tests, the ACT plus Writing or SAT Reasoning, and any Advanced Placement or International Baccalaureate Higher Level examinations the applicant may have taken. Applicants who have not had the opportunity to take Advanced Placement or IBHL courses or have chosen not to take the examinations for these courses will not be disadvantaged. Test

scores will be evaluated in the context of all other academic information in the application.

Students applying for graduate programs must have a bachelor's degree from an accredited institution. The bachelor's degree must be a four-year system or over 120 units in the semester system. The applicant's GPA at the college level will be considered for admission to a graduate level. The applicant's GPA at the college level must be above C (2.5). Applicants who graduated from different colleges to American standards will be evaluated in different methods. Applicants whose GPA is below 2.5 will be under probation period if they applicant is accepted into the graduate program.

### **Ability-to-Benefit Students**

GMU undergraduate program does not accept students who do not have a high school degree or GED certification.

### **The Award of Credit for Prior Experiential Learning**

GMU programs do not accept the award of credit for prior experiential learning. GMU accepts only academic credits from the prior study.

### **Application Procedure**

Application for Admission forms may be obtained by contacting:

Grace Mission University  
1645 W. Valencia Dr., Fullerton, CA 92833  
Phone: (714) 525-0088  
Email: [gmu@gm.edu](mailto:gmu@gm.edu)  
Website: <http://www.gm.edu>

Students desiring admission to GMU must complete the application form and submit it with the admission fee and required documents to the Admissions Office. In addition, official transcripts from all postsecondary schools must be sent directly to the Registrar from each school attended.

### **Language & English Proficiency Policy (TOEFL Score or English Skills)**

International students who apply for admission to GMU are required TOEFL score or English Proficiency. Recommended TOEFL scores are 500 for BA and 550 for Master's program on PBT. GMU does not offer ESL programs.

Students who speak Korean or Chinese other than English can take courses at GMU because the institution offers Korean, Chinese, and English-speaking lectures. The

student's Korean language skills should be fluent in understanding the lectures or getting at least 80% of TOPIK (Test of Proficiency in Korean).

### **Foreign Students and Visas**

The U.S. Government authorizes GMU to issue the I-20 form for Visas from foreign countries. Once the foreign applicant is accepted, GMU will send various documents, including the I-20 form.

International students must enroll as full-time students, which means a graduate student must take nine or more semester units per semester, and an undergraduate student must take at least 12 semester units.

A \$250.00 of I-20 initial processing fee will be charged for international students, and a \$200.00 I-20 transfer processing fee will be charged if an international student transfers to GMU from another institution. Please direct other questions relating to international students to the Dean of Students.

### **Transfer of Credit Policy (Acceptance of Units)**

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. However, 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 an 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 their 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.

4) Credits awarded by examination, based on certificates, or by assessment of prior learning will not be accepted in GMU programs.

It is the student's responsibility to request that each institution attend 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 unit basis. The procedure for determining whether transfer units from unaccredited institutions are 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 unit, library resources, and 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 course syllabus previously taken.
3. In consultation with the GMU instructor who teaches the equivalent course, the Dean of Academic Affairs determines the transferability of the units by reviewing the material presented by the student.
4. The grade for the course for which the unit transfer is sought must be at least a "C" for undergraduate courses and a "B" for graduate courses.

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

- 1) No more than 30% of 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 an undergraduate program
- 2) No more than 20% of graduate semester units may be granted for units earned at an unaccredited American school toward a Master's degree.
- 3) More than ten 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 indicating which transcripts should be assessed for transferable units in their application packet. When

receiving an acceptance letter into a GMU program, the letter should include the list of accepted transfer classes. Please contact the academic dean's office if the list is not included.

In some cases, students take transferable courses while attending GMU (or did not ask for transfer units when applying to GMU). Students must request transfer units as soon as possible. Sometimes, 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 addition, a student may assume that a class would be transferred in other cases. By the time the student learns that the course was not accepted for transfer (or not accepted for full units), they may have missed the chance to enroll in a class needed for graduation.

### **Notice Concerning Transferability of Credits & Degree Earned at GMU**

The transferability of credits and degree you earn at Grace Mission University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of credits and degree earned from your course of study, is also at the complete discretion of the institution to which you may seek to transfer. If the credits and degree that you earned 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 the institution you are transferring. 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 Grace Mission University to determine if your credits and degree will transfer.

## **REGISTRATION**

### **The Retention of Student Records**

Grace Mission University recognizes the need to maintain the confidentiality of student records. Thus, GMU observes the Family Educational Rights and Privacy Act of 1974. Therefore, no one except administrative personnel and faculty is given access to student records.

Grace Mission University does not release educational records to non-school employees without the student's prior written consent. With few exceptions, such as external references, which students may have waived their right to see, students may review their educational records upon request. Access is granted upon submission of a written request to the Registrar.

Students are entitled to copies of all records to which they have access. Under established procedures, students have the right to challenge their records' factual accuracy if they believe there are discrepancies. Such challenges should be presented to the Academic Dean in writing.

Students' transcripts will keep forever in the institution. When the school closes, the records will be kept in BPPE or the denomination office of the Presbyterian Church International General Assembly. Other documents and records will keep for seven years in the institution. After the period, the records and documents will be destroyed.

### **Enrollment Agreement**

The enrollment agreement shall be signed by the student and an authorized employee of the institution. In addition, students get a copy of the school's policy relative to providing the enrollment agreement, disclosures, and statements to students.

### **Registration**

Students are to register in person or through an online registration website during the scheduled registration days specified on the Academic Calendar. Students will receive units only for the courses they are formally registered for. No registration is complete until tuition and fees have been paid or a satisfactory arrangement has been made with the registrar's office.

Registration opens two weeks before a new semester. Current students receive class schedules and registration information by mail within two months. They will compare the new class schedules with their Student Progress Worksheets (see below).

After deciding which courses to enroll in, and during the two-week registration period, a student is to meet with the Academic Dean (or the Dean of Administration) for academic counseling.

### **Class Attendance**

Class attendance is required for residence students and international students. If a student has excessive unexcused absences in a class, the instructor may lower their grade accordingly. A student who misses more than thirty percent of class sessions for any reason may be dropped from a course without units and a grade of "F" recorded.

### **Add/Drops**

After the first day of class, a \$40 late registration fee will be charged. Registered students may drop or add classes during the first and second weeks of the semester. After that, a \$20 fee for dropping or adding each course during the weeks will be charged. Thus, dropping or adding two classes would incur a charge of \$40.

However, replacing a class (i.e., dropping one and adding one) will only incur a fee of

\$20. After two weeks, no new classes can be added.

### **Cancellation**

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

For cancellation, a student must notice cancellation in written form. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

### **Withdrawal**

To withdraw officially from the institution, a student is required to complete the following procedure:

1. Procure a Withdrawal Form from the Registrar's Office
2. Complete the form, furnishing the required signatures
3. Return the completed form to the Registrar's Office

The student may be entitled to a refund based on the institutional refund policy upon complying with this procedure. The official withdrawal date is the date the Registrar receives the completed form.

Unofficially withdrawn students will not receive a refund of any portion of tuition or fees.

### **Leave of Absence**

All leaves of absence, which must not exceed 180 days in any 12 months, must be approved by the Academic Dean. The time during an approved leave of absence will not be included in calculating the maximum program length. A student who wishes to take a leave of absence must request prior to or on the first day of instruction by completing the Leave of Absence form. Students can mail the Leave of Absence form to:

Grace Mission University  
1645 W. Valencia Dr,  
Fullerton CA 92833

The leave of absence is effective only when the Academic Dean has permission for this leave. A student who has taken a leave of absence without the Academic Dean's permission will not be considered a continuing student and may be considered withdrawn. Non-compliance with Federal regulations regarding leave of absence can jeopardize a student's eligibility for future financial aid and loan payment deferment.

In accordance with University Regulations and Federal Title IV Student Financial Aid requirements, a student may request a leave of absence and maintain enrollment status under the following conditions:

1. Submit a leave of absence form signed and dated by the student unless unforeseen circumstances occur.
2. Receive approval for the leave of absence request by the Academic Dean, and either by the Financial Aid Officer (if receiving Title IV Financial Aid) or by the International Student Advisor (if on F-1 Visa)
3. Generally, one leave of absence may be granted in 12 months. However, more than one leave of absence may be granted for well-documented and unforeseen circumstances, provided that the total number of days for all leaves of absence does not exceed 180 days in any given 12-month period. The 12-month period would begin on the first day of the quarter the student requests the leave of absence.
4. Students receiving Financial Aid Title IV loans who fail to return to the University from an approved leave of absence will be considered withdrawn. They will be reported to the lending institution by the University. Consequently, loan deferment and repayment schedules may be affected.
5. The student's withdrawal date and the beginning of the loan repayment grace period is the last academic attendance date determined by the University from attendance records.
6. The University may be required to refund unearned funds to the Title IV Programs when a student withdraws from the University.

### **Readmission**

Students who have withdrawn from school for over two years may be required to follow the readmission procedures. To be readmitted officially to the institution, a student is required to complete the following procedure:

1. Procure a Request for Readmission Form from the Admissions Office
2. Complete the form, furnishing the required documents
3. Return the completed form to the Admissions Office
4. The Admission Committee decides the readmission.

### **Attendance Policy**

GMU requires class attendance for registered students. The attendance modes will vary according to registration and student status. Students can choose physical attendance, Zoom conference, and distance education according to their residential status.

### **Interruption for unsatisfactory attendance/ unexcused absence**

Three times of interruptions for unsatisfactory attendance or unexcused absence will cause an F grade or be reported to the Student Financial Aid Department. The students who received financial aid will have to return the remaining financial aid.

### **Tardiness**

Students are expected to attend class on time. If a student is late for a class, the three

times of tardiness will be counted as one missing class.

### **Class Cuts**

Cutting a single class without the teacher's permission is unacceptable, and even one or two cuts can impact a student's grade. The teacher should determine whether it is an emergency to allow class cuts for a student.

### **Make-up Work**

Students who received an F or D grade may take the course again as Make-up work. In that case, the make-up units will not be counted as the total units of a graduate requirement. Also, tuition for the makeup course will not be included in financial aid.

## **DISTANCE EDUCATION**

Students who cannot attend the university can get distance education from GMU without attending the physical campus. GMU offers six programs in distance education: BATH, BACC, MACE, MACC, MAICS, and MDiv. In addition, students can earn degrees by taking whole courses via distance learning. The doctoral students can take distance education up to %50 of the hole courses.

**Effective from January 2024, GMU will not accept new distance education students who reside in the states of New York, Virginia, Michigan, Maryland, and North Carolina.**

### **Definition of Distance Education**

GMU's distance education is regulated by the definition of the California Education Code in section 94834 of the Code. GMU's distance education program is appropriate for delivery methods, quality of education, and management. GMU's distance education programs and materials are current, well organized, designed by faculty competent in distance education techniques, and delivered using readily available, reliable technology. The admission requirements are the same as the on-campus students.

A student who applies to a distance education program must have a consultation for their ability to take distance education because they need appropriate technical knowledge and skills to receive educational materials and interact with the professor. A student can get help from the technical department of GMU to learn the appropriate technical knowledge and skills for taking distance education.

Grace Mission University demands that distance education students have the same study quality as general students who regularly attend school to provide high-quality distance

education. In addition, GMU hopes that distant education students observe well, following school regulations for distant education. A student can get detailed information about distance education from the Distance Education Manual.

### **Goals of Distance Education**

Grace Mission University's distance education program aims to provide quality instruction through electronic technologies to enable students to attain their educational goals. In addition, the university seeks to offer its students technological support that is continually evaluated and changed to offer them a means to better education.

1. To provide students worldwide an opportunity for proper theological training that could not be attained otherwise.
2. To provide the best technological means to enhance student learning by providing distance students with opportunities like developing faculty/student relationships, getting feedback on completed work, and opportunities to associate with fellow students.
3. Develop and maintain up-to-date technological resources to enhance student learning. Regular evaluation of technological resources will be conducted to review current resources, and the administration will seek to make necessary changes as they see fit.
4. To provide students with relevant and useful online resources that can be accessed via the internet and the university's website.

### **Resources and Procedures**

The primary means of educational delivery is via audio-video recordings on the Populi website (<http://Populi.gm.edu>). Lectures are recorded, and either lecture audio-video recording can be accessed through the online e-lecture webpage. In addition, students can log in to each course and download the syllabus, lecture notes, and relevant materials in PDF format files. The audio-video recordings are available to students three days after the lectures are given on campus.

Distance education students must take weekly lectures, write a one-page report on the lecture's content, and email it to the professor with questions and discussion topics (or upload it to the Populi assignment folder). Students are also required to take the same exams as the on-campus students. Exams are sent to the proctor directly and proctored by whom the GMU office accepts as a proctor before the exam at the beginning of the semester. GMU uses a proctor report form to ensure the quality and appropriate procedure of exams.

Students submit all works for the course on time, usually within a week of the course schedule; maximum delay will be allowed for two weeks with the permission of each professor. Afterward, the faculty members grade the student's work, giving feedback for

the work completed in the course. Students and professors are encouraged to exchange their opinions as needed frequently.

GMU offers distance education, the approximate 14 days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the mailing of its response or evaluation.

### **POPULI course management systems**

Populi course management systems will be implemented to assist in the facilitation of course objectives and assignments. Populi will be utilized to provide lecture notes and recordings, assignment submissions and feedback, and forums for class discussions and instruction. Audio-video recordings will be uploaded per course on their respective course sites. Students can access these recordings at their convenience with a course password. Assignments will also be submitted via Populi per course sites. Students will upload assignments, and instructors will provide feedback through the same means.

Populi will also promote student social interaction and student/faculty relationships through discussion sessions and course faculty office hours. Discussion sessions may be conducted per the instructor's request. Students can then log on and join discussion chat sessions to ask questions and comment on work.

Instructors and students will need to be trained and assisted in using Populi course management systems by the technology person. The Populi system provides as following functions

- 1) Class Management by each instructor
- 2) Include the assignment and class materials etc.
- 3) Prepare the instructor and Operator manuals
- 4) Scheduling the Instructor workshop

# IV. ACADEMIC POLICIES & REGULATIONS

# ACADEMIC SYSTEM

## Semester Units System

Grace Mission University operates on the semester system (15 weeks of class work plus a week for examinations). Units for work completed are expressed in semester hours. One unit hour requires 15 class contact hours per semester.

## Academic Load

For undergraduate students, a normal academic load is 12 to 18 unit hours per semester. Students taking less than 12 unit hours in a semester are considered part-time. Students employed for more than three hours of work daily will find 12-unit hours a sufficient load. It is assumed that the student will spend one-two hours in course preparation per week for each hour in class.

For graduate students, a normal academic load is 9 to 16 unit hours per semester. Students taking less than 9 unit hours in a semester are considered part-time. Students employed for more than three hours of work daily will find 9-unit hours a sufficient load. It is assumed that the student will spend one-two hours in course preparation per week for each hour in class.

## 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
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

P	Passing
W	Withdrawal
I	Incomplete
IP	In Progress

F	59 or less	0.00
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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. An instructor may not give this grade to avoid 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.

## **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

Grace Mission University has developed standards of satisfactory academic progress policy to monitor students’ academic progress. The Satisfactory Academic Progress Policy comprises two Standards: (1) Qualitative Standard; and (2) Quantitative Standard. The Quantitative Standard has two components (a) an acceptable passing rate and (b) a 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:** An overall ratio of Grace Mission University units earned to Grace Mission University Units attempted is calculated to monitor the Acceptable Passing Rate. Students must complete 70% of the units attempted. Transfer units are not included in this calculation. Grades of: F, I, IN, Cr, NC, W, and 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. Only those attempted units that apply to their degree program are counted for transfer students.

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 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:** An overall ratio of Grace Mission University units earned to Grace Mission University Units attempted is calculated to monitor the Acceptable Passing Rate. Students must complete 70% of the units attempted. Transfer units are not included in this calculation. Grades of: F, I, IN, Cr, NC, U, W, and 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. Only those attempted units that apply to their degree program are counted for transfer students.

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 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:** An overall ratio of Grace Mission University units earned to Grace Mission University Units attempted is calculated to monitor the Acceptable Passing Rate. Students must complete 70% of the units attempted. Transfer units are not included in this calculation. Grades of: F, IC, IN, Cr, NC, W, and 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. Only those attempted units that apply to their degree program are counted for transfer students.

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 a 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 a degree.

### **Quantitative standard examples**

**Four-year program:** Students in a bachelor's degree program at GMU must complete 128 units and 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 one year. Students must 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 completed 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. However, she is on probation for her second year and has completed all but one of her courses (27 out of 30 units), so she is 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 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 make satisfactory progress. For example, Allen completed the first and third courses but failed the second. However, he's making satisfactory progress because he completed eight hours (2 courses) in this increment.

**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 earned 13 units, and Marie 15 units. At the end of the second

semester, Andrew had a total of 21 units, and Marie had a total of 30 units. To make satisfactory progress, they must have completed 80% of the units attempted by the end of each increment. This is 13 units (80% x 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% x 30). Marie is still meeting SAP, but he is not because Andrew only completed 21 units.

Marie again enrolls for 30 units in the second year, but Andrew only enrolls for 15. He completed all of them, earning 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% x 45); he is again making satisfactory progress. Marie must have completed 48 unit hours (80% x 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 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. In addition, 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 courses**

Failed or under C- graded courses can be retaken only once. 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 will affect 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 in the process of their SAP check on probation can register immediately. 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 standards. 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 determines that she/ he is again meeting the standards or when GMU grants 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 several units or enroll for several academic periods without receiving federal student aid, or she/he is interrupting 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 "One-year SAP probation. To be 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, the 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). However, regular appointments with a dean or faculty member will be arranged in other cases.

### **Disqualification**

Students who do not meet satisfactory progress standards are disqualified and 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 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 cause the student to lack 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 toward his/her program, which violates academic honesty standards or the school's lifestyle policy, and /or fails to meet his/her financial obligations.

### **Time Limits for Programs (Minimum & Maximum Units)**

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

### **Regular Student in an Eligible Program**

A person must be enrolled as a regular student in an eligible program to receive FSA funds (exceptions are discussed later in this chapter). A regular student is enrolled or accepted for enrollment in an eligible institution to obtain 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 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 limits the student's enrollment to 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. For example, suppose the student is allowed to take some courses before officially being admitted to the program. In that case, she is not considered a regular student and is not eligible until 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 (compared with preparatory coursework, which prepares a student for a given program), and a student enrolled solely in a remedial program is not considered eligible. 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, suppose the student is admitted into an eligible program and takes remedial coursework. In that case, he can be considered a regular student, even if he takes all remedial courses before regular courses. Therefore, GMU may count up to one academic year's worth of these courses in the students' enrollment status for federal aid. For this limit, that is 30-semester units.

A remedial course cannot be below the educational level needed for a student to pursue her program after one year in that course successfully. 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. For example, if that agency determines that a remedial class is at the elementary level, the class cannot be included in Title IV aid. Nor can Title IV aid be used for remedial courses that directly assess student learning instead of units or clock hours.

GMU does not use non-unit 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. In addition, a student is never permitted to receive funds for GED training or coursework before high school completion, even if the GED or high school training is offered at postsecondary schools or is required for the postsecondary program.

### **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 takes 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. They 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 for 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 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 apply 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 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 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 to qualify 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 or your school's state. Another part of the federal law defines an eligible institution as one that admits 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 beyond the age of compulsory attendance if your school's state would not require the student to attend secondary school further 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, the Academic Competitiveness Grant (ACG), and the 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 take 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 programs.

#### **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 a degree, they cannot be used to determine enrollment status unless they are non-units or remedial courses.

Unfortunately, you cannot award student aid for classes that do not count toward a degree or certificate.

### **Graduate 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;

If a student is enrolled in courses that do not count toward a degree, they cannot be used to determine enrollment status unless they are non-units or remedial courses.

Unfortunately, you cannot award student aid for classes that do not count toward a degree or certificate.

### **Students convicted of possession or Sale of Drugs**

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

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

Students denied eligibility for an indefinite period can regain it only after 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. Again, it is the student's responsibility to certify that she has 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 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, advise the student of these requirements. Suppose a student certifies that he has completed a drug rehabilitation program, but you have reason to believe that the program does not meet the requirements. In that case, you must find out if it does before paying the student any FSA funds.

### **Incarcerated students**

A student is considered incarcerated if serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether the government or a contractor operates it). However, a student is not considered 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 the 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 data source. Therefore, GMU is responsible for reconciling all inconsistencies 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.

## **PETITION FOR POLICY EXCEPTION**

GMU has policy exception regulations. To request approval for a deviation from established school policies, students and staff must hand in the policy exception request form available in Policies and Procedures. Only one policy exception may be requested per petition. Incomplete petitions will not be processed.

1. Complete the form in its entirety. A petition must be typed or printed clearly with a ballpoint pen.)
2. You must provide a complete statement, justification for the request, and supportive documentation. Without this information and documentation, the petition will be denied.
3. Return the Petition to the Registrar with the \$35 processing fee.
4. The petition date is recorded as the date the Registrar receives the petition.
5. Normal processing time for a Petition is two weeks.

# V. FINANCIAL POLICIES & INFORMATION

# PAYMENT OF TUITION AND FEES

## Educational Expenses and Fees

These fees will be changed at any time by the decision of the administration committee.

<b>Application Fee</b>	Application fee- BA/MA/Doctoral (All programs) <b>(Non-refundable during the cancellation period)</b>	\$ 100.00
<b>I-20 Service Fees</b> (Non-refundable after the cancellation period)	GMU Initial I-20 issue fee (All programs) I-20 Transfer Processing fee (All programs) I-20 Reissue fee (All programs) OPT Application Fee (All programs)	\$ 250.00 \$ 200.00 \$ 50.00 \$ 150.00
<b>Academic Fees</b> (Non-refundable after the cancellation period)	Registration fee (BA & Master programs - \$90) Registration fee (Doctoral programs- \$180) Course change (drop/add per course, for all programs) Late registration fee (All programs) Student Association fee (All programs) IT online service fee (All programs) Independent Study per class (All programs) Course extension fee per class (All programs) Auditing course fee per class (All programs) Program Transfer fee (All programs)	\$ 90.00 \$ 180.00 \$ 20.00 \$ 100.00 \$ 70.00 \$ 50.00 \$ 200.00 \$ 200.00 \$ 200.00 \$ 200.00
<b>STRF</b> (Non-refundable after the cancellation period)	STRF (BATH, BACC) STRF (MDIV) STRF (MACE) STRF (MACC/MAICS) STRF (DMiss) STRF (PhD)	\$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0
<b>Transcript &amp; Official Document Service Fees</b> (Non-refundable after the cancellation period)	Academic Transcript (3 Biz days) (All programs) Letter of Verification (3 Biz days) (All programs) Letter of Verification (1 day Express fee) (All programs) All documents (Next Biz day Express fee) (All programs) All documents 1 <sup>st</sup> Class domestic mail (All programs) All documents USPS International mail (All programs)	\$ 20/ Copy \$ 20/ Copy \$ 100.00 \$ 50.00 \$ 20.00 \$ 40.00
<b>Other Service Fees</b> (Non-refundable after the cancellation period)	Library card & Student ID card reissue fee (All programs) Graduation fee (BA & Master programs) Graduation fee (Doctoral programs)	\$ 25.00 \$ 400.00 \$ 500.00
<b>Financial Service Fees</b> (Non-refundable after the cancellation period)	Late Payment fee (All programs) Returned check/ Denied credit card (All programs) Plan for Tuition Payment fee (All programs) Wiring fee (All programs)	\$ 25.00 \$ 40.00 \$ 25.00 \$ 30.00
<b>Tuition Fees</b> (Refund with calculation until 8 <sup>th</sup> week of the semester)	BA program Tuition per unit Master program Tuition per unit DMiss program Tuition per unit PhD program Tuition per unit (Non-refundable after 9th week of the semester)	\$ 290.00 \$ 250.00 \$ 440.00 \$ 550.00

\* Registration fees are the nonrefundable charges during the cancellation period. All other charges become nonrefundable after the cancellation period.

Students can request a transcript for transferring units earned in GMU. They can visit and get counseling for transferring. The transcript will be issued to the student or the institution the student desires to transfer to. There is a fee for issuing transcripts, as described above. The fee is charged for the research of student records and preparing transcripts. The fee must accompany the transcript request.

### **Schedule of Total Charges**

The combination of tuition, fees, Student Tuition Recovery Fund (STRF)<sup>1</sup>, and associated expenses at Grace Mission University is considerable, so students must carefully calculate their financial resources and costs. For the total cost of your degree, confer the student enrolment agreements.

Other students who are in special status will pay different amounts of payment. Students are expected to pay full tuition and fees at the time of registration. The chief financial officer must approve any payment arrangements. When a student becomes delinquent in his/her financial obligations, he or she will not be allowed to continue enrollment.

<b>Degree Program</b>	<b>The Estimated total charges for the entire educational program</b>	<b>The total charges for the current period of attendance</b>
BA Programs (BATH, BACC)	\$32,000	\$3,100
MA Programs (MACC, MAICS, MACE)	\$19,020	\$3,180
MDiv Program	\$21,960	\$3,620
DMiss Program	\$19,020	\$3,220
PhD Programs	\$28,880	\$2,450

**THE TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE; THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM; and THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.**

### **Personal Checks**

All personal checks submitted for any payment to the University for charge or payment will have your student ID number written on them. If you prefer not to have your ID number written on your check, please submit your payment by cashier's check, money order, or when appropriate (other than "mail-in" payments) in cash. University staff will write student ID numbers on checks where a student has not already done so.

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<sup>1</sup> Amount of STRF Assessment; the institution shall collect an assessment of \$0 dollars per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is 0 dollars.

### **Outstanding Balances**

All institutional charges must be paid in full before graduation. If a student has a remaining tuition balance after graduation, school will continue to collect the remaining balance.

### **Collection of Tuition**

Students who enroll in short-term programs designed to be completed in one week, one term, or four months, whichever is less, should pay all tuition and fees on the first day of instruction.

GMU, in this section, will not apply to any funds an institution receives through federal and state student financial aid grants, loan programs, or any other federal or state programs.

GMU will not require more than one term or four months of advance tuition payment at a time for those programs designed to be four months or longer. However, when 50 percent of the program has been offered, GMU may require full payment.

If GMU provides private institutional loan funding to a student, the student is not obligated for indebtedness that exceeds the total charges for the current period of attendance.

At the student's option, GMU will accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first-class session is disclosed on the enrollment agreement.

## **REFUND POLICY**

### **Refunds for Overpayment**

Payments to student accounts that result in a unit's balance will be refunded upon request or in accordance with cash management regulations as required by federal regulations for students having federal aid. Requests for adjustments to charges must be made within four months from the date of the student's statement on which the charge first appears.

### **Refund for Cancellation**

After the cancellation period, the institution provides a pro-rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (including absences), there will be no refund to the student.

Application and Registration fees are non-refundable items. In addition, books, supplies, and other items the student issued and received would not be returnable. Therefore, once those items are received for the student, they will belong to the student and represent a liability.

If you cancel the agreement, the school will refund any money you paid, less any deduction for the registration fee and other fees. If you withdraw from school after the cancellation period, the refund policy described above will apply. If you have paid more than what you owe for the time you attended, a refund will be made within 45 days of the official withdrawal date. See the Refunds section below. If you owe more than what you have already paid, you must arrange to pay that balance with the institution. The official withdrawal date is on the student’s notification or the school’s determination.

If the student has received federal financial aid funds, the student is entitled to refund money not paid from federal financial aid program funds.

### **Determination of Withdrawal from School**

The withdrawal date shall be the last date of recorded attendance.

The student would be determined to have withdrawn from school on the earliest of:	The date you notify the Registrar of your intent to withdraw with written application. Only the Registrar would be authorized to accept notification of your intent to withdraw. You can hand in the withdraw application by in-person, email ( <a href="mailto:registrar@gm.edu">registrar@gm.edu</a> ), or USPS mail at 1645 W. Valencia Dr, Fullerton, CA 90630.
	The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
	Unofficial withdrawals encompass all other withdrawals where official notification is not provided to GMU. When a recipient of Title IV grant or loan assistance unofficially withdraws from an institution after having begun class attendance during a payment period or period of enrollment, the institution must determine the amount of Title IV grant or loan assistance the student earned up to the date of withdrawal. For these unofficial withdrawals, the withdrawal date is the midpoint of the payment period or the last date of an academically related activity in which the student participated. For example, suppose a student who began attendance does not officially withdraw and subsequently fails to earn a passing grade in at least one course offered over an entire period. In that case, the institution must assume, for Title IV purposes, that the student has unofficially withdrawn unless the institution can document that the student completed the enrollment period. On the other hand, suppose a student receives a Title IV grant or loan assistance and does not begin attendance in a payment period or period

	<p>of enrollment. In that case, the student is ineligible for any Title IV aid. In addition, unofficially withdrawing from classes may affect your future eligibility for financial aid, such as satisfactory academic progress.</p>
	<p>If you fail to return from the approved leave of absence, the effective withdrawal date shall be the last date of recorded attendance. Therefore, the date of the determination of withdrawal will be the scheduled date of return from LOA. However, suppose a student on an approved LOA notifies GMU that he or she will not be returning. In that case, the withdrawal determination date is earlier than the scheduled return date from LOA or the date the student notifies GMU that the student will not return.</p>

### **Return of Title IV**

Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants, or other aid, if you withdraw from school before the completion of the equivalent of 60 percent of the workload in any given semester, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned.

Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid according to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the semester earns only 25% of the aid disbursed, or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid the student would be eligible for from the Title IV Financial Aid programs.

A second calculation would take place to determine the amount earned by the institution during enrollment. 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 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.

### **Refunds**

Refunds: If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of the withdrawal date in the order stated in

section CFR 34 section 668.22. The order of payment of refunds is as follows, 1) Unsubsidized Loans from Direct Loans, 2) Subsidized Loans from Direct Loans, 3) Perkins Loans, 4 ) PLUS (Graduate Students) Direct Loan, 5) PLUS (Parent) Direct Loan, 6) Pell Grant, This order would apply in accordance to the aid programs available at the institution.

### **Post Withdrawal Disbursement**

If the calculation shows that the student received less aid than what the student earned within the payment period or enrollment period, then the student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student or the available amount from Grant funds for direct disbursement to the student for other educational related expenses. Suppose loan funds are involved in this calculation. In that case, the institution will notify the student or parent of the loan amount it wishes to utilize to cover educational charges. The funds come from this financial aid program, and the student will be reminded of the responsibilities of receiving loan funds. In the case of PLUS, the student or parent will be given 14 days to respond and accept or reject part or all of the loan funds available. The institution will honor late acceptances only at the institutional discretion.

Once this calculation is finalized, the institution will perform a **second and different calculation** using the net funds retained (original tuition payments minus amounts refunded) to determine the number of institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation.

## **STUDENT TUITION RECOVERY FUND**

Tuition refunds are made for withdrawal from a course when notification of withdrawal is submitted in written form.

Student Tuition Recovery Fund (STRF) is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment.

### **Assessment for the STRF**

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

in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818. Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897.

### **Eligibility for the STRF**

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

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

student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

\*Note: Authority cited: Sections 94803, 94877, and 94923, Education Code. Reference: Section 94923, 94924, and 94925, Education Code.

# VI. FINANCIAL AID INFORMATION

## **INSTITUTIONAL SCHOLARSHIPS INFORMATION**

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

### **Types of Institutional Scholarships**

#### **Academic Achievement Scholarship**

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

#### **Active Pastor and Missionary Scholarship**

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

#### **Family Scholarship**

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

#### **Financial Need Scholarship**

Students with 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. The Scholarship Committee will consider applications for the following academic year each May. By the end of May, Student Dean will post students' names to receive this scholarship. (If a student does not want their name posted as a winner of a financial need scholarship, they should include a stamped, self-addressed envelope along with the application. In addition,

they should tell the Student Dean not to post their 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). Therefore, a student who does not owe any money to the school will receive cash.

### **Sponsor Matching Scholarship - Designated Scholarship**

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

## **Scholarship Applications**

All scholarship applicants must attain a higher than 2.5 GPA or higher in the previous semester. Students desiring to receive financial assistance must submit a scholarship application at registration each semester. The application is supplied at registration or 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 not stipulated clearly shall be discussed and decided by the school's Scholarship Committee, 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. As a result, 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 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 default on 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, have questions, or need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available at GMU's financial aid department may be found in the student guide "Funding Education Beyond High School" and the "Free Application for Federal Student Aid" published by the U.S. Department of Education. In addition, 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. Financial aid is made available to help students meet the cost of school attendance. Financial aid includes grants and loans. Grants do not have to be prepaid. **Loans usually have low-interest rates that students must repay according 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, 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 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 the Student Guide website

[http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

**LOANS TO STUDENTS AND/OR PARENTS (THIS AID MUST BE REPAID! THESE LOANS ARE NOT DISCHARGED BY BANKRUPTCY)**

Direct Federal Stafford LOANS: If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

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

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

\*\*Parent loans (PLUS) (Interest due from parents as the last disbursement on loan is made) Perkins's loan program (Interest earned while in school and during the 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 THE 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, Suppose the student attended two years at a community college, but it enrolled in a course one academic year long without any transfer hours. In that case, the correct student level will be 1 and not 3<sup>rd</sup>.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](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**

The 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. In addition, 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 the student's 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 the application is intended. SAR or ISIR must be submitted to the financial aid office by September 29 of the award year from which aid is requested or your last day of enrollment in 2013-14, whichever comes first. A valid ISIR requires the signatures of the student, spouse, and/or parents when the ISIR has been corrected.

**Renewal Process:** A FPELL Grant award is received for one 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 subject to repayment from the student. Therefore, before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under these loan programs, the student's rights 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 U.S. Department of Education students. Subsidized loans are need-based. Students may borrow up to the student's cost of attendance less than expected financial assistance (not to exceed annual loan limits).

The Federal Government pays interest subsidies while the student is enrolled or during periods of deferment. A 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 combined amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan is determined prior to determine eligibility for the Unsubsidized loan. The law also stipulates that borrowers may apply for

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 student’s cost of attendance less than 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. Therefore, 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 for locating his or her lender participating 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 deposited into the student’s tuition account. The student must 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 calculates your Expected Family Contribution. **Grace Mission University** utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. A U.S. Department of Education contractor will process this form 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 estimated amount it will cost a student to go to school during an academic year of approximately nine 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 are 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 such as room, board, transportation, and personally combined to compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.

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

**DEPENDENT STUDENTS:** Individuals who do not meet the independent student criteria. This student is required to submit their application and student and parents' income and assets data.

**DEPENDENT:** They are individuals other than the spouse supported and will continue to be supported (50% or more of that individual personal expense) 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):** This applies the U.S. Congressional formula to the student's family income and assets entered in the FAFSA and is used as the calculated family amount expected to contribute to offset the student's 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 has an I-551 or I-551C (Alien Registration receipt card). Arrival-Departure Record (I-94) from the Department of Homeland Security shows 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 letter 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, 1990?
2. (46) As of today, are you married? (Separated but not divorced)
3. (47) As of July 1, 2021, will you be a graduate or professional student?
4. (48) Is currently serving on active duty in the U.S. Armed Forces for purposes other than training?
5. (49) Are you a veteran of the U.S. Armed Forces?
6. (50) Do you have children who will receive more than half of their support from you between July 1, 2020, and June 30, 2021?
7. (51) Do you have dependents (other than your children or spouse) who live with you and receive more than half of their support from you now and through June 30, 2021?
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 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, 2021, 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, 2021, 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, 2021, 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 the date of notification, date terminated by the institution, date of two consecutive weeks of absences, or 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 according to the terms stated in the promissory note of the student loans. If funds from the grants programs are still due from the student, those funds are payable at 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 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 the U.S. Department of Education is informed.

### **Transfer Student**

A student who attended a post-secondary institution before enrollment at Grace Mission University must provide a Financial Aid Transcript from each institution attended within the last six months before 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 Grace Mission University receives all Financial Aid Transcripts.

### **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 certain applicant-reported data. These regulations require the school to develop written policies and procedures for verification. The school requires making these policies available to all applicants for financial aid and prospective students upon request. This procedure is part of the Admissions process. And to follow the regulation and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under regulations, the school may not disburse the Pell Grant until the 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 is ineligible for aid and withdrawing without receiving it.
- The applicant is eligible to receive only unsubsidized student financial assistance.
- Post-enrollment-The students were selected for verification after ceasing to be enrolled at school, and all (including late) disbursements were made.
- Certain spouse/parent status – Spouse or parent information is not required to be verified if the spouse or the parent is deceased, physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant.
- Complete verifications – If a student completed the verification at another institution prior to transferring to this school, all the following documents are provided: 1/ letter stating that the verification process was completed. 2/ copy of the verified application data, and if the student was awarded a 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. Depending upon student dependency status and the Title IV programs used, different data items apply to applicants.

Data items include:

- The total number of persons in the household.
- The number of household members enrolled at least half-time students in postsecondary education institutions.
- Adjusted gross income (AGI) or adjusted gross family income (AFGI) for the base year (2019).
- U.S. income tax paid for the base year (2019)
- IRA Deductions
- Certain untaxed income and benefits for the base year if certain conditions would apply to include:
  - Social security benefits.
  - Child support.
  - Untaxed payments to IRA or Keogh or Foreign Income
  - Tax-Exempt interest
  - An untaxed portion of Pensions

Grace Mission University shall resolve inconsistent application information for all applicants in agreement with requirement 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 the 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.

**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 the required verification.

**Applicant Responsibilities:** To be eligible to receive Title IV funds, we require applicants to provide the requested information during the 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 of verification:

- Number of family members in the household
- Number of family members in the household now enrolled as at least half-time students in 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 documentation within the specified 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 completes the verification. 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 has no reason to question the accuracy of the information on the FAFSA.

**Tolerance:** If there are non-dollar errors and 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 referral of fraud cases to the Secretary of Education.

### **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 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 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 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 Grace Mission University receives an access request. A student should submit to the registrar, dean, head of the academic department, or another appropriate official a written request that identifies the record(s) the student wishes to inspect. The school official will make access arrangements 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 to be 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. When notified of the right to a hearing, additional information regarding the hearing procedures will be provided to the student.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except that FERPA authorizes disclosure without consent.

4. 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 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 Grace Mission University.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by GMU 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**

See the list below of postsecondary institutions' disclosures without consent.

FERPA permits the disclosure of PII from students' education records without the student's consent if the disclosure meets certain conditions in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, and directory information 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 the 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 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 disclose PII to outside entities they designate as their authorized representatives to conduct any audit, evaluation, 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 the aid's eligibility, determine the aid's amount, determine the aid's conditions, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school 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 concerning 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 violated 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))

## **Campus Security Act Disclosure Statement – Clery Act**

### **Grace Mission University**

1645 West Valencia Drive - Fullerton, CA 92833

The Campus Security Act (Public Law 102-26) 34 C.F.R. Section 668.46 (c)(1) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. Therefore, in compliance with that law, the following reflects this institution's crime statistics between 01/01/2023 and 12/31/2025=2. PLEASE NOTE THAT THIS INSTITUTION DOES NOT HAVE ON-CAMPUS HOUSING AND THAT THERE ARE NO POLICE RECORDS THAT PERTAIN DIRECTLY TO THE PROPERTY USED BY THE INSTITUTION; THEREFORE, THE STATISTICS BELOW REPORT ONLY THOSE INCIDENTS REPORTED TO THE INSTITUTIONAL ADMINISTRATION AND/OR TO THE LOCAL POLICE.

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<b>Crimes Reported</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>Location: C=Campus N=non-campus P=Public Area</b>	<b>* Hate Crime? (See note)</b>

(i) Criminal homicide:					
(A) Murder and non-negligent manslaughter	0	0	0	NA	0
(B) Negligent manslaughter	0	0	0	NA	0
(ii) Sex Offenses:					
(A) Rape	0	0	0	NA	0
(B) Fondling	0	0	0	NA	0
(C) Incest	0	0	0	NA	0
(D) Statutory Rape	0	0	0	NA	0
(iii) Robbery	0	0	0	NA	0
(iv) Aggravated assault	0	0	0	NA	0
(v) Burglary	1	1	0	NA	0
(vi) Motor Vehicle Theft	0	0	0	NA	0
(vii) Arson	0	0	0	NA	0
(viii) Liquor law violations	0	0	0	NA	0
Arrest and referrals for disciplinary actions, including:					
(A) Arrests for liquor law violations, Drug law violations, and illegal weapons possession:	0	0	0	NA	0
(B) Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession	0	0	0	NA	0
Hate crimes: As listed under 34. CFR668.46 (c)(1)(i)					
(A) Larceny-theft	0	0	0	NA	0
(B) Simple Assault	0	0	0	NA	0
(C) Intimidation	0	0	0	NA	0
(D) Destruction, Damage, or Vandalism of Property	0	0	0	NA	0
<b>New reporting as of 10/01/2018</b>					
Incidents of sexual assault	0	0		NA	0
Domestic Violence	0	0		NA	0
Dating Violence	0	0		NA	0
Stalking	0	0		NA	0

1. This institution does not employ campus security personnel. Still, it encourages its employees and students to immediately report suspected criminal activity or other emergencies to the nearest institutional official and/or, in the event of an emergency, to directly contact local law enforcement or other emergency response agencies by dialing 911.
2. (i) All students and employees are required to report any crime or emergency to their institutional official promptly.  
(ii) Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's secretary, who contacts the correct police department District for

statistics and the institution's Daily Incident Log, and then records those statistics.

(iii) If a student or employee wishes to report a crime voluntarily or confidentially, the institutional official will be prepared to record and report the crime, but not the informant's name. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her **institutional official** without signature. However, suppose the student wishes not to maintain confidentiality. In that case, the student will contact his/her **teacher or school official**, who will contact the nearest **supervisor** to report criminal actions or emergencies to the **appropriate agency by calling (911)**.

3. Only students, employees, and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and CARRY on them at all times a security identification badge. Those without an identification badge must sign in at the entrance, identify their purpose and the person to be visited, and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty, set the alarms on each floor, and then lock down the campus. Other individuals present on the institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing. They may, as such, be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing. They may also be subject to a fine and/or arrest.
4. Current policies concerning campus law enforcement are as follows:
  - a) Institution officials have no powers of arrest other than the Citizens Arrest Law. However, they are required to call the correct agency or dial (911) for the police and emergency services in case of a crime or emergency. The Citizens Arrest Law will be invoked only as a last resort after exploring all other possibilities.
  - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and/or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.

- c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise) other than the student or employee being encouraged to seek such aid.
  
- 5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care regarding their safety and the safety of others. The following is a description of policies, rules, and programs designed to inform students and employees about the prevention of crimes on campus.
  - a. Do not leave personal property in classrooms.
  - b. Report any suspicious persons to your institutional official.
  - c. Always try to walk in groups outside the school premises.
  - d. If you are waiting for a ride, wait within sight of other people.
  - e. Employees (staff and faculty) will close and lock all doors, windows, and blinds and turn off lights when leaving a room
  - f. The Crime Awareness and Campus Security Act are available upon request to students, employees (staff and faculty), and prospective students.
  - g. The school has no formal program, other than orientation, that disseminates this information. However, all information is available on request.
  - h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information over 60 days, that information must be made available within two (2) business days.
  
- 6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation, where all the institution's policies and regulations are properly disclosed to prospective students.
  
- 7. All incidents shall be recorded in the Daily Incident Log at the institutional official's station. The log includes the date, time, location, incident reported, incident disposition, and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official unless that disclosure is prohibited by law or would endanger the victim's confidentiality.

8. This institution does not permit the sale, possession, or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
9. The institution does not permit the possession, use, or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. Violating these policies by students or employees may result in expulsion, termination, and/or arrest.
10. Information concerning drug and alcohol abuse education programs is posted on the campus and is distributed annually to students and staff. *(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).*
11. It is the policy of this institution to have any sexual assaults (criminal offenses) on campus be reported immediately to the institution's official, who will report it to (911) emergency and police units. The institution, during the orientation given to newly admitted students, emphasizes the prevention of sexual crimes by insisting students work, study, and walk outside of the premises as much as possible, accompanied by other students or in view of other persons, generally, avoiding as much as possible to be alone by themselves at any time. During the daily functioning of the school operations, staff and administrators observe that students are not in any circumstance by themselves.
  - (i) The institutional program to prevent sexual crimes consists in maintaining a continuous lookout for each other to protect and prevent any sexual assaults. The entire staff takes part in this program to protect the students and the staff among themselves.
  - (ii) A person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time when that person can be properly transported to a hospital or rape crisis center for proper treatment.
  - (iii) A victim of a sexual crime can report this crime to the institutional authorities or report it directly to (911) and search for professional assistance from the emergency agencies. If requested, the institutional personnel will be prepared to request assistance by calling (911).
  - (iv) The institution does not have accessibility to professional counseling, mental health, or otherwise; students and employees are encouraged to seek such professional assistance at the nearest hospital or health care service.
  - (v) The institution will offer the victim of a sexual crime any options to change the academic schedule as much as possible to the benefit of the victimized person.

- (vi) The institutional disciplinary actions about an alleged sex offense are as follows:
  - (A) The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
  - (B) Both the accuser and the accused must be informed of the outcome of any institutional proceeding brought alleging a sex offense.
- (vii) This institution has zero tolerance for violation of this policy. Once the offense is confirmed, the institutional disciplinary action against students or employees may result in expulsion from school or termination of employment and, according to local laws, arrest of the offender by the authorities.

12. The institution provides the following website to obtain information concerning the registration of sex offenders' arrests.

<http://www.city-data.com/>

13. Revised **Crime Classification: Burglary vs. Larceny**: An incident must meet three conditions to be classified as a Burglary.
- There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted.
  - The unlawful entry must occur within a structure with four walls, a roof, and a door.

The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

14. **Definition of On-Campus Student Housing Facility**: For the Clery Act regulations, as well as the HEA fire safety and missing student notifications regulations, any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This definition clarifies that any building on campus on land owned or controlled by the institution used for student housing must be counted as an on-campus student housing facility, even if the building itself is owned or controlled by a third party.

15. **Campus Law Enforcement Policies**: All institutions must include a policy statement regarding campus law enforcement in their Annual Security Report. This statement must contain the following elements:
- A description of the law enforcement authority of the campus security personnel.

- A description of the working relationship of campus security personnel with State and local law enforcement agencies, including whether the institution has agreements with such agencies, such as written memoranda of understanding (MOU), for the investigation of alleged criminal offenses.

A policy statement encourages accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies.

Students and employees should refer to the person or agency listed at the end of this report when reporting or seeking help on a criminal incident. Please note that any emergency requiring immediate attention should not wait to report to the school's officer but should contact the appropriate agency by calling (911).

The institution does not maintain any special relationship with State and local police. Therefore, it does not agree with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.

This Institution encourages students to complete a timely reporting of all crimes to the campus administrators, police, and appropriate law enforcement agencies. This institution encourages students to immediately report an incident where an emergency evacuation will be needed. In addition, all students should be familiar with the evacuation procedures posted in several key places around the campus. This institution does not provide on-campus housing. Therefore, the following disclosures do not apply to this institution:

- Fire safety (668.49)
- Missing students (668.46(h))
- Emergency notifications 668.46(g)
- Hate crimes 668.46(c)

Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments, or in any general use of the equipment for course-related work are strictly unauthorized to copy or distribute any copyrighted material, and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privilege use of any institutional equipment; if the violation includes using individually owned equipment, the individual will not be allowed to bring his/her equipment into the school premises. Second violation, the staff member may be terminated, or the student may be expelled from school. The school administration will take this decision. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials, observing the students' need to access the institutional network. The institution will keep a log summarizing violations reported and disciplinary actions taken.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency

requiring immediate attention should not wait to report to the school's office but should contact the appropriate agency by calling (911).

<b>Institutional Official</b>	<b>Mr. James Koo</b>
<b>Title</b>	<b>Director of General School Affairs</b>
<b>School Name</b>	<b>Grace Mission University 0443-01</b>
<b>Street address</b>	<b>1645 West Valencia Drive</b>
<b>City, State Zip</b>	<b>Fullerton CA 92833</b>
<b>Phone No.</b>	<b>714-525-0088</b>

### Notice of Student Rights

**1. Student's Right to Cancel:** The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (**first day of classes**), or the seventh day after enrollment (**seven days from the date when enrollment agreement was signed**), whichever is later.

The cancellation notice shall be in writing and submitted directly to the School Director. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

**2.** After the end of the cancellation period, you also have the right to stop school at any time and receive a refund for the part of the course not taken. Your refund rights are described in the contract and school catalog

**3.** If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and phone number below for information.

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

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

**6.** Any questions a student may have regarding this catalog that the institution has not satisfactorily answered may be directed to the Bureau for Private Postsecondary Education:

Mailing Address:  
Bureau for Private Postsecondary Education  
P.O. Box 980818

West Sacramento, CA 95798-0818

Physical Address:  
Bureau for Private Postsecondary Education  
1747 North Market Blvd., Suite 225  
Sacramento, CA 95834

Phone: (916) 574-8900  
Toll Free: (888) 370-7589  
Main Fax: (916)263-1897

Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

## **Drug and Alcohol Abuse Policy**

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226), and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart, and other chronic diseases, low birth weight, congenital disabilities, infant mortality in expectant mothers, and death. Therefore, the unlawful manufacture, distribution, dispensing, possession, or use of drugs, alcohol, or other controlled substances at this institution is strictly prohibited. Students and employees must abide by this policy as a condition of enrollment and/or employment.

This institution will impose disciplinary action against students and employees for violating these standards of conduct to the extent of local, state, and federal laws. These actions may include suspension, expulsion, termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

As required by federal regulation (34 CFR 85.635 and Appendix C), this institution will report all employees convicted of a criminal drug offense in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services  
United States Department of Education  
400 Maryland Avenue SW.  
Room 3124, GSA Regional Office Bldg. #3  
Washington, DC 20202-4571

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state, and federal legal penalties, which include the loss of eligibility for federal financial aid, fines, imprisonment, and the seizure of drug, related assets.

Drug awareness programs, counseling, treatment, rehabilitation, and other related services are available on an ongoing basis to students and employees of this institution through:

**Fullerton Addiction Treatment Center**

**1105 E Commonwealth Ave., Suite J**

**Fullerton, CA 92831**

**Toll-Free 877-345-3281 or web site at <http://rehab-international.org/california-rehab/fullerton>**

Students and employees seeking assistance overcoming a drug or alcohol-related problems are encouraged to contact this organization.

This institution continues to make a good faith effort to provide a school and workplace free from illicit drugs, possession, or distribution of drugs and alcohol.

## **Constitution and Citizenship Day**

Pursuant to legislation passed by Congress, educational institutions receiving Federal funding are required to hold an educational program pertaining to the United States Constitution on September 17 of each year. Grace Mission University presents programs pertaining to the United States Constitution on September 17 of each year

## **Voter Registration**

You may register to vote by completing the online voter registration form at [www.sos.ca.gov/nvrc/fedform/](http://www.sos.ca.gov/nvrc/fedform/) and then mailing it to the pre-printed address on the form. You may also register to vote whenever you apply for or renew your driver's license or state-issued ID card. For more information, please visit the California Secretary of State website at: [www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm).

## **Copyright Infringement Policy**

Copyright infringement is exercising one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code) without permission or legal authority. These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, at its discretion, also assess costs and attorneys' fees. See Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQs at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

The STUDENTS do not tolerate unethical conduct in regard to cheating, plagiarism, copyright infringement, falsification, or misrepresentation of material information in any records, financial documents, or sign-in sheets, whether inadvertent or deliberate.

Engaging in the unauthorized use or distribution of copyrighted material may result in probation, suspension, or termination/expulsion.

## **CAL GRANT PROGRAMS**

GMU eligible students can apply CAL grant. The Cal Grant is a California-specific financial aid allocation that does not need to be paid back. Cal Grant applicants must apply using the FAFSA or CA Dream Act Application by the deadline and meet all eligibility, financial, and minimum GPA requirements of either program. Grants are for students attending Universities of California, California State Universities or California Community Colleges, or qualifying independent and career colleges or technical schools in California.

There are three kinds of Cal Grants — A, B and C — but you don't have to figure out which one to apply for. Your eligibility will be based on your FAFSA or CA Dream Act Application responses, your verified Cal Grant GPA, the type of California colleges you list on your application and whether you're a recent high school graduate. The Cal Grant is a California-specific financial aid allocation that does not need to be paid back. Cal Grant applicants must apply using the FAFSA or CA Dream Act Application by the

deadline and meet all eligibility, financial, and minimum GPA requirements of either program. Grants are for students attending Universities of California, California State Universities or California Community Colleges, or qualifying independent and career colleges or technical schools in California.

There are three kinds of Cal Grants — A, B and C — but you don't have to figure out which one to apply for. Your eligibility will be based on your FAFSA or CA Dream Act Application responses, your verified Cal Grant GPA, the type of California colleges you list on your application and whether you're a recent high school graduate. You can find the detailed information by visiting [Cal Grant Programs | California Student Aid Commission](https://csac.ca.gov/cal-grant). (<https://csac.ca.gov/cal-grant>)

# VII. UNDERGRADUATE PROGRAM

## **GENERAL INFORMATION**

The undergraduate programs offer a Bachelor of Theology and Bachelor of Christian Counseling degree. The undergraduate program is designed to finish in four years. However, students can extend the length of study, but students should complete their undergraduate degree within 6 years. Therefore, students will take a minimum of 9 units and a maximum of 19 units in a semester.

GMU programs do not intend to give any license. GMU programs are for the academic degree only. Students can apply a license individually and take any required education for the license with individual cost from any institution.

## **BACHELOR OF THEOLOGY PROGRAM**

The Bachelor of Theology degree is a four-year degree program providing students with vocational training for ministry on a college level. The program offers a solid grounding in the Bible, doctrine, and ministry practices within a strong Evangelical Reform environment. The curriculum's broad educational component enables students to develop a biblical worldview for life. A theology degree program allows the student to focus on an area of emphasis. The theology major with specialized emphases provides the student with the foundational training necessary for vocational ministry or entrance into a professional graduate program.

### **BATH Program Learning Objectives Outcomes Goals**

#### **BATH Program Learning Objectives**

- PLO1. Those students are equipped to serve as Bible teachers (e.g., Sunday school, youth groups, cell group leaders)
- PLO2. That alumni become lay leaders in their churches (or ministers)
- PLO3. That graduates be equipped for graduate studies

#### **BATH Program Learning Outcomes Goals**

- As demonstrated by 75% of students gaining experience teaching while in school.
- As demonstrated by 30% of 5-year alumni teaching some type of Bible class (e.g., Sunday school, youth groups, cell groups)
- As demonstrated by 50% of 5-year alumni serving as lay leaders (e.g., deacons, elders, cell leaders, Bible teachers, JDSN)
- As demonstrated by alumni at accredited graduate schools having an average GPA of at least 2.7.

### **Admission Requirement of BA Program**

The applicant seeking admission must demonstrate a call to serve the Church, gifts for ministry, Christian experience, and spiritual maturity. Christian men and women who manifest faith, moral character, Christian experience, and academic preparation are invited to apply for admission.

An applicant can apply for admission to the undergraduate program after graduating high school or passing the GED. Before a student is allowed to register for courses, admission must be granted. A student desiring consideration for admission to GMU must provide the followings:

- A completed application forms
- Application fee of \$100.00
- Two recent 2" x 2 ½" photographs
- An official high school transcript and official transcripts from all postsecondary institutions attended.
- Two references (one from their pastor, one from a teacher)
- An essay of two or three pages detailing the applicant's call to ministry, including a self-evaluation of his/her strengths and weakness

Applicants should pass the following to be accepted to the program.

- Bible knowledge test
- Oral interview of the admission committee

**SPECIAL STUDENTS:** Those individuals who desire theological training but do not wish to work toward a degree may be classified as Special Students. Such students are allowed to attend classes but are not allowed to seek a degree.

### **Hours of Instruction for Bachelor of Arts Program**

One semester is 16-week long, including one week of reading and non-instruction. Most courses are three-semester hour units except indicated courses. Therefore, a three-unit course consists of three hours of instruction per week. The instruction hour for one unit is one hour per week, including a 10-minute break. The actual instruction for one credit is 50 minutes a week. The total instruction hour for one semester is 15 clock hours. For a three-credit course, the total instruction hours for one semester are 45 clock hours. A full-time student is required to take at least 12 units per semester.

### **Graduation Requirements**

Students who plan to graduate from Grace Mission University must fulfill the following graduation requirements for the undergraduate program:

- Satisfactorily completed of 128-semester units

- Completion of all courses prescribed in the Bachelor of Theology curriculum
- Pass the comprehensive examination
- Maintain a minimum grade point average of 2.0
- At least 25% of units must be earned at GMU by transferred students from an accredited institution in the USA.
- Exit interview with faculty

Students planning to graduate must notify the registrar no later than the beginning of the spring semester of the year they plan to graduate.

All candidates for graduation must be approved by the faculty and the Board of Trustees. To receive this endorsement, students must have acted responsibly in manifesting Christian character and adhering to the school's standards. In addition, students must clear their financial accounts of any remaining balances before graduation.

### Degree Requirements

Bachelor of Arts in Theology degree is a 120-semester unit hour program. The requirements for completing this program consist of General Studies (45 units), Bible & Theology (30 Units), Professional / Practical Studies (36 Units), and Electives or Concentrations (17 units).

<b><i>General Studies-45 units</i></b>	___ CO253 Intro. to Counseling	
___ CH103 Church History I (History of Christianity)	___ MT273 History of Missions	
___ GA133 Anthropological Studies (Cultural Anthropology)	___ LT303 Foundations of Leadership (or LT493 Cross-cultural Leadership)	
___ GE173 Intro. to Education	___ PT333 Sermon Preparation	
___ GH143 World Civilization	___ SF324 Spiritual Formation (or SF429 Cross-cultural Spirituality)	
___ GM153 Intro. to Music	___ ST333 Christian Apologetics	
___ GE163 Intro. to Philosophy	___ LT423 Discipleship & Cell	
___ GS163 Intro. to Physical Science	___ PM413 Pastoral Theology (or PT483)	
___ GE223 Research & Writing (or GI133 Info. Literacy & Technology)	___ PT493 Senior Integrative Seminar	
___ GE233 English Literature	___ MT 411-3 Missions Practicum (선교실습)	
___ SO273 Sociology & Intercultural Community	PT401-6 Ministry Formation (0.5 unit, 6 Semesters)	
___ CO213 Intro. to Psychology	___ 0.5 unit, ___ 0.5	
___ GE343 Communication & Public Speaking	___ 0.5 unit, ___ 0.5	
___ PT443 Christian Ethics	___ 0.5 unit, ___ 0.5	
___ BL313 Greek I		

___ BL353 Biblical Hebrew I <b><i>Biblical / Theological Studies-30 units</i></b> ___ BT123 Introduction to the Bible ___ ST122 Bible Doctrine I ___ ST123 Bible Doctrine II ___ OT203 Study of Old Testament I (The Pentateuch) ___ OT213 Study of Old Testament II (Historical & Poetic Books) ___ OT363 Study of Old Testament III (The Prophets) ___ BT313 Introduction to Hermeneutics ___ NT203 Study of New Testament I (The Gospels or NT483 Life & Min. of Christ) ___ NT413 Study of New Testament II (Acts & Pauline Epistles) ___ NT468 Study of New Testament III (General Epistles & Revelation) <b><i>Professional/ Practical Studies-36 units</i></b> ___ CE153 Christian Education (or EC108 Child Education, or CE383 Lifespan Development)	unit <b><i>Electives &amp; Concentration-17 units</i></b> _____ ( _ units) _____ ( _ units)  <b><i>Spiritual Enrichment Activities</i></b> _____ ( _ units) _____ ( _ units) _____ ( _ units)  <b><i>Bible Knowledge Tests</i></b> 1 <sup>st</sup> _____ ( _____ ), Exit _____ ( _____ ) * All classes are 3 units if there is no indication.
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**Electives or Concentration: 17 units**

*(At least 15 units should be taken for the Concentration area)*

**Course sequencing of BA:**

BA students are recommended to take General Studies (45 units) first and then Bible & Theology (30 Units), Professional / Practical Studies (36 Units), and Electives or Concentration (17 units). Courses in the general studies category are the basic and methodology courses to ensure an appropriate level of analytical research and communication skills. Also, the suggested sequence helps the students commensurate with the program's goals for learning outcomes and leadership capability development. Therefore 100, level course numbers indicate the basic level and the 400-level means integrated or professional level.

If the student did not study introductory **Greek** and **Hebrew**, they should be required to take **Greek 1** and **Hebrew 1** as electives before taking **Greek 2** and **Hebrew 2**. Greek 1 is offered in the summer session; therefore, all new students must take Greek 1 first in

one year of admission and take Hebrew 1 next year. And then, they can take biblical study and theological courses.

## **BACHELOR OF CHRISTIAN COUNSELING PROGRAM**

The Bachelor of Christian Counseling is a four-year degree program providing students with vocational training for Christian Counseling ministry on a college level. The program offers a solid grounding in the Bible, doctrine, and the practices of Christian Counseling ministry within a strong Evangelical Reform environment. The curriculum's broad educational component enables students to develop a biblical worldview for life. Christian Counseling program allows the student to focus on an area of emphasis. The counseling major with specialized emphases provides the student with the foundational training necessary for Christian Counseling ministry or entrance into a professional graduate program.

### **BACC Program Learning Objectives Outcomes Goals**

#### **BA in Christian Counseling Program Learning Objectives**

- PLO 1. Learn and develop empathic listening skills and commit to applying and sharing these skills in life and ministry.
- PLO 2. Be aware of their issues and develop a personal network for growth.
- PLO 3. Know the basic counseling principles and knowledge in human development, families, abnormal behavior, and Christian counseling with a holistic perspective and approaches as they relate to individuals, families, and organizations.
- PLO 4. Integrate basic psychological theories with theology actively with their learning as well as in ministries.
- PLO 5. Be equipped for advanced study in effective counseling ministries and graduate studies in the related field.

#### **BA Christian Counseling Program Learning Outcomes Goals**

- As demonstrated by 75% of students gaining experience in counseling while in school.
- As demonstrated by 30% of 5-year alumni teaching some type of Christian counseling (e.g., Sunday school, youth groups, cell groups)
- As demonstrated by 50% of 5-year alumni serving in Christian counseling ministry areas.
- As demonstrated by alumni at accredited graduate schools having an average GPA of at least 2.7.

## **Admission Requirement of BA in Christian Counseling Program**

The applicant seeking admission must demonstrate a call to serve the Church, gifts for ministry, Christian experience, and spiritual maturity. Christian men and women who manifest faith, moral character, Christian experience, and academic preparation are invited to apply for admission.

An applicant can apply for admission to the undergraduate program after graduating high school or passing the GED. Before a student is allowed to register for courses, admission must be granted. A student desiring consideration for admission to GMU must provide the followings:

- A completed application forms
- Application fee of \$100.00
- Two recent 2" x 2 ½" photographs
- An official high school transcript and official transcripts from all postsecondary institutions attended.
- Two references (one from their pastor, one from a teacher)
- An essay of two or three pages detailing the applicant's call to ministry, including a self-evaluation of his/her strengths and weakness

Applicants should pass the following to be accepted to the program.

- Bible knowledge test
- Oral interview of the admission committee

**SPECIAL STUDENTS:** Those individuals who desire theological training but do not wish to work toward a degree may be classified as Special Students. Such students are allowed to attend classes but are not allowed to seek a degree.

## **Hours of Instruction for Bachelor of Arts Program**

One semester is 16-week long, including one week of reading and non-instruction. Most courses are three-semester hour units except indicated courses. Therefore, a three-unit course consists of three hours of instruction per week. The instruction hour for one unit is one hour per week, including a 10-minute break. Therefore, the actual instruction for one credit is 50 minutes a week. The total instruction hour for one semester is 15 clock hours. Therefore, for a three-credit course, the total instruction hours for one semester are 45 clock hours. A full-time student is required to take at least 12 units per semester.

## **Graduation Requirements**

Students who plan to graduate from Grace Mission University must fulfill the following graduation requirements for the undergraduate program:

- Satisfactorily completed of 128-semester units

- Completion of all courses prescribed in the Bachelor of Theology curriculum
- Pass the comprehensive examination
- Maintain a minimum grade point average of 2.0
- At least 25% of units must be earned at GMU by transferred students from an accredited institution in the USA.
- Exit interview with faculty

Students planning to graduate must notify the registrar no later than the beginning of the spring semester of the year they plan to graduate.

All candidates for graduation must be approved by the faculty and the Board of Trustees. To receive this endorsement, students must have acted responsibly in manifesting Christian character and adhering to the school's standards. In addition, students must clear their financial accounts of any remaining balances before graduation.

### **Degree Requirements**

Bachelor of Arts in Christian Counseling is a 128-semester unit hour program. The requirements for completing this program consist of General Studies (42 units), Bible & Theology (39 Units), Christian Counseling (33 Units), and Electives or Concentrations (11 units).

### **Bachelor of Arts in Christian Counseling Degree Completion Plan (120 units)**

<p><b><i>General Studies-42 units</i></b></p> <p>___ CH103 Church History I (History of Christianity)</p> <p>___ GA133 Anthropological Studies (Cultural Anthropology)</p> <p>___ GE173 Intro. to Education</p> <p>___ GH143 World Civilization</p> <p>___ GM153 Intro. to Music</p> <p>___ GE163 Intro. to Philosophy</p> <p>___ GS163 Intro. to Physical Science</p> <p>___ GE223 Research &amp; Writing (or GI133 Info. Literacy &amp; Technology)</p> <p>___ GE233 English Literature</p> <p>___ SO273 Sociology &amp; Intercultural Community</p> <p>___ GE343 Communication &amp; Public</p>	<p>* All classes are 3 units if there is no indication.</p> <p><b><i>Christian Counseling Studies-33 units</i></b></p> <p>___ CO213 Intro. to Psychology</p> <p>___ CO223 Personal Foundation from Whole Person Perspective</p> <p>___ CO303 Lifespan Development &amp; Counseling</p> <p>___ CO350 Intro to Psychopathology &amp; Counseling</p> <p>___ CO424 Counseling Theories</p> <p>___ CO450 Intro to Family Counseling</p> <p>___ CO451 Integration of Psychology &amp; Theology</p> <p>___ CO460 Interpersonal &amp; Cross-Cultural Issues &amp; Counseling</p>
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<p>Speaking</p> <p>___ LT303 Foundations of Leadership (or or LT493 Cross-cultural Leadership)</p> <p>___ BL313 Greek I</p> <p>___ BL353 Biblical Hebrew I</p> <p><b><i>Biblical / Theological Studies-39 units</i></b></p> <p>___ BT123 Introduction to the Bible</p> <p>___ ST122 Bible Doctrine I</p> <p>___ ST123 Bible Doctrine II</p> <p>___ OT203 Study of Old Testament I (The Pentateuch)</p> <p>___ OT213 Study of Old Testament II (Historical &amp; Poetic Books)</p> <p>___ OT363 Study of Old Testament III (The Prophets)</p> <p>___ BT313 Introduction to Hermeneutics</p> <p>___ NT203 Study of New Testament I (The Gospels or NT483 Life &amp; Min. of Christ)</p> <p>___ NT413 Study of New Testament II (Acts &amp; Pauline Epistles)</p> <p>___ NT468 Study of New Testament III (General Epistles &amp; Revelation)</p> <p>___ MT 411-3 Missions Practicum</p> <p>___ CE153 Christian Education (or EC108 Child Education, or CE383 Lifespan Development)</p> <p>___ SF324 Spiritual Formation (or SF429 Cross-cultural Spirituality)</p> <p>PT401-6 Ministry Formation (0.5 unit, 6 Semesters)</p> <p>___ 0.5 unit,            ___ 0.5 unit</p> <p>___ 0.5 unit,            ___ 0.5 unit</p> <p>___ 0.5 unit,            ___ 0.5 unit</p>	<p>___ CO493 Pre-Internship in Christian Counseling Ministries</p> <p>___ CO494 Internship in Christian Counseling Ministries</p> <p>___ PT493 Senior Integrative Seminar</p> <p><b><i>Electives &amp; Concentration-11 units</i></b></p> <p>___ SF453 Spiritual Formation</p> <p>___ CO453 Addiction Counseling</p> <p>_____ ( _ units)</p> <p>_____ ( _ units)</p> <p>_____ ( _ units)</p> <p><b><i>Spiritual Enrichment Activities</i></b></p> <p>_____ ( _ units)</p> <p>_____ ( _ units)</p> <p>_____ ( _ units)</p> <p><b><i>Bible Knowledge Tests</i></b></p> <p>1<sup>st</sup> _____ (            ),</p> <p>Exit _____ (            )</p>
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### **Course sequencing of BA:**

BA students are recommended to take General Studies (43 units) first and then Bible & Theology (33 Units), Christian counseling (33 Units), and Electives or Concentrations (11 units). Courses in the general studies category are the basic and methodology courses to ensure an appropriate level of analytical research and communication skills. Also, the suggested sequence helps the students commensurate with the program's goals for learning outcomes and leadership capability development. Therefore 100, level course numbers indicate the basic level and the 400-level means integrated or professional level.

If the student did not study introductory **Greek** and **Hebrew**, they should be required to take **Greek 1** and **Hebrew 1** as electives before taking **Greek 2** and **Hebrew 2**. Greek 1 is offered in the summer session; therefore, all new students must take Greek 1 first in one year of admission and take Hebrew 1 next year. And then, they can take biblical study and theological courses.

# VIII. MASTER'S PROGRAMS

## **GENERAL INFORMATION**

### **Admission Requirement of Master's Program**

An applicant must demonstrate a personal Christian experience, a call to serve the Church, gifts for ministry, and spiritual maturity. Therefore, the applicant must manifest faith, moral character, and academic ability to complete a rigorous master's program.

An applicant can apply for admissions to a graduate program at GMU after completing a bachelor's degree from an approved institution. The bachelor's degree must be a four-year system or over 120 units in the semester system. The applicant's GPA at the college level will be considered for admission. The applicant's GPA at the college level must be above 2.5. Applicants who graduated in different college systems from American standards will be evaluated in different methods.

Before a student is allowed to register for courses, admission must be granted. A student desiring admission to GMU must present the following:

- A completed application forms
- Application fee of \$100.00
- Two recent 2" X 2 1/2" photographs
- Official transcripts from all postsecondary schools attended
- Two references (one from a pastor, one from a teacher)
- A two-to-three-page essay detailing the applicant's call to ministry, including a self-evaluation of his/her strengths and weaknesses

The applicant must supply the requisite written admission materials and may be required to have a personal interview with a member of the faculty and/or administration.

### **Advanced Standing and Special Students**

Grace mission University does not accept advanced standing study and special students. Applicant must meet the admission requirements.

### **Degree Programs**

Grace Mission University offers four master's professional degrees:

- Master of Divinity
- Master of Christian Education
- Master of Intercultural Studies (Emphasis on Business As Mission)
- Master of Christian Counseling

In each degree program, the students can develop an area of concentration, such as biblical, theological, or ministerial studies, after consulting with their advisors.

## **Ministry Formation**

The graduate faculty recognizes that preparing men and women for vocational ministry requires academic and practical learning experiences. Therefore, the Office of Ministry Formation helps students acquire practical experiences through local churches or para-church ministries.

## **Hours of Instruction for Master's program**

One semester is 16-week long, including one week of reading and non-instruction. Most courses are three-semester hour units except indicated courses. Therefore, a three-unit course consists of three hours of instruction per week. The instruction hour for one unit is one hour per week, including a 10-minute break. The actual instruction for one credit is a 50-minute lecture a week. The total instruction hour for one semester is 15 clock hours. Therefore, for a three-credit course, the total instruction hours for one semester are 45 clock hours. Full-time students are required to take at least 9 units per semester.

## **Graduation Requirements**

Students who plan to graduate from Grace Mission University must fulfill all applicable graduation requirements for the program they were admitted to. In addition, students must notify the registrar of their intention to graduate no later than the beginning of the spring semester in the year they plan to graduate. The faculty and Board of Trustees reserve the right to deny graduation to any student who does not meet the stated requirements for graduation. In addition, students must clear their financial accounts of any balances before graduation.

### **Master of Divinity Degree (MDiv)**

- Satisfactory completion of 105-semester units.
- Completion of all courses prescribed in the MDiv curriculum.
- Pass a comprehensive examination.
- Maintain a minimum Grade Point Average of 3.0 (B)
- At least 84 units must be earned at GMU by transfer students.
- Exit interview with faculty

### **Master of Art in Christian Education (MACE)**

- Satisfactory completion of 69-semester units.
- Completion of all courses prescribed in the program.
- Pass a comprehensive examination.
- Grade Point Average of 3.0 (B).
- At least 55 units must be earned at GMU by transfer students.
- Exit interview with faculty

### **Master of Art in Intercultural Studies (MAICS.)**

- Satisfactory completion of 49-semester units.
- Completion of all courses prescribed in the program.
- Pass a comprehensive examination.
- Grade Point Average of 3.0 (B).
- At least 40 units must be earned at GMU by transfer students.
- Exit interview with faculty

### **Master of Arts in Christian Counseling (MACC.)**

- Satisfactory completion of 49-semester units.
- Completion of all courses prescribed in the program.
- Pass a comprehensive examination.
- Grade Point Average of 3.0 (B).
- At least 40 units must be earned at GMU by transfer students.
- Exit interview with faculty

## **MASTER OF DIVINITY PROGRAMS (MDiv)**

The Master of Divinity is a three-year professional degree for ordained ministry. It is designed to intentionally integrate biblical, theological, and historical practices of ministry studies with supervised ministry experience. The program is designed to equip candidates for full-time vocational ministry as pastors. In addition, it provides professional training for evangelists, chaplains, missionaries, church associates, and leaders in para-church organizations. To complete the degree program, the student will earn a minimum of 105 unit hours.

### **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

### **MDiv Learning Outcomes Goals**

- As demonstrated by 80% of Bible knowledge tests of graduates.
- As demonstrated by 60% of 5-year alumni being ordained
- As demonstrated by 70% of 5-year alumni being employed in ministry
- As demonstrated by GMU alumni in graduate programs maintaining an average GPA of at least 3.0.



Administration (or LT593 Cross-cultural Leadership) _____ GE523 Issues in Social Justice & Ethics _____ GS513 Integrative Exit Seminar	_____ Hebrew I-대학부 미수강자는 필수 & 선수(3 units) _____ Church History I-대학부 미수강자는 필수 & 선수 (3 units) 위의 과목들을 GMU 대학부에서 공부했을 경우 면제받을 수 있다. 그러므로 96학점만 이수하면 MDiv를 졸업할 수 있다.
<b><i>Biblical/Theological Studies – 33 units</i></b> _____ BT504 Theology of the Testaments (Intro. to the Bible) _____ OT513 The Pentateuch _____ OT573 Historical Books & Poetic Books _____ OT558 The Prophets _____ NT518 The Gospels (or NT533 Life & Ministry of Christ) _____ NT573 Acts & Pauline Epistles _____ NT598 General Epistles & Revelation _____ BT513 Issues in Hermeneutics _____ ST513 Systematic Theology I _____ ST523 Systematic Theology II _____ ST533 Systematic Theology III	_____ ( _ units) _____ ( _ units)  <b><i>Spiritual Enrichment Activities</i></b> _____ ( _ units) _____ ( _ units)
<b><i>Professional/ Practical Studies – 30 units</i></b> _____ MT513 Intro. to Mission _____ MT531-3 Missions Practicum II (선교실습) _____ SF613 Cross-cultural Spirituality (or SF533 Spiritual Formation, or SF543 Equipping Believers in Spiritual Formation) _____ PT513 Homiletics _____ PT533 Preaching Practicum (PT513 Required) _____ PT553 Cells & Church Planting	<b><i>Bible Knowledge Tests</i></b> 1 <sup>st</sup> _____ ( _____ ), Exit _____ ( _____ ) * All courses are 3 units if there is no indication.

- A total of 105 units are required to graduate.
- Total of 93 required units and a total of 12 units of open electives

- Many electives are taken during the Summer and Winter Interims
- BL513 Greek I is offered only in Summer (July-August)

### Master of Divinity Course Sequencing

Master's students are recommended to take General Studies (30 units) first and then Bible & Theology (33 Units), Professional / Practical Studies (30 Units), and Electives or Concentration (12 units). Courses in the general studies category are the basic and methodology courses to ensure an appropriate level of analytical research and communication skills. Also, the suggested sequence helps the students commensurate with the program's goals for learning outcomes and leadership capability development.

If the student did not study introductory **Greek** and **Hebrew**, they should be required to take **Greek 1** and **Hebrew 1** as electives before taking **Greek 2** and **Hebrew 2**. Greek 1 is offered only in the summer session; therefore, all new students must take Greek 1 first in one year and take Hebrew 1 within the following year of admission. And then, they can take biblical study and theological courses. The following classes must be followed by sequencing order.

- If the student did not study introductory **Greek** and **Hebrew**, they should be required to take **Greek 1** and **Hebrew 1** as electives before taking **Greek 2** and **Hebrew 2**
- **Greek1** and **Hebrew1** are pre-requisites for **Greek 2** and **Hebrew 2**, respectively

### Master of Divinity Curriculum Plan (Three-Year Plan 105 Units)

Fall Semester			Spring Semester		
Co. No.	Courses	Units	Co. No.	Courses	Units
<b>First Year</b>			<b>First Year</b>		
BT504	Theology of the Testaments (Intro. to the Bible)	3	ST523	Systematic Theology II	3
CH508	Church History I.	3	CH508	Church History II	3
ST513	Systematic Theology I	3	NT518	The Gospel* (or NT533 Life & Ministry of Christ)	3
BL518	Greek II* (Greek I은 여름학기에만 열리며, 수강하지 않은 학생은 필수선수로 수강해야 Greek II를 수강할 수 있다.)	3	BL558	Biblical Hebrew II* (Biblical Hebrew I을 수강하지 않았으면 필수선수 과목으로 수강해야 Biblical Hebrew II를 수강할 수 있다.)	3
MT513	Intro. to Missions	3	RW513	Methods of Research & Writing (or GI563 Info. Literacy & Technology)	3
PT501	Ministry Formation	0.5	PT502	Ministry Formation	0.5
				Elective	3
		15.5			18.5
<b>Second Year</b>			<b>Second Year</b>		
PT513	Homiletics	3	GA534	Cross-cultural Anthropology	3

OT513	The Pentateuch	3	BT513	Hermeneutics	3
CE563	Cross-cultural Teaching & Learning (or CE583 Christian Education)	3	OT573	Historical Books & Wisdom Literature	3
ST533	Systematic Theology III	3	LT543	Leadership & Administration (or LT593 Cross-cultural Leadership)	3
GE523	Issues in Social Justice & Ethics	3	NT573	Acts & Pauline Epistles	3
		3		Electives	3
PT503	Ministry Formation	0.5	PT504	Ministry Formation	0.5
		18.5			18.5
<b>Third Year</b>			<b>Third Year</b>		
OT558	The Prophets	3	GS513	Integrative Exit Seminar	3
ST583	Issues in Christian Apologetics	3	PT533	Preaching Practicum (PT513 Required)	3
CO593	Pastoral Counseling	3	NT598	General Epistles & Revelation	3
MT513	Intro. to Mission	3	PT553	Cell & Church Planting	3
SF613	Cross-cultural Spirituality (or SF533 Spiritual Formation, or SF543 Equipping Believers in Spiritual Formation)	3	PT603	Pastoral Theology (Pastoral Theology & Ministry or PT 683 Cross-cultural Ministry)	3
PT505	Ministry Formation	0.5	PT506	Ministry Formation	0.5
		15.5			15.5

\* To take these courses, students need prerequisites such as Greek I, Hebrew I, Church History I, Intro. to Homiletics, and Research & Writing (or Info. Literacy & Technology). Many students have achieved first proficiency levels in these areas through their BA studies.

## **MASTER OF ART in CHRISTIAN EDUCATION (MACE)**

The Master of Religious Education is a two-year professional degree designed to equip women and men called to vocational ministry in the local church or other ministry settings as Christian Education specialists such as Christian Education directors, children's ministry, youth ministry, adult ministry, family ministry, etc. The degree program provides a strong biblical and theological foundation while providing specialized skills and preparation for educational ministry. The student will earn a minimum of 69 unit hours to complete the degree program.

### **MACE 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.

### **MACE Learning Outcomes Goals**

- Get 80% or more in comprehensive exams and the Thesis of graduates.
- Promote 80% of students (while studying) to have experience in Christian education at church or cross-cultural ministry.
- As demonstrated by 70% of 5-year alumni employed in ministry in their specialized areas.
- 30% of graduates are involved in advanced study or research.

### **Degree Requirements**

Master of Arts in Christian Education degree is a 69-semester unit hour program. The requirements for completing this program consist of Biblical & Theological Studies (21 units), Practical Theology (15 Units), Christian Education (18 Units), and Electives or Special Courses (15 units).

<p><b><i>Biblical/ Theological Studies – 21 units</i></b></p> <p>___ BT504 Theology of the Testaments</p> <p>___ NT518 The Gospels (or NT533 Life &amp; Ministry of Christ)</p> <p>___ BL513 Greek I (or BL553 Biblical Hebrew I)</p> <p>___ BT513 Issues in Hermeneutics</p> <p>___ ST513 Systematic Theology I</p> <p>___ ST523 Systematic Theology II</p> <p>___ ST533 Systematic Theology III</p> <p><b><i>Christian Education –21 units</i></b></p> <p>___ EC503 Child Education</p> <p>___ GE573 Issues in Educational Theories</p> <p>___ GE523 Issues in Social Justice &amp; Ethics</p> <p>___ CE563 Cross-cultural Teaching &amp; Learning</p> <p>___ CE683 Lifespan Development</p> <p>___ CE528 Adult Education</p> <p>___ CE583 Christian Education</p> <p><b><i>Practical Theology – 17 units</i></b></p> <p>___ RW513 Methods of Research &amp; Writing (or GI533 Information Literacy &amp; Technology)</p> <p>___ SF533 Spiritual Formation (or SF613 Cross-cultural Spirituality)</p> <p>___ CO593 Pastoral Counseling</p> <p>___ LT543 Leadership &amp; Administration (or LT593 Cross-cultural Leadership)</p> <p>___ GS513 Integrative Exit Seminar</p>	<p>PT501-4 Advance Ministry Formation (0.5 unit, 4 Semesters)</p> <p>___ 0.5 unit, ___ 0.5 unit</p> <p>___ 0.5 unit, ___ 0.5 unit</p> <p><b><i>Elective &amp; Special Courses – 10 units</i></b></p> <p>___ ( ___ units)</p> <p><b><i>Spiritual Enrichment Activities</i></b></p> <p>___ ( ___ units)</p> <p>___ ( ___ units)</p> <p>___ ( ___ units)</p> <p><b><i>Bible Knowledge Tests</i></b></p> <p>1<sup>st</sup> ___ ( ___ ),</p> <p>Exit ___ ( ___ )</p> <p>* All courses are 3 units if there is no indication.</p>
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- A total of 56 required units should be taken.
- A total of 13 units of open electives can be taken during the Summer and Winter Interim in Specific Electives.

**Master of Arts in Christian Education Degree Completion Plan  
(Two-Year Plan 69 Units)**

Fall Semester			Spring Semester		
Co. No.	Courses	Units	Co. No.	Courses	Units
<b>First Year</b>			<b>First Year</b>		
BT504	Theology of the Testaments	3	ST523	Systematic Theology II	3
ST513	Systematic Theology I	3	NT518	The Gospel (or NT533 Life & Ministry of Christ)	3
BL513	Greek I* (Greek I은 여름학기에만 열림 – only open during Summer break)	3	EC503	Child Education	3
GI533	Info. Literacy & Technology	3	RW513	Methods of Research & Writing (or GI533 Information Lifespan Development)	3
PT501	Ministry Formation	3	GE573	Issues in Educational Theory	3
		0.5	PT502	Ministry Formation	0.5
				Elective	3
		15.5			18.5
<b>Second Year</b>			<b>Second Year</b>		
SF533	Spiritual Formation (or SF628)	3	GS513	Integrative Exit Seminar	3
CE563	Cross-cultural Teaching & Learning	3	BT513	Issues in Hermeneutics	3
CO593	Pastoral Counseling	3	CE683	Lifespan Development	3
CE583	Christian Education	3	CE528	Adult Education	3
ST533	Systematic Theology III	3	LT543	Leadership & Administration (or LT 593 Cross-cultural Spirituality)	3
GE523	Issues in Social Justice & Ethics	3	PT504	Ministry Formation	0.5
PT503	Ministry Formation	0.5			3
		18.5			15.5

**Graduation Requirements**

- Completing 69 semester unit hours (3-year program for full-time students).
- Completion of all courses prescribed in the program.
- Pass a comprehensive examination.
- Grade Point Average of 3.0 (B).
- At least 35 units must be earned at GMU by transfer students.

## **MASTER OF ART in INTERCULTURAL STUDIES PROGRAMS (MAICS)**

The Master of Intercultural Studies (Emphasis on Business As Mission) is a two-year professional degree designed to produce professional missionaries. The student will earn 49 unit hours to complete the degree program.

### **MAICS Program Learning Objectives**

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 Business As Mission.
- PLO3. To activate and maximize the potential of leaders in relevant cross-cultural ministries, organizations, and institutions.

### **MAICS Learning Outcomes Goals**

- Get 80% or more in comprehensive exam and Thesis of graduates (Demonstrate the integration of theory and praxis in areas of cross-cultural ministry and other relevant areas).
- 80% of students have experience in BAM or cross-cultural ministry (Based on their trained Missiological understanding; practice, evaluate, and continuously provide alternatives and solutions to the problems in the mission field and related areas).

As demonstrated by 70% of 5-year alumni being employed in cross-cultural mission fields (Showing an ability to apply their academic and practical training to their daily ministry. Contribute to corporate learning through effective leadership in their present and prospective ministries).

### **Degree Requirements**

Master of Arts in Intercultural Studies degree is a 49-semester unit hour program. The requirements for completing this program consist of Biblical & Theological Studies (18 units), Missiology & Integration (18 Units), Professional Studies (12 Units), and Ministry Formation Courses (1 unit).

<p><b><i>Biblical/Theological Studies: 18 Units Hours (6 Courses)</i></b></p> <p>___ BT504 Theology of the Testaments</p> <p>___ One from the following New Testament Courses (NT518 Gospels, NT573 Acts &amp; Pauline Epistles, or NT598 General Epistles &amp; Revelation)</p> <p>___ One from the following Old Testament Courses (OT513 The Pentateuch, OT573 Historical Books &amp; Wisdom Lit., or OT558 The Prophets)</p> <p>___ ST513 Systematic Theology I</p> <p>___ ST523 Systematic Theology II</p> <p>___ ST533 Systematic Theology III</p>	<p>___ GA534 Cross-cultural Anthropology</p> <p>___ MT581 Theological Foundations of Business as a Mission</p> <p>___ MT582 Holistic Mission Perspective (or MT578 Mission History from a Business Perspective)</p> <p>___ LT543 Leadership &amp; Administration (or LT593 Cross-cultural Leadership)</p> <p>___ One from Practical theology Courses (PT503 Cells &amp; Church Planting, or PT683 Cross-cultural Ministry)</p> <p>___ GS513 Integrative Exit Seminar</p> <p>PT501-2 Ministry Formation (0.5 unit, 2 Semesters)</p> <p>___ 0.5 unit,                      ___ 0.5 unit</p>
<p><b><i>Business Professional Studies: 12 Units Hours (4 Courses)</i></b></p> <p>___ GB511 Principles of Accounting &amp; Tax</p> <p>___ GB513 Effective Marketing &amp; Management Techniques</p> <p>___ One of the Entrepreneurship courses (GB515 Basic Foundations of Business, GB516 Foundations of Entrepreneurship, GB517 International Business, GB518 International Law, 573 Practical Model of Strategic Business as Mission, or GB524 Management for Non-profit Organizations)</p>	<p><b><i>Spiritual Enrichment Activities</i></b></p> <p>_____ ( ___ units)</p> <p>_____ ( ___ units)</p> <p>_____ ( ___ units)</p> <p><b><i>Bible Knowledge Tests</i></b></p> <p>1<sup>st</sup> _____ ( _____ ),</p> <p>Exit _____ ( _____ )</p> <p>* All courses are 3 units if there is no indication.</p>
<p><b><i>Missiology &amp; Practical Integration: 22 Units Hours (6 Courses)</i></b></p> <p>___ MT513 Intro. to Missions</p>	

### **Graduation Requirements**

- Completing 49 semester unit hours (2year program for full-time students).
- Completion of all courses prescribed in the program.
- Pass a comprehensive examination with 70% or more.
- Grade Point Average of 3.0 (B).
- At least 39 units (80%) must be earned at GMU by transfer students.

## **MASTER OF ART in CHRISTIAN COUNSELING PROGRAMS (MACC)**

The Master of Christian Counseling (Emphasis on Business as Mission) is a two-year professional degree designed to produce professional missionaries. The student will earn 49 unit hours to complete the degree program.

### **MACC Program Learning Objectives**

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 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.

### **MACC Learning Outcomes Goals**

- Get 80% or more in comprehensive exam and Thesis of graduates (Demonstrate the integration of theory and praxis in areas of Christian Counseling ministry and other relevant areas).
- 80% of students have experience in Christian Counseling ministry.
- As demonstrated by 70% of 5-year alumni employed in Christian Counseling fields.

## **Degree Requirements**

Master of Arts in Christian Counseling degree is a 49-semester unit hour program. The requirements for completing this program consist of Biblical & Theological Studies (12 units), Practical Theology & Integration (9 Units), Counseling Concentration (27 Units), and Ministry Formation Courses (1 unit).

### **Graduation Requirements**

- Completing 49 semester unit hours (2year program for full-time students).
- Completion of all courses prescribed in the program.
- Pass a comprehensive examination with 70% or more.
- Grade Point Average of 3.0 (B).
- At least 39 units (80%) must be earned at GMU by transfer students.

<p><b><i>Biblical/Theological Studies: 12 Units Hours</i></b></p> <p>___ BT504 Theology of the Testaments</p> <p>___ ST513 Systematic Theology I</p> <p>___ ST523 Systematic Theology II (or ST533 Systematic Theology III)</p> <p>___ LT593 Cross-cultural Leadership</p>	<p>___ CO572 Christian Counseling Internship II</p> <p>___ GS593 Integrative Exit Seminar in Counseling</p> <p>PT501-2 Ministry Formation (0.5 unit, 2 Semesters)</p> <p>___ 0.5 unit, ___ 0.5 unit</p>
<p><b><i>Counseling Concentration: 27 Units Hours</i></b></p> <p>___ CO514 Psychopathology &amp; Counseling</p> <p>___ CO515 Theory and Practice of Counseling &amp; Psychotherapy</p> <p>___ CO523 Biblical Foundation For Psychotherapies</p> <p>___ CO540 Alcohol and Drug Addiction Treatment Counseling</p> <p>___ CO553 Marriage, Family &amp; Christianity</p> <p>___ CO564 Crisis, Trauma &amp; Grief Counseling</p> <p>___ CO583 Pastoral Care &amp; Counseling</p> <p>___ CO594 Laws &amp; Ethics in Christian Counseling</p> <p>___ SF533 Spiritual Formation (SF613 Cross-cultural Spirituality)</p>	<p><b><i>Prerequisites</i></b>  <i>다음의 과목들을 대학부에서 수강하지 않은 학생은 졸업학점과 관계없이 추가로 더 수강해야 한다.</i></p> <p>___ CO223 Personal Foundation from Whole Person Perspective (Personal Awareness &amp; Growth as a Counselor) 전인격적인 기초</p> <p>___ CO213 Intro to Psychology (*pre-requisite)</p> <p>___ CO303 Lifespan Development &amp; Counseling</p>
<p><b><i>Practical Theology &amp; Integration: 13 Units Hours</i></b></p> <p>___ CO571 Christian Counseling Internship I</p>	<p><b><i>Spiritual Enrichment Activities</i></b></p> <p>___ ( __ units)</p> <p>___ ( __ units)</p> <p>___ ( __ units)</p> <p><b><i>Bible Knowledge Tests</i></b></p> <p>1<sup>st</sup> _____ ( _____ ),</p> <p>Exit _____ ( _____ )</p> <p>* All courses are 3 units if there is no indication.</p>

# IX. DOCTORAL PROGRAMS

## **DOCTOR OF MISSIOLOGY PROGRAM (DMiss)**

The Doctor of Missiology program at GMU Graduate School is designed to serve experienced Christian leaders who wish to enhance their professional competence, seek personal renewal and growth, and develop an advanced understanding of preaching, missions, or church music. The program is a minimum of three years in length and requires the completion of 42 semester hours of coursework, including an eight-units dissertation project. It normally takes 3 years to complete the program.

### **Purposes**

The purpose of Grace Mission University Graduate School Doctor of Missiology is to advance theologically competent leadership in a global context by equipping students with advanced knowledge and skill sets that integrate the study of theology, history, social sciences, and missiology with a variety of cognate disciplines that enhance advanced ministerial practice. Furthermore, GMU's DMiss provides the education to complete the doctoral project, thesis or culminating dissertation research project.

### **Program Learning Objectives**

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

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

- PLO1. To equip leaders in the mission field to be competent in cross-cultural ministries through a balanced training of academic reflections and practical applications.
- PLO2. To improve the student's research methods and skills for the in-depth research that can practically and immediately affect the missional and pastoral ministries.
- PLO3. To activate and maximize the potential of leaders in relevant organizations or institutions with academically and spiritually enhanced skills.

#### **Doctor of Missiology (DMiss) Program Learning Outcomes Goals**

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

- As demonstrated by 70% of graduates being involved in educational or training areas
- As demonstrated by 100% of graduates writing dissertations
- As demonstrated by 70% of 5-year alumni writing in-depth research articles or books
- As demonstrated by 70% of graduates being employed in ministerial and missional leadership

### **Admission Requirements of Doctoral Program**

Applicants must have completed the Master of Divinity degree or equivalent with at least

a 3.0 GPA from an accredited school. In addition, applicants must have at least three years of ministry or missional experience and be currently involved in a ministry.

A completed application forms

Application fee of \$100.00

Two recent 2" X 2 1/2 " photographs

Official transcripts from all postsecondary schools attended

Two references (one from a pastor, one from a professor)

An essay of two or three pages detailing the applicant's call to ministry, including a self-evaluation of their strengths and weaknesses

### **Hours of Instruction for Doctoral program**

The instructions of the DMiss program are given in intensive forms. All students must take the intensive instructions every semester. The total hours of instruction are 40 hours per course, 8 hours per day, and one-week instruction (5 days). Students can take 1-3 courses per semester. The regular course weighs 4 units, and one unit for Dissertation Writing Skills (8 instruction hours). A full-time student must take at least 8 units per semester. Therefore the full-time student must take two regular courses (8 units). The full instruction for a semester takes 80 instruction hours (10 days). A full-time student is required to take at least 8 units per semester during the coursework phase of the program. During the student's dissertation writing phase, students can maintain full-time status by completing 4 units of dissertation writing each semester. For international students, full-time status during dissertation writing can be extended for six semesters while maintaining sufficient progress as determined by the chair of the dissertation committee.

- Total hours of instruction per course: 40 hours (complete a "4 units-course" in a week)
- Total hours of instruction per week: 40 hours
- The total instruction hours per semester: 8–12 unit hours
- The total instruction days per semester: 10-15 days in intensive form
- Total hours to complete the DMiss program: 42 unit hours (3 years, 6 semesters)
- Extension of dissertation writing: up to 16 units (4 semesters)

The classes of the Spring Semester start on the second Monday in January. After taking the intensive instruction in January, the student must complete the assignment by April 30.

The classes of the Fall Semester start on the second Monday in June. After taking the intensive instruction in June, the student must complete the assignment until November 30.

### **Graduation Requirements**

The Doctor of Missiology curriculum consists of 3 core seminars (12 units); 5 seminars

(20 units) in preaching, missions, or church biblical study concentration; dissertation writing skills (2 units), and an acceptable dissertation project (8 units) within six years. All students must achieve at least a 3.3 GPA. Total requirements: 42 semester hours.

### **Dissertation Project**

The Doctor of Missiology program's final stage consists of preparing a dissertation. The subject matter of the dissertation must be examined and approved by the DMiss Committee. The dissertation project is considered applied research, and the topic may be the expansion of one of the course projects.

- The student must establish a clear relationship between the chosen subject with preaching, missions, or church music.
- The student must prepare a dissertation proposal in consultation with the advisor.
- The dissertation proposal must include the proposed title, a statement of the importance of the proposed research, a provisional outline and overall plan of the project, a statement of research methodology, and a preliminary bibliography.
- The final dissertation should be 150-200 pages in length.

### **Course Format**

Incorporating the theoretical, practical, and collegial aspects of the learning experience, each doctoral course is structured to include the following three components.

#### **Preliminary Reading**

The reading assignment must be completed prior to the classroom experience, fulfilling a requirement of 2,400-2,500 pages for a four-units course. The reading provides the theoretical basis for analyzing and integrating the course topic.

#### **Classroom Experience**

The classroom experience is in concentrated sessions during one-week residency periods held in January, July, and August. The residency periods involve interaction with a faculty instructor in a peer learning seminar format. The faculty instructor serves as a discussion facilitator in a collegial atmosphere, using his or her academic and practical experience to bring in-depth analysis, critical thinking, integration, and application to the topic.

#### **Course Project**

An extensive post-classroom project allows one to synthesize the reading and the classroom discussions and apply them to a practical situation. The results of this reflection are then submitted in a paper with a minimum length of 5,000 words (20 pages).

#### **Prerequisites**

All applicants to the DMiss degree program must have an MDiv degree or equivalent and

at least three years of professional ministry experience. However, those who do not have an MDiv degree but a Master's degree from an accredited school may fulfill the requirement by completing 12 units of master's-level theological work at GMU Graduate School before admission.

### **Curriculum for Doctor of Missiology**

<b>(1) Core Courses (8 courses, 32 units)</b>	Units
Cross-Cultural Counseling	4
Cross-Cultural Leadership	4
Contemporary Theology of Mission	4
Mission Strategy	4
Mission History	4
Advanced Biblical Interpretation from Cross-cultural perspective	4
Cross-Cultural Preaching and Communication	4
Contextualization & Culture Change	4
<b>(2) Research Courses (1 course, 2 units)</b>	
Dissertation Proposal	2
<b>(3) Electives</b>	
Communication and Preaching	4
Theology of Preaching	4
Preaching the Literary Forms of the Bible	4
Issues in Contemporary Preaching	4
Biblical Foundations of Mission	4
Local Congregation as Mission	4
World Mission History	4
Doing Theology in Context	4
Church Growth in the Korean Context	4
<b>(4) Dissertation</b>	
Dissertation Writing I	4
Dissertation Writing II	4
<b>Total Units: 42</b>	

## **DOCTOR OF PHILOSOPHY IN INTERCULTURAL STUDIES PROGRAM (PhD in ICS)**

The Doctor of Philosophy in Intercultural Studies program at GMU Graduate School is

designed to serve experienced Christian leaders who wish to enhance their professional competence, seek personal renewal and growth, and develop an advanced understanding of preaching, missions, or education. The program is a minimum of three years in length and requires completing 52 semester hours of course work, including an eight-unit dissertation project. It normally takes 5 years to complete the program.

### **Purposes**

The purpose of Grace Mission University Graduate School Doctor of Philosophy is to advance theologically competent leadership in a global context by equipping students with advanced knowledge and skill sets that integrate the study of theology, history, social sciences, and education with a variety of cognate disciplines that enhance advanced ministerial practice. Furthermore, GMU's PhD in Intercultural Studies provides the education to complete the doctoral project, thesis or culminating dissertation research project.

### **Program Learning Objectives**

#### **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:

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.
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.
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 (PhD in Intercultural Studies) Program Learning Outcomes Goals**

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

- As demonstrated by 70% of graduates being involved in educational or training areas

- As demonstrated by 100% of graduates writing dissertations
- As demonstrated by 70% of 5-year alumni writing in-depth research articles or books
- As demonstrated by 70% of graduates being employed in educational and missional leadership

### **Application Requirements of Doctoral Program**

Applicants must have completed the Master of Divinity degree or equivalent with at least a 3.0 GPA from an accredited school. In addition, applicants must have at least three years of ministry or missional experience and be currently involved in a ministry.

### **Hours of Instruction for Doctoral program**

The instructions of PhD in Intercultural Studies program are given in intensive forms. All students must take the intensive instructions every semester. The total hours of instruction are 40 hours per course, 8 hours per day, and one-week instruction (5 days). Students can take 1-3 courses per semester. The regular course weighs 4 units, and one unit for Dissertation Writing Skills (8 instruction hours). A full-time student must take at least 8 units per semester. Therefore, the full-time student must take two regular courses (8 units). The full instruction for a semester takes 80 instruction hours (10 days). A full-time student is required to take at least 8 units per semester during the coursework phase of the program. During the student's dissertation writing phase, students can maintain full-time status by completing 4 units of dissertation writing each semester. For international students, full-time status during dissertation writing can be extended for six semesters while maintaining sufficient progress as determined by the chair of the dissertation committee.

- Total hours of instruction per course: 40 hours (complete a "4 units-course" in a week)
- Total hours of instruction per week: 40 hours
- The total instruction hours per semester: 8-12 unit hours
- The total instruction days per semester: 10-15 days in intensive form
- Total hours to complete PhD in Intercultural Studies program: 52 unit hours (5 years, 10 semesters)
- Extension of dissertation writing: up to 16 units (4 semesters)

The classes of the Spring Semester start on the second Monday in January. After taking the intensive instruction in January, the student must complete the assignment by April 30.

The classes of the Fall Semester start on the second Monday in June. After taking the intensive instruction in June, the student must complete the assignment until November 30.

## **Dissertation Project**

The Doctor of Philosophy program's final stage consists of preparing a dissertation. The subject matter of the dissertation must be examined and approved by the PhD in Intercultural Studies Committee. The dissertation project is considered applied research, and the topic may be the expansion of one of the course projects.

- The student must establish a clear relationship between the chosen subject with preaching, missions, or church music.
- The student must prepare a dissertation proposal in consultation with the advisor.
- The dissertation proposal must include the proposed title, a statement of the importance of the proposed research, a provisional outline and overall plan of the project, a statement of research methodology, and a preliminary bibliography.
- The final dissertation should be 150-200 pages in length.

## **Course Format**

Incorporating the theoretical, practical, and collegial aspects of the learning experience, each doctoral course is structured to include the following three components.

### **Preliminary Reading**

The reading assignment must be completed prior to the classroom experience, fulfilling a requirement of 2,400-2,500 pages for a four-units course. The reading provides the theoretical basis for analyzing and integrating the course topic.

### **Classroom Experience**

The classroom experience is in concentrated sessions during one-week residency periods held in January, July, and August. The residency periods involve interaction with a faculty instructor in a peer learning seminar format. The faculty instructor serves as a discussion facilitator in a collegial atmosphere, using his or her academic and practical experience to bring in-depth analysis, critical thinking, integration, and application to the topic.

### **Course Project**

An extensive post-classroom project allows one to synthesize the reading and the classroom discussions and apply them to a practical situation. The results of this reflection are then submitted in a paper with a minimum length of 5,000 words (20 pages).

### **Pre-requisites**

All applicants to the PhD in Intercultural Studies degree program must have an MDiv degree or equivalent and at least three years of professional ministry experience. However, those who do not have an MDiv degree but have a Master's degree from an accredited school may fulfill the requirement by completing 12 units of master's-level theological work at GMU Graduate School prior to their PhD in Intercultural Studies.



## Doctor of Philosophy in Intercultural Studies (PhD Program) Curriculum Plan

Name			Student ID		
Semester			Date		
Fall Semester			Spring Semester		
Co. No.	Courses	Units	Co. No.	Courses	Units
First Year			First Year		
RW937	Foundations of Missiological Research Design	4	AT916	Anthropological Theory & The Age of the Fourth Industrial Revolution	4
TM941	Contemporary Mission Theology Issues	4	MH971	World Mission Strategy in Mission History	4
Second Year			Second Year		
LT961	Leadership Development for Revitalization of Multicultural Ministries	4	RW934	Social Science Research Methodology	4
CM911	Self-Care in Ministry/Mission	4	ET936	Teaching in Higher Education	4
Third Year			Third Year		
CE942	Comprehensive Exam	2	RW901	Tutorial 1	4
Fourth Year			Fourth Year		
RW902	Tutorial 2	4	RW911	Dissertation Proposal	2
Fifth Year			Fifth Year		
RW941	Dissertation Writing 1	4	RW942	Dissertation Writing 2	4

## DOCTOR OF PHILOSOPHY IN EDUCATIONAL STUDIES PROGRAM (PhD in ES)

Grace Mission University continues to develop GMU's academic programs in various ways. As a part of our ongoing development efforts, GMU plans to offer the Doctor of Philosophy (PhD) in Educational Studies degree. This is to build up Christian leaders and educators, such as missionaries in education in the mission field. These executives lead mission agencies, pastors of Korean diaspora churches, and other professionals. They will be equipped with advanced teaching and research skills.

## **Purposes**

Grace Mission University Graduate School Doctor of Philosophy in Educational Studies is to build up Christian leaders and educators, such as missionaries in education in the mission field. These executives lead mission agencies, pastors of Korean diaspora churches, and other professionals. They will be equipped with advanced teaching and research skills.

## **Program Learning Objectives**

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

The PhD in Educational Studies is designed for leaders with a minimum of three years of education-related experience, and it will have the following outcomes:

Graduates of this program will be able to:

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

### **Doctor of Philosophy (PhD in Educational Studies) Program Learning Outcomes Goals**

Upon completion of the Doctor of Philosophy in Educational Studies program, students will be able to:

- As demonstrated by 70% of graduates being involved in educational or training areas
- As demonstrated by 100% of graduates writing dissertations
- As demonstrated by 70% of 5-year alumni writing in-depth research articles or books
- As demonstrated by 70% of graduates being employed in educational and missional leadership

## **Application Requirements of Doctoral Program**

Applicants must have completed the Master of Divinity degree or equivalent with at least a 3.3 GPA from an accredited school. In addition, applicants must have at least three years of ministry or missional experience and be currently involved in a ministry.

## **Hours of Instruction for Doctoral program**

The instructions of PhD in Intercultural Studies program are given in intensive forms. All

students must take the intensive instructions every semester. The total hours of instruction are 40 hours per course, 8 hours per day, and one-week instruction (5 days). Students can take 1-3 courses per semester. The regular course weighs 4 units, and one unit for Dissertation Writing Skills (8 instruction hours). A full-time student must take at least 8 units per semester. Therefore, the full-time student must take two regular courses (8 units). The complete instruction for a semester takes 80 instruction hours (10 days). A full-time student is required to take at least 8 units per semester during the coursework phase of the program. During the student's dissertation writing phase, students can maintain full-time status by completing 4 units of dissertation writing each semester. For international students, full-time status during dissertation writing can be extended for six semesters while maintaining sufficient progress as determined by the chair of the dissertation committee.

- Total hours of instruction per course: 40 hours (complete a “4 units-course” in a week)
- Total hours of instruction per week: 40 hours
- The total instruction hours per semester: 8–12 unit hours
- The total instruction days per semester: 10-15 days in intensive form
- Total hours to complete PhD in Intercultural Studies program: 52 unit hours (5 years, 10 semesters)
- Extension of dissertation writing: up to 16 units (4 semesters)

The classes of the Spring Semester start on the second Monday in January. After taking the intensive instruction in January, the student must complete the assignment by April 30.

The classes for Fall Semester start on the second Monday in June. After taking the intensive instruction in June, the student must complete the assignment until November 30.

### **Dissertation Project**

The Doctor of Philosophy program's final stage consists of preparing a dissertation. The subject matter of the dissertation must be examined and approved by the PhD in Intercultural Studies Committee. The dissertation project is considered applied research, and the topic may be the expansion of one of the course projects.

- The student must establish a clear relationship between the chosen subject with preaching, missions, or church music.
- The student must prepare a dissertation proposal in consultation with the advisor.
- The dissertation proposal must include the proposed title, a statement of the importance of the proposed research, a provisional outline and overall plan of the project, a statement of research methodology, and a preliminary bibliography.
- The final dissertation should be 150-200 pages in length.

## **Course Format**

Each doctoral course is structured to include the following three components incorporating the theoretical, practical, and collegial aspects of the learning experience.

### **Preliminary Reading**

The reading assignment must be completed before the classroom experience, fulfilling a requirement of 2,400-2,500 pages for a four-units course. The reading provides the theoretical basis for analyzing and integrating the course topic.

### **Classroom Experience**

The classroom experience is in concentrated sessions during one-week residency periods held in January, July, and August. The residency periods involve interaction with a faculty instructor in a peer learning seminar format. The faculty instructor serves as a discussion facilitator in a collegial atmosphere, using his or her academic and practical experience to bring in-depth analysis, critical thinking, integration, and application to the topic.

### **Course Project**

An extensive post-classroom project allows one to synthesize the reading and the classroom discussions and apply them to a practical situation. The results of this reflection are then submitted in a paper with a minimum length of 5,000 words (20 pages).

### **Pre-requisites**

Those who hold a master's degree in MA have completed 36 credits and have completed pre-requisite courses required by Doctoral Office. In addition, 9 units of Bible/Theology and 9 units of (Christian) Education are required.

## **Curriculum for Doctor of Philosophy**

### **1st year**

Philosophical & Historical Foundations of Educational Studies	4 units
Biblical and Theological Foundations of Educational Studies	4 units
Introduction to Educational Research	4 units
Elective 1	4 units

### **2nd year**

Quantitative Research & Statistics	4 units
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Qualitative Resesarch	4 units
Elective 2	4 units
Elective 3	4 units

**3rd year**

Internship	2 units
Research Proposal	1 unit
Tutorial 1 (Literature Research)	4 units
Tutorial 2 (Field Research)	4 units

**4th year**

CE942 Comprehensive Exam	1 unit
Dissertation Proposal	
RW941 Dissertation 1	4 units
RW941 Dissertation 2	4 units

**Elective Courses**

- Educational Leadership
- Administration & Organizational Development
- Curriculum Development
- Teaching in Higher Education
- Intercultural Studies Course

# X. GENERAL INFORMATION

## BOARD OF TRUSTEES

<b>Chairperson</b>	Han, Paul Gihong	Fullerton, CA
<b>General Secretary</b>	Lee, Suh	Anaheim, CA
<b>Vice Secretary</b>	Kim, Chong	San Diego, CA
<b>Treasurer</b>	Ahn, Dong Joo	Cerritos, CA
<b>Trustees</b>	Kim, Jae Moon	Pasadena, CA
	Shin, Richard Seunghoon	Los Angeles, CA
	Kim, John Jongok	Los Angeles, CA
	Lee, Dal Eun	West Covina, CA
	Chung, Walter Tae	Anaheim Hills, CA
	Shin, James	Irvine, CA
	Choi, Kyunam	Murrieta, CA

## ADMINISTRATION

<b>President</b>	Kyunam Choi, Ph.D.
<b>Chair of the Board of Trustees</b>	Rev. Paul Gihong Han
<b>Dean of Academic Affairs</b>	Hyunwan Kim, Ph.D.
<b>Dean of Students</b>	Byounggu Lee, Ph.D.
<b>Chief Financial Officer</b>	Chuljoo Han, PhD.
<b>Director of Media</b>	Chang Suk Lee, Mdiv.
<b>Director of Institutional Research</b>	Kay Rhee, Mdiv.
<b>Financial Aid Director</b>	Hanjun Kwun
<b>Registrar</b>	Yep So, Mdiv.
<b>Head Librarian</b>	EunJa Seo, M.L.S.
<b>Admission Director</b>	Ok Kyung Beak

## FACULTY

All faculty members at Grace Mission University are qualified with appropriate degrees from accredited institutions in the U.S.A. and other countries. The detailed information is at the school homepage. (<https://gm.edu/about-us/staff/>)

[FACULTY / STAFF – Grace Mission University](#)

## ACADEMIC CALENDAR

### Spring 2026 Academic Calendar

Last day of class	Dec 18(Thu)
Office closure	Dec 19(Fri) ~ Jan 4(Sun)
New Year Office Open	Jan 5(Mon)
Regular Online Registration (Populi) 수강등록기간 Scholarship Application, 장학금 신청 포함	Dec 22 (Mon) – Jan 9 (Fri) 6:00pm
FSA Student Counseling & Plan	(Appointment required)
RoS Intensive courses (Ros 집중강의) Weekly hybrid courses	Jan 19 (Mon) – 23 (Fri)
New Student Orientation 신입생 오리엔테이션	Jan 27 (Tue) 6:00pm (Zoom)
International Student Seminar I-20 유학생 세미나	Jan 29 (Thu) 5:00pm (In person)
Late Registration (Fee \$100)	Jan 9 (Fri) 6:00pm – Jan 30 (Fri) 6:00pm
Tuition Payment Period 1차 학비 납부기간	Jan 12 (Mon) – Jan 23 (Fri) 6:00pm
Tuition Payment Period 2차 학비 납부기간(Late Fee \$100)	Jan 23 (Fri) 6:00pm – Jan 30 (Fri) 6:00pm
Government Grant Recipients Orientation	Jan 28-(Wed) 5pm
Spring 2025 교수회의 (Faculty Meeting)	Jan 29-(Thu) 4pm Library(KOR), 6pm Zoom(ENG)
First day of Spring Classes 봄학기 강의 시작일	Feb 2 (Mon)
Spring Opening Chapel 봄학기 개강 부흥회	Feb 3 (Tue), 5 (Thu) 6:30~9:00pm
Add / Drop (각 과목당 Fee \$20, Fee for each course \$20)	Feb 2 (Mon) – Feb 13 (Fri)
New Student Bible Test 신입생 성경고사	Feb 16 (Mon) - Feb 20 (Fri)
I-20 Student SEVIS 등록 점검일	Feb 17 (Tue)
New Student Welcome Chapel (신입생 환영예배)	Feb 17 (Tue)
Start day of OPT (OPT 신청시작일)	Mar 2(Mon)
Preaching Festival (설교 페스티벌)	Mar 17 (Tue)
Spring Break (Reading Week) 봄방학기간	Mar 23 - 27 (Mon-Fri)
Last day of Graduation Request (졸업신청마감)	Mar 30 (Mon)
Student council special prayer meeting 학생특별기도회	Mar 31 (Tue)
Faculty Development Week 교수중간 보고	April 6 – 10(Mon-Fri)
Spring Picnic 봄 축제예배	April 14 (Tue)
Spring 2025 Closing Chapel (종강 및 졸업생예배)	May 12 (Tue)

Final Week of Spring Semester	May 18 -22 (Mon-Fri)
Commencement 졸업식	Jun 1 (Mon) (Vision Center, 7:00 pm)
RoS Commencement 졸업식 - RoS	Jun 19(Fri) RoS, Jakarta, Indonesia
First day of Fall Classes	Aug 24 (Mon)

## FALL 2025 Academic Calendar

Fall Online Registration 가을학기등록시작 (Populi)	Jul 7 (Mon) – 25(Fri)
Last day for Scholarship 25 장학금신청마감	Jul 7 (Mon) – 25(Fri)
Greek I summer 헬라어 I 여름특강	Jul1-8/7(ENG) , Jul 21-8/14(KOR)
Tuition payment period 학비 결제 기간	Jul 28(Mon) – Aug 22(Fri)
Late Registration (Fee \$100)	7/26 – 8/22
Fall 2025 교수회의 (Faculty Meeting)	Aug 18
New Student Orientation 신입생 오리엔테이션	Aug19 Tue 5-7pm, #304
International Student Seminar I-20 유학생 세미나	Aug19 Tue 5-7pm, #304
First day of Fall Classes 가을학기 강의 시작일	Aug 25
Fall 2025 Opening Revival Chapel 가을학기개강 부흥회	Aug 25, 26, 28
Late Payment Fee \$25 (FSA Grant Exclude students)	
Last day to register Fall 2025 (Late Fee \$100)	Aug 25 이후 수업이 시작된 후 학비 납부할 경우
Add / Drop (각 과목당 Fee \$20, Fee for each course \$20)	Aug 25 (Mon) – Sep 14(Sun)
New Student Welcome Chapel (신입생활영예배)	Sep 2 (Tue)
Labor day Break (closed only on Monday)	Sep 1 (Mon)
Last day of Financial Aid Application for Fall 2025	
Fall Break (가을 학기) 국제총회기간	Sep 8-12
I-20 Student SEVIS 등록 점검일	
Preaching Festival 남가주신학대학교연합설교 대회	Oct 18-Sat
Student council special prayer meeting 학생특별 기도회	Oct.21Tue
Mid-Faculty Development week 교수 클래스 보고	Oct.20
Last day of FSA Funding for Spring 2024	
Last day of OPT (OPT 신청마감)	
Thanksgiving 추수감사예배	Nov.25

<b>Thanksgiving Break (closed Wed. - Sat.)</b>	<b>Nov.26-29</b>
<b>Last day of Graduation Request (졸업신청마감)</b>	
<b>Closing Service 가을 학기 종강예배</b>	<b>Dec.2</b>
<b>Final Examination (Last week of Fall Semester)</b>	<b>Dec.8-12</b>
<b>Office Closed</b>	<b>Dec.-22-Jan.1</b>
<b>New Year Office Open 시무식</b>	<b>Jan.2</b>
<b>Spring 2026 Faculty Meeting 교수회의</b>	<b>Jan 29</b>
<b>Spring 2026 New Student Orientation</b>	
<b>Spring 2026 Registration Period</b>	
<b>Start Spring 2026 Class</b>	<b>Feb 2</b>
<b>Spring Break 봄 방학기간</b>	<b>Mar 23-27</b>
<b>Spring 2026 Closing Chapel 종강 및 졸업생 예배</b>	<b>May 12</b>
<b>Final Week of Spring Semester</b>	<b>May 17-22</b>
<b>Commencement 졸업식 2026</b>	<b>Jun 1</b>

## OFFICE PHONE NUMBER AND LOCATION

<b>Office Directory</b>			
Office	Room #	E-mail	Tel
Main Office	312	gmu@gm.edu	(714) 525-0088 (714) 459-7414 (FAX)
CEO, VP's Office	305B	ceo@gm.edu	(714) 525-0088
Dean of Academics	305C	dean@gm.edu	(714) 525-0088
Dean of Students	313	studentdean@gm.edu	(714) 525-0088
Director of General School Affairs	323	administration@gm.edu	(714) 525-0088
Director of Information Technology	323	it@gm.edu	(714) 525-0088
Student and Exchange Visitor Information System	313	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
Chief Financial Officer	324	cfo@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 DIRECTIONS (Map)

### 1645 W. Valencia Dr., Fullerton, CA 92833

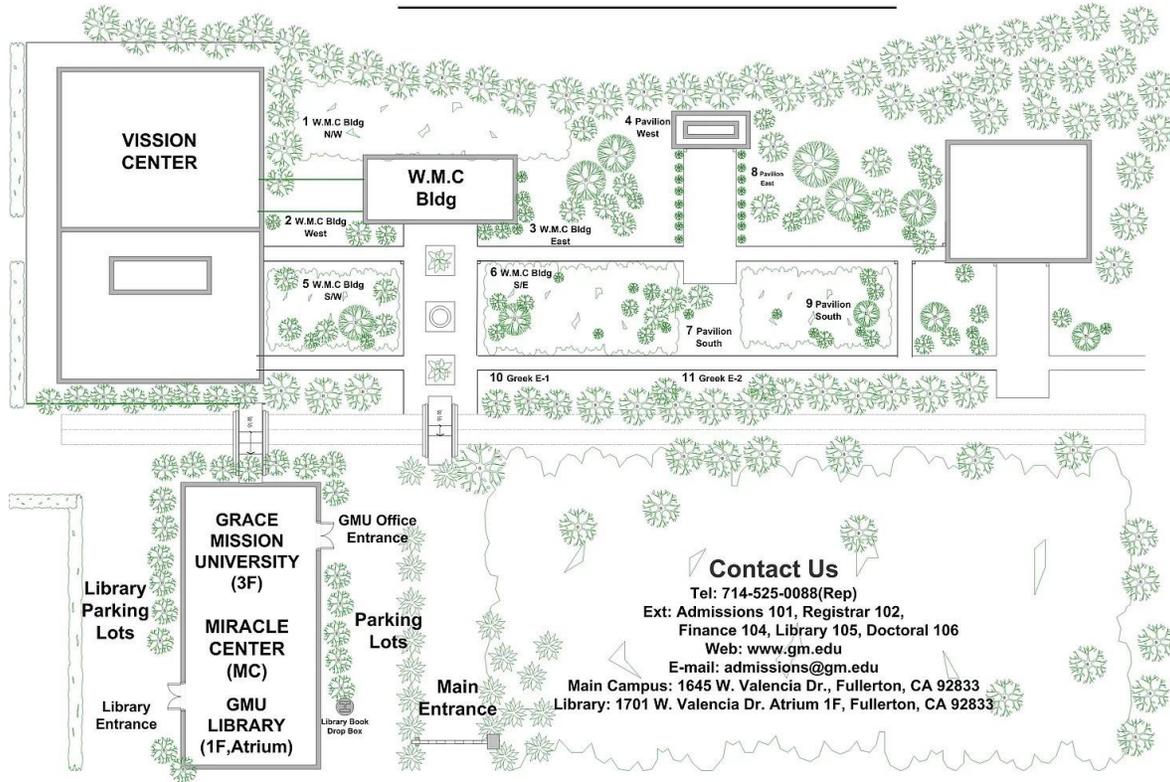
If traveling **I-5 SOUTH**, take exit #114B onto **CA-91 EAST** toward **RIVERSIDE**, take exit **BROOKHURST RD**, make a **LEFT** turn, **CONTINUE** on **BROOKHURST** 0.8mi, turn **RIGHT** on **VALENCIA DRIVE**, GMU on the **LEFT SIDE** of **VALENCIA DRIVE**.

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**.

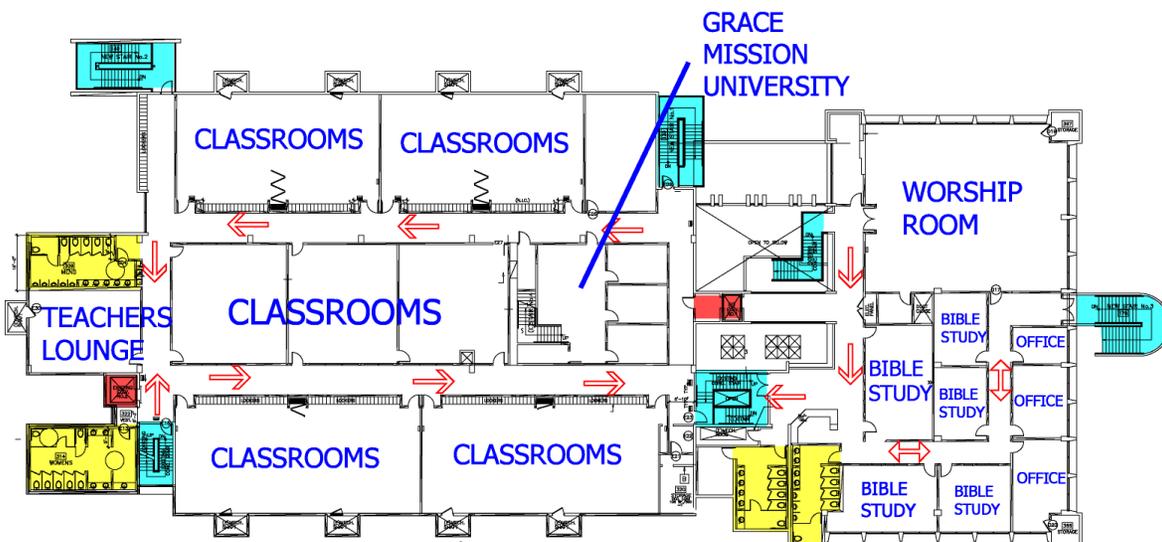


# CAMPUS MAP

## Grace Mission University Campus Map



## Third Floor of Miracle Center (Valencia 1701)





## GRACE MISSION UNIVERSITY

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