

# HAVEN UNIVERSITY



HAVEN UNIVERSITY

# STUDENT HANDBOOK 2025-2026

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## Introduction

The Student Handbook is an official document that is essential and binding for all students. The Handbook communicates and explains important information and policies to help a student successfully complete her or his academic work, understand the different services

Haven University offers and prepares a student for future ministry. These policies and procedures have direct bearing on all students, and each student is responsible for familiarity of content and policies. Therefore, we encourage each student to review and take seriously the information contained in the Student Handbook.

Haven reserves the right to change policies when necessary. All policy changes will be communicated promptly to the student community. Please note that the policies and information contained in the Student Handbook are not comprehensive. Please consult the Haven General Catalog and individual offices for complete details.

Haven is a private institution and is granted institutional approval to operate by authority of the Bureau for Private Postsecondary Education.

Haven does not, within the context of its religious principles, its heritage, its mission, and its goals, discriminate on the basis of race, color, national origin, age, physical impairment, or gender in administration of its admission policies, educational policies, scholarship and loan programs, or other school-administered programs.

Haven is authorized under federal law to enroll non-immigrant alien students. This handbook is not a contract between students and/or applicants and Haven.

Haven reserves the right to revise it and policies derived from it as it deems appropriate.

**Dear Students,**

The Student Handbook's main purpose is to provide an easily accessible and comprehensive source of the information you will need during your experience at Haven. Through this document we hope to clearly communicate the many services Haven offers to support you and your family in your academic and formational preparation for ministry. Our hope is that Haven is not only a place to prepare for ministry, but also a place to be renewed in the heart and mind.

As a student at Haven you are part of a community who values relationships, formation, academic vigor, and a global perspective. We believe we are a community called to prepare theologically educated, sanctified, Spirit-filled men and women to evangelize and to spread scriptural holiness throughout the world through the love of Jesus Christ, in the power of the Holy Spirit, and to the glory of God the Father. The faculty and staff are committed to serving you in this way as you prepare to fulfill your calling.

Listed in this handbook are policies and procedures designed to sustain a community that fosters godly relationships and safe living. They also support you as a student to have every opportunity for success at this institution. As a student you are expected to know and follow the policies and procedures found in the handbook. If you have questions or concerns please contact the Dean of Students who will be happy to speak with you.

On behalf of the entire Haven community, we welcome the opportunity to serve you during the academic year. Many blessings to you as you answer the call of God on your life.

Blessings,

**Dr. Kang Won Lee**  
*Chancellor*

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## Academic Calendar

### 2025 and 2026 Academic Calendar

#### 2025 Summer Intensive

Jun. 3- Jul 18 Summer Intensive

#### 2025 Fall Semester

Aug. 16 Student Orientation  
 Aug. 18 Classes begin.  
 Sep. 01 Labor Day – No Classes  
 Sep. 02 Last Day to Add/Drop  
 Oct. 10 Semester Part I ends.  
 Oct. 13 Semester Part II begins.  
 Nov 24-28 Thanksgiving Break  
 Dec 3-13 Spring Registration  
 Returning Students  
 Dec 13 Classes end

#### 2026 Winter Intensive

Jan 6- Jan 16 Summer Intensive

#### 2026 Spring Semester

Jan. 17 Student Orientation  
 Jan. 19 Classes begin.  
 Feb. 03 Last Day to Add/Drop  
 Mar. 14 Semester Part I ends.  
 Mar.16-21 Spring Break  
 Mar. 23 Semester Part II begins.  
 May 1-10 Fall Registration  
 Returning Students  
 May 15 Classes end  
 May 16 Commencement

#### 2026 Summer Intensive

June 8- Jul 18 Summer Intensive

#### 2026 Fall Semester

Aug. 15 Student Orientation  
 Aug. 17 Classes begin.  
 Sep. 07 Labor Day – No Classes  
 Sept. 03 Last Day to Add/Drop  
 Oct. 10 Semester Part I ends.  
 Oct. 12 Semester Part II begins.  
 Nov. 24-28 Thanksgiving Break  
 Dec. 1-12 Spring Registration  
 Returning Students  
 Dec. 12 Classes End

## **Section 1. Foundational Statements**

### **1.1 Mission, Purpose, and History**

Haven exists to bring glory to God through excellence in theological and business education centered on Christ, faithful to the Scriptures, and rooted in the historical-theological tradition, with the aim of equipping Christian leaders who serve the church and advance the kingdom of God throughout the world.

Haven was established in 1969. From the beginning, Haven committed itself to providing the finest in theological education with a focus on preparing men/women for pastoral ministry to serve the church and society. Committed to a learned ministry for church society, the school welcomes qualified students without regard to denomination, race, sex, or physical disabilities. The school seeks to strengthen and deepen the spiritual life of students, and through classroom and other academic activities, to engage them in critical discussions about the Bible and theology with probing questions and challenges regarding faith and life in modern world.

Haven established a comprehensive curriculum and a faculty of teachers who were both experienced pastors and experts in their academic disciplines. From its inception, the school has attracted students from over fifty-three denominations worldwide. They are men and women holding graduate degrees who are denominational leaders, psychologists in Christian counseling, administrators and faculty members of colleges and universities, pastors of prominent growing churches, evangelists, and radio-television personalities. The faculty's teaching and writing heavily influenced Christian leaders in America and abroad, including James Kennedy and Jerry Falwell.

### **1.2 Biblical Foundations**

#### **The Bible:**

The Bible, in its entirety, is the infallible, inerrant, and inspired Word of God; it is divine revelation that carries the full weight of God's authority and to which we are obliged to submit.

#### **The Trinity:**

Within the Godhead there is a unity of three distinct yet fully divine persons, the Father,

the Son, and the Holy Spirit; these three are one true, eternal God, the same in substance, equal in power and glory.

**God:**

God is a Spirit, infinite, eternal, and unchangeable in His being, wisdom, power, holiness, justice, goodness, and truth. God is omniscient, omnipotent, and omnipresent, not given to learning or "openness."

**Jesus Christ:**

Jesus Christ is truly God and truly man, having two natures inseparably united in one divine person without confusion, mixture, separation, or division. Each nature retains its own attributes. In the incarnation, Jesus was born of the Virgin Mary, lived a perfect life among us, was crucified, dead, and buried, rose on the third day, ascended to heaven, and will come again in glory and judgment. He is the only Mediator between God and man.

**The Holy Spirit:**

The Holy Spirit is of one substance with the Father and the Son. He eternally proceeds from the Father and the Son, and He dwells in the hearts of believers, effecting their regeneration monergistically and operating in their sanctification synergistically.

**Creation:**

God, by the word of His power, created from nothing the heavens and the earth and all that is in them. He further preserves and governs all His creatures and all their actions according to His most holy, wise, and powerful providence.

**Man:**

After God made the other creatures, He created man, both male and female, in His own image, but because Adam sinned and woefully fell in his responsibility, he and his posterity entered into a state of moral corruption and moral inability and became estranged from their Creator, thus deserving death as the punishment for sin.

**Atonement:**

Because all have sinned, atonement must be made in order for man to be reconciled to God. Jesus Christ made complete atonement through His substitutionary atoning death on the cross. He imputes His righteousness to all believers securing full redemption for all who repent of their sin and trust in Him alone for salvation.

**The Law:**

The moral law perfectly reflects the unchangeable character of God and forever binds all people, believers as well as unbelievers.

**The Church:**

Christ has established a visible church, which is called to live in the power of the Holy Spirit under the regulation of the authority of Holy Scripture, preaching the gospel of Christ, administering the sacraments, and exercising discipline.

**Christianity and Culture:**

Haven supports the work of Christian organizations and institutions that confess the sole authority of Scripture and Lordship of Jesus Christ and are committed to the implementation of the social and cultural implications of God's commandments for the well-being of man and his environment. Haven especially supports those organizations that condemn the murder of defenseless human beings at the earliest stages of their development and that reject unbiblical definitions of gender, sexuality, and marriage.

**Satan:**

Satan is the evil accuser who slanders God to man and man to God. He is the tempter of men who continually solicits men to sin. He is to be resisted by submitting to God. Satan's final destiny is that of a conquered enemy who now abides under a perpetual curse, whereby he is finally to be cast alive into the lake of fire. There he is to be tormented forever, along with all who refuse repentance and faith in Jesus Christ.

**The Last Things:**

The bodies of men, after death, return to dust, and see corruption: but their spirits, which neither die or sleep, having an immortal subsistence, immediately return to God who gave them; the souls of the righteous, being then made perfect in holiness, are received into the highest heavens, where they behold the face of God, in light and glory, waiting for the full redemption of their bodies. And the souls of the wicked are cast into hell, where they remain in torments and utter darkness, reserved to the judgment of the great day. Beside these two places, for souls separated from their bodies, the Scripture acknowledges none.

**1.4 Haven's Responsibility**

Haven is a community called to prepare educated, sanctified, Spirit-filled men and women to evangelize and to spread scriptural holiness throughout the world through the love of

Jesus Christ, in the power of the Holy Spirit and to the glory of God the Father.

We, the trustees, administration, faculty, staff, and students, embrace this global mission as a Christian community that stands within the tradition of Christian orthodoxy and whose life and work is committed to reflecting the truth, beauty, and goodness of God's holiness.

We aspire to order our communal and personal life according to the truth and love revealed in Scripture and imparted by the Holy Spirit. We pledge ourselves to go on to the fullness of salvation, seeking through relationships of mutual accountability the maturity of faith, hope, and love that reflects the mind and likeness of Jesus Christ. By the Spirit's power we will bear witness to God's Kingdom, embodying a way of scriptural holiness that unites sound knowledge and vital piety in proclaiming the Gospel and participating in God's mission.

We are committed to speaking the truth in love, sharing one another's burdens, bearing with one another's weaknesses, and serving one another by the mercy, forgiveness, and reconciliation extended by God. We will practice and nurture speech that is just, charitable, encouraging, and respectful of the standards and policies of Haven. Exercising discernment, which is guided by the law of love, we will affirm the breadth of views that bear witness to the richness of the Gospel and the diversity of Christian communities it calls and creates.

With God's help we will exercise the freedom of joyful obedience in being faithful stewards of our minds, bodies, time, gifts, abilities, possessions, and finances as expressions of God's good creation.

We will renounce those attitudes and actions that resist the work of the Spirit, divide Christian community, and impede human flourishing. In faithfulness to the Gospel, we will resist the pervasive influence of materialism and commit ourselves to ministry with the poor. By God's grace, we will nurture redemptive relationships that honor and uphold the dignity of creation, human life, the sanctity of human sexuality, the covenant of Christian marriage, and the importance of the family.

The Haven community acts with integrity in its interactions with the Board, faculty, staff, students, accrediting agencies, and the broader public. The school ensures that all the information disseminated on the web or through printed publications is accurate. The school encourages its constituents to practice ethical values, including integrity, honesty, gentleness, and kindness in their performance and relationships. The school does not engage in fraudulent, abusive, deceptive, or false practices.

### **1.5 Educational Objectives**

Haven's mission arises out of God's redemptive work in this world effected in Jesus Christ,

understood through the Biblical Word, and mediated by the Holy Spirit. As a Christian university, it provides learning, resources and training through which men and women may acquire knowledge, gain skills, and develop attitudes needed in Christ's ministry. Haven has eight institutional objectives that all focus on student learning. As an academic community of faith, Haven seeks to guide the students:

1. To equip them with exegetical skills whereby they will be able to accurately and faithfully apply God's holy and inerrant Scripture.
2. To develop sufficient knowledge and skills to understand the organic unity of the Old and the New Testaments whereby they will be able to preach and teach accurately and faithfully God's holy and inerrant Scripture.
3. To experience highest level of academic excellence in Christian scholarship for teaching the biblical, historical, theological, and business disciplines whereby they learn to carry and exhibit this value into their future ministry and vocation.
4. To exercise their ministry skills and gifts in cooperation with the church with the aim of equipping them to be leaders who serve the church and advance the kingdom of God throughout the world.
5. To demonstrate sufficient knowledge of the cultural trends and leadership skills with the aim of equipping them to be leaders who lead their ministry through these challenging days.
6. To mature their spiritual formation through spiritual enrichment activities, regular devotions, and involvement in the local church.
7. To cultivate vision for God's redemptive work throughout the world and learn to formulate strategies that will leads to faithful missions, evangelism, and discipleship.
8. To engage in cross-cultural ministry whereby they learn to minister beyond their own culture, community, and country.

## Section 2: General Information

### 2.1 Campus Locations and Extensions

[www.haven.edu](http://www.haven.edu)

Tel: 714-592-7878

Fax: 714-636-1725

Email: [admin@haven.edu](mailto:admin@haven.edu)

Office Hours: By appointment

#### Teaching Sites

4860 Irvine Blvd., #205, Irvine CA 92620

3650 Western Ave., Los Angeles CA 90018

3055 Wilshire Blvd., Suite 985, Los Angeles CA 90010

8020 W. Sahara Suite 140, Las Vegas, NV 89117 (Business Hours TH 5pm to 9:30 pm, SAT 9am to 1pm)

274 Ladphrao Rd., Ladphrao Lane 130, Yaek 6, Bangkapi District, Bangkok, Thailand 10240

115/77 Moo 7, Tambon Padad, Muang District, Chiang Mai, Thailand.

12/12 Moo 4, Wat Pradu Sub-District, Maung District, Surat Thani, Thailand 84000

### 2.2 Haven Campus

12761 Euclid St., Garden Grove CA, 92840

Haven University offers the following: Doctor of Ministry (DMin); Master of Divinity (MDiv); Master of Arts in Religion(MAR); Master of Business Administration (MBA); Bachelor of Arts in Religion (BAR); Bachelor of Science in Business Administration; English as a Second Language (ESL); Teaching English to Students of Other Languages (TESOL); Christian Legal Studies Certificate (CLS)

### 2.3 Information Specific to Students

Haven is a private institution and is granted institutional approval to operate by authority of the Bureau for Private Postsecondary Education (BPPE) and Nevada Commission of Post Secondary Education, Haven and its degree programs are accredited by the TRACS (Transnational Association of Christian Colleges and Schools) accrediting agency recognized by the United States Department of Education.

## **2.4 Transferability of Credits Earned at Haven**

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

### **Articulation**

Haven University has articulation agreements with the following schools:

World Mission University (500 Shatto Place, Los Angeles, CA 90020):  
Haven units, degrees earned will be accepted.

International Reformed University and Seminary (125 S. Vermont Ave., Los Angeles, CA 90004):  
Haven units, degrees earned will be accepted.

Midwest University (851 Parr Road, Wentzville, MO 63385):  
Haven units, degrees earned will be accepted.

Grace Mission University (1645 W. Valencia Drive, Fullerton, CA 92833):  
Haven units, degrees earned will be accepted.

Presbyterian Theological Seminary in America (15605 Carmenita Road, Santa Fe Springs, CA 90670):  
Haven units, degrees earned will be accepted.

Evangelia University (2660 W. Woodland Drive #200, Anaheim, CA 92801):  
Haven units, degrees earned will be accepted.

## **Section 3: Admissions**

### **3.1 Admission Requirements**

Admission to all graduate degree programs is open to men and women who hold a B.A./B.S. degree or its equivalent from an accredited college or university. Admission to all undergraduate programs is open to men and women who have a high school diploma or its equivalent. Applicants should also demonstrate evidence of being born again, are yielded to the will of God, and are endowed with the necessary spiritual gifts.

Applicants are considered without regard to gender, national origin, or handicap. However, the school reserves the right to refuse admission to any individual who does not confess Christ as his or her personal Savior.

In requiring the B.A./B.S. degree or its equivalent for admission to graduate degree programs, the school recognizes the importance of a broad education as a foundation for specialized theological and business study. A bachelor's program that includes work in the major fields of humanity and science gives students the discipline and general information valuable for theological and business study and their individual work calling. Adequate attention should be devoted to English grammar and composition, literature, speech, logic, and history.

### **3.2 Application Procedure**

Applicants for all courses of study must submit an application provided by the school to the Registrar. A non-refundable fee of \$100.00 must accompany the applications. In addition, the following are also required:

#### ***3.2.1 Official Transcripts***

Final approval for admission is contingent upon receiving official transcripts from all colleges and universities attended that show conferral of qualifying degrees.

#### ***3.2.2 References from Three (3) Individuals***

These should include, when possible, the applicant's pastor/employer, a college professor, and a professional or business-related individual. Reference forms, included with the application materials, are to be distributed by the applicant.

#### ***3.2.3 References for Theological students***

For theological students there must be a letter from the official board of the church/ministry of which the applicant is a member/participant, stating that he or she is in good standing and full fellowship, and is endorsed by them as a potential candidate for a service in the ministry.

Applicants are evaluated on the basis of their college academic record, the extent and quality of their involvement in Christian service, their apparent gifts, and their references. Applications are evaluated when all required information is received by the Registrar.

### **3.3 International Students**

#### ***3.3.1 English Proficiency***

In addition to the general requirements stated above, all international students applying for admission in the English-language program must submit at the time of application a score of not less than 500 on the Test of English as a Foreign Language (TOEFL). The test must include the writing section (TWE), which is included in the September, October, March, and May administrations. The faculty provides no testing to meet admission requirements in English. To register for the TOEFL/TWE test, applicants may contact:

TOEFL/TWE SERVICES P.O. Box 6151  
Princeton, NJ 08541-6151, USA  
(609) 882-6601

This requirement may be waived for applicants who have earned an academic degree from an accredited institution of higher learning in which the language of instruction is English.

#### ***3.3.2 Student Visa***

Haven is a SEVIS approved school, authorized by the USCIS to issue certificate of eligibility documents for the F-1 student visa (I-20). International students who need an I-20 form to apply for a student visa must be accepted for admission to Haven and provide a financial guarantee for themselves and all dependents who will accompany them to the United States.

The financial guarantee must be from the source(s) that will actually provide the funds for the student's study and living expenses. This can be done by: (a) showing that they are sponsored by a responsible Christian organization which will commit itself to guarantee the necessary support and round-trip transportation for the student and his or her dependents (if they are to accompany the student to the school); or (b) demonstrating by a letter from a bank or savings institution that the student has on deposit sufficient funds to cover tuition, other school fees, living expenses for the student and family, and round-trip airfare; or (c) providing the same proof from other individuals or organizations who wish to contribute to the student's support.

International applicants who require an F-1 visa should submit their applications at least six months prior to the semester in which they intend to enroll. The application file should be completed (including transcripts, financial guarantees, etc.) at least 90 days before the student's planned date of arrival to allow sufficient time for the visa application process. International applicants are required to submit official documentation of all postsecondary (college level) education. Appropriate visa documents (I-20) will be sent to the student upon admission to Haven and receipt of an acceptable financial guarantee.

The student may be required to deposit in advance to the school a portion of the financial guarantee to ensure that sufficient funds are available for initial expenses upon the student's arrival in the United States.

Questions regarding visas should be addressed to the Office of Dean of Administration, by phone 714-592-7878, by fax 714-636-1725, or by email at [admin@haven.edu](mailto:admin@haven.edu).

International students on F-1 visas are required to maintain valid visa status throughout their stay at Haven. These students must comply with all federal regulations pertaining to their visa status including, but not limited to, full-time enrollment throughout their stay at Haven in order to remain in good standing with the school.

Therefore, it is the student's sole responsibility to be informed about what it takes to maintain good visa status. The ultimate definition of what is required to maintain good visa status is dynamic (constantly changing) and the most up-to-date information can be found on the Department of Homeland Security site <http://www.dhs.gov/dhspublic/>, the U.S. Customs and Immigration site <http://www.uscis.gov/graphics/index.htm>, the Department of State site <http://www.state.gov/>, and the SEVIS site <http://www.ice.gov/sevis/index.htm>.

### **3.4 Other Admissions Policies**

#### ***3.4.1 Readmission***

Students who have withdrawn from Haven and were in good academic standing at the time of withdrawal must apply for readmission through the Registrar's Office. An application for readmission, an application fee, a letter of endorsement and references are required for readmission. Students are readmitted under the same academic standing as at the time they left Haven.

The same policy holds for those who have been dismissed from the school due to academic performance: they must submit a new application for readmission, and if approved, he or she will be readmitted under probationary status for one semester.

### **3.4.2 Auditing**

Most courses may be audited by individuals who want to learn more about the Word of God and Christian business practices, but do not desire a degree. In addition, most courses may be audited by regularly admitted students with permission of the instructor and subject to availability of classroom space. Full-time students may audit courses free of tuition but will not receive any credit. Audited courses are recorded on the transcripts of all students as "Audit."

## Section 4: Financial Information

At Haven, every effort is made to maintain student school expenses at a moderate level. However, tuition, fees, and other expenses are subject to change without notice. Payment may be made online or in person by appointment Monday through Friday. Tuition and fees are due during the registration period for each semester and winter/summer intensive sessions.

### 4.1 Schedule of Tuition and Fees

#### Tuition

Course (ESL)	\$2,400
Semester Unit (B.A.)	\$250
Semester Unit (BSBA)	\$275
Semester unit (M.A., M.Div.)	\$280
Semester unit (MBA)	\$475
Semester unit (DMin.)	\$340
Student/staff/faculty spouse	50% of above rates
(Note: Does not apply to tuition for dissertation units)	

#### Fees

Application fee (non-refundable)	\$100
Audit per Course	\$150/per course
Official transcript fee (per copy)	\$20
Registration Fee (non-refundable)	\$60
Late registration fee	\$100
Student Fee (non-refundable)	\$45
Online Learning Fee	\$75
Technology Usage Fee	\$75
Continuation fee	\$100/annually
Enrollment Verification	\$20
Graduation Confirmation	\$50
Initial I-20 Issuance fee for Student (non-refundable)	\$150
Transfer I-20 Issuance fee for Student (non-refundable)	\$100
I-20 for Dependent (each) (non-refundable)	\$100
I-20 replacement fee	\$25 per person
I-20 renewal for Student	\$100
Graduation fee (B.A., B.S.B.A.)	\$25 per person
Graduation fee (M.A., M.Div., MBA)	\$300
	\$350

Graduation fee (DMin.)	\$500
<b>Books and supplies (approximate)</b>	
First year (approximate)	\$300
After first year (approximate)	\$400
<b>Student Tuition Recovery Fund (per semester)</b>	
Bachelor of Arts in Religion	\$0.00 per \$1,000 of institutional charges
Bachelor of Science in Business Administration	\$0.00 per \$1,000 of institutional charges
Master of Arts in Religion	\$0.00 per \$1,000 of institutional charges
Master of Divinity	\$0.00 per \$1,000 of institutional charges
Master of Business Administration	\$ 0.00 per \$1,000 of institutional charges
Doctor of Ministry	\$0.00 per \$1,000 of institutional charges

**Estimated Costs by Degree Programs****Bachelor of Arts in Religion**

Application Fee	\$100.00
Tuition – 120 units @ \$250/unit	\$30,000.00
Fees	\$840
Books and Supplies (approximate)	\$900.00
Graduation Fee	\$300.00
Total	\$32,140.00

**Bachelor of Science in Business Administration**

Application Fee	\$100.00
Tuition – 120 units @ \$275/unit	\$33,000.00
Fees	\$840
Books and Supplies (approximate)	\$900.00
Graduation Fee	\$300.00
Total	\$35,140.00

**Master of Arts in Religion**

Application Fee	\$100.00
Tuition – 60 units @ \$280/unit	\$16,800.00
Fees	\$630
Books and Supplies (approximate)	\$800.00
Graduation Fee	\$350.00
Total	\$18,780.00

**Master of Divinity**

Application Fee	\$100.00
Tuition – 90 units @ \$280/unit	\$25,200.00
Fees	\$840
Books and Supplies (approximate)	\$1,200.00
Graduation Fee	\$350.00
Total	\$27,690.00

**Master of Business Administration**

Application Fee	\$100.00
Tuition – 39 units @ \$475/unit	\$18,525.00
Fees	\$420
Books and Supplies (approximate)	\$2,000.00
Graduation Fee	\$350.00
Total	\$21,395.00

**Doctor of Ministry**

Application Fee	\$100.00
Tuition – 42 units @ \$340/unit	\$14,280.00
Fees	\$630
Books and Supplies (approximate)	\$800.00
Research Advisor Fee	\$1,500.00
Graduation Fee	\$500.00
Total	\$17,810.00

**4.2 Delayed Payment Plan**

Students unable to make full payment at the time of registration may elect to pay under the Delayed Payment Plan. A \$25.00 handling fee is assessed for this plan. This plan breaks the tuition into three payments: the first one-third payment is due at the time of

registration together with the \$25.00 handling fee; the second one-third payment is due by the end of the 4th week of the semester; and the third and final payment must be made by the end of the 8<sup>th</sup> week of the semester. Failure to make either the second or third payment on time will result in an additional \$25.00 handling fee. All account balances must be cleared by the time of final examinations.

Students with uncleared balance will be blocked for future registration.

### **4.3 Financial Aid**

Haven University is approved for, and does participate in the USDE Title IV, Federal PELL Grant program. Haven University is committed to helping students apply for and receive Federal Student Aid (FSA) based on their eligibility. Haven does not offer or administer institutionally funded grants and loans to pay for the cost of an educational program. Loans obtained from outside sources are not under the purview of the Haven's responsibility and/or authority. Financial Aid, for our students, is donated primarily by private individuals and local churches in the area. However, if a student obtains a loan from a private source, e.g., bank, credit union, loan company, the student has the personal responsibility to repay the full amount of the loan plus any interest that has accrued, less the amount of any refund.

Haven offers the scholarship for students in good academic standing (minimum 3.5 semester GPA), and/or missionaries on furlough, and/or missionary candidate, and/or their family. (See the Appendix)

### **4.4 Refund Policy**

Haven, without penalty or obligation, will refund 100 percent of the tuition paid, if notice of cancellation/ withdrawal is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. If the school sent the first lesson and materials before an effective cancellation notice was received, the school shall make a refund within 45 days after the student's return of the materials. However, the application, registration, and student association fees are not refundable.

Any notification of withdrawal or cancellation, and any requests for a refund must be made in writing (Refer to Cancellation Policy). Any charges collected from a student which Cal Grad had for the purpose of paying to any other public or private person, firm organization, or agency, such as for a bond, license, application, or examination fees, or any other similar fees or charge shall, where the student fails to enter the course or withdraws their form at any time prior to completion of the course will be refunded in full.

Such charges are not subject to any refund if the institution has paid them prior to receipt

of cancellation of a contract or enrollment.

All instructional materials must be returned within fifteen (15) days from the first day of class in its original condition for a full refund. After 15 days, the student will receive a refund only for the materials that have not yet been taught in class.

In addition, students may withdraw from a course after instruction has started and receive a pro-rated refund for the unused portion of the tuition and other refundable charges if the student has completed 33% or less of the instruction. For example, if the student completes only 10 hours of a 30-hour course and paid \$300.00 tuition, the student will receive a refund of \$200.00:

Example: \$300 (Amount paid for instruction)	X	$\frac{20 \text{ hours of instruction}}{30 \text{ hours of instruction for}} \text{ paid for but not received.}$ which the student has paid	=	\$200 (refund amount)
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Haven will also refund money collected for sending to a third party on the student’s behalf, such as transcripts and licenses if not already processed. If Haven cancels a course or degree program, the School will make a full refund of all charges. Refunds will be issued within 45 days of cancellation.

**IMPORTANT:** After the 2nd week or 33% of instruction of a course, a refund of charges paid will NOT be available.

#### 4.5 Cancellation Policy

The student has the right to cancel their enrollment and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. To cancel enrollment/registration or withdraw completely from Haven, the student must deliver or send via certified mail a signed and dated “Notice of Cancellation” to:

Office of the Registrar  
 Haven University  
 12761 Euclid St.,  
 Garden Grove, CA 92840

If mailed, the effective date of cancellation/withdrawal will be the date sent/ postmark date.

## 4.6 Student Tuition Recovery Fund

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

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

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

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

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

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

The Student Tuition Recovery Fund (STRF) assessment rate for enrollment agreements signed on or after Feb 8, 2022, is \$0.50 per \$1,000 of institutional charges rounded to the nearest thousand dollars from each student.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling 1-(888) 370-7589 toll free 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).

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number 1-(888) 370-7589 or by fax (916) 263-1897. Haven is a participant in the voluntary compliance agreement of the Department of Consumer Affairs (DCA). DCA Contact Information:

Consumer Information Division  
1747 N. Market Blvd., Suite 225, Sacramento, CA 95834  
Phone: 1-(888) 370-7589 Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

### **Nevada Student Indemnification fund**

(The Nevada Student Indemnification Fund is applicable to only Nevada residents attending classes at the Nevada teaching site)

State of Nevada Commission on Postsecondary Education (CPE) licenses private postsecondary institutions that offer training in Nevada to adults with a few exceptions such as cosmetology, truck driving and flight training. Before you enroll in any private postsecondary school, you should find out several things. The Commission protects students of licensed schools with a tuition refund program for student impacted by closure of the school during attendance. Schools cannot legally guarantee you a job, if any school does this, please contact the Commission. NRS 394.553 There is an account for student indemnification which may be used to indemnify a student or enrollee who has suffered damage as a result of discontinuance of operation or violation by the institution for any provision from of NRS 394.383 to NRS 394.560.

## **Section 5: Academic Regulations**

### **5.1 Semester System**

Haven operates on the semester system divided into two parts. The unit for counting credit is the semester hour, which consists of two fifty-minute period of class work per week in a normal semester. At the graduate level nine (9) units or more per semester is considered a full load. At the under-graduate level twelve (12) units or more per semester is considered a full load.

In addition to the normal Fall and Spring semesters, concentrated modular periods are offered in the summer and winter in short intensive timeframes. These course schedules are designed especially for the busy pastor and Christian school teacher or administrator or business professional who cannot make long term commitments toward an advanced degree program.

### **5.2 Credit Hour**

According to federal regulations and definitions, one semester unit of credit is equal to fifteen (15) classroom hours of lecture. A “clock (contact) hour” includes a minimum instructional time of 50 minutes of supervised or directed instruction and appropriate break(s).

An average of twice the amount of time as the amount of formalized instruction is applicable to non-lecture instructional activities, i.e., out-of-class assignments such as audio tutorials, laboratory work, practical work, field trips, or correspondence education.

### **5.3 Registration**

Official registration is required at the beginning of each semester, and students will not be admitted into classes without formal registration. Drop-ins are welcome but availability can only be guaranteed if an appointment has been scheduled. Students may call or email to arrange an appointment.

### ***5.3.1 Transfer Credits***

Transcripts are evaluated by the Registrar under the guidelines established by the faculty. Course credits with a minimum grade of "C" earned at other graduate business, theological schools and seminaries are accepted at full value to the extent that the courses are comparable to Haven's stated requirements. The maximum amount of credit transferable is listed under each degree description. Haven does not offer or award credits for prior experiential learning.

### ***5.3.2 Adding and Dropping***

Any changes after a student and an advisor have arranged the student's semester program are discouraged. No course can be added after the third week of classes. Any course dropped during the first three weeks will not be recorded on the student's permanent record. From the beginning of the fourth week of classes through the end of the fifth week of instruction, all drops will be recorded as a "W," Withdrawal. No course is considered officially added or dropped until the proper form is submitted to the Registrar in order that the student's schedule may be properly changed.

### ***5.3.3 Withdrawal***

A student withdrawing during the semester must submit a Petition for Withdrawal form to the Registrar's Office. The petition will then be reviewed by the Academic Dean. The effective date of withdrawal shall be the date the Academic Dean's signature is affixed. Non-attendance does not constitute withdrawal. Withdrawing without prior approval will result in a failing grade which will forfeit any financial refunds otherwise due.

### ***5.3.4 Auditing***

A student who wishes to audit, or take courses without credit, must indicate his or her intention at the time of registration. Audit students do not take examinations and are not required to complete assignments. Courses audited cannot be counted toward meeting graduation requirements, and also cannot be taken in subsequent semesters for credit. Only lecture courses may be audited.

### ***5.3.5 Independent Study***

Students are allowed to apply for a certain number of Independent Study units each semester for the M.A., M.Div., DMin. degrees. Details on how many are permitted for each degree are listed under each degree program description in the Degree Programs section of Haven's catalog.

## **5.4 Grading System**

### ***5.4.1 Haven's Grading System***

All work is graded by letters, which are interpreted as follows (including grade points for each semester hour):

Grade	Grade Point per Semester Hour	Grade	Grade Point per Semester Hour
A	4.00	F	0.00
A-	3.67	S	0.00
B+	3.33	U	0.00
B	3.00	N	0.00
B-	2.67	I	0.00
C+	2.33	WP	0.00
C	2.00	WF	0.00
C-	1.67	W	0.00
D+	1.33		
D	1.00		

A grade of IP (In Progress) is given temporarily to those meriting additional time to complete courses. If a student does not complete all coursework requirement(s) at the end of the regular term for the course (this includes students on independent study), there is a penalty of one full letter grade drop (i.e., B+ to C+) for the final grade for the course.

If a student is allowed to use the "IP" policy of a six-week extension to complete all coursework, the student should be expected to complete all coursework or receive a grade of F and must retake the course.

#### **5.4.2 Grade Point Average**

A student's GPA is calculated by dividing the student's total number of earned points by the number of semester hours attempted.

To determine the grade point average, the grade points earned are divided by the semester hour attempted. A grade of "B" for example, in a course bearing three semester hours of credit would be assigned nine grade points and a grade of "C" in that course six grade points. Thus, if a student takes 16 semester hours of work and earns 40 grade points, his grade point average is 2.5. Only courses taken at HTS are used in computing the grade point average. "W's", "WF's", "IP's", "p's" and "AU's," are not used in the calculation of the GPA.

#### **5.4.3 Grading Scale**

The following scale is recommended; however, professors have some flexibility in defining individual course grading scales. Check each course description for its grading scale:

94-100	A
90-93	A-

87-89	B+
85-86	B
80-83	B-
77-79	C+
74-76	C
70-73	C-
67-69	D+
64-66	D
60-63	D-
59 or below	F

#### **5.4.4 Incomplete**

The grade of "I" will be assigned by the instructor only if the student has been unable to complete the course on time due to extenuating circumstances, including illness, but not, for example, time conflicts with work. Students must submit a petition for an Incomplete grade to the Registrar's Office *prior to the deadline for grades for all work submitted, which is two weeks after the close of the term.*

Each Incomplete must be made up by the end of the semester following the semester for which it was granted. If the work is not completed and submitted by the deadline, the grade designated by the instructor at the time the request for the "I" was made will be recorded. Extensions of Incompletes are rarely granted, only in exceptional circumstances.

#### **5.4.5 Changes in Grades**

All grades will be recorded in the Registrar's office as reported by the instructor in each course. Once grades are recorded, only the instructor, or in special cases, the Academic Dean, can submit requests for changes in writing to the Registrar.

Students must be in good academic standing in order to graduate. Some degree programs have additional requirements that must be met before a student is able to graduate. Details are outlined under each degree program description in this catalog. Students are responsible for meeting the graduation requirements set forth in the catalog published at the time of their matriculation for the degree they are seeking. All candidates for graduation must be approved by the Degree Committee. To receive this endorsement, students must have acted responsibly in manifesting wholesome Christian character and adhering to the standards of this school.

Students who change programs are responsible for meeting the graduation requirements of the new program. Students who take an extended leave of absence for more than one year are subject to the graduation requirements in effect at the time of their reinstatement unless written permission was obtained prior to the extended leave.

## **5.5 Class Attendance**

All students are expected to attend all classes, except under extenuating circumstances. Excusable circumstances include illness, injury, childbirth, death of a family member, or other serious events. Three (3) instances of tardiness are also counted as an absence. All students must have 80% attendance of all courses, regardless of the nature of the absences. Those students who fail to maintain satisfactory class attendance in any subject shall not be permitted to take the final exam in that particular subject. If attendance fails to improve, the instructor, at his/her discretion, may dismiss a student for unsatisfactory attendance.

## **5.6 Leave of Absence**

If a student cannot maintain progress on a degree program for more than one term, then he/she must request a leave of absence from the Academic Dean. A leave of absence may be granted for reasons relating to family or economic hardship and allows one to resume his or her studies without having to apply anew for admission.

## **5.7 Academic Probation and Suspension**

Students who do not maintain a cumulative grade point average of 2.0 will be placed on academic probation for one semester and will be notified in writing. At the end of the probationary semester, if the student has not achieved the required minimum grade point average, the student will be suspended from Haven.

Under extenuating circumstances, the student may appeal the suspension in writing to the Admissions Committee. All decisions made by the committee shall be final. Requests for an appeal must be made within the first five days of the semester of suspension. The results of an appeal are conveyed to the student as soon as possible. In the event that the appeal is denied, the student will be dismissed from the school, and will receive a "W" in all courses for the semester. Dismissals are considered final.

## **5.8 Withdrawal from Classes**

Students may drop and/or add classes without penalty during the add/drop period. Students dropping any class after the add/drop period will receive a grade of "W" (withdraw) on their transcripts, until the following deadlines each term. After these posted deadlines, a grade of "F" will be assigned to the course from which the student has withdrawn.

See the academic calendar for specific deadline dates throughout the year and the financial information section for the tuition refund schedule. Note particularly that the refund schedule applies only to full withdrawal. There is no refund for individual courses dropped beyond the change of registration period.

## **5.9 Withdrawal from Haven**

A student who, for any reason, finds it necessary to withdraw from school at any time other than at the close of a term is required to obtain official approval. Permission to withdraw shall be secured from the Office of the Registrar.

A grade of "F" shall be recorded for all courses from which a student withdraws without permission or after the deadline stated in this catalog. A student who withdraws from Haven and later decides to return as a student will be required to reapply for admission. Lack of attendance does not necessarily constitute a withdrawal.

## **5.10 Academic Completion**

Students must be in good academic standing in order to graduate. Some degree programs have additional requirements that must be met before a student is able to graduate. Details are outlined under each degree program description in this catalog. Students are responsible for meeting the graduation requirements set forth in the catalog published at the time of their matriculation for the degree they are seeking. All candidates for graduation must be approved by the Degree Committee. To receive this endorsement, students must have acted responsibly in manifesting wholesome Christian character and adhering to the standards of this school.

Students who change programs are responsible for meeting the graduation requirements of the new program. Students who take an extended leave of absence for more than one year are subject to the graduation requirements in effect at the time of their reinstatement unless written permission was obtained prior to the extended leave.

### ***5.10.1 Intent to Graduate***

Students who plan to participate in commencement must complete and submit an Intent to Graduate application to the Registrar's Office. This must be done no later than the beginning of the Spring Semester of the year in which the student plans to graduate. Prior to commencement, the Registrar will evaluate each candidate's academic record. Copies of the evaluations will be sent to the student, his or her advisor, and the Academic Dean.

### ***5.10.2 Graduation and Financial Obligations***

In addition, students must clear their accounts of any remaining balances before graduation. Students who fail to do this will not have access to any services, including transcripts, conferral of degree, diploma, or enrollment into another degree program.

### ***5.10.3 Graduation and Dissertation Requirements***

Students are encouraged to give thought to the choice of a dissertation topic from the very beginning of their programs. Dissertation proposals must be submitted to the Registrar within two years of initial admission into the program. Upon approval of a proposal, an advisor will be selected and assigned according to the student's topic of research. Dissertations must be worthy of publication and demonstrate the student's ability to conduct independent research, deal constructively with theological issues, and communicate clearly and effectively in written English. Specific instructions and due dates appear in the manual on dissertations. Students who wish to attend commencement services in May must finalize their dissertation by the 1st of May. If they cannot complete it by this time but still wish to participate in commencement ceremonies, they may petition for an extension. The student must show that he or she is able to complete his or her dissertation by August 31 of the same year in order to be approved for an extension. In the case that the student is not able to complete it by August 31, the student will graduate the following May.

### ***5.10.4 Commencement***

All candidates for graduation are expected to participate in the annual commencement exercises which take place at the close of the Spring Semester. Those who cannot attend the commencement because of extenuating circumstances must make a formal request in writing to the Registrar to receive the degree in his or her absence.

## **5.11 Student Records and Transcripts**

### ***5.11.1 Confidentiality of Student Records***

Every effort will be made to protect the privacy of all parties. Files pertaining to investigations conducted by the Office of the Dean of Students, or any other Haven office are regarded as confidential and will not be made available to the public by Haven unless required by law. Such records will be made available to individuals involved or alleged to be involved in a complaint and to Haven officials who have a need to know only in accordance with applicable state and federal law or internal Haven policy. Persons receiving such disclosure pursuant to internal Haven policy shall be required to possess this knowledge with the strictest confidentiality.

Haven follows the Federal Family Education Rights and Privacy Acts of 1974 (20 U.S.C. 1232g) and regulations adopted thereunder (34 C.F.R. 99) and California Education Code,

Section 67100 et seq., which state that educational institutions shall not release educational records to non-school employees without prior consent of the student.

All records involved in the Dismissal Policy, Discontinuance Policy, and Interim Emergency Withdrawal will be added to the student's official record and be kept in the Offices of the Registrar. A copy of the discipline and restoration record may also be kept in the Office of the Dean of Students, depending upon which campus the student resides.

### **5.11.2 Right of Access**

Haven follows the Federal Family Education Rights and Privacy Acts of 1974 (20 U.S.C. 1232g) and regulations adopted thereunder (34 C.F.R. 99) and California Education Code, Section 67100 et seq., which state that educational institutions shall not release educational records to non-school employees without prior consent of the student.

In accordance with federal law, students are hereby notified that they have the right to inspect and review any and all official records, files, and data pertaining to them, including all materials incorporated in their cumulative record folder. Official student records are kept on the Campus, and therefore may only be viewed at this location.

Students may only view their academic record files after submitting a request in writing to the Office of the Registrar.

Students have the opportunity for a hearing to challenge the contents of these records to ensure that they are accurate and not in violation of any of their rights.

Students also have the opportunity for correction, amendment, or supplementation of any such records. The only information that may be given concerning the student will be directory information as defined in the act unless the student has specifically waived his/her rights within this act. Directory information may include the student's name, address, telephone listing, date and place of birth, major field of study, participation in any recognized club, organization or activity, church relationship, spouse, academic classification, degrees, awards, and the most recent previous educational institution attended. Should a student desire that Haven not disclose any or all of the foregoing information, he/she must notify the Registrar in writing within 30 days of the commencement of the term.

Students with questions concerning their rights within this act are urged to contact the President of Haven University.

### **5.11.3 Transcripts**

Official transcripts are issued by the Registrar only at the *written request (submitted by mail or email)* of the student together with the \$20.00 transcript fee. The student must give his/her full name used while enrolled in the school, date of birth, Student or Social Security number, dates of attendance, and degree(s) received, if any. No transcripts will be issued for anyone who has failed to meet any financial obligations to Haven University.

**5.11.4 Retention**

Student transcripts will be permanently retained by Haven and other pertinent student records will be maintained for a period of 5 years from the student's date of completion or withdrawal. Other school documents (educational programs, curriculum, institution member's information, etc.) shall be maintained for a period of five years at the school's main campus in the State of California.

## **Section 6: Student Services**

The Office of the Dean of Students is here to support students throughout their experience at Haven University in non-academic related matters. The office welcomes students and provides the information they will need to start successfully. Services and other informative pieces are offered that aid students to graduate with a degree that is in line with their calling, gifts, and passions. The desire is to provide support to students as they navigate through the complexities of an educational journey, while we engage students in opportunities that allow God to work an act of preparatory grace in their lives.

### **6.1 Chapel**

Haven provides meaningful worship services for students each Monday and Tuesday during the Fall and Spring Semesters. Chapel services include messages by members of the school's faculty and other outstanding Christian leaders. Chapel attendance is required for students and a pass/fail grade is given based on attendance. Students who miss more than 3 chapel services per semester are required to provide evidence of excused absence and are assigned a devotional project.

### **6.2 New Student Orientation**

New students and their families are assimilated into the Haven experience through a comprehensive orientation at the start of each semester. It is expected that each student who will be taking classes will attend New Student Orientation (NSO) at the beginning of either the fall or spring semester. During this event, a new student will learn important campus information. NSO provides a unique opportunity for belonging that is crucial to a successful Graduate School experience.

### **6.3 Student Health Insurance**

All students who have designated California as their primary campus and who are enrolled at half-time status or greater are required to have health insurance coverage. ("Half-time status" is generally defined as taking five credit hours or more per semester)

All students with citizenship other than the United States (referred to hereafter as an "international student") are also required to have health insurance coverage for themselves. In addition, international students are required to have health insurance

coverage for all non-U.S. citizen dependents residing with them. International students' insurance for themselves must include coverage for medical evacuation and repatriation of remains. Insurance coverage must be in effect on the day of arrival in the United States.

#### **6.4 Student Council**

The campus is represented by a council. This council is in place to provide a voice for the student body through their peers on important student matters concerning Haven. Membership of the Haven Student Council is given to only currently registered students in BAR, BSBA MAR, MDiv, MBA or DMin program.

#### **6.5 Student Housing**

Haven does not have dormitory facilities and does not offer housing for its students. The school does not offer assistance to find housing for students. Some students join together to rent an apartment. Most married students find housing on their own in the general vicinity of the school or in some other convenient location.

#### **6.6 Textbooks and Supplementary Materials**

The choice of textbooks and other supplementary course materials rests with the individual professor or instructor. In cases where multiple sections of a course are taught by several professors, or when one course is team taught throughout the course by more than one professor, the selection of such materials rests with the instructing professors. Professors are advised to notify the appropriate school authority in a timely fashion for materials to be ordered in time for courses.

Haven shares a concern about reducing the high cost of course materials and ensuring those materials are accessible by our students.

#### **6.7 Disability Accommodation**

Haven seeks to provide an optimal opportunity for success for qualified students with disabilities without compromising the caliber of instruction or the self-confidence of the learner.

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination against

individuals with disabilities. The following policy statement describes the procedures the Seminary will follow in providing reasonable accommodations to persons with disabilities: Prior to admission into a particular degree program, an applicant should arrange an interview with the Registrar to discuss how projected accommodations will interface with degree program requirements.

A student having a disability requiring accommodation must provide Haven with documentation from a specialist certified to diagnose the particular disability.

1. The documentation provided by a physician, or a certified psychologist must indicate the type of disability and recommended accommodation.
2. The diagnosis must be not more than three years old. More current documentation may be required on a case-by-case basis.
3. It is the student's responsibility to inform the institution through the accommodations officer of his or her disability and of the need for accommodation. Such disclosure should be done no later than two weeks before the first day of classes for any academic term.
4. Documentation of disability must be submitted to the accommodations officer two weeks prior to the first day of classes for which the student is requesting accommodation. The accommodations officer will keep the documentation in a separate file.
5. The accommodations officer, upon review of the relevant documentation of the disability, will determine reasonable accommodation in each particular case and for each individual class. The student and relevant professor may be consulted during this process.
6. An accommodation request that is not among the list of approved reasonable accommodations will be reviewed by the accommodations committee. In such cases, the accommodations committee will determine reasonable accommodation.
7. The accommodations officer will communicate to the relevant faculty member, the Registrar and the student, elements of accommodation for each particular class.
8. Requests for accommodation must be made each term. The student must make this request in writing no later than two weeks before the first day of classes, and present this written request for accommodation to the accommodations officer.

## **6.8 Academic Advice**

Students are advised to see the Dean of Students and the Academic Dean regularly rather than waiting until they encounter a problem. They are also advised to keep an advising file with a copy of transcripts (official or unofficial) from each college or university attended and bring it with them to counseling sessions to assist with assessment of degree programs. New students will be informed at the time of acceptance into Haven on how to meet the

Dean of Students and/or the Academic Dean.

## **6.9 Employment Assistance**

Many students find it a financial necessity to work part-time while enrolled at Haven and are involved in paid positions in local business establishments and churches in the greater Los Angeles and Orange County areas. International students are usually restricted in the kind and amount of employment they can undertake. Haven does not offer employment placement assistance.

## **Section 7: Student Responsibility**

Each student is individually responsible for compliance with the regulations printed in this catalog and in the official announcements of Haven posted on the official bulletin boards. This includes meeting all the scholastic requirements as well as administrative deadlines for graduation. It is also the responsibility of the student to be well informed on the rights of students and the student's code of conduct. They must observe this code of conduct while enrolled at Haven.

### **7.1 Christian Service**

Theological students are expected every semester to have a Christian service assignment. This may be as a member of a pastoral staff, a Sunday School teacher, a youth group leader, or some other Christian work related to a local church or mission. This assignment is for the purpose of serving the Lord and at the same time acquainting students with the work of the church. As a result, when they complete their course of study, they will be better prepared for ministry.

### **7.2 Standards of Academic Honesty**

All students at Haven are expected to adhere to the highest standards of academic honesty in the performance of all academic work. Students will be subject to disciplinary action for committing any form of academic dishonesty, including but not limited to cheating, plagiarism, and the use of materials prepared by another, such as commercially prepared term or research papers.

Haven regards plagiarism as a flagrant violation of the University's academic regulations and violators will be subject to severe disciplinary action. The use of commercially prepared term or research papers will be considered the most serious offense. The California State Legislature, in fact, has enacted a law providing criminal penalty for the sale or distribution of such materials.

### **7.3 Student Code of Conduct**

1. No practice of cheating or plagiarism in connection with an academic or internship program.
2. No sale or possession of dangerous drugs, restricted drugs, or narcotics, except when

lawfully prescribed.

3. No unauthorized use or misuse of Haven property.
4. No destruction of campus property or the property belonging to Haven's administrative, personnel, faculty, or students.
5. No theft of the University property or property owned by a member of the administrator, faculty, staff, or student.
6. No obstruction of disruption, on or off campus, of the educational aims and processes of Haven.
7. No allowance on campus of intoxicated or drugged states.
8. No possession or use of explosives, dangerous chemicals, or deadly weapons\* on campus property without prior authorization of the President of Haven. (\*The term "deadly weapons" used herein includes but is not limited to pistol, handgun revolver or any other firearm, switchblade, dagger, or any knife having a blade longer than five inches, or any object that can be used as a club, except canes or crutches needed by disabled people.)
9. No physically abusive or disrespectful behavior toward a member of Haven's administrative personnel, faculty, staff, or students.
10. No engaging in lewd, indecent, or obscene behavior on campus.

## **7.4 Statement on Plagiarism**

### ***7.4.1 Plagiarism and Academic Integrity***

Haven is committed to intellectual, spiritual, and moral growth with the pursuit of truth and knowledge as an indispensable goal of the academic community. Knowledge leading to wisdom is a necessary means to faithful and effective mission and ministry, including the spreading of scriptural holiness, which greatly increases the importance of integrity of heart, mind, and life.

Faculty and students share equally in the responsibility of maintaining the standard of academic integrity as a part of their commitment to truth. Thus, any action that does not maintain academic honesty and scholarly integrity is a violation of community trust and expectation and compromises the character needed for ministry.

In addition to maintaining integrity in their own academic pursuits, faculty have the responsibility and obligation to establish and clarify academic requirements for the work prepared by their students. Conduct that is considered dishonest includes: reusing previously and/or concurrently submitted material in another class without faculty permission, cheating by copying from another's work, allowing another to copy from one's own work, reading an examination prior to the date it is given without the instructor's permission and similar types of conduct. Unlawful duplication of copyrighted material such as music, library materials, computer software, as well as plagiarism are other examples of academic dishonesty. Plagiarism is the presenting of another's ideas or writings as one's own; this would include both written and oral discourse presentations. Furthermore, as followers of God, plagiarism would be acting against Commandment 8: Thou shall not

steal.

#### **7.4.2 Plagiarism Procedure**

In cases of suspected student plagiarism, the instructor should take steps necessary, including meeting with the student to determine whether plagiarism has in fact been committed. In cases of student plagiarism, the instructor, working in conversation with the Academic Dean has four options, depending on his or her judgment regarding severity and recurrence of the problem:

- (1) To provide an opportunity for the student to redo the same or comparable assignment, typically with the grade for that assignment penalized to account for the act of plagiarism.
- (2) To record a failing grade for the assignment in question
- (3) To fail the student for the course
- (4) To recommend to the Academic Dean or/and Dean of Student that the student be dismissed from Haven

In every case of student plagiarism, a written report of the episode and of the disciplinary action taken should be submitted to and affirmed by the Academic Dean. The recurrence of plagiarism by a student will lead to the dismissal of the student from Haven. The student may appeal against the decision of the instructor or the Dean through the academic appeal process, which is spelled out in the student handbook.

#### **7.5 Dress Code**

With the diversity of backgrounds and lifestyles represented in the University community, the question of appropriate dress is raised periodically. Generally, the standards of “good taste” and “appropriate dress for the appropriate occasion” are adequate descriptions. The specific standard determined by the administration is that gym shorts, swimsuits and bare feet are not appropriate for the cafeteria, library, chapel, and classrooms.

## **Section 8: Disciplinary Policy**

Students are expected to observe Haven's student code of conduct and demonstrate a cooperative and respectful attitude towards all. Students should strive to develop a strongly ethical and upright character, well-rounded personality and professional competence and compassion.

### **8.1. Seven Levels of Disciplinary Action**

A student who violates Haven's policies and student code of conduct (see above) will be subject to disciplinary action which can result in one of the following seven levels of disciplinary action:

#### ***8.1.1 Official Warning***

A written notice that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.

#### ***8.1.2 Reprimand***

A written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action, without loss of good standing with Haven. A violation of the terms of disciplinary reprimand, or subsequent misconduct after discipline, is grounds for further disciplinary action, including disciplinary probation, social suspension, disciplinary suspension, or disciplinary expulsion.

#### ***8.1.3 Property Restitution***

If any purposeful physical damage were done on campus property, the individual will have to pay forfeitures and/or restitution for specified damaged acts. (\*Computer Damage, Graffiti, etc.)

#### ***8.1.4 Assignment of Failing Grade***

Plagiarism and cheating will receive automatic F in the class. Haven has zero tolerance on such practices.

#### ***8.1.5 Probation***

Probation is an exclusion from participation in specified privileges or extracurricular institutional activities for a specified period of time. Additional sanctions or restrictions may also be imposed. A student on disciplinary probation is not in good standing with Haven. A violation of the terms of disciplinary probation, or subsequent misconduct, is grounds for further disciplinary action, including social suspension, disciplinary suspension, or disciplinary expulsion.

### ***8.1.6 Suspension***

#### **Social Suspension:**

An exclusion from Haven premises, as well as exclusion from participation in all privileges and extracurricular institutional activities, except for attendance in classes in which officially enrolled and defined privileges that are necessary and required for a specified period of time. Additional sanctions or restrictions may also be imposed. A violation of the terms of social suspension, or subsequent misconduct, is grounds for further disciplinary action, including disciplinary suspension or disciplinary expulsion.

#### **Disciplinary Suspension:**

An exclusion from Haven's premises, as well as participation in all privileges or extracurricular institutional activities, for a stated period of time at the end of which the student may apply for readmission to Haven. While under disciplinary suspension, the student is not entitled to attend classes, use Haven facilities, participate in Haven activities, or be employed by Haven. Special conditions may be stipulated for a student to be reinstated at the conclusion of the period of suspension. A violation of the terms of disciplinary suspension, or subsequent misconduct, is grounds for disciplinary expulsion.

### ***8.1.7 Dismissal***

Termination of student status, and exclusion from Haven premises, privileges, and activities. Once expelled a student would be required to reapply and be accepted prior to returning to the Graduate School.

Rules of student conduct adopted by Haven are based on the California Administrative Code, Title 5, Section 41301

## Section 9: Grievance Policy

### 9.1 Grievance Procedure

All members of Haven administrator, faculty, and staff are dedicated to providing their students with the highest quality undergraduate and graduate educational programs. They strive to guide and assist students so that they can complete their graduation requirement as expeditiously and successfully as possible.

However, problems may arise, necessitating disciplinary action. Students who are disciplined as a result of serious violation of student code of conduct shall have the right to appeal to the Grievance Committee composed of administrators, faculty, and academic counselors. It is the aim of Haven to resolve all complaints, grade disputes, and other problems in a manner that is most fair and just to all parties involved. When submitting a formal appeal to the Grievance Committee, students are advised to assemble the following supportive evidence:

- (a) The nature of the problem or dispute
- (b) The date that the alleged problem or dispute occurred
- (c) The name of the individuals involved in the dispute
- (d) A brief statement concerning the ruling sought from the Grievance Committee and copies of all relevant supportive documents.

Students have the right to appeal to the state regulatory agency in the event the complaint or dispute cannot be resolved to the satisfaction of the complainant. As clearly stated in the Student's Rights, students have the right to call or write to the Bureau for Private Postsecondary Education (BPPE) at:

1747 N. Market Blvd., Suite 225, Sacramento,  
CA 95834  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
Toll-free telephone number (888) 370-7589  
Fax (916) 263-1897

Nevada Students who are attending the Nevada teaching site should file a formal complaint to the Nevada Commission on Postsecondary Education at [www.cpe.nv.gov](http://www.cpe.nv.gov)

## **9.2 Christian Formation and Service Complaints**

Students with complaints about the Christian formation program or about their formation guides should contact the Academic Dean, or the Dean of Students in writing. The dean will respond to the complaint and, when necessary, follow a course of action aimed at resolving the complaint, communicating with the complainant in writing within two weeks of receiving the complaint.

Students wishing to appeal the decision of the dean may do so by addressing the president in writing. The decision of the President in cases related to the Christian formation program is final.

## **Section 10: Policy on Sexual Harassment and Assault**

### **10.1 Sexual Harassment Policy**

Harassment, including sexual harassment, is contrary to basic standards of conduct between individuals and is prohibited by the Equal Employment Opportunity Commission, state regulations, and the Seminary Responsibility and Statement of Faith.

Any student who engages in any of the acts or behaviors below violates Haven's policy, will be subject to the Formal Complaint process of the Discipline and Restoration Policy stated in the Student Handbook. Any student who is the recipient of any acts or behaviors below by another student, staff member or faculty is encouraged to talk to the Dean of Student in order to address the behavior as soon as possible.

### **10.2 Sexual Harassment Definitions**

Harassment is any verbal, electronic, physical, or visual conduct of a racial, ethnic, or other type that, in the student's or employee's judgment, and that a reasonable person would consider, impairs the employee or student's ability to perform the job. While a one-time incident may constitute harassment, normally harassment involves a pattern observed over time.

Sexual harassment includes unwelcome sexual advance or visual, electronic, verbal, or physical conduct of a sexual nature that a reasonable person would find offensive. The definition encompasses many forms of offensive behavior, including gender-based harassment of a person of the opposite or same sex as the harasser, conduct of a sexual nature that creates an offensive, intimidating, or hostile work and educational environment, and coerced sexual conduct by a person in a position of authority in the workplace or educational environment (i.e. power relationship).

Prohibited harassment may include but is not limited to:

- Unwelcome sexual flirtation or advances.
- Offering employment, promotions, grades, or other benefits in exchange for sexual favors.
- Making or threatening reprisals for refusing sexual advances.
- Leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters, suggestive or obscene letters, notes, or invitations.
- Verbal and electronic conduct such as derogatory comments, epithets, slurs, sexual innuendo, sexual jokes, graphic verbal commentaries about an individual's body, or sexually degrading words used to describe an individual.

- Physical conduct such as unwanted, suggestive, or offensive touching, assault, impeding or blocking movement.

### **10.3 Procedures for Complaint Resolution**

#### ***10.3.1 Sexual Harassment Complaints between a Student and Staff/Faculty***

Sexual harassment concerns reported by a student in regard to a staff member or related to employment may be made to Human Resources or to the Dean of Student and will be reported and processed through Human Resources. Any complaint must be in a written statement signed by the person making the complaint, with specificity of circumstances and nature of alleged sexual harassment.

Sexual harassment concerns reported by a student in regard to a faculty member may be made to the Academic Dean and will be reported and processed through the Office of the Academic Dean. The complaint must be made in a written statement signed by the person making the complaint, with specificity of circumstances and nature of alleged sexual harassment and submitted to the Academic Dean.

#### ***10.3.2 Sexual Harassment Adjudication between Students***

If a student believes he or she has experienced a form of sexual harassment, he or she should immediately contact the Dean of Student.

The complaint will be filed with the Dean of Student in a written statement signed by the person making the complaint, with specificity of circumstances and nature of alleged sexual harassment. The Dean of Student will present the complaint to the Academic Committee for adjudication. Adjudication on the case will take into account the interest of the accuser and accused and seek to be redemptive. The accused student will be given a copy of the signed allegations and permitted to rebut the charges in writing. The rebuttal will be copied to the complainant.

Once a harassment complaint is initiated, the accused student and the complainant are to refrain from all contact or communication with one another except in the presence of a Student Services representative as determined by the Dean of Student.

When deemed appropriate to protect the well-being of the person making the complaint, the accused student, and/or Haven and its constituents, the Academic Committee may recommend suspension from Haven to the President for Enrollment Management and Student Services until the complaint is finally resolved by mutual agreement or conclusion of the disciplinary process.

In the event that the Academic Committee determines the complaint has merit, it will seek to resolve the issue informally, if at all possible, through consultation with both the

complainant and the accused.

The Academic Committee may interview the student initiating the complaint, the student against whom the complaint is filed, and such other persons as deemed necessary by the Committee. No other persons will be present during these interviews.

In the event that the complaint cannot be resolved informally, the Academic Committee will interview both parties separately, and a ruling made within 15 working days of the submission of the complaint. The decision will be communicated to both parties by U.S. Postal Service.

While every effort will be made to act redemptively and restoratively, disciplinary action may result, ranging from a written reprimand to expulsion from the student body and restricted access to Haven property, with intermediate action between these extremes. If the charge is upheld, the person charged with harassment has the right to file a formal appeal. The appeal must be made in a signed writing to the President no later than 10 working days from the date of notification of the decision. The President, acting in consultation with the President's Cabinet, will make a final decision on the ruling within 15 working days of the appeal.

However, they may also file a complaint at the beginning, during, or after the complaint procedure with:

U.S. Department of Education Office of Civil Rights  
50 United Nations Plaza, Room 239  
San Francisco, CA 94102  
Or,  
TRACS Office  
P.O. Box 328  
Forest, Virginia 24551  
(804) 525-9539 Fax (804) 525-9538

#### **10.4 Sexual Assault**

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

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

Rape is the most prevalent, serious-violent crime committed on college campuses. Rape,

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

## **Section 11: Emergency and Safety**

### **11.1 Parking Safety**

Anyone parking on campus property is encouraged to keep her/his vehicles locked.

### **11.2 Threats of Violence**

Threats of violence to others or oneself will be responded to immediately and with a no-tolerance policy. Any threat to the personal safety of another community member will be turned over to the local police immediately. Threats to oneself will result in a student being withdrawn from residence hall (if applicable) and required to seek treatment or to leave Haven community for a time of treatment and healing. The student will be re-admitted to the residence hall upon the recommendation of a licensed counselor or mental health official.

In a situation where the health or well-being of a member of Haven's community is threatened, any member of Haven authorities may be contacted. The officer is authorized to take such action as is necessary and appropriate to ensure the well-being of the Haven community. Action may include notifying local authorities, engaging police or rescue teams and notification of Haven's administration.

When disciplinary action is deemed necessary, such action will take effect immediately and will be communicated to the student personally and in writing.

### **11.3 Appeal**

Should a student wish to appeal, such appeal will be made in writing to the President within 10 business days of notice of disciplinary action. The appeal will be heard by an appeals committee formed by the President in charge of the process. A decision will be relayed to the student in a timely manner.

### **11.4 Missing Students Policy**

If a member of the Haven's community has reason to believe that a student is missing, he or she should immediately notify the President, 714-592-7878 (or whoever responds to the call). The School will generate a missing person report and initiate an investigation. After

the School investigates a missing person report and determines that the student has been missing for 24 hours, it will notify the local Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing.

## **Section 12: Copyright Policy**

Haven recognizes its obligation to comply with U.S. copyright laws.

The following guidelines, and the accompanying manual, provide rules and guidance for Haven faculty, staff and students when using materials protected by copyright laws.

1. Unlawful copies of copyrighted materials should not be produced or used with Haven owned equipment, within Haven's-owned facilities or at Haven sponsored functions.
2. Haven employees will not direct other employees to willfully violate copyright laws.
3. Haven will make efforts to post copyright warnings for print and electronic resources as required by law.
4. Haven employees are expected to be familiar with the Copyright Compliance Manual and to provide their supervisor, upon request, the justifications for "fair use" of copyrighted materials copied or used under their supervision without license or copyright.

## APPENDIX

### 1. Scholarship Application Form

#### SCHOLARSHIP APPLICATION FORM

STUDENT NAME: \_\_\_\_\_ \_\_ male \_\_ female

ADDRESS:

\_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DEGREE PROGRAM: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

Students who are in good academic standing (minimum 3.5 semester GPA) and meet the following requirements can receive scholarships from the school. All students wishing to be considered for scholarship must also submit a personal essay explaining the reasons for applying for scholarship.

***I would like to be considered for the following scholarship award:***

**Missionaries on Furlough:** 50% scholarship of tuition. Students must submit documents verifying their missionary status and furlough from their missionary board or church from where they are being sent.

**Future Missionaries:** 30% scholarship of tuition. Students must submit documents from a missionary organization or church verifying their intent to go on a long-term mission after completing their studies.

**International Students from Asia:** Maximum 20% scholarship of tuition. Students from Asia who can verify that they are suffering financial difficulties can receive up to 20 % scholarship of their tuition costs.

**OTHER:** Maximum 20% scholarship of tuition. Students who can verify through documentation that they are in need of receiving a scholarship from the school can receive up to 20 % scholarship of tuition, depending on need. Students must attach a copy of a recent tax return.

**\* Scholarships do not apply to tuition for theses/dissertations.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Please attach all relevant documents to this application and submit them to the Office of Administration.**

***(Office Use Only)***

**Approved-** Scholarship Amount: \_\_\_\_\_%

**Denied:** Because \_\_\_\_\_

Approved by: \_\_\_\_\_

Title

Signature

Date



# HAVEN UNIVERSITY

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