

# California Graduate School of Theology



## STUDENT HANDBOOK 2019-2020

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

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## I. Foundational Values, Beliefs, and Purposes

### Purposes and objectives

#### Mission Statement

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

#### Institutional Objectives

1. Students will be prepared with a foundation for lifetime learning
2. Students will develop an understanding of a wide variety of academic disciplines, an ability to find and evaluate information related to various disciplines, and the ability to continue their education beyond their current degree program.
3. Students will be equipped with professional competence
4. Students will be confirmed in an understanding of the niche in which they fit for careers and other service
5. Students will become knowledgeable of God's inerrant Word, as well as basic presentation skills
6. Students will develop a deepened passion for spiritual growth by an increasing commitment to spiritual disciplines.
7. Students will develop the ability to articulate the Gospel, articulate principles of spiritual growth, and to explain why these are important to them personally.

### Philosophy of Education (IER 1a)

#### **The Religious Character of Education**

The Word of God indicates very explicitly that the education must be fundamentally religious.

In religion, there is no place for neutrality. Education is by logical necessity either Christian or non-Christian. Also, because there is no such human being as an irreligious person, since all persons fall into either the true-religion or false-religion category, we can now go on to assert that there is no such thing as an uneducated person. All men are educated, not only to greater or lesser degrees, but most significantly along either true or false lines.

Consequently, it becomes of great importance that we distinguish between Christian and non-Christian, between true and false (pseudo- or mis-) education rather than between the educated and the uneducated.

The Christian accepts Christ's claim that He is the Truth. All those understandings and all those relationships, finally, must be focused on Him if they are to be true. Any process, any growth, and any development which takes place apart from the Truth is false. Any education which is not Christian is ultimately not education. It is pseudo- or mis-education. All education, then, is religious, but not all religion is Christianity.

Theology must be central to the educational ministry of the church if the ministry is to be true: Bibliology, the doctrine of God, Christology, Pneumatology, Anthropology, Soteriology, Ecclesiology and Eschatology.

### **The Unity of Education**

The soul is a unit and education is a unitary process, aiming at the development of man's essential nature into a harmonious life, full and rich and beautiful.

It is utter folly to think that you can inform the intellect without giving direction to the will, that you store the head with knowledge without affecting the emotions, the inclinations, the desires, and the aspirations of the heart. The training of the head and of the heart go together, and in both the fundamental fact that the student is the image-bearer of God must be a determining factor.

Curriculum in theological education should be comprehensive in dealing with the whole counsel of God.

### **Education is Covenantal**

Life is covenantal from the very beginning. God made a covenant with Adam. But man became a covenant breaker. We are all covenant breakers in that we "fall short of the glory of God."

But in Christ God has established a new covenant. In distinction from the first covenant, a covenant of works, it is a covenant of grace. In Christ God is reconstructing the human race. A new racial continuity is established; that of the redeemed. The redeemed, they who accept Jesus Christ as Savior and Lord, are one in Him, who is the Head of the new covenant.

To the redeemed and their children is the promise, "I will establish my covenant between me and thee and thy seed after thee throughout their generations for an everlasting covenant, to be a God unto thee and thy seed after thee." Likewise, "For to you is the promise, and to your children, and to all that are afar off, even as many as the Lord our God shall call unto him." In all covenants, however, there are contained two parts. In this case the promise of God and the obligation that promise brings with it constitute these parts. The obligation is the life of the new obedience, namely, that we cleave to this one God, Father, Son, and Holy Spirit; that we trust in him, and love him with all our heart, with all our soul, with all our mind, and with all our strength; that we forsake the world, crucify our old nature, and walk in a godly life.

### **Christ is the Master Teacher.**

God is the first and great Educator. God's revelation is the content of our teaching (truth, salvation and the will of God.)

Jesus was the quintessential Teacher. Jesus was both rabbinic and non-rabbinic. He brought a new paradigm to the rabbinic tradition. Jesus taught using new and distinctive instructional content and methodology in a multicultural setting. He provides the teaching template, the paragon of pedagogy. He was the ultimate authority and the prototype for teaching though He never discussed the subject.

Education is an essential part of Christ's Great Commission to disciple the nations. Pauline epistles are in agreement with the teaching in the gospels. Pastoring is never separated from teaching. Pastor and teacher (Eph. 4:11) is one and the same office.

### Ethical and Moral Values Statement (IER 1a)

As a Christian higher education institution, character is very important at CGSOT. As the Lord Jesus taught, character is more than a list of rules. Character is achieved when the reason for rules is written on our hearts. Therefore, our aspiration is that all who study or work at CGSOT will be so motivated to be people of character that a list of rules would be unnecessary. However, we do list a few essential rules:

- Whether we are students or employees, we will treat each other with respect, striving for harmonious relationships
- Whether we are students or employees, we will do our work with integrity (e.g., plagiarism will be avoided, school property will not be misused or used for personal benefit)
- Whether we are students or employees, laws will be obeyed.
- Faculty, staff of Cal Grad are committed to providing quality service and teaching to students and community in a responsive and caring manner
- We all embrace difference, treating others the way they want to be treated

### Statement of Faith (Christian Biblical Foundations Statement)

Cal Grad adheres to the ancient **statements of faith** (the Apostles' Creed, the Nicene Creed, and the Creed of Chalcedon) and affirms the historic Christian faith as expressed in the five solas of the Reformation and the consensus of the historic Reformed confessions (Westminster Standards and Three Forms of Unity).

#### 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 fully 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 a complete atonement for His people through His substitutionary atoning death on the cross. He imputes His righteousness to all believers securing us 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:

Cal Grad supports the work of Christian organizations and institutions that confess the final 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. Cal Grad 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 souls, 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 place, for souls separated from their bodies, the Scripture acknowledges none.

## II. Academic Matters

### Authorization and Accreditation

**Cal Grad is a 501(c)(3) private, nonprofit, public benefit institution operating under the jurisdiction of the California Bureau for Private Postsecondary Education. The School, a member of the Transnational Association of Christian Colleges and Schools (TRACS), [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: [info@tracs.org](mailto:info@tracs.org)] and was awarded Accredited Status as a Category IV institution by the TRACS Accreditation Commission on October 30, 2018.** This status is effective for a period of up to five years. TRACS is recognized by the United States Department of Education (USDOE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

### Procedures for registration, dropping, or adding courses

(TRACS 9.11-a)

#### Registration

Registration is the process whereby students sign up for specific classes and pay all assessed fees. All students will not be admitted into classes without formal registration. Registration instructions for students are included in the Class Schedule issued prior to the beginning of each semester. A student who does not register during the official registration period will be assessed a Late Registration Fee.

#### Adding and Dropping Courses

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.

(TRACS 10.24)



## Transfer Credit Policies

Course credits with passing grades earned at other graduate theological schools and seminaries are accepted at full value to the extent that the courses are comparable to Cal Grad's stated requirements. The maximum amount of credit transferable is listed under each degree description. Cal Grad does not offer or award credits for prior experiential learning.

Academic work completed at accredited institutions, or at schools in Korea that have recognition from the ministry of education, may be transferred into Cal Grad programs if the work fits into our curriculum. In some cases, work from an unaccredited school may be transferred. See evaluation procedures below.

A student should not merely assume that previous credits will transfer. No university guarantees acceptance of credits from another university. Accreditation greatly enhances the likelihood of appropriate credits to be transferred. Among other considerations, Cal Grad requires that previously earned credits have earned a minimum grade of "C" for undergraduate degrees and a minimum grade of "B" for graduate degrees, have been earned within the past 10 years, and that the courses meet the curriculum requirements of the degree being attempted. If the coursework meets these requirements, and is from an accredited school, transferability is likely.

To request transfer of credits, students must arrange for their previous schools to send official, sealed transcripts to the student. The student must not open the envelope or disturb the official seal. Bring the transcripts to the Dean of Academic Affairs for evaluation. If the student believes that denied credits should have been approved, he or she may inform the Dean of Academic Affairs that the student wishes to appeal the decision. In such a case, the Dean of Academic Affairs will ask two faculty members to review the decision.

**EVALUATION PROCEDURES:** Students can help facilitate the credit evaluation process by bringing syllabi, textbooks or other materials from the courses he or she wishes to transfer. The evaluator(s) may contact the school to explore information such as faculty credentials, library volumes, accredited schools accepting their credits, etc. This is especially important for any work to be considered from an unaccredited school in the US, Canada or Korea. For work from other countries, the student may need to pay a fee for Cal Grad to have credits evaluated by an outside agency.

It is **very important** that a student who wishes to transfer credits bring a transcript of past work when he or she first starts to study at Cal Grad. It is crucial that before a student starts to take courses at Cal Grad, the student knows which courses will or will not be transferred into this school. Otherwise a student may take courses again that were not needed, or may not be planning to take course at Cal Grad that will still be required in order to graduate.

See the Catalog for more information under the section "Transfer Credits".

## Attendance Policy

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. Tardiness would be left to the discretion of each professor. 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.

#### Emergency Leave of Absence

If a student cannot maintain progress on a degree program for more than one term, then he or she must request a leave of absence from the Dean of Academic Affairs. 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 a new for admission. The student must request to the Dean of Academic Affairs in writing, either via email or mailing address. The student will then be notified directly by the Dean within a week from the time the student made a request. A response will be determined by the level of immediacy it requires.

#### Academic Probation

(TRACS 10.23)

If students who do not maintain a cumulative grade point average of 2.0, they will be placed on academic probation for one semester, and will be notified in writing. Students will still be able to attend school, and can always check the status of their GPA. They also have a right to ask Instructor/Professor on how they are doing in each respective class. However, 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 Cal Grad. If suspended for this reason, the student is encouraged to seek remedial instruction and then meet with the Dean of Academic Affairs to show evidence that he or she may be ready to do academic work at the required level.

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.

(TRACS 9.11-c)

#### Procedures for Withdrawing from Cal Grad

Students have the right to cancel the enrollment agreement. Non-attendance does not constitute withdrawal. Withdrawing without prior approval will result in a failing grade which will forfeit any financial refunds otherwise due.

To cancel enrollment/registration or withdraw completely from the Cal Grad, the student must deliver or send via certified mail a signed and dated "Withdrawal/Cancellation Form" to:

Office of the Admissions and Records  
California Graduate School of Theology  
11277 Garden Grove Blvd., Garden Grove, CA 92843

The effective date of cancellation/withdrawal will be the date delivered or sent/ postmark date.

(TRACS 9.11-b)

### III. Institutional grading system

#### Grading Scale and Grade Points

Grade	Description	GPA	Percentage
A	Excellent	4.00	93-100
A-		3.70	90-92
B+		3.30	87-89
B	Good	3.00	83-86
B-		2.70	80-82
C+		2.30	77-79
C	Satisfactory	2.00	73-76
C-		1.70	70-72
D+		1.30	67-69
D	Poor	1.00	63-66
D-		0.70	60-62
F		0.00	0-59
FN	Fail for Not Enough Attendance		
I	Incomplete		
W	Withdrawal		
AU	Audit		
P	Pass (70% or above)		
NP	No Pass (below 70%)		
R	Retake		

#### Incompletes

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 instructor and must be approved by the Office of Admissions and Records 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.

(TRACS 9.11-d)

#### IV. Academic advising

Students are required to meet with an academic advisor during registration. However, students are invited to discuss academic plans with the Dean of Academic Affairs at any point in the semester. Please make an appointment.

Students may make an appointment with the Dean of Academic Affairs for any academic advising and counseling matters.

(TRACS 9.11-e)

#### V. Library services

##### Library

The library is upon from 9am to 6pm, Monday through Friday, except on School holidays. The Library has a collection of materials that adequately under girds the curriculum. It is the center for scholarly pursuits and has the responsibility to help faculty and students develop intellectually, culturally and spiritually. Therefore, it provides materials and services necessary for research and study. The library houses thousands of cataloged volumes, including adequate theological, biographical, reference, and computer/digital materials, which are all cataloged in Cal Grad's online library system Populi.

If a student would like to check out a book, they would need to check it through a school officer. They would need to bring an ID that shows proof they are a student of this school.

(TRACS 9.11-f)

#### VI. Overview of the Family Educational Rights and Privacy Act (FERPA), including amendments.

(TRACS 9.11-g)

From time to time parents and others request information from the Cal Grad about a particular student. With few exceptions, Federal law (the Family Educational Rights and Privacy Act, or FERPA) prevents the school from disclosing academic records, student disciplinary matters, student finances, and other personally identifiable educational records without the student's express written permission. Students also have the following rights under FERPA.

1. The right to inspect and review the student's education records within 45 days of the day the Cal Grad receives a request for access. Students should submit to the Registrar, Dean of Students, or Dean of Academic Affairs written requests that identify the record(s) they wish to inspect. The Cal Grad official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Cal Grad 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 or misleading. The student should write the Cal Grad official responsible for the record, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading. If the Cal Grad decides not to amend the record as requested by the student, the Cal Grad will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided at that time.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the Cal Grad in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the Cal Grad has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or assisting 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 responsibility.

Upon request, the Cal Grad discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Cal Grad 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, S.W.

In accordance with Section 99.37 of the FERPA regulations, the Cal Grad reserves the right to publish directory information about students, including the student's name, local address and phone number, academic program (including major, minor, and concentration), and home church.

(TRACS 9.11-g)

## VII. Student life

[A general purpose statement for student affairs.](#)

The general purpose of student affairs is to meet the social/emotional, health, spiritual and logistical needs of students.

### [Disability and Access](#)

For any employee or student whose disability would make it difficult to access any part of the facilities, they should speak to the Dean of Administration & Business Affairs. All possible efforts will be made to accommodate persons with disabilities. Any need for accessing equipment or materials should be arranged with the office.

(TRACS 9.11-g-ii)

### [Student Conduct](#)

#### [Standards of Conduct](#)

1. No practice of cheating or plagiarism in connection with an academic and/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 the school's property.
4. No destruction of school's property or the property belonging to the school's administrative personnel, faculty, staff or student.
5. No theft of the school's property or property owned by a member of the school's administrative personnel, faculty, staff or student body.

6. No obstruction of disruption, on or off campus, of the educational aims and processes of the School.

7. No entrance to 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 the school.

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 the disabled.

9. No physically abusive or disrespectful behavior toward a member of the school’s administrative personnel, faculty, staff or students.

10. No engaging in lewd, indecent or obscene behavior on campus.

#### Sexual Harassment

Harassment and sexual harassment are reprehensible and will not be tolerated by Cal Grad. Sexual harassment is a violation of a person's privacy and dignity. It creates a hostile and intimidating work or learning environment, and it is illegal; it is a form of gender discrimination prohibited by Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, state regulations and Cal Grad’s policy on sexual harassment.

Sexual or other forms of harassment of a Cal Grad student towards any person, or Cal Grad employee will not be tolerated. Harassment by a non-employee, for example a contractor, vendor, supplier or visitor, is prohibited.

Sexual harassment subverts the mission of Cal Grad and threatens the careers, educational experience, and well-being of the students, staff and faculty. Cal Grad is committed to maintaining an environment that is free of sexual harassment.

Sexually harassing conduct, whether physical or verbal, committed by supervisors, non-supervisory personnel or faculty members, is prohibited. This includes repeated offensive sexual flirtation, advances, propositions, continued or repeated abuse of a sexual nature, sexually-oriented humor, graphic-verbal comments about an individual's body or clothing, sexually-degrading words to describe an individual, the display in the workplace or learning environment of sexually-degrading objects or pictures and any undesired physical contact. Overwhelmingly, the victims of sexual harassment are women; however, men are also victims of sexual harassment by women, and same sex harassment occurs.

The Cal Grad's students, faculty or staff who believe that they have been subjected to any form of sexual harassment should promptly contact the office of the President, the Dean of Student or Dean of Administration regarding complaint resolution or grievance procedures.

### Student Discipline

Students are expected to observe the School'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.

A student who violates Cal Grad'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: (1) official warning; (2) reprimand; (3) property restitution; (4) assignment of failing grade; (5) probation; (6) suspension; and (7) dismissal. Student Code of Conduct adopted by Cal Grad are based on the California Administrative Code, Title 5, Section 41301.

(TRACS 10.23)

The administrators of Cal Grad would prefer that discipline be redemptive rather than punitive. Even with a suspension or dismissal, the administration is willing to consider reinstatement if the student evidences a likelihood of behavior and character consistent with the institutional mission.

If a student feels discipline was unreasonable, or that later developments can be considered, he or she may make a formal appeal. First the student should contact the student dean or vice president for an informal meeting. If the student does not feel this brought a satisfactory outcome, he or she may request that the student dean or vice president arrange for the formal grievance process. (See Suggestions, Complaints and Grievances below.)

### Suggestions, Complaints, and Grievances

For simple suggestions or complaints, a student may either use the suggestion box (located in the student lounge) or go to the student dean. (If the student dean is not available, the vice president will be happy to take your complaint. He will keep a record (see the Complaint, Concern and Suggestion Form below) and will either address the issue himself or will take the issue to the administrative council.

The student grievance procedure at Cal Grad is intended to provide a formal, standardized means for students to seek redress concerning the actions of faculty members, administrators, or staff members of the school-actions that are unauthorized or unjustified and that adversely affect the status, rights, or privileges of the students. Further, the purpose is to establish due process and safeguards that will be followed by the institution in the adjudication of grievances.

A grievance filed under this policy must be initiated within one year of the alleged violation. A grievance may not be filed on the basis of a student's judgment of an instructor's or administrator's competence; such judgments are solely the province of the academic department involved or of the administrator's supervisor.



The grievance procedure is not designed to replace open communication and understanding, which are vital to the academic process. The student may withdraw the grievance at any stage, at which point the process will immediately terminate. During all stages of the grievance, the burden of proof will be on the student.

First the student should contact the student dean or vice president to call for an informal meeting. If after ten instructional days beyond the initial informal meeting a satisfactory resolution is not reached, the Dean of Academic Affairs or President shall meet with the student grievant and the respondent. Within fifteen instructional days of that meeting, the appropriate authority will complete an investigation of the allegations and will reach conclusion. The investigation shall promptly communicate the decision to the student and the respondent. If the grievant is not satisfied with the results of the informal process, he or she may initiate a formal grievance procedure by contacting the appropriate authority within fifteen instructional days of the decision.

To initiate the formal grievance procedure, the student is required to submit a written "statement of grievance" – a clear, concise, signed, and dated statement of events from the student's perspective. The statement should provide enough information to present a complete understanding of the situation and of the remedy sought by the student.

A student initiates the formal procedures by submitting the statement of grievance to the appropriate director: Dean of Academic Affairs, Dean of Student or Dean of Administration. The dean or appropriate administrator has a period of ten instructional days to review the case, during which he or she may opt to seek additional information from the parties involved or from witnesses. By the end of that ten-day period, the dean or administrator will either (1) render a decision or (2) convene an Institution Hearing Committee to investigate further. The student shall have the right to request that an Institution Hearing Committee be convened.

All members of the Cal Grad's administrators, faculty, and staff are dedicated to providing their students with 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 Cal Grad 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 rights to appeal to the state regulatory agency during any time the event of the complaint or dispute occurs. As clearly stated in the Student's Rights, students have the right to call or write to the Bureau for Private Postsecondary Education at:

2535 Capitola Oaks Drive, Suite 400  
Sacramento, CA 95833  
www.bppe.ca.gov  
Toll-free telephone number (888) 370-7589  
or by fax (916) 263-1897

Students also have the right to file a complaint with the Transnational Association for Colleges and Schools. See section VIII of this document: Instructions on Filing a Complaint with TRACS and Government Agencies.

*Complaint, Concern, and Suggestion Form*

Date	Suggestion or Concern	Name of Person Expressing Concern (not required)	Action Requested

*Student Rights*

Students at California Graduate School of Theology are entitled to and have the following rights:

1. The right to receive quality educational programs instructed by competent and qualified faculty.

2. The right to receive professional, prompt and friendly services from the school's administrative personnel and faculty concerning academic, financial, personal or any other matters that may require consultation by the students.
3. The right to receive informed, factual and prompt responses to all questions that are related to Cal Grad and its educational programs.
4. The right to cancel enrollment/registration and receive 100 percent of the tuition paid, (less non-refundable application, registration, and student association fees if applicable), if notice of cancellation/withdrawal has been delivered or mailed to the Registrar's Office in through attendance at the first class session, or the seventh day after enrollment, whichever is later.
5. The right to discontinue his or her academic program at any time and receive a refund for the part of the course not taken, subject to the applicable regulations clearly stated in this catalog, and in accordance with the pro-rated refund policy, also stated in this catalog, which is in compliance with the statutory and regulatory requirements.
6. The right to inspect and review his or her records during the normal business hours and seek correction of errors in records through the established administrative procedures.
7. The right to participate in all the student activities, school sponsored meetings and seminars, and other co-curricular activities.
8. The right to call for a hearing in accordance with the procedures established for this purpose if student is subject to the school's disciplinary action; and
9. The right to contact or write to federal or state regulatory agencies to register complaints and seek remedial action.

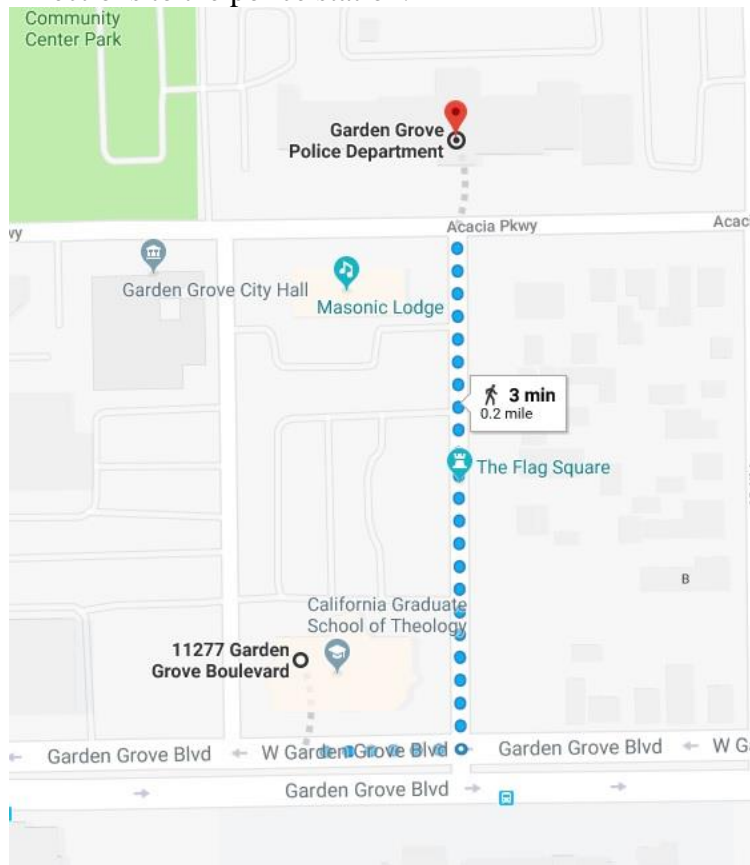
#### Reporting Possible Hazards, Suspicious Activities, and Suspicious Strangers

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

#### Security

Cal Grad has several security surveillance cameras that record events 24 hours a day. Furthermore, the main entrance door automatically locks after 7:00pm and can only be opened from the inside. This is to ensure that no unauthorized persons can enter the campus at night hours. There is also a police station and a fire station a block away from the campus.

### Directions to the police station:



### Safety Tips

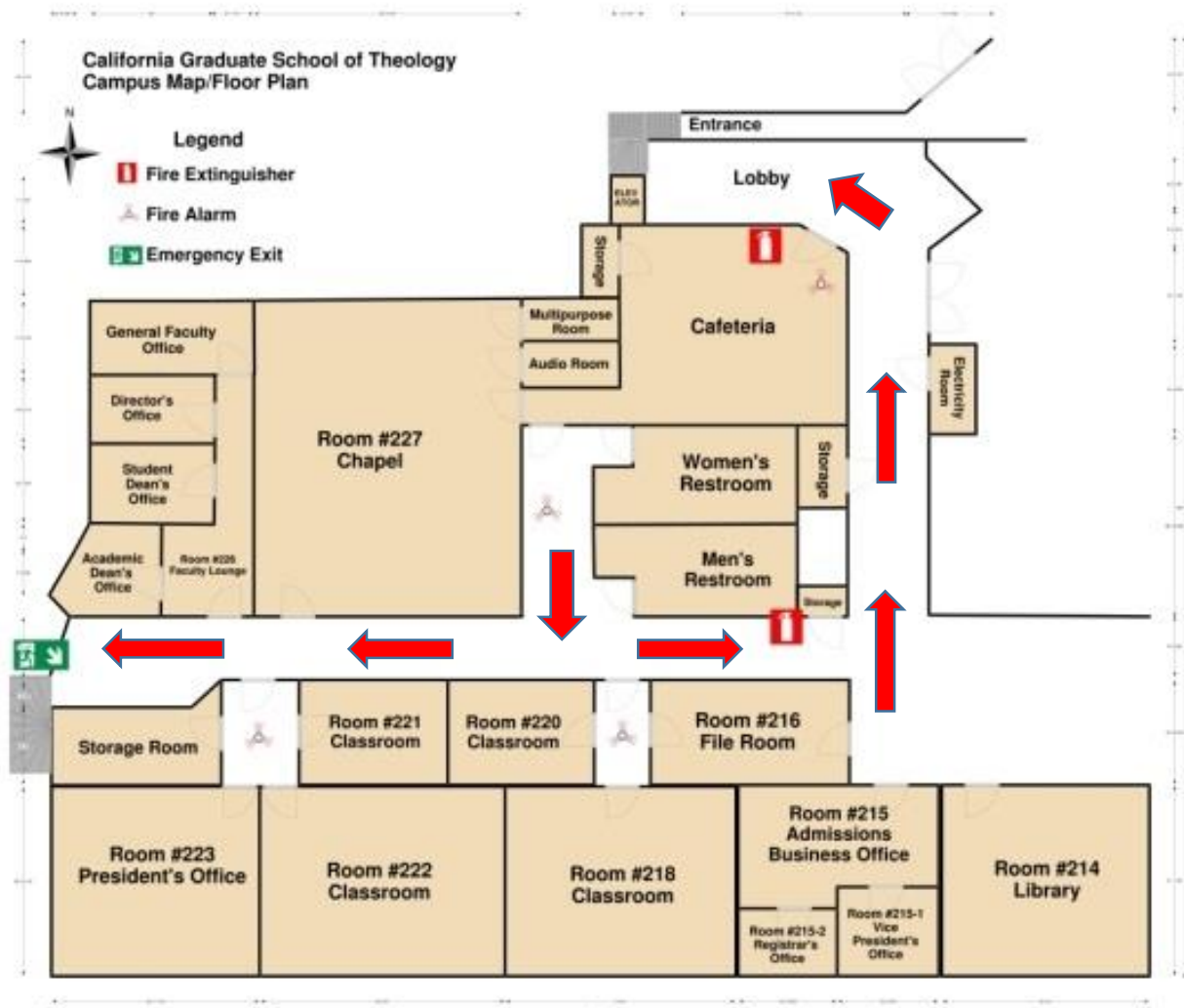
1. Avoid walking alone at night and stay in well-lit areas.
2. Walk with a friend. It is less likely that something would happen if there are two of you. If you would like an escort to the parking lot across the street, please inform the office.
3. Always lock rooms and automobiles when they are unoccupied.
4. Always make sure that your apartment, office, or classroom door is locked if you are working or studying late. Remember to never prop doors open for someone else.
5. Have your key ready to open your car door, especially at night. Your keys can be used as a defensive weapon.
6. Look inside your car before entering; also check vehicle for possible break-ins. Assailants sometimes hide in the back seat of a vehicle.

7. Do not give your name, address, or other personal information (e.g., Social Security Number, credit card numbers, driver's license numbers) to strangers, either online, on the phone, or in person.
8. Keep money and other valuables locked in a secure place. Money should never be left unattended even in your room or apartment.
9. Record the numbers of all credit cards and bank accounts. Also keep the phone numbers of these companies or banks so that they can be notified if cards are lost or stolen.

## Key administrative services.

### Emergency Procedures

In the unlikely event that there is an emergency (e.g., fire, active shooter, etc.), a group text will be sent to all students, staff, and faculty. For most emergency situations, you would be asked to proceed to the nearest exit and leave the building and walk to the police facility one block away. The campus map below shows the evacuation routes.



## Health services and student insurance

### *Health Insurance*

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

### *Medical Provisions*

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

### **Medical Facilities Near Main Campus**

- Nearest medical facilities:
  - Garden Grove Hospital Medical Center. The address is 12601 Garden Grove Blvd., Garden Grove, CA 92843. Approximately 1.5 miles away.
  - UCI Medical Center in Orange, CA. The address is 101 The City Dr S, Orange, CA 92868. Approximately 4 miles away.

### *Automobiles on Campus*

Students are welcome to park their vehicles on campus during classes. No vehicles may be left in the parking lot overnight. Cars are to be locked when on campus. Cal Grad is not responsible for theft or to damage to vehicles.

## Student Counseling

### *Personal Needs*

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

### *Academic Counseling*

Students are required to meet with an academic advisor during registration. However, students are invited to discuss academic plans with the Dean of Academic Affairs at any point in the semester. Please make an appointment.

(TRACS 9.11-h)

[Listing of cultural, educational and religious opportunities.](#)

Student government.

See appendix for bylaws of the student council

Student clubs and organizations.

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

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



*Application for Recognition of a Student Organization*

Name of Organization	
Purpose of Organization	
Proposed Activities	
Proposed On-Campus Meeting Times	
Faculty Advisor	
First Charter Member Name, Address, Phone Number, E-mail Address	
Second Charter Member Name, Address, Phone Number, E-mail Address	
Third Charter Member Name, Address, Phone Number, E-mail Address	

Will the standards of behavior, meetings, and activities of this organization be consistent with the calling to ministry, the teachings of the Bible, and the stated intentions (e.g. mission statement, goals, policies) of Cal Grad?	

### Social Activities

A balanced life includes recreation and opportunities to build friendships. Therefore, a variety of activities are planned by the student government. These activities are funded through student fees. Additional social activities are provided through student clubs.

### Spiritual Activities

A balanced life includes spiritual activities. Various spiritual activities are provided for all students. Our Disciples of All Nations event is offered every Fall and every Spring. Students bring ethnic dishes, share cultural activities, cultural games and are presented with Jesus teachings on the Great Commission.

Chapel services are held occasionally.

Students are also encouraged to be active members of a local church.

### Cultural / Educational Opportunities

The Southern California is rich with museums, theaters, tours and other cultural and educational opportunities. Students are encouraged to take advantage of these. A glance at Trip Advisor's list of the 10 Best Things to do in Los Angeles shows a wide array of nearby day trips, tours, theme parks and more. (See 10 Best Things here: [https://www.tripadvisor.com/Attractions-g32655-Activities-Los\\_Angeles\\_California.html](https://www.tripadvisor.com/Attractions-g32655-Activities-Los_Angeles_California.html)). Depending on student interest, the Student Dean and student government will arrange one cultural / educational fieldtrip each semester. If enough students are interested, group tickets may be purchased at a discount.

### Ministry and Social Outreach Opportunities

The Shalom Grove Church, which meets on our campus, is happy to arrange for students to volunteer in a variety of ministry roles. To discuss this, please contact Pastor Hee Lee.

## VIII. Instructions on filing a complaint with TRACS and government agencies

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

We will make every effort to satisfy any legitimate concern. If you feel your rights have not been upheld, you may contact the BPPE or TRACS:

TRACS	BPPE
15935 Forest Road Forest, Virginia 24551 info@tracs.org (434) 525-9539	<a href="http://www.bppe.ca.gov/enforcement/complaint.shtml">http://www.bppe.ca.gov/enforcement/complaint.shtml</a>

## APPENDIX

### Incomplete Grade Request Form

Name of Student	
Address	
Phone Number	
E-mail Address	

Course Number and Title	
Semester	
Professor	

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

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

---

Student's Signature

---

Professor's Signature

---

Dean of Academic Affairs's Signature

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

## Certification of Transfer Credit

Date:

Student Name:

Date of Birth:     /     /

Student ID #:

Program Name:

---

This is to certify that California Graduate School of Theology (Cal Grad) gives \_\_\_\_\_ semester units in transfer credits to the above-named student based on the following evaluation criteria:  
(The original transcript was attached)

1. The type of degree granted from the previous educational institute:
2. The educational institution's name and location:  
(Institution's Name) \_\_\_\_\_  
(Location) \_\_\_\_\_
3. The period of coursework taken: Starting Date \_\_\_\_\_  
Ending Date \_\_\_\_\_
4. Total semester units earned from the previous educational institute: \_\_\_\_\_
5. Total semester units awarded in transfer credits: \_\_\_\_\_

\_\_\_\_\_  
Dean of Academic Affairs

\_\_\_\_\_  
Office of the Admissions and Records

---

I confirm the transfer credits awarded with my full recognition.

\_\_\_\_\_  
Student Name (print)

\_\_\_\_\_  
Signature

## Course Add and Drop Form

### Student Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Student ID: \_\_\_\_\_ Program: \_\_\_\_\_  
Term/Year: \_\_\_\_\_

### Add Course

Course #	Course Title	Instructor	Units	Notes

### Drop Course

Course #	Course Title	Instructor	Units	Notes

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

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

#### OFFICE USE ONLY

INTENDED UNITS BEFORE CHANGE: \_\_\_\_\_

PREVIOUS TUITION: \$ \_\_\_\_\_

INTENDED UNITS AFTER CHANGE: \_\_\_\_\_

CURRENT TUITION: \$ \_\_\_\_\_

REG. INITIALS: \_\_\_\_\_

OTHER FEES: \$ \_\_\_\_\_

DATE: \_\_\_\_\_

REMAINING BALANCE/CREDIT: \$ \_\_\_\_\_

## Withdraw/Cancellation Form

**IMPORTANT:** The deadline for submission is the last date to withdraw. The effective date of withdrawal used in determining the amount of tuition to be refunded is the date on which the student submits his or her withdrawal form to the Office of Admissions and Records. Complete all the required signatures and return to the Office of Admissions and Records. Tuition refunds are paid or credited to a student within 60 days of filing the withdrawal form.

### Student Information

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
(Last) (First)

## Program of Study

Certificate Program:

☐ English as a Second Language

Degree Programs:

☐ Bachelor of Arts in Religion☐ Master of Arts in Religion☐ Master of Divinity☐ Doctor of Ministry

Indicate the semesters in which you wish to withdraw:

☐ Fall

☐ Spring of \_\_\_\_\_  
(year)

Do you plan to return to the Cal Grad?

☐ No, I do not plan to return☐ Yes, in the \_\_\_\_\_ semester of 20\_\_\_\_

My reason for the withdrawal:

☐ Employment

☐ Financial Reasons

☐ Grades☐ Medical/Health☐ Transfer to Other School    ☐ Military    ☐ Other: \_\_\_\_\_

I hereby petition for a complete withdrawal from the school and have read and understand the following terms:

- I understand this petition will not be processed until I have secured the necessary signatures and returned the petition to the Office of Admissions and Records.



- I understand that any registration I may have completed for a future semester will be canceled. I understand that I must file s separate readmission application prior to returning to Cal Grad in accordance with the published deadlines.
- The date this completed petition is received by the Office of Admissions and Records and this is the official withdrawal date.

Student Signature _____	Date _____
Dean of Academic Affairs	
Signature _____	Date _____
Dir. Of Admissions & Records	
Signature _____	Date _____

Office Use Only:		
Received Date:	Received By:	Effective Date:

## School Building/ Equipment Usage Request Form

### Meeting Room Request:

Date Submitted: \_\_\_\_\_ Requested By: \_\_\_\_\_

Person responsible: \_\_\_\_\_ Contact No: \_\_\_\_\_

Email : \_\_\_\_\_ Date of Meeting: \_\_\_\_\_

Room No. \_\_\_\_\_ Chapel \_\_\_\_\_ Library \_\_\_\_\_ Counseling

Room: \_\_\_\_\_ Type/ purpose of meeting: \_\_\_\_\_

Time of meeting: From \_\_\_\_\_ To \_\_\_\_\_

Number of People expected: \_\_\_\_\_

### Equipment Usage Request:

Tables (Quantity) \_\_\_\_\_ Chairs (Quantity) \_\_\_\_\_

Microphone (Quantity) \_\_\_\_\_ Projectors (Quantity) \_\_\_\_\_

TV: \_\_\_\_\_ Others \_\_\_\_\_

***Signature of Person requesting:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

### Rules and Regulations:

Our School Building only permits the activities pertaining the classroom and educational activities purpose only. Any equipments used must be returned to the main office right after the use. Please report any missing equipments or damages on the equipments used to the administration office personnel immediately.

\_\_\_\_\_

\_\_\_\_\_  
Signature of School Administrator

\_\_\_\_\_  
Date

## Student Council Bylaws

### Chapter 1. Regulation

#### ***Article 1 Name***

It is called Cal Grad Student Council.

#### ***Article 2 Location***

It exists in the Cal Grad.

### Chapter 2. Membership and Responsibilities

#### ***Article 1 Membership***

Membership is given to only currently registered students (BA, MA, MDiv, DMin) who have completed a minimum of 24 credit hours and are not to graduate before the end of their term of service. To be eligible for election to the student council, a student must submit a note indicating that he or she has read this document and, if elected, will give the time necessary to fulfill responsibilities.

#### ***Article 2 Responsibilities***

The activities of the student government include:

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

### Chapter 3. Officers

The student council is supervised by the student dean and led by its elected officers.

#### ***Article 1 Responsibilities***

Student council has the following officers and mission/responsibilities

One President, one Vice president, one Secretary, one Treasurer.

1. President: Represents the Student council and oversees the affairs.
2. Vice President: Assists the president and acts on his behalf by completing his/her duties when he or she is absent.
3. Secretary: Records, organizes, keeps track of the time of the meeting and also manages all of the affairs with other documents.
4. Treasurer: Records, organizes, keeps financial books of the Student council and is responsible for all financial affairs.

## **Chapter 4. Departments**

### ***Article 1 Departments***

Student Council may have following departments help to facilitate the work and events.

1. Worship: Be in charge of various services and evangelism events on campus.

Praise & worship team, Intercession prayer team

2. Service: Be responsible for the on-campus service of the members of this council, the fellowship of students, and all the volunteer activities necessary for school events.

## **Chapter 5. Election**

### ***Article 1 Election***

The officers of the council shall be elected by secret ballot at the regular general meeting, and the election procedure shall be as follows:

1. The president shall be the majority of the members present. If there is not a majority vote in the first ballot, a second ballot will be held for the two third vote-getters, resulting in a majority vote.
2. Vice-presidents and other officers shall be elected by majority vote.
3. The secretary and the treasurer may be appointed by the board of directors upon delegation of the general assembly.
4. The chair of each department shall be appointed by the board of directors.

## **Chapter 6. Term of office**

### ***Article 1 Term***

The term of officers and department chairs shall be one year. In case of vacancy, the term of office shall be the remaining term of the predecessor.

## **Chapter 7. Meetings**

### ***Article 1 Meetings***

This council will have the following meetings.

1. Regular General Meeting

The president shall convene in April every year, and decide important matters such as business report, financial reporting, election of officers, and revision of the regulations.

2. Extraordinary General Meeting

When the president deems necessary and when there is a request of the officers' meeting or a majority

of the members, the meeting shall convene and the decisions shall be made at the regular meeting.

### 3. Monthly meeting

The president convenes at least once a month to meet the needs of the members while discussing the accounting report, business reports and the agenda.

### 4. Officers' meeting

Meet according to the needs of the president.

### 5. Extended Officers' meetings

It is composed of the officers and the heads of each department.

**Article 2.** All meetings shall be supported by the attendance of a majority of the members.

**Article 3.** All resolutions, except for the election of officers and amendments to the Rules, shall be made by a majority, and the chairman shall have the right to make decisions if there is an equal number.

## Chapter 8 Supervision

The council is under the supervision of the student dean.

## Chapter 9 Finance

### **Article 1 Financial source**

The finance of the council shall be covered by dues, subsidies and donations from the school, and dues shall be decided by the board of directors.

### **Article 2 Execution**

Any financial disbursement shall be approved by the Dean of Students. Requests to the student dean for funds shall include the purpose and amount of money, as well as signatures of the student council president and treasurer.

At the beginning of the semester, the student government is to propose a budget. Once this budget is approved by the student dean, the student government may request funds. For each request, the student dean will see whether there is adequate money in that budget category. If so, the money will be released to the student government. In return, the student government is to report a receipt for the expense. Typical student government expenses include:

- Social events for the student body
- New student welcoming party
- Graduation party
- Field trips
- Gifts for new students
- Gifts for graduating students
- Honoring and thanking alumni at an annual alumni meeting

## **Chapter 10 Addendum**

### ***Article 1 Amendment***

This document may be amended by the decision of the university administration.