

# HAVEN UNIVERSITY



## GENERAL CATALOG 2019-2020

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**HAVEN UNIVERSITY**

**General Catalog 2019–2020**

Compiled and Edited by Haven University.

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A copy of this catalog may be obtained by request or can be downloaded from the Haven University’s website [www.cgsot.edu](http://www.cgsot.edu).

All correspondence regarding studies at or admission to Haven University should be addressed to the Office of Dean of Students at the address below:

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**RESPONSIBILITY TO BE INFORMED**

It is the student’s responsibility to read the information presented in this catalog and to know and observe all policies, procedures, rules, regulations and standards related to his/her program, and the responsibilities of citizenship in the campus community. Regulations will not be waived nor exceptions granted because of a student’s unawareness or failure to inform himself/herself of their existence.

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## **WELCOME FROM THE PRESIDENT**

Dear Friends,

Welcome to Haven University. Haven University is an educational institution serving the Lord Jesus Christ and His Church.

As a university, the institution provides learning, training, and resources through which men and women may acquire knowledge and gain skills to develop their ministries in the Lord.

We are an evangelical, multi-denominational, international, and multi-ethnic community. We seek to help fulfill the Church's commitment to the ministry of the Word of God. Through professional development, spiritual formation, the dynamics of ministry, and the encouragement of Christian lay-leadership, we hope to provide a unique basis for the Church's outreach in the world.

We are committed both to academic excellence and practical relevance, both to personal piety and social responsibility, both to historic orthodoxy and its expression in the scientific culture of our modern world.

Striving to re-shape the institution, the Board of Directors, Faculty, and Administration are making every effort to revise, adjust, and update the school's goals and structures. May Haven University truly be a spiritual center providing the finest learning opportunities possible for our students.

Warmly in Christ,

Kang Won Lee  
President

## **NON-DISCRIMINATION POLICY**

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

Haven University does not discriminate on the basis of race, color, national origin or ethnic origin, gender, or disability in any of its policies, practices or procedures. In some positions, an ability to speak Korean is required.



## DISCLOSURE STATEMENT

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

Haven University is a 501(c)(3) private, nonprofit, public benefit institution approved to operate as an accredited university under the jurisdiction of the California Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

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

**Haven University is 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)], having been 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). A student or any member of the public may file a complaint about this institution with TRACS at the contact information listed above. An individual may make an inquiry to TRACS regarding complaint procedures or about issues and concerns that could be considered complaints at which time TRACS will direct the individual to the TRACS website at [www.tracs.com](http://www.tracs.com) with instructions on downloading the packet containing the *Policies and Procedures for Complaints Against Member Institutions*, the *TRACS Complaint Information Sheet*, and the *TRACS Complaint Processing Form*. However, TRACS' response and its obligations to meet the specific timetables outlined in these procedures will begin only after the complainant submits all documents required in the TRACS Complaint Information Sheet.**

Currently, Haven University participates in Federal Title IV, PELL Grant program.

Any questions a student may have regarding this catalog or Haven University that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; mailing address – P.O. Box 980818, West Sacramento, CA 95798-0818; by E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov); Toll free telephone number: 1-(888) 370-7589; Fax: (916) 263-1897; web site address: [www.bppe.ca.gov](http://www.bppe.ca.gov).

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling at 1-(888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's web site: [www.bppe.ca.gov](http://www.bppe.ca.gov).

# **I. INTRODUCTION TO HAVEN UNIVERSITY**

## **1. HISTORY**

Haven University was established as Cal Grad in 1969. From the beginning, Cal Grad committed itself to providing the finest in theological education with a particular focus on preparing men 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.

Cal Grad 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 Kenney and Jerry Falwell.

Cal Grad responded to higher calling to train the men and women of God from foreign countries and commission them back to their countries as missionaries, pastors, and teachers to bring genuine transformation. The expert faculty empowers students with exegetically grounded systematic theology, biblical counseling, apologetics, redemptive-historical hermeneutics, Christ-centered preaching, and extensive historical theology. Today, the school offers various programs to equip students from 13 countries, such as America, South Korea, Japan, Iran, Vietnam, Romania, Philippine, Germany, France, Kenya, Mong tribes, China, etc.

With the addition of the Business school and school of Professional Studies Cal Grad became Haven University. Haven University moved to its current location in Garden Grove in August 2020 to improve the quality of education. Haven University received Candidacy status in April 2017, followed by an Accredited Status as a Category IV institution by the Transnational Association of Christian Colleges and Schools (TRACS), a nationally recognized accrediting agency in October 2018.

The graduates of Haven University now number over 6,000. Many of Haven University's graduates are filling important places of ministry as professors, pastors, missionaries, administrators, and directors of Christian Education and Youth Departments.

## **2. MISSION**

Haven University 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.



### 3. 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.

### 4. PHILOSOPHY OF EDUCATION

#### 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. Although the Progressives in education (John Dewey, Kilpatrick, Bode, *et al.*) said that "education is life," it should be quickly noted that their conception of life is basically wrong. Central to their philosophy is the pragmatic existence of man, rather than the sovereignty of the Creator-Provider God. They were damnably wrong in failing to give God the central place in man's life.

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.

Any restoration of true beliefs or knowledge must involve the work of the sovereign God. Since knowledge has previously been characterized as a gift from God, and since the sovereignty of God is a central doctrine of Scripture, any partial or complete restoration to that position enjoyed by Adam and Eve before the Fall must include the re-creative work of the Triune God.

This re-creative work of God does not take place apart from the work of man. Human responsibility is also a central doctrine of the Bible: man is called to aid in that restoration.

Our definition must also involve the understandings and relationships which existed between Adam and God, between Adam and Eve, and between Adam and the physical universe. Seeking a restoration of those understandings and those relationships, the Christian recognizes that there is no other way to such restoration than through the last Adam, the Christ. Desiring true understanding and true relationships between himself and the world of nature, 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. Constantly striving for such restoration in and through the Christ, education for the Christian will most certainly be sanctification.

Education is the divinely initiated and humanly cooperating process whereby persons grow and develop in Life, that is, in Godly knowledge, faith, hope, and love through Christ. So stated, the adjective Christian is superfluous to the word education.

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. And any form of education in which Christ is not acknowledged as King is ultimately anti-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 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.

## **5. ETHICAL AND MORAL VALUES STATEMENT**

As a Christian higher education institution, character is very important at Haven University. 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 Haven University 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 Haven University 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

## **6. STATEMENT OF FAITH (CHRISTIAN BIBLICAL FOUNDATIONS STATEMENT)**

Haven University 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**

Haven University 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 places, for souls separated from their bodies, the Scripture acknowledges none.

## **7. LOCATION AND FEATURES**

### **Location**

Haven University is located at 1277 Garden Grove Boulevard in the City of Garden Grove, California. This is approximately 25 miles south east of downtown Los Angeles. We are situated in beautiful Orange County, within minutes of churches, parks, playgrounds, and schools, Disneyland, Anaheim Angels stadium, etc. There is an abundance of housing available in the area. The school is conveniently located in proximity to the Los Angeles International Airport and John Wayne International Airport (Santa Ana).

### **Class Sessions**

Classes will take place at the Haven University's main campus, 12761 Euclid Ave., Garden Grove, CA 92840. Some classes can be offered at a teaching site in Irvine, California located about 14 miles away from the main campus in Garden Grove, California.

### **Site**

All educational and administrative facilities are located in an educational building, with several large



lecture rooms, an administrative office cluster, and a central hall to accommodate personal interaction. In addition, there is an area for the students to enjoy relaxation, reading, or casual conversation with others.

### **Library**

The library is open from 9am to 6pm, Monday through Friday, except on School holidays. The Library has a collection of materials that adequately undergirds 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 catalogued volumes, including adequate theological, biographical, reference, and computer/digital materials, which are all catalogued in Cal Grad's online library system Populi.

If students would like to check out a book, they would need to check it out through the library staff. Students would need to bring an ID that shows proof they are a student of this school.

Haven University has an agreement with Grace Mission University and Evangelia University which allows Haven University students to use their library resources and online subscription databases such as EBSCO host. Our students have full access of the whole library and study area for their use.

## II. ADMISSIONS

### 1. INTRODUCTION

Haven University requires minimum of high school completion or its equivalents for consideration for admission to the undergraduate program. Our graduate programs are open to men and women who show completion of any prerequisite coursework/degree or its equivalent from an accredited college or institution in the United States. In the case of coursework/degree completed in foreign institutions, it shall be evaluated from an agency recognized by the U.S. Department of Education. Any evaluation of foreign transcripts needs to be done at the student's cost. Haven University recommends the company, Education Evaluators International, Inc, 3000 Marcus Ave, Suite 1E6, Lake Success, NY 11042, Tel.401-521-5340, Email: [eval@educei.com](mailto:eval@educei.com).

Haven University does not accept ability-to-benefit students at this time.

In requiring the B.A. or B.S. degree or its equivalent for admission to graduate degree programs, Haven University recognizes the importance of a broad education as a foundation for specialized theological study. A bachelor's degree must include works in the major fields of humanity and science which gives students the discipline and general information valuable for theological study and the work of the ministry. Adequate attention should be devoted to English grammar and composition, literature, speech, logic, and history.

Furthermore, part of the admissions process is to see those that demonstrate evidence of being born again, 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.

### 2. ADMISSION REQUIREMENTS

#### *Undergraduate Programs*

- a. **Admission Application Form** with a \$100 non-refundable application fee.
- b. **Student must be at least 18 years old.**
- c. **Proof of completion of high school such as diploma and official transcript.** Documents from other colleges and universities are also required if you are a transfer student.
- d. **Personal Identification:** All applicants are required to submit a copy of personal identification such as a state driver's license, passport, visas, or any government issued photo identification.

- e. **References from Three (3) Individuals** from the applicant’s pastor, a high school teacher or a college professor, and a professional or business-related individual. Recommendation Forms are included in the Application Form.

**Graduate Programs**

- a. Admission Application Form with a \$100 non-refundable application fee.
- b. Official Transcripts and certificates of graduation from the all colleges and universities attended that show conferral of qualifying degrees (minimum of bachelor’s).
- c. Personal Identification: All applicants are required to submit a copy of personal identification such as a state driver’s license, passport, visas, or any government issued photo identification.
- d. References from Three (3) Individuals from the applicant’s pastor, a high school teacher or a college professor, and a professional or business-related individual. Recommendation Forms are included in the Application Form.
- e. Ecclesiastical Reference (for M.Div. and D.Min. program): This must be a letter from the official board of the church of which the applicant is a member, stating that he/she is in good standing and full fellowship, and is endorsed by them as a potential candidate for a service in the ministry.

**3. ADMISSION PROCEDURES**

**Application Deadlines**

Any applications received after these deadlines may not be processed.

B.A./B.S. Program	
Spring	January 5
Fall	August 5
M.A./M.Div./M.B.A./D.Min. Program	
Spring	January 5
Fall	August 5
M.A./M.Div./D.Min. Program	
Winter Intensive	December 5
Summer Intensive	July 5

**Evaluation**

When all required information is received by the Director of Admissions & Records, applicants are evaluated on the basis of their academic, professional record, and/or the extent and quality of their involvement in Christian service, their apparent gifts and promise for Christian ministry, and their references.

**Notification of Admission**

After reviewing the credentials submitted, the office of Admission will notify the applicant of its decision regarding admission by email. Matriculation for course work is contingent upon receipt of an official transcript showing completion of any prerequisite coursework/degree.



## 4. INTERNATIONAL STUDENTS

### ***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 70 (Internet Based Test) on the Test of English as a Foreign Language (TOEFL), or its equivalent. The test must include the writing section (TWE). To register for the TOEFL/TWE test, applicants may check the web address <http://www.ets.org>

In most cases, if less than three years of applicants' secondary schooling was with English as the language of instruction, they must meet Haven University's English proficiency requirement. This requirement, therefore, may be waived for BA applicants who have earned a high school degree in which the language of instruction was in English. It can also be waived for the Masters and Doctorate applicants who have come from an accredited institution of higher learning in which the language of instruction was English.

Those who do not meet that standard should take a WebCAPE English proficiency placement exam of Haven University's ESL program before starting their study at Haven University and take the necessary courses of ESL program to obtain a passing score before taking the regular degree classes.

### ***Student Visa***

Haven University 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 University 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 University 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 School DSO, by phone 714-592-7878, by fax 714-636-1725, or by email at [admin@cgsot.edu](mailto:admin@cgsot.edu)

International students on F-1 visas are required to maintain valid visa status throughout their stay at Haven University. 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 University in order to remain in good standing with the school.

However, Haven University cannot vouch for student status, nor any associated charges. All it can offer are F-1 student visa (I-20).

## **5. OTHER ADMISSION POLICIES**

### ***Readmission***

Students, who have withdrawn from Haven University and were in good academic standing at the time of withdrawal, must apply for readmission through the Admissions & Record'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 University. 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.

### ***Auditing***

Most courses may be audited by individuals who want to learn more about the Word of God, 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."

### ***Transfer Credits***

The transferability of credits you earn at Haven University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, or diploma, or certificate 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 University to determine if your credits or degree, diploma or certificate will transfer.

In regards to accepting credits from other institutions, Haven University accepts credits from any accredited institutions and/or from the list of articulation below. Transcripts are evaluated by the Dean of Academic Affairs and the Director of Admissions and Records under the guidelines established by the academic committee. Course credits with a minimum grade of "C" earned at other educational institute are accepted at full value to the extent that the courses are comparable to Haven University's stated requirements. The maximum amount of credit transferable is listed under each degree description. Haven University does offer or award credits for prior experiential learning. For specific amount of credited accepted, look at each respective degree's description page.

### ***Articulation***

Haven University has articulation agreements with the following schools:

World Mission University  
500 Shatto Place, Los Angeles, CA 90020

International Reformed University and Seminary  
125 S. Vermont Ave., Los Angeles, CA 90004

Midwest University  
851 Parr Road, Wentzville, MO 63385

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

Presbyterian Theological Seminary in America  
15605 Carmenita Road, Santa Fe Springs, CA 90670

Evangelia University  
2660 W. Woodland Dr. #200, Anaheim, CA 92801

### **III. FINANCIAL INFORMATION**

#### **1. TUITION AND FEES PAYMENT POLICIES**

At Haven University, 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 on line or in person during office hours Monday through Friday. Tuition and fees are due during the registration period for each semester and winter/summer intensive sessions.

##### ***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 4<sup>th</sup> 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.

##### ***Cancellation, Withdrawal***

Students have the right to cancel their enrollment. The school shall refund 100% of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed \$250, if notice of cancellation is made through the attendance at the first class session, or the seventh class day after enrollment, whichever is later.

Non-attendance does not constitute withdrawal. Withdrawing without approval will result in a failing grade.

Any notification of withdrawal or cancellation, and any requests for refund must be made in writing. To cancel enrollment/registration or withdraw completely from Haven University, the student must deliver or send via certified mail a signed and dated "Withdrawal/Cancellation Form" to:

Office of Admissions and Records  
Haven University  
12761 Euclid St., Garden Grove, CA 92840

#### **2. FINANCIAL AID**



### ***Federal Student Aid (FSA)***

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 and receive Federal Student Aid (FSA) based on their eligibility. The financial aid office at Haven University will do its best to assist students in the application process for FSA, answer questions, and process all FSA in a professional and timely manner.

Requirements for eligibility are as follows:

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

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

### ***Scholarship***

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

## **3. INSTITUTIONAL REFUND POLICIES**

### ***General Refund Policies***

For the purpose of determining a refund under these criteria, a student shall be deemed to have withdrawn if any of the following occurs:

1. The student notifies the school of the student's withdrawal or the actual date of withdrawal, whichever is later.
2. Class or classes were canceled by the school.
3. The student was not officially added to the class from the waiting list.
4. The school terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the school, unexcused absences in the excess of maximum set forth by the school, and/or failure to meet financial obligations to the school.

The date the completed withdrawal petition is submitted by the student will be official withdrawal date.

The student has the right to withdraw from a course after instruction has started and receive a pro rata refund for unused portion of the tuition and other refundable charges if the student has completed 60% or less of the period of attendance. If the student has completed more than 60% of the term, there will be no refund.

Furthermore, any charges collected from a student which Cal Grad had for the purpose of paying to a third party, such as license, transcript evaluation, application, and examination fees, or any other similar fees or charge, shall be refunded in full if they had not already been paid to the third party at the time of the student's withdrawal or cancellation. Refunds will be issued within 45 days of cancellation.

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.

The refund shall be calculated as follows:

- The amount owed is the total amount of tuition paid multiplied by a fraction, with the numerator as the number of class hours the student has not attended but paid for, and the denominator as the total number of class hours for which the student has paid. The refund does not apply to fees identified as "non-refundable". No refunds are due once the student has received 60% of the scheduled hours of instruction in any given period of attendance.

### ***Refund Policies for Financial Aid***

- *Dropping Classes*

A student's final eligibility for aid will be based on the number of hours for which he/she is enrolled on the Day of Registration, as listed in the class schedule. If a student registers for, and then drops a class (or classes) prior to the Official Day of Registration, the student's eligibility for aid will be recalculated based on the hour remaining as of the Day of Registration. Since financial aid is released prior to the Day of Registration, students who receive a financial aid payment based on more hours than those remaining as of the Day of Registration may be responsible for repaying a portion of any financial aid received.

Dropping classes may affect a student's eligibility for future aid. Students should consult the Satisfactory Academic Progress Policy, or the Financial Aid Office to determine if dropping classes will affect their eligibility for future aid.

- *Leave of Absence*

Student leave of absence is primarily addressed by the Dean of Student Services or the Dean of Academic Affairs. Haven University allows or may require students to leave the school under various circumstances. The Financial Aid Office must sign the student's application for LOA

before LOA is approved so student can be informed of impact to federal and institutional aid.

- *Total Withdrawal from School*

If a student registers and then completely withdraws from all classes, their eligibility for aid will be recalculated based on the number of days they attended class. If a student totally withdraws from all classes prior to the first class day, all financial aid will be canceled and no funds will be disbursed. If a student withdraws on or after the first class day, the student may have to repay a portion of any cash financial aid received. See Return of Title IV Funds below.

Withdrawal from classes may affect a student's eligibility for future aid. Students should consult the Satisfactory Academic Progress Policy, or the Financial Aid Office to determine if dropping classes will affect their eligibility for future aid.

- *Withdrawal Date*

A student's withdrawal date is the earlier date of the following:

1. The last date of academically-related activity provided on the drop slip or by the instructors (if the date is provided by the student it may be verified with the instructors).
2. The date the student informed Haven University of their intention to withdraw.

Who do not begin attendance must repay all financial aid disbursed for the term. Academic policies on withdrawing from the school are available in the catalog.

#### **4. RETURN OF TITLE IV POLICY**

The Financial Aid Office is required by federal regulations to calculate a Return to Title IV Funds for all students who withdraw, are dismissed, take a leave of absence, or stop attending before completing the semester. The policy applies to all students who discontinue enrollment in all classes, on or after the first day of the semester.

Title IV financial aid funds are awarded under the assumption that a student will attend the institution for the entire period in which federal assistance is awarded. The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A pro-rated schedule is used to determine the amount of federal aid a student will have earned at the time of the withdrawal. Thus, a student who withdraws in the second week of classes has earned less of their financial aid than a student who withdraws in the seventh week. Students who complete more than 60 percent of the semester are considered to have earned 100 percent of their financial aid.

Based on these federal guidelines, any student who receives federal financial aid and does not complete at least 60% of the semester could be responsible for repaying a portion of the aid they received. Students who do not begin attendance must repay all financial aid disbursed for the term. Academic policies on withdrawing from the school are available in the catalog.

The Return of Title IV Funds policy is separate from the school's refund policy. A student who withdraws from the school may be required to return unearned federal aid and still owe the school for tuition and fees. If the student received more than the earned amount, the overpayment is called unearned funds and must be returned within 45 calendar days to the programs in the following order: 1. Pell Grant, 2. Loans, 3. Other Recourse and 4. The student.

If the calculation shows that the student owes funds to the grant and loan programs, the liability of the student is limited to the amount by which the original overpayment amount exceeds half of the total Title IV grant funds received by student. A student does not have to repay a grant overpayment of \$25 or less per program. These funds are due from the student within 45 days. If not paid in that time and if the student has not made arrangements with the Department to pay that amount, the student will be referred to NSLDS, a central system that will show the student ineligible for aid until the matter is taken care of by the student.

NOTE: If the institution was required by this calculation to return to the programs some of the funds it has collected as tuition payment, the student's tuition account would be adjusted accordingly. Therefore, if the tuition was paid in full, but if the institution returned funds to the programs, the tuition account will show that the student owes that amount returned by the institution to the programs. Those refunds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program within 45 calendar days from the determination of withdrawal from school date.

POST WITHDRAWAL DISBURSEMENT: If the calculation shows that the student received less aid than what the student earned within the payment period or enrollment period, and then the student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses. If loan funds are involved in this calculation, the institution will notify the student or parent of the loan amount it wishes to utilize to cover educational charges, the financial aid program where the funds are coming from and the student will be reminded of the responsibilities involved in receiving loan funds. The student or parent in the case of PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The institution will honor late acceptances only at the institutional discretion. Once this calculation is finalized, the institution will then perform a **second and different calculation** using the net funds retained (original tuition payments minus amounts refunded) to determine the amount of institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation.

## 5. SCHEDULE OF TOTAL CHARGES FOR PERIOD OF ATTENDANCE

### **Tuition**

Course (ESL)	\$2,400.00/course
Semester Unit (B.A., B.S.)	\$250.00/unit
Semester Unit (M.A., M.Div.)	\$280.00/unit
Semester Unit (M.B.A.)	\$475.00/unit
Semester Unit (D.Min.)	\$340.00/unit
Audit Fee	\$150.00/course

Student/staff/faculty spouse 50% of above rates

*(Note: Does not apply to tuition for dissertation units)*

***Fee (non-refundable and per incident, unless otherwise specified)***

Application Fee (non-refundable)	\$100.00
Registration Fee (non-refundable)	\$60.00
Late Registration Penalty Fee	\$100.00
Student Fee (non-refundable)	\$45.00/sem.
Continuation Fee	\$100.00/year
Official Transcript	\$20.00/copy
Registration Confirmation	\$20.00
Graduation Confirmation	\$50.00
Graduation Fee (Bachelor Programs)	\$300.00
Graduation Fee (Master Programs)	\$350.00
Graduation Fee (Doctoral Programs)	\$500.00
Initial I-20 Issuance Fee for Student (non-refundable)	\$300.00
Transfer I-20 Issuance Fee for Student (non-refundable)	\$150.00
I-20 for Dependent (Each) (non- refundable)	\$100.00
I-20 Replacement	\$25.00/person
I-20 Renewal for Student	\$100.00

### ***Books and supplies (approximate)***

First year (approximate)	\$500.00
After first year (approximate)	\$400.00

### ***Student Tuition Recovery Fund (per semester)***

English as a Second Language	\$0.00
Bachelor Programs	\$0.00
Master Programs	\$0.00
Doctoral Programs	\$0.00

## 6. SCHEDULE OF TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM

<b>English as a Second Lang. (3 sem.)</b>	<b>Cost</b>
Application Fee (Non-Refundable)	\$100
Registration Fee (Non-Refundable)	\$60 (3 sem.)
Student Fee (Non-Refundable)	\$135 (3 sem.)
Tuition – 6 courses @	\$12,000
Books and supplies (approximate)	\$500
Certificate Fee	\$50
<b>Total:</b>	<b>\$12,845</b>

<b>Bachelor Programs (4 yrs)</b>	<b>Cost</b>
Application Fee (Non-Refundable)	\$100
Registration Fee (Non-Refundable)	\$480 (8 sem.)
Student Fee (Non-Refundable)	\$360 (8 sem.)
Tuition - 120 units @ \$250/unit	\$30,000
Books and supplies (approximate)	\$900
Graduation Fee	\$300
<b>Total:</b>	<b>\$32,140</b>

<b>Master of Arts in Religion (3 yrs)</b>	<b>Cost</b>
Application fee (Non-Refundable)	\$100
Registration fee (Non-Refundable)	\$360 (6 sem.)
Student Fee (Non-Refundable)	\$270 (6 sem.)
Tuition - 60 units @ \$280/unit	\$16,800
Books and supplies (approximate)	\$900
Graduation Fee	\$350
<b>Total:</b>	<b>\$18,780</b>

<b>M.B.A (2 yrs)</b>	<b>Cost</b>
Application fee (Non-Refundable)	\$100
Registration fee (Non-Refundable)	\$240 (4 sem.)
Student Fee (Non-Refundable)	\$180 (4 sem.)
Tuition – 42 units @ \$475/unit	\$19,950
Books and supplies (approximate)	\$2,000
Graduation Fee	\$350
<b>Total:</b>	<b>\$22,820</b>

<b>Master of Divinity (4 yrs)</b>	<b>Cost</b>
Application fee (Non-Refundable)	\$100
Registration Fee (Non-Refundable)	\$480 (8 sem.)
Student Fee (Non-Refundable)	\$360 (8 sem.)
Tuition - 90 units @ \$280/unit	\$25,200
Books and supplies (approximate)	\$1,200
Graduation Fee	\$350
<b>Total:</b>	<b>\$27,690</b>

<b>Doctor of Ministry (3 yrs)</b>	<b>Cost</b>
Application fee	\$100
Registration Fee (Non-Refundable)	\$360 (6 sem.)
Student Fee (Non-Refundable)	\$270 (6 sem.)
Tuition - 42 units @ \$340/unit	\$14,280
Books and supplies (approximate)	\$800
Doctoral Dissertation Fee	\$1,500
Graduation Fee	\$500
<b>Total:</b>	<b>\$17,810</b>

## 7. STUDENT TUITION RECOVERY FUND

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

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

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the

closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

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



## IV. ACADEMIC REGULATIONS

### 1. COURSE PLANNING AND REGISTRATION

#### ***Semester System***

Haven University operates on the semester system that consists of two sessions called semesters during the academic year with about 15 weeks for each semester of instruction. The unit for counting credit is the semester hour, which consists of one fifty-minute period of class work per week in a normal semester.

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

#### ***Full-Time Equivalent Student***

Enrollment in Haven University is measured in full-time equivalent (FTE) students. A FTE status is the equivalent of 12 units of student course credit in bachelor's program, and 9 units in master's program and doctorate programs. If a student wants to be considered as a full scholarship beneficiary, he or she should keep this FTE status in all times.

#### ***Definition of a Credit Hour***

A credit hour is defined as being one hour of classroom or direct faculty instruction with a minimum of two hours of out-of-class work each week of an academic term. Haven University is on a semester system and credit hours are designated as semester units. A regular semester has a minimum of 15 weeks of instruction.

#### ***Course Selections***

Each student upon entering Haven University is assigned to an advisor. Students should understand that all questions concerning academic problems should be taken first to the advisor and only later, when a problem remains unresolved, to the Office of Admissions & Records. Required courses are offered on a regular basis and elective courses are generally offered on a rotating basis. Information on the elective courses offered for any given semester can be obtained from the Office of Admissions & Records.

#### ***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***

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 Office of Admissions & Records in order that the student's schedule may be properly changed.

### ***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.

### ***Independent Study***

Students are allowed to apply for a certain amount of Independent Study units each semester for the M.A.R., M.Div. and D.Min. degrees. Details on how many are permitted for each degree are listed under each degree program description in the Degree Programs section of this catalog.

## **2. DISTANCE EDUCATION**

Students who cannot attend the university physically can get distance education from Haven University without attending the physical campus. Haven University will offer two programs in distance education: Bachelor of Arts in Religion, and Doctor of Ministry. Students can earn the degrees by taking whole courses via distance learning.

### ***Definition of Distance Education***

Haven University's distance education is regulated by the definition of California Education Code in section 94834 of the Code. Haven University's distance education program is appropriate for delivery methods, quality of education, and management. Haven University's distance education programs and the materials are current, well organized, designed by faculty competent in distance education techniques, and delivered using readily available, reliable technology. The admission requirements are same as the on-campus students. A student who applies to distance education program must have consultation for her/his ability to take distance education, because the student needs appropriate technical knowledge and skills to receive educational materials and to interact with the professor. A student can get help from the technological department of Haven University to learn the appropriate technical knowledge and skills for taking distance education. Haven University is demanding distant education students the same quality of study with general students who are regularly attending at school in order to provide a high quality of distant education. Haven University hopes that distant education students observe well following school regulations for distant education. A student can get detailed information about distance education from the Distance Education Handbook.

### ***Goals of Distance Education***

The mission of Haven University's distance education program is to provide quality instruction through electronic technologies to enable students to attain their educational goals. The university seeks to offer its students technological support that is continually evaluated and changed in order to offer its students a means to a better education. 1. To provide students around the world an opportunity for proper

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

### ***Resources and Procedures***

The primary means of educational delivery is via audio-video recordings on Haven University's Moodle website (<http://moodle.cgsot.edu>). Lectures are recorded, and either lecture audio-video recording can be accessed through online e-lecture webpage. Students can login each course and download the syllabus, lecture notes, and relevant materials by PDF format files. The audio-video recordings are available to students in three days after the lectures are given at campus. Distance education students are currently required to take weekly lectures and write a one-page report on the content of the lecture and email it to the professor with questions and discussion topics (or upload on Moodle assignment folder). Students are also required to take same exams with the on-campus students. Exams are sent to the proctor directly and proctored by whom Haven University office accept as a proctor before the exam at the beginning of the semester. Haven University uses a proctor report form to ensure the quality and appropriate procedure of exams. Students submit all works for the course on time, usually within a week of the course schedule maximum delay will be allowed for two weeks with the permission of each professor. Afterwards, the faculty members grade the student's work, and feedback is given for the work completed in the course. Students and professors are encouraged to frequently exchange their opinions as much as they need.

### ***Moodle Learning Management System***

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

Moodle will also be used to promote student social interaction as well as student/faculty relationships through discussion sessions and course faculty office hours. Discussion sessions may be conducted per instructor's request. Students can then log on and join discussion chat sessions to ask questions and comment on work. Instructors and students will need to be trained and assisted to use Moodle learning management systems by the technology person.

Moodle learning management system includes:

- Providing class management by each instructor
- Providing assignments and teaching materials
- Providing operating manuals
- Scheduling instructor workshops

## **3. GRADING SYSTEM**

All work is graded with letters which are assigned points as follows:

Grade	Description	GPA	Percentag
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	Satisfactor	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	Fail	0.00	0-59
FN	Fail for Not Enough Attendance		
I	Incomplet		
W	Withdrawa		
AU	Audit		
P	Pass (70% or above)		
NP	No Pass (below 70%)		
R	Retake		

### **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. The grade of W is not used in calculation of the GPA.

### **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 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.

### **Changes in Grades**

All grades will be recorded in the Office of Admissions & Records 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 Office of Admissions and Records.

## 4. ACADEMIC PERFORMANCE

### ***Class Attendance Requirement***

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.

### ***Leave of Absence***

All leaves of absence which must not exceed 180 days in any 12-month period must be approved by the Dean of Academic Affairs. Time during an approved leave of absence will not be included in the calculation of the maximum program length. A student who wishes to take a leave of absence must make the request prior to or on the first day of instruction by completing the Leave of Absence form.

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

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

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

is the last date of academic attendance as determined by Haven University from attendance records.

6. The Haven University may be required to refund unearned funds to the Title IV Programs when a student withdraws from Haven University.

### ***Program Length***

Students are usually expected to complete each program within the following time frame:

- B.A.R. degree in 4 years;
- B.S.B.A. degree in 4 years;
- M.A.R. degree in 3 years;
- M. Div. degree in 4 years;
- M.B.A. degree in 2 years;
- D. Min. degree in 3 years;

The maximum time frame allowed for students to complete a program is 150% of the normal program length, namely 6 years for the bachelor program; 4.5 years for M.A.R. and D.Min. programs, 6 years for M.Div. programs, 3 years for M.B.A. programs. An extension may be granted for special circumstances.

### ***Academic Probation, Suspension, and Dismissal***

Students are encouraged to frequently check their GPA with the Office of Admissions & Records. Office hours are from 9am-5pm Monday through Friday. 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 Haven University.

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.

### ***Satisfactory Academic Progress***

Federal regulations (CFR 668.34) require that, in order to be eligible for assistance from Title IV student aid, all students (full-time, part-time, undergraduate, and graduate) applying financial aid must maintain satisfactory academic progress toward completion of their degree. All students who receive institutional, federal and state financial aid must meet the academic standards of Haven University and the standards of satisfactory academic progress defined by federal regulations as follows:

- **Maximum Time Frame** – students must complete their degree within a maximum period of 150% of the published length of the academic program. Federal regulations state that students ineligible when it becomes mathematically impossible to complete their program within 150%

of the published program length.

- Minimum Pace of Progression – students must complete 66.67% of all attempted courses. To calculate the Pace of Progression, divide the cumulative number of credits successfully completed by the cumulative number of credits attempted.
- Minimum GPA – students must maintain a cumulative GPA of 2.30 for undergraduate and 3.00 for graduate at the end of each term.

## 5. DEGREE 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.

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

Students who plan to participate in commencement must complete and submit an Intent to Graduate application to the Office of Admissions and Records. 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 Office of Admissions & Records 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.

### ***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.

### ***Bible Contents Exam***

B.A.R., M.Div., and M.A.R. students must pass basic knowledge of the content of the Bible as an essential prerequisite for ministry. The Bible Content examination is intended to assess one's knowledge of stories, themes and pertinent passages in the Old and New Testaments. All entering students shall take the exam to show the level of their Bible content knowledge before the registration. For the entering students, there is no minimum score. The B.A.R. graduating students should be able to demonstrate above 70% of score for graduation while M.A.R. and M.Div. students should be above 80 % of score for graduation.

### ***Comprehensive Exam***

Upon successful completion of course work, Master students, both M.A.R. and M.Div. students must take a qualifying exit exam with a score of 80% or above. This exam serves as a capstone to the program by testing students' comprehension of course work.

### ***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 Dean of Academic Affairs 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 major 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 first 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.

### ***Maximum Time Limit***

D.Min. candidates must pass their dissertations within two years after the completion of their coursework. Students are required to be enrolled continuously until completion of their doctoral degree. Also, all doctoral students should accomplish their degree within 6 years from the admitted year. A student who needs more than seven years is required to submit an application to the Administrative Committee stating specific reasons for one two-year extension and upon review, approval will be given.

### ***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 Office of Admissions & Records to receive the degree in his or her absence.

## **6. STUDENT RECORDS AND TRANSCRIPTS**

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

Haven University 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.



***Right of Access***

Also in accordance with the same regulations, with a few exceptions provided by law, students at Haven University may see any of their educational records upon request. Students are also entitled to copies of all records to which they have access. Students further have the right, under established procedures, to challenge the factual accuracy of the records, should they find discrepancies between the school records and their own. Students also have the right of access to recommendations and evaluations in the cases of admissions and applications for employment.

***Transcripts***

Official transcripts are issued by the Office of Admissions & Records only at the *written request* 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 Cal Grad.

***Retention***

Student transcripts will be permanently retained by Haven University 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.

## V. ENGLISH AS A SECOND LANGUAGE

### 1. DESCRIPTION

#### ***Mission and Purpose***

The purpose of the ESL program is to prepare men and women for furthering their education, so they can eventually take courses to minister in Church and 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 regarding faith and life in today's world.

#### ***Objective***

The ESL program provides students, prospective employers, and others with documented evidence of persistence and academic accomplishment in ESL. Each course must be completed with a "P" (Pass) grade. Students will be in classroom settings, and each program will require class textbooks to be used. Each course will provide apt methods of instruction. Those may range from Power point presentations, whiteboards, and/or handouts depending on the discretion of the Instructor or Professor.

#### ***Learning Outcomes***

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

- Demonstrate comprehension of an ability to read critically a variety of genres of authentic texts.
- Demonstrate ability to write expository essays and academic summaries
- Demonstrate ability to use various grammatical structures to establish sequence and coherence
- Speak with increasing confidence, fluency, and control in formal and informal oral communication
- Recognize and correct pronunciation and speech problems that impede successful communication

#### ***Admission***

A minimum of high school diploma or equivalent is required for admission to the ESL program. Initial recommended placement in the credit ESL program is based on results of the ESL Placement Examination (WebCAPE); for continuing students, successful completion of courses with letter grades requires a grade of "C" or higher. ESL courses are not intended for native speakers of English.

### 2. COURSE REQUIREMENTS

Courses Required for the English as a Second Language program:

*Required Courses [160 hours each course, 960 hours total]*

ESL111 Beginning Level 1

ESL112 Beginning Level 2

ESL121 Intermediate Level 1

ESL122 Intermediate Level 2

ESL131 Advanced Level 1

ESL132 Advanced Level 2

### **3. COURSE DESCRIPTIONS**

#### **ESL111 Beginning Level 1 (160 hours)**

The objective of this course is to provide an introductory understanding of English. It primarily focuses on basic grammar acquisition, vocabulary building, pronunciation and spelling, and strengthening listening comprehension.

#### **ESL112 Beginning Level 2 (160 hours)**

Prerequisite: ESL111 or placement test

Continuation of introductory level of English. Focus on basic grammar structure and simple verb tenses, writing short descriptive sentences and questions. Confidence building in using English for simple everyday situations in speaking and listening. Basic vocabulary building, spelling patterns, and reading comprehension.

#### **ESL121 Intermediate Level 1 (160 hours)**

Prerequisite: ESL112 or placement test

This course introduces students to more complex aspects of English grammar, such as expressing future time in varied ways, ability, making use of possessives, comparisons, and expressing ideas with modal verbs. All grammatical topics are introduced by way of a holistic, communicative approach which includes listening tasks, oral production, realistic writing tasks, and reading comprehension.

#### **ESL122 Intermediate Level 2 (160 hours)**

Prerequisite: ESL121 or placement test

Continuation of intermediate level of English. At this level, the goal is to prepare students to deal effectively in spontaneous communication situations. Idioms are taught with more focus. Reading texts focus on more specific, academic topics. Grammar structures are dealt with in a more comparative way. All grammatical topics are introduced by way of a holistic, communicative approach which includes listening tasks, oral production, realistic writing tasks and reading comprehension.

#### **ESL131 Advanced Level 1 (160 hours)**

Prerequisite: ESL122 or placement test

This course prepares the student as they approach college-level English skills. Fluency-based exercises

improve students' confidence in comprehending and speaking English. Students may engage in controversial class discussions and conversations and texts work to further understanding of American slang and idioms.

**ESL132 Advanced Level 2 (160 hours)**

Prerequisite: ESL131 or placement test

Continuation of advanced level of English. Advanced reading skills and strategies, with authentic reading texts of a variety of genres used to support written composition work. Practice in writing summaries, expository essays and essay tests. Advanced level vocabulary and grammar study. Language skills integrated on the basis of academic tasks and content.

## VI. BACHELOR OF ARTS IN RELIGION

### 1. DESCRIPTION

#### ***Mission and Purpose***

The purpose of Bachelor of Arts in Religion is to prepare men and women for faithful ministry in Church and society. Committed to a learned ministry for church and 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 regarding faith and life in today's world.

#### ***Objective***

The Bachelor of Arts in Religion degree program is designed for students who have successfully attained a high school diploma or its equivalent and who desire introductory academic instruction in religious studies/theology. This program is designed as the educational and spiritual foundation for a future in Christian ministry, Christian education, and supplying the Christian man or woman with an education that will assist in their Christian life as a disciple of Jesus Christ. This program may also serve as the foundation for the Masters' degree program of study in theology or divinity.

#### ***Program Outcomes***

- A. Students will become knowledgeable of God's inerrant Word, as well as competent in its interpretation, proclamation and application
- B. Understands the concept of worldview, as well as differences between Christian and other worldviews
- C. Students will develop ministry skills and use those skills by serving as volunteers or professional ministers.
- D. Students will develop knowledge of missions (e.g., theology and history of missions, missionary anthropology, and the work of a missions committee in a local church)
- E. Students will be equipped to serve in their churches as volunteers

#### ***Admission***

A high school diploma or its academic equivalent is required for admission to the B.A.R. program. It is recommended that the applicant's previous academic preparation include liberal arts studies such as English, history, science, math, and social sciences. The student should be proficient in the English language. Applicants should have no less than a 2.0 GPA with letters of recommendation from instructors and a pastor regarding academic and spiritual qualifications to pursue an education in religion. An interview with a faculty member of Cal Grad is required. This will be arranged through the school office.

#### ***Course Requirements***

A total of 120 units of course work with a minimum grade point average of 2.0 is required for graduation.

The courses are primarily lecture, class discussion, and research with an expectation that the student can write college level papers for each class.

A maximum of 90 semester units of comparable work may be transferred toward the B.A.R. degree from recognized universities, colleges, or community colleges, if the grade is C or higher.

There will be no examination needed in order to graduate the program. All that would be needed is the completion of the minimum requirements. However, completion of the minimum requirements does not automatically qualify the student for the Bachelor of Arts in Religion degree. He or she must have shown evidence, to the satisfaction of the Degree Committee, of consistent Christian character, potential for effectiveness in Christian ministry, and commitment to the primacy of the divinely authoritative Scriptures, interpreted in the framework of historically orthodox and creedal Christian theology.

Students will be in classroom settings, and each program will require class textbooks to be used. Each course will provide appropriate methods of instruction. Those may range from PowerPoint presentations, whiteboards, and/or handouts depending on the discretion of the Instructor or Professor.

### ***Graduation Requirements***

A candidate for the Bachelor of Arts in Religion shall have:

1. Successfully completed a minimum of 120 units of coursework, with a cumulative grade point average (CGPA) of 2.0 or higher on a 4.0 scale.
2. Successfully completed all degree requirements within the Maximum Time Frame (MTF) of six (6) years. The program is normally eight (8) semesters in length.
3. Passed the Bible Contents Exam with a score of 70% or higher.
4. Filed all the necessary graduation forms in accordance with the timetable provided by the Office of Administration.
5. Settled all financial obligations to Cal Grad.

## **2. COURSE REQUIREMENTS**

### ***General Education (42 units):***

*(Required 33 units)*

GE110 Writing and Composition (3 units)

GE121 Church History 1: Early & Medieval (3 units)

GE122 Church History 2: Reformation & Modern (3 units)

GE125 American History (3 units)

GE140 Introduction to Natural Science (3 units)

GE150 Introduction to Music (3 units)

GE210 Introduction to Management (3 units)

GE215 Information Technology (3 units)

GE230 Introduction to Sociology (3 units)

GE235 Introduction to Psychology (3 units)

GE320 Basic Research Methods (3 units)

*(Electives 9 units)*

GE100 English Bible (3 units)

GE130 World History (3 units)

GE135 College Math (3 units)

GE145 Introduction to Economics (3 units)

GE220 Computers and Ministry (3 units)

GE225 Introduction to Philosophy (3 units)

GE330 Introduction to Multiculturalism (3 units)

GE400 Undesignated Elective (3 units)

***Biblical Studies (30 units)***

1. *Old Testament (15 units)*

OT101 Old Testament Introduction (3 units)

OT201 Pentateuch Survey (3 units)

OT301 Prophets Survey (3 units)

OT401 Wisdom Literatures (3 units)

OT405 Psalms as Literature (3 units)

2. *New Testament (15 units)*

NT101 New Testament Introduction (3 units)

NT102 Hellenistic Culture and Society (3 units)

NT201 Synoptic Gospels & Acts (3 units)

NT301 Pauline Epistles (3 units)

NT401 General Epistles (3 units)

***Theology (21 units):***

TH120 Christ and Culture (3 units)

TH130 Calvin's Life and Thought (3 units)

TH231 Christian Doctrine 1: God, Man (3 units)

TH232 Christian Doctrine 2: Christ, Salvation (3 units)

TH331 Christian Doctrine 3: Holy Spirit (3 units)

TH332 Christian Doctrine 4: Church, Last Things (3 units)

TH430 Reformed and Modern Theology (3 units)

***Practical Theology (21 units)***

*(Required 12 units)*

PT140 Principles of Biblical Teaching (3 units)

PT240 Introduction to Evangelism and Missions (3 units)

PT341 Basics of Christian Discipleship (3 units)

PT440 Academic and Career Success (3 units)

*(Electives 9 units)*

PT340 Introduction to Homiletics (3 units)

PT342 Introduction to Christian Education (3 units)  
PT345 Introduction to Liturgiology (3 units)  
PT442 Introduction to Christian Ethics (3 units)  
PT445 Introduction to Counseling (3 units)  
PT448 Introduction to Church Growing (3 units)

***Chapel and Ministry Internship (6 Units)***

CM101 Chapel and Ministry 1A (1 unit)  
CM102 Chapel and Ministry 1B (1 unit)  
CM201 Chapel and Ministry 2A (1 unit)  
CM202 Chapel and Ministry 2B (1 unit)  
CM301 Chapel and Ministry 3A (1 unit)  
CM302 Chapel and Ministry 3B (1 unit)



## VII. BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

### 1. DESCRIPTION

#### ***Mission***

Haven University 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 leaders who serve the church and advance the kingdom of God throughout the world.

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

- A. Students will become knowledgeable of God's inerrant Word, as well as competent in its interpretation, proclamation, and application
- B. Understands the concept of the Christian worldview, as well as differences between Christian and other worldviews
- C. Students will develop business skills and use those skills by serving as a Christian business leader.
- D. Students will develop knowledge of business and implicate to their business area.
- E. Students will be equipped to serve in their life as Christian business leaders

#### ***Admission***

A high school diploma or its academic equivalent is required for admission to the Bachelor of Science in Business Administration program. The student should be proficient in the English language. Applicants should have no less than a 2.0 GPA with letters of recommendation from instructors and a pastor regarding academic and spiritual qualifications to pursue an education in business administration. An interview with a faculty member of Cal Grad is required. This will be arranged through the school office.

#### ***Course Requirements***

A total of 120 units of course work with a minimum grade point average of 2.0 is required for graduation. The courses are primarily lecture, class discussion, and research with an expectation that the student can write college level papers for each class.

A maximum of 90 semester units of comparable work may be transferred toward the B.S.B.A. degree from recognized universities, colleges, or community colleges, if the grade is C or higher.

There will be no examination needed in order to graduate the program. All that would be needed is the completion of the minimum requirements. However, completion of the minimum requirements does not automatically qualify the student for the Bachelor of Science in Business Administration degree. He or she must have shown evidence, to the satisfaction of the Degree Committee.

Students will be in classroom settings, and each program will require class textbooks to be used. Each

course will provide appropriate methods of instruction. Those may range from PowerPoint presentations, whiteboards, and/or handouts depending on the discretion of the Instructor or Professor.

### ***Graduation Requirements***

A candidate for the Bachelor of Science in Business Administration shall have:

1. Successfully completed a minimum of 120 units of coursework, with a cumulative grade point average (CGPA) of 2.0 or higher on a 4.0 scale.
2. Successfully completed all degree requirements within the Maximum Time Frame (MTF) of six (6) years. The program is normally eight (8) semesters in length.
3. Filed all the necessary graduation forms in accordance with the timetable provided by the Office of Administration.
4. Settled all financial obligations to Cal Grad.

## **2. COURSE REQUIREMENTS**

### ***General Education (30 units):***

*(Required 21 units)*

GE110 Writing and Composition (3 units)

GE125 American History (3 units)

GE140 Introduction to Natural Science (3 units)

GE210 Introduction to Management (3 units)

GE215 Information Technology (3 units)

GE230 Introduction to Sociology (3 units)

GE320 Basic Research Methods (3 units)

GE333 Cultural Anthropology (3 units)

*(Electives 9 units)*

GE130 World History (3 units)

GE145 Introduction to Economics (3 units)

GE225 Introduction to Philosophy (3 units)

GE235 Introduction to Psychology (3 units)

GE315 College Math & Statistics (3 units)

GE325 Speech and Presentation (3 units)

GE400 Undesignated Elective (3 units)

### ***Business Core Studies - (42 units)***

*(Required 42 units)*

AC100 Accounting I (3 units)

BU100 Introduction to Business Management (3 units)

BU110 Business Ethics (3 units)

BU120 Sales and Marketing (3 units)

BU130 Business Information Systems (3 units)

EC141 Microeconomics (3 units)

EC142 Macroeconomics (3 units)  
AC203 Financial Accounting (3 units)  
BU200 Business Law (3 units)  
BU205 Financial Management (3 units)  
BU210 Organizational Theory and Development (3 units)  
BU213 Organizational Behavior (3 units)  
BU220 International Business (3 units)  
EB225 E- Business Models and Strategies (3 units)

***Professional Studies (36 units):***

*(Required 33 units)*

AC300 Accounting II (3 units)  
AC303 Managerial Accounting (3 units)  
BU301 Human Resource and Labor Relations (3 units)  
BU320 Business Statistics (3 units)  
EB325 E-Business Systems Development (3 units)  
BU330 Venture and Capital (3 units)  
TX300 Principles of Taxation (3 units)  
BU405 Advanced Financial Management (3 units)  
BU410 Entrepreneurial Leadership (3 units)  
BU433 Business Forecasting and Simulation (3 units)  
TX400 Advanced Taxation (3 units)

*(Electives 6 units)*

AC400 Accounting III (3 units)  
BU415 Public Relations (3 units)  
BU435 Business Competitive Strategies (3 units)  
EB425 Advanced E-Business Architecture (3 units)

***Biblical Studies and Mission (6 units)***

*(Electives 9 units)*

OT101 Old Testament Introduction (3 units)  
NT101 New Testament Introduction (3 units)  
PT240 Introduction to Evangelism and Missions (3 units)  
PT445 Introduction to Counselling (3 units)

## VIII. MASTER OF ARTS IN RELIGION

### 1. DESCRIPTION

#### ***Mission and Purpose***

The purpose of Master of Arts in Religion is to prepare men and women for faithful ministry in Church and society. Committed to a learned ministry for church and 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 regarding faith and life in today's world.

#### ***Objective***

The Master of Arts in Religion degree program is designed for students with B.A./B.S. degrees who desire advanced academic training in theology. This program may also serve as the foundation for doctoral studies.

#### ***Program Outcomes***

- A. Students will become knowledgeable of God's inerrant Word, as well as competent in its interpretation, proclamation and application
- B. Understands the concept of worldview, as well as differences between Christian and other worldviews and evaluate writings based on unstated worldview assumptions
- C. Students will develop ministry skills, demonstrate competency to apply those skills in class assignments, and use those skills by serving as volunteers or professional ministers.
- D. D. Students will develop knowledge of missions (e.g., theology and history of missions, missionary anthropology, and the work of a missions committee in a local church)
- E. Students will be equipped to serve in their churches as volunteers or staff

#### ***Admissions***

A Bachelor's degree or its academic equivalent from a four-year school is required for admission to the M.A.R. program. It is recommended that the applicant's baccalaureate preparation include liberal arts studies such as philosophy, history, modern languages, and some work in human sciences. An interview with a faculty member of Cal Grad is highly recommended. This can be arranged through the school office.

#### ***Course Requirements***

A total of 60 units of course work with a minimum grade point average of 3.0 is required for graduation.

A maximum of 12 semester units of comparable work may be transferred toward the M.A.R. degree from recognized graduate theological schools, if the grade is a B or higher. A maximum of 3 units of independent study are allowed per semester, with the total for the degree not to exceed 12 units.

There will be no examination needed in order to graduate the program. All that would be needed is the completion of the minimum requirements. However, completion of the minimum requirements does not automatically qualify the student for the Master of Arts in Religion degree. He or she must have shown evidence, to the satisfaction of the Degree Committee, of consistent Christian character, potential for effectiveness in Christian ministry, and commitment to the primacy of the divinely authoritative inerrant Scriptures, interpreted in the framework of evangelical theology.

Students will be in classroom settings, and each program will require class textbooks to be used. Each course will provide apt methods of instruction. Those may range from Power point presentations, whiteboards, and/or handouts depending on the discretion of the Instructor or Professor.

### ***Graduation Requirements***

A candidate for the Master of Arts in Religion shall have:

1. Successfully completed a minimum of 60 units of coursework, with a cumulative grade point average (CGPA) of 3.0 or higher on a 4.0 scale.
2. Successfully completed all degree requirements within the Maximum Time Frame (MTF) of four and half (4.5) years. The program is normally six (6) semesters in length.
3. Passed the Bible Contents Exam with a score of 80% or higher.
4. Passed the Comprehensive Exam with a score of 80% or higher.
5. Filed all the necessary graduation forms in accordance with the timetable provided by the Office of Administration.
6. Settled all financial obligations to Cal Grad.

## **2. COURSE REQUIREMENTS**

### ***Biblical Studies (18 units)***

1. *Old Testament (9 units)*
  - OT510 Old Testament Theology (3 units)
  - OT520 Pentateuch (3 units)
  - OT530 Prophetic Literature (3 units)
2. *New Testament (9 units)*
  - NT510 New Testament Theology (3 units)
  - NT521 Gospels and Acts (3 units)
  - NT523 Pauline Literature (3 units)

### ***Church History and Theology (18 units)***

- CH501 Church History 1 (3 units)
- CH502 Church History 2 (3 units)
- TH610 Systematic Theology 1: Prolegomena, Theology Proper, Anthropology (3 units)
- TH620 Systematic Theology 2: Christology, Soteriology (3 units)
- TH630 Systematic Theology 3: Ecclesiology, Eschatology (3 units)
- TH640 Systematic Theology 4: Pneumatology (3 units)

***Practical Theology/Research Methods (21 units)***

*(Required 15 units)*

PT500 Evangelism (3 units)

PT505 Missions (3 units)

PT520 Spiritual Development (3 units)

PT531 Christian Education (3 units)

RM611 Research Methodology (3 units)

*(Electives 6 units)*

PT515 Christian Ethics (3 units)

PT543 Christian Apologetics (3 units)

PT545 Christian Worldview (3 units)

PT553 Christian Counseling (3 units)

PT560 Church Music (3 units)

PT590 Self-Care in Ministry (3 units)

PT600 Homiletics (3 units)

PT613 Christian Reformed Perspectives (3 units)

PT620 Christian Leadership (3 units)

***Chapel and Ministry Services (3 units)***

CM501 Chapel and Ministry 5A (1 unit)

CM502 Chapel and Ministry 5B (1 unit)

CM601 Chapel and Ministry 6A (1 unit)

CM602 Chapel and Ministry 6B (1 unit)

## IX. MASTER OF DIVINITY

### 1. DESCRIPTION

#### ***Mission and Purpose***

The purpose of Master of Divinity is to prepare men and women for faithful ministry in Church and society. Committed to a learned ministry for church and 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 regarding faith and life in today's world.

#### ***Objective***

The Master of Divinity is the recognized program in theological seminaries designed for the purpose of preparing persons for a pastoral ministry. It also prepares students for other church related vocations and graduate study in theology.

It is the philosophy of Haven University that a minister of the gospel should have a comprehensive knowledge of the English Bible, a competency in the original languages of scripture, a Biblically based theology, an understanding of the educational program of the church, the skill to communicate effectively God's word, an awareness of the Church's history, and the ability to apply in the pastoral ministry what has been learned.

The curriculum for this degree implements these goals. In addition, students are given the tools for evangelism and discipleship and are well acquainted with the work of the church through Christian service assignments and internship. Moreover, ample opportunity to pursue special interests is given by means of electives.

#### ***Program Outcomes***

- A. Students will become knowledgeable of God's inerrant Word, as well as competent in its interpretation, proclamation and application
- B. Understands the concept of worldview, as well as differences between Christian and other worldviews and evaluate writings based on unstated worldview assumptions
- C. Students will develop ministry skills, demonstrate competency to apply those skills in class assignments, and use those skills by serving as volunteers or professional ministers.
- D. Students will develop knowledge of missions (e.g., theology and history of missions, missionary anthropology, and the work of a missions committee in a local church)
- E. Students will be equipped to serve in their churches as staff members

### ***Admissions***

Applicants must possess the Bachelor of Arts degree or the equivalent from an approved school. It is recommended that the applicant's baccalaureate preparation include liberal arts studies such as philosophy, history, modern languages, and some work in human sciences. An interview with a faculty member of Cal Grad is highly recommended. This can be arranged through the school office.

### ***Course Requirements***

A total of 90 units of course work with a minimum grade point average of 3.0 is required for graduation.

There will be no examination needed in order to graduate the program. All that would be needed is the completion of the minimum requirements. However, completion of the minimum requirements does not automatically qualify the student for the Master of Divinity degree. He or she must have shown evidence, to the satisfaction of the Degree Committee, of consistent Christian character, potential for effectiveness in Christian ministry, and commitment to the primacy of the divinely authoritative inerrant Scriptures, interpreted in the framework of evangelical theology.

A maximum of 18 semester units of comparable work may be transferred toward the Master of Divinity degree from recognized graduate theological schools, if it is a B or higher. A maximum of 3 units of independent study are allowed per semester, with the total for the degree not to exceed 18 units.

Students will be in classroom settings, and each program will require class textbooks to be used. Each course will provide apt methods of instruction. Those may range from Power point presentations, whiteboards, and/or handouts depending on the discretion of the Instructor or Professor.

### ***Graduation Requirements***

A candidate for the Master of Divinity shall have:

1. Successfully completed a minimum of 90 units of coursework, with a cumulative grade point average (CGPA) of 3.0 or higher on a 4.0 scale.
2. Successfully completed all degree requirements within the Maximum Time Frame (MTF) of six (6) years. The program is normally eight (8) semesters in length.
3. Passed the Bible Contents Exam with a score of 80% or higher.
4. Passed the Comprehensive Exam with a score of 80% or higher.
5. Filed all the necessary graduation forms in accordance with the timetable provided by the Office of Administration.
6. Settled all financial obligations to Cal Grad.

## **2. COURSE REQUIREMENTS**

### ***Biblical Studies (30 units)***

1. *Old Testament (15 units)*  
OT510 Old Testament Theology (3 units)  
OT520 Pentateuch (3 units)



OT530 Prophetic Literature (3 units)  
OT535 Poetry and Wisdom Literature (3 units)  
OT540 Old Testament Exegesis (3 units)  
**2. New Testament (15 units)**  
NT510 New Testament Theology (3 units)  
NT521 Gospels and Acts (3 units)  
NT523 Pauline Literature (3 units)  
NT535 General Epistles and Revelations (3 units)  
NT540 New Testament Exegesis (3 units)

***Church History and Theology (18 units)***

CH501 Church History 1 (3 units)  
CH502 Church History 2 (3 units)  
TH610 Systematic Theology 1: Prolegomena, Theology Proper, Anthropology (3 units)  
TH620 Systematic Theology 2: Christology, Soteriology (3 units)  
TH630 Systematic Theology 3: Ecclesiology, Eschatology (3 units)  
TH640 Systematic Theology 4: Pneumatology (3 units)

***Languages (12 units)***

LA501 Greek 1 (3 units)  
LA502 Greek 2 (3 units)  
LA551 Hebrew 1 (3 units)  
LA552 Hebrew 2 (3 units)

***Practical Theology/Research Methods (27 units)***

*(Required 15 units)*

PT500 Evangelism (3 units)  
PT505 Missions (3 units)  
PT520 Spiritual Development (3 units)  
PT531 Christian Education (3 units)  
RM611 Research Methodology (3 units)  
PT630 Theology of Ministry (3 units)

*(Electives 12 units)*

PT515 Christian Ethics (3 units)  
PT543 Christian Apologetics (3 units)  
PT545 Christian Worldview (3 units)  
PT553 Christian Counseling (3 units)  
PT560 Church Music (3 units)  
PT600 Homiletics (3 units)  
PT613 Christian Reformed Perspectives (3 units)  
PT620 Christian Leadership (3 units)  
PT625 Self-Care in Ministry (3 units)  
PT640 Homiletics Practicum (3 units)

***Chapel and Ministry Services (3 units)***

CM501 Chapel and Ministry 5A (1 unit)

CM502 Chapel and Ministry 5B (1 unit)

CM601 Chapel and Ministry 6A (1 unit)

CM602 Chapel and Ministry 6B (1 unit)

## X. MASTER OF BUSINESS ADMINISTRATION

### 1. DESCRIPTION

#### ***Mission***

Haven University 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 leaders who serve the church and advance the kingdom of God throughout the world.

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

- A. Students understand the business as ministry by integration of business and Christian worldview.
- B. Students will develop MBA level business skills and use those skills by serving as a Christian business leader.
- C. Students will develop professional knowledge of business and the ability to work, manage and to communicate around the world
- D. Students will be equipped to serve in their life as Christian business leaders to improve the issues in current business.

#### ***Admissions***

Applicants must possess the Bachelor degree or the equivalent from an approved school. It is recommended that the applicant's baccalaureate preparation include finance, accounting, business management, and economics. An interview with a faculty member of Cal Grad is highly recommended. This can be arranged through the school office.

#### ***Course Requirements***

A total of 39 units of course work with a minimum grade point average of 3.0 is required for graduation.

There will be no examination needed in order to graduate the program. All that would be needed is the completion of the minimum requirements. However, completion of the minimum requirements does not automatically qualify the student for the Master of Business Administration degree. He or she must have shown evidence, to the satisfaction of the Degree Committee.

Students, who do not have a bachelor degree in business administration, may have to satisfy the prerequisite requirements (up to 9 units).

A maximum of 9 semester units of comparable work may be transferred toward the Master of Business Administration degree from recognized graduate schools, if it is a B or higher. A maximum of 3 units of independent study are allowed per semester, with the total for the degree not to exceed 9 units.

Students will be in classroom settings, and each program will require class textbooks to be used. Each course will provide apt methods of instruction. Those may range from Power point presentations,

whiteboards, and/or handouts depending on the discretion of the Instructor or Professor.

### ***Graduation Requirements***

A candidate for the Master of Business Administration shall have:

1. Successfully completed a minimum of 39 units of coursework, with a cumulative grade point average (CGPA) of 3.0 or higher on a 4.0 scale.
2. Successfully completed all degree requirements within the Maximum Time Frame (MTF) of three (3) years. The program is normally four (4) semesters in length.
3. Filed all the necessary graduation forms in accordance with the timetable provided by the Office of Administration.
4. Settled all financial obligations to Cal Grad.

## **2. COURSE REQUIREMENTS**

### ***Pre-Requirement (9 units)***

- AC203 Financial Accounting (3 units)
- BU100 Introduction to Business Management (3 units)
- GE145 Introduction to Economics (3 units)

### ***Core Studies (18 units)***

- BU540 Organizational Behavior for Management (3 units)
- AC600 Financial Analysis and Management (3 units)
- BU610 Effective Management Strategies (3 units)
- BU620 Effective Marketing Strategies (3 units)
- BU630 Entrepreneurship and Leadership (3 units)

### ***Concentrations (12 units)***

#### *1. Accounting (12 units)*

- AC610 Advanced Financial Accounting (3 units)
- AC620 Advanced Managerial Accounting (3 units)
- AC630 Advanced Taxation (3 units)
- AC640 Advanced Business Law (3 units)

#### *2. Non-Profit Organization (12 units)*

- NP510 Law for Non Profit Organization (3 units)
- NP520 Non Profit Organization Management (3 units)
- NP610 Accounting for Non Profit Organization (3 units)
- NP620 Advanced Practice for Non Profit Organization (3 units)

#### *3. e-Business (12 units)*

- EB510 Advanced E-Business Structure (3 units)
- EB520 Advanced E-Business Strategies (3 units)
- EB610 Advanced E-Business Marketing (3 units)

EB620 Information Technology for E-Business (3 units)

*4. Business as Ministry (12 units)*

BM510 Holistic Mission Perspective (3 units)

BM520 Practical Model of Strategic Business Ministry' (3 units)

BM610 Strategic Planning for Business Ministry (3 units)

BM620 Cross-Cultural Business Ministry (3 units)

*5. Organizational Leadership and Development (12 units)*

OL510 Evolution of Leadership (3 units)

OL520 Group Development (3 units)

OL610 Strategic Planning & Organizational Change (3 units)

OL620 Organizational Communication (3 units)

***Electives (6 units)***

*(Electives 6 units)*

BM550 Principles of Business Ministry (3 units)

BM551 Mission History from Business Perspective (3 units)

BM552 Mission Theology for Business Ministry (3 units)

BM615 Kingdom Business Planning Strategies

BU605 Small Business Data Analytics

BU625 Technology & Job Design

BU633 Servant Leadership & Social Issues

***Capstone Project (3 units)***

CP600 Business Plan/Proposal (3 units)

# XI. DOCTOR OF MINISTRY

## 1. DESCRIPTION

### *Mission, Purpose and Objectives*

The purpose of the Doctor of Ministry program is to prepare men and women for faithful and effective ministry in Church and society. The D.Min is the highest “professional” degree for Christian leaders who are actively engaged in vocational ministry. As such, the degree program is focused primarily on the practical investigation and application of Scripture and Christian ministry, supported by vigorous academic research. Those qualified leaders pursuing the Doctor of Ministry degree will experience opportunities of biblical and academic research and practical application.

Haven University welcomes qualified participants without regard to denomination, race, sex, or physical disabilities. The school seeks to strengthen and deepen the spiritual life of those participating through classroom and other academic activities, to engage them in critical discussions about the Bible and theology with probing questions regarding faith and life in today's world. The D.Min program is structured so as to allow participants to complete the program while remaining in vocational ministry.

### *Goals*

The program leading to the Doctor of Ministry is designed to equip those actively involved in a vocational ministry with a higher level of competence in the practice of a Biblically and theologically oriented ministry. This program concentrates on developing expertise in the theory and practice of ministry. The goals of this program are to enable participants:

- To become aware of new trends and literature in their vocation.
- To be challenged and encouraged through dialogue with fellow professionals.
- To acquire a doctoral degree which has a practical orientation.
- To enhance their ability to communicate the Gospel.
- To meet the needs of their constituents in a more effective manner.

### *Program Outcomes*

- A. Students will become knowledgeable of God's inerrant Word, as well as competent in its interpretation, proclamation and application
- B. Understands the concept of worldview, as well as differences between Christian and other worldviews and evaluate writings based on unstated worldview assumptions
- C. Students will develop ministry skills, demonstrate competency to apply those skills in class assignments, and use those skills by serving as volunteers or professional ministers.
- D. Students will develop knowledge of missions (e.g., theology and history of missions, missionary anthropology, and the work of a missions committee in a local church)
- E. Students will be equipped to serve in their churches as senior staff members

- F. Students will create a project or dissertation synthesizing knowledge and/or advancing the Kingdom of God

### ***Admission***

The D.Min. applicant must hold the M.A., M.Div. or an equivalent degree from a recognized school of theology, and have an overall grade point average of 3.0 on a 4.0 scale. Applicants also must have a working knowledge of the original languages of the Bible. Applicants with the Master of Arts degree are required to make up deficiencies in basic requirements for the Master of Divinity. This may be done at Cal Grad prior to admission to the D.Min. program.

The D.Min. applicant must have at least two full years of full-time involvement in a significant professional Christian ministry. The applicant must give evidence of growth and competence in ministerial skills or leadership and must presently be involved in an ongoing ministry. The applicant must supply the requisite written admission materials and must have a personal interview with a member of the faculty or administration.

### ***Degree Requirements***

1. A candidate for the D.Min. must have completed a total of 42 units of academic credit. A minimum overall GPA of 3.0 on a 4.0 scale is required.
2. A maximum of 21 semester units of comparable work may be transferred toward the D.Min. degree from recognized graduate theological schools, if it is a B or higher. A maximum of 3 units of independent study are allowed per semester, with the total for the degree not to exceed 9 units.
3. There will be no examination needed in order to graduate the program. All that would be needed is the completion of the minimum requirements. However, completion of the minimum requirements does not automatically qualify the participant for the D.Min. degree. He or she must have shown evidence, to the satisfaction of the Degree Committee, of consistent Christian character, effectiveness in Christian ministry, and commitment to the primacy of the divinely authoritative inerrant Scriptures, which are interpreted in the framework of evangelical theology.

### ***Dissertation***

A dissertation with a goal of a minimum of 60,000 words (and not to exceed 90,000 words), on a topic selected in consultation with the participant's academic advisor, must be completed and approved by one internal and one external examiner. The criteria of acceptability for this dissertation are, in order of weight, (1) significant research in and contribution to the field of study, (2) in-depth knowledge of the area of research, and (3) clear, concise presentation according to proper grammar, style, and academic format. A previously written work, or one which has already been awarded academic credit, will not be accepted.

A maximum of two years is the time allowed for writing a dissertation following the completion of all course work. If it is not completed within that time, the participant must file an application in the Office of Admissions & Records for an extension.

## 2. COURSE REQUIREMENTS

### ***Core Courses (24 units)***

- OT860 Old Testament Theology Seminar (3 units)
- NT862 New Testament Theology Seminar (3 units)
- NT875 Advanced Hermeneutics (3 units)
- CH855 Worldwide Church History Symposium (3 units)
- TH832 Christian Apologetics Seminar (3 units)
- PT801 Spiritual Development and Formation Seminar (3 units)
- PT825 Christian Leadership/Discipleship Seminar (3 units)
- PT861 Christian Education Seminar (3 units)

### ***Electives (9 units)***

- LA820 Advanced Greek Reading (3 units)
- LA870 Advanced Hebrew Reading (3 units)
- OT822 Old Testament Prophets Seminar (3 units)
- OT840 Old Testament Exegesis Seminar (3 units)
- NT821 Life of Jesus Seminar (3 units)
- NT825 New Testament Literature Seminar (3 units)
- TH800 Systematic Theology Prolegomena (3 units)
- TH820 Systematic Theology Seminar (3 units)
- TH833 Comparative Religions Seminar (3 units)
- TH870 Contemporary Ethical Issues and the Church (3 units)
- PT832 Advanced Homiletics Seminar
- PT845 Pastoral Practices Seminar (3 units)
- PT851 Pastoral Counseling Seminar (3 units)
- PT880 Christian Issues in Psychology Practicum (3 units)

### ***Research and Dissertation (9 units)***

- RM811 Phase 1 - Development / Abstract (3 units)
- RM911 Phase 2 - Writing / Editing (3 units)
- RM912 Phase 3 - Presentation / Approval (3 units)



## XII. COURSE DESCRIPTIONS

### 1. BACHELOR'S

#### **GENERAL EDUCATION**

##### **GE100 English Bible (3 Units)**

*Prerequisites: None*

This is designed to provide the student with an understanding of English used in the Bible. This course will include English grammar, sentence structure, literature, vocabulary, terminology and pronunciation skills including biblical proper noun.

##### **GE110 Writing & Composition (3 Units)**

*Prerequisites: None*

This course is designed to review the basic elements of written English. Students will write paragraphs and short essays. Combines lecture, small group discussion, and individual tutoring.

##### **GE121 Church History 1 (3 Units)**

*Prerequisites: None*

Christianity from the early church to the dawn of the Reformation, with source material readings. Emphasis on the uses and application of church history to life and ministry.

##### **GE122 Church History 2 (3 Units)**

*Prerequisites: None*

Christianity from the Reformation to the present, with source material readings. Emphasis on the uses and applications of church history to life and ministry

##### **GE125 American History (3 Units)**

*Prerequisites: None*

This course provides an introduction to the study of American history from the eve of European colonization through 21<sup>st</sup> century. The students will be expected to develop his/her own interpretations regarding an American history in general.

##### **GE130 World History (3 Units)**

*Prerequisites: None*

This course is an in-depth study of our global community's past, emphasizing the people and events, and affect to our modern society. Included with the history and geography are cultural development, political and economic systems and social structures.

##### **GE135 College Math (3 Units)**

*Prerequisites: None*

This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

**GE140 Introduction to Natural Science (3 Units)**

*Prerequisites: None*

This course is designed to be an overview of wide range in the natural sciences such as astronomy, geology, chemistry, physics, biology, and anthropology.

**GE145 Introduction to Economics (3 Units)**

*Prerequisites: None*

This course introduces students to the fundamentals of economics, a social science that studies the production, consumption, and distribution of goods and services. Emphasis is on providing students with basic concept and knowledge of the economy. While microeconomics studies individual choices under certain condition, macroeconomics studies the overall consequences of the economy as a whole. The main purpose of this course is to enable students to apply economic concepts to the real world.

**GE150 Introduction to Music (3 Units)**

*Prerequisites: None*

This course is designed for students with little or no background in music who would like to develop a theoretical and practical understanding of how music works. Students will be introduced to different kinds of musical notation, melodic systems, harmonies, meters, and rhythmic techniques.

**GE210 Introduction to Management (3 Units)**

*Prerequisites: None*

This course will introduce the student to the basic aspects of managing and is structured around the key management functions of planning, organizing, leading and control. This course will teach the skills needed to become an effective and efficient manager.

**GE215 Information Technology (3 Units)**

*Prerequisites: None*

This class offers a broad coverage of technology concepts and trends underlying current and future developments in information technology, and fundamental principles in information systems including the World Wide Web, hardware, operating systems, software, databases, security, enterprise applications, and electronic commerce.

**GE220 Computers and Ministry (3 Units)**

*Prerequisites: None*

This course covers the basics of the ways in which modern personal computers can assist in the tasks of the minister. Topics include basic word processing, sermon preparation tools, internet research, web-site maintenance, and specialized church administration database tools.

**GE225 Introduction to Philosophy (3 Units)**

*Prerequisites: None*

This course will introduce the student to the basic philosophical problems and the various approaches to the solutions. The student will be exposed to traditional philosophical systems (mostly Western) with emphasis on how these systems approach and attempt to solve the problems confirming human existence.

**GE230 Introduction to Sociology (3 Units)**

*Prerequisites: None*

The introduction of sociological concepts with emphasis on group life, culture, socialization, social institutions, social processes, and change. Includes theoretical as well as practical application of interaction and its effect on individuals and groups.

**GE235 Introduction to Psychology (3 Units)**

*Prerequisites: None*

This course will provide a general overview and introduction to the field of psychology. Psychology covers many areas and students will be introduced to the use of scientific thinking and research in psychology, basic brain physiology, cognition, motivation, memory, learning, language, personality, human development, psychological disorders, and psychological treatment.

**GE315 College Math & Statistics (3 Units)**

*Prerequisites: None*

This course is designed to strengthen basic math skills, including properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. This course will also cover basic concepts and methods of statistics, including descriptive statistics, probability, random variables, sampling distribution, estimation, hypothesis testing, introduction to analysis of variance, simple linear regression.

**GE320 Basic Research Methods (3 Units)**

*Prerequisites: None*

This course will provide an opportunity for students to establish and understanding about research concepts. The course introduces the language of research, ethical principles and challenges, and the elements of the research process within quantitative, qualitative, and mixed methods approaches.

**GE325 Speech and Presentation (3 units)**

*Prerequisites: None*

This is a basic course in speech communication, which emphasizes the fundamentals of extemporaneous speaking. Research, organization, reasoning, style and delivery of presentations; the role of the listener in oral communication; and understanding the audience-speaker relationship are stressed.

**GE330 Introduction to Multiculturalism (3 Units)**

*Prerequisites: None*

This course covers the principles and practical application of adapting to other cultural systems. Included are such concepts as culture shock, contextualization and interpersonal relationships in the cross-cultural context.

**GE333 Cultural Anthropology (3 Units)**

*Prerequisites: None*

This course is an introduction to the study the basic concepts and techniques developed by cultural anthropologists help us to understand societies of various degrees of complexity.

The topics include language, kinship, gender, ethnicity, economics, politics, religion, and social change in a broad comparative framework. Major goals are an increased awareness of the social and cultural dimensions of human experience; the diversity and flexibility of human cultures; and processes of intercultural communication and conflict.

**GE400 Undesignated Elective (3 Units)**

*Prerequisites: None*

This elective may be used for an additional career-related course, such as technical communications course, management course, or any other college level coursework that may interest

students. This elective may not repeat material students have already studied in some other course.

## **BIBLICAL STUDIES**

### **OT101 Old Testament Introduction (3 units)**

*Prerequisites: none*

This course introduces the basic theological themes, chronological framework, and literary character of the Old Testament. It aims to provide: 1) the foundations for theological interpretation of the Old Testament, giving special attention to the covenantal framework for redemptive history; and 2) an introduction to critical theories concerning the authorship, canonicity, integrity and dating of the documents.

### **OT201 Pentateuch Survey (3 units)**

*Prerequisites: OT101*

A study of the Pentateuch regarding the contents, structure, and theology of the first five books of the Old Testament. The course will also cover some major approaches to the study of the Pentateuch.

### **OT301 Prophets Survey (3 units)**

*Prerequisites: OT101*

A study of the content and message of prophets of Israel. An emphasis will be on the message of the prophets and the descriptions of the religious and political situations in the Northern and Southern Kingdoms. Literary form and structures of each book will be due attention.

### **OT401 Wisdom Literatures (3 units)**

*Prerequisites: OT101*

The wisdom literatures (such as Proverbs, Ecclesiastes) describe the wisdom of Israel which is based on all human experience and the faith that God controls the order of world. Through this class, students learn not only theoretical wisdom but also practical wisdom, and study the structure of the Messianic relationship.

### **OT405 Psalms as Literature (3 units)**

*Prerequisites: OT101*

This course studies the historical background, literary analysis, and theological messages from Psalms. Focus will be given on types, elements, and theology of Psalms.

### **NT101 New Testament Introduction (3 units)**

*Prerequisites: None*

The course will deal with 1) questions of introduction (authorship, canon, inspiration, integrity of the documents, dating, etc.); 2) inter-testamental history as a background to the New Testament, as well as 3) a study of the historical framework of the New Testament as a whole and key theological concepts.

### **NT102 Hellenistic Culture and Society (3 units)**

*Prerequisites: None*

This course studies the political, economic, social, and religious situation of the surrounding world related to primitive Christianity before the New Testament was formed.

### **NT201 Synoptic Gospels & Acts (3 units)**

*Prerequisites: NT101*

This course covers the Synoptic Gospels and Acts, with some reference to John, to help students understand the true meaning of Jesus' life and teachings, as well as track the beginnings of the Church.

### **NT301 Pauline Epistles (3 units)**

*Prerequisites: NT101*

This course contains an introductory survey of the Pauline Epistles. Issues relating to the date, authorship, historical setting, and theological context of the world of Luke, Paul and their coworkers in the Gentile mission.

### **NT401 General Epistles (3 units)**

*Prerequisites: NT101*

This course is to survey the date, purpose, authorship, and theological emphases of the General Epistles. This course will attempt to demonstrate that this group of New Testament documents clearly identifies itself as the literature of Jewish of literary style, but maintains a similar Christological and eschatological outlook.

## **THEOLOGY**

### **TH120 Christ and Culture (3 Units)**

*Prerequisites: None*

Jesus Christ's earthly ministry has been viewed by some as programmatic to the way ministry needs to be done in today's context. This course will examine Christ's involvement and influence in the culture of his day, drawing from it principles that can be applied in contemporary culture.

### **TH130 Calvin's Life and Thought (3 units)**

*Prerequisites: None*

This course studies the life and thought of the Reformer Calvin, as well as the Reformed theology he had systematized logically.

### **TH231 Christian Doctrine 1: God, Man (3 Units)**

*Prerequisites: TH120*

This course is the first of a four-part series and will introduce the student to topics such as: doctrine of God, doctrine of creation, doctrine of revelation and doctrine of man.

### **TH232 Christian Doctrine 2: Christ, Salvation (3 Units)**

*Prerequisites: TH120*

This course deals with doctrine of Christ (humanity, divinity, life and work of Christ) and the doctrine of salvation.

### **TH331 Christian Doctrine 3: Holy Spirit (3 Units)**

*Prerequisites: TH120*

The means of grace; baptism and the Lord's Supper; ordo salutis and union with Christ; calling; regeneration; faith and assurance of salvation; justification; adoption; sanctification; perseverance; glorification and the coming of Christ.

### **TH332 Christian Doctrine 4: Church, Last Things (3 Units)**

*Prerequisites: TH120*

The final in the series deals with the doctrine of the church, including the nature and practice of the church as well as the return of Christ, including questions of the millennium, and the eternal state of believers.

### **TH430 Reformed and Modern Theology (3 Units)**

*Prerequisites: TH120*

This course offers an introduction to Reformed theology, one of the most historically important, ecumenically active, and currently generative traditions of Christian doctrinal inquiry. The course proceeds by examining major figures and contexts for Reformed theology, and an array of doctrinal concerns that provide coherence to the “tradition,” including: the authority of Scripture, and the nature of Confession, Election, Christology, Sacraments, and the Christian life.

## **PRACTICAL THEOLOGY**

### **PT140 Principles of Biblical Teaching (3 units)**

*Prerequisites: None*

Through this course, students will learn the historical characters and principles of biblical education and study the biblical education methods required in the field.

### **PT240 Introduction to Evangelism and Missions (3 Units)**

*Prerequisites: PT140*

This course is an introductory overview of the biblical basis for evangelism and the church’s global mission. This course will cover the historical survey of evangelism and the principles and the methods by which evangelistic churches are built. It will also include a look at biblical motivations, historical background, and current strategies of missions.

### **PT340 Introduction to Homiletics (3 Units)**

*Prerequisites: PT140*

This study will cover the basic concepts and ideas concerning the structure and delivery of sermons, and will be useful to college students, who have not had much opportunities for sermons preparation and delivery.

### **PT341 Basics of Christian Discipleship (3 Units)**

*Prerequisites: PT140*

This course will present the basic Biblical teaching about Christian discipleship. Course objectives will focus, not only on the relevant Scriptures describing and demonstrating discipleship, but also the practical engagement in the New Testament call to follow Christ and obey God’s Word.

### **PT342 Introduction to Christian Education (3 Units)**

*Prerequisites: PT140*

This course introduces the student to the history, philosophy, aims and objectives of Christian education, including an overview of curriculum evaluation and preparation of materials for children, youth and adults within the local church.

**PT345 Introduction to Liturgiology (3 units)**

*Prerequisites: PT140*

This course studies the history of worship, the substance and elements of worship, and major trends in modern worship. This course also helps to plan the worship God truly desires.

**PT440 Academic and Career Success (3 Units)**

*Prerequisites: PT140*

This course provides students with an introduction to student success, technology, and career planning strategies. Students acquire effective tools and develop skills necessary for academic success; integrating them with career planning strategies to develop an individual Success Strategy Plan.

**PT442 Introduction to Christian Ethics (3 Units)**

*Prerequisites: PT140*

An introductory examination into various views of Ethics as well as an examination into secularism, life/death issues, biomedical issues, and the Christian's responsibility and/or ethical and Biblical obligation to obey or disobey government.

**PT445 Introduction to Counseling (3 Units)**

*Prerequisites: PT140*

An introductory course on Biblical principles for addressing counseling within the Christian Church. The course will review Scripture as the primary text for ethics and spiritual guidance to Christian living.

**PT448 Introduction to Church Growing (3 Units)**

*Prerequisites: TH332*

This course introduces theories of church growth which are drawn from the Bible as well as actual church test-cases and sociological insights.

**CHAPEL AND MINISTRY SERVICES**

**CM101 Chapel and Ministry 1A (1 Unit)**

**CM102 Chapel and Ministry 1B (1 Unit)**

**CM201 Chapel and Ministry 2A (1 Unit)**

**CM202 Chapel and Ministry 2B (1 Unit)**

**CM301 Chapel and Ministry 3A (1 Unit)**

**CM302 Chapel and Ministry 3B (1 Unit)**

Attendance at chapel and ministry internship reports will be expected.

**BUSINESS CORE STUDIES****AC100 Accounting I (3 units)**

*Prerequisites: None*

This course will provide students with a strong foundation in generally accepted accounting principles and techniques needed for success in careers in accounting or other business-related fields. The course includes the following topics: Measuring and Recording Business Transactions, Business Income and

Adjusting Entries, Completion of the Accounting Cycle, Accounting for Merchandising Operations, Inventories, Internal Control and Cash, Receivables, and Accounting Information Systems

**AC203 Financial Accounting (3 units)**

*Prerequisites: AC100*

This course emphasizes the financial statement as a means of diagnosing a company's strengths and weaknesses to enable the company to make decisions on loans, investments, acquisitions, and employment. It will cover the economic and political forces impacting accountants. Included in the course are topics of financial statements, analysis and data mining, balance sheets, cash flows, revenue cycle, expenditure cycle, and decision making.

**AC300 Accounting II (3 units)**

*Prerequisites: AC100*

This section of the course teaches students special journals, handling cash receipts, cash payment, banking activities and payroll concepts and procedures.

**AC303 Managerial Accounting (3 units)**

*Prerequisites: AC100*

Managerial accounting is concerned with the application of accounting principles and methodologies to key management decisions within organizations. It provides principles to foster the goals of the organization, as well as a better understanding of the external business environment in which an organization operates.

**AC400 Accounting III (3 units)**

*Prerequisites: AC200*

This section of the program teaches students combined journals, preparation of worksheets and complete accounting for merchandising businesses. Students are also taught accounting for bad debts, notes receivable and notes payable.

**BU100 Introduction to Business Management (3 units)**

*Prerequisites: None*

This course introduces the concept of business management and organization; managerial functions of planning, organizing, directing, controlling; decision making; human relations; motivation; communications; leadership and Information technology.

**BU110 Business Ethics (3 units)**

*Prerequisites: None*

This course is a study of the ethical principles governing business activity with special emphasis on current business issues and ethical business practices.

**BU120 Sales and Marketing (3 units)**

*Prerequisites: None*

This course is study on effective methods for marketing products and services. Advertising techniques and



direct mail are discussed. Consumer profile, organizational personalities, and demographics are presented as components of market research and analysis.

### **BU130 Business Information Systems (3 units)**

*Prerequisites: None*

This course will focus on information systems which support business decisions, internal business processes, customer relations, and interaction with suppliers. It deals with the organizational foundations of such systems, their strategy role, and the organizational and management changes driving electronic commerce, electronic business and emerging digital firm. The course also includes an overview of the hardware, software, data storage, and telecommunications technologies needed for information systems.

### **BU200 Business Law (3 units)**

*Prerequisites: None*

This course teaches the student the different rules and laws that govern the different forms of business.

### **BU205 Financial Management (3 units)**

*Prerequisites: None*

This course is an introduction to finance, its importance and relevance. Financial environment and financial objectives, financial statement, cash flow, taxes, risk, rates of return, time value of money, bonds, stocks, and capital will be included.

### **BU210 Organizational Theory and Development (3 units)**

*Prerequisites: None*

This course examines the field of organizational development and provides a background in its theory and application. It will also include the topics of the history of organizational development theory, models for organizational structure and change, and advances in organizational development theory.

### **BU213 Organizational Behavior (3 units)**

*Prerequisites: None*

This course provides a comprehensive analysis of individual and group behavior in organizations. Its purpose is to provide an understanding of how organizations can be managed more effectively and at the same time enhance the quality of employees work life. Topics include motivation, rewarding behavior, stress, individual and group behavior, conflict, power and politics, leadership, job design, organizational structure, decision making, communication and organizational change and development.

### **BU220 International Business (3 units)**

*Prerequisites: None*

This course covers how the global economic, political, and cultural environment affects domestic and international businesses, international operations and dependency, and public policy decisions.

### **BU315 Human Resource and Labor Relations (3 units)**

*Prerequisites: None*

This course introduces the basic concepts of employee relations and satisfaction based upon company

policy and legal regulations. Topics include compensation, benefits, OSHA requirements, unionization and collective bargaining, and ethical issues.

### **BU320 Business Statistics (3 units)**

*Prerequisites: None*

This is an introductory course to the relationship of business and statistics. Statistical methods and hypothesis will be discussed. Major topics include mean, median, mode, random variable, binomial probabilities and confidence limits.

### **BU330 Venture and Capital (3 units)**

*Prerequisites: None*

This course provides insight and knowledge about the entrepreneurial process. Materials will include the driving forces of entrepreneurship: opportunity recognition, team resource requirements, and effective business plan □ Including topics of equity creation, recognizing opportunities, effect of the internet, attitudes and behaviors, re-wards and incentives, ethics, finance, and business plan.

### **BU405 Advanced Financial Management (3 units)**

*Prerequisites: None*

This course is a continuation course on finance management and will include the topics such as capital budgeting, capital structure and leverage, distributions, dividends, current asset management and financing, hybrid financing, mergers, LBOs, and holding companies.

### **BU410 Entrepreneurial Leadership (3 units)**

*Prerequisites: None*

The study of successful leaders, their leadership styles and their companies will be used to teach the students the techniques to move a company from mediocre to great. Also, included are topics of goal setting, culture development, vision, profits, technology, effects of change, discipline, and necessary leadership qualities.

### **BU415 Public Relations (3 units)**

*Prerequisites: None*

This course provides students with a detailed introduction to public relations, including its historical origins, and its distinctions from advertising. Students will study theories of the public and public relations theory, while learning the many roles of the public relations practitioner and of the public relations agency. Through case studies students will examine the legal and ethical concerns of P.R., while studying the press release, newsletter, and personal appearances.

### **BU433 Business Forecasting and Simulation (3 units)**

*Prerequisites: None*

This course examines the application of economics theory and methodology needed by business managers to forecast both technical and non-technical needs. Topics include tools and techniques for analysis, consumer and firm behavior, product demand, evaluation of decisions, technology benefits and challenges and interactions between firms and the marketplace.

**BU435 Business Competitive Strategies (3 units)**

*Prerequisites: None*

This course addresses the complex future faced by existing businesses. Materials will cover strategic and organizational issues, restructuring, mergers and acquisitions, technological change, strategic alliances, and the challenges of creating and serving markets around the world. Topics include strategic goals, competitive environment, value chains, focus strategies, ethics, diversification, globalization, cooperation and competition, organization design practices, and implementing change.

**EB225 E- Business Models and Strategies (3 units)**

*Prerequisites: None*

Internet business is a dynamic interdisciplinary topic utilizing concepts from business and technology. In this course the basics of internet business are introduced from both aspects. Models of internet business such as B-B and B-C are studied in addition to various revenue models. Strategies that lead to a successful e-business such as customer relation management (CRM) and supply chain management (SCM) are introduced. Security and legal issues are also covered.

**EB325 E-Business Systems Development (3 units)**

*Prerequisites: None*

This course challenges students to explore the realities and implications of e-commerce from a marketer's perspective. Business-to-consumer (B2C) and business-to-business (B2B) e-commerce markets are examined. The course introduces students to a wide range of electronic commerce issues for marketers, as a foundation for continual learning in the dynamic e-commerce environment.

**EB425 Advanced E-Business Architecture (3 units)**

*Prerequisites: None*

This course focuses on work systems that make extensive use of computer and communication technologies in order to perform work more efficiently and satisfy new and existing customer desires through the application of cost-effective technologies. Topics include building and maintaining systems, innovation, obstacles, frameworks and analysis, data modeling, database management systems, and functional information system business systems.

**EC141 Microeconomics (3 units)**

*Prerequisites: None*

This course continues the study of economics by introducing the basic concepts of microeconomics from the nature of consumer demand through the world economy.

**EC142 Macroeconomics (3 units)**

*Prerequisites: None*

This course will introduce the fundamentals of macroeconomic topics such as employment, inflation, economic growth, international trade, the Federal Reserve System, and government budget deficit and national debt.

### **TX300 Principles of Taxation (3 units)**

*Prerequisites: None*

This course introduces the fundamentals of tax that relate to business and individuals. Emphasis will be placed on Federal income taxation and its impact on business and personal financial decisions. The course content is relevant to all aspects of business and accounting study. It will also provide a meaningful foundation for those students who choose to pursue further tax-related studies.

### **TX400 Advanced Taxation (3 units)**

*Prerequisites: None*

The course emphasizes the tax planning techniques and opportunities for individuals and businesses to avoid or minimize the present value of tax liabilities through property acquisitions, exchanges and dispositions, deferred and installment sales, corporate reorganizations, liquidations and other pass through entity structures such as limited liability companies, trusts, estates and personal holding companies.

## **2. MASTER'S**

### ***BIBLICAL STUDIES***

#### **OT510 Old Testament Theology (3 Units)**

*Prerequisites: None*

This course introduces the basic theological themes, chronological framework, and literary character of the Old Testament. It aims to provide: 1) the foundations for theological interpretation of the Old Testament, giving special attention to Biblical Theology and to the covenantal framework for redemptive history; and 2) an introduction to critical theories concerning the authorship, canonicity, integrity and dating of the documents.

#### **OT520 Pentateuch (3 Units)**

*Prerequisites: None*

Students explore the first five books of the Old Testament to establish a solid foundation for further study in Old Testament theology.

#### **OT530 Prophetic Literature (3 Units)**

*Prerequisites: None*

Students attempt to understand the true meaning of God's message as delivered by the prophets. The course also helps students grasp the concept of the promises of God, which was to be fulfilled in the New Testament.

#### **OT535 Poetry and Wisdom Literature (3 Units)**

*Prerequisites: None*

This in-depth study of a portion of the Old Testament leads the student through the various expressions of praise and celebration of God's creation in the poetical books, as well as the difficult questions of life, justice, and meaning in the poetry and wisdom literature.

**OT540 Old Testament Exegesis (3 Units)**

*Prerequisites: OT510*

This course provides hands-on experience in Old Testament exegesis through a guided, chapter by chapter, verse by verse exposition of a selected Old Testament book. Emphasis is placed on independent judgment in interpretation, as well as evaluation of secondary literature.

**NT510 New Testament Theology (3 Units)**

*Prerequisites: None*

The course will deal with 1) questions of introduction (authorship, canon, inspiration, integrity of the documents, dating, etc.); 2) inter-testamental history as a background to the New Testament, as well as 3) a study of the historical framework of the New Testament as a whole and key theological concepts.

**NT521 Gospels and Acts (3 Units)**

*Prerequisites: None*

This course covers the Synoptic Gospels and Acts, with some reference to John, to help students to understand the true meaning of Jesus' life and teachings, as well as track the beginnings of the Church.

**NT523 Pauline Literature (3 Units)**

*Prerequisites: None*

This course explores the most numerous books of the New Testament: the letters of Paul. Attention is given not only to historical circumstances and style, but also theology, for example Paul's principles of conversion, justification, sanctification, and mission.

**NT535 General Epistles and Revelation (3 Units)**

*Prerequisites: None*

Students explore the remaining books of the New Testament, including the Petrine letters, Hebrews, and Revelation to appreciate and understand their unique contributions to the message of the New Testament.

**NT540 New Testament Exegesis (3 Units)**

*Prerequisites: NT510*

This is a hands-on demonstration of the methods of New Testament exegesis on a selected book of the New Testament. Students will be expected to use primary and secondary materials to prepare exegesis of selected passages to be reviewed in class.

**CHURCH HISTORY AND THEOLOGY****CH501 Church History 1 (3 Units)**

*Prerequisites: None*

This course covers the history of the Christian Church from the first fifteen centuries, until just before the Reformation.

**CH502 Church History 2 (3 Units)**

*Prerequisites: None*

This course covers the history of the church from the Reformation to the 20<sup>th</sup> century, and, along with CH501, provides the student a fitting and necessary context for theological knowledge, spiritual development, and ministry.

**TH610 Systematic Theology 1: Prolegomena, Theology Proper, Anthropology (3 Units)**

*Prerequisites: OT510, NT510*

The first of a basic series of courses which set out in orderly fashion to correctly think about God's revelation in the Scriptures with some questions about the nature of revelation and authority, and other presuppositions which make theology possible. Also, this course will explore God Himself, His creation of the world, and the climax of this creation, human beings.

**TH620 Systematic Theology 2: Christology, Soteriology (3 Units)**

*Prerequisites: OT510, NT510*

This course begins with human sinfulness and explores God's solution: Jesus Christ. In addition to the nature of Christ, his life and death are explored in terms of their salvific purpose and result.

**TH630 Systematic Theology 3: Ecclesiology, Eschatology (3 Units)**

*Prerequisites: OT510, NT510*

This course concludes the systematic theology series by setting out the correct teaching on the Third Person of the Trinity, the Spirit, in his nature and working in the process of salvation. This is followed by the doctrine of the church, as well as on the last things.

**TH640 Systematic Theology 4: Pneumatology (3 Units)**

*Prerequisites: OT510, NT510*

This course involves a study of the person of the Holy Spirit, His work in all ages, and His relationship to the church and individual believers.

**LANGUAGES****LA501 Greek 1 (3 Units)**

*Prerequisites: None*

This course is an elementary course of Greek grammar which allows the student to begin to understand the New Testament in its original meaning, and provides a solid foundation for more effective and accurate exegesis.

**LA502 Greek 2 (3 Units)**

*Prerequisites: LA501*

This is the second course of elementary course of Greek language. This course allows the student to gain further understanding of the Greek language.

**LA551 Hebrew 1 (3 Units)**

*Prerequisites: None*

The purpose of this course is a rudimentary understanding of Biblical Hebrew, so that, with the help of reference aids, the student may read and interpret the Old Testament, and be able to investigate difficult passages in the original language. In addition, a basic knowledge of Hebrew is necessary to properly evaluate and put into use the judgments of commentaries and journal articles concerning passages in the Old Testament.

**LA552 Hebrew 2 (3 Units)**

*Prerequisites: LA551*

This is the second course of elementary course of Hebrew language. This course allows the student to gain further understanding of the Hebrew language.

## **PRACTICAL THEOLOGY**

### **PT500 Evangelism (3 Units)**

*Prerequisites: None*

The task of spreading the gospel to the ends of the earth does not only entail overseas missions, but also sharing the gospel to neighbors and friends, those around us all the time. This course examines the various approaches to this often-neglected aspect of missions.

### **PT505 Missions (3 Units)**

*Prerequisites: None*

In this course, theories of mission and the history of Christian missions are introduced in light of the Bible, insights from the field, and the social sciences.

### **PT515 Christian Ethics (3 Units)**

*Prerequisites: None*

An integration of ethics and theology is a necessary part of ministry preparation in this time of competing, or even lack of, ethical systems. Ethics or morality is critical in today's educational ministry because Christians need to know not only what is right and wrong, but why.

### **PT520 Spiritual Development (3 Units)**

*Prerequisites: None*

As far as is practicable in an academic setting, this course attempts to introduce the various approaches to spiritual development in both a historical, and a modern evangelical setting. Special emphasis is placed on classical and modern devotional literature.

### **PT531 Christian Education (3 Units)**

*Prerequisites: None*

This capstone course for the MA and M.Div. programs covers the basics of Christian education, including Sunday school, vacation Bible school, adult education, and other areas are examined with the Biblical foundations of education in mind, as well as openness to the insights of the social sciences. A research project evidencing knowledge of each of these areas will be undertaken by students with the approval and supervision of the course instructor.

### **PT543 Christian Apologetics (3 Units)**

*Prerequisites: None*

The ability to articulate and defend the Christian faith is necessary but sorely missing in today's church. This course provides a basic exposure to the classic and modern elements of Christian apologetics, ranging from ancient arguments for the existence of God, through questions of the validity of miracles, as well as responses to the problem of evil.

### **PT545 Christian Worldview (3 Units)**

*Prerequisites: None*

It is widely agreed that many of the differences between Christians and non-Christians in today's world are the result not only of difference in religion, but a totally different world-view. This course attempts to examine the modern non-Christian and Christian world-views and delineate the major points of divergence between them.

**PT553 Christian Counseling (3 Units)**

*Prerequisites: None*

This course examines the various approaches to pastoral counseling, a necessary element in Christian ministry. Biblical precedents as well as the insights of modern psychology are examined and evaluated, resulting in an integrated approach to this crucial task. In addition, this course will introduce students to the methods of marriage and family counseling from a Biblical and practical perspective.

**PT560 Church Music (3 Units)**

*Prerequisites: None*

The history of Christian music and hymnology, as well as modern trends, are examined and evaluated to produce a practical, sound, theology of church music.

**PT600 Homiletics (3 Units)**

*Prerequisites: None*

This course is an introduction to one of the major tasks of the minister: preaching. In addition to Biblical foundations for preaching, the student is introduced to basic principles in public speaking as well as exposure to well-known contemporary preachers. Special contexts and topics for preaching are also introduced in this course.

**PT613 Christian Reformed Perspectives (3 Units)**

*Prerequisites: None*

This course systematically examines issues and controversies facing the church, evangelism, and missions today through the reading and examination of Christian Reformed authors and scholars who have spoken to those issues.

**PT620 Christian Leadership (3 Units)**

*Prerequisites: None*

This course examines the principles of leadership in the church, including theological foundations, organizational leadership, discipleship, and insights from non-Christian leadership models.

**PT625 Self-Care in Ministry (3 Units)**

*Prerequisites: None*

This course addresses the overall well-being of the pastor/missionary as a person. The intent of the course is to equip the students with self-care strategies in physical, emotional, intellectual, spiritual, and social dimensions as a preparation for ministry.

**PT630 Theology of Ministry (3 Units)**

*Prerequisites: None*

This course introduces the minister-in-training to the basic principles of ministry, including adult-, youth-, and ministry in special contexts.

**PT640 Homiletics Practicum (3 Units)**

*Prerequisites: None*

This course provides more practice in the task of preaching through the use of recorded preaching sessions which are self-criticized as well as instructor-evaluated.

**RESEARCH METHODS**



### **RM611 Research Methodology (3 Units)**

*Prerequisites: GE320*

This course is designed: to provide opportunities for graduate students to define a contextual framework within which to develop creative Art, Media and Design practice at Masters level; to create links between undergraduate study and postgraduate research for graduates whose practice may form the basis for future research; to create a flexible structure which maximizes the range of postgraduate learning opportunities.

### **CHAPEL AND MINISTRY SERVICES**

**CM501 Chapel and Ministry 5A (1 Unit)**

**CM502 Chapel and Ministry 5B (1 Unit)**

**CM601 Chapel and Ministry 6A (1 Unit)**

**CM602 Chapel and Ministry 6B (1 Unit)**

Attendance at chapel and ministry internship reports will be expected.

### **ACCOUNTING**

#### **AC600 Financial Analysis and Management (3 units)**

*Prerequisites: AC510*

Advanced Finance Analysis and Management is an overview of financial theory including time value of money, capital budgeting, capital structure theory, dividend policy, asset pricing, risk and return, the efficient markets hypothesis, bond and stock valuation, and business performance evaluation and other financial topics.

#### **AC610 Advanced Financial Accounting (3 units)**

*Prerequisites: AC510*

The purpose of this course is to provide students with a conceptual understanding of cost and managerial accounting and with the skills for applying the knowledge to decision making. Topics include cost behavior, cost-volume-profit analysis, cost systems, budgeting and control and decision making. Emphasis is placed on the interpretation and use of accounting information rather than its creation and accumulation.

#### **AC620 Advanced Managerial Accounting (3 units)**

*Prerequisites: AC510*

The purpose of this course is to provide students with a conceptual understanding of cost and managerial accounting and with the skills for applying the knowledge to decision making. Topics include cost behavior, cost-volume-profit analysis, cost systems, budgeting and control and decision making. Emphasis is placed on the interpretation and use of accounting information rather than its creation and accumulation.

#### **AC630 Advanced Tax Accounting (3 units)**

*Prerequisites: AC510*

This course focuses on the deeper the study of taxation. The topics emphasis on tax planning strategies, the tax legislative process, tax controversies and litigation, the hierarchy of tax authorities, tax research and writing techniques.

#### **AC640 Advanced Accounting Law (3 units)**

*Prerequisites: AC510*

This course examines the sources and components of law as well as the question of conflicts of law, competency of courts and various legal regimes governing international business transactions and operations. Students will explore the laws in a variety of areas, including international and European Union law, competition law, intellectual property, professionalism and ethics, compliance and regulatory law, risk assessment, finance, sales, employment, corporations and other business associations, mergers and acquisitions, debtor-creditor relations, secured transactions, bankruptcy and receivership.

## ***BUSINESS AS MINISTRY***

### **BM510 Holistic Mission Perspective (3 units)**

*Prerequisites: None*

The course reviews the biblical, theological and historical foundations and facilitates a holistic mission for the planting and multiplication of churches as Business as Ministry. It examines the world Christian community in a transitioning global context, with special consideration of the spreading of Christianity from the perspective of the recipients and the change by missionary agencies toward indigenous workers in the view of point of Business as Ministry.

### **BM520 Practical Model of Strategic Business Ministry (3 units)**

*Prerequisites: None*

The course will give students a concept and understanding of practical model of Business as Ministry. All students will affiliate themselves with the strategic models in multiple areas of business as mission and students are strongly encouraged to survey the typical cases of business as ministry.

### **BM550 Principles of Business Ministry (3 units)**

*Prerequisites: None*

The course provides an overview of the principles of business ministry concept and understanding of business as mission. It focuses on the needs of Business Ministry and recognizes the issues in world mission. This course showing students how business can bring glory to God, and how the Holy Spirit wants to anoint people to influence the marketplace and change the world.

### **BM551 Mission History from Business Perspective (3 units)**

*Prerequisites: None*

The course will give students a concept and understanding of world mission history as the business perspective. All students will affiliate themselves with the historic events in mission history and students are strongly encouraged to prepare the world mission.

### **BM552 Mission Theology for Business Ministry (3 units)**

*Prerequisites: None*

This course is a study of the theology, history, culture, politics, and methods of the Business Ministry, with special emphasis on recent developments, crucial issues, and future trends, ending with a careful study of missions in the local church. It provides a biblical basis for missions, a broad outline of the missionary outreach of the church, an understanding of the present state of the worldwide church, and the key issues in missions today.

### **BM610 Strategic Planning for Business Ministry (3 units)**

*Prerequisites: None*

The course will give students a Christian business strategy foundation in the marketplace and future employment in the sector. All students must affiliate themselves with the biblical principles of marketing, advertising, accounting, organization structure, human resources, investment, financial, information system and students are strongly encouraged to prepare the business as ministry.

### **BM615 Kingdom Business Planning Strategies (3 units)**

*Prerequisites: None*

This course is designed for organizing, evaluating, and blending global economic needs, opportunities, and resources required to build kingdom-strategic business ventures; the unique constructs of the world of business and the world of missions that merge and contextualize into an entity significantly different from either alone.

### **BM620 Cross-cultural Ministry (3 units)**

*Prerequisites: None*

This course is designed for undergraduate students with a focus on managing in across cultures. It provides intellectual and experiential cases for developing the interpersonal-intercultural communication and interaction skills necessary for international managers. It identifies cultural aspects of verbal and nonverbal behavior of persons from different cultures and themselves, students come to recognize cultural differences that can cause difficulties in management situations. Students will acquire detailed expertise in dealing with a wide variety of cultural situations, challenges and paradigms, thus learning practical skills that will be useful for their own personal and professional development to prepare Business as Ministry.

## ***BUSINESS MANAGEMENT***

### **BU540 Organizational Behavior for Management (3 units)**

*Prerequisites: None*

This course provides a comprehensive analysis of individual and group behavior in organizations. Its purpose is to provide an understanding of how organizations can be managed more effectively and at the same time enhance the quality of employees work life. Topics include motivation, rewarding behavior, stress, individual and group behavior, conflict, power and politics, leadership, job design, organizational structure, decision-making, communication and organizational change and development.

### **BU605 Small Business Data Analytics (3 units)**

*Prerequisites: None*

The course presents an overview of data analytics in small business management and the technologies that can be used to enhance data-driven decision making.

### **BU610 Effective Management Strategies (3 units)**

*Prerequisites: None*

The course emphasizes the value and process of strategic management. The Strategic Management course is designed to explore an organization's vision, mission, examine principles, techniques and models

of organizational and environmental analysis, discuss the theory and practice of strategy formulation and implementation such as corporate governance and business ethics for the development of effective strategic leadership.

### **BU620 Effective Marketing Strategies (3 units)**

*Prerequisites: None*

This course involves the review and learning of marketing strategy concepts, and the opportunity to apply those concepts in a concrete application setting. Part of the class will be devoted to the investigation of factors that favor particular types of marketing strategies. The remainder of the course will provide you with an opportunity to apply your strategic marketing knowledge in creative and resourceful ways.

### **BU625 Technology & Job Design (3 units)**

*Prerequisites: None*

This course is designed for technology as the study of tools and methods and explores how leaders help followers interact with tools and methods to accomplish the organization's objectives. This includes job design, human-computer interaction, understanding how new technology should cause current tools and methods to change, and how to help followers through the adoption and diffusion of the innovation process.

### **BU630 Entrepreneurship and Leadership (3 units)**

*Prerequisites: None*

This course discusses the basics every manager needs to organize successful leadership in both entrepreneurial and established firms. The course examines how entrepreneurs can shape their firms so that they continuously build and commercialize valuable leadership. Many of the examples also focus on how established firms can become more entrepreneurial in their approach to goal of organization.

### **BU633 Servant Leadership and Social Issues (3 units)**

*Prerequisites: None*

This course seeks a thoughtful engagement of how Servant Leadership works in a contemporary world regarding issues such as social movements, social corporate responsibility, justice & humanity.

## ***CAPSTONE PROJECT***

### **CP600 Business Plan/Proposal**

This course is intended to be the final course of a student's graduate studies. The course objective is to incorporate concepts learned throughout the MBA program to address a strategic challenge facing business management. Students independently research and write a paper that reflects a question or problem an organization is currently facing. Students will demonstrate a deep understanding of the subject with guidance from a faculty mentor.

## ***e-BUSINESS***

**EB510 Advanced E-Business Structure (3 units)**

*Prerequisites: None*

This course provides a basic skill set in regards to use of and managerial aspects of e-Business include: the advent of advanced and powerful development tools, the creation and publication of web pages. It emphasizes the higher levels of expertise is needed to implement or alter server settings (especially when dealing with security) and linking pages to online databases. This technology would be required to provide the level of expertise needed to completely master the technical side of e-Business.

**EB520 Advanced E-Business Strategies (3 units)**

*Prerequisites: None*

This course focuses on the strategies in many topics in e-business, including the knowledge of e-business and the related information technology, e-business models, e-Payment, e-stock and Supply Chain Management. Besides, for the business usage, this course also includes the understanding to unbundling the corporation, e-business model ontology and the implementation of e-business in practice.

**EB610 Advanced E-Business Marketing (3 units)**

*Prerequisites: None*

This course focuses on the nature of the e-Business and its impact on the elements of marketing. This is, perhaps, currently one of the most exciting and dynamic areas in business. The topics of this course include: the principles of e- Business Marketing within the context of the marketing mix, the legal issues relating to e- Business Marketing, the practice of e-Marketing, and various companies, websites and their e- Business Marketing models.

**EB620 Information Technology for E-Business (3 units)**

*Prerequisites: None*

This course focuses on the problems and issues of Information Technology of e-business systems. These are systems whose continuing operation and evolution is vital for the business or organization that they serve. IT managers and CIOs must ensure that systems are effective and cost-effective, that new projects give a good return, and that emerging technologies are evaluated and, where appropriate, adopted in an orderly manner. Similarly, emerging risks such as security threats must be evaluated and addressed using appropriate and cost-effective techniques.

**NON-PROFIT ORGANIZATION****NP510 Law for Non-Profit Organization (3 units)**

*Prerequisites: None*

The purpose of this course is to introduce students to nonprofit organizations and the issues they face. This course will provide an overview of, rationales for and a framework to study the nonprofit sector and focus on state laws that affect nonprofits: formation, dissolution and operational issues, including the duties of care and loyalty faced by directors and trustees, and federal income tax laws applicable to tax exempt organizations: requirements for exemption.

**NP520 Non-Profit Organization Management (3 units)**

*Prerequisites: None*

This course introduces the theory and practice of effective management of nonprofit organizations. This

course will address some of the pertinent management issues of the often-overlooked trillion-dollar-nonprofit sector that includes education, research, Health care, art, culture, religion, communications, social welfare and services, advocacy, legal services, international assistance, foundations and mutual benefit professional and trade associations. A variety of topics in nonprofit management are covered, providing a thorough introduction and understanding to the significant issues of the sector - topics include the management, leadership, governance, and accountability of nonprofit organizations in America.

### **NP610 Accounting for Non-Profit Organization (3 units)**

*Prerequisites: None*

This course introduces the fundamentals of accounting for nonprofit and government organizations. It emphasizes the issues related to fund accounting, including general and revenue funds, debt service funds, capital project funds, internal service funds, enterprise and fiduciary funds, long-term debt and fixed-asset accounting, and planning and control of cash and temporary investments. Other topics include budgeting, budgetary control and reporting, management control, financial reporting, budgeting and controlling operations, cost determination, strategic planning, program analysis, measurement of output, reporting on performance, full-accrual and modified-accrual accounting, cost determination, tax levies, auditing, and preparation of financial statements.

### **NP620 Advanced Practice for Non-Profit Organization (3 units)**

*Prerequisites: None*

This course presents the basics of practices that nonprofit managers need to develop and implement a practical plan. This overview demonstrates various reasons for marketing, either for a specific fundraising goal, such as a capital campaign, or communicating a position on a policy issue. Students learn specific steps needed to craft a marketing plan. Steps include a context analysis, an analysis of strengths and weaknesses, creation of core message development, and audience identification. The course provides tools for identifying the objectives, goals, strategies, and tactics needed to implement a practical plan.

## **ORGANIZATIONAL LEADERSHIP & DEVELOPMENT**

### **OL510 Evolution of Leadership (3 units)**

*Prerequisites: None*

This course presents an understanding of leadership from the wisdom literature from the evolution of leadership/management thought from 1900 to the present. Leadership as a contingent/context-specific application and organizational problems that have leader- follower interaction as a cause.

### **OL520 Group Development (3 units)**

*Prerequisites: None*

This course explores the psychological contract between leader and follower that takes any of many forms between two people or between the leader and small groups. Students study group formation and group development, as well as the intricacies of coaching, mentoring, and discipline. Students study organizational behavior and explore how OB concepts affect leadership effectiveness.

### **OL610 Strategic Planning & Organizational Change (3 units)**

*Prerequisites: None*

This course compares and contrasts strategic thinking with strategic planning and presents the value of both. Students study the leader's role in organizational change – creating and preventing change, as well

as determining the organization's readiness for change. In addition, students explore the reasons for resistance to change and strategies for coping with resistance.

**OL620 Organizational Communication (3 units)**

*Prerequisites: None*

This course examines organizational communication, including dyadic, small group, formal and informal communication, as well as the relationship of communication to organizational satisfaction and effectiveness. In addition, students study how communication defers in leader-member exchange and mass-communication of charismatic leader/large group interaction.

### 3. DOCTORATE

#### **CORE COURSES**

##### **OT860 Old Testament Theology Seminar (3 Units)**

*Prerequisites: None*

A synthesizing course which deals with the issues of methodology in studying OT themes, issues of continuity and discontinuity for the Christian believer, and relationship between the Old Testament and the New Testament, including with particular focus on the role of covenant and the mission of God.

##### **NT862 New Testament Theology Seminar (3 Units)**

*Prerequisites: None*

The New Testament in its entirety is examined from a theological perspective on the topics of Christology, Eschatology, and Ecclesiology. Emphasis is placed on similarity and diversity among the New Testament authors.

##### **NT875 Advanced Hermeneutics (3 Units)**

*Prerequisites: None*

The goals of the course are to develop a comprehensive methodology of interpreting the Bible to learn to evaluate different interpretive models, to acquire the ability to distinguish different genre in the Bible and the implications that has for interpretation, and to grow in obedience of mind and life, coming more completely under the authority of God's written Word.

##### **CH855 Worldwide Church History Symposium (3 Units)**

*Prerequisites: None*

The history of the Christian Church throughout the centuries will be looked at with an in-depth focus on some of the time periods, people and cultures. Special attention will be given to two particular church growth histories – the American Church (a two hundred plus year history) and the Korean Church (a one hundred year plus history).

##### **TH832 Christian Apologetics Seminar (3 Units)**

*Prerequisites: None*

The ability to articulate and defend the Christian faith is necessary but often sorely missing in today's church. This course provides exposure to the classic and modern elements of Christian apologetics, ranging from ancient arguments for the existence of God, through questions of the validity of miracles, as well as responses to the problem of evil.

##### **PT801 Spiritual Development Seminar (3 Units)**

*Prerequisites: None*

This course seeks to explore and apply the various approaches to spiritual development in both a historical, and a modern evangelical setting. Special emphasis is placed on classical and modern devotional literature.

##### **PT825 Christian Leadership/Discipleship Seminar (3 Units)**

*Prerequisites: None*

This course examines the principles of leadership in the church, including theological foundations, organizational leadership, discipleship, and insights from non-Christian leadership models.

##### **PT861 Christian Education Seminar (3 Units)**



*Prerequisites: None*

The course will review the history of church-based Christian education, including Sunday school, vacation Bible school, adult education, etc, as well as other areas of educational value in the church. All will be examined with the Biblical foundations of education in mind, as well as openness to the insights of the social sciences and current trends in communication and education.

## **MINISTRY CONCENTRATION**

### **LA820 Advanced Greek Reading (3 Units)**

*Prerequisites: None*

This course begins with the grammatical foundations set in New Testament Greek and builds on it—with more advanced grammar, as well as introduction to such tools as Greek sentence diagramming and the use of reference grammars. All this is done while reading through actual passages of the New Testament.

### **LA870 Advanced Hebrew Reading (3 Units)**

*Prerequisites: None*

This course assumes a basic knowledge of Hebrew grammar, and builds on this by providing practice in reading basic texts from the Hebrew Bible, with attention to vocabulary recognition, pronunciation, and familiarity with syntax.

### **OT822 Old Testament Prophets Seminar (3 Units)**

*Prerequisites: None*

The Prophets of the Old Testament fall into two categories – the writing prophets and the non-writing prophets. Attention will be given to both to understand the true meaning of God’s message as delivered by the prophets. Critical theories of authorship and time and place will be debated and discussed.

### **OT840 Old Testament Exegesis Seminar (3 Units)**

*Prerequisites: None*

This course provides hands-on experience in Old Testament exegesis through a guided, chapter by chapter, verse by verse exposition of a selected Old Testament book. Emphasis is placed on independent judgment in interpretation, as well as evaluation of secondary literature.

### **NT821 Life of Jesus Seminar (3 Units)**

*Prerequisites: None*

This course covers the Synoptic Gospels and Acts, with some reference to John, to help students to understand the true meaning of Jesus’ life and teachings, as well as track the beginnings of the Church.

### **NT825 New Testament Literature Seminar (3 Units)**

*Prerequisites: None*

This course will give special attention, first to the writings of the apostle John, and will seek to bring out both the literary beauty and the theological depth of the Fourth Gospel as well as Revelation and the Johannine Epistles. The course will also explore the letters of Paul. Attention is given not only to historical circumstances and style, but also theology, for example Paul’s principles of conversion, justification, sanctification, and mission.

### **TH800 Systematic Theology Prolegomena (3 Units)**

*Prerequisites: None*

The basic series of courses which set out in orderly fashion correct Christian thinking based on God’s

revelation in the Scriptures begins with some questions about the nature of revelation and authority, and other presuppositions which make theology possible.

### **TH820 Systematic Theology Seminar (3 Units)**

*Prerequisites: None*

This course provides in-depth examination of a topic, period, person, or movement in theology which is covered only briefly in TH501-503.

### **TH833 Comparative Religions Seminar (3 Units)**

*Prerequisites: None*

This course focuses on the various religions of the world, as a needed element in preparation for missions, as well as apologetic and evangelistic purposes. Special emphasis is placed on similarities with and differences from Christianity. Furthermore, a look at cults, old and new, will be explored.

### **TH870 Contemporary Ethical Issues and the Church (3 Units)**

*Prerequisites: None*

This course deals with contemporary ethical problems and attempts to help students bring a Christian and biblical understanding to the many vital ethical issues facing Christians today.

### **PT832 Advanced Homiletics Seminar (3 Units)**

*Prerequisites: None*

This course seeks to strengthen the pastor and educator who already has experience in formulating and preparing biblical sermons. Various sermon preparation aids will be discussed and the various types of sermons (e.g. Expository, Topical, etc.) will be analyzed and discussed. The practicality and relevance of preaching will also be challenged and discussed

### **PT845 Pastoral Practices Seminar (3 Units)**

*Prerequisites: None*

This course for experienced pastors will focus upon the examination of the many tasks assigned to the typical pastor. Relevance and prioritizing will be discussed, as well as the effectiveness of ministry in our current culture. Pastoral schedule and disciplines will be explored as well as methods and current trends in specific ministry obligations (i.e. Funerals, Weddings, Baptism, Communion, etc).

### **PT851 Pastoral Counseling Seminar (3 Units)**

*Prerequisites: None*

This course examines the various approaches to pastoral counseling, a necessary element in Christian ministry. Biblical precedents as well as the insights of modern psychology are examined and evaluated, resulting in an integrated approach to this crucial task. Trends and issues confronting our current culture will be highlighted and discussed

### **PT880 Christian Issues in Psychology Practicum (3 Units)**

*Prerequisites: None*

Models of integration, critical issues in psychology and contemporary issues are examined in light of the scriptures and modern thinkers in Christian psychology. Current trends in psychological disciplines, especially in light of the current culture, will be explored. Effectiveness in treating the many dysfunctions of our modern society will be analyzed.

## **RESEARCH AND DISSERTATION**

### **RM811 Phase 1 - Development / Abstract (3 Units)**

*Prerequisites: None*

This is the “Development” phase required for the D.Min. degree. The phase provides the participant the needed backgrounds in methods of research, as well as in the technical aspects of writing and formatting the dissertation. Research methods will be determined and defined and the Dissertation topic will be chosen, discussed, edited (if needed), and approved by the participant’s dissertation committee. The dissertation topic, the bibliography and the dissertation Abstract will be completed, presented and approved during this phase. Initial drafts of the early chapters will also be written and presented to the dissertation advisor.

### **RM911 Phase 2 - Writing / Editing (3 Units)**

*Prerequisites: RM811*

The doctoral participant begins the writing of the approved dissertation topic. Regular meetings and consultation will occur between the participant and the dissertation advisor. All the sections of the dissertation will have been edited by the advisor and ultimately a full draft will be presented. The draft of the full dissertation will be presented to a secondary reader advisor, and any further editing will be completed.

### **RM912 Phase 3 - Presentation / Approval (3 Units)**

*Prerequisites: RM911*

The final draft of the dissertation will be presented to the school along with the Approval page signed by the Advisors. Publication and book binding of the dissertation will be reviewed and options will be offered to the student.

## **XIII. STUDENT POLICIES AND SERVICES**

### **1. STUDENT RESPONSIBILITIES**

Each student is individually responsible for compliance with the regulations printed in this General Catalog and in the official Haven University announcements 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 Student Rights (see below) and the Student Code of Conduct (see below). The students must observe this code of conduct while enrolled at Haven University.

#### ***Chapel***

Haven University provides meaningful worship services for students on Mondays and Tuesdays 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 three chapel services per semester are required to provide evidence of excused absence and are assigned a devotional project.

#### ***Christian Service***

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.

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

All students at Haven University 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/or the use of materials prepared by another, such as commercially prepared term or research papers.

Haven University regards plagiarism as a flagrant violation of the School'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.

## 2. STUDENT CODE 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 or 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.

### ***Disciplinary Policy***

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 Haven University'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 Haven University are based on the California Administrative Code, Title 5, Section 41301.

### **3. STUDENT RIGHTS**

**Students at Haven University 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 Office of Admissions & Records 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.

### **4. STUDENT SERVICES**

**Employment**

Many students find it a financial necessity to work part-time while enrolled at Haven University, 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 University does not offer employment placement services.

**Housing**

Haven University 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.

Websites like [www.apartments.com](http://www.apartments.com) can provide you with further information about prices and distances from the school.

Apartments/Houses around the school vicinity (1 mile or less) estimate around \$1,800 for 1-3 bedrooms for rent. However, students are encouraged to do their own research for an optimal price.

**Books**

Haven University will make every effort to assist students in locating and/or providing for purchase all of the required books, as well as recommended books, for the courses that are offered.

**Counseling**

Counseling is available to students through several means. Administrative officers and faculty are available by appointment for general counseling. Specific needs may be met through numerous counseling services in the metropolitan area.

In order to assist new students in adjusting to Haven University's life and in planning their academic programs, a brief orientation is scheduled during the registration period. In addition, academic counseling is planned to help new students become more familiar with the courses and curriculum offered, and to assist them in course selections. The academic Dean and faculty are experienced scholars as well as ministers with many years of pastoral experience behind them.

## **XIV. GENERAL POLICIES**

### **1. CATALOG ACCURACY SYSTEM**

The Haven University's catalog describes the policies, procedures, rules and regulations by which the school operates the programs and services that it offers. Haven University endeavors to present this information to the public clearly and accurately. Every effort has been made to assure that the information presented is correct and up-to-date. Haven University assumes no responsibility for program changes or publication errors beyond its control. This catalog is updated annually.

### **2. STATEMENT OF SCHOOL RIGHTS**

This catalog is published to aid the student in making decisions leading to the accomplishment of academic goals. The policies, procedures, rules and regulations stated herein are for information only and in no way constitute an irrevocable contract between the student and Haven University.

Nothing in this catalog shall be construed, operate as, or have the effect of an abridgment or limitation of any rights, powers or privileges of the Board of Trustees or the President of Cal Grad.

While every effort has been made to ensure the accuracy and timeliness of information in this catalog, changes in laws, rules and policies that occur from time-to-time may alter information contained in this publication. Further, the General Catalog is a generic publication; it is not intended or possible to be inclusive of all the information which pertain to the student and Cal Grad.

Cal Grad reserves the right to make program changes and rules revisions; to set and amend tuition, services and material charges; to make changes in which courses are offered, teaching assignments, degree requirements, student services, and administrative staff at its sole discretion without limitation or prior notice, subject to applicable law.

There are established procedures for making changes - procedures which protect the school's integrity and the individual student's interest and welfare. A curriculum or Haven University graduation requirement, when altered, is not made retroactive unless the alteration is to the advantage of the student and can be accommodated within the span of years normally required for graduation. The student should consult the appropriate office, administrative unit, the published schedule of classes or other appropriate school publications for current information.

Haven University further reserves the right to refuse admission to any applicant at the discretion of the Admission Director and to disqualify, discontinue or exclude any student at the discretion of the President, the Dean of Student or Dean of Administration.

### **3. POLICY ON SEXUAL HARASSMENT**



Harassment and sexual harassment are reprehensible and will not be tolerated by Haven University. 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 Haven University student towards any person, or Haven University 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 Haven University and threatens the careers, educational experience, and well-being of the students, staff and faculty. Haven University 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.

Haven University 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.

#### **4. POLICY ON 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 University. 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.

#### **5. POLICY ON PROSECUTION FOR THEFT AND BAD CHECKS**

It is the policy of Haven University to prosecute individuals for theft, such as shoplifting, and the issuance of worthless documents, such as bad checks, whenever it occurs on campus. All persons committing such acts are subject to prosecution by civil authorities under the California Penal Code. Such measures include the utilization of Section 1719 of the California Civil Code (AB 1226) which permits the recipient of a bad check to recover the amount owing upon such check plus three times its face value up to a limit of \$500 in a court of competent jurisdiction.

## **6. GRIEVANCE RESOLUTION AND APPEALS PROCEDURES**

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 Haven University 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 call for an informal meeting. If after ten instructional days beyond the initial informal meeting a satisfactory resolution is not reached, the academic dean 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 Haven University'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 Haven University 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](http://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.

Records of student grievances are to be kept by the student dean.

## XV. CALGRAD PERSONNEL

### 1. BOARD OF TRUSTEES

Chair .....	Kee Timothy Hwang	Flagstaff, AZ
Secretary .....	Jay J. Eum.....	Irvine, CA
Member.....	Kwanjoong Kim	Fullerton, CA
Member.....	Franklin R. Turner	San Diego, CA
Member (President).....	Kang Won Lee	Fullerton, CA

### 2. ADMINISTRATIVE OFFICERS/STAFF

President .....	Kang Won Lee, D.Litt.,
Dean of Academic Affairs.....	Seong Hee Lee, D.Min.
Dean of Student Services .....	Steven Long, Ed.D.
Dean of Administration .....	Brian Trott, D.Min
Dir. of Institutional Research & Effectiveness (Acting)	.Simon K. Song, Ph.D.
D.Min. Director .....	Joseph LoMusio, Ph.D.
M.A./M.Div. Director .....	Brian Trott, D.Min
M.B.A. Director .....	Kevin Grant, Ph.D.
B.S.B.A. Director .....	Steven Long, Ed.D.
B.A.R. Director.....	Abraham J. Choi, D.Min.
G.E. Director.....	James Koo, DBA (cand.)
Dir. of Administration	Linda Trott, D.Min.
Dir. of Financial Aid .....	Cindy Cho, B.A.
Dir. of Admissions & Records.....	Linda Trott, D. Min.
Dir. Of Distance Education .....	James Koo, DBA (cand.)
Dir of E.S.L. ....	Jesse Kim, B.A.
Librarian .....	Su Chung Chay, M.L.S.
Assistant Librarian .....	Eugene Choi, B.A.

### 3. FACULTY

Faculty members of Haven University are chosen for their academic expertise, teaching ability, and exemplary Christian life. They are expected to lead the students not only in the pursuit of learning, but also in the application of education in daily life. Faculty members are expected to cooperate fully to fulfill the mission and purpose of Haven University, specifically:

1. in conscientiously planning the course assigned,
2. providing a clear syllabus which communicates course expectations, lecture schedule, and deadlines at the first day of class,
3. providing guidance as to recommended and required reading,
4. insuring the amount of learning is equivalent to the credit units given,
5. evaluating student work fairly and accurately,
6. promptly submitting all grades within four weeks of the close of term.

#### *Full-Time*

##### **Choi, Abraham (Jae Hoon), D.Min.**

*Professor of Systemic Theology*

D.Min., Fuller Theological Seminary, CA

M.Div., Hanshin University, Korea

BE., Chonbuk National University, Korea

##### **Grant, Kevin, Ph.D.**

*Professor of Business Administration*

Ph.D., Regent University, VA

M.B.A., Azusa Pacific University, CA

B.A., Sterling College, KS

##### **Heard, Jerrard C., Ph.D.**

*Professor of Historical Theology*

Ph.D., University of Wales, UK

M.Div., Reformed Theological Seminary, MS

M.A., Southern Illinois University, IL

B.A., Mississippi State University, MS

##### **Koo, James, D.B.A.**

*Professor of General Education*

*Professor of Business Administration*

D.B.A., Graduate School of Pacific States University, CA

M.A., Fuller Theological Seminary, CA

M.B.A., Graduate School of Dongguk University, Korea  
B.A., Korea University, Seoul, Korea

**Lee, HeeKap, Ph.D.**

*Professor of Practical Theory*

Ph.D., Indiana University, IN  
M.A., Cincinnati Bible Seminary, OH  
M.A., Yon Sei University, Seoul, Korea  
B.A., Han Yang University, Seoul, Korea

**Lee, Seong Hee, D.Min.**

*Professor of New Testament*

D.Min., Presbyterian Theological Seminary in America  
M.A., Talbot Graduate School of Theology, Biola University, CA  
M.Div., California Union University, CA  
M.B.A., Dongguk University, Korea  
M.A., Dongguk University, Korea

**LoMusio, Joseph, Ph.D.**

*Professor of Old Testament*

Ph.D., Newport University, CA  
M.A., Talbot Theological Seminary, Biola University, CA  
B.A., Arizona Christian University, AZ

***Part-Time***

**Choi, Hee Kyu, D.Min.**

*Professor of Systemic Theology*

D.Min., Reformed Theological Seminary  
Th.M., International Theological Seminary  
Th.M., Westminster Theological Seminary  
B.A., Calvin Theological College of Seminary  
B.Th., Free Church of Scotland College

**Herron, Sandra, Ph.D.**

*Instructor of E.S.L.*

Ph.D., Sierra University, CA  
M.A., California State University, CA  
B.A., Whittier College, CA.

**Irons, Charles Lee, Ph.D.**

*Professor of New Testament*

Ph.D., Fuller Theological Seminary, CA

M.Div., Westminster Theological Seminary, CA  
B.A., University of California, Los Angeles

**Kim, Sang, M.B.A**

*Professor of Business Administration*

M.B.A., Woodbury University, CA  
M.S., Golden Gate University, CA  
B.A., University of California at Los Angeles, CA

**Lee, Hannah, B.A.**

*Instructor of E.S.L.*

B.A., BIOLA University, CA

**Lee, Yun Sim**

*Professor of Practical Theology*

Ph.D. HIS University, CA  
M.A., Kentucky Christian University, KY  
B.A., Han Yang University, Korea

**Oh, David Yoontae, M.Div.**

*Professor of Practical Theology*

Th.M., International Theological Seminary  
M.Div., Fuller Theological Seminary, CA  
B.S., Cal Poly, Pomona, CA

**Paeng, Seong Cheol, Ph.D (cand.)**

*Professor of General Education*

*Professor of Business Administration*

Ph.D.(cand.), Claremont Graduate University, CA  
M.A., Korea University, Seoul, Korea  
B.E., Korea University, Seoul, Korea

**Tannous, Lilliana, M.A.**

*Instructor of E.S.L.*

M.A., University of California at Irvine, CA  
B.A., University of San Francisco, CA

**Whitcomb, Wade L., D.Min.**

*Professor of Practical Theology*

D.Min., Westminster Theological Seminary, CA  
M.Div., Talbot School of Theology, CA  
B.S., Biola University, CA

**Wilkes, Lawrence, Ph.D.**

*Professor of Biblical Studies*

Ph.D., California Graduate School of Theology, CA

M.Div., Golden Gate Baptist Theological Seminary

B.A., Sioux Falls University, Manitoba, Canada



## ACADEMIC CALENDAR

Some dates are subject to change. Refer to the class schedule of each semester for recent changes related to holiday observances, registration deadlines, and commencement ceremonies. This is not to be construed as an employee work calendar.

For purposes of degree evaluation, the academic year is defined as at least two (2) regular semesters, and consists of at least fifteen (15) instructional weeks each semester. Under special circumstances, the last day to add classes and register late may be extended to two weeks from the date classes begin.

Applications for admissions will be accepted for entry into programs until capacity is reached up to the beginning of the semester, unless otherwise noted.

### 2019 WINTER INTENSIVE

Jan. 04-17	Winter Intensive
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### 2019 SPRING SEMESTER

Jan. 19	Student Orientation
Jan. 21	Classes begin
Feb. 01	Last day to Add/Drop
Feb. 01	Last day of Attendance
Feb. 18	President's Day – No Classes
May 18	Commencement
Mar. 25-29	Spring Break
Apr. 29 – May 10	2019 Fall Registration (Returning Students)
May 06-11	Finals/Exam week
May 18	Commencement

### 2019 SUMMER INTENSIVE

July 22-	Summer Intensive
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Aug. 3	
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### 2019 FALL SEMESTER

Aug. 17	Student Orientation
Aug. 19	Classes begin
Aug. 30	Last day to Add/Drop
Aug. 30	Last day of Attendance
Sept. 02	Labor Day - No classes
Oct. 19	The 50th Anniversary Cerebration
Nov. 25-29	Thanksgiving Break
Dec. 02–13	2020 Spring Registration (Returning Students)
Dec. 09-14	Finals/Exam week

### 2020 WINTER INTENSIVE

Jan. 06-18	Winter Intensive
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### 2020 SPRING SEMESTER

Jan. 18	Student Orientation
Jan. 20	Classes begin
Jan. 31	Last day to Add/Drop
Jan. 31	Last day of Attendance
Feb. 17	President's Day – No Classes
Mar. 16-22	Spring Break
Apr. 27 – May 08	2010 Fall Registration (Returning Students)
May 15	Spring Semester ends
May 16	Commencement

### 2020 SUMMER INTENSIVE

Jun 8 -19	Summer Intensive
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### 2020 FALL SEMESTER

Aug. 22	Student Orientation
Aug. 24	Classes begin
Sept. 04	Last day to Add/Drop

Sept. 04	Last day of Attendance
Sept. 07	Labor Day - No classes
Nov. 23-27	Thanksgiving Break
Nov. 30 – Dec. 11	2021 Spring Registration (Returning Students)
Dec. 07-12	Finals/Exam week

**2021 WINTER INTENSIVE**

Jan. 04-16	Winter Intensive
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**2021 SPRING SEMESTER**

Jan. 16	Student Orientation
Jan. 18	Classes begin
Feb. 05	Last day to Add/Drop
Feb. 12	Last day to register late without courses being recorded
Feb. 15	President's Day – No Classes
Mar. 22-26	Spring Break
May 03-07	Finals/Exam week
May 15	Commencement

# HAVEN UNIVERSITY



## GENERAL CATALOG 2019-2020

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