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KERNEL UNIVERSITY-  
PHILADELPHIA

# STUDENT HANDBOOK



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Rev 1.2.0

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## Student Handbook Introduction

Welcome to Kernel University Philadelphia!

We are pleased to have each one of you join us for your educational journey. During your time in your respective program, you will build the educational foundation for a challenging and rewarding career. The Kernel Faculty have developed this Handbook to assist you in reaching your goal and completing the program.

This Handbook will be a resource for you throughout your career as a student in this program. You should also refer to the *Catalog* made available online at [www.kernel.edu](http://www.kernel.edu) along with the other publications. Please use these resources to discover any semester related information including courses, schedules, and dates. This handbook will focus on student requirements, activities, academic criteria, grading scales, and student forms that are useful for your needs.

The policies listed in this handbook should act as guidelines for your career as a student in pursuit of higher education learning founded in biblical principles. Keep your handbook throughout the course of your years at the Kernel and you will surely be equipped with all the necessary information and resources required to succeed in completion of this program. If you have any questions, your administration, faculty, professors, and staff are all here for the students.

These policies are in compliance with both PDE and TRACS standards. Kernel University is committed to the implementation of its policies and is open to suggestions from students to improve the program.

We are here for you, the students of this program. We challenge you to take full advantage of every resource we have to offer.

For further information or clarification on the contents of this handbook, please see your Student Deans or Academic Deans.

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## I. Welcome

What is Kernel University Philadelphia? A kernel is a seed. It grows into something more significant. We want to plant seeds in your life so that you may grow into everything God can make you. Come study with us. Become significant.

### Vision

Building God-men who function effectively in their careers, communities and lives

God-men: Persons who express God's attributes through human virtue

The cornerstone of Kernel University was laid on and dedicated with these words, “*Equipping to Be God-men.*” To enable you to become more effective in your life, the mission of Kernel University is as follows:

### Mission

Kernel University is dedicated to equipping students with academic, professional and spiritual resources so that they will express and represent Christ – that is to be God-men – who function effectively in their careers, communities and lives.

### The School & Its Programs

Kernel is a professional Christian university approved by Pennsylvania department of Education (PDE) as an Approved institution. It currently offers three levels of degrees:

Bachelor of Theology  
Bachelor of Science in Business Administration  
Bachelor of Science in Computer Science  
MBA  
Master of Divinity  
Doctor of Ministry  
Distance Education

Kernel University Philadelphia also is also approved by the US Department of Homeland Security (SEVIS) to grant I-20 student visas.

Would you feel at home at Kernel University? We have students from all over the world (e.g., Africa, Japan, China, Korea, Latin America). Since the year 2000, Kernel University has trained more than 800 students. Come join this meaningful group.

*“Because Kernel University is academically challenging and spiritually nurturing, I strongly invite you to come and join us and grow into everything God can make you!”*

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- A good education takes into account that a person who does not experience the work of God in his or her life will be incomplete and feel unfulfilled. Too many academic institutions ignore the spiritual part of a person's being. As a Christian institution, we believe that God designed each individual with unique gifts and a unique calling. Since God has a plan for good things in the life of each individual, part of our calling is to assist individuals in understanding their gifts and calling.

Therefore, the subjects taught and the instructional methods used at Kernel University address all three of these areas: knowing, doing and being.

### Mission

Kernel University is dedicated to equipping students with academic, professional and spiritual resources so that they will express and represent Christ – that is to be God-men – who function effectively in their careers, communities and lives.

### Vision

**Building God-men who function effectively in their careers, communities and lives**

**God-men: Persons who express God's attributes through human virtue**

### Objectives

#### Equipped with Academic Resources

1. Academic enrichment as demonstrated by satisfactory academic progress in current and in more advanced degrees

#### Equipped with Professional Resources

1. Professional development as demonstrated on alumni surveys by professional and volunteer work in students' fields of study
2. An enhanced understanding of the purposes for which God designed them as demonstrated by a capstone project based on various assessments (e.g., career and personality tests, spiritual gifts tests, 30 Personality Assessment), a study of opportunities in their field of study, and an overview of the work in their field.

#### Equipped with Spiritual Resources

1. Biblical and theological knowledge as demonstrated by seniors correctly answering, on average, 25 more questions than first-year students on the ABHE Bible Knowledge test
2. An understanding of biblical principles related to meeting and seeking God as demonstrated by a capstone portfolio essay and an interview with a faculty member
3. A growing commitment to spiritual growth as demonstrated by first-year students, senior and alumni Spiritual Disciplines surveys

## Statement of Faith

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We believe in the Bible—the only inerrant and infallible Word of God—and the plenary, verbal inspiration and authority of the Scriptures of the Old and New Testaments.

We believe in one God in three persons; the living, personal God, existing eternally in the three persons of the Trinity or Triune: Father, Son, and Holy Spirit.

We believe in God the Father, perfect in holiness, wisdom, power, love and righteousness. He rules mercifully over all things and is worthy of worship forever.

We believe in the Son—the Lord Jesus Christ—and His full deity and full humanity. We believe in the virgin birth, redemptive death, bodily resurrection, personal ascension, and future return.

We believe in the Holy Spirit and his work of regeneration, sanctification and preservation of all believers in Christ. We believe that a spiritual gift is not required as evidence of salvation.

We believe in the creation of the universe and humanity as described in the Scriptures. We believe in the fall of Adam and Eve and the existence of Satan, the chief adversary of God.

We believe in personal salvation by grace through faith only in Jesus Christ. We believe that this salvation is based upon the sovereign grace of God and the redemptive economy of God through the progressive works of Christ's incarnation, death, resurrection, and ascension. Christ became the life-giving spirit who dwells in believers for the work of deification and sanctification.

We believe in the Church, the spiritual body of Christ, and the great commission to go into all nations, preaching the gospel, baptizing, and making disciples. We believe that building the Body of Christ is what Christ is currently working in the world and we must fulfill His need by growing into the full maturity in our life and nature.

We believe in the future return of Jesus Christ, bodily resurrection of the saved and lost, and divine judgments, rewards, and punishments in the millennium and the New Jerusalem.

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## II. Academic Matters

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

(TRACS 9.11-a)

#### Registration

Registration opens three weeks before the new semester. Within the preceding weeks, current students receive class schedules and registration information. They are to compare the new class schedules with their Student Progress Worksheets (see below). After deciding the courses in which to enroll, and during the registration period, a student is to meet with an academic advisor for academic counseling. After the first day of class, a \$50 late registration fee will be charged. Registered students may drop or add classes without fees during the first and second week of the semester. During the third week, a \$10 fee will be charged for dropping or adding each course. Thus, dropping or adding two classes would incur a charge of \$20. However, replacing a class (i.e. dropping one and adding one) will only incur a fee of \$10. After three weeks, no new classes can be added.

#### Adding and Dropping Courses

To add or drop a course, students must submit a “Course Add and Drop Form” to the school registrar. Students may add a class anytime during the first three weeks of semester or drop a class anytime during the first five weeks of a semester. After the fifth week, a student may withdraw from a class, but the class will be listed on the transcript with a “W.” Refunds for dropped courses will be calculated based on the number of weeks remaining (see Refund Policy in the school catalog).

A Course Add Drop Form is in the appendix of this handbook.

#### Scholarships

*Financial Need Scholarship:* Students who have financial needs are invited to discuss their financial situation with the CFO.

(TRACS 10.24)

#### Transfer Credit Policies

Academic work done at accredited institutions in the US and Canada, or at schools in Korea that have recognition from the ministry of education, may be transferred into Kernel University programs if the work fits into our curriculum (i.e. there is not room for 55 credits of engineering classes in the electives and general education portions of our curriculum). In some cases, work from an unaccredited school may be transferred. See evaluation procedures below.



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A student should not merely assume that previous credits will transfer. Among other considerations, Kernel University requires that previously earned credits have earned a minimum grade of “C,” have been earned within the past 10 years, and that the courses meet the curriculum requirements of the degree being attempted. If the coursework meets these requirements, and is from an accredited school, transferability is likely.

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

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

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

It is also important to recognize that no school is required to accept credits from any other school. Credits from an unaccredited school tend to be harder to transfer. Especially before KU is accredited, students should not merely assume KU credits will transfer to another particular school. Instead, the student should contact the registrar of the other school to inquire whether they will take KU credits. Students are invited to talk to the academic dean about the likelihood of transfer to another higher education institution.

### [Differences between Graduate and Undergraduate Expectations](#)

Graduate studies are fundamentally different than undergraduate studies. This is not merely a matter of reading more pages and authoring longer papers. Graduate students are expected to take significant responsibility in determining what to learn, how to learn, and in finding learning resources. In addition to submitting course work to professors, graduate students will often submit or orally present work to their peers for comments, suggestions, and ideas for improvement. Sometimes this involves team projects. A research paper at the BA level may primarily require that a student report what authors have said. Instead of simply reporting what authors say, graduate students will often be required to evaluate an author’s work, identify presuppositions and biases, or

suggest applications to their ministries. In short, graduate students are responsible to take initiative – they are partners with their professors in their own equipping.

Therefore, each graduate syllabus must explain how the above philosophy will be implemented and what activities will be used to implement the graduate guidelines. To require graduate quality studies, a graduate syllabus must describe how the class will implement any of the following:

- Oral presentations
- Original quantitative or qualitative research (i.e. not just library research)
- Evaluation assignments (e.g. of an author, peer review of other students’)
- Group projects
- Experiential learning from a ministry context
- Other (specify)

Description of how this class will implement the Philosophy of Graduate Education	
# Oral Presentations expected	
Original Research Expectations	
Evaluation assignments (e.g., evaluate a liberally biased paper, identify the un-provable assumptions of a writer, peer evaluation of first draft of term paper)	
Three term-paper outlines with references cited for each point -- references roughly evenly divided between books, serials (i.e. magazines, newspapers, journals) and electronic resources. This assignment may be in place of a term paper unless the course description indicates that this class includes a major term paper.	
Group Projects	
Experiential Learning from a Ministry Context	

Other assignment that implements our philosophy of graduate education (please describe)	
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**BS vs. Graduate Assignment Requirements**

In addition to qualitative differences between graduate and undergraduate studies, there are also differences in the quality of work required. The following table helps illustrate some quantifiable differences between graduate and undergraduate expectations. Faculty need to review our expectations (see below), but we are working toward requirements similar to the following.

	<b>Bachelors</b>	<b>Graduate</b>
Average Number Of Pages To Read Per Course	175-600	300-1000
Number Of Pages Expected In Major Term Papers (double spaced, 12 pt font)	8-12	15-30
References Cited (different books, articles, websites, online databases)	Minimum 8 citations with at least 2 from books and 2 from periodicals or full-text data bases	Minimum 12 citations w at least 4 from books and 4 from periodicals or full-text data bases
Number Of Major Term Papers In Degree Program	5 (listed below) <ul style="list-style-type: none"> <li>• Hermeneutics</li> <li>• Systematic Theology III</li> <li>• Homiletics</li> <li>• Research and Writing</li> <li>• Church History II</li> </ul>	5 (listed below) <ul style="list-style-type: none"> <li>• Christian Apologetics</li> <li>• Homiletics</li> <li>• Hermeneutics</li> <li>• Spiritual Formation</li> <li>• Intro to Missiology</li> </ul>

**Attendance Policy**

Active participation is expected from the students because of the interest in the subject and timely quizzes that will give incentive for studies. Any one missing class, unless it is an excused absence, will cause a deduction of 5% point toward the grade.

Instructors are obligated at the beginning of each semester or session to announce to their students their policy regarding excessive absences. When unexcused absences exceed the number of hours that the class meets in one week or the instructor judges a student’s absences to be so excessive as to make it impossible for the student to complete the course successfully, the instructor must drop the student from the class.

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This class attendance policy is predicated on the belief that enrollment in the University assumes maturity, seriousness of purpose and self-discipline. Each student is expected to attend the classes for which he/she is registered, to arrive on time and to stay the full class period. The University recognizes that absences occur as a result of circumstances beyond a student's control, as well as from a student's failure to accept the responsibility for attending class regularly.

#### Emergency Leave of Absence

If an extreme emergency makes it impossible for a student to attend classes for a brief period of time, the student may request the instructor for a leave of absence. Petitions for leaves of absence are obtained from the Office of Registrar. Absences incurred while on a leave of absence are not counted toward excessive absence. Approval is at the discretion of the instructor and may be for periods not to exceed five days. Instructors will be asked to give make-up assignments for all work missed during the leave of absence.

Under no circumstances will emergency leave be granted at the end of the quarter when finals will be missed or course requirements not fulfilled.

#### Extended Leave of Absence (Planned Educational Leave)

Any continuing Kernel University student who is eligible to register may maintain registration priority during an absence of two years or six consecutive semesters by taking an extended official leave of absence.

When a student finds it necessary to interrupt progress toward a degree for a reason that is related to his other educational objective and that is acceptable to the appropriate university authorities, the student may be granted a leave of absence.

A student on a leave of absence may, upon return from the leave, continue in the same program that the student had prior to the leave. The student retains the right to elect requirements in effect at the time of entrance or reentrance into the curriculum. Only students in good standing are eligible for a leave of absence.

A leave of absence will be granted when the student has filed an approved petition with the Office of the Registrar. The leave petition, which must be approved by the Dean, shall specify the reasons for the leave and the duration of the leave.

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A student granted a leave of absence has a commitment from the University to be reinstated in good standing. The reason(s) for requesting leave must be stated completely and clearly.

Reason students may petition for a leave of absence are, but are not limited to, the following:

- a. Professional or academic opportunities—such as travel or study abroad, employment related to educational goals and major fields of study, or participation in field study or research projects.
- b. Medical reasons—including pregnancy, major surgery, or other health-related circumstances; and,
- c. Financial reasons—such as the necessity to work for a specified period in order to resume study with adequate resources.

Approval will depend upon the significance of the leave in furthering the student's educational objective. It is the student's responsibility to demonstrate that there is a meaningful relationship between the leave of absence and progress toward their educational objective.

*Leaves may be granted for a maximum of two years or six consecutive semesters. A request for a leave of absence must be filed prior to the period of absence. Retroactive leave requests will not be approved.*

Failure to return from a leave of absence, as specified in the approved petition, will be considered as a withdrawal from the University. Under such circumstances, reenrollment will require a full application for readmission under the same circumstances as any new or returning applicant including enrollment in the curriculum in effect at the time of reenrollment.

### Academic Probation

Students must maintain a 1.7 cumulative GPA to remain in good academic standing and to be eligible for graduation. A student whose GPA falls below 1.7 will be placed on academic probation. While on probation, the student will be required to meet monthly with either the student dean or academic dean. If the student's GPA does not reach 1.7 within two semesters, the student will be dismissed from the school or prevented from graduating.

(TRACS 9.11-c)

### Procedures for Withdrawing from Kernel University

A student requesting to withdraw from the university may use the "Withdraw/Cancellation of Kernel University" form located in the appendix.

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Once the student fills out the form, it should then be submitted to the Registrar's office. The student's request to withdraw will be completed once all financial responsibilities are cleared, library books are returned, and there are no remaining issues between the student and the school.

(TRACS 9.11-b)

### III. Institutional grading system

#### Grading Scale and Grade Points

Letter Grade	Numerical Grade	Grade Points	Performance
A+	99-100	4.0	Outstanding+
A	94-98	4.0	Outstanding
A-	91-93	3.7	Excellent
B+	87-90	3.3	Good +
B	83-86	3.0	Good
B-	79-82	2.7	Good -
C+	75-78	2.3	Satisfactory +
C	71-74	2.0	Satisfactory
C-	68-70	1.7	Satisfactory -
D	61-67	1.0	Barely Passing
F	60 or lower	0	Failure

For a student to remain in good standing, he or she must maintain a minimum GPA of 1.7.

#### Incompletes

We must remember that students who need a grade of “incomplete” for courses must first obtain permission from the Dean of Academic Affairs' office. A form is provided in the student handbook appendix. Before the form can be submitted to the academic dean, the student and professor must sign it. After obtaining a signature from the academic dean, the students will give the form to the professor. The student is to attach a course syllabus and submit one copy (of Incomplete Request Form and course syllabus) to the professor, one to the academic dean, and keeps one himself or herself. If the student does not complete the requirements within one semester, the “I” will be turned into an “F.” To erase the “F,” a student must take the course again.

(TRACS 9.11-d)

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## IV. Academic advising

The academic dean and various staff members are happy to give academic advising at any time during a semester.

### Academic Advising During Registration

Before registration, request an updated copy of your Curriculum Progress Worksheet. Take this worksheet and the course schedule to the advisor on duty before registering for classes. The registrar will not enroll you in classes before meeting with an advisor.

### Curriculum/Student Progress Worksheet

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

After you complete (and pass) a course, use the blank to record the semester and year (e.g. F06, Sp05, Su07). For electives, you will also have to write the course number and course title. The unmarked courses are the requirements you still need to fulfill in order to graduate. At registration time, check whether each course offered is one of your yet unfulfilled requirements. Since a required course might not be offered again for another two or more years, make sure to register for your required courses. If a course is not a required course, it is an elective. You only have room for a few electives. You may choose to take additional electives for your own personal benefit, but additional electives do not help you graduate. Use a pencil when marking your curriculum progress worksheet. Changes may have to be made for several reasons.

Note: A Student Progress Worksheet, similar to the following, will be kept in each student file so that progress can be tracked and academic advising can be facilitated.

**Student Progress Worksheet: B.Th. (120 Units)**

Name: \_\_\_\_\_ Date Entered: \_\_\_\_\_

<p><b>1. General Studies - 39 Units</b></p> <p><b>1) <u>English and Communication(EC)</u></b>          ___ EC 110 College English I(Grammar)          ___ EC 120 College English II(Composition)          ___ EC 210 Oral Communication          ___ EC 220 Intercultural Communication</p> <p><b>2) <u>Humanities/Social Science(HS)</u></b>          ___ HS110 Introduction to Philosophy          ___ HS120 Introduction to Sociology          ___ HS130 Introduction to Psychology          ___ HS220 Introduction to Humanities</p> <p><b>3) <u>Technologies and Sciences(TS)</u></b>          ___ TS 110 College Algebra          ___ TS 120 Introduction to Business          ___ TS 130 Introduction to Economics          ___ TS 210 Introduction to Computer &amp; IT          ___ TS 220 Health and Nutrition Sciences</p> <p><b>2. Major Studies - 60 Units</b></p> <p><b>1) <u>Pre-Major Studies -6 Units</u></b>          ___ PM 310 Introduction to Bible          ___ PM 410 Christian Apologetics</p> <p><b>2) <u>Core Major Studies - 27 Units</u></b>          ___ BL 310 /320 Greek I / Hebrew I          ___ CH310/MI 310 Church History I (Pre-Reformation) or World Missions          ___ NT310/320 NT Survey/Gospels          ___ NT 330/340 Book of Acts/Pauline Epistles          ___ NT 350/360 General /Johannine Epistles          ___ OT 310/320 OT Survey/ Pentateuch          ___ OT 330/340 Conquest and United Kingdom          ___ OT350/360 Major &amp; Minor Prophets / Poetic &amp; Wisdom Books          ___ ST 310/312 Systematic Theology I or II</p>	<p><b>3) <u>Advanced Studies - 27 Units</u></b>          ___ BL 410 /420 Greek II / Hebrew II          ___ BL 430/NT450 Hermeneutics/Revelation          ___ CH410 Church History II (Post-Reformation)          Or MI410 History of Mission          ___ MI 310 World Mission          Or ST420 World Religion &amp; Cults          ___ NT410/420 Gospel of Matthew/Luke          ___ NT430/440 Book of Romans/Hebrews          ___ OT410/420 Genesis / Exodus          ___ OT430/440/450 Isaiah/ Jeremiah/ Psalms          ___ ST410 Systematic Theology III          Or NT450 Revelation</p> <p><b>3. Elective Studies – 21 Units</b></p> <p>___ CC310/320 Marriage or Pre-M. Counseling          ___ CC330/410 Christian Counseling or Character Formation          ___ CE 310/320 Christian Education or Ethics          ___ CE410/420 Christian Leadership or Spiritual Formation          ___ PT310/460 Evangelism &amp; Outreach or Discipleship &amp; Cell Group          ___ PT410/420 Homiletics or Biblical Counseling          ___ <b>PT 490 Capstone</b></p>
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**Student Progress Worksheet: M.Div. (96 Units)**

Name: \_\_\_\_\_ Date Entered: \_\_\_\_\_

<p><b><i>Major Studies: 72 Units</i></b></p> <p><b>1) Pre-Major Studies – 12 Units</b></p> <p>___ BL 510 Greek I ___ BL 520 Hebrew I ___ NT 500 New Testament Survey ___ OT 500 Old Testament Survey</p> <p><b>2) Core Major Studies – 30 Units</b></p> <p>___ CH 510/512 Church History I / II ___ NT 510/520 Gospels/ Book of Acts ___ NT 530/540 Pauline Epistles/ General Epistles ___ NT 550/560 Book of Romans / John’s Epistles ___ OT 510/530 Pentateuch/ Israeli History ___ OT 520/560 Joshua &amp; Judges/ Poetic &amp; Wisdom Books ___ OT 540/550 Major Prophets / Minor Prophets ___ ST 510 Systematic Theology I ___ ST 512 Systematic Theology II ___ ST 514 Systematic Theology III</p> <p><b>3) Advanced Studies - 30 Units</b></p> <p>___ BL 610/620 Greek II/ Hebrew II ___ BL 630/640 Exegesis in the NT /OT ___ BS 610/620 Bibliology/Biblical Hermeneutics ___ CH 610 American/Korean Church History ___ NT 610/620 Gospel of Matthew/ Luke ___ NT 630/640/650 Hebrew /Revelation/ New Testament Theology ___ OT 610/620 Genesis/ Exodus ___ OT 610 Historical and Prophetic Books ___ OT 630/640/650 Isaiah/Jeremiah/Old Testament Theology ___ ST 530 World Religion &amp; Cults ___ ST 610/620 Christian Worldview/ Christian Apologetics</p>	<p><b><i>Minor Studies: 24Units</i></b></p> <p><b>1) Christian Counseling</b></p> <p>___ CC 510 Christian Counseling ___ CC 520 Pre-Marital Counseling ___ CC 530 Biblical Counseling ___ CC 540 Marriage &amp; Family Counseling ___ CC 550 Crisis/Trauma Counseling ___ CC 560 Pastoral Care &amp; Counseling ___ CC 610 Christian Psychology ___ CC 620 Character Formation</p> <p><b>2) Christian Education</b></p> <p>___ CE 510 Christian Education ___ CE 520 Spiritual Formation I ___ CE 530 Early Child Education ___ CE 540 Children Ministry ___ CE 550 Youth Ministry ___ CE 560 Adult (life-long) Education ___ CE 610 Christian Ethics ___ CE 620 Spiritual Formation II</p> <p><b><i>Elective Studies: 24 Units</i></b></p> <p>___ MI 510 History of Missions ___ MI 610 Cross Cultural Ministry ___ MI 620 World Missions ___ PT 510 Anger/Conflict Management ___ PT 520 Evangelism &amp; Outreach ___ PT 530 Church Planting ___ PT 540 Discipleship &amp; Cell Groups ___ PT 550 Praise &amp; Worship ___ PT 600 Research &amp; Writing ___ PT 620 Christian Leadership ___ PT 680 Homiletics ___ <b>PT 690 Capstone</b></p>
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**Student Progress Worksheet: BSBA (120 Credits)**

Name: \_\_\_\_\_

Date Entered: \_\_\_\_\_

<p><b>1. General Studies: 42 credits (12 subjects)</b></p> <p><b>1) English and Communication: 9 units (3 subjects)</b></p> <p>____ EC 110 College English I (Grammar)</p> <p>____ EC 120 College English II (Composition)</p> <p>____ EC 210 Oral Communication</p> <p>____ EC 220 Intercultural Communication</p> <p><b>2) Humanities and Social Sciences: 18 units (6 subjects)</b></p> <p>____ HS 110 Introduction to Philosophy</p> <p>____ HS 120 Introduction to Sociology</p> <p>____ HS130 Introduction to Psychology</p> <p>____ HS 210 Introduction to Ethics</p> <p>____ HS 220 Introduction to Humanities</p> <p><b>3) Technologies and Sciences: 15 units (5 subjects)</b></p> <p>____ TS 110 College Algebra</p> <p>____ TS 120 Introduction to Business</p> <p>____ TS 130 Introduction to Economics</p> <p>____ TS 210 Introduction to Computer and IT</p> <p>____ TS 220 Health and Nutrition Sciences</p> <p><b>2. Majors: 60 units</b></p> <p><b>1) Pre-majors Courses: 6 units (2 subjects)</b></p> <p>____ PM 310 Introduction to Bible</p> <p>____ PM 410 Christian Apologetics</p> <p><b>2) Core Major Courses: 24 units (8 subjects)</b></p> <p>____ CM 310 Principles of Management (Pre. TS 120)</p> <p>____ CM 320 Principles of Economics (Pre. TS 130)</p> <p>____ CM 330 Organizational Behavior</p> <p>____ CM 340 Marketing Management</p> <p>____ CM 350 Financial Management</p>	<p>____ CM 360 Management Sciences (Pre. TS 210)</p> <p>____ CM 370 Business Statistics (Pre. TS 110)</p> <p>____ CM 380 Strategic Management</p> <p><b>3) Advanced Major Courses: 30 units (10 subjects)</b></p> <p>____ AM 310 Principles of Accounting</p> <p>____ AM 320 Principles of International Business</p> <p>____ AM 410 Principles of Microeconomics (Pre. CM 310)</p> <p>____ AM 412 Principles of Macroeconomics (Pre. CM 310)</p> <p>____ AM 420 Human Resources Management (Pre. CM 330)</p> <p>____ AM 430 Marketing Research (Pre. CM 340)</p> <p>____ AM 440 Investment Management (Pre. CM 350)</p> <p>____ AM 450 Operations Research (Pre. CM 360)</p> <p>____ AM 460 Management Information Systems</p> <p>____ AM 470 Business Law and Ethics</p> <p><b>3. Electives Courses: 18 units (6 subjects) among 10 subjects</b></p> <p>____ EM 410 Leadership and Motivation (Pre. CM 330)</p> <p>____ EM 420 Consumer Behavior (Pre. CM 340)</p> <p>____ EM 422 Advertising and Promotion</p> <p>____ EM 430 Corporate Finance (Pre. CM 350)</p> <p>____ EM 440 Project Management</p> <p>____ EM 450 Franchise Management</p> <p>____ EM 460 Venture Management</p> <p>____ EM 470 e-Commerce Management</p> <p>____ EM 480 Small Business Management</p> <p>____ EM 490 Global Entrepreneurship</p>
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## Student Progress Worksheet: D. Min. (48 Units)

Name: \_\_\_\_\_ Date Entered: \_\_\_\_\_

- 1) DM 700 Project (Proposal) Writing I (4 units)
- 2) DM 800 Project (Dissertation) Writing II (4 Units)
- 3) FC 720 Life Cycle & Psychological Development (4 units)
- 4) FC 730 Group Counseling Theory & Practice (4 units)
- 5) FC 850 Crisis & Trauma Counseling (4 units)
- 6) FC 860 Couple(Family) Counseling/ Mentoring (4 units)
- 7) NT 710 Theological Themes of the New Testament (4 units)
- 8) OT 710 Theological Themes of the Old Testament (4 units)
- 9) PT 710 Pastoral Care & Counseling (4 units)
- 10) PT 760 Current Issues in the Church (4 units)
- 11) PT 870 Leadership & Coaching (4 units)
- 12) PT 890 Integration of Ministry & Theology (4 units)

A proposed schedule of D. Min. course is as follows:

1 <sup>st</sup> Year (winter/summer) 2 courses in 2 weeks	2 <sup>nd</sup> Year (winter/ summer) 2 weeks each	3 <sup>rd</sup> Year (winter/ summer) 2 weeks each
PT 760 Current Issues in The Church (4 units)	DM 700 Project writing I (4 units)	DM 800 Project writing II (4 units)
FC 720 Life Cycle & Psychological Development (4 units)	PT 710 Pastoral Care & Counseling (4 units)	FC 830 Crisis & Trauma Counseling (4 units)
NT 710 Theological Themes in NT Theology (4 units)	PT 870 Leadership & Coaching (4 units)	PT 890 Integration of Ministry & Theology (4 units)
OT 710 Theological Themes in OT Theology (4 units)	FC 730 Group Counseling Theory & Practice (4 units)	FC 850 Couple(Family) Counseling/ Mentoring (4 units)

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# BSCS Program

## **BSCS PROGRAM OBJECTIVES:**

The CS degree is designed to provide students with CS courses so that students learn basic CS concepts and principles. Hands-on practice will be coupled with the CS coursework. This includes the study of computer programming, databases, network, and operating systems. The principles, concepts, and skills necessary for a successful CS career are provided. Students will have opportunities to find employment in the world of computer science, business, computer security, government, information technology or even positions of greater responsibility.

## **PROGRAM LEARNING OUTCOMES:**

- 1) Define computer science theories and software programs to integrate computing-based systems.
- 2) Demonstrate the ability to analyze, model, and solve a complex computing problem.
- 3) Evaluate professional responsibilities and make informed judgments in computing practice based on biblical, legal and ethical principles.

### Admission Requirements

- High school diploma or its equivalent
- All previously attended college transcripts if applicable.

### Graduation Requirements

- Completion of 120 semester credits (with at least 60 semester credit hours at KU)
- A minimum total GPA of 2.0

### Curriculum Requirements

A Student Progress Worksheet, similar to the following, will be kept in each student file so that progress can be tracked and academic advising can be facilitated.

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## Student Progress Worksheet: BSCS (120 Credits)

Name: \_\_\_\_\_ Date Entered: \_\_\_\_\_

<p><b>General Studies - 51 Credits</b></p> <p>English and Communication(EC) EC 110 College English I (Grammar) EC 120 College English II (Composition) EC 210 Oral Communication EC 220 Intercultural Communication GE 240 Research and Writing</p> <p>Humanities/Social Science(HS) HS 110 Introduction to Philosophy HS 120 Introduction to Sociology HS 130 Introduction to Psychology HS 210 Introduction to Ethics HS 220 Introduction to Humanities</p> <p>Technologies and Sciences (TS) TS 110 College Algebra TS 120 Introduction to Business TS 130 Introduction to Economics TS 220 Health and Nutrition Science</p> <p>Theology PM 310 Introduction to Bible PM 410 Christian Apologetics PT 490 Capstone</p> <p><b>Mathematics: 9 Credit Hours</b> MA 150 Calculus MA 200 Discrete Mathematics MA 290 Linear Algebra</p>	<p><b>Major: Required 45 Units</b></p> <p>CS 100 Introduction to Computer Science CS 110 Data Structures and Algorithms CS 200 Introduction to Programming CS 210 C Programming CS 240 Assembly Language Programming CS 245 Programming Languages CS 250 Computer Security CS 300 Database CS 320 Operating System CS 330 Programming and Design CS 350 Networks CS 400 Software Engineering CS 420 Computer Communications CS 440 Computer Hardware Maintenance CS 450 Software Engineering Project</p> <p><b>Electives: 15 Credit Hours</b></p> <p>CS 130 Introduction to Information System CS 220 Introduction to Web Design CS 270 Cybersecurity CS 370 Python Programming CS 371 Java Programming CS 372 NET Programming CS 376 Introduction to Applied Cryptography CS 421 Systems Design CS 430 Windows Programming CS 470 Topics in Computer Science CS 490 Digital Forensics</p>
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**PROGRAM OBJECTIVES:**

The mission of the MBA program is to equip students in mind and character to impact the world for Christ through business as ministry. The MBA degree provides students with the key managerial skills necessary for the business environment including management, marketing, accounting, communication, managing individuals and teams, and conducting practical administration affairs.

**PROGRAM LEARNING OUTCOMES:**

- 1) Describe the professional knowledge of business including accounting, finance, marketing, business law, e-commerce and other key business areas.
- 2) Demonstrate the ability to evaluate a situation, apply advanced business concepts in order to improve the performance of an organization.
- 3) Develop how to manage within different business environments including the role of managers.
- 4) Evaluate how to make ethical and knowledgeable decisions with character and integrity in their works based upon the application of biblical principles.

**Admission Requirements**

- Applicants must hold a bachelor’s degree, or its equivalent, with a minimum GPA of 2.5.
- Those from abroad will prepare TOEFL result for consideration of Admission.

**Graduation Requirements**

- Satisfactorily complete at least 95 semester credits (48 of which must be completed at KU).
- Over 50% of the total credits required for the degree must be completed at Kernel.
- The MBA curriculum is designed to be completed in two years.
- A minimum total GPA of 2.0

**Student Progress Worksheet: MBA (48 Credits)**

Name: \_\_\_\_\_ Date Entered: \_\_\_\_\_

<b>Core Major Courses: 27 units</b>	<b>Elective Courses: 21 units</b>
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<p>MBA 500 Principles of Management</p> <p>MBA 510 Financial Accounting</p> <p>MBA 515 Business Statistics and Analysis</p> <p>MBA 520 Human Resource Management</p> <p>MBA 530 Marketing Strategies and Management</p> <p>MBA 540 Financial Management</p> <p>MBA 545 Strategic Management</p> <p>MBA 600 Business Law and Ethics</p> <p>MBA 620 Leadership &amp; Organizational Management</p>	<p>MBA 550 Information Management in Business</p> <p>MBA 605 Corporate Law &amp; Governance</p> <p>MBA 610 Operations Management</p> <p>MBA 625 Managerial Communication</p> <p>MBA 626 Risk Management and Derivatives</p> <p>MBA 630 Government and Nonprofit Accounting</p> <p>MBA 640 Entrepreneurial Management</p> <p>MBA 650 Business Taxation</p> <p>MBA 660 International Business</p> <p>MBA 670 E-Commerce Management</p>
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## V. Library services and provisions for learning assistance

The library is open on Mondays from 9:00 AM until 8:30 PM and Tuesday through Thursday from 5:30 PM. to 9:00 PM. Up to 5 books may be checked out in one visit and be kept for one month.

When studying in the library, you will remove books from the shelves. Please do *not* place these books back on the shelves when you are done. This is because we must keep records of how many of our books are used. We report this data to our accrediting agency.

For learning assistance, contact the academic dean. If the academic dean is not available, ask the receptionist in the head office who would be available.

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

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

1. The right to inspect and review the student's education records within 45 days of the day the KU receives a request for access. Students should submit to the Registrar, Dean of Students, or Academic Dean written requests that identify the record(s) they wish to inspect. The KU official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the KU official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. The student should write to the KU official responsible for the record, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading. If the KU decides not to amend the record as requested by the student, the KU will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided at that time.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials



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with legitimate educational interests. A school official is defined as a person employed by the KU in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the KU has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, S.W.

Washington, DC 20202-4605

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

## VII. Student life

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

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

### [Scheduling Facilities, Obtaining Equipment and Supplies](#)

To avoid double scheduling any room, facility or equipment, contact the CFO and submit a School Building/Equipment Usage Request Form. The CFO must approve any reservations. A copy of the form is provided in the appendix.

Supplies may be requested from the CFO.

### [Disability and Access](#)

For any employee or student whose disability would make it difficult to access any part of the facilities, they should speak to the CFO. All possible efforts will be made to accommodate persons with disabilities. A student whose disability would make climbing stairs difficult should meet with the academic dean before registration so that necessary classes might be scheduled on the ground floor. Any need for accessing equipment or materials (e.g., part of our library collection) on the second floor should be arranged with the office for delivery downstairs.

## Student Conduct

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### Standards of Conduct

Failure to maintain standards of conduct appropriate to the mission of our school may result in suspension, expulsion, or denial of graduation (even if all academic requirements have been met). To graduate, must not use illegal drugs, must not be involved in sexual immorality, or must not in other ways bring shame on the name of Jesus Christ. A student struggling with character issues is encouraged to meet with the student dean. A student who struggles with character issues (e.g. addiction) may still graduate if he or she shows satisfactory progress in dealing with the problems.

### *Sexual Harassment*

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 our policy that all employees and students have a right to work or learn in an environment free of discrimination, which encompasses freedom from sexual harassment. Kernel University prohibits sexual harassment of its employees and students in any form.

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.

For students, sexual harassment occurs when it is indicated, explicitly or implicitly, that sexual interactions will have an effect on grades, performance evaluations, letters of recommendation, customary referrals or references. A sexual harassment experience can affect all aspects of a student's life. It can threaten a student's emotional well-being, impair academic progress and inhibit the attainment of career goals.

Students, faculty or staff of Kernel University who believe that they have been subjected to any form of sexual harassment should promptly contact the Office of Academic Dean. The complaints will be reviewed and investigated in accordance with the provisions of this policy.

### Student Discipline

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

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### *Student Dispute Resolution (Rights and Due Process)*

The student is encouraged to pursue academic studies and other school sponsored activities that will promote intellectual growth and personal development. In pursuing these ends, the student should be free of unfair and improper action by any member of the academic community.

A grievance may be initiated when a student believes there has been an unjust action or denial of rights as stipulated in school policies and in the state education code. Such action may be instituted by the student against: another student, a faculty member, an administrator, or other school staff.

Students may initiate a grievance for any of the following reasons:

1. Prejudicial action in the evaluation of the student's academic performance.
2. Intimidation, assault, battery, or harassment (including sexual harassment).
3. Arbitrary action or imposition of sanctions by a school representative without proper regard to procedural due process as specified in school guidelines for due process.

Kernel University encourages students, faculty, and staff members to resolve differences informally. If a difference cannot be resolved informally, a formal grievance may be filed. Complaints under this policy may be brought for alleged discrimination based on, but not limited to, race, creed, color, national origin, gender, marital or parental status, physical or mental disability, veteran status, or age. It is also appropriate to use this policy to file complaints about grades, academic procedures, student behavior, and other concerns except sexual harassment.

Information on the procedure to be followed in the case of grievance may be obtained from the Office of Academic Dean or Director of Administration. Procedural due process is the method established to resolve faculty, staff, and student conduct issues in a clear, fair and orderly manner. These procedures apply to actions that interfere with or exert a harmful affect upon the functions of the College. Due process is intended to achieve an equitable solution that will resolve the issue with due regard for the rights of the accused, the protection of the student body, and the interest of the University.

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

### *Disciplinary Procedures*

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

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

Legal restrictions can cause exceptions to the above procedures. In an event where the administration believes a crime has been committed, the administration will report the matter to the proper law enforcement agency. Legal requirements, such as INS I-20 requirements, may result in immediate termination if INS requirements are not being met (however, a student who believes the administration made a mistake and that requirements were met should communicate with the administration immediately).

### *Suggestions, Complaints, and Grievances*

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

If your concern is not with a particular individual, you are welcome to discuss your concern with the student dean. If you prefer to make a confidential complaint, you may mail your complaint to:

KUP - Student Services  
7848 Old York Rd. Elkins Park, PA 19027

We will make every effort to satisfy any legitimate concern.

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*Complaint, Concern, and Suggestion Form*

<b>Date</b>	<b>Suggestion or Concern</b>	<b>Name of Person Expressing Concern (not required)</b>	<b>Action Requested</b>

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## Student Rights and Due Process

If a student feels he has a grievance that has not been properly handled, he is invited to schedule a meeting with the president. If an informal discussion does not satisfy the student, he is welcome to request a formal meeting with the administrative council. The council will listen to the student's concerns, offer solutions if appropriate, and make a recommendation to the president.

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

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

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## Campus safety and emergency procedures.

### Fire Drills

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

### Earthquakes

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

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

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

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

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

### Security Tips

1. Avoid walking alone at night and stay in well-lit areas.
2. Walk with a friend. It is less likely that something would happen if there were two of you. If you would like an escort to the parking lot across the street, please inform the office.
3. Always lock rooms and automobiles when they are unoccupied.
4. Always make sure that your apartment, office, or classroom door is locked if you are working or studying late. Remember to never prop doors open for someone else.
5. Have your key ready to open your car door, especially at night. Your keys can be used as a defensive weapon.
6. Look inside your car before entering; also check the vehicle for possible break-ins. Assailants sometimes hide in the back seat of a vehicle.
7. Do not give your name, address, or other personal information (e.g., Social Security Number, credit card numbers, driver's license numbers) to strangers, either online, on the phone, or in person.
8. Keep money and other valuables locked in a secure place. Money should never be left unattended even in your room or apartment.
9. Record the numbers of all credit cards and bank accounts. Also keep the phone numbers of these companies or banks so that they can be notified if cards are lost or stolen.

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Key administrative services.

Health services and student insurance

#### *Health Insurance*

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

#### *Medical Provisions*

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

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

- The nearest emergency room to our Elkins Park facility is the Eisenstein Medical Center. It is 1.2 miles away at 60 Township line Rd. Elkins Park, PA 19027 • (215) 663-6000
- The nearest urgent care provider to our main campus is 0.5 miles away. **Address:** 8250 Old York Rd. **Elkins Park, Pa 19027 Hours:** Closes 7PM. [\(215\) 885-8550](tel:2158858550)

Student Counseling

#### *Personal Needs*

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

#### *Academic Counseling*

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

Listing of cultural, educational and religious opportunities.

Opportunities for ministry and social outreach/services by students

Student government.

Student government elections are held each September for the academic year. Two weeks before student elections, the student dean announces and the date of the election meeting. To qualify as a candidate, a student must have completed 24 credits by the end of previous academic year, must not be



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planning to graduate before the end of the upcoming academic year, and must submit to the student dean a petition with signatures of ten current students. Once a petition has been submitted, a student may engage in campaigning activities (e.g. submit a poster to the school office for display, distribute literature, request from the school office the use of a room for a meeting). At the election meeting, each qualified candidate will be given five minutes to make a presentation. Voting will take place by means of written ballots.

The student government consists of six members (i.e. president, a vice presidents, a general secretary, a treasurer and two other members). The president and vice presidents are elected annually. The president appoints the general secretary and treasurers.

The activities of the student government include:

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

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

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

meeting The student dean supervises the student

government.

Student clubs and organizations.

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

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

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*Application for Recognition of a Student Organization*

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

<p>Will the standards of behavior, meetings, and activities of this organization be consistent with the calling to ministry, the teachings of the Bible, and the stated intentions (e.g. mission statement, goals, policies) of Kernel University?</p>	
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**Social Activities**

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

**Spiritual Activities**

A balanced life includes spiritual activities. Various spiritual activities are provided for all students. Chapel services are held occasionally.

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

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## Automobiles on Campus

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

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

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

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

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

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## APPENDIX

### Incomplete Request Form

Name of Student	
Address	
Phone Number	
E-mail Address	

Course Number and Title	
Semester	
Professor	

<b>Required Assignments that Were Completed</b>	<b>Percent of Total Course Grade for this Assignment</b>	<b>Student Grade for this Assignment</b>

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

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

\_\_\_\_\_  
Professor's Signature

\_\_\_\_\_  
Academic Dean's Signature

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

## Course Add and Drop Form

Revised: 10/03/2014

**1. Personal Information:**

Student's Name		Student's ID No	
Address			
Phone		Email	

**2. Program of Study :** ( )B.Th.; ( )B.S.BA; ( )B.S.C.S; ( )MBA; ( )M.Div.; ( )D.Min.

**3. Applying for:** Winter      Spring      Summer      Fall      Year (20      )

Add on following subjects:

Course #	Course	Instructor	Unit	Remark	Grade

Drop on following subjects:

Course #	Course	Instructor	Unit	Remark	Grade

This form may only be used for Add/Drop made prior to the 3rd week of the term for Seminary students.

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

**Academic Dean's or Director's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Dir. Adm. Rec. Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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Withdraw/Cancellation of Kernel University

Name: \_\_\_\_\_

Student I.D: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Request Date: \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Date

**OFFICE OF ADMISSION AND RECORDS**

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

Position: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_



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## School Building/ Equipment Usage Request Form

Meeting Room Request:

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

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

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

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

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

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

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

Equipment Usage Request:

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

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

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

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

Rules and Regulations:

Our School Building only permits the activities pertaining to the classroom and educational activity's purpose only. Any equipment used must be returned to the head office right after use. Please report any missing equipment or damage to the equipment used to the administration office personnel immediately.

\_\_\_\_\_

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

\_\_\_\_\_  
Date

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## **LEAVE OF ABSENCE, SUSPENSION, DISMISSAL, OR TEMPORARY WITHDRAWAL FROM KERNEL UNIVERSITY | CONCERNING STUDENTS IN F1 STATUS**

While in the United States, students in F-1 non-immigrant status must be continuously enrolled full time during the academic year until the completion of their programs of study. If you take a non-medical leave of absence, withdraw voluntarily, or are suspended or required to withdraw from the University, you are required to leave the United States within 15 days of this action. The only exception to these rules is a medical leave of absence.

If you take a leave of absence, withdraw from your program, or are given a suspension, you must contact Kernel University's Admissions Office immediately to discuss your immediate plans and any plans you may have to return.

F-1 students are discouraged from taking a leave of absence. Students are not normally granted an approved leave of absence unless you are eligible for a Medical/Personal Leave of Absence. See below for more information.

### **Suspension, Dismissal, or Withdrawal**

For any of these reasons, F-1 students are required to depart the United States. Your current F-1 status is "terminated" in the SEVIS database. You must depart the U.S. within 15 days of your termination.

If you are taking a leave of absence for less than five months (one semester), you may return to the U.S. using your current SEVIS record. You must contact Kernel University no later than one month prior to your re-entry so that we can request that your F-1 record be reactivated. Please make sure before you travel that you have a valid travel signature on your current I-20, as well as a valid F-1 visa. To request information about receiving a Travel Packet, please contact your International Student Coordinator to help prepare the necessary documents that will make travel and return much more convenient for you and for the school.

If you are taking a leave for more than five months, you will need to request a new initial I-20 upon your return to the U.S. You will also need to pay a new SEVIS fee and have a valid F-1 entry visa to return. When you return to the U.S. using your new initial I-20, you must report in person to Kernel Admissions Office so that your return to KU can be reported to SEVIS. Bring the new I-20, your passport, and I-94 card within the first week of your entry to the U.S. This is particularly important as you will lose your F-1 status if SEVIS is not updated in a timely manner.

### **Medical Leave of Absence**

The only exception that allows you to stay in the United States without transferring to another school or changing to another non-immigrant status is a medical leave of absence. Once your school has approved a medical leave of absence, you must also receive approval from the International Student Coordinator's Office which requires a letter from your physician stating 1) your medical condition, and 2) advising the ISCO that you are unable to register as a student. We do not accept letters from Chiropractic Clinics or acupuncturists. If the doctor's letter meets immigration regulations, you are allowed to stay in the United States during the quarter as long as you register for the following semester. Under immigration regulations, only one year of medical leave is allowed per degree level and may be authorized in quarterly increments only.

If you are on a medical leave and depart the United States, you may return using your current documents (valid passport, valid F-1 entry visa and recertified I-20). Please make sure to maintain communication with your International Student Coordinator throughout your entire leave and return. Plan accordingly and responsibly so as to not lose your F-1 status.

### **Important Considerations:**

- If you have not registered during the academic year for any reason other than a sanctioned medical leave of absence, you will not be eligible for practical training until you have completed one academic year in F-1 status.
- If you wish to make short-term, temporary visits to the U.S. during the period that you are on leave, suspended or withdrawn from the University, you should not enter in F-1 status but rather on a different visa, such as a B-2 visitor's visa. You may enter Student Status only if you are returning for the purpose of resuming your studies.
- If you have taken a medical leave in the United States, you are not permitted to engage in any student-based employment in the U.S. whether on-campus or off-campus, until you have been cleared to return to your studies.

## Leave of Absence Form

Students planning a leave of absence must schedule an appointment to meet with an International Student Advisor the semester before the planned leave. Please note that you must be physically outside of the U.S. for the duration of leave. Be sure you withdraw from any classes you may have registered for during your planned leave. Graduate students must also file a petition for leave of absence with the Graduate Division. You must attach a copy of your airline ticket or flight itinerary showing the planned departure date.

### STUDENT INFORMATION

Name: \_\_\_\_\_  

Last/Family Name
Middle Name
First/Given Name

SEVIS ID: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Program of Study:  Bachelor of Theology(B.Th.)  Bachelor of Science(B.S.)  Master of Divinity Reason for Leave: \_\_\_\_\_

### Leave of Absence Information

<p>I am taking a leave for less than 5 months (one quarter)</p> <ul style="list-style-type: none"> <li>Attach a copy of your airline ticket. <u>Your departure from the USA must be within 15 days of submitting this form or before the start of the next quarter (whichever is sooner).</u></li> <li>Make sure that you have a valid travel signature on your current I-20 prior to your departure.</li> </ul> <p>F-1 students only: You must submit an I-20 Request Form to request a SEVP Data Fix to change your SEVIS Record from Terminated to Active 2 months before your intended semester of return. This change must be completed before your return to the USA or you will not be granted entrance into the country.</p>	<p>Date of Departure: _____</p> <p>Semester of Departure: _____</p> <p>Semester of Return: _____</p>
<p>I am taking a leave for more than 5 months (two quarters or more).</p> <ul style="list-style-type: none"> <li>Attach a copy of your airline ticket</li> </ul> <p>If you are outside of the U.S. for more than 5 months, your current I-20 will be Terminated. To receive a new I-20, you will need to submit the following at least 2 months prior to your return:</p> <ul style="list-style-type: none"> <li>Authorized Early Withdrawal Form and Fee (\$250 for reactivation of existing account, most convenient for current students who must take a personal leave of absence)</li> <li>Proof of Financial Eligibility</li> </ul> <p>Once you are issued a new I-20, you:</p> <ul style="list-style-type: none"> <li>May not enter the U.S. in F-1 or J-1 status earlier than 30 days before start date on I-20</li> <li>Pay a new SEVIS Fee upon returning to the US</li> <li>Apply for a new US Visa</li> <li>Must be enrolled for one full academic year</li> <li>Must check in, register, and fulfill orientation requirements upon return to the U.S.</li> </ul>	<p>Date of Departure: _____</p> <p>Semester of Departure: _____</p> <p>Semester of Return: _____</p>

*I certify that the above information is accurate to the best of my knowledge. I am aware that I must provide documentation to support my request/claim and it is my responsibility to meet with advisors and other campus offices as appropriate: the International Students & Programs Office, my department, the Graduate Division, my undergraduate College, Financial Department, etc.*

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STUDENT SIGNATURE PAGE

This page will be placed in the student's file as verification of being informed of all student policies. Sign both sides, date and return this page to your instructor as directed.

Student Policies:

I have received a copy of the Student Handbook. I am fully aware that it is my responsibility to read and abide by Kernel University policies.

Initial \_\_\_\_\_

I acknowledge and understand that digital recording may be made during the simulation experiences which are strictly used for educational and research purposes only by the Kernel University faculty or the simulation coordinator. Use of all photography or any recording by students is prohibited. .

Initial \_\_\_\_\_

I acknowledge I have read all of the above:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

ID Number: \_\_\_\_\_

**THIS COPY TO BE FILED IN THE STUDENT FILE**

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Initial \_\_\_\_\_

I acknowledge I have read all of the above:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

ID Number: \_\_\_\_\_

**STUDENT COPY---KEEP THESE PAGES**