

# STUDENT HANDBOOK



## Kernel University

905 S Euclid Street Suit 213 Fullerton, CA 92832

Website: [www.kernel.edu](http://www.kernel.edu)

Telephone: (714) 995-9988

E-mail: [office@kernel.edu](mailto:office@kernel.edu)

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## STUDENT HANDBOOK INTRODUCTION

Welcome to Kernel University!

We are pleased to have each one of you join us for your educational journey. During your time in your program, you will build the educational foundation for a challenging and rewarding career. This *Handbook* has been developed by the Kernel University 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 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 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 the State of California's Bureau for Private Post-Secondary Education (BPPE) and TRACS standards. Kernel University is committed to 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 Academic Counselors and Deans.

Kernel University

## **Mission Statement**

Kernel University is committed 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.

## **Institutional 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 freshmen 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 freshmen, senior and alumni Spiritual Disciplines surveys

## **Philosophy of Education**

Education is a journey of learning of gaining skills, and of becoming all that God intends a man or woman to be.

- A good education should introduce a student to the thinking in a variety of fields, but it is more than acquiring information.
- A good education equips a person with skills to serve, whether in the workplace or as a volunteer.
- 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.

## **Faith Statement**

- 1) 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.
- 2) 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.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) 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.

- 7) 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.
- 8) 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.
- 9) 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.

## **Approval/Accreditation**

### **1. BUREAU OF PRIVATE POSTSECONDARY EDUCATION(BPPE)**

The University received approval to operate on July 19, 2003 by the Bureau for Private Postsecondary and Vocational Education(BPPVE). The University was fully approved on October 18, 2004 by Bureau for Private Postsecondary Education(BPPE). The University is a private institution that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. The University may not imply that the Bureau endorses programs, or that Bureau approval means the university exceeds minimum state standards.

KU is authorized to grant degrees by the State of California as a University pursuant to California Education Code 94866/94890 (as defined by CALIFORNIA PRIVATE POSTSECONDARY EDUCATION ACT OF 2009: California Education Code, Title 3, Division 10, Part 59, Chapter8).

For more information, please refer to the Bureau for Private Postsecondary Education (BPPE).

More information about BPPE can be obtained at <http://www.bppe.ca.gov> or at:

Physical Address:

1747 N. Market Blvd. Ste 225  
Sacramento, CA 95834

Mailing Address:

P.O. Box 980818, West Sacramento, CA 95798-0818  
Phone Number: (916) 431-6959 Fax Number: (916) 263-1897

## **2 TRANSNATIONAL ASSOCIATION OF CHRISTIAN COLLEGES AND SCHOOLS**

KU was awarded Candidate for Accreditation status as a Category III institution with the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Rd, Forest, VA 24551; Telephone: 434-525-9539; e-mail: [info@tracs.org](mailto:info@tracs.org)], on April 24, 2018. And KU has been Accredited Statuses by the TRACS' Accreditation Commission on April 16, 2019. This status is effective for a period of up to five years. KU was allowed as a Category IV institution as KU expanded Doctor of Ministry program in July 2020.

TRACS is recognized by the United States Department of Education(USDE), the Council for Higher Education Accreditation(CHEA) and the International Network for Quality Assurance Agencies in Higher Education(INQAAHE).

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

15935 Forest Road

Forest, Virginia 24551

[info@tracs.org](mailto:info@tracs.org)

Phone Number: (434) 525-9539

[tracs.org](http://tracs.org)

## **I. Academic Matters**

### **The School & Its Programs**

Kernel is a professional Christian university approved to operate by BPPE and TRACS as an approved institution. It currently offers three levels of degree:

1) Bachelor Program(120 credits, 4 years)

Bachelor of Theology(B. Th.)

Bachelor of Science in Business Administration(BSBA)

Bachelor of Science in Computer Science(BSCS)

2) Master Program

Master of Divinity(M. Div. 95 credits, 3 years)

Master of Business Administration(MBA, 48 credits, 2 years)

3) Doctor Program

Doctor of Ministry(D. Min. 48 credits, 3 years)

4) Long-Distance Education

KU is approved by the US Department of Homeland Security(SEVIS) to grant I-20 for student visas.

### **Procedures for Registration, Dropping, or Adding Courses**

#### **Registration**

Registration opens three weeks prior to the beginning of each new semester, and students receive their class schedules and registration information in advance. Before selecting courses, students are expected to review their Student Progress Worksheet and carefully compare it with the upcoming schedule to ensure proper academic planning. During the registration period, each student must meet with an academic advisor for counseling before enrollment is completed.

A student is considered officially registered only after all required registration forms have been submitted to the Office of Admissions and Records and all tuition and fees have been paid. Simply selecting courses does not constitute registration. Academic credit is granted only to students who properly register and successfully complete the course. Tuition payment is required at the time of enrollment; if payment is not made, the registration will be invalid.

Tuition may be paid in installments, up to four payments per semester (eight per year). Each installment carries a \$25 installment fee, and the full tuition balance must be paid no later than thirty days before the final day of the semester.

### **Late Registration**

Students who miss the normal registration period may still register during the first two weeks of the semester, but only with official approval from the Office of Admissions and Records. A late registration fee of \$50 will be charged after the regular registration period. Registration will not be considered valid until tuition payment has been completed. After the second week of the semester, registration is no longer permitted under any circumstances.

### **Adding & Dropping Courses**

Students who wish to add or drop a course must submit a completed Course Add and Drop Form to the Office of Admissions and Records. All requests must follow the official deadlines established by the school. Class additions are permitted only during the official add period and are subject to space availability and class size limits.

Students may add classes during the first three weeks of the semester. During the first and second weeks, courses may be added without any fee. After the second week, students may still add a class; however, a \$10 fee per course will be charged. If a student drops one course and adds another at the same time, only one total fee of \$10 will apply. After the third week of the semester, no additional classes may be added.

Students may drop a course during the first five weeks of the semester. During the first and second weeks, courses may be dropped without any fee. After the second week, a \$10 fee per course will be charged for dropping a class. Refunds for dropped courses will be calculated according to the number of weeks remaining in the semester, as outlined in the Refund Policy in the School Catalog.

After the fifth week of the semester, students may no longer drop a class. Instead, they must officially withdraw from the course by submitting the required form to the Office of Admissions and Records. When a student withdraws after the official drop deadline, the course will remain on the student's permanent academic record with a grade of "W" (Withdrawal). A grade of "W" may be considered in determining a student's academic progress status, including progress alerts or possible disqualification. Students are responsible for meeting all deadlines to avoid academic or financial consequences.

### **Scholarships**

Students who have financial needs are invited to discuss their financial situation with the CFO.

## **Attendance Policy**

Active participation is expected from the students because of their interest in the subject and timely quizzes that will give incentive for studies. Anyone missing class, unless it is an excused absence, will cause the deduction of 5% per absence.

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.

The 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 may 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.

1. Absence — Absence will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the class instructor, program director, department chairperson or school dean, as is appropriate. All other absences will be considered unexcused.
2. Tardiness —Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without legitimate reason on two occasions in one class will be considered as one unexcused absence.
3. Cutting classes will be considered as unexcused absences.
4. Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance.

## **Emergency Leave of Absence**

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

If an extreme emergency makes it impossible for a student to attend classes for a short period of time, the student may petition the instructor for a leave of absence. *Leaves of Absence Forms* can be obtained from the school office. 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 leaves be granted at the end of the quarter when finals would be missed or course requirements not fulfilled.

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

Any continuing KU student who is eligible to register may maintain registration priority during an absence of two 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 Registrar. The leave petition, which must be approved by the Dean, shall specify the reasons for the leave and the duration of the leave.

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.

## **Definition of Credit Hour**

For all KU degree courses bearing academic credit, the credit hour is defined as ‘the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately ten weeks for one quarter hour of credit.
2. at least an equivalent amount of work as required in paragraph of this definition for other academic activities as established by the institution, including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.

## **Institutional Grading System**

Grades are earned for each course that a student is officially enrolled in and are recorded on the student's permanent record at the end of each quarter. A copy of the permanent record is the transcript. Academic achievement is reported in terms of grade point average (GPA).

### Plus/Minus Grading

A plus/minus grading system is utilized at KU. Plus/minus grading is not mandatory but is utilized at the discretion of the instructor. The grades A+, F+, and F- are not issued. Faculty members use all grades from A to F to distinguish among levels of academic accomplishment. The required grade for graduate level achievement is B and for undergraduate level achievement, C. The Grade Point is the numerical value assigned to each letter grade.

### Credit/No Credit Grading Policy

It is university policy that a student in good standing may elect to be graded on a Credit/No Credit basis in certain courses. The units earned in courses graded Credit are counted in satisfaction of program requirements but are disregarded in determining a student's GPA. A No Credit grade does not satisfy program requirements; however, it is a no penalty grade.

For certificate, associate and bachelor's degree objective students, a grade of Credit (CR) is awarded for work equivalent to all grades which earn 2.0 or more grade points (“C” or better). No Credit is awarded for all grades that earn less than 2.0 grade points (C- to F). For graduate students, master's and doctoral degree objective students, a grade of Credit (CR) is awarded for work equivalent to all grades which earn 3.0 or more grade points (A to B). No Credit is awarded for work equivalent to all grades which earn less than 3.0 grade points (B- to F). The units earned in courses graded Credit/No Credit are counted in satisfaction of program requirements but will be disregarded in determining a student's GPA. No Credit is a no penalty grade.

## Grading Scale and Grade Points

Grade	Points	Grade Points	Quality of Performance
A	95-100	4.0	Outstanding
A-	90-94	3.7	Excellent
B+	86-89	3.3	Good +
B	84-85	3.0	Good
B-	80-83	2.7	Good -
C+	76-79	2.3	Satisfactory+
C	74-75	2.0	Satisfactory
C-	70-73	1.7	Satisfactory-
D+	66-69	1.3	Poor
D	64-65	1.0	Very Poor
D-	60-63	0.7	Extremely Poor
F	59 or below	0	Failure

### LETTER GRADE DESCRIPTION

- A Work of highest quality in all areas; mastery of facts and concepts; creativity; ability to evaluate data and trends.
- B Adequate mastery of facts and concepts; creativity and analytical ability, but with some weaknesses and room for improvement.  
Sufficient grasp of facts and a general competence of subject.
- C Insufficient grasp of facts and competence of subject. Students who do not demonstrate improvement are subject to dismissal.
- F Failure to achieve minimal quality or production of work.
- W Withdrawal from a class until the 8<sup>th</sup> week of the semester.
- I Incomplete work at the end of the course. This grade is given only if the work is incomplete for valid reasons. It is the responsibility of the student to finish all incomplete work and ask the instructor to submit a grade change to the registrar. If the work is not finished in the subsequent semester, without the granting of an extension, the incomplete will be changed to an "F."
- P Pass
- NP non-pass

### **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 be prevented from graduating.

For a student to remain in good standing, he or she must maintain a minimum GPA of 2.0.

### **Incomplete**

We must remember that students who need a grade of "incomplete" for courses must first obtain permission from the academic dean's office. A form is provided in the student handbook appendix. Before the form can be submitted to the academic dean, it must be signed by the student and professor. 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.

### **Registration and Withdrawal**

Graduate students are responsible for maintain enrollment status at KU. University policy requires continuous registration for students from the first quarter of enrollment in a program until completion of degree. To be considered a registered student, students must be enrolled in coursework or units and pay tuition and fees for the quarter. In compliance with the California Education Code, the refund policy for students who have completed 60 percent or less of the course of instruction is pro rata.

## **Withdrawal Procedure**

To withdraw officially from Kernel University, a student needs to follow the procedure of a withdrawal:

- 1) Fill out the Withdrawal Form, which is located in the Registrar's Office
- 2) Sign the form.
- 3) Turn in to the Registrar's Office.

The student may be entitled to a tuition refund according to the institution's refund policy.

The student who withdrew unofficially will not receive reimbursement of tuition or fee.

The date of withdrawal is the date, which the Registrar receives the completed withdrawal form.

The students 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.

The effective date of withdrawal used in determining the amount of tuition to be refunded is the date on which the student submits his or her withdrawal form to the Office of Admissions and Records. Tuition refunds are paid or credited to a student within 30 days of filing the withdrawal form. Students who fail to register will be regarded as having withdrawn from the university.

New international students will have an immigration hold that must be released by SISS before they can complete registration. International graduate students are required to enroll full time. Full time is defined as a minimum 9 units but not more than 12 units each quarter.

## **Semesters**

100% Refund Friday, 1<sup>st</sup> week of the quarter

60% Refund Friday, 2<sup>nd</sup> week of the quarter

30% Refund Friday, 3<sup>rd</sup> week of the quarter

10% Refund Friday, 4<sup>th</sup> week of the quarter

## **Transfer Credit Policies**

Academic work done at accredited institutions in the US and Canada, or at schools in other countries that have recognition from the ministry of education, may be transferred into KU programs if the work fits into our curriculum (Students must earn at least 25% of the credits required for a degree through KU). In some cases, work from an unaccredited school may be transferred. See evaluation procedures below.

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. KU 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.

It is University policy to accept credits earned at institutions fully accredited by their regional/national accrediting association for colleges and universities, provided that such credits have been earned through university-level courses appropriate to the student’s degree program at KU. However, the Office of Admissions reserves the right to accept or reject credits earned at other institutions of higher education. The University has not entered into an articulation or transfer agreement with any other college or university.

KU will accept transfer credits from other postsecondary institutions subject to the following conditions and limitations:

1. Credits earned at institutions recognized by USDE and accredited by CHEA approved accrediting agencies such as ABHE, TRACS, ATS, and regional accrediting agencies are transferred through official transcripts. The university reserves the right to deny credit for specific courses.
2. Credits earned at unaccredited institutions may be transferred on a conditional basis through official transcripts subject to the following:
  - a. Only a percentage of credits will be considered, not to exceed 40 percent of completed hours.
  - b. Credits to be validated and transferred must meet the following criteria
  - c. The student must complete twelve academic hours in residency at KU with a 2.0 grade point average.
  - d. The qualifications of each professor must be verified through the office of the Chief Academic Officer.
  - e. A course must fit the appropriate major or be applied as a general elective.
  - f. A full course description from the college catalog must be provided.

The student may be required to pass a KU validation exam for the course to be transferred.

1. A maximum of 45 hours of credit by CLEP may be recorded. Scores must be submitted for evaluation.
2. Credits accepted in transfer must be at the grade level of ‘C’ or higher.
3. Only credit hours are accepted in transfer. Grades for transferred hours are not transferable.

This means transfer hours will not be computed in the student's grade point average.

4. Courses acceptable for transfer need not be identical with a course offered at KU, but they must be, even as a general elective, in line with the requirements of each program. For example, a student who pursued a curriculum in a field in which courses are not offered at KU may not expect to receive full transfer for his/her previous work.

### **TRANSFER OF CREDIT 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 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. For work from other countries, the student may need to pay a fee for KU to have credits evaluated by an outside agency.

It is important that a student who wishes to transfer credits bring a transcript of past work when he or she first starts to study at KU. 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 course here that will still be required.

Students desiring to transfer credits must have an official transcript on file and must confer with the Chief Academic Officer before or during their first semester at KU. Upon review of the transcript, the Dean will complete a transfer evaluation.

KU will provide each approved transfer applicant with a tentative evaluation of credits to be accepted for transfer. An official evaluation will be made after the applicant selects and registers in a degree program. Transferred credits may not appear on KU transcripts until 9 hours are satisfactorily completed.

### **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 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. 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 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 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 KU decides not to amend the record as requested by the student, 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 with legitimate educational interests. A school official is defined as a person employed by KU in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom 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, 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 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, 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.

The Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended (commonly referred to as the Buckley Amendment), generally prohibits the release of information about students and former students without their consent to parents, spouses, military, law enforcement, prospective employers, federal investigators, or other parties. This Act also assures the student of the right of access to, challenge of, and review of educational records. Educational records are defined as those records, files, documents and other materials which:

1. Contain information directly related to a student,
2. Maintained by the University or by a person acting for the University.

If a student believes that his/her record contains inaccurate information, this matter should be brought to the attention of the Director of Admissions and Records. If the problem cannot be informally resolved, the student should follow the official procedure (a copy of which is available in the Office of Admissions and Records) for a resolution of the problem.

Information which cannot be classified as student records is:

1. Information provided by the student's parents in connection with financial aid.
2. Confidential letters of recommendation on file prior to January 1, 1975.
3. Information maintained by a university official or employee which remains in his/her sole possession.
4. Information about the student maintained by a physician, psychiatrist, psychologist or other professional acting in his/her professional capacity for the University, and
5. Information about the student maintained by the University in the normal course of business pertaining to the student's employment if he/she is employed by the University.

## **Academic Counseling and Guidance**

### **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.

The university's academic counseling services assist students in reaching their educational goals by: providing orientation for a successful academic experience at KU. University; helping to clarify career and academic goals and assisting with course selection and program planning. Academic counseling and guidance are available upon the request at the registrar/admission office. Make an appointment. The university will assist students with its best effort.

### **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 on 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 main office.

## F-1 STUDENT GUIDELINES

### MAINTAINING LEGAL F-1 STATUS (as of 2003)

F-1 students are under the jurisdiction of the Department of Homeland Security and the Bureau of Citizenship and Immigration Services (BCIS). Maintaining legal F-1 status is extremely important for international students, as it may not be possible to rectify the situation if you fall “out of status.” Students who are out of status are not allowed to work on campus and are not eligible for other F-1 benefits. Also, being “out of status” may make a student’s visa invalid. Students who are out of status for more than 180 days risk being banned from entering the United States for 3 years. Those who are out of status for more than 1 year may be inadmissible for 10 years.

### FULL-TIME ENROLLMENT

**Students must be enrolled full-time.** Students must carry 12 units or more per semester. If they do not, they are considered out of status and the SEVIS must be notified. The PDSO may authorize an exception prior to dropping below a full load, but this may only be done for medical reasons, academic reasons (with advisor recommendation) or for the last semester before graduation if no other classes are needed. Reduced course load is only available one time for academic and medical reasons. If a student drops below “full-time” without pre-approval, they will be considered “out of status.”

**I-20 must be reviewed at the beginning and end of each semester** IF the student plans to leave the U.S. The I-20 must be signed for entry to the US for the next term.

**Temporary Absence:** If the student is outside the U.S. for more than 5 months, a new I-20 must be completed before you return to Bethesda University because a break in F-1 status has occurred.

### EMPLOYMENT

**Limit on-campus employment to no more than 20 hours per week while school is in session.** Full-time employment (40 hours per week) on campus is permitted during official college breaks and vacations.

**Off-campus employment must be authorized.** Students may not work off campus unless authorization is received from the Bureau of Citizenship and Immigration Services (BCIS). Please have student contact the PDSO/DSO to apply for off-campus employment authorization. (Note: practical training employment must be related to the

student's major field[s] of study.)

#### ADDRESS CHANGE

**Report a change of residence or address to PDSO/DSO within 10 days of the change.**

We must update the BCIS through SEVIS within 21 days of the change.

#### SUSPENSIONS/WITHDRAWALS

**If a student is suspended from the College or withdrew**, a new I-20 must be reissued before the return to Bethesda University. Students cannot remain in the U.S. with the original. Students must comply with the mandatory I-20 transfer procedure, change their status, or depart from the U.S. immediately. Students who fail to do so will be considered "out of status." If a student with- draws with PDSO/DSO prior approval, they have a 15-day grace period in which to depart from the U.S.

#### PROGRAM EXTENSIONS

**If a student must remain in the U.S. longer than the period of time specified on the I-20**, the student must apply to the PDSO for a program extension before the program end date on the I-20 form. Program extensions can only be granted if the delay in completion of studies is due to compelling academic or medical reasons. A student who is unable to complete the program within the time listed on the I-20 and who is ineligible for extension is considered "out of status."

#### COMPLETION OF PROGRAM - OPTIONS

**Student must depart from the U.S. within 60 days after their program completion date.**

OR

**Apply for Optional Practical Training (OPT) prior to the program completion date**, with an employment start date before the end of the 60-day grace period. Our office policy requires you to apply for your OPT application at least 2-3 months before your program end date, and OPT application will be submitted to SEVIS office after you receive your final official school transcript and your diploma.

OR

**Complete the transfer procedure to enroll as an F-1 student at another U.S. institution.** The student must discuss their plans at least one month prior to the program end date.

OR

Students may also consider applying for a change to another visa category. Again, consult with the PDSO/DSO for more information.

### TRAVEL AND RE-ENTRY

If you are out of status, you can leave the US and reenter with a new I-20. Student will then be in good F-1 status when reentering the US, however, student will begin F-1 status again, which means that student must be in status for 2 semesters before becoming eligible for CPT or OPT.

*\*Note: If student is traveling “out of status”, there is no guarantee that they will be permitted to reenter the US. The decision on whether or not student is able to reenter is made by the BCIS officer at the port of entry. No guarantees can be made by Bethesda University for student re-entry.*

If you are traveling during scheduled vacations, student needs to get the authorized signature from DSO/PDSO at least 3 weeks prior to the travel date.

*\*Also Note: Every semester, students must turn in Student Health Insurance Form during the registration period.*

### I-94 (ARRIVAL/DEPARTURE RECORD)

I-94 is typically stapled into the passport and contains an eleven digit identifying number (admissions number). BCIS uses this number to track student arrival and departure. The D/S stamp (Duration of Stay) shows the length of study, plus OPT (Optional Practical Training), plus 60 days. If a student has graduated prior to the completion date on the I-20, the I-20 is no longer valid.

### CURRICULAR PRACTICAL TRAINING

For an experience to be considered eligible as Curricular Practical Training (CPT) it must be an integral part of the degree program. It is further defined as alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.

Note - Students are eligible for CPT only if they are in F-1 status and have been enrolled full-time for at least one year.

### OPTIONAL PRACTICAL TRAINING

Optional Practical Training (OPT) gives F-1 students an opportunity for work experience in the U.S. before and/or after completion of your degree. It is limited to a total of 12 months

for each higher degree level in a field directly related to their course of study. Unlike Curricular Practical Training (CPT), OPT does not have to be included as a required internship or practicum listed in your course descriptions.

### ELIGIBILITY

F-1 students are eligible for Optional Practical Training if they have an active F-1 status after completion of the program of study.

### I-20 TRANSFER

Following is the Transfer Period for students who wish to transfer out of Bethesda University. I-20 transfer period is as follows: The I-20 transfer deadline is always 3 weeks prior to the registration period for the new following semester. Students would not be able to transfer out if they miss the designated transfer period. If a student fails to register for classes after the transfer period ends, then that student will become out of status.

## Student Affair Purpose and Student Conduct

### 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, students 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.

i. A general-purpose statement for student affairs:

The university student services are designed to assist students attain their educational and career goals. Students are strongly encouraged to take full advantage of the opportunity to receive assistance and service throughout their educational experience at KU.

ii. Regulations regarding student conduct (including the Code of Conduct):

Students are responsible for reading and adhering to the policies, procedures, rules and regulations as outlined in catalogs, handbooks, schedules and other official university publications.

Students are responsible for defining and making progress toward their educational goals. Students are subject to the same federal, state, and local laws as non-students, as well as to the authority of KU. Students are subject to charges of misconduct concerning, but not limited to, the following acts when committed on university-owned or controlled property or at university-sponsored activities.

- 1) Academic cheating or plagiarism — to take and pass off as one's ideas or work of another.
- 2) The physical or verbal disruption of instructional activity, administrative procedures, public service functions, authorized curricular or co-curricular activities; or the prevention of authorized guests from carrying out the purpose for which they are on campus.
- 3) Use, possession, or distribution of alcoholic beverages, except as permitted by law.
- 4) Alteration or misuse of university documents, including acts of forgery and furnishing false information.
- 5) Acts of threat or damage to, or theft of, property belonging to or located on/in university-controlled property or facilities.
- 6) Violation of university policies concerning the registration of student organization and the use of campus/university facilities.
- 7) Disorderly, lewd, indecent or obscene conduct; or the expression or habitual use of profanity or vulgarity. Any such expression either verbal or in written form which is obscene, libelous or slanderous according to current legal standards; or which so incites students as to create a clear and present danger of the commission of unlawful acts, or the

substantial disruption of the orderly operation of the University.

- 8) Assault, and/or battery upon a student, upon university premises or while under the authority of university personnel; or abuse of university personnel, assault or battery upon university personnel; or any threat of force or violence directed toward university personnel, at any time or place, provided such conduct is related to university activity or university attendance.
- 9) Participation in hazing constitutes a misdemeanor pursuant to the California Education Code which imposes additional penalties as well upon any participating person, corporation or association.
- 10) Possession of assault with weapons, explosives, dangerous chemicals or objects which may be used as weapons or to threaten bodily harm, as specified in the California Penal Code or other applicable laws.
- 11) Participating in activities which are in violation of state or federal laws, the city of Los Angeles ordinances while on university premises or at university supervised activities.
- 12) Failure to comply with directions of staff members of the University who are acting within the scope of their employment; continued and willful disobedience or open and persistent defiance of the authority of university personnel, providing such conduct is related to university activities or university attendance.
- 13) Smoking on university premises including, but not limited to, university facilities used as classrooms, libraries, elevators, meeting rooms, restrooms.
- 14) Use, possession, or distribution of narcotics, hallucinogenic drugs or any controlled substances, except as provided by Law, constitutes a violation of California Health and Safety Code section 11350 or Business and Professions Code Section 4230. Controlled substances include, but are not limited to, marijuana, cocaine, heroin, peyote, opiates, opium and opium derivatives, mescaline, hallucinogenic substances, stimulants and depressants.

### **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, and 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.

### ***Disciplinary Procedures***

The primary goals of discipline at KU are 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).

### **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.

## **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 are two of you. If you would like an escort to the parking lot across the street, please inform the office.
3. Always lock rooms and automobiles when they are unoccupied.
4. Always make sure that your apartment, office, or classroom door is locked if you are working or studying late. Remember to never prop doors open for someone else.
5. Have your key ready to open your car door, especially at night. Your keys can be used as a defensive weapon.
6. Look inside your car before entering; also check vehicle for possible break-ins. Assaultants 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 valuable 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.

### **Emergency Procedures**

In the event of a Medical Emergency

- Call 911
- Stay with the injured person
- If qualified, provide medical treatment
- DO NOT attempt to move the patient unless necessary

In the event of a Fire

- Pull the alarm and evacuate the building immediately (If qualified use an extinguisher)
- After evacuation, if possible call 911 to give further information
- Gather and wait at the prearranged meeting area (Student Houses and Residence Halls)
- DO NOT re-enter until the "All Clear" has been given

If observing a crime, act of violence, or suspicious condition

- Call 911 to provide information
- Intervene only if it can be done safely
- If it is unsafe, evacuate the area immediately

In the event of an accident in a college or rental vehicle

- Call the police and request services needed
- Secure the scene
- Obtain and provide vehicle, driver, and insurance information
- File a report with Security and Campus Safety as soon as possible

If a disaster is declared

- Activate department call trees
- Activate department Emergency Plan
- Follow the instructions of Emergency Responders and Officials

If a hazardous spill occurs

- Call 911
- Secure the area if it is safe to do so
- DO NOT attempt to clean up the spill unless you are trained to do so

In the event of an ammonia leak

- Follow all warnings
- Leave the building immediately
- Move a minimum of 300' up wind
- Call 911 with any pertinent information

### **Policy on 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. 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.

For students, sexual harassment occurs when it is indicated, explicitly or implicitly, that sexual interactions will influence 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.

For employees, no supervisor shall threaten or insinuate, either explicitly or implicitly, that any employee's submission to or rejection of sexual activities will in any way influence any personnel decision regarding that employee's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development.

Students, faculty or staff of KU who believe that they have been subjected to any form of sexual harassment should promptly contact the Office of the Vice President regarding complaint resolution or grievance procedures.

### **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 University, 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, and violent crime committed on college campuses. Rape, including acquaintance rape, or any other form of sexual assault, will not be tolerated by KU. 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.

## **Student Due Process**

The student is encouraged to pursue academic studies and other university 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 university policies, in the California Education Code and the California Code of Regulations. Such action may be instituted by the student against — another student, a faculty member, an administrator, or other university staff.

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

- 1) Prejudicial or capricious 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 university representative without proper regard to procedural due process as specified in university guidelines for due process.

When a student believes an injustice has occurred, he or she may seek redress through established policies and procedures. KU encourages students, faculty, and staff members to informally resolve differences. If an issue 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, Vietnam-era veteran status, or age. It is also appropriate to use this policy to file complaints about grades, academic procedures, student behavior, and other campus concerns except sexual harassment.

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 which interfere with or exert a harmful affect upon the functions of the University. 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. Any action taken by a student under a due process procedure shall preclude any further action.

## **Student Compliant and Grievance Policy (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.

KU 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 Director of Student Services. 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.

Student input can be received by the Director of Student Services and will remain confidential. The office of the Director of Student Services securely maintains all information and records of complaints, appeals, proceedings.

- 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 two disinterested faculty and one student 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.
- The student may appeal 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.

## **Suggestions, Complaints, and Grievances**

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

If the complaint involves the Director of Student Services, the student should submit the written complaint to the CAO. Student may make an appeal made within one week of receiving the report.

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:

Kernel University - Student Services  
905 South Euclid Street, Suite 213,  
Fullerton, CA 92832

We will make every effort to satisfy any legitimate concern.

### **Student Complaint Procedures**

Students who have complaints that involve faculty, students, or administration may discuss them with the Dean of Students either personally or submit a Compliant Form to the Dean of Student Affairs. The Dean of Student Affairs has the responsibility of examining the complaint and dealing with the involved parties on a one-to-one basis.

The student should discuss the perceived offense, orally or in writing, with the individual(s) most directly responsible to attempt to resolve the matter. If no resolution results, the student should then consult with the senior administrator in his/her discipline or work area – program director, department chairperson or dean. If the administrator is the party against whom the grievance is directed, the student must take the grievance to that administrator's superior. Every effort should be made to resolve the issues at an informal level before proceeding to the status of a formal grievance.

If the informal efforts of resolution are not successful, the student should set forth in writing the substance of the alleged offense, the grounds on which the student is basing the complaint and the efforts taken to date to resolve the matter. It is at this point that the complaint becomes a formal grievance. The written grievance should be submitted to the school dean (SD),

department chairperson (DC), program director (PD) or other administrator (OA) in a timely fashion, *i.e.*, normally within thirty days of the end of the academic term in which the alleged offense occurred or should have reasonably been discovered.

The SD, DC, PD, or OA shall promptly initiate an investigation and prepare a report, normally within thirty days of receipt of the written grievance. In undertaking the investigation, a written response to the issues raised in the grievance may be requested from individuals believed to have information relevant to the matter, including faculty, staff, and students. Both parties to the grievance will be given an opportunity to comment in writing on the responses. Review of a grievance normally shall be limited to the following considerations:

- Were the proper facts and criteria brought to bear on the decision, or, conversely, were improper or extraneous criteria brought to bear on the decision?
- Were there any procedural irregularities that substantially affected the outcome?
- Given proper facts, criteria and procedure, was the decision a reasonable one?

Upon completion of the investigation, the SD, DC, PD, or OA shall issue a written finding and a proposed disposition to the student and to the party against whom the grievance is directed. This decision shall become final and shall be implemented unless there is an appeal.

If the student or the party against whom the grievance was lodged disagrees with the recommendations of the SD, DC, PD, or OA either on substantive or procedural grounds, he/she may appeal in writing to the Chief Operations Officer of the University. The appeal to the Chief Operations Officer must indicate why he/she believes the grievance result to be wrong. Any appeal to the Chief Operations Officer must be received within thirty days from the SD's, DC's, PD's or OA's decision. The Chief Operations Officer may agree or decline to entertain further appeal. Should the Chief Operations Officer decide that there are grounds for a further appeal, either on substantive or procedural grounds, the student may appeal in writing to the President. The President's decision, made in 30 days, is final. Details of the grievance will become part of the student's permanent file.

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

Students who find that their concerns have not been adequately addressed or solved by the school administration may contact our state approval agency(BPPE) or the Transnational Association of Christian Colleges and Schools (TRACS) at the following addresses:

Physical Address:

BPPE, Department of Consumer Affairs, the State of California  
2535 Capitol Oaks Drive,  
Suite 400, Sacramento, CA 95833

Mailing Address:

P.O. Box 980818, West Sacramento, CA 95798-0818

Phone Number: (916) 431-6959 Fax Number: (916) 263-1897

<http://www.bppe.ca.gov>

Transnational Association of Christian Colleges and Schools(TRACS)

15935 Forest Road

Forest, Virginia 24551

[info@tracs.org](mailto:info@tracs.org)

Phone Number: (434) 525-9539

## **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 Student 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.

### **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 pencil when marking your Student Progress Worksheet. Changes may have to be made for various reasons.

**Student Progress Worksheet:  
B.Th. (120 Credits, 4 years)**

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

<p><b>General Studies - 39 Credits</b></p> <p>English and Communication(EC)</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>___ GE 240 Research and Writing</p> <p>Humanities/Social Science(HS)</p> <p>___ HS 110 Introduction to Philosophy</p> <p>___ HS 120 Introduction to Sociology</p> <p>___ HS 130 Introduction to Psychology</p> <p>___ HS 220 Introduction to Humanities</p> <p>Technologies and Sciences (TS)</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 &amp; IT</p> <p>___ TS 220 Health and Nutrition Science</p> <p><b>Major Studies – 60 units</b></p> <p>___ PM 310 Introduction to Bible</p> <p>___ PM 410 Christian Apologetics</p> <p>___ BL 310/320 Greek I/ Hebrew I</p> <p>___ CH 310 Church History I</p> <p>___ MI 310 World Missions</p> <p>___ NT 109 Life and Teachings of Jesus</p> <p>___ NT 310/320 NT Survey/ Gospels</p> <p>___ NT 330/340 Book of Acts/ Pauline Epistle</p> <p>___ NT 350/360 General/ Johannine Epistles</p> <p>___ OT 310/320 OT Survey/ Pentateuch</p> <p>___ OT 330 Joshua &amp; Judges</p> <p>___ OT 360 Poetic &amp; Wisdom Books</p>	<p>___ ST 310/312 Systematic Theology I or II</p> <p>Advanced Studies – 27 units</p> <p>___ BL 410/420 Greek II/ Hebrew II</p> <p>___ BL 430/ NT 450 Hermeneutics/ Book of Revelation</p> <p>___ CH 410 Church History II (Post-Reformation)</p> <p>___ NT 410/ 420 Gospel of Matthew/ Luke</p> <p>___ NT 430/440 Book of Romans/ Hebrews</p> <p>___ NT 441 New Testament Theology</p> <p>___ OT 410 Genesis</p> <p>___ OT 450 Psalms</p> <p><b><u>Elective Studies – 21 Units</u></b></p> <p>___ CC 310 Marriage and Family Counseling</p> <p>___ CC 330 Christian Counseling</p> <p>___ CE 310 Christian Education</p> <p>___ CE 410/420 Christian Leadership/ Christian Ethics</p> <p>___ HIST 102 American Church History</p> <p>___ OT 350 Minor Prophets</p> <p>___ PT 310 Evangelism &amp; Outreach</p> <p>___ PT 410 Homiletics</p> <p>___ PT 490 Capstone</p> <p>___ ST 420 World Religion &amp; Cults</p> <p>Two Additional General Studies Electives</p>
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## Student Progress Worksheet: BSBA (120 Credits, 4 years)

<p><b>General Studies - 42 Credits</b></p> <p>English and Communication(EC)  <input type="checkbox"/> EC 110 College English I (Grammar)  <input type="checkbox"/> EC 120 College English II (Composition)  <input type="checkbox"/> EC 210 Oral Communication  <input type="checkbox"/> EC 220 Intercultural Communication  <input type="checkbox"/> GE 240 Research and Writing</p> <p>Humanities/Social Science(HS)  <input type="checkbox"/> HS 110 Introduction to Philosophy  <input type="checkbox"/> HS 120 Introduction to Sociology  <input type="checkbox"/> HS 130 Introduction to Psychology  <input type="checkbox"/> HS 210 Introduction to Ethics  <input type="checkbox"/> HS 220 Introduction to Humanities</p> <p>Technologies and Sciences (TS)  <input type="checkbox"/> TS 110 College Algebra  <input type="checkbox"/> TS 120 Introduction to Business  <input type="checkbox"/> TS 130 Introduction to Economics  <input type="checkbox"/> TS 210 Introduction to Computer &amp; IT  <input type="checkbox"/> TS 220 Health and Nutrition Science</p> <p><b>Major Studies – 60 units</b></p> <p><input type="checkbox"/> PM 310 Introduction to Bible  <input type="checkbox"/> PM 410 Christian Apologetics</p> <p><input type="checkbox"/> CM 310 Principles of Management (Pre. TS 120)  <input type="checkbox"/> CM 320 Principles of Economics (Pre. TS 130)  <input type="checkbox"/> CM 330 Organizational Behavior  <input type="checkbox"/> CM 340 Marketing Management  <input type="checkbox"/> CM 350 Financial Management  <input type="checkbox"/> CM 360 Management Science (Pre. TS 210)  <input type="checkbox"/> CM 370 Business Statistics (Pre. TS 110)  <input type="checkbox"/> CM 380 Strategic Management</p>	<p>Advanced Studies – 30 units</p> <p><input type="checkbox"/> AM 310 Principles of Accounting  <input type="checkbox"/> AM 320 Principles of International Business  <input type="checkbox"/> AM 410 Principles of Microeconomics (Pre. CM 310)  <input type="checkbox"/> AM 412 Principles of Macroeconomics (Pre. CM 310)  <input type="checkbox"/> AM 420 Human Resources Management (Pre. CM 330)  <input type="checkbox"/> AM 430 Marketing Research (Pre. CM 340)  <input type="checkbox"/> AM 440 Investment Management (Pre. CM 350)  <input type="checkbox"/> AM 450 Operations Research (Pre. CM 360)  <input type="checkbox"/> AM 460 Management Information Systems  <input type="checkbox"/> AM 470 Business Law and Ethics</p> <p><b><u>Elective Studies – 18 Units</u></b></p> <p><input type="checkbox"/> EM 410 Leadership and Motivation (Pre. CM 330)  <input type="checkbox"/> EM 420 Consumer Behavior (Pre. CM 340)  <input type="checkbox"/> EM 422 Advertising and Promotion  <input type="checkbox"/> EM 430 Corporate Finance (Pre. CM 350)  <input type="checkbox"/> EM 440 Project Management  <input type="checkbox"/> EM 450 Franchise Management  <input type="checkbox"/> EM 460 Venture Management  <input type="checkbox"/> EM 470 e-Commerce Management  <input type="checkbox"/> EM 480 Small Business Management  <input type="checkbox"/> EM 490 Global Entrepreneurship</p>
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## Student Progress Worksheet: BSCS (120 Credits, 4 years)

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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**Student Progress Worksheet: M. Div. (96 Credits)**

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

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

<p><b>Major Studies - 72 Credits</b></p> <p>Pre-Major Studies – 12 Credits</p> <p>___BL 510 Greek I</p> <p>___BL 520 Hebrew I</p> <p>___NT 500 New Testament Survey</p> <p>___OT 500 Old Testament Survey</p> <p>Core Major Studies – 30 Credits</p> <p>___CH 510/512 Church History I/II</p> <p>___NT 510/520 Gospels/ Book of Acts</p> <p>___NT 530/540 Pauline Epistles/ General Epistles</p> <p>___NT 550 Romans</p> <p>___NT 570 Life and Teachings of Jesus</p> <p>___OT 510 Pentateuch</p> <p>___OT 540/550 Major Prophets/ Minor Prophets</p> <p>___ST 510 Systematic Theology I</p> <p>___ST 512 Systematic Theology II</p> <p>Advanced Studies – 30 Credits</p> <p>___BL 610/ 620 Greek II/ Hebrew II</p> <p>___BL 630/640 Exegesis in the NT/ OT</p> <p>___BS 620 Biblical Hermeneutics</p> <p>___CH 610/620 American/ Korean Church History</p> <p>___NT 610/620 Gospel of Luke/ John</p>	<p>___NT 630/650 Hebrew/New Testament Theology</p> <p>___OT 610 Genesis</p> <p>___OT 630/640/650 Isaiah/ Jeremiah/ Old Testament Theology</p> <p>___ST 620/ 530 Christian Apologetics/ World Religion &amp; Cult</p> <p>Minor Studies – 24 Credits</p> <p>___CC 510 Christian Counseling</p> <p>___CC 530 Biblical Counseling</p> <p>___CC 560 Pastoral Care</p> <p>___CC 610 Christian Psychology</p> <p>___CE 510 Christian Education</p> <p>___CE 520 Spiritual Formation</p> <p>___CE 550 Youth Ministry</p> <p>___CE 610 Christian Ethics</p> <p>___CH 531 Christianity in America</p> <p>___MI 610 Cross Cultural Ministry</p> <p>___MI 620 World Mission</p> <p>___PT 600 Research &amp; Writing</p> <p>___PT 620 Christian Leadership</p> <p>___PT 630 Christian Worldview</p> <p>___PT 680 Homiletics</p> <p>___PT 690 Capstone</p>
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**Student Progress Worksheet: MBA (48 Credits)**

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

<p><b>Core Major Courses: 27 units</b></p> <p>MBA 500 Principles of Management MBA 510 Financial Accounting MBA 515 Business Statistics and Analysis MBA 520 Human Resource Management MBA 530 Marketing Strategies and Management MBA 540 Financial Management MBA 545 Strategic Management MBA 600 Business Law and Ethics MBA 620 Leadership &amp; Organizational Management</p>	<p><b>Elective Courses: 21 units</b></p> <p>MBA 550 Information Management in Business MBA 605 Corporate Law &amp; Governance MBA 610 Operations Management MBA 625 Managerial Communication MBA 626 Risk Management and Derivatives MBA 630 Government and Nonprofit Accounting MBA 640 Entrepreneurial Management MBA 650 Business Taxation MBA 660 International Business MBA 670 E-Commerce Management</p>
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**Student Progress Worksheet: D. Min. (48 Credits)**

- \_\_\_DM 700 Project (Proposal) Writing I
- \_\_\_DM 800 Project (Dissertation) Writing II
- \_\_\_FC 720 Life Cycle & Psychological Development
- \_\_\_FC 730 Group Counseling Theory & Practice
- \_\_\_FC 850 Crisis & Trauma Counseling
- \_\_\_FC 860 Couple (Family) Counseling /Mentoring
- \_\_\_NT 710 Theological Themes of the New Testament
- \_\_\_OT 710 Theological Themes of the Old Testament
- \_\_\_PT 710 Pastoral Care & Counseling
- \_\_\_PT 760 Current Issues in the Church
- \_\_\_PT 870 Leadership & Coaching
- \_\_\_PT 890 Integration of Ministry & Theology

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

<b>1st Year (winter/summer) 2 courses in 2 weeks</b>	<b>2nd Year (winter/ summer) 2 weeks each</b>	<b>3rd Year (winter/ summer) 2 weeks each</b>
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)

## **A General-Purpose Statement for Student Services**

The general purpose of student services 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. Any reservations must be approved by the CFO. A copy of the form is provided in the appendix. Supplies may be requested from the CFO.

### Student Lounge

There is a student lounge which has tables and chairs for eating, studying, and relaxing. The lounge is equipped with a refrigerator, microwave oven, water dispenser, vending machines, and coffee maker for students to use in preparing meals or snacks. Students are encouraged to use the student lounge for visiting, relaxing or studying in an atmosphere where conversation and discussion are encouraged.

### **Opportunities for ministry and social outreach/services by students.**

KU does not provide job placement services for its students. However, the University provides other personalized student services to assist students in reaching their educational goals. Students should contact their advisor for assistance or direction to services for their personal needs.

### **Student Government**

Student government elections are held each September for the academic year. Two weeks before student elections, Director of Student Services announces and the date of the election meeting (In some case, Director of Student Services may appoint student officers). To qualify as a candidate, a student must be currently enrolled, must not be planning to graduate before the end of the upcoming academic year, and must submit to Director of Student Services 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 will be established if the students request. The student government must be made up and administered entirely by students and should become the representative body of the students. The purpose of student government is two folds: to be the voice of the student body and to foster leadership development. The student government is an excellent chance for students to develop leadership abilities. By participating in the election process, developing legislation and being the voice of the students, the members establish themselves as campus leaders.

The student government may consist of four members (i.e. president, a vice president, a general secretary, and a treasurer). The president and vice presidents are elected annually. The general secretary and treasurers are appointed by the president.

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 alumni meeting  
Director of Student Services 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.

## **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.

## **Resident student life information**

KU is a nonresidential university, i.e., the University does not provide on or off-campus student housing. There is abundant local housing in the University, and there are numerous private housing agencies that can assist students in finding housing. Area and local newspapers, and special free publications also provide extensive information about available housing in the area.

## **Use of automobile 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 to damage to vehicles.

## **Health Insurance**

The University does not provide full-service, on-campus health-care services. However, the University aids students in acquiring 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 Fullerton Campus**

- The nearest *emergency room* is Anaheim Regional Hospital(1.1 miles away)  
1111 W La Palma Ave. Anaheim, CA 92801 • (714) 999-5160

- The nearest *urgent care* provider is Gateway Urgent Care (1.6 miles away)  
1006 W La Palma Ave, Anaheim, CA 92801 • (714) 778-3838

### **Key administrative services**

As a team, a student's program adviser, staff coordinator, major professor, and Graduate Studies are an invaluable source of information.

The mission of the Office of Graduate Studies (referred to as Graduate Studies throughout this document) is to advocate on behalf of graduate students support the faculty and staff engaged in delivering graduate education and administer academic and administrative policies affecting graduate students in ways that foster a culturally and intellectually diverse environment characterized by high academic standards. Graduate students are always welcome in our office. We are in 680 Wilshire Pl Suite 310 and can be contacted by phone at (323) 306-5445 or by e-mail at [info@KUniversity.com](mailto:info@KUniversity.com). We have drop in advising hours Monday-Friday from 10:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4:00 p.m. Listing of cultural, educational and religious opportunities.

### **CAMPUS MULTI-FAITH COOPERATIVE**

The Campus Multi-Faith Cooperative is comprised of religious organizations and dedicated to meet the personal, religious, and social needs of university students, faculty and staff. Each adheres to the principles of its own tradition, but all accept and support the work of other members of the cooperative.

### **MULTICULTURAL & DIVERSITY AFFAIRS**

Multicultural & Diversity Affairs educates, empowers, and mobilizes students, campus and community partners, and creates cutting edge programs and opportunities in the areas of multicultural education, self-awareness, advocacy, intercultural understanding, and social justice with a commitment toward creating an inclusive, affirming and just campus community.

### **Student's Medical Responsibility**

All students are required to carry their own health insurance coverage. KU does not provide direct medical care or offer insurance to students. Students use the school facilities and participate in campus activities at their own risk. KU does not assume responsibility to provide medical care in the case of accident or illness, and it assumes no responsibility for either, even if the accident or illness occurs on school premises or in the discharge of duties or activities pertaining to the school program.

### **Contact Information for Medical Care and Emergency**

KU does not have medical personnel at its campus. The First aid kits are provided in the administration office. Referrals for insurance are available at the administration office.

### **Emergency Notification**

The KU administration office notifies the KU community about emergency situations threatening to health and safety by e-mail, telephone, cell phone, and text messaging. Urgent situations include, but not limited to, natural disasters, accidents that require evacuation of a campus, and violent situations.

## **Academic Calendar**

Some dates are subject to change. Refer to quarterly schedule of classes 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 Fall, Winter, Spring and Summer quarters. The timelines of M.A. programs are given in the academic calendar as follows.

- **Spring Semester, 2023**

March 29: New student orientation and registration for students who have not yet registered

April 5: Beginning of quarter, First day of class

April 19: Last day to add or drop classes

May 3: Last day to drop classes without courses being recorded

May 10: Withdrawal after this date

June 7-11: Final Exam Period

## **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 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 very 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 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 in 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 Graduate Division. You must attach a copy of your airline ticket or flight itinerary showing planned departure date.

**STUDENT INFORMATION**

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

<i>Last/Family Name</i>	<i>Middle Name</i>	<i>First/Given Name</i>
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SEVIS ID: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Program of Study:  Bachelor of Theology(B.Th.)  Master of Divinity(M.Div.)

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 _____</p> <p>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 _____</p> <p>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.*

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