



Student Handbook

Academic Year 2024 -2025



Western Covenant University

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(213) 293-1771

info@wcuniversity.edu

www.wcuniversity.edu



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Message from the President

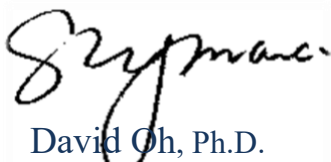
Dear students who want to pursue truth and excellence in education:

Around the world, countless universities and colleges strive to shape the minds of future generations. However, Western Covenant University (WCU) stands apart as a beacon of truth in modern society, committed to nurturing students into leaders and entrepreneurs grounded in the Christian faith.

In an age where morality is often overshadowed by selfishness and fleeting ideologies, WCU remains steadfast in its mission to uphold timeless values and recover the integrity that society has lost. Through its rigorous academic programs and faith-centered approach, the university seeks to cultivate visionaries willing to sacrifice for a greater purpose and to lead with humility and truth.

At WCU, our educational philosophy is guided by a profound belief in the Word of God. We aspire to be a steppingstone to both your personal growth and eternal purpose, echoing the promise in Scripture: “Your beginning will seem humble, so prosperous will your future be” (Job 8:7). If you are ready to invest your time, talents, and resources in a journey of faith and learning, we invite you to partner with us in becoming bearers of light and truth in this world.

Join us at Western Covenant University, where scholarship meets faith, and together, let us embrace the promise of a brighter, more meaningful future.


David Oh, Ph.D.
President



Academic Calendar 2024-2025

Fall Quarter 2024

- 29th September : New Students Orientation
- 2nd October : Academic Quarter Start Date
- 9th October : Public Holiday (Columbus Day)
- 30th Oct-3rd Nov : Midterm Examinations Week
- 10th November : Public Holiday (Veterans' Day)
- 23rd November : Public Holiday (Thanksgiving Day)
- 4th – 8th Dec : Final Examinations Week
- 8th December : Academic Quarter End Date
- 15th December : Winter 2024 Course Registration Opens

Winter Quarter 2025

- 6th January : Academic Quarter Start Date
- 19th January : Public Holiday (MLK Day)
- 30th Jan – 3rd Feb : Midterm Examinations Week
- 1st February : Faculty Meeting
- 17th February : Public Holiday (President's Day)
- 6th – 10th March : Final Examinations Week
- 10th March : Academic Quarter End Date
- 15th March : Spring 2024 Course Registration Opens

Spring Quarter 2025

- 28th March : New Students Orientation
- 1st April : Academic Quarter Start Date
- 1st – 3rd May : Midterm Examinations Week
- 26th May : Public Holiday (Memorial Day)
- 5th – 9th June : Final Examinations Week
- 9th June : Academic Quarter End Date
- 19th June : Public Holiday (Juneteenth National Day)
- 20th June : Summer 2023 Course Registration Opens

Summer Quarter 2025

- 29th June : New Students Orientation
- 1st July : Academic Quarter Start Date
- 4th July : Public Holiday (Independence Day)
- 5th – 9th August : Midterm Examinations Week
- 1st September : Public Holiday (Labor Day)
- 7th September : Faculty Meeting
- 9th – 13th Sept : Final Examinations Week
- 13th September : Academic Quarter End Date
- 15th September : Fall 2024 Course Registration Opens

IMPERATIVE COMMUNIQUE

About the Student Handbook and Disclosure

Prior to enrollment, the University provides a prospective student, either in writing or electronically, with a school Student Handbook. The electronic version of this document is uploaded at the University's website.

“As a prospective student, you are encouraged to review this Student Handbook prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.” When students are unable to understand the terms and conditions of the enrollment agreement due to English not being their primary language, and if recruitment was not conducted in English, they shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in their primary language from a qualified school officer, upon their request.

WCU also offers distance education methods in its programs.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education.

Address:

1747 N. Market Blvd, Ste 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818

Website: www.bppe.ca.gov

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897
(916) 574-8900 or by fax (916) 263-1897

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private post-secondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting www.bppe.ca.gov.

GENERAL INFORMATION

Mission Statement

WCU exists to serve the Church and community by equipping students to be Christ-like leaders through biblically, academically, and professionally excellent educational programs.

Institutional Objectives (Goals):

As a faith community, WCU has the following objectives:

Enhance Academic Excellence and Innovation

- Deliver a high-quality, rigorous, and relevant curriculum aligned with industry standards, accrediting bodies, and regulatory agencies, particularly State of California BPPE and TRACS.
- Support faculty and student engagement in research, critical inquiry, and continuous improvement to foster academic excellence and lifelong learning.

Promote Ethical and Culturally Sensitive Leadership

- Prepare graduates to lead with integrity, respect for diversity, and a commitment to ethical practices, reflecting the university's Christian values and mission.
- Encourage community involvement, social responsibility, and cross-cultural understanding among students and faculty.

Strengthen Student-Centered Support Systems

- Ensure accessible, comprehensive support services that enhance student retention, success, and well-being, addressing the academic, personal, and spiritual needs of students.
- Implement career development initiatives, mentorship programs, and skills training to help students transition into their professional fields effectively.

Foster a Dynamic Learning Environment with Technological Integration

- Invest in cutting-edge learning technologies and resources to enhance online and on-campus instruction, promoting flexible and engaging educational experiences.
- Establish partnerships with educational and industry leaders to create experiential learning opportunities that bridge theory with practical application.

Uphold Continuous Institutional Improvement and Compliance

- Regularly evaluate and improve institutional policies, programs, and operations to align with TRACS and BPPE standards, demonstrating transparency and accountability.
- Implement assessment mechanisms to measure student learning outcomes, institutional effectiveness, and goal attainment, ensuring ongoing progress toward mission fulfillment.

Expand Global and Community Engagement

- Strengthen community partnerships, volunteer opportunities, and service-learning programs to foster impactful student engagement locally and globally.
- Enhance cultural and academic exchange programs to prepare students to navigate a globalized workforce while remaining rooted in the university's mission and values.

Faith Statement

1. Bible to be the inspired and only infallible and authoritative Word of God
2. There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Ghost.
3. In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal, future return to his earth in power and glory to rule over nations.
4. The man was created in the image of God, good and upright, but fell from his state of innocence by voluntary disobedience of God.
5. We believe that there is a personal devil that is a father of liars, seeks to tempt and separate people from God.
6. The only means of being cleansed from sin is through repentance and faith in the precious blood of Jesus.
7. Regeneration by the Holy Spirit is essential for personal salvation.
8. The redemptive work of Christ on the cross provides healing of the human body in answer to believing in prayer.
9. The Church is the body of Christ, of which He is the Head, and it is composed of all true believers.
10. In the sanctifying power of the Holy Spirit by who's indwelling the Christian is enabled

to live a holy life.

11. In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

Philosophy of Education

WCU maintains its Educational Philosophy that is reflected in the curriculum and operation of the institution. The Board and faculty annually review it. WCU's educational philosophy is as follows:

The quality of the educational experience at WCU is fostered by the close human and intellectual relationships between students and faculty and by the open exchange of ideas. The University is committed to creating a learning community in which people from diverse backgrounds and cultures are valued for the breadth of their perspectives and are encouraged in their intellectual pursuits.

The university's instructional programs are designed to challenge students not only to acquire knowledge but also to develop skills of critical analysis, careful reasoning, creativity, and self-expression. Equally important, students learn to understand and evaluate the sources and methods from which knowledge derives. Thereby, they come to appreciate all knowledge's contingency and realize that education is a life-long process.

WCU's special character emerges from its commitment to effective teaching, high standards of scholarship, and ongoing professional development; and to its policy of promoting diversity in the faculty, staff, administration, and student population.

History of the Institution

WESTERN COVENANT UNIVERSITY was founded in 2004 by Dr. Frank F. Turner as a theological university that provides undergraduate and graduate programs in Religion and Theism Studies. WCU received approval to operate from the State of California's Bureau for Private Postsecondary Education (BPPE).

Dr. Frank F. Turner is the university's founding and first president; and he served until 2006. In early 2005, the university established its second teaching campus in San Diego, California. A few months later, the main campus was moved to Summit Valley, California. The university became California's institution of religious learning. However, after 2 years of operation, unexpected circumstances that were beyond the control and authority of the university happened; and this has resulted in the university to be inactive for a few years.

In 2014, Dr. David Oh felt a spiritual calling to revive the university. Thus, Dr. Oh began to lead WESTERN COVENANT UNIVERSITY in Los Angeles, California as a mission-oriented university. Dr. David Oh was then installed as the second president and the chief executive officer of the university. The university, although mission-oriented, started to offer undergraduate business and information technology programs, and graduate programs in religion; with its location in 1930 Wilshire Boulevard.

In 2015, the university was moved to a bigger and better location to accommodate the increasing number of enrolments. The new location in 680 Wilshire Place was more suitable for most students because of its accessibility and safe neighborhood.

Because of President Oh's dedication and unparalleled leadership, the university has been striving towards providing a Christ-centered education for the next generation. The improved quality of education, along with the university's distinguished and friendly faculty members, plus the very helpful staff, resulted the university in gaining recognition among local and international students.

In April 2016, WESTERN COVENANT UNIVERSITY received the approval from the United States Student and Exchange Visitor Information System (SEVIS) to issue I-20 for qualified international students. This was a big move for the university because it opened doors for international student admissions, aid international students to qualify for international student visas (F-1), and most of all, contribute to the American economy by promoting educational tourism in the country. The influx of international admissions requires a much bigger teaching facility, and a much better learning environment for the university's multicultural population. Hence, on the 1st of July in 2022, the university moved to a new campus, and its current address, at 3333 Wilshire Boulevard.

Two years after, WESTERN COVENANT UNIVERSITY was nominated for accreditation and gained its candidacy status with the prestigious national accreditation board for Christians Colleges and Schools, the Transnational Association of Christian Colleges and Schools (TRACS). And then in the year 2020, WCU received its full accreditation and membership with TRACS.

A year after, in 2021, WESTERN COVENANT UNIVERSITY gained approval to offer nationally accredited business and computer undergraduate programs. Thus, Bachelor of Arts in Business Administration (B.A.B.A.) and the Bachelor of Science in Computer Science programs (B.S.C.S.) were opened. At present, WCU has an estimated 117 enrolled international students in the undergraduate programs; of which 89% are studying in the B.A.B.A.

In the last quarter of 2022, once again, WCU received another fortunate news. This time, the Master of Business Administration (MBA) program with tracks on Global Business and Information Technology and Systems Management is approved together with the Distance Education Program. In the Summer Quarter of 2023, WCU opened and offered classes for the MBA program. Plus, all programs are available for the Distance Education Mode of Learning.

Name of the Institution

The name of the institution, “Western Covenant University,” (WCU) clearly reflects its mission. “Western” indicates the location of the institution, namely the west side of the U.S. and the word “Covenant” appears both in the Old and New Testaments.

WCU currently offers two master’s degree program: Master of Arts in Religion (MAR), and the Master of Business Administration (MBA); and two bachelor's degree program: Bachelor of Arts in Business Administration (BABA) program and Bachelor of Science in Computer Science program (BSCS); and one certificate program in Pattern Making and Sewing (PMS). According to the standards set forth by the State of California, the nomenclature “university” can be used for institutions offering master’s programs or higher.

Ethical Values and Standards

WCU’s ethical values center on a strong commitment to Christlikeness. These values are based upon the Word of God and adhere to biblical principles as understood and taught in the Evangelical community of faith.

In this vein, as members of the WCU community we endeavor to

- honor God and commit us to the person and model of Jesus Christ;
- develop personal integrity and character by applying biblical values to our lives;
- understand and accept the responsibilities of living in a multicultural society
- transcend the limitations and errors of the prevailing culture, choose and hold to the path for biblically true life.

In order to develop continuously as a community growing in truth, Christian character, and service, the University invites its members to a life lived in response to the claims of the Kingdom of God, in which the transcendent realities of the gospel are brought to bear on the real-life challenges which they face as citizens of the twenty-first century.

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 the Bureau for Private Postsecondary Education (BPPE) as a private postsecondary institution. Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. The Western Covenant University (WCU) may not imply that the Bureau endorses programs, or that Bureau approval means the Western Covenant University (WCU) exceeds minimum state standards.

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:

Mailing Address:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

Physical Address:

Bureau for Private Postsecondary Education
1747 North Market Blvd., Suite 225
Sacramento, CA 95834

Phone: (916) 574-8900

Toll Free: (888) 370-7589

Main Fax: (916) 263-1897



2. TRANSNATIONAL ASSOCIATION OF CHRISTIAN COLLEGES AND SCHOOLS (TRACS)

Western Covenant University was awarded accredited status as a Category III institution by the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Rd, Forest, VA 24551; Telephone: 434-525-9539; e-mail: info@tracs.org], on May 21, 2020. This status is effective for a period of five years. 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
Email: info@tracs.org
Phone Number: (434) 525-9539
Website: tracs.org



3. THE STUDENT AND EXCHANGE VISITOR PROGRAM

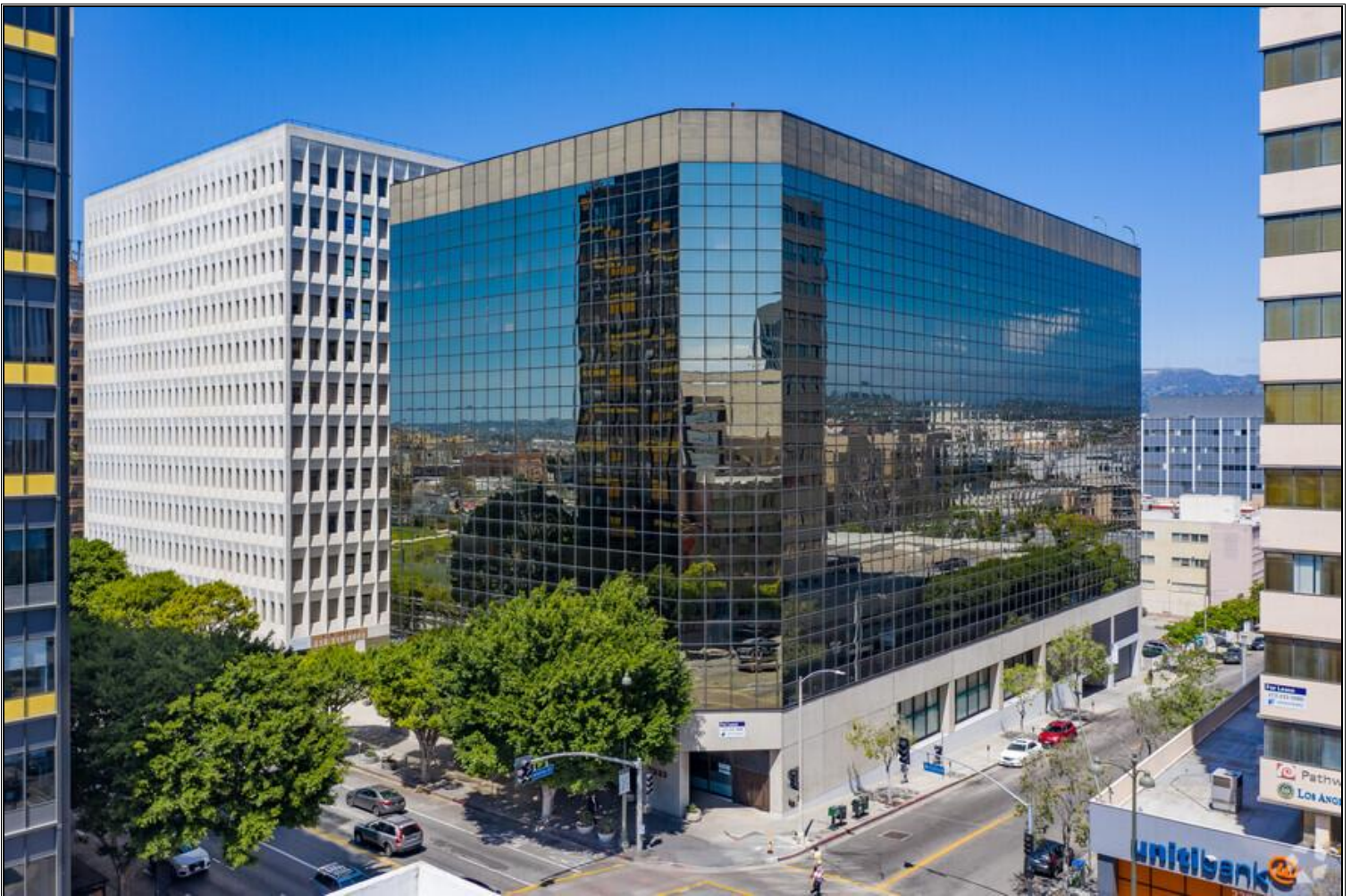
The Student and Exchange Visitor Program (SEVP) is the Department of Homeland Security (DHS) program that administers the Student and Exchange Visitor Information System (SEVIS). It ensures that government agencies have essential data related to nonimmigrant students and exchange visitors to preserve national security. SEVP provides approval and oversight to schools authorized to enroll F and M nonimmigrant students and gives guidance to both schools and students about the requirements for maintaining their status.

The Student and Exchange Visitor Program

The United States Immigration and Customs Enforcement
Tel: (703) 603-3400
Fax: (202) 915-0818
Email: sevp@ice.dhs.gov
Web: <https://www.ice.gov/sevis>



U.S. Immigration
and Customs
Enforcement



Location and Contact Information of Main Campus

3333 Wilshire Blvd. Suite 700, Los Angeles, CA 90010

E-Mail: info@wcuniversity.com

Tel. +1-213-293-1771

Fax. +1-213-896-7265

Website: www.wcuniversity.edu

The main teaching campus is situated in the heart of midtown Los Angeles. This makes WCU only a ten-minute bus ride to both downtown Los Angeles and Westwood's business districts, a short walk distance to a wide range of restaurants and shops, easily accessible through the Metro Red and Purple Lines, and located along 12 international consulate offices on Wilshire Boulevard. Thus, WCU is the premier choice of many international students pursuing higher and advanced education in business, computer studies, and religion in the west coast.



Location and Contact Information of Western Covenant University - San Diego

4542 Ruffner Street, Suite 200, San Diego, CA 92111

E-Mail: sdinfo@wcuniversity.com

Tel. +1-858-768-0011

Website: www.sandiego.wcuniversity.edu

Campus Equipment and Facilities

Los Angeles Main Campus

WCU campus is located at 3333 Wilshire Blvd. Suite 700, Los Angeles, CA 90010, seventh floor; near downtown Los Angeles. The university is close to the Harbor (110), and Santa Monica (10), Los Angeles (5) freeways, for easy access to the sites and surroundings of Los Angeles.

Offices

The Administrative offices include the Office of President (aka CEO Office), the office of Chief Academic Officer (CAO), the Office of Chief Financial Officer (CFO), and Office of Administrations (front administration office). Additionally, there is a Conference Room (aka Meeting Room) used for private meetings, as needed by the President, administration, or faculty and student.

Classrooms

There are three fixed classrooms, 1, 2, 3, which can comfortably accommodate 14, 40, 54 students, respectively. The classrooms have different style seating, depending on the classroom. Classroom 1 utilizes classroom chairs. Classroom 2 utilizes school desks and chairs. Classroom 3 utilizes training tables and chairs. All 3 classrooms provide a standard learning environment for students, which include whiteboards, instructor's computers that is connected to the internet. All classrooms are spacious and air-conditioned, and comply fully with all applicable federal and state regulations and local ordinances for safety and public health.

Student Lounge

The Student Lounge is for students to take a break in between classes, eat a meal, or just relax. There is a coffee maker and a hot water dispenser, and a sink. Complimentary snacks, coffee, tea, water, plates, and eating utensils are made available to students.

There are kitchen amenities, such as a refrigerator for students or staff to store food, a microwave, and a toaster oven available in the Conference Room.

Library

The library is for students and faculty use only and is not for the public. The library contains reserved books, mainly specialized holding in those subject areas relevant to WCU's course offerings – Christian studies, business, computer science, and pattern making.

The computers are available for personal student use and conventional classroom use, computer and software classes, computer-aided classes, lecture or guest presentation, and real time video and Internet interactive classes and presentation. There are five computer workstations contains 5 PCs available for student usage located in the library. These PCs are used for classes as well as student academic or personal purposes.

Parking

On-site parking is available.

San Diego Teaching Site

WCU teaching site is located at 4542 Ruffner St., Suite 200, San Diego, CA 92111. The teaching site has 2 lecture rooms, a library, a student lounge, director's office, and on-site parking is available.

Notice to Degree Program Prospective Students

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one-degree program.

Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, it must:

1. Stop all enrollment in its degree programs, and provide a teach-out to finish the educational program or provide a refund.

- 2.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.”

Institutional Representative Initials: _____

Student Initials: _____

Date: _____

INSTITUTIONAL POLICY

Admission Process

WCU is an institution that strives to bring to its campus students who are committed to personal and intellectual growth. The University welcomes applications from students who will contribute to, as well as benefit from, the university experience; who are creative, motivated, self-disciplined and committed to Christian learning.

All applicants must submit official academic transcripts, or records of all previous education at higher educational institution(s) attended. Failure to comply may result in denial of admission, delay of enrollment, or the loss of academic credit.

WCU recruits and admits domestic and international students who have demonstrated the potential to complete its academic programs successfully. Motivation and interest to succeed are considered in addition to the applicant's academic qualifications.

Application Deadlines

WCU has the quarter system. An academic year on the quarter system normally runs from January through December. All applications are due two weeks prior to the start of each quarter. Any prospective students who failed to submit applications in time may be admitted with the approval from the Admissions Director as time and space permit.

Academic Programs

WCU offers the following programs:

- Master of Arts in Religion
- Master of Business Administration with concentration in Information Technology & Systems Management (MBA – IT)
- Master of Business Administration with concentration in Global Business (MBA - GB)
- Bachelor of Arts in Business Administration (BABA)
- Bachelor of Science in Computer Science (BSCS)
- Certificate in Pattern Making and Sewing (PMS)

Undergraduate Program Admission Requirements

Admission requirements for prospective students applying for the undergraduate program are as follows:

1. Completed and Signed Online Admission Application Form on the website (<https://wcuniversity.edu>).
2. \$200.00 of Application Fee (Non-refundable).
3. Two (2) Passport sized color photos.
4. Original High School Diploma, or equivalent, or Self-Attestation.
5. Copy of Driver's license, Birth Certificate, Social Security Card (Optional), and Permanent Resident Card or Copy of U.S. Passport (For Residents and citizens only).

Additional Requirements for International Students

1. Copy of Passport
2. Original Bank Statement (Self and Sponsor, if applicable)
3. Affidavit of Support (Sponsor, if applicable)
4. I-94 form
5. I-20
6. I-20 Application Fee
7. English Language Proficiency Evidence, such as TOEFL:

For applicants who does not provide any English proficiency proofs are required to take the English placement exam provided in WCU.

The documents may be submitted in person, or mailed to:

Western Covenant University
3333 Wilshire Blvd. Suite 700, Los Angeles, CA 90010

Website: www.wcuniversity.edu

Email: info@wcuniversity.edu

Tel. 213-293-1771; Fax. 213-896-7265

After Admissions

- Admitted students will be required to sign or receive the following acceptance package after admissions:
 - Acceptance Letter
 - Enrollment Agreement
 - WCU Catalog
 - Student Handbook
 - Transfer Credit Form (if applicable)
 - Other admission forms to be signed by Student, such as acknowledgement forms
- Registration for courses in the admitted quarter required.

Attend the New Student Orientation.

An applicant should show maturity and have an understanding of the roles and responsibilities. All applications and supporting documents submitted and received shall become the property of WCU.

Graduate Program Admission Requirements

Eligibility

For the admission to WCU's graduate degree programs, an applicant must meet the following eligibility:

1. An applicant must have completed an undergraduate degree from an institute of higher education accredited by an agency recognized by the U.S. Department of Education.
2. An applicant must have a minimum Cumulative GPA of 2.0 on a 4.0 scale.
3. Each prospective foreign applicant must demonstrate English language proficiency.
4. An applicant should show maturity and have an understanding of the roles and responsibilities.

Admission Requirements

1. Completed and Signed Online Admission Application Form on the website (wcuniversity.edu)
2. \$200.00 Application Fee (Non-refundable).
3. Submit official transcripts from all colleges or universities attended to the Admissions Office at WCU
4. Two (2) Passport sized color photos.
5. Submit official transcripts from all colleges or universities attended to the Admissions Office at WCU
6. Submit proof of English language proficiency, if applicable
7. Copy of Driver's License, Birth Certificate, Social Security Card (Optional), and Permanent Resident Card or Copy of U.S. Passport (For Resident only).

Additional Requirements for International Students

1. Copy of Passport
2. Original Bank Statement (Self and Sponsor, if applicable)
3. Affidavit of Support (Sponsor, if applicable)
4. I-94 form
5. I-20
6. I-20 Application Fee
7. English Language Proficiency Evidence, such as TOEFL:

For applicants who successfully completed at least Two (2) Academic Years (60/90- quarter credit units) at baccalaureate level education in an institution accredited by an agency recognized by the U.S. Department of Education or an equivalent educational institution in other countries that teaches in the English language, the English proficiency requirement may be waived.

The documents may be submitted in person, or mailed to:

Western Covenant University
3333 Wilshire Blvd. Suite 700, Los Angeles, CA 90010

Website: www.wcuniversity.edu

Email: info@wcuniversity.edu

Tel. 213-293-1771; Fax. 213-896-7265

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 - Acceptance Letter
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 - Transfer Credit Form (if applicable)
 - Other admissions form to be signed by student, such as acknowledgement forms
- Registration for courses in the admitted quarter required.
- Attend the New Student Orientation.

All applications and supporting documents submitted and received shall become the property of WCU.

Certificate Program Admission Requirements

Admission Requirements

Admission requirements, including minimum levels of prior education, preparation, or training

- 1) Completed application and submitted application fee.
- 2) Two letters of recommendation.
- 3) Recent photograph/Driver License/Passport.
- 4) Be at least 18 years of age.
- 5) Official High School transcript, a certified copy of a high school diploma or; a certified copy of GED certificate or; a certified copy of Ability -to-Benefit exam (ATB) certificate.
- 6) Be physically capable of performing and receiving massage techniques taught in the program.
- 7) Complete a personal interview with the administrative staff to assess academic and financial capabilities, as well as goals.
- 8) Submit a mandatory background check.

Conditional Acceptance

At the discretion of WCU, a prospective applicant may be admitted with “Conditional Acceptance” status when the applicant has declared in writing and demonstrated that the applicant is admissible, even though all of the necessary documentation has not been provided. Applicants who fail to satisfy the requirements for full admissions are judged to have potential for success in a degree program or have potential for success to provide all requirements documents by the Admissions Department, may be granted conditional admissions. Determination will be made on a case-by-case basis. Students accepted on conditional status will remain on conditional status until successfully completing the specified number of credit hours outlined in the Acceptance letter and the prospective applicant will have two (2) quarters to submit all requirement documents outlined on the Acceptance Letter.

Undergraduate Program Graduation Requirements

To graduate with a Bachelor of Arts or Bachelor of Science degree, the student must:

1. Complete all required course units for the degree and the course work with a minimum cumulative grade point average of 2.5.
2. Complete the refund policy
3. general education and major requirements.
4. Demonstrate the development of Christian character as evidenced by the Christian Service and Student Life departments.
5. Complete the last 180 hours of coursework at WCU.
6. Make applications for the degree, fulfill all financial obligations to the school, and participate in graduation ceremonies.
7. Settled all financial obligation to WCU.
8. Successfully completed senior thesis.

Graduate Program Graduation Requirements

A candidate for the master's degree shall have:

1. Successfully completed an approved program with a minimum cumulative grade point average of 3.0 or better, while having received no more than two (2) letter grades of less than a B or two grades of B-, C+, or C.
2. Successfully completed either thesis or project option.
3. Filed all the necessary graduation forms in accordance with the timetable provided by the program.
4. Successfully completed all degree requirements within the maximum time limit allowed six (6) years, or within an officially approved time extension.
5. Settled all financial obligations to WCU.

Credit Hour Requirements: The M.A.R degree requires a minimum of 96 credit hours of graduate course work (3 years).

Credit Hour Requirements: The M.B.A. degree requires a minimum of 50 credit hours of graduate coursework (2 years).

Certificate in Pattern Making and Sewing Program Graduation Requirements

A candidate for Certificate of Achievement in Pattern Making and Sewing shall have:

1. Successfully completed required Classes: Basic Assessment (768 hours) and Pattern Application Instructions (288 hours)- a total of 1,056 hours required for graduation.
2. Settled all financial obligations to WCU.

Off-campus employment

The international student is prohibited from working unless he or she receives authorization from the Dean of Student Affairs and SEVIS Officer.

International Student Enrollment

International students must enroll as full-time students, meaning that MAR and MBA students must be enrolled in 8 units per quarter, and BABA and BSCS students must be enrolled in 12 units per quarter.

Those who have an E Visa, R visa, and H visa, and their spouses are allowed to study at WCU. Students studying under an E, R, and H visa must carefully watch when their nonimmigrant visas expire and allow 3-4 months for a change of status application to process, and a final decision rendered.

WCU reserves the right to suspend or terminate any student whose attendance, academic or financial standing, or personal behavior is not corrected and does not comply with established standards and regulations. Students who have been suspended or terminated can be reinstated only upon approval of the DSO and SEVIS Officer.

Please direct other questions relating to international students to the SEVIS officer.

After one week, students may not add new classes but can withdraw and get the pro-rated refund of the class. New international students who are delayed in their arrival or any student who may be delayed in enrolling/registration will not be allowed after the end of the third week of the semester to register and may be subject to termination of their F-1 status.

Leave of Absence

Written requests for leave of absence are considered at the discretion of the school administration and a decision will be based upon SEVIS laws for the request of leave of absence: Two options will be exercised by school administration:

1. Drop below full-time authorization (an exception to the full course of study requirement)
2. Termination

Please note that a reduced course load for an F-1 student on an I-20 must consist of at least "half the clock hours required for a full course of study." Therefore, the period that a student engaged in language studies can be placed on reduced course load for:

- Academic difficulties
- Illness/medical condition
- Initial difficulty with English language
- Initial difficulty with reading requirements
- Unfamiliarity with American teaching methods
- Improper course level

Reduced course load for completion of the course of study is limited to one term at the end of the course of study and only if additional courses are required to satisfy the requirements for completion.

The programs of study leading to the completion of MAR, MBA, BABA, BSCS, and PMS (Certificate in Pattern Making and Sewing) are designated to be completed in 3 years for MAR, 2 years for MBA, 4 years for BA and BS, and 1 year for PMS of full-time study respectively. The maximum period granted for the student to complete the program is 4.5 years.

The administration strongly urges the international students at matriculation to maintain their full-time "active" status, according to SEVIS laws and regulations. Although the permission from DSO and the SEVIS Officer may and must be granted (following SEVIS laws and guidelines) to international students who are under such circumstances as ill-health, academic problems, students should not expect to pursue any substantial portion of the curriculum by part-time study.

- WCU will not assist students and their spouses who want to study and need to change their status to F-1. Students and spouses must utilize the services of an attorney to change their status. Students must recognize that the application of a change of status does not guarantee approval of the change of status. WCU is not responsible for SEVIS's final decision.
- WCU will accept transfer students from another college who are "terminated" F-1 status on

an individual basis after careful review of the situation by the SEVIS officer. A reinstatement will be required by the “terminated” status student and the time duration for this process can be 6-12 months. Those interested in a reinstatement must utilize the services of an attorney. The student will be allowed to enroll and take classes while the reinstatement request is processed. If the reinstatement is denied, the student will no longer be able to continue their studying at WCU. Only one reinstatement petition is permitted per student.

- WCU offers Optional Practical Training (OPT) for eligible students. OPT is defined as "temporary employment for practical training directly related to the student's major area of study." Once the OPT application has been approved by USCIS, students may work in the United States for up to 12 months after program completion. The earliest a student may apply for OPT is 90 days before the student's program end date. The latest students may apply for OPT is 60 days after the program end date. Students who wish to apply for OPT must petition for graduation first and meet the graduation requirements. Students who are approved for OPT are required to mail their application to USCIS or apply online (www.uscis.gov). USCIS estimates that the application will take between three to five months to process.

Please see WCU Principal Designated School Official (PDSO) with any questions about this deadline. Because of the long processing time, WCU recommends that students speak with a PDSO at the beginning of the quarter that the student expects to graduate from WCU. WCU PDSO will determine if a student is eligible to apply for OPT.

- Foreign Education Credential Review and Evaluation: In considering the acceptance of education and training obtained from an educational institution outside the United States, the University requires that all international education transcripts/documents must be submitted to a credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES), Inc. (at the applicant's expense) to verify authenticity and to assist in the approximation of credit received to comparable levels of educational achievement in the U.S. International students may also submit a Foreign Education Review Application (FERA) directly to the American Association of Collegiate Registrars and Admission Officers (AACRAO), along with all educational documents, in order to receive an evaluation of their foreign credentials. AACRAO applications may be downloaded from their website. AACRAO typically completes its credential review within eight weeks after receipt of the student's application, official transcript(s) and diploma(s).

WCU accepts students from other countries and is authorized by the U.S. Government to issue I-20 forms for them. New international applicants are required to pay \$200 for the I-20 processing fee while transferring in international students pay \$100. However, the institution does not provide visa services nor vouch for student status.

Course Registration

During the Quarter, all students currently enrolled at Western Covenant University will be informed by mail, phone, or via email of the details of registration dates and procedures. The annual

Academic Calendar is published in the official Catalog and on the Western Covenant University website at <https://wcuniversity.edu/>

To register for courses, students complete and submit the course registration form along with the course registration fee (\$30) during the registration period. Students who register after this period will have a late registration fee (\$100) charged to their accounts.

Detailed registration information is provided by the Registrar's Office and is available on the official website. Students may change course registration (add or drop) during the first 14 days of each academic quarter. A Course Change (Add/Drop) form must be submitted in Portal System. Course adds are accepted through the 14th day of the quarter.

Re-application after Failure to Enroll

Applicants who fail to register for the quarter for which they have been accepted will have their admission eligibility put on a hold status; any transcripts on file at that time will be held for two years. These transcripts may be used for admission during that period. However, if the student undertakes additional coursework at another institution during this interval, the student must have official transcripts of this coursework forwarded to WCU's Office of Admissions and Records to complete the student's record of all coursework undertaken prior to admission to WCU. However, such coursework will only be transferable for credit if it meets WCU's and the program's policy on the transferability of units.

ACADEMIC POLICIES, RULES AND REGULATIONS

WCU has specific policies that address the interdependent issues of academic freedom, conflict of interest and academic integrity.

Academic Freedom

The University is a community of learners bonded together by the search for knowledge; the pursuit of personal, social, cultural, physical, and intellectual development and the desire for the liberating effects of an advanced education.

Education depends upon the free expression and exchange of ideas in the search for truth. Academic freedom is the freedom to express any view, popular or unpopular, and to defend that point of view in open exchange.

In the fullest sense, academic freedom demands a community in which mutual tolerance and understanding flourish. It depends upon freedom of speech, freedom of the press, freedom to assemble, freedom of conscience and opinion, the right to privacy and the right to fair hearings. The nature of the university's community demands these freedoms and obligates its members to maintain them in practice and to observe the responsibilities that go along with these freedoms in all phases of their university activities and experience.

Conflict of Interest

Each member of the university community is responsible for acting in an ethical and professional manner. This responsibility includes avoiding conflict of interest, conducting instruction in an ethical manner, and protecting the rights of all individuals. All members of the university community—including members of the university's faculty, administration, student body and staff should conduct themselves with the greatest professional objectivity.

Academic Integrity

Academic integrity is of central importance in the university community and involves committed allegiance to the values, the principles and the code of behavior held to be central in that community. The core of a university's integrity is scholastic honesty. Academic dishonesty is a serious offense that can diminish the quality of scholarship, the academic environment, the academic reputation and the quality of a WCU degree.

All forms of academic dishonesty at WCU are a violation of university policy and will be considered a serious offense. Academic dishonesty includes, but is not limited to:

- For faculty: Plagiarism and Falsifying University Documents Plagiarism is a faculty

member intentionally or knowingly presenting words, ideas or the work of others as one's own work.

- Falsifying any university document — includes falsifying signatures on university forms, documents or papers; forging another person's signature or the modification of university documents which are presented as originals.
- Breaches of academic integrity are handled by the program director, department chairperson, school dean or the vice president. It is the responsibility of all faculty and staff to be informed as to what constitutes academic dishonesty and to follow the policy.
- For Students: Plagiarism is intentionally or knowingly presenting words, ideas or the work of others as one's own work. Plagiarism includes copying homework, copying lab reports, copying computer programs, using a work or portion of a work written or created by another but not crediting the source, using one's own work completed in a previous class for credit in another class without permission, paraphrasing another's work without giving credit and borrowing or using ideas without giving credit.
- Cheating during exams — includes unauthorized crib sheets, copying from another, looking at another student's exam, opening books when not authorized, obtaining advance copies of exams, using unapproved or compromising computer technology to share exam information or an exam given by or on computers and having an exam re-graded after making changes. Exam cheating includes exams given during classes, final exams and standardized tests. Use of unauthorized study aids — includes utilization of other's computer programs or solutions, copying a copyrighted computer program without permission, using old lab reports, having others perform one's share of lab work and using any material prohibited by the instructor.
- Falsifying any university document — includes forging signatures on university forms, such as add/drop and withdrawal forms, forging another student's signature and falsifying prerequisite requirements.

It is the responsibility of all students to be informed of what constitutes academic dishonesty and to follow the policy. A student who is aware of another student's academic dishonesty is encouraged to report the instance to the instructor of the class, the test administrator, or the school dean, department chairperson, program director or other appropriate supervisor or administrator so that appropriate disciplinary action may be taken.

Attendance Policy

Absence — Instructors are obligated at the beginning of each quarter or course session to announce to their students their policy regarding excessive absence(s). 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. 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.

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.

Cutting classes will be considered as unexcused absences.

Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance.

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.

Definition of Credit Hour

For all WCU 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.

Student Responsibility for Drop/Withdrawal

It is the student's responsibility to officially drop any class which should not be in his or her program. This is true even if the student has never attended the class.

Prerequisites and Requisites

A prerequisite is a completed course, or other measure of academic preparation, a student is required to meet to demonstrate current readiness for enrollment in a course or program. The University requires students to complete prerequisite courses with a grade of “C,” “CR,” or higher

prior to registering in the course requiring the prerequisite. A requisite is a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course.

It is the student's responsibility to determine whether he/she has met a prerequisite requirement or is able to take a requisite to be eligible to take a course so that he/she can make class schedule adjustments when necessary to qualify to take a course. Courses which have prerequisites and/or requisites are clearly identified in the catalog.

Course Information/Syllabi

During the first week of classes, the instructor will distribute printed information about the course to the students. This course information will include at least the following items:

1. The instructor's grading policy
2. Required texts and other materials
3. A general outline of subject material to be covered in the course
4. The availability of the instructor outside of class
5. Prerequisite(s) and/or requisite(s) for the course
6. Course goals, objectives and requirements
7. Attendance requirements
8. Policy on due dates and make-up work
9. Examination Schedule

Scheduling and Cancellation of Classes

WCU operates on the quarter system. The university's academic year is divided into four 10-weeks quarters, which include 9 weeks of instruction and one week of final examinations. The University publishes a schedule of classes prior to the beginning of each quarter. A schedule is given to students when they register or file an application for admission in the Office of Admissions and Records. The University reserves the right to cancel classes if student enrollment is insufficient or for other compelling and justifiable reasons. However, every effort will be made to cancel any such classes well in advance of their start date. Students in canceled classes receive refunds in accordance with the university's refund policy and the California Education Code.

Adding Courses

Students may add courses only during the official add period. The student must submit a completed change of program form to the Office of Admissions and Records. Class additions are subject to space and class-size limits.

Dropping Courses — Withdrawal

Students desiring to officially withdraw from a class must submit a Change of Program Card to the Office of Admissions and Records. A withdrawal initiated either by a student or an instructor after the official date to drop a course without penalty will be recorded on the student's permanent record as a W grade. Students should be aware that a grade of W will be used in the determination of progress alert or disqualification status.

Administrative Drop

Enrollment may be administratively canceled, and the student dropped from class for the following reasons:

1. Invalid enrollment
2. Failure to attend the first-class meeting or exceeding the limits of the university's class non-attendance policy
3. Failure to present an updated student program from the Office of Admissions and Records.

Academic Credit — Unit of Credit

Academic credit at WCU is measured in units of credit. Units of credit are assigned to courses based on the national standard student workload, the Carnegie unit, which is 30 hours/quarter unit of credit.

Specifically, a quarter unit of credit represents: one hour per week of lecture or recitation led by the instructor for 10 weeks and two hours of outside preparation by the student per week for 10 weeks, which is 30 hours per unit of credit (10 hours lecture plus 20 hours of preparation). For a 4-unit course, this is equivalent to 40 hours of instruction/recitation and 80 hours of preparation or 120 hours/per 4 units of quarter credit. To convert quarter units to semester units, multiply by 0.667. To convert semester units to quarter units, multiply by 1.500.

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).

Academic Records and Symbols

WCU's grading system is as follows:

Students must have a "C" average to graduate. The university uses the following four-point grade scale:

GRADE POINTS	LETTER GRADE	SCORES
4.0	A	93+
3.7	A-	90-92
3.3	B+	88-89
3.0	B	83-87
2.7	B-	80-82
2.3	C+	78-79
2.0	C	73-77
1.7	C-	70-72
1.3	D+	68-69
1.0	D	63-67
0.7	D-	60-62
0.0	F	59 or less

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.
- C** Sufficient grasp of facts and a general competence of subject.
- D** 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 8th week of the semester.
- UW** Unofficial Withdrawal 0.00.
- IC** 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
- IP** In Progress
- AU** Audit
- CR** Credit
- NC** No Credit
- RD** Report Delayed

Plus/Minus Grading

A plus/minus grading system is utilized at WCU. 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, a C. The Grade Point is the numerical value assigned to each letter grade.

Limitations on Student Election of Credit/No Credit Evaluations

1. Certain courses, at the discretion of the instructor and/or the program, department or school, may not be taken on a CR/NC basis. These courses are designated in the quarterly schedule of classes.

2. No more than 16 units of a student's coursework for certificate programs may be taken on a CR/NC basis. The limit for the Master's Degree in Religion (MAR) is 20 units.
3. The maximum number of units that CR/NC in certificate programs may be taken is determined by the department chairperson or the program director.

Conditions under which Credit/No Credit evaluation may be elected by students:

1. Students who wish to be graded on a Credit/No Credit basis must submit a petition to the Office of Admissions and Records by the deadline date listed in the appropriate class schedule. No exceptions to the deadline will be made.
2. An evaluation on a Credit/No Credit basis may not be changed later to a letter grade, nor may the reverse occur. No exceptions to this policy will be made.

Incomplete Grade

A symbol of **I** (incomplete), may be assigned by an instructor when a student has been unable to complete academic work due to an unforeseeable emergency or for other justifiable reasons by the end of a term. A final grade will be assigned when the work stipulated has been completed and evaluated by the instructor, or when the time limit for completion of the work has passed. It must be made up no later than the last week of the quarter following the end of the term in which it was assigned. In the event of unusual and verifiable circumstances beyond the student's control, a petition may be filed in the Office of Admissions and Records for extension of the time limit.

Withdrawal

An official withdrawal from classes may be requested by the student or initiated on his or her behalf by the instructor. The following conditions apply to official withdrawal:

1. For regular classes, no record of the class will be entered on the student's permanent record if the official withdrawal is made on or before the last day to drop a class without it being recorded — the date given in the university's Academic Calendar and Schedule of Classes.
2. If the withdrawal is made after the deadline for withdrawing without a W and prior to the deadline for a withdrawal without the automatic assignment of an academic grade as listed in the academic calendar for that session, a W will be recorded on the student's permanent record.
3. A student attending a session after the deadline for withdrawal will not be eligible to receive a W. The instructor must then assign an academic grade or an administrative symbol. Exceptions to this policy will be made only upon verification of extreme

circumstances beyond the control of the student. Petitions requesting exceptions must be filed in the Admissions and Records Office.

4. Withdrawal, W, symbols will be used in the calculation of lack of progress probation and disqualification status.

Report Delayed (RD) Non-evaluative Symbol

The RD symbol may be assigned when there is a delay in reporting the grade of a student due to circumstances beyond the control of the instructor. It is a temporary notation to be replaced by a permanent symbol as soon as possible. RD shall not be used in calculating grade point averages. Non-Evaluative Symbols are I – Incomplete, W – Withdrawal, RD - Report Delayed.

Grade Point Average (GPA)

Academic achievement is reported in terms of grade point average. GPA is computed by dividing total units attempted into total grade points earned. Decisions about probation and disqualification, scholarship, eligibility for graduation and transfer are all influenced or even determined by the student's GPA; hence, students should pay constant attention to their grade point standing.

CR, NC, W, I, and RD grades are not used in computation of the grade point average, but W, NC and I are used for purposes of progress alert and disqualification status. The term current grade point average refers to the GPA earned in the last quarter of enrollment.

The term cumulative grade point average (CGPA), on the other hand, refers to the average of the total grade points accumulated divided by the total of credits attempted at WCU. The CGPA is calculated and entered on the transcript of the student's academic record at the end of each full quarter. While courses may be transferred from other institutions, CGPAs are determined only based on courses completed at WCU.

Transfer of Credit Policies

WCU has not entered into any articulation or transfer agreements with any other college or university. However, the University may accept transfer credit coursework earned at previously attended colleges and universities if the course and course grade meet the transfer requirements of the program to which it is being transferred. Coursework from international institutions will require thorough documentation evidencing equivalency to the standards set by the U.S. Department of Education for accredited institutions.

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

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.

MAXIMUM CREDITS AWARDED

Undergraduate Level. A maximum of 75% of the credit required may be awarded for a combination of transfer credit and standardized exam credit.

Master Level. No more than 20% of graduate quarter units or the equivalent in other units awarded by another institution may be transferred for credit toward a master's degree.

Credits earned at unaccredited institutions may be transferred on a conditional basis through official transcripts subject to the following:

- Only a percentage of credits will be considered, not exceeding 40 percent of completed hours.

Credits to be validated and transferred must meet the following criteria:

- The student must complete 12 academic hours in residency at WCU with a 2.5 grade average.
- The qualifications of each professor must be verified through the office of the Chief Academic Officer.
- A course must fit the appropriate major or be applied as a general elective.
- A full course description from the college catalog must be provided.

The student may be required to pass a WCU 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 the 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 WCU, 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 WCU may not expect to receive full transfer for his/her previous work.

PRIOR EXPERIENTIAL LEARNING CREDIT

Western Covenant University does not award any credits for prior experiential learning.

Transfer of Credit Procedures

Students desiring to transfer credits from other institutions must have official transcripts from all post-secondary institutions on file and must confer with the Chief Academic Officer before or during their first semester at WCU. Upon review of the transcript, the Dean will complete a transfer evaluation.

WCU 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 WCU transcripts until 9 hours are satisfactorily completed.

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 WCU. 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.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

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

Concurrent Course Scheduling

No student is permitted to enroll in two or more courses that overlap in time in any given academic quarter without official written approval from the courses' instructors and the Office of Admissions and Records. Forms are available in the Office of Admissions and Records.

Substandard Work and Course Repetition Policy

Students may repeat any course in which a less than "C" grade is received. No course in which a "C" or better grade has been earned may be repeated. b. Graduate, master's, and doctoral students may repeat any course in which a B- or less or NC final grade was received.

A course may be repeated only once under these policies. Upon completion of a repeated course, the original grade will be removed from the cumulative totals on the student's permanent record in such a manner that the integrity of the student's academic history is maintained. Only the last grade will be included in determining CGPA and academic standing, and only those units will be counted toward graduation.

Waiver or Substitution of a Course

A student may request permission to waive or substitute a course for one that is required to complete graduation requirements. Petitions for waiver of requirements in the major must be approved by the office of the academic program administrator - program director, department chairperson or school dean. Petitions are available in the Office of Admissions and Records.

Auditors

Students who wish to attend a class for personal enrichment, and not for academic credit, may be granted auditors' status. Auditors attend class with no obligation to actively participate in a course's activities. However, an Auditor must qualify as a Regular Standing student to audit courses in a degree program, as well as meet any course prerequisite or corequisite requirements. Only courses in which the instructor approves auditors may be audited. An abbreviated admission process is necessary to receive this status, and audit fees are required for each class in which a student enrolls.

Standards of Academic Progress

Probation and disqualification policies are based on the philosophy that the University has an obligation to assist students who, due to unsatisfactory academic performance, may have trouble in realizing their potential.

Academic Probation

Certificate program students with CGPA below 2.0 and graduate student with CGPA below 2.5 shall be placed on academic probation.

1. A student on probation is required to meet with his/her academic advisor to review their academic progress.
2. A student on probation may be assigned a restricted program of studies.
3. Any certificate program student who is on academic probation whose grade point average for coursework undertaken in the quarter just completed is 2.0 or better, but whose overall or cumulative grade point average for all coursework attempted is still less than 2.0 shall remain on academic probation. Any graduate student whose GPA is 2.5 or better for coursework just completed but whose cumulative GPA, CGPA, is still less than 2.5 shall remain on probation.

Removal from Probation

Any student placed on academic probation shall be removed from probation when the cumulative grade point average at WCU has improved to 2.0 for certificate program students and 2.5 for graduate students.

Academic Disqualification and Reinstatement

A student may stay on academic probation no more than two quarters. Any certificate program student currently on academic probation whose grade point average for coursework undertaken in the quarter just completed is less than 2.0 and any graduate student whose GPA is less than 2.5 shall be academically disqualified and the VA and other appropriate agencies will be promptly notified.

Any student who is academically disqualified may not attend the University during the succeeding quarter. Re-enrollment or re-admission will be approved only after evidence is shown to the appropriate university official's satisfaction program director, department chairperson, school dean or director of admissions and records that the conditions that caused the interruption for unsatisfactory progress have been rectified. A re-applying student must meet all of the university's and of the program's entrance requirements in effect at the time of re-applying. Should a student, undergraduate or graduate, wish to re-apply for admission to the same program they were disqualified from previously, it will be the decision of the appropriate administrator as to whether to re-admit the student to the program, and, if so, what the student's status or standing in the program will be.

Reinstatement any student who believes he/she has been unjustifiably disqualified may file a petition with the Office of Admissions and Records requesting that such disqualification be reconsidered.

Final Examination

Final examinations are required and will be given at the scheduled times. A student may make up a final at any time when, in the judgment of the instructor, conditions warrant such an exception. If an examination is scheduled at a time that is in violation of a student's religious creed, the student will be allowed to make up the examination without penalty.

Grade Assignment

Final grades will be available at the end of each quarter. The instructor of the course shall determine the grade given to each student except in the case of a mistake, fraud, incompetency or a grade issued in bad faith.

Grade Change Policy

Only the instructor who teaches a class has the authority to issue grades to students enrolled in that class or to change grades that have already been issued. A student who wishes to request a grade change may take the following steps:

1. Contact the instructor. If there was a mistake in reporting the grade, the instructor will institute a grade change through the Office of Admissions and Records.
2. If the request for a grade change is denied by the instructor, the student may ask for a review of the grade by the school dean, department chairperson, or program director.
3. Any change of a grade after it has been submitted to the Office of Admissions and Records must be done within one year following the end of the term in which the grade was assigned. No grade will be changed after the one-year period without supporting evidence of extenuating circumstances and approval of the Director of Admissions and Records and the appropriate administrator – program director, department chairperson or school dean.

Emergency Leave of Absence 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 (LA). Petition for leaves of absences are obtained from the Office of Admissions and Records. Absences incurred while on a LA are not counted toward excessive absence. Approval is at the discretion of the instructor and may be for periods not to exceed five class days. Instructors will be asked to give make-up assignments for all work missed during the LA. Under no circumstances will emergency leave be granted at the end of the quarter when finals would be missed, or course requirements not fulfilled.

Leave of Absence

When a student finds it necessary to interrupt progress toward a degree for a reason that is related to his or her educational objective and that is acceptable to the appropriate university authorities, the student may be granted a Leave of Absence. Only students in good standing are eligible for a Leave of Absence. Leave of Absence will be granted when the student has filed an approved petition with the Office of Admissions and Records. The leave petition, which must be approved by the appropriate academic administrator, shall specify the reasons for the leave and the duration of the leave.

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 clearly and completely. The reasons students may petition for Leave of Absence are, but are not limited to, the following:

- professional or academic opportunities such as travel or study abroad, employment related to educational goals in the student's major field of study, or participation in field study or research projects;
- 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 eight consecutive quarters. A request for Leave of Absence must be filed prior to the period of absence. Retroactive leave requests will not be approved.

Failure to return from Leave of Absence, as specified in the approved petition, will be considered as a withdrawal from the University. Under such circumstances, re-enrollment 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 re-enrollment.

Leave of Absence, F-1 Students

If F-1 students have a personal emergency and need to leave their studies at WCU to return home, they should be aware of the relevant Department of Homeland Security rules and regulations to maintain their student status.

F-1 students who withdraw from school or take a leave of absence, are allowed a 15-day period for departure from the U.S., and their Student and Exchange Visitor Information System (SEVIS) record will reflect Terminated status for authorized early withdrawal. This departure period only applies to an F-1 student who talks to a PDSO or DSO about leaving WCU. If F-1 students do not report to their PDSO, they will not qualify for an additional 15-day period for departure.

Also, the DSO will terminate the SEVIS record for “unauthorized early withdrawal”. This may impede the ability to re-enter the U.S. Leave of Absence Return. It is the F-1 student’s responsibility to email the Office of Student Support at least 60 days prior to their return to the U.S. in order to continue their studies. All students returning from a Leave of Absence must validate their return to WCU by reporting to the Office of Student Support within 30 days of the start of the new quarter as listed on their Form I-20. Students must email the following documents prior to the appointment:

1. Stamped Form I-20
2. Form I-94 Arrival/Departure record
3. F-1 visa in passport

Leave of Absence Not Exceeding Five Months. F-1 students who leave the U.S. for less than five months for a Leave of Absence may use the same Form I-20 issued prior to departure. F-1 students must contact the Office of Student Support at least 60 days prior to their return in order to reactivate their Form I-20. In order to do this, students must submit a proof of return ticket which is dated within 30 days of the start of the new quarter as well as other supporting documents at the discretion of an academic advisor.

Leave of Absence Exceeding Five Months. F-1 students who will be outside the U.S. for longer than five months for a Leave of Absence must obtain a new Form I-20 from WCU with a new SEVIS ID number in order to re-enter the U.S. and continue their program. The current Form I-20 will be invalid after being outside of the U.S. for more than five months. It is important to note that students may need to submit new bank statements, an updated passport, pay the Form I-20 processing fee, and pay a SEVIS I-901 Fee to activate their new Form I-20 and renew their F-1 Visa to match the new SEVIS ID number issued with their new Form I-20 despite possessing an unexpired visa associated with their previous Form I-20.

Full-Time Enrollment

Full-time students are required to enroll full-time per year for each mandatory three quarter. Full-time enrollment is defined as:

- Undergraduate: 12 units per mandatory quarter.
- Graduate: 8 units per mandatory quarter.

Part-Time Enrollment

Part-time enrollment is defined as:

- Undergraduate: 6 units per quarter.
- Graduate: 4 units per quarter.

Consecutive Enrollment, F-1 Students

Upon official enrollment, all F-1 students are required to register, enroll, and complete three consecutive sessions. F-1 students who do not register, enroll, and complete three consecutive sessions shall have their SEVIS record terminated.

F-1 students must maintain F-1 status at WCU by pursuing a full course of study until the transfer release date. Failure to enroll in a full course of study will result in SEVIS termination. Furthermore, F-1 students cannot decide to transfer in the middle of a term and immediately stop attending classes. Such an action would be a violation of status and the student's SEVIS record will be terminated.

Concurrent Study Enrollment, F-1 Students

F-1 students attending WCU may study at another school but they must maintain full-time enrollment with WCU. However, if F-1 students' SEVIS record belongs to another school, then they may study WCU concurrently. Students must provide a letter from their school that states that they allow them to study at WCU.

Online Classes, F-1 Students

F-1 students are permitted by USCIS law to enroll in one online or 3 quarter units per quarter to meet full-time enrollment. However, once a student has met full-time enrollment, any additional courses they enroll in may be taken in any mode of instruction they choose.

Annual Vacation, F-1 Students

An annual vacation is a quarter spent during a student's program of study that does not require registering for a full-time course of study. F-1 students may also choose to travel outside the U.S. during the annual vacation quarter. F-1 students must seek approval from PDSO prior to travel outside of the United States and must obtain endorsement Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status."

Pursuant to 8 C. F.R §214.2(f), WCU permits eligible F-1 students to have an annual vacation only once per year, and the student must enroll for the quarter following the annual vacation.

A PDSO shall determine annual vacation eligibility prior to authorizing annual vacation. F-1 students must have completed at least three quarters of full-time enrollment or authorized reduced course time. F-1 students may not register for the following quarter due to a “financial hold”. As such, those students are ineligible for annual vacation. F-1 students with a pending petition for reinstatement have no annual vacation benefit. If USCIS approves the petition for reinstatement, affirming that there was no violation of F-1 student status, the student may use the time while the petition was pending toward establishing eligibility for annual vacation. A school break (e.g., Winter or Fall break) when school is not in session does not constitute an annual vacation. F-1 students shall be deemed in violation of their nonimmigrant status by taking annual vacation inconsistent with 8 CFR 214.2(f)(5)(iii) and its interpretation.

Retroactive Withdrawal

A student who discontinues attendance and participation in all coursework in which he/she is officially enrolled for an academic quarter without a formal filing of a Petition for Withdrawal from the University will administratively receive the grade of F in all coursework officially enrolled in for that quarter. A student may petition to have these grades retroactively changed to the administrative grade of W, if he/she can demonstrate and document that there were serious and compelling reasons for the unofficial withdrawal from the University during the quarter in question.

A student who wishes to apply for retroactive withdrawal must do so within one calendar year of the last day of the quarter in which he/she unofficially withdrew from the University. A student does not have to be enrolled at the University at the time the application for retroactive withdrawal is submitted. Petitions are available from the Office of Admissions and Records.

Change of Major

Students have the opportunity, upon determining that they are pursuing a course of study in which they are no longer interested, to change to another major. In such cases, students should consult their advisers for assistance in making the change.

Transfer from one major to another does not in any way change the student's scholastic standing, nor does it constitute a break in continuous enrollment. However, students who change major are subject to the core and support requirements in effect at the time of the change of major.

Curriculum Deviation

Although the University has specified a program of courses for each major, under certain conditions, a student may be permitted to deviate from the established curriculum. Information regarding a request to deviate from the curriculum may be obtained from the student's academic advisor.

Election Requirements

Students remaining in continuous attendance may elect to meet the degree requirements in effect either:

- (1) at the time they take their first course as a Regular Status student in a degree program
- (2) at the time they graduate. Substitutions for discontinued courses may be authorized or required by the program offering the degree.

Name Change

Any change of the student's name should be immediately reported to the Office of Admissions and Records. Students reporting name changes during a quarter are advised also to notify their instructors in order to maintain proper recognition and identification.

Transcript Requests

Any refunds due to the student will be made by the university's Office of Admissions and Records in compliance with the students Enrollment Agreement and the university's Refund Policy.

Each student who has an academic record on file at WCU is entitled to one transcript of record without charge. Additional copies may be obtained at thirty-five dollars (\$35.00) per copy, payable in advance

Due to the requirements of the Family Educational Rights and Privacy Act of 1974, any requests for transcripts must be submitted in writing and include the student's signature and student number. A transcript will be issued after the student has settled all financial obligations to the University.

Debts Owed to the Institution

Grades, transcripts, diplomas, and registration privileges, or any combination thereof, shall be withheld by any student or former student who has been provided with a written notice that he/she has failed to pay a financial obligation incurred at the University. Any item(s) withheld shall be released when the student satisfactorily meets the financial obligation. If a student believes that he/she does not owe all or part of an unpaid obligation, the student should contact the university's Admissions and Records department. The Office of Admissions and Records will review the information, including information the student may wish to present, and will advise the student of its conclusions concerning the debt.

Withdrawal from the University

A student has the right to cancel the Enrollment Agreement anytime and obtain a refund of charges paid (except for the application fee) through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Refunds after this date will be based on a pro rata basis. (See Student Eligibility for Tuition Refunds and Schedule of Refunds) A petition for withdrawal from the University may be obtained from the Office of Admissions and Records. It is the responsibility of the student to secure the required signatures, to be cleared of all obligations and to file the withdrawal form with the Office of Admissions and Records. In the event of a verified medical condition which necessitates complete withdrawal from college, the student will be given approval for a medical withdrawal.

Dismissal from Class and/or the University

Excessive absences, disruptive behavior, or deliberate falsification of information are bases for dismissal from class and/or from the University for a period to be determined by the instructor, the program administrator, the director of admissions and records and the vice president.

Academic Advisors

The Office of the School Dean will assign a faculty member to serve as the academic advisor to counsel students concerning the details of their program. Students will receive notification of the name of their academic advisor prior to their initial registration in the program. Because only those courses approved by each student's advisor may be used toward the master's degree, students must arrange for an interview (in person or by phone) with their academic advisor in advance of the announced registration dates.

Registration

During the Quarter, all students currently enrolled at Western Covenant University will be informed by mail, phone, or via email of the details of registration dates and procedures. The annual Academic Calendar is published in the official Catalog and on the Western Covenant University website at <https://wcuniversity.edu/>

Students will receive credit only for those courses for which they are formally registered. No registration is complete until tuition has been paid or a satisfactory payment arrangement has been made with the Office of Admissions and Records. A late registration fee will be charged to students who register late. Students may not receive credit for concurrent enrollment at any other institution without prior approval by the program director or the Chief Academic Officer.

The University reserves the right to cancel any scheduled 500-level course in which enrollment is less than eight and any scheduled 600 or 700- MA, BA or BS level course in which the enrollment is less than six.

Graduate Course Numbering System

See the catalog section on Course Numbering System for specific details.

Limitation on the Number of 500-level Courses Applicable to graduate degrees

Excluding the graduate degree's Common-Core-Curriculum Courses — no more than seven 500-level courses may be applied toward completion of requirements for the graduate degree.

Student Academic Load

A full-time academic load in a graduate program is nine (9) credit hours or more per quarter, whereas a full-time academic load in a BA and BS program is twelve (12) credit hours or more per quarter. Exceptional students may enroll for up to 16 credit hours upon the approval of their academic advisor. Students may not enroll for more than 16 credit hours in a regular quarter without the recommendation of their academic advisor and the approval of the program director or the Chief Academic Officer.

Student Grades

In order to graduate, students must achieve a minimum grade point average of 2.5 on a 4.0 scale. A grade point is a numerical value assigned to a letter grade. Each credit of a grade of A is assigned four (4) grade points. Each credit of a grade of B is assigned three (3) grade points, et cetera. Thus, for example, a four (4) credit hour courses with a grade of B are assigned a total of twelve (12) grade points. A grade point average (GPA) is determined by dividing the total number of grade points by the number of credits (units) attempted for which grade points are assigned.

Grade point averages are determined based on courses completed at WCU. The cumulative GPA is calculated and entered on the transcript of the student's academic record at the end of each full quarter.

Incomplete Work

Incomplete work must be made up by no later than the last week of the quarter following the one in which the incomplete was granted. If this is not done, a tentative grade, which the instructor assigns along with the Incomplete, automatically becomes effective and is placed on the permanent record of the student. An instructor is under no obligation to assign an incomplete grade or to administer a make-up examination. Exceptions or extensions to this policy are made only with the approval of the program director or the Chief Academic Officer.

Change of Class Schedule

Consult the appropriate section of the University catalog on the policy for adding or dropping courses.

Withdrawal from the Program

Students who find it necessary to withdraw from a program during a regular academic term must officially withdraw from all classes. Students must procure an Add/Drop form from the Office of Admissions and Records, complete the form, including the required signature(s), and return the completed form to the Office of Admissions and Records. Students who do not officially withdraw from classes will automatically be given a grade of F (failure) by the professor(s). Failure to withdraw officially, therefore, may lead to future problems in transferring credits to other graduate institutions or when applying for readmission. Students who follow the proper procedures in withdrawing, due to justifiable personal circumstances, will be classified as having withdrawn in good standing. The tuition refund policy will be observed in cases of official withdrawal from the programs.

Readmission Policy

Students who have been absent from their respective programs for six or more; in consecutive quarters and do not have a current Leave of Absence form on file, must apply for Readmission with the Office of Admissions and Records. Student must meet any new graduation requirements which have come into effect at the time of their readmission. Students must also submit transcripts of any work taken at other institutions while absent from WCU.

Exit Options

Graduate Degrees (MAR | MBA)

There are two options by which students may complete their MAR or MBA degree: The Thesis or Project Option.

The Thesis Option or the Project Option — Students will take the initiative in selecting a topic. Once an interest has developed, they should consult with their academic advisor for assistance and initial supervision. The academic advisor will give an evaluation regarding the merit of the topic. The prospectus should then be developed under the guidance of the thesis or the project committee chair who is selected by the student. Upon completion of the prospectus, students should submit one copy with the signed committee signature sheet to the program director.

Students taking either the Thesis Option or the Project Option should register for EOR510 (Research and Writing), students taking Project Option should register for EOR 520 (Preparation of Project), students taking Thesis Option should register for EOR 530 (Preparation of Thesis) in their second from the last academic term before the anticipated date of graduation, and should register for either EOR 610 (Project Option) or EOR 620 (Thesis Option) in the last academic term (quarter) before their anticipated date of graduation.

If more than one registration for the thesis or the project is necessary, and all other requirements for the degree are satisfied, students must register in EO796: Continuous Registration: Master's Study in each succeeding quarter until the thesis or the project is completed. Registration in and payment of fees for this course protects student's thesis/project topic, gives library privileges, and provides for access to faculty members for consultation. The fee for each registration in EO796: Continuous Registration, Master's Study is equivalent to one (1) credit hour (one unit) of tuition.

Students will be required to give a satisfactory oral defense of their thesis or project. Students should arrange for their defense date with their respective program directors and the student's committee chair. The original final copy of the thesis or project must be submitted to the Office of the Program Directors for binding. A binding fee is required. A double binding fee and a total of two copies of the thesis or project is required if a personal bound copy is desired.

Bachelor of Arts / Bachelor of Science Degree

Students may write a senior thesis as an elective and can earn 3 credits. Students need to follow three steps for the approval of the thesis: 1) the approval of the subject by the advisor, 2) the approval of the outline and prospectus by the advisor, and 3) the approval of the first draft and following drafts by the Thesis Committee. Two readers will be assigned to read each thesis for evaluation.

Time Limits on Completion of Programs

The residency timeline for all the degrees at WCU is six (6) years from the date of commencing the program unless an extension is granted. The certificate program should be completed within three (3) years from the date of commencing the program unless an extension is granted.

If students find it necessary to petition for an extension of time in order to complete the degree requirements, they must secure the approval of the program director or the Chief Academic Officer, the petition will then be submitted to the Graduate Studies Program Committee for final action. Extensions will be granted for a period of one year. Under certain extenuating circumstances two extensions may be granted allowing a maximum of eight (8) years to complete all course work for the MAR, MBA, BA or BS degrees.

Course Work Completion Benefit

Students who have completed all required course work toward the MBA, MAR, BA or BS degree (excluding exit option) may audit any course, on a space available basis, in the School of Theology free. The Program Director or the Chief Academic Officer must be informed of the student's intent to use this benefit. The form is available in the Office of the University President. (This is a noncredit bearing activity).

Teaching Site Academic Policy

The Teaching Site follows all the policies of WCU's main campus, and uses our catalog from the main campus. The proper curriculum is provided for the students at the Teaching Site. Learning resources those support the courses offered at the Teaching Site will be accessible to students.

Students earn less than 50% of any educational program at the Teaching Site. Students will be provided written notification of the maximum academic credit (44 unites) which can be earned at the Teaching Site and the options for earning the remaining credit (52 units) needed to complete the educational program.

FINANCIAL INFORMATION

Statement of the United States Bankruptcy Code

WCU has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Tuition and Fee Information

Academic Term: WCU operates on a quarter system. A quarter system consists of four 10-week sessions in the fall, winter, spring, and summer. The average full-time student takes 3-4 courses per term, or 9-12 credits.

An academic year on the quarter system normally runs from mid-September through early June. The summer quarter is optional and allows students to take more classes and possibly graduate early.

1. **BABA:** Expected Total Tuition and Fee per year (based on full-time enrollment of 12 credit hours per quarter): Tuition \$8,460.00/year (Fall, Winter, and Spring Quarter). \$2,820 per quarter
2. **BSCS:** Expected Total Tuition and Fee per year (full-time enrollment taking 12 credit hours per quarter), Tuition \$9,060.00/year. (Fall, Winter, and Spring Quarter). \$ 3,020 per quarter
3. **MAR:** Expected Total Tuition and Fee per year (full-time enrollment taking 8 credit hours per quarter) Tuition \$6,720.00/year. (Fall, Winter, and Spring Quarter). \$ 2,260 per quarter.
4. **MBA:** Expected Total Tuition and Fee per year (full-time enrollment taking 8 credit hours per quarter), Tuition \$7,260.00/year. (Fall, Winter, and Spring Quarter). \$2,420 per quarter
5. **PMS (Certificate Program):** Expected Total Tuition and Fee (full-time enrollment taking 756 credit hours per quarter) is \$13,608.00: Tuition is \$18.00/credit hour.

FEE INFORMATION

Application Fee	\$200.00	MAR Program (per credit)	\$280.00
Registration Fee (per quarter)	\$30.00	MBA Program (per credit)	\$300.00
Technology Fee & Student Activity Fee (per quarter)	N/A	BABA Undergraduate Program (per credit)	\$235.00
Parking Fee (per 3 hours)	\$3.00	BSCS Undergraduate Program (per credit)	\$250.00
Late fee	\$100.00	Textbook Charges	Varies

TUITION SCHEDULE

Course Registration and Payment

- Step 1: To register the course, you need to fill out the online course registration form.

Please login WCU portal system and go to Form. To complete your submission, you need to pay the course registration fee (\$20) and tuition.
- Step 2: Wait for your submission to be reviewed. If everything was completed correctly, you will receive a decision letter from the university. You can see your enrollment in the Student Portal system.

Please note that you should stop by our financial office for your payment if you wish to pay with cash, check, or money order.

Tuition Payment Plans

The 3 installment Payment plan will be available in each quarter. Students should complete the tuition payment plan before the end of the quarter.

A down payment of one third of the total amount (\$540) due along with the course registration will be required when you enroll. Please be aware that if your down payment fails, your payment plan may be canceled immediately, you may be assessed a late fee (\$100), and your classes may be dropped.

Student Loans and Deferred Payment Plans

Tuition and fees payments are due and payable by the first day of the quarter. WCU does not currently participate in federal and/or state financial aid programs, nor does the University provide loans to students to pay for the cost of an educational program. Loans obtained from outside sources are not under the purview of the university's responsibility and/or authority. However, if a student obtains a loan from a private source, e.g., a bank, credit union, or loan company, the student has the personal responsibility to repay the full amount of the loan plus any interest that has accrued, less the amount of any refund.

Holding of Records

Student records may be placed on a hold status because of financial or other obligations to the University. While the student's records are on hold, registration may not be allowed, nor will transcripts of credits be released. Records will be held until the obligation is cleared to the satisfaction of the office instituting the hold.

Cancellation, Withdrawal, and Refund Policies

The University has and maintains a refund policy for the unused portion of tuition, fees and other charges in the event a student does not register for the period of attendance or withdraws or is discontinued there from at any time prior to completion of the course(s) in which the student enrolled, or otherwise fails to complete the period of enrollment. 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. 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.

A refund of 100% of institutional charges, without penalty or obligation, shall be made of the amount paid, less than \$200.00 application fee for US resident students and a \$200.00 application fee for international students, who meet the following criteria:

- (1) Those whose class or classes were canceled by the University
- (2) Those who were not officially added by the instructor from a waiting list

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the graduation at the first-class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, the student also has the right

to stop school at any time; and the student has the right to receive a pro-rata refund if the student has completed 60 percent or less of the scheduled hours in the current payment period in the program through the last day of attendance.

The student has a right to a refund of tuition. *Fees are not refundable.* Any refunds will be made as soon as possible but no later than 45 days from the determination of the withdrawal date.

- Cancellation may occur when the student provides a written notice of cancellation at the following address: 3333 Wilshire Blvd. Suite 700, Los Angeles, CA 90010.
- The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
- The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

Student Tuition Recovery Fund (STRF)

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

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

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd, Ste 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

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

period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of no collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

Student’s Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Those students who want to cancel the enrollment agreement or withdraw from the college shall obtain a refund by the following policies and procedures:

The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred dollars (\$200), if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later. The institution shall also provide a pro rata refund paid for

institutional charges for students who have completed 60 percent or less of the period of attendance. No refund is made after 60 percent of the attendance period is complete.

In order to cancel this enrollment agreement with WCU, the student shall mail or deliver to the address on the first page of this agreement a signed and dated form of “Notice of Cancellation,” “Leave of Absence” or “Withdrawal Notice” along with “Refund Application” to the attention of the WCU academic affair office. Then, the refund shall be made to the student within 45 days following WCU’s receipt of the cancellation notice.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

The federal or state government or a loan guarantee agency may act against the student, including applying any income tax refund to which the person is entitled to reduce the balances owed on the loan. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Student Refunds in Case of University Closure

California law requires that upon enrollment a fee be assessed in relation to the cost of tuition. These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. Institutional participation is mandatory. You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all the following applies to you:

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

You are not a California resident, or are not enrolled in a residency program, or

Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California

residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

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

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

STUDENTS' RIGHTS AND RESPONSIBILITIES

Freedom of Information for Students

Students shall have the right to reasonable access to university policies, procedures, rules, regulations and standards which affect their right to enroll, remain enrolled, or withdraw from any course or program of study.

The University Catalog and the Schedule of Classes shall be the principal means by which information concerning academic programs and policies shall be transmitted to students. While the University has the responsibility of providing students with clear, accurate and timely information on matters that affect their rights, it is the student's responsibility to act appropriately on such information. Lack of knowledge of information which has been made accessible to students shall not relieve a student of this responsibility.

Student-University Relationship

It is expected that all students are enrolled for serious educational pursuits and that their conduct will preserve an atmosphere of learning. All students are expected to assume the responsibilities of citizenship in the campus community. Association in such a community is purely voluntary; students may withdraw from it at any time that they consider the obligations of membership disproportionate to the benefits. While enrolled, students are subject to the university's authority which includes the prerogative of dismissing students whose conduct is inimical to the aims of an institution of higher education.

Student Rights

All members of the university faculty and staff are responsible for helping students to make progress toward their degree objective. In accordance with the university's adopted educational mission and philosophy — "To create a climate that fosters learning and elicits the best performance from each individual" — student rights are stipulated as follows: Primary to students' rights are access to an environment free of interference in the learning process. Students' rights enumerated herein are accorded when such rights are within the domain and control of WCU.

1. Students shall have the right to an impartial and objective evaluation of their academic performance and to receive in writing information at the beginning of course outlining the method of evaluating student progress toward and achievement of course goals and objectives, including the method by which the final grade is determined.
2. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.

3. Students shall be free from the imposition of disciplinary sanctions without proper regard for due process.
4. Students shall be free to take reasoned exceptions to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course for which they are enrolled.
5. Students shall be encouraged to participate in the formation of policies affecting them.
6. Students shall have the right to petition to organize interest groups pursuant to university policies.
7. Students shall have the right to join student associations approved pursuant to university policy.
8. Students shall have the right to invite and hear speakers in accordance with current university policy.
9. Students shall have the right to develop student publications in accordance with standards established by current university policies and procedures.
10. Students shall have the right to exercise freedom of expression and inquiry consistent with university policies and in conformity with federal, state and local laws.

Student Responsibilities and 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 WCU. 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 or 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 includes, but not limited to, university facilities used as classrooms, libraries, elevators, meeting rooms, restrooms, or service lines; plus, designated posted nonsmoking areas as well as university vehicles used for transporting students, except as permitted by applicable ordinances, laws, and university policies.
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 Grievance and 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 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. WCU encourages students, faculty, and staff members to informally resolve differences. If an issue cannot be resolved informally, 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 Grievance Procedure:

The student should first 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 Director of Admission, Chief of Academic Director, Dean, or other school administrator 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 notified school official 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:

- 1) 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?
- 2) Were there any procedural irregularities that substantially affected the outcome?
- 3) Given proper facts, criteria and procedure, was the decision a reasonable one?

Upon completion of the investigation, the school official 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 school official either on substantive or procedural grounds, he or she may appeal in writing to the Vice President of the University. The appeal to the Vice President must indicate why he or she believes the grievance result to be wrong.

Any appeal to the Vice President must be received within thirty days from the school official's decision. The Vice President may agree or decline to entertain further appeal. Should the Vice President decide that there are grounds for a further appeal, either on substantive or procedural ground, 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.

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

Transnational Association of Christian Colleges and Schools (TRACS)

15935 Forest Road
Forest, Virginia 24551
info@tracs.org
Phone Number: (434) 525-9539
tracs.org

Student Support Services

The university student's 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 WCU.

Academic Counseling and Guidance: The academic counseling services assist students in reaching their educational goals by: providing orientation for a successful academic experience at WCU; helping to clarify career and academic goals and assisting with course selection and program planning.

Student Records are confidential and are maintained and released in accordance with applicable law. 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, and
2. are maintained by the University or by a person acting for the University.

The university's Office of Admissions and Records is the university's records custodian and is responsible for the maintenance of student records. Persons having access to the records indicated above are those persons who have a legitimate educational need. The Office of Admissions and Records will also release information when subpoenaed. The Buckley Amendment assures

students' right to privacy and confidentiality and is instituted to protect each student. 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. Student records normally include documents filed for admission to the University, grade reports, permanent records of academic work completed, transcripts received from schools and other universities and colleges attended, test scores, counseling information, correspondence and petitions related to the student. These documents will normally include, but not be limited to, the name, address, telephone, birth date, residence classification, sex, past and current enrollment, academic and attendance status, educational benefits, ethnic background, high school graduation, university major and the identification number of a student. 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, 2014;
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.

Student Record Retention Policy Record Retention Period Students' applications for admission Five years. High school transcripts Five yrs. Transcripts from prior colleges/ universities attended Permanently Registration forms Five years. Add/drop forms Five years. WCU transcripts Permanently Application for graduation Five years. Change of grade form Five years. Grade report forms Five years.

Overview of the Family Educational Rights and Privacy Act (FERPA) including amendments

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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.

Library and Learning Resources

WCU library houses a representative collection of books, periodicals and journals in the disciplines relevant to the course offerings and programs. With the growth of the University, the library's collections are continually being updated and expanded to meet the needs of new programs and curricula. WCU students also have access to the university's on-line library system, Learning Management System (LMS), which can be accessed anywhere and at any time by students with their laptop computers. The LMS provides WCU students with library services like large on-campus libraries.

- The library is open from 11:00 AM-7:00 PM Monday-Friday.
- The library is closed on Saturday and Sunday.

Library Learning Resources Instruction

[Library Catalog](#)

Western Covenant University website: <http://www.wcuniversity.edu/>

[Library World](#)

<https://www.libraryworld.com/signin.php>

[EBSCO](#)

Western Covenant University website: <http://www.wcuniversity.edu/>

EBSCO: <https://login.ebsco.com>

Financial Aid

WCU does not currently participate in federal and/or state financial aid programs. Therefore, students enrolled in WCU are not eligible for federal financial aid. On the other hand, WCU offers a limited number of tuition assistance scholarships each year based on needs. These scholarships are given to those who are full-time degree students who demonstrate the greatest need.

Scholarships

- (1) Student Committee: the student committee will be awarded for this scholarship: Chairperson (30%), Secretary (30%)
- (2) GPA Scholarship: the candidate who is within the top 10% and whose GPA is at least 3.7.

Student Services

Health Care Services

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

Bookstore

WCU does not operate a bookstore. However, textbooks, reference materials and some general supplies are available through the university's library that is open during regular library hours.

Housing

WCU does not have dormitory facilities under its control. The University has no responsibility to find or assist a student in finding housing. Apartments are available in the vicinity of the University. Students would contact the owners or managers of apartments directly for rental arrangements. An estimation of the approximate cost of the housing is between \$1,200 and \$2,000 for a 1 or 2bed room apartment.

Parking

On-site parking is available for students in the garage under the building. Parking is available at the building rate of \$3 for every 3 hours by purchasing a parking validation ticket at the school office for students. Street parking is highly encouraged.

Job Placement Services/Other Student Services

WCU 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 advisors for assistance or direction to services for their personal needs.

GENERAL POLICIES

Catalog Accuracy Statement

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

Responsibility for Meeting Requirements

Each student must assume responsibility for compliance with the information set forth in this catalog, for satisfying prerequisites and/or requisites for any course the student plans to take, and for selecting the courses which will allow the student to attain his or her educational objectives.

The University does not assume responsibility for misinterpretation by students of policies, procedures rules, or regulations presented in this catalog.

Statement of University Rights

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

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

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

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

There are established procedures for making changes — procedures which protect the university's integrity and the individual student's interest and welfare. A curriculum or graduation requirement, when altered, is not made retroactive unless the alteration is to the advantage of the

student and can be accommodated within the span of years normally required for graduation. The student should consult the appropriate office, administrative unit, the published schedule of classes or other appropriate university publications for current information.

The University further reserves the right to refuse admission to any applicant at the discretion of the Director of Admissions and Records and to disqualify, discontinue or exclude any student at the discretion of the President, the Vice President or the Director of Admissions and Records.

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 university policy that all employees and students have a right to work and learn in an environment free of discrimination, which encompasses freedom from sexual harassment. WCU 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 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 WCU 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 WCU. 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.

Policy on Prosecution for Theft and Bad Checks

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

Chapter VII

Class Registration

Step 1: Log into Student Portal

For main campus students (Los Angeles): <https://wcuniversity.classe365.com/>

For teaching site students (Sam Diego): <https://wcusandiego.classe365.com/>

1.1 Navigate to the student portal login page.

1.2 Enter your student credentials (username and password) to access your account.

Step 2: View Registration Schedule

2.1 Locate the “Module” section within the student portal.

2.2 Locate the “CRM Forms & E-Commerce” section.

2.3 Locate and select “View Forms” section.

2.4 Locate and select the “Program and Quarter” that you will be enrolling. (For Example: “[2024 WINTER COURSE REGISTRATION - Master of Arts in Religion \(MAR\)](#)”)

2.5 Plan your class schedule, considering course timings, faculty, and potential time conflicts.

2.6 Access the university catalog and review any prerequisites or co-requisites for desired courses.

2.7 Fill out the form by choosing the classes that you want to enroll in.

2.8 Click “Submit” to complete the enrolment process.

Step 3: Check Holds and Requirements

- 3.1 Verify if there are any holds on your account that may prevent registration.
- 3.2 Resolve any outstanding requirements or holds by contacting the relevant university office.

Step 4: Changing Classes (Only Available During the Registration Period)

- 4.1 Click the "Add & Drop Form" button to officially request the administration office to change your enrolled classes.
- 4.2 Receive confirmation of successful changes in 2-3 working days.

Step 4: Pay Tuition and Fees

- 4.1 Access the billing or financial services section within the student portal.
- 4.2 Pay tuition and fees for the registered courses by the specified deadline.
- 4.3 Ensure that all financial obligations are met to avoid registration holds.

Step 5: View Schedule and Confirmation

- 5.1 Access your class schedule within the student portal.
- 5.2 Confirm that your registered courses are reflected in the schedule.

Note: *It is crucial to adhere to deadlines, check for announcements, and communicate with relevant university offices for any assistance needed during the registration process. Procedures may vary, so follow the specific guidelines provided by Western Covenant University.*

Chapter VIII

Class 365 Learning Management System Manual

To be clearly guided on how to navigate your student portal (Class 365), please follow the link below and watch the instructional video.

<https://wcuniversity.edu/lms-video-manual/>

Or, you can also access this video at the Western Covenant University website:

<https://www.wcuniversity.edu>

Statement of Approval

This University Student Handbook is hereby approved for publication under **Board Resolution No. 017-11-15-2024** on November 15, 2024, at St. James the Great Board room of Western Covenant University.

The information published herein is verified and approved as the most recent policies, regulations, and procedures of Western Covenant University. Please note that changes and updates may occur in the future as deemed appropriate by the Academic Committees, Finance Committees, and Student Support Committees. Such changes, once approved by the Board of Trustees, may not be reflected in this document as updates to all university publications are published annually every November of the Academic year.

For the most accurate and up-to-date information, it is advisable to verify specific details with the respective committee responsible for the area of concern.

Signed:

테디 최

Teddy Choi, Ph.D.
Chairman of the Board of Trustees
Western Covenant University

ORGANIZATION AND ADMINISTRATION

Administration

President:	David Oh, Ph.D.
Chief Academic Officer:	Chung Lee, Ph.D.
Chief Financial Officer / Registrar and Director of Records:	Jason Lee, M.B.A.
Program Director for School of Business and Economics:	Edward Goold, D.B.A.
Program Director for School of Computer Science and Technology	Sonia Aydin, M.Sc.
Program Director for School of Religious Education	Christian Wee, Ph.D.
Director WCU San Diego	Hong Sik Kim, D.B.A.
University Librarian	Sophia La Monica Fernandez, M
Dean of Admissions and Students Services	Lydia Khali, M.B.A.
Director of Administration, Assessment, and Planning	Allain Fonte, D.B.A.

