ROCHESTER UNIVERSITY

Academic Catalog

2022 - 2023

3 Corporate Park #130, Irvine, CA 92606
Phone: 949-617-2006
Website: www.rochesteruniversity.org
Email: info@rochesteruniversity.org

The Rochester University catalog has been designed to provide our students with current and updated information on policies and regulations related to their academic endeavor. This information, policies and regulations are essential for students to meet their education objectives while attending the university.

The policies and procedures described herein apply equally to all students enrolled at Rochester University and are intended to serve as a guide to our programs, policies and procedures. It includes information about courses of study, services, regulations and requirements.

This catalog is updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

New regulations are generally reviewed and recommended for approval by the board of directors. Once approved, they are released and placed in the Rochester University Catalog.

This catalog is available in print at Rochester University's campus. An electronic copy may be obtained by request or can be downloaded from the Rochester University website www.rochesteruniversity.org.

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For more information:
Rochester University
3 Corporate Park #130, Irvine, CA 92606
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A Message From The Chair

Please allow me to introduce Rochester University.

Rochester University is an institution of higher education that holds the highest religious values and cultural diversity in educating students to be leaders to serve the community of the Southern California in general and Orange County in particular.

Rochester University offers educational programs in the area of religious studies, theology and ministry whereby students can be trained in such a way that they will be able to live as good citizens and serve the community with their professional knowledge and skills.

Please come and visit us to explore more about our institution. We would like to meet with you and discuss how we can serve you better by meeting your needs. We compliment your interest and we hope to see you soon.

Chairman, Board of Directors
Rochester University

A Message From The President

Dear Current and Prospective Students,

Rochester University is an institution of Christian Higher education for educating emerging leaders. It is a place where scholars and students build genuine community through meaningful interaction through lecture, forum, discussion, presentation, and research.

This is a leading institution of higher education that provides students with excellent programs in the area of biblical studies, theology and ministry. Rochester University continues to provide a firm foundation on biblical principles and perspectives.

Through the regular and scheduled assessment, Rochester University continues to ensure the quality of the program. I can assure that Rochester University also offer excellent student services to meet the needs of students in all areas.

I welcome all of you to Rochester University.

Dr. Giovanni Esti

Dr. Giovanni Esti
President
Rochester University

History

Established in 2012, Rochester University continues to provide students with education of Christian higher education in the area of biblical studies, theology and ministry. Rochester University perpetuates to provide programs that meet the needs of the diverse community of Southern California.
Rochester University is authorized to offer its undergraduate and graduate program under the religious exemption of the Bureau for Private Postsecondary Education (BPPE). We offer programs leading to the Bachelor of Theology, Master of Theology, and Master of Divinity.

Mission Statement

The mission of Rochester University is to educate students to be good citizens and competent leaders to serve communities through the excellent programs of higher education in the area of biblical studies, theology and ministry.

Our Vision

The vision of Rochester University is to train competent leaders to serve the society at every level – from the local community to the global society. The fulfilment of this vision inspires, orients, and defines the work of this institution.

Institutional Objectives

To achieve mission, Rochester University has developed following institutional objectives.
At the end of the degree program, students will be able:

1. The University is committed to ensuring the quality of the program and maintaining its curriculum that contains biblical perspectives and Christian values so that students who complete the program can demonstrate a comprehensive knowledge of the Bible and an understanding of Christian doctrine.

2. The University seeks to foster a positive learning environment and support services where students are encouraged and motivated for growth in such a way that students who complete the program can demonstrate awareness and life-long commitment to their personal, vocational and academic potential.

3. The University offers courses and training that are essential for ministry and careers so that at the end of the programs, students will be able to demonstrate knowledge and skills for vocational success in ministry or in business and to enhance skills within their current careers.

4. The University is devoted to equipping students with leadership skills, sensitivity to different culture, and attitude of service so that students who complete the program can demonstrate cultural sensitivity, leadership in ministry or in career and attitude of service for church and community.

5. The University continues to instill and promote biblical and ethical standards among its academic community so that students who complete the program will be able to demonstrate and apply biblical and ethical standards in personal lifestyle and career.

The above-listed institutional objectives are measured annually using the instrument in order to see how we achieve our mission.

Core Values

1. Integrity – Act in an honest, fair, and ethical manner, creating a culture of trust evidence in all activity and decision-making.

2. Excellence – Seeking high standards for delivering high-quality programs, teaching, service scholarship, and research performance with commitment to continued development.

3. Accountability – Ensuring academic integrity, continued assessment and fiscal integrity and value through keen management of resources available for the institution.

4. Leadership – Serving the community with humility, respect and cultural sensitivity

5. Respect – Embracing cultural diversity and treating others with civility, honor and professionalism in all matters.

6. Innovation – Encouraging, probing and supporting new ideas by fostering creativity, and creating an environment with chance to grow.

7. Collegiality – Working together as a team to encourage share of governance and engage in participation.

Philosophy Of Education

1. The Rochester University is a Christian University; the Bible is the heart of the curriculum. The absolute inerrancy and authority of the Scripture are paramount. We believe that the tools of exegesis are essential in preparing students for the ministry, so that they may become capable expositors of the Word of God.

2. Recognizing the limitations of a primarily doctrine teaching. This doctrine must be translated into practical Christian service. Therefore, our faculty must not only be highly qualified in academics and instructional methodologies, but they also must be excellent spiritual and moral examples.

3. We encourage students a heart for evangelism and missions, and the integration of biblical teaching and values into every aspect of life are emphasized. It is imperative for students to be involved in practical "hands-on" ministry and mission to complement their university studies.

4. Education, as the process of teaching and learning, involves the whole person, developing the knowledge, values, and skills which enable the individual to change freely.

Learning Outcomes

Rochester University gives primary regards to the following learning outcomes as an educational institution:

Institutional Learning Outcomes (Undergraduate)

1. Demonstrate critical thinking and problem-solving skills in any given subject
2. Demonstrate knowledge of humanities, science, social science and history
3. Perform effective communication in oral and written setting
4. Demonstrate advanced knowledge in their chosen discipline
5. Apply a lifestyle of service based on biblical values

General Education Program Learning Outcomes

GE PLO 1: Critical Thinking – The student will demonstrate the ability to analyze information in order to draw valid conclusions and make insightful judgments.

GE PLO 2: Quantitative Skills – The student will demonstrate the ability to solve problems by applying core mathematic skills and quantitative reasoning.

GE PLO 3: Information Literacy – The student will demonstrate the ability to identify, locate, assess, and employ valid source material in his or her pursuit of academic knowledge.

GE PLO 4: Natural Sciences – The student will demonstrate the ability to analyze and explain natural phenomena by applying foundational principles from the biological and physical sciences.

GE PLO 5: Social Sciences and Humanities – The student will demonstrate the ability to outline and critically discuss global history, the foundations of Western culture and today's complex world, and the world's great achievements in the arts.

GE PLO 6: The student will demonstrate the ability to relate to, critically discuss—and thus be more sensitive to—the diversity and universality in global history, culture, and society, as well as the diversity in and uniqueness of local communities. The student will also demonstrate familiarity with and the ability to relate to, critically discuss, and synthesize contemporary knowledge essential to a socially responsible citizen or resident of a democracy and member of our interdependent global community.

GE PLO 7: Oral and Written Communication – The student will demonstrate the ability to effectively express himself or herself, idiomatically and compellingly, in a variety of spoken formats, and to convey facts, ideas, and overall arguments, idiomatically and compellingly, in a variety of written formats.

GE PLO 8: Christian Knowledge and Integration – The student will demonstrate familiarity with and the ability to apply the foundational knowledge of biblical truth, as well as the ability to recognize and pursue his or her vision and mission in life.

Bachelor of Theology Program learning outcomes

1. Demonstrate a comprehensive knowledge of the Bible
2. Describe comprehensive knowledge of the Christian doctrine
3. Demonstrate knowledge of the history of the church and its heritage
4. Apply pastoral and ministry skills in service to local church or community or for Christian living.

Institutional Learning Outcomes (Graduate)

1. Demonstrate advanced knowledge and skills in their chosen academic or professional fields
2. Exercise life style of service and leadership based on biblical values

Master of Theology Program learning outcomes

1. Demonstrate a competent knowledge of the Old and New Testament.
2. Demonstrate competent knowledge of theology in their contemporary issues.
3. Integrate biblical knowledge into their Christian ministry or context.
4. Apply biblical and theological knowledge to serve ministry.

Mater of Divinity Program learning outcomes

1. Demonstrate a comprehensive knowledge of the Bible and exegetical and theological skills.
2. Demonstrate an ability to integrate faith in their life and professional ministry
3. Demonstrate evangelical aspect of the world mission and cultural diversity in that students continue to be disciplined.
4. Demonstrate ministry and pastoral skills to lead congregation and church.

Rochester University seeks to achieve the mission and institutional objectives by complying with standards of higher education and continued assessment.

Governance

Rochester University was established in 2012 as a non-profit organization, which is under the leadership of the board of directors who provide vision, direction, oversight, and support. Support includes but is not limited to finance, voluntary service, and encouragement to the leadership. Series of projects engaged in include fundraising, property management, maintenance of proper legal status, and evaluation of administrative proposals. An executive committee acts on behalf of the board of directors between board meetings. The board has various sub committees that continue to support the institution.

It has received verification of religious exemption status from the State of California Bureau for Private Postsecondary Education that it qualifies as a religious exempt institution, pursuant to California Education Code Section 94749 (b)(6).

New Policies and Procedures

Rochester University makes every effort to inform its students of changes regarding updated policies and procedures. Rochester University will continue to bring new policies or procedures to the students' attention in the following manners:

1. Make an announcement through faculty and staff during class.
2. Post on all bulletin boards
3. Make public announcement through the university website
4. Send an announcement through emails

Biblical Foundations Statement

We believe that the Scripture of the Old and New Testament are the inspired Word of God and the only standard for faith, and academic discipline.

We believe that there is one sovereign God, eternally existing in three persons: the everlasting Father, His only begotten Son, Jesus Christ our Lord, and the Holy Spirit, the giver of life.

We believe that God has revealed Himself and His Truth in the created order, in the Scriptures, and supremely in Jesus Christ.

We believe that God has created humanity in His image and likeness, but the disobedience of Adam, all humankind was alienated from God and lost.

We believe that Jesus Christ is the Messiah, the Son of God, born of the Virgin Mary, who died on the cross, was physically resurrected from the dead, ascended into heaven, and will one day return in His glory to reign upon the earth.

We believe that the Lord Jesus Christ died for our sins, according to the Scriptures; whoever believes in him shall not perish but have everlasting life.

We believe that the Holy Spirit indwells and gives life to believers, enables them to understand the Scriptures, empowers them for godly living and equips them for service and witness.

We believe that the Church is the body of Christ and that the people of God are called to community, worship, discipleship, mission, and education.

Academic Calendar

Observation of National Holidays

HOLIDAYS	2022	2023
New Year's Day	January 1, Sat	January 1, Sun
Memorial Day	May 30, Mon	May 29, Mon
Independence Day	July 4, Mon	July 4, Tues
Labor Day	September 5, Mon	September 4, Mon
Columbus Day	October 10, Mon	October 9, Mon
Veterans' Day	November 11, Fri	November 11, Sat
Thanksgiving Recess	November 24-25	November 23-24
Christmas	December 25, Sun	December 25, Mon

Quarterly Academic Calendar

WINTER QUARTER	2022	2023

Registration Deadline	December 31, 2021	December 30, 2021
Instruction Begins	January 3	January 3
Add and Drop Deadline	January 15	January 14
Winter Quarter Ends	March 19	March 18

SPRING QUARTER	2022	2023
Registration Deadline	April 1	March 31
Instruction Begins	April 4	April 3
Add and Drop Deadline	April 15	April 15
Spring Quarter Ends	June 18	June 17

SUMMER QUARTER	2022	2023
Registration Deadline	July 1	June 30
Instruction Begins	July 5	July 5
Add and Drop Deadline	July 19	July 19
Summer Quarter Ends	September 19	September 18

FALL QUARTER	2022	2023
Registration Deadline	September 30	September 29
Instruction Begins	September 30	October 2
Add and Drop Deadline	October 15	October 14
Fall Quarter Ends	December 17	December 16

Exemptions And Disclosures

Rochester University is qualified for exclusion pursuant to California Education Code (CEC) Section 94739 (b) (6) and has current status as a nonprofit religious corporation under the Corporation Code. Our declaration has been evaluated and exclusion pursuant to CEC Section 94739 (b) (6) has been verified. According to the Bureau for Private Postsecondary Education, it is declared that on the basis of the information submitted, our present curriculum meets the exclusion requirements.

BPPE Disclosures

Rochester University is a private institution and, while as an institution operating under a religious exemption, it is not required to undergo the full approval process by the Bureau for Private Postsecondary Education (BPPE), it should be stated that, as per the California Education Code § 94897 (l), approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009, and the regulations of the CEC section given above.

SEVIS I-20

Currently, Rochester University is seeking to be approved by the Bureau of U.S. Citizenship and Immigration Services or USCIS to accept and enroll foreign students and to issue I-20 to foreign students through the Student and Exchange Visitor Information System or SEVIS.

Before Signing Enrollment Agreement

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

Questions

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 at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897

Complaints

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

Complaint Resolution

If students have complaints about individual faculty members regarding particular course requirement(s), examination(s), or grade(s), or pertaining to general issues, such as teaching method and classroom conduct, they should bring the matter directly to the individual faculty member. If a student is not satisfied with the faculty member's response, the student may bring the matter to the Dean of the Academics for a final decision.

The Dean will work with the student and the faculty member towards a resolution and must inform them of the decision in writing within two weeks. If the student is not satisfied with the school's final decision, the student may file a complaint with the Bureau for Private Postsecondary Education (BPPE)

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Rochester University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in our educational programs is also at the complete discretion of the institution to which you may seek to transfer.

If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Rochester University to determine if your credits or degree, diploma or certificate will transfer.

Articulation Agreements

At this time, Rochester University has not entered into an articulation or transfer agreement with any other college or university.

Bankruptcy

Rochester University 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 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.).

Crime Statistics Report

No criminal offenses or arrests have occurred in the following categories on the school premises from 2012 to the present: murder, manslaughter, arson, forcible and non-forcible sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug abuse violations, weapons possessions, evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability.

Campus Address

Rochester University's campus is located minutes from public transportation at:
3 Corporate Park #130, Irvine, CA 92606

Address Where Classes Are Being Held

Rochester University's classes are held in facilities that use equipment that fully comply with all federal, state and local ordinances and regulations, including fire safety, building safety, health and handicapped access requirements.

Our facility houses computer laboratories, general-purpose classrooms, a student lounge and administrative offices.

Professional Position Requirements

Rochester University's academic programs are designed to lead to positions in professional, occupational, trade, or career fields that do NOT require licensure in California.

If you seek positions in a career field that requires any license, certificate, permit, or similar credential that a person must hold to lawfully engage in a profession, occupation, trade, or career field, please find a Continuing educational program that is designed to obtain licensure.

Prospective students are entitled to receive notice to that effect and a list of the requirements for eligibility for licensure established by the state, including any applicable course requirements established by the state.

Our Heritage

Rochester University was established in 2012 by a group of community leaders and pastors to serve the growing communities in Southern California in general and Orange County in particular.

Under the exceptional leadership of the board of directors, local pastors and scholars who share and support the mission, Rochester University seeks to educate students to be leaders. Rochester University currently offers undergraduate and graduate programs. Rochester has received verification of religious exemption status by the California Bureau for Private Postsecondary Education (BPPE) under the Department of Consumer Affairs (DCA).

Campus Location

The campus is situated in the city of Irvine. The city of Irvine is a centrally located place of culture, business, education, diversity, etc. in Orange County.

The city has a strong business and employment infrastructure that our student body may enjoy. Local stores include wholesale markets, cleaners, and convenience stores. Local restaurants include various community backgrounds. Rochester University students have found it to their advantage to live in a community that has adapted to the employment needs of college students.

One can reach the campus both from John Wayne Airport within 10 minutes by car, dependent upon traffic conditions. Community transportation such as metro, city bus, and uber are also available.

Nearby attractions include UCI, Great Park, Newport Beach, Laguna Beach, South Coast Plaza Mall, Irvine Spectrum, Disney Land, Lego Land, Flower Field, etc. City Hall is few minutes away.

If you get lost, please call our switchboard Monday through Friday, 9:00 AM to 5:30 PM, for directions:

Phone: 949-617-2006
Email: info@rochesteruniversity.org
Website: www.rochesteruniversity.org

You may also want to find directions by looking at the maps in Yahoo.com or at Google by typing the following address:

3 Corporate Park #130, Irvine, CA 92606

Campus Facilities

Our main campus is located at 3 Corporate Park #130, Irvine, CA 92606, in the city of Irvine. We're blessed with 5 classrooms, 5 offices, student reading room, computer lab with several personal computers.

The administrative area houses administrative and faculty offices, and the student lounge.

While Rochester University does not operate a dormitory or other student housing facility, we are familiar with the residence hotels, apartments, and other facilities that our students have chosen. We will be happy to help you find the house of your preference.

Language Of Instruction

Unless otherwise noted, the language of instruction is English. For non-native speakers of English who are matriculating in our programs, we require demonstration of English capacity through a number of options: 1) a language competency test such as the TOEFL or the IBT, with minimum scores of 550 and 85, respectively, or 2) through providing proof of having taken an ESL course at Rochester or elsewhere, or 3) through a transcript from an institution providing instruction in English.

Student Life

Spiritual Enrichment

In the Gospel of Mark, Jesus said that the most important commandment is to love the Lord with all of your heart, soul, mind, and strength and to love your neighbor as yourself. Jesus was making it clear that every aspect of who we are should reflect our passion for the Lord. At Rochester University, we are endeavoring to live out this commandment.

We intend to promote the spiritual life at Rochester University through academic advising, mentoring, field education, chapel, bible study or any other form. We intend that prayer, worship, dialogue about God and His Word, and fellowship flow through the community of Rochester University.

Chapel Services

Through the convocation, chapel, and other services, we plan to offer services as dynamic times for responding to the Holy Spirit and the truth of the Word. Passionate worship marks these strong times together. Guest speakers as well as faculty members and selected students bring messages of encouragement and challenge from God's Word.

Special Days

The administration and faculty of Rochester University seek to be sensitive to both the needs of the students and the direction of the Holy Spirit. Periodically, a special day of prayer and worship may be called for the purpose of spiritual reflection and renewal, with the entire school community uniting together for the day.

Ministry Emphasis

At least once annually, a special series of chapel services is planned for ministry emphasis. The speakers are men and women of God who exemplify Christian leadership in the Church and/or the world.

Church Services

Throughout the book of Acts we read how God visits His people when they gather together for times of prayer, praise, and worship. Our doctrine calls on us to "identify ourselves with the visible Body of Christ." We interpret this call to mean that each member of the Rochester University community should participate regularly in the life of a local church.

We assemble together in local congregations to allow the Word to work in us with authority and mutual accountability. We do this so that the gifts can work in and through us by the power of the Holy Spirit. We gather as well, to fellowship among God's people, who are the true temple of God by His Spirit. New students are encouraged to visit several churches in the local area prior to selecting a "home church."

We believe it is important for students to attend their home church consistently

Small Groups

As part of his or her spiritual development, each student is expected to regularly participate in a small group. These groups provide an opportunity for Bible study, fellowship, and accountability. Many students meet in a small group provided through their church; others participate in various groups that meet on campus.

Devotional Life

All members of the Rochester University community (administrators, faculty members, staff, and students) are encouraged to maintain a rich, daily devotional life. Times alone with God in Bible study, meditation, prayer, fasting, and praise are invaluable in forming the character of Jesus and in receiving the empowerment of the Spirit. In addition to private devotions, it is not unusual for students to meet regularly with other members of the campus community for special times together in God's presence.

Philosophy of Community

Rochester University is a community of believers dedicated to the development of leaders in the Body of Christ. So that the Body is built up in love (cf. Ephesians 4:16) faculty, staff, and students encourage one another to be conformed to the image of Christ (cf. Romans 8:29). The primary model for relationships should be Jesus' command to love one another (cf. John 15:12), which works itself out in full expression as the fruits of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (cf. Galatians 5:22, 23).

This community commits itself to live in unity, to put aside any deception or slander, and to edify one another to develop the fundamental attitudes and character necessary for leaders in the church and in the world (cf. Psalm 133; Philippians 2:1-4; Ephesians 4:1-5:21). In keeping with this commitment, Scripture compels us to voluntarily abstain from behaviors that are illegal, immoral, or unethical. (See the Code of Conduct in the Student Handbook for examples of such behaviors.)

Deportment

Because Rochester University functions as a community of believers, students are to demonstrate a respectful attitude in all encounters with administrators, professors, staff personnel, campus guests, and other students. This standard applies to all areas of behavior, speech, and overall deportment. The same courtesy is to be returned to each student in the treatment he or she receives from others. Deviation from this standard will result in a review of the incident by faculty and staff advisors and the Dean of Students. Following this review, the Dean of Students will make an appropriate restorative recommendation.

Each professor is responsible for maintaining a classroom environment that is conducive to learning. If a student is asked to refrain from a disruptive behavior or is asked to leave the classroom, the student should do so immediately and respectfully. Upon leaving the classroom the student should report to the Dean of Students. If necessary, the Dean of Students and/or faculty and staff advisors will meet with the involved people and assign additional restorative action as necessary. The Dean of Students will advise the Academic Dean and the President of allegations of faculty or staff misconduct.

The Dean of Students will review any incident of a student threatening or harming the physical well-being of a person or property. Following this review, the Dean of Students will assign a restorative action plan that could include reporting the incident to law-enforcement officials, imposing personal restrictions on the involved students, and/or recommending dismissal of the student from Rochester University.

Disciplinary Policy

The primary goal of the Rochester University Disciplinary Policy is always to pursue the full restoration of the involved student. With this goal in mind, the suspension of a student from Rochester University is not a desired result, but suspension may occur if a student shows an unwillingness to comply with or meet the objectives of a restorative action plan. Intermediate consequences are employed whenever possible to avoid suspension or expulsion. Each incident is reviewed on a case-by-case basis, with consideration of (1) the severity of the violation, (2) the context of the incident, (3) a

history of prior misconduct, (4) the responsiveness of the accused to confrontation, and (5) the degree to which the individual displays genuine repentance.

Community members are expected to provide firsthand testimony that will bring greater clarity and understanding to the review. While painstaking efforts are taken to maintain consistency from case to case and individual to individual, confidentiality often prevents the disclosure of details that contribute to a decision, occasionally resulting in unanswered questions regarding a disciplinary outcome. Uninformed community members are asked to extend the benefit of doubt to officials, knowing that prayerful consideration has been employed in the proceedings and the subsequent outcome.

The Dean of Students serves as the chief student conduct officer for Rochester University and works with other administrators to resolve student disciplinary matters. The Student Handbook provides guidelines that are used to establish continuity for administering consequences for violating community standards.

Student Rights under FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day Rochester University receives a request for access. Students should submit to the Registrar, Dean of Students, or Academic Dean written requests that identify the record(s) they wish to inspect. Rochester University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by Rochester University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. The student should write Rochester University official responsible for the record, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading. If Rochester University decides not to amend the record as requested by the student, Rochester University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided at that time.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure

without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by Rochester University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

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

Philosophy of Grooming and Attire

The philosophy of Rochester University regarding grooming and attire flows directly out of our Values and Mission, namely that we are educating Christian leaders who will minister in a secular world.

Rather than take a "rules-based" approach, we choose to take an approach that reflects our desire to see emerging leaders develop personal discernment regarding their outward appearance. We believe that by requiring students to wrestle through personal appearance issues within a safe environment of discipleship and accountability, students will learn more than by imposing a set of culturally subjective regulations.

This philosophy of grooming and attire is based on four Scriptural principles: the principle of modesty, the principle of the stumbling block, the principle of Christian sacrificial leadership, and the principle of Christ-centeredness.

1. The Principle of Modesty. Scripture mandates modesty, especially in women's dress. The biblical principle is clear: modesty and decency are traits of godliness in the life of a believer. Modesty is not only reflected by clothing choices, but also by the intent with which one chooses to conduct him or herself. (cf. 1 Timothy 2:9; 1 Peter 3:3-4). Immodest dress or behavior can be intentional, reflecting a lustfulness and/or immaturity that desires the attention of others. In some situations, however, immodesty can result from ignorance—a simple failure to have learned what is culturally or socially unacceptable in a given setting. As ministry leaders, we must be willing to graciously accept the input of peers and leaders whom God has placed in our lives.

2. The Principle of the Stumbling Block. In 1 Corinthians 10:23 we learn that "Everything is permissible, but not everything is beneficial." As believers we have the right to choose from a wide array of styles and fashions. When it comes to grooming and attire, there are not many particular items that are specifically forbidden in Scripture. This right, however, has the potential to cause other people to stumble. Believers who may not be strong in their faith may take another's freedom in Christ as license to sin. Nonbelievers who are watching the believer's lifestyle and choices may be led astray. Romans 14:13 says, "Therefore let us stop passing judgment on one another. Instead, make up your mind not to put any stumbling block or obstacle in your brother's way." Our grooming and attire choices must be such that they do not cause anyone to be tripped up on his or her spiritual journey.

3. The Principle of Christian Sacrificial Leadership. Romans 12:1, 2 instructs us to "present our bodies [as] a living and holy sacrifice [and to] not be conformed to the world." As believers, we are called to be living sacrifices. Further, Scripture tells us that ministry leaders are held to a higher standard than other believers. James 3:1 states, "Not many of you should presume to be teachers, my brothers, because you know that we who teach will be judged more strictly." Our choices in grooming and attire should reflect our willingness to sacrifice our rights for the sake of others.

4. The Principle of Christ-centeredness. As believers we are called to put to death the works of the flesh and to submit to the lifelong process of becoming more and more like Christ. In 2 Corinthians 3:18 Paul writes, "And we, who with unveiled faces all reflect the Lord's glory, are being transformed into His likeness with ever-increasing glory, which comes from the Lord, who is the Spirit." As we make choices in grooming and attire, we must each ask, "Will this choice help others see Jesus, or is my purpose to have them focus on me?"

In a spirit of mutual accountability, all those at Rochester University will submit to one another regarding grooming and attire. If someone's appearance seems to have strayed from the scriptural foundations that apply to Christian ministry leaders, we expect others within this community to personally address this issue in a loving and gracious manner. Please note that students are sometimes asked to wear more professional attire for such occasions as special in-class assignments, chapel participation, or graduation ceremonies. Certain churches and student ministries will require more professional attire as well.

Services and Activities

Housing Policies

Rochester University does not operate a dormitory or other housing facility, but will assist students in locating adequate housing near the campus. Some students find housing in a local residence hotel; others share an apartment, or rent a room from members of a local church.

Rochester University reserves the right to approve or disapprove housing on a case-by-case basis if there is concern for your academic or spiritual welfare.

Meals

Rochester University does not operate a cafeteria. A student lounge is provided for students who wish to bring their meals from home.

Sports

Rochester University at times has maintained an intramural sports program throughout the fall and spring quarters with arrangement of local community. Basketball, badminton, and Ping-Pong are available for both men and women with prior arrangement.

Clubs

We encourage you to form student-led clubs around common interests. Faculty and staff members are available for advice, and to help students access university resources. Typical interests include hiking, sports, and reading and discussing particular books.

Student Government

All registered students are members of the Student Association. The purpose of the student government is to promote Christian fellowship among students and to advance the kingdom of God and the mission of Rochester University. Activities of the Association are supported through a student fee and individual gifts.

The officers of the Association—President, Vice President, Secretary, and Treasurer—are elected annually by the members. The Student Council consists of three representatives from each class plus the student body president. These students serve as a "sounding board" for the administration regarding policies that affect the students. They are also responsible for planning certain student activities such as clubs and social events.

Open House

FIRST CLASS OF EACH QUARTER IS OPEN. NO SPECIAL CELEBRATON
Rochester University students view College-for-a-Day (C4D) each fall and spring as opportunities to enjoy and serve prospective students who visit the campus for this open house. These visitors are invited to stay with students in their homes or apartments; classrooms are filled to capacity; the Student Council and Dean of Students plan special activities to make guests feel welcome. We encourage you to welcome these visitors and to pray with them as they seek God's will for their life.

Chapel Ministry

Student-led worship teams are responsible for planning and leading music and other creative arts during the chapel services. If you are musically talented, you may be asked to share a vocal or instrumental special during these services. Student-led media teams oversee audio and video equipment for chapel services and special events. If you are interested in serving in one of these areas and would like to receive training, contact the Dean of Students.

Student Ministry

It isn't surprising that, at a college dedicated to training for ministry, many student activities result from students engaging in ministry. As a student at Rochester University, you are required to participate in a ministry, typically through your local church. (See the Academic Information section of this catalog for details.) Student ministry is much more than a requirement—it is the heartbeat of men and women who are ready to give their lives to serving the Lord, His Church, and the world. While engaging in ministry, you will also enjoy fellowship and develop friendships that may last a lifetime.

Academic Computer Lab

Whenever possible, we encourage you to bring your own computer to Rochester University. If you do not have a computer, or if you are away from your computer when you need to type a paper or conduct research, you are welcome to use the resources of the Academic Computer Lab. The Lab offers full Internet access, and word processing capabilities.

Bringing Your Own Computer

If you are considering bringing a computer to campus, we recommend the following configurations:

Recommended Windows Configuration

Dual-core CPU or higher
4 GB RAM
Windows 7
Microsoft Word 2010 or higher
CD-RW drive
1000-Base-T Network Card
For laptops, 802.11g wireless network card
200GB HDD or higher
Recommended Macintosh Configuration
Dual-Core or higher
4 GB RAM
Mac OS X
Microsoft Word 2011 or MS Office 365
Built-in Ethernet port
Built-in Airport Extreme (802.11g) wireless network card
125GB HDD
CD-RW drive

Additional Information

Additional information regarding student life at Rochester University is available in the Student Handbook. You will receive a copy of this handbook with your letter of acceptance. The handbook is also available from the Dean of Students. Upon acceptance, you will be asked to sign a statement confirming that you have read the Student Handbook and are willing to comply with the policies it contains.

Library

The Rochester University library is located on the main floor. Library hours are during weekdays are 9AM to 5PM. Times are posted outside of the Library entrance. The Rochester University library contains a wide variety of resource materials for student use in addition to computer stations with Wi-fi internet access, and study tables. The library contains in excess of 25,000 volumes in addition to online resources. Students may use textbooks, dictionaries, encyclopedias newspapers, and periodicals to research topics inside and outside of class and stay abreast of current events and industry trends. We have a professional librarian who is available to assist you with learning resources and data search. In addition, we also provide quiet places to study in our on-campus library.

Student Library Rules of Conduct

To maintain a professional atmosphere, please maintain the same rules elsewhere in the catalog and the following additional behaviors while using the library:

1 Accept assigned duties and responsibilities.
2 An act of dishonesty is the most serious violation of student conduct.
3 Cheating is the unauthorized use of study aids, examination files, and other related materials and receiving unauthorized assistance during any academic exercise.
4 Demonstrate a well-rounded personality and professional competence while completing their graduation requirements.
5 Demonstrate initiative and productivity.
6 Demonstrate sensitivity, compassion and a caring attitude towards your peers and patients.
7 Demonstrate strong ethical character.
8 Fabrication is the falsification or invention of any information in an academic setting.
9 Food or drink is NOT permitted in the classrooms, unless exception is granted by a member of management.
10 Maintain professional grooming and personal hygiene at all times.
11 Rules of conduct are based on the California Administrative Code.
12 Treat people as you would like to be treated.

Violation of the rules of conduct present in the catalog may lead to dismissal from the School and/or probation. All disciplinary matters will come before the administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting a recommendation from the School. The School reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/or the School.

Should the students desire additional access to library collections, the nearest Public Library is located at the near Irvine Public Library. The hours are currently Monday and Wednesday from 10AM to 5:30PM and Tuesday and Thursday from 12:30PM to 8PM. To search for other Orange County locations, try this link: http://www.ocpl.org/branches.

Financial Information

You receive a considerable discount in your expenses because of generous educational grants given to Rochester University by various donors. Many churches and individuals who have a great concern for you as a future leader have already contributed to support your education.

Student Budget

In addition to the direct costs of your education, it is important that you develop a budget to identify other financial obligations that you may incur when attending school. These

expenses may include transportation, childcare, personal expenses, etc. The School's Administrator will assist you with this budget.

Tuition and Fees

The school reserves the right to establish and change without notice the schedule of tuition and fees. The school has established the following tuition and fees for the school year.

Enrollment Agreement

The Enrollment Agreement obligates the student and the school for the entire program of instruction. The student's financial obligations will be calculated in accordance with the school's refund policy in the contract and this school catalog. Registration, tuition and book/supply costs for each program are listed below. The Rochester University Catalog is available at no charge and will be provided to each enrollee prior to enrollment. The School will work with each student to determine the best financial arrangement to meet their obligation for tuition. The School provides a voluntary prepayment plan to students and their families to help reduce the costs upon entry into training. Details are available through the financial representative.

Students must pay the required registration fee and tuition on or before the beginning of each Quarter. Tuition does not cover the cost of registration, books, and other related expenses. Students are responsible for acquiring the textbooks. Some courses require more than one textbook.

Item/Program	Bachelor (B.Th) (4 Years - 180 units)	Master (M.Th) (2 years – 48 units)	Master (M.Div) (3 years – 128 units)
Application Fee (NR)	$180.00	$180.00	$180.00
Language Assessment Fee (NR) (Placement Test Fee)	$50.00	$50.00	$50.00
Registration Fee Per Quarter (NR) Processing Fee (NR) Technology Fee (NR)	$50.00	$50.00	$50.00
Credit Evaluation Fee (NR)	$300.00	$300.00	$300.00
Institution Evaluation Fee (NR)	$50.00	$50.00	$50.00
I-20 Reprint (NR)	$75.00	$75.00	$75.00
Local Shipping & Handling Fee (NR)	$25.00	$25.00	$25.00
Shipping & Handling Fee (International) (NR)	$100.00	$100.00	$100.00
Per unit	**$100 /per unit**	**$150/per unit**	**$150/per unit**
Per Quarter	**$2,280-$3,800**	**$2,280-$4,560**	**$2,280-$4,560**
STRF* Non-refundable Charge	$0.00	$0.00	$0.00
Annual Tuition and fees **(Estimated charge for annual tuition and fees)**	$7,840-$16,200	$7,840-$19,200	$7,840-$19,200
Total Tuition	**$18,000.00**	**$7,200.00**	**$19,200.00**
Books and Supplies (NR)	$500.00	$500.00	$500.00
Total Tuition and Fees **(Estimated charge for the entire educational program)**	**$36,700.00**	**$19,200.00**	**$19,200.00**
Diploma Duplication (NR)	$100.00	$100.00	$100.00
Enrollment Verification (NR)	$20.00	$20.00	$20.00
Returned/Bounced Check (NR)	$25.00	$25.00	$25.00
Student ID (NR)	$20.00	$20.00	$20.00
Graduation Fee (NR)	$350.00	$350.00	$350.00
Official Transcript & Unofficial Transcript (NR)	$60.00	$60.00	$60.00
Expedited/Rush Request (2 days) (NR)	$100.00	$100.00	$100.00
Wire Fee (NR)	$100.00	$100.00	$100.00

Payment Methods

Tuition and fees are due, in full, prior to the beginning of classes. This financial obligation is a contract between the student and the school. Failure to make payments when due is considered sufficient cause to bar the student from classes, withhold certificate, and suspend the student. Rochester University accepts payment for the full amount due in Cash, Money Orders, or by Personal, Traveler's or Cashier's Checks. Students may be eligible for a short-term deferment without finance charge.

Explanation of Deposits and Fees

Application Fee

New students pay a small fee to cover the processing of their application.

Placement Test Fee
If you are a new student you are required to take a series of placement tests to help determine whether you are ready for college-level subjects such as the Bible, English writing, etc. This fee covers the cost of this testing.

Admission Fee (paid when admitted)
Registration Fee (paid once per quarter)
Student Fee (paid per quarter, for student activities)
Library Fee (per quarter; for library support)

Tuition Deposit and Late Tuition Deposit

This nonrefundable deposit is applicable to all students each quarter. It is due about one month before the start of the quarter— see the calendar in the front of this catalog for the exact dates.
If you do not pay this deposit on time, then a late tuition deposit fee is charged to your account.

Deferred Payment Plan

Tuition and fees are due in full at the start of each quarter. You may pay by cash, check, MasterCard, or Visa.

For more information on the payment schedule and deferred payment plan, please see the information on the payment schedule, later in this section.

Returned Check Charge

If you pay by check and your check is returned for any reason, we will charge back the amount of the check plus the returned check charge.

Late Registration Fee

On a designated date during the second half of each quarter, we conduct registration for the following quarter. You need to meet with your academic advisor, and then turn in your forms to the registrar. A student who does not make his/her appointments and properly submit all paperwork (including the textbook order form) for registration will be charged a late registration fee.

Exam Rescheduling Fee

All tests, including final exams, are to be taken according to the schedule given in your syllabus. In the event of extenuating circumstances, a professor may allow you to take a test early or late. If the professor permits you to reschedule the exam, you must pay the Business Office the Exam Rescheduling Fee.

Add/Drop Fee

If, after the start of the quarter, you realize that you need to drop a course or add another one, you may do so within one week of the start of the quarter. (See the calendar in the front of this catalog for the exact dates.) To add or drop a course before the deadline, complete a Change of Schedule form in the registrar's office and pay the Add/Drop Fee for each course added or dropped.

Transcript Fee

Throughout your career you will occasionally need "official" copies of your transcript to be sent to employers or other colleges. Rochester University will send an official transcript upon your request and upon the receipt of the payment of the then-current transcript fee.

Graduation Fee

Upon your graduation Rochester University will provide various services including the rental of your graduation robe. This fee offsets the college's costs for graduation.

Lab Fee

Students in some courses perform various laboratory experiments or require special software or equipment. This fee helps offset the cost of lab equipment and consumable items. See the syllabus to determine if a course has a lab fee.

Extra Handouts

When a course has an unusually large number of handouts, you will be charged a small fee for the materials to offset photocopying costs.

Payment Schedule

This section describes the payment deadlines for tuition and fees. From time to time students are unable to settle their account on time. We've found the following checklist to be useful to students who are trying to raise money for college:

1. Make sure you are paying your tithe. God has promised to bless you if you are faithful in tithing (cf. Malachi 3:10). If you a tithe, you can ask God to bless you financially.

Make sure you have completed the college's financial aid application. You may qualify for Rochester University scholarship.

2. Look for any assets you may be able to sell. Some students find that they can trade in their vehicle for another, or sell unused stereo equipment, in order to raise money for college. During the spring term, check to see if you have a tax refund coming.

3. Contact friends, family, and your church. Many people are eager to help our students attend Bible College.

4. The cost of a college education should be considered an investment rather than a debt. Consider borrowing at least some of the money for college. Many banks will extend a loan secured by assets such as your vehicle. Note: Rochester University accepts both MasterCard and Visa.

If you choose to apply for a deferred payment plan, make sure you have a plan to make your payments. Note: If you are not a U.S. citizen, it is your responsibility to see what work, if any, you may legally perform while in the U.S.

Some students will find it necessary to work full-time during the summer, or over holiday breaks, in order to make their payments to the college. Many students who are willing to work 60 hours a week during the summer and 20 hours a week during the quarters find that they're able to meet all of their obligations on time, even if they do not receive help from their church, family, or friends.

Tuition and Fees

All new students must pay tuition and fees in full at registration. Returning students who cannot pay tuition and fees in full at registration may apply for the Deferred Payment Plan in the Business Office. To qualify for the Deferred Payment Plan, the student's account from the previous quarter must be paid in full. The student must then pay at least 25 percent of the tuition and fees that are due in the current quarter. The balance, plus a five percent fee, is divided into three equal payments. Each of these payments is due on the 15th of the month (or the first business day thereafter) for the next three months.

If you have been given permission to pay in this way, and you are not able to make a scheduled payment, you should contact the Business Office right away. If you fail to make a payment as scheduled, you will be charged a late payment fee of ten percent of the amount of the payment.

Note that the deferred payment plan may not be available for certain quarter. In such case, all tuition and fess must be paid prior to the state of the quarter.

Unpaid Accounts

Students who do not maintain current financial accounts with the college will be denied the privilege of classroom attendance beginning five days after the payment is due. Absences will be counted until the payment is made in full or until withdrawal is instituted.
A student whose account is not paid in full (including tuition and fees) by the end of the quarter will not be allowed to reenroll in the subsequent quarter.

Rochester University makes exceptions to this policy only with the approval of the President. In those cases where the college elects to make an exception, the student is required to sign and comply with an approved payment agreement. If the student withdraws from the college without paying the account in full, the payment plan becomes void and the college has the right to collect the unpaid amount immediately. Should the college find it necessary to use the services of a collection agency or attorney, the former student is responsible for all court costs, reasonable collection and litigation fees, up to 100 percent of the balance due.

A student will not be allowed to participate in graduation ceremonies or receive grades, a certificate, a diploma, a degree, a transcript, or a letter of recommendation until all financial obligations have been satisfied in accordance with the college's financial policies.

Tuition Discounts

Tuition discounts are not available for students. However, if you are enrolled in full-time and maintain your GPA well, you may be qualified for scholarship. You must apply to receive some form of scholarship at the Registrar's Office prior to each quarter.

Tuition Refunds

If you find it necessary to withdraw from the college you may be eligible for a refund of part of your tuition. (We do not give refunds of fees, nor do we give refunds for courses that you are auditing.) In order to qualify for a refund, you must notify the Registrar's Office of your desire to withdraw. As part of the withdrawal procedure you must settle all accounts. If you do not follow the withdrawal procedure you will receive a grade of W/F for all courses and will forfeit your eligibility for any tuition refund. Students who are dismissed or suspended from the college are not eligible for any refund.

Tuition refunds for all standard ten week quarters are computed according to the following schedule:

If you drop the course within . . .	*We will refund . . .*

One week Two weeks	100 percent 90 percent
Three weeks Four weeks	80 percent 60 percent
Five weeks	50 percent
Six weeks	No refund

Tuition refunds for the intensive module programs are computed according to the number of hours attended prior to withdrawal. The exact amount of prorated refund will be based on the formula listed below. The following table provides the estimated amount of refund at each point of withdrawal:

Percent of Attendance	10	20	30	40	50	60	Over 60
Tuition Refund	90	80	70	60	50	40	0

Transcript Fee

Rochester University will provide a transcript of the student's academic record upon written request by the student. Students are allowed one transcript at no charge. There will be a $10 fee for each additional transcript. Processing will be within ten (10) business days of receipt. See section 37 for more details.

Student ID

A $10 fee will be charged for each year of study.

Certificate

A Diploma fee of $20 per copy requested.

Enrollment Verification

Enrollment Verification fee of $10 will be charged per request.

Loans – Student Responsibilities and Rights

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 plus interest, 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 moneys not paid from federal student financial aid program funds.

<u>Student Responsibilities</u>

1. In addition to the requirements described in this catalog under sections on attendance, satisfactory progress etcetera, students are expected to follow standards of conduct and ethical consideration generally found in the professional workplace.
2. Read and understand all forms that you are asked to sign and keep copies of them.
3. It is the student's responsibility to compare and choose the School they wish to attend. Tuition must be paid regardless of any future complaints or problems, unless discharged by a court of law.
4. Pay all installment payments on time.

Student Rights

1. Know what financing is available. For all loans you receive, you have the right to know the total amount that must be repaid, the monthly payment amount, the late penalty charge, the payback procedures, and the length of time you have to repay the loan, and when repayment is to begin.
2. Know the criteria for satisfactory progress and when you are not meeting these criteria.
3. You may stop school at any time and receive a refund for the part of the course you did not take (if payment has been made). The refund policy is in this catalog and also described in your enrollment agreement.
4. If you have unresolved complaints after following the grievance procedures, you may contact the Bureau for Private Post Secondary and Vocational Education. Read the section on grievance procedures carefully.

In compliance with Public Law 93-380, Section 483 (The Buckley Amendment), student grades, records, or personal information may not be given out to third persons without the written consent of the student. Permission must be given by the student in order for information in their file to be used as reference checks for credit or employment evaluation by third parties, and the student must file a declaration to this effect, which will be kept in the student file(s) the declaration can be all-inclusive or on a case-by-case access basis. "**The provision of financial aid date to authorized agencies is not a violation of the Buckley amendment."**

Scholarships

As part of your application packet you will receive a scholarship application. (You can also obtain this form from the Registrar's Office.) By completing and submitting this form, you can apply for a number of scholarships provided by various friends of the college. A scholarship committee comprised of members of the administration, faculty, and staff matches the information supplied on your application with the criteria set by donors.

The following list describes some of our available scholarships.

1. President's Honorary Scholarship

The President's Honorary Scholarship has been established to honor students who have exhibited or have the potential to exhibit extraordinary abilities as a theologian and Christian leader.

Award: Up to full-time tuition for a year.
Scholarship Criteria: Students must have a minimum GPA of 4.0. The recipient is to be chosen by the Dean of the Academics, the Scholarship Committee and confirmed by the President of Rochester University.

2. Dean's Honorary Scholarship

The Dean's Honorary Scholarship has been established to honor students who have exhibited or have the potential to exhibit extraordinary abilities as a theologian and Christian leader.

Award: Up to half-time tuition per academic year.
Scholarship Criteria: Students must pursuing a degree in theology or ministry, have a minimum GPA of 3.90 and have completed at least 45 quarter units at Rochester University. The recipient is to be chosen by the Dean of Academics and the Scholarship Committee.

3. Merit Scholarship

Merit Scholarship has been established to honor students who have exhibited or have the potential to exhibit exceptional promise in the field of theology or business.

Award: Up to a full-time tuition for a quarter.
Scholarship Criteria: Students must be pursuing a graduate degree and keep the minimum GPA 3.85 in each quarter. The recipient is to be chosen by the Dean of the Academics.

4. Academic Excellence Scholarship

Academic Excellence Scholarship has been established to honor students who have exhibited or have the potential to exhibit extraordinary abilities as a pastor and leader.

Award: Up to half-time tuition for a quarter.
Scholarship Criteria: One graduate student, and one undergraduate student, each demonstrating exceptional talent in church ministry. The recipient is to be chosen by the Dean of the Academics.

5. Church Matching Scholarship

A matching scholarship established by Rochester University for students who live in the greater area of Los Angeles. If church or organization that students currently serve or volunteer offers scholarship to a student, Rochester University matches the scholarship up to $500. Student may apply only once in their degree program. A matching

scholarship must come to Rochester University directly from the church a student is currently serving or volunteering and Rochester University will match the scholarship.

Award: Up to a one academic quarter
Scholarship Criteria: Determined by pastor and church council and scholarship committee of Rochester University

6. Additional Scholarships

Several churches provide monetary support to assist students in attending Rochester University. We encourage you to let your home church know that you have been accepted into Bible College or currently attending it.

Insurance

The college does not provide coverage for your medical care. You must use local doctors, clinics, and hospitals at your own expense, with payment usually required at the time of treatment. Consequently, we strongly encourage you to secure health insurance (under your parents policy, via a work policy, or privately). You may contact the Rochester University receptionist for information about private plans.

You should also be aware of the benefits and limitations of your coverage. Be sure to bring pertinent policy paperwork with you (e.g. name and phone number of the company, group number, policy number, your social security number).

Likewise, your personal belongings in your residence are not covered by university insurance. We encourage you to purchase a policy to cover these items.

Student Tuition Recovery Fund (STRF)

The Student Tuition Recovery Fund (STRF) is a fund established by the State of California for the purpose of reimbursing students when their state-approved schools close untimely. When students enroll in a program, a fee is assessed in relation to the cost of tuition. When a school closure occurs, students may file within sixty days a claim for reimbursement from STRF for prepaid but unused tuition. Students should keep a copy of their enrollment agreements, tuition receipts or other financial documents that can be used to support a claim for reimbursement. For claim instructions or further information contact:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Telephone: (916) 431-6959

Student Tuition Recovery Fund Disclosures

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of 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:

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

2. 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.
According to 5CCR§76215(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:
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 program attending certain schools regulated by the Bureau for Private Postsecondary Education.
You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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.
However, no claim can be paid to any student without a social security number or a taxpayer identification number.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts, or any other information that documents money you paid to the institution. Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818
Phone Number: (916) 431-6959 Toll Free: (888) 370-7589
Fax Number: (916) 263-1897 www.bppe.ca.gov

Admissions Policy

Rochester University has policies and procedures regarding admission policy. An applicant for admission to a degree program must meet the minimum admission requirements for each program. Students with special circumstances and those who do not meet certain admission standards may be accepted on a conditional basis. Admission to some programs may be granted to students who meet certain criteria. However, those who are admitted in this condition must complete the application process before the degree is granted. Admission standing is subject to cancellation or change if the admission credentials remain incomplete.

Admissions Criteria

Rochester University is committed to the training of men and women for Christian leadership, both lay and clerical. Because of this commitment, we seek to admit persons whose motivation, character, and aptitude are in keeping with this purpose. The application process is designed to help you and the college determines your readiness for Bible College. The admissions process is designed to help ensure that individuals who enter our program will complete it.

Diversity Policy

Rochester University does not discriminate on the basis of race, age, color, nationality, ethnic origin, socioeconomic class, gender, and/or physical and mental disabilities in the administration of its policies in education, admission, and hiring. Rochester University is committed to practicing the principles of equal opportunity and diversity. The university strives to achieve and maintain a diverse community of students. Rochester University will continue to monitor the level of diversity. By encouraging community engagement in outreach, development and planning processes, Rochester University will undertake a strategic and systematic approach to involve individuals from diverse racial/ ethnic groups, ages, genders, abilities, socioeconomic classes, and interests.

Application Requirements for All Programs

1. Be 18 years of age and possess a high school diploma or its equivalent
2. Submit a completed application package along with diploma or transcript, letter of recommendation with a non-refundable fee to the Admissions Office
3. Pay all required fees.
4. Complete a successful interview with members of the admissions staff and faculty.

Each program may have its own requirements specific to that program, provided elsewhere in this catalog.

Admissions Criteria and Procedures

In accordance with Title IV if the Civil Right Act 1964, Title IX of Educational Amendments of 1972, Section 5 of the Rehabilitation Act of 1973 and Age Discrimination Act of 1975, Rochester University admits all qualified applicants regardless of sex, national origin, race, creed, disability, or ethnic origin.

The school only recruits and admits those students who have the potential to complete the program successfully. Motivation and interest in succeeding in the chosen professional field are given important consideration.

Application forms may be obtained by regular mail e-mail, or in person from the Main Office:

Admission Office
Rochester University
3 Corporate Park #130, Irvine, CA 92606
Tel: 213-700-7974
Email: info@rochesteruniversity.org
Website: www.rochesteruniversity.org

Minimum Level of Education

All Rochester University applicants must be 18 years of age or older. Rochester University accepts students with a High School Diploma, General Education Development (GED) or applicants who have passed the California High School Proficiency Examination (CHSPE). As such, Rochester University does not admit ability to benefit students.

Application Assessment

Rochester University evaluates an applicant's readiness in accordance of specific admission requirements of each program.

Applicants must have sufficient educational background to enable them to perform at the college level. A high school diploma or GED (General Education Development) is required for admission to all bachelor programs. A bachelor's degree is required for admission into all master's degree programs.

For non-native speakers of English who are matriculating in our programs, we require demonstration of English capacity through a number of options: 1) a language competency test such as the TOEFL or the IBT, with minimum scores of 550 and 85, respectively, or 2) through providing proof of having taken an ESL course at Rochester or elsewhere, or 3) through a transcript from an institution providing instruction in English.

Statement of Nondiscrimination

Rochester University does not discriminate on the basis of disability, race, color, gender, and national or ethnic origin in the according or making available of all the rights, privileges, programs and activities generally open to students at the college. We do not discriminate on the basis of disability, race, color, gender, and national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other college administered programs.

In addition to this legal stance, Rochester University has a biblical stance regarding cultural diversity. The ultimate, eternal community of believers, according to Revelation 5:9, will be comprised of "every tribe, tongue, and people and nation." The desire of the college is to enjoy this same diversity and unity of believers while training culturally sensitive ministers for effective service to the entire world.

Denial of Admission

Rochester University reserves the right to deny admission to any applicant due to the following reasons:

1. The applicant does not meet the standard admission requirements.
2. The applicant is unable to participate or learn in class due to physical, mental, or emotional reasons.
3. The applicant is unable to meet financial commitments to the school.
4. The applicant exhibits lack of personal motivation or is incompatible with the philosophy of the school regarding learning.

5. The Administrator has the right to deny admission to any applicant to whom it is deemed the classes not to be beneficial for the student.

Falsification of Official Documents

Upon the discovery of submission of forgery of official documents (Passport, Alien Registration card, Picture I.D, Social security number), the enrolled student shall be dismissed from the school and his forged documents reported to the appropriate state or federal authorities or agencies.

Transfer of Credit Evaluation

Transfer applicants can receive academic credit completed prior to transferring to Rochester University. Credits earned at other institutions will be evaluated using the following criteria:

1. The maximum number of credits accepted for transfer credits permitted by the California Bureau for Private Postsecondary and Education (BPPE) at the time of admission.
2. Transcript copies must be forwarded to the Dean of Academics for evaluation.
3. Courses under consideration must have a grade of "C" or higher.
4. Only those courses that are substantially comparable to Rochester University courses will be considered for evaluation.
5. Maximum transfer credit allowed for Bachelor of Theology degree program is 90 quarter credit units. For the Master of Theology degree program, maximum transfer of credit allowed is 24 quarter credit units. Maximum transfer credit allowed for Master of Divinity degree program is 40 quarter credit units.

Academic credit received from regionally and nationally accredited institutions are usually transferable to Rochester University, provided they satisfy the requirements for the particular program in which the student is enrolled.

In order to request this transfer, a transfer student should arrange for an official transcript (signed and sealed) to be mailed directly from the previous institution to Rochester University's Registrar's Office.

Transfer credit must be a grade of C or better (or pass, in pass/fail courses where a pass is equivalent to a C grade or better) and have been completed within the past 10 years.

Under exceptional circumstances and with the approval of the director of faculty meeting, transfer of credit may be possible from unaccredited institutions. The same procedures and requirements as previously noted apply.

Rochester University is on the quarter system. Student transferring from an institution on the semester system can calculate the value of transferable credits at Rochester University by counting quarter units as two-thirds of a semester unit.

In order to qualify for the transfer of general education courses, the course sought for transfer must be deemed sufficiently comparable to any such course taught at Rochester University. A course syllabus from the previous class may be required.

After review by the admissions officer and senior faculty in the program to which entry is desired, the final decision is at the discretion of the Academic Dean. This decision is dependent upon the accreditation status of the previous institution, the level of academic rigor involved in said courses, the grade received by the student, and the level of similarity between that course and those which our programs may offer.

Transfer credits are not computed in a student's qualitative grade point average. Transfer credits are counted as credits attempted and earned for the purposes of calculating a student's progress in the program.

Policy on Evaluation of Foreign Transfer Credits

The university conducts a complete evaluation of transcripts for foreign transfer credits submitted by the students who have received their degree at a college or university outside of the United States.
All applicants must provide one official transcript (in a sealed envelope) and an official certification of degree, with date awarded. If a student has attended more than one college or university, separate transcripts must be submitted. To be official, transcripts and certificates must bear an original seal and/or signature of the school's registrar or of the appropriate school official or office. Photocopies are not acceptable.
Student records, including your transcripts and certification of degree, submitted to the university become the property of the university and cannot be returned to or copied for the student or released to a third party. Please do not send your only original copy of your transcripts/degree certificate. If you have questions about your documents prior to submission, please contact our registrar's office.

Course work completed at one institution but listed on the record of a second institution is not acceptable. A separate copy of the record from the first institution is required. If these documents are written in a language other than English, a certified translation in English must be provided together with the original language records. Any translated record should be a literal and not an interpretive translation.

All students are advised to submit all required documentation as early as possible so as to not delay the evaluation process. In the event that the university receives documentation that is questionable, or suspicious in any way, the university will verify authenticity with the issuing institution. If an institution must be contacted for verification, the evaluation process will be placed on hold until the university has received all necessary information.

In addition to official transcripts and certification of degrees, a course-by-course credential evaluation is required of all students who have attended a college or university outside the United States. Credential evaluations are accepted from World Education Services (WES) only. All documents required by World Education Services (WES) must be submitted directly by the applicant. The university is not responsible for forwarding any documents received by our office to these evaluating agencies.

Resources for International Transcript Evaluations
World Education Services, Inc.
PO Box 01-5060, Miami, FL 33101
Telephone: 306-358-6688
Fax: 305-358-4411
www.wes.org

Students with Mental or Physical Disabilities

Admissions requirements and procedures for students with mental or physical handicaps comply with all federal, state, and local ordinances and regulations in regard to handicapped access to School Campuses.

Course Challenge Examination

Students may challenge courses by taking examinations designed to verify the student's knowledge of the subject matter. In order to earn credits by challenged examinations, students must first obtain the "Petition for Credit Examination" approval from the Registrar, who will assign a faculty member to administer the challenge examination. Students do NOT have to pay a course challenge examination fee for taking the examination.

Petition for Credit by Examination will be granted to regularly enrolled students to obtain credit by challenge examination in subject matters in which they are qualified through non-traditional education or experience, and for which credit has not yet previously been granted for any similar or advanced course.

The examination may include written, oral technical skills, or a combination of each, and will be sufficiently comprehensive to determine that the student possesses essentially the same knowledge and/or skills as those students who successfully completed a similar course offered at Rochester University. The letter grade of "P" will be awarded to those

who pass the course challenge examination. However, those students who fail will not receive a grade, and there will be no record of the non-passing of the course challenge examination on the student's permanent record.

Credit by challenge examination shall not be allowed for the purpose of earning a higher grade for courses previously taken. The only way to earn a higher grade for earlier attended courses is to repeat the course and pay the normal course unit fee.

International Students

Rochester University is seeking to be authorized under the federal law (USCIS) to enroll non-immigrant alien students.

If approved, international student seeking admission to the university should write to the Registrar several months in advance requesting current information about the university's admission policies. Here is helpful information:

All F and M students that study in the United States need a Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status."

Once accepted into a Student and Exchange Visitor Program (SEVP)-certified school, international students will receive a Form I-20 from their designated school official (DSO) depending on their program of study and purpose for coming to the United States:

F Students: Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status – For Academic and Language Students."

You must also obtain a Form I-20 for any eligible dependents you plan to bring to the United States with you. However, please note that the name (i.e., Academic and Language students vs. Vocational Students) on the Form I-20 an SEVP-certified school issues you will dictate the type of student visa you may obtain from the U.S. Department of State and the status you will need to maintain in the United States. You and your DSO must both sign the Form I-20. If you are under age 18, your parents must sign the Form I-20 for you.

Form I-20 Uses

The Form I-20 is an important document that you should keep safe, as you will need it when you:
Pay the **I-901 SEVIS Fee**
Before you pay the I-901 Student and Exchange Visitor Information System (SEVIS) Fee, you must receive the Form I-20 from a DSO at the school you plan to attend. You will need information from the Form I-20 to pay the fee. The I-901 SEVIS Fee is mandatory and must be paid before you enter the United States.

Apply for a nonimmigrant visa
The Form I-20 lists your program start date, 30 days before which you are allowed to enter the United States. F-1 and M-1 student visas can be issued up to 120 days in advance of your course of study start date. Your type of student visa must match the type of Form I-20 you have (e.g., F-1 or M-1).

Enter the United States
You need to have your Form I-20 on hand as you enter the country. Do not pack it away in your suitcase. A U.S. Customs and Border Protection officer will instruct you to present your Form I-20 at the port of entry. You may arrive up to 30 days before the start date listed on your Form I-20; or

Change status to F or M while in the United States
You need a Form I-20 if you are already in the United States as another type of nonimmigrant and you are applying to USCIS to change your status to F or M.

Apply for benefits
Your Form I-20 proves that you are legally enrolled in a program of study in the United States. Therefore, it may be needed when you apply for the benefits available to F and M students. If you are eligible to apply for a driver's license or a social security number, remember to bring your Form I-20 with you.

When to Get a New Form I-20

After receiving the initial Form I-20 upon program acceptance, students may receive a new Form I-20 from their DSO in the following circumstances:

- If the physical copy of the form is destroyed or misplaced.
- For travel endorsement.
- When the student's SEVIS status changes (e.g., from Initial to Active).
- For any substantive change to student information, such as changes to a student's personal information, program of study, optional practical training, etc.

Redesigned Form I-20

As of July 1, 2016, the redesigned Form I-20 is required for all F and M nonimmigrant visa applications, entry into the United States, travel and applications for nonimmigrant benefits. The previous version of the Form I-20 (with a barcode) is now invalid. Students please note that your DSOs were responsible for providing an updated, hard copy of the Form I-20 with original signatures to all F-1 and M-1 students at their schools.

Preparing to Study in the United States

After you are accepted to SEVP-certified school(s), each school will send you a Form I-20, "Certificate of Eligibility for Nonimmigrant Status." The Form I-20 is a paper record of your information in the Student and Exchange Visitor Information System (SEVIS) and is required for completing subsequent steps in the international student life cycle.

Multiple schools that accept you may mail you a Form I-20; you must only use the Form I-20 received from the school you will attend. Visit the What is the Form I-20? page for more information about this immigration form and its uses.

Check your Form I-20 against your passport information to confirm that your name and date of birth are correct. If the information on your Form I-20 does not match the information on your passport, contact the designated school official (DSO) who sent you the Form I-20, ask them to correct the information and send you an updated form.
After you verify that your Form I-20 is correct, you must:

- Pay your I-901 SEVIS Fee.
- Apply for and receive a visa from the U.S. Department of State.

Please visit the above links for more information about how to successfully complete each of these steps.

Entering the United States

You and your dependents may enter the United States up to 30 days before your official program start date recorded in SEVIS, as it is listed on your Form I-20. Visit the Getting to the United States page for more detailed information about what to expect at a U.S. port of entry.

Make sure you hand carry and present all required documents to the U.S. Customs and Border Protection (CBP) officer when you arrive at a U.S. port of entry. Do not put them in a checked bag. It is a good idea to make at least two copies of all your travel and immigration documents—one copy to leave with your family before you depart your home country and one copy to give to your school officials in the United States. After arriving in the United States, make sure to keep the originals of all documentation in a safe, secure location.

Studying in the United States

You must report to your school by the program start date listed on your Form I-20. Once school starts, you must follow specific rules to legally remain in the United States. Visit the Maintaining Status page for more information about how to properly comply.

Engage in a full course of study during your time as an international student. The definition of a full course of study varies depending on both your status (F-1 or M-1) and the program of study you attend.

International students may also be eligible to transfer to a new school, although the circumstances for eligibility vary depending on your student status. For more information please visit the following pages:
Instructions for Transferring to Another School as an F-1 Student.
Instructions for Transferring to Another School as an M-1 Student.

If you need more time to complete your program of study than what is listed on your Form I-20, talk to your DSO. Because CBP admits F-1 students for duration of status, F-1 students do not have to officially file for extensions but will need an updated Form I-20 from their DSO. However, M-1 students who need more time must apply for an extension of stay with the U.S. Customs and Immigration Services (USCIS). For more information about this process, please visit the M-1 Extensions of Stay resource page.

Using Your Student Benefits

F and M students may be eligible for certain benefits while they study in the United States. These include applying for a driver's license, taking advantage of practical training opportunities and, under certain circumstances, working.

For more information about these benefits, please visit the following resource pages:

- Driving in the United States.
- Training Opportunities in the United States.
- Working in the United States.
- Obtaining a Social Security Number.

Completing Your Program of Study

After completing your program of study, F students must depart the United States within 60 days of their program end date and M students must depart within 30 days.

However, under certain circumstances, you may be eligible to remain in the United States:

- F-1 students interested in continuing their education should talk to their DSO about their options prior to graduation. Your DSO can help you navigate how to transfer your SEVISrecord to a new program of study (if necessary). Visit the Transferring to Another School page for more information.

- F-1 students may be eligible to participate in post-completion optional practical training. M-1 students may also need to complete practical training once their coursework is complete. Visit the Training Opportunities in the United States page for more information.

- If your purpose in the United States changes after graduation, you will need to apply for a change of status with USCIS. Visit the Change of Status page for more information.

Maintaining Full-Time Status

While studying in the United States, it is important to maintain your F student status. Your status relates to the purpose, or reason for why you want to come to the United States. The U.S. Department of State issues you your visa based on your intended purpose.

If the Department of State issues you an F student visa, this means that you are coming to the United States to study. You should not take any action that detracts from that purpose.

Maintaining your status means:

- Fulfilling the purpose for why the Department of State issued you your visa.
- Following the regulations associated with that purpose.

F-1 students share the same primary purpose for coming to the United States. F-1 students enroll in more traditional academic programs.

Below are actions to take in order to properly maintain your status.
Arrival

When arriving to the United States, F students must:
- Enter the United States no more than 30 days before your program of study begins.
- Immediately contact your designated school official (DSO) when you enter the United States.
- When you arrive at school, you need to contact your DSO again, no later than the program start date listed on your Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status."

Education

While studying in the United States, F students must:
- Attend and pass all your classes. If school is too difficult, speak with your DSO immediately.

- If you believe that you will be unable to complete your program by the end date listed on your Form I-20, talk with your DSO about requesting a possible program extension.
- You must take a full course of study each term; if you cannot study full-time, contact your DSO immediately.
- Do not drop a class without first speaking with your DSO.

Annual Vacation for F-1 Students

F-1 students must complete at least one full academic year at a SEVP-certified school to be eligible for annual vacation. Additionally, students must intend to register for classes in the academic term following their annual vacation.
SEVP-certified schools should have clear and consistent policies regarding annual vacation and comply with the requirements laid out in SEVP Policy Guidance for Adjudicators 1408-01: Academic Year.

Please note that during an annual vacation, students can take as many, as few or no courses as they want. SEVP considers all study during an annual vacation incident to status.

Work and Practical Training for F-1 Students

An F student may only work when authorized by a DSO in some cases, and U.S. Citizenship and Immigration Services (USCIS) in others. If you choose to work without authorization, you will be forced to leave the United States immediately, and you may not be able to re-enter the United States at a later date.

F students are eligible for curricular practical training (CPT) at either the undergraduate or the graduate level during the program of study. CPT employment must be an integral part of an established curriculum and the position must directly relate to your major area of study. Your DSO can give you the school's policy on this option.

F students are also eligible for optional practical training during or following the program of study. OPT is a form of temporary employment that directly relates to your program of study.

For more information about employment and training options available for F-students, visit the Working in the United States page and talk with your DSO.

Upon Program Completion

F students must take action to maintain legal status or depart the United States after completing your program of study.

Once you complete your program of study and any authorized period of practical training, F students have 60 days after completion of your program (the program end date on your Form I-20) to leave the United States. If you wish to extend your stay in the United States, talk with your DSO to learn more about doing one of the following:

- Transfer to another school.
- Change your education level (e.g. bachelor's to master's).
- Apply to change status to another visa status (e.g. H-1B-temporary worker; O-extraordinary ability in science, art or business; P-athlete).

Talk with your DSO First

If you are an F student studying in the United States, your DSO should be the first person you talk with if you have any questions regarding the legal requirements of your stay in the United States. Your DSO can assist in answering your questions or help you find someone who can help.

F-1 students should speak with their DSO if you are planning to do any of the following:

- Change your major, program, or degree level.
- Change your education level.
- Transfer to a new school or take a leave of absence.
- Take a break from school.
- Travel outside the United States.
- Move to a new address.
- Request a program extension.

F students may contact SEVP by email at sevp@ice.dhs.gov if your DSO is unable to assist you or if you would prefer to ask someone else.

In your email, please describe your situation and include any questions you have. SEVP provides responses on a first-come, first-served basis. Answer times may vary depending on the current number of inquiries.

Full Course of Study

To maintain your status as an F-1 in the United States, you must enroll in a full course of study at the Student and Exchange Visitor Program (SEVP)-certified school where a designated school official (DSO) issued you the Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status," you used to enter into the United States.

The definition of a full course of study varies depending on both your status and the program of study you attend.

To help better understand the definition of a full course of study, below is a breakdown according to status and program of study.
Full course of study requirements for F-1 students in post-secondary programs of study (e.g., after high school)

- F-1 undergraduate students at a college or university must take at least 12 credit hours per term. F-1 undergraduate students at a conservatory or seminary must take a full course of study as certified by the institution.
- F-1 students in postgraduate programs at a college, university, conservatory or seminary must take a full course of study as certified by the institution.
- F-1 students in other post-secondary liberal arts, fine arts or other non-vocational or English language learning training programs must meet 18 clock hours per week if the majority is classroom instruction or 22 clock hours per week if the majority of the program instruction does not take place in the classroom, such as laboratory work.

Online courses and "Distance Learning"

An online, or distance learning, course for the purpose of international student regulations means a course that is primarily offered through technology and does not require the student's physical attendance for classes, examinations or other purposes integral to completion of the class.

Only one online or distance learning class can count toward a full course of study for an F-1 student during each term or semester.

Reduced Course Load

Under certain circumstances, F-1 and M-1 students may talk to their DSO about enrolling in a reduced course load and still maintain their student status.

If an F-1 student is having specified initial academic difficulties, a temporary illness or medical condition, or needs fewer courses than a full course load in their last term to complete the program of study, DSOs may authorize a reduced course load.

If you are a student in need of a reduced course, talk with your DSO as soon as possible. You cannot drop below a full course of study unless your DSO approves it and updates your student record in SEVIS.

Transferring to another school

If you are an F or M student studying in the United States, you may be eligible to transfer to a new school.
To be eligible to transfer, you must consistently maintain F or M status and follow the correct transfer procedures. To maintain your status at your current school, you must continue attending all of your classes while you are waiting to transfer. For an F student, that is until your transfer release date. Your transfer release date is the day on which the designated school official (DSO) at your current school moves responsibility for your Student and Exchange Visitor Information System (SEVIS) record to your new school.

If your DSO believes you may not have maintained your F status, your SEVIS record could be in *Terminated* status, which is the DSO's way of reporting a concern to the Student and Exchange Visitor Program. You may still be able to transfer in *Terminated* status. Talk to your current DSO and a DSO at the new school if you want to transfer with a terminated record.

If you have employment authorization and are in the process of transferring to a new school, talk to your current DSO about how your transfer will affect your employment authorization. You may continue authorized work at your current school until the transfer release date in SEVIS, but all work authorization ends after that date. After you transfer to your new school, talk to your DSO about employment options at that school.

Change of Status

If you want to change the purpose of your visit while in the United States, you (or in some cases your employer) must file a request with the U.S. Citizenship and Immigration Services (USCIS) on the appropriate form before your authorized stay expires.
In general, you may apply to change your nonimmigrant status if you were lawfully admitted to the United States with a nonimmigrant visa, your nonimmigrant status remains valid, you have not violated the conditions of your status and you have not committed any crimes that would make you ineligible. Until you receive approval from USCIS, do not assume the status has been approved and do not change your activity in the United States.
USCIS recommends that you apply as soon as you determine that you need to change to a different nonimmigrant category. If USCIS denies your application, be prepared to leave the United States when your current status expires.

Changing to a Nonimmigrant Student Status

You may wish to change your nonimmigrant status if you are already in the United States on a valid nonimmigrant visa for a purpose other than attending school and want to study at a U.S. Student and Exchange Visitor Program (SEVP)-certified school. You are not

eligible for a change of status in the United States if you entered as a visitor through the visa waiver program.

If you meet the criteria above and want to change your status while you remain in the United States, you must submit an application with USCIS to change your nonimmigrant status by following these steps:

- Apply to and receive acceptance from an SEVP-certified school.
- Obtain an initial Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status," from the SEVP-certified school. The DSO should give change of status in the Issue Reason section of the Form I-20.
- Pay the I-901 SEVIS Fee.
- File a Form I-539, "Application to Extend/Change Nonimmigrant Status," with USCIS. Not all nonimmigrant classifications may change status. Read the instructions carefully to ensure that your category is eligible.

Special Instructions for Changing to a Nonimmigrant Student Status from B-1/B-2 status

If you are changing status from B-1/B-2 to F or M student, refrain from enrolling in or beginning your studies until USCIS has approved your change of status. If USCIS has not adjudicated your change of status at least 15 days before the program start date on your Form I-20, contact the DSO at your new school. You may need to wait to attend (have deferred attendance).
Please note that you must maintain your B-1 or B-2 status while your Form I-539 is pending.
USCIS may only approve your Form I-539 change of status request if you are maintaining your B-1/B-2 status up to 30 days before your program's initial start date. This means you will need to file a second Form I-539, with a separate fee, to request an extension of your B-1 or B-2 status if:

- Your current status will expire more than 30 days before the initial F-1 or M-1 program start date. In this case, you must file a second Form I-539 requesting to extend your B-1 or B-2 status. If you do not file this extension request on time, USCIS will deny your Form I-539 request to change to F-1 or M-1 status. Please continue to check the USCIS processing times while your Form I-539 change of status request is pending to determine if you need to file a request to extend your B-1/B-2 status.
- Your F-1 or M-1 program start date is deferred to the following academic term or semester because USCIS did not make a decision on your Form I-539 change of status application before your originally intended F-1 or M-1 program start date, and your B-1/B-2 status expires more than 30 days before that program start date. You will need to file a second Form I-539 in order to bridge the gap in time between when your current status expires and the 30 day period before your new F-1 program start date.

Because extending your current stay in B-1 or B-2 status or changing from B-1 or B-2 to F-1 or M-1 status are two distinct benefits, you must pay a separate filing fee for each

request, per the User Fee Statute, found at 31 U.S.C. 9701. For more information about this process, please visit USCIS Special Instructions for B-1/B-2 Visitors Who Want to Enroll in School.

Changing to H-1B Status

If you are an F-1 student interested in changing to H-1B status, your prospective employer must sponsor you and file that petition. See pages on H-1B Status and cap gap for details.

Optional Practical Training (OPT)

Optional Practical Training (OPT) is work authorization available to international students who have been in valid F-1 status for at least three consecutive quarters and who plan to seek employment in the U.S. in their field of study. OPT allows F-1 student to work legally for a period of up to one year, full time. OPT is recommended by an international advisor, but final approval is granted by the U.S. Citizenship and Immigration Service (USCIS).

Eligibility

- Valid F-1 status
- Enrollment in at least three consecutive quarters
- Pursuing a Bachelors, Masters, degree
- Employment must be related directly to your major/field of study
  Pick up your OPT application. Fill out the form. Mail your application to USCIS within 30 days from the date your I-20 was issued.

Include a check or money order to the U.S. Department of Homeland Security. Please check the fee schedule.

Maintaining Status While on OPT

Employment

- You can start working once you receive your Employment Authorization Card (EAD card) and only on the date printed as the "start date".
- Working before your EAD card is in your possession and before it's approved, is not permitted.
- 90 days of unemployment will invalidate your OPT and F-1 status. The first day of unemployment will start on the date printed on your EAD card if you are not employed/do not have a valid EAD card in your possession. Should you accumulate 90 days of aggregate unemployment, you have the following options:
  Leave the U.S.

Transfer your SEVIS record to another SEVIS approved school. These events must occur prior to accumulating 90 days of aggregate unemployment.

Types of Employment Eligible for OPT

- **Regular paid employment**

  For post-completion OPT, the work must be at least 20 hours per week.
  You may work for multiple employers, as long as the position is directly related to your major/field of study.

- **Payment by multiple short-term multiple employers**. You may work for multiple short term employers. You should maintain record of the dates and duration of the job as well as proof of payment (e.g. payment stubs).

- **Work for hire**. This is also commonly referred to as 1099 employment where an individual performs a service based on a contractual relationship rather than an employment relationship. If requested by DHS, you should be prepared to provide evidence showing the duration of the contract periods and the name and address of the contracting company.

- **Self-employed business owner**. While on OPT you may start a business and be self-employed. You should be able to prove you have the proper business licenses and are actively engaged in a business related to your degree program.

- **Employment through an agency**. While on post-completion OPT you must be able to provide evidence showing you worked an average of at least 20 hours per week while employed by the agency.

- **Volunteers or unpaid interns**: ***Standard OPT***. SEVP OPT Policy Guidance states that, Students may work as volunteers or unpaid interns, where this practice does not violate any labor laws. The work should be at least 20 hours per week and related to program of study. You should be able to provide evidence, acquired from your employer, to verify that you worked at least 20 hours per week during the period of employment.

- Employment and Reporting Requirements
  Once your OPT has been approved by USCIS, you will receive your EAD card. You are responsible for reporting the following changes to the International Center within 10 days: local address change, change in employment status, and employer information. These changes are directly reported to the Student and Exchange Visitor Information System (SEVIS).

- Taking Classes While On OPT

Full-time study while in OPT is not permitted; however part-time classes for incidental purposes only may be allowed. Authorization to take classes while on OPT is contingent upon maintaining your F1 status.

- Travel During OPT
  Traveling during OPT will require you to have a valid EAD card, an I-20 with a travel signature signed by a DSO within the last six months, and proof that you are returning after your travel outside of the U.S. to resume employment.

Application Process

You can receive an Application Packet by writing, calling, or e-mailing our Admissions Officer:

Admissions Office
Rochester University
3 Corporate Park #130, Irvine, CA 92606
213-700-7974

If you wish, you can send your packet by e-mail to the following email address:

info@rochesteruniversity.org

Just let us know whether you prefer a paper or an electronic copy.

New students without prior college experience are strongly advised to request admittance for a fall quarter rather than a spring quarter.

We recommend that you begin the application process as early as possible. Before we can review your application packet, we must have all of the required documents. It has been our experience that it can take several weeks for transcripts, letters of reference, and other key documents to be sent to Rochester University.

If your application package is complete by the deadline shown in the calendar at the front of this catalog, we will review your application and will respond promptly with our decision. If your package is missing a few items and the deadline is drawing near, please contact our Admissions Officer. When possible, we will review your package and offer you provisional admission. (You will then be required to complete the package before you can begin your courses.)

The application process consists of three steps. All three must be completed before admission to the college is official.

1. Complete an Application File, including:

- A completed and signed Application Form;
- A signed Mission Statement Agreement form;
- A completed Recommendation Form;
- The nonrefundable Application Fee;

Arrange for official transcripts to be submitted to the Registrar's Office from the applicant's high school and, if applicable, from all universities, colleges, or professional schools attended by the applicant. (GED may be substituted for high school diploma.) If the applicant is still enrolled in high school, then an incomplete transcript (not showing graduation) will be sufficient. However, as soon as possible, a complete, official transcript (indicating a graduation date) is required.

2. Letter of Acceptance
College officials will review your Application Package when it is complete. It is our goal to send you written notification within two weeks of application deadline. At any time, however, you may contact the Registrar's Office to inquire as to the status of your application.

If you receive a letter of acceptance, it will include information regarding subsequent steps. It will also include a Housing Application. You should return this form to the Registrar's Office immediately for processing by the Dean of Students. Housing Applications for new students are due one month before the first day of New Student Orientation.

Included with your letter of acceptance will be a copy of the Student Handbook and a form indicating that you have read the handbook and agree to comply with it. This form should be returned to the Registrar's Office immediately.

Along with your acceptance letter you will receive a Physical Readiness Report that is to be completed by a licensed physician and returned to Registrar's Office. The acceptance letter will also ask that you provide a recent photograph of yourself. This photo will help us to recognize you at orientation and therefore, better serve you.

Finally, you should send the tuition deposit along with the Residence Hall or Apartment Application, Physical Readiness Report, and the Student Handbook form in order to confirm your enrollment.

If the college is unable to accept you for enrollment in the upcoming quarter, we will advise you regarding the steps you should take before resubmitting your application.

3. Intent to Enroll
By returning your Housing Application, the Physical Readiness Report, the statement regarding the Student Handbook, and your tuition deposit, you are informing the college that you intend to enroll and to register for classes in the upcoming quarter. We will pre-register you in courses, and will help you find suitable housing.

Academic Information

Rochester University is committed both to the intellectual and spiritual development of its students. Intellectual awareness and educational improvement are fully compatible with spiritual sensitivity. The classroom experience at the college offers intellectual, spiritual, and relational encounters that work together to equip the student for a lifetime of service to God.

Academic Freedom

Rochester University is committed to the academic freedom. Academic freedom functions within Rochester University's mission statement. Academic freedom statement applies to every constituent of the university.

Faculty members, as well as students, are free to hold and express opinions about material offered in their courses, and this right must not be impinged on by threats, force, or other intimidation; however, Students have the right to disagree with the conduct or content of courses and to seek change, but such freedom does not include the right to disrupt orderly classroom activities or to avoid fulfillment of the expectations of the course; however, Academic freedom for faculty members must include a means for seeking the censure or dismissal of students guilty of disruption, destruction, or unethical classroom behavior.

Academic freedom for faculty members includes the right to judge and grade the academic performance of students. Academic freedom includes the right of students to be fairly and competently evaluated and graded. Punitive grading is not acceptable except in cases of cheating or plagiarism. Students have the right to the instruction promised them in official university publications.

It is not inappropriate for faculty and students, both in and out of classes, to meet and share their views on a wide spectrum of intellectual and social issues. It is proper for students to seek, and faculty to choose, professionally responsible ways to relate subject matter of courses to those social crises that arise temporarily and unpredictably.

In the event of temporary departures from the normal course of instruction to discuss campus issues or community problems, faculty should make reasonable efforts to find ways of making up for missed material. In most foreseeable, if not all circumstances, instruction is to take place at the time and location indicated in university publications except in such usual academic practices as field trips, classes meeting off-campus by

prior arrangement, and experimental course procedures approved by the department and for which students have received notice prior to registration.

Academic freedom includes the right of both faculty and students to seek censure of faculty members by complaint, petition, or seeking discipline for incompetence or unprofessional behavior. Students in all academic disciplines have a right to receive effective presentations of a broad spectrum of philosophies relative to those disciplines. This does not mean that each faculty member must give equal weight to all theories appropriate to his/her discipline, even though objectivity is ordinarily assumed to characterize scholarly pursuits; rather a spectrum of philosophies or theories should characterize the total offerings within a field.

Academic freedom for all members of the academic community demands that channels of administrative communication be open in both directions, and that they be used regularly and effectively. The responsibilities in academic affairs placed upon deans, department chairs, and faculty members should be clearly spelled out and should be respected in the operation of the university. The placing of responsibility should be accompanied by the delegation of the authority necessary to discharge it.

Policy and Program Modification

In keeping with the school philosophy of an immediate response to the needs of students and future employers, the school reserves the right to modify the course content, structure, and schedule without additional charges to the student and within the regulatory guidelines. Information contained in the Programs becomes an official part of the catalog. The School reserves the right to amend the catalog or programs as needed.

Calendar

Rochester University offers its degree programs in a quarter format. Students may take up to four academic quarters in a row in a year.

Class Scheduling

Rochester University provides the class schedule prior to the beginning of registration for each Quarter. The term class schedule will include the class name and number, days, time, instructor, meeting dates, and units.

Registration Procedures

Registration is processed through the Registrar's Office. Students are to register in person during the scheduled registration days. Registration forms and the schedule of class are available at the Registrar's Office. Late Registration will be allowed through the first week of class and requires a late registration fee.

Adding and Dropping Courses

Courses may be added only during the first two weeks of the quarter. A student may withdraw from a course during the first seven weeks of the quarter. To drop a course, the student must submit an appropriate form to the Registrar's Office, and it will not be recorded on the student's permanent record.

Enrollment Status

To maintain full-time status, undergraduate students must register for 12 or more units, and graduate students must register for eight or more units.

Leave of Absence

A student may interrupt a program of study for any period of time and return to Rochester University without applying provided the student leaves in good academic standing.

Transfer of Credit

Rochester University welcomes the transfer of course work from accredited institutions. (Such institutions have been accredited by an agency that is, in turn, recognized by the Council for Higher Education Accreditation, or CHEA.) In order to request this transfer, you should arrange for an official transcript (signed and sealed) to be mailed or faxed directly from the previous institution to Rochester University's Registrar's Office.

Credit is evaluated on a course-for-course basis, requiring that course descriptions and credit values be comparable. Only work earned with a grade of "C" or higher is

transferable; however, grades from transfer credits do not compute into the student's Rochester University GPA.

Transfer of credit may be possible from recognized but unaccredited institutions. The same procedures and requirements as previously noted apply. In addition, Rochester University takes steps to ensure that course work taken in the sending institution is comparable to course work offered by Rochester University. These steps include one or more of the following:

- Demonstration of achievement by means of comprehensive examinations;
- Review of syllabi, faculty credentials, grading standards, and other relevant learning resources at the sending institution;
- Analysis of historic experience regarding the success of transfers from the sending institution; and
- Successful completion of 48 quarter hours at Rochester University with a cumulative GPA of at least 2.0.

If you wish to apply transfer credit to your program, the transfer should be arranged immediately upon receiving your letter of acceptance, and before registering for courses at Rochester University.

Twenty-five percent of the quarter hours in your undergraduate program must be completed at Rochester University in order to qualify for graduation. Thus, a student pursuing a Bachelor's degree must earn at least 48 quarter hours at the university.

If you have received some of your education through non-traditional means (such as corporate or military training) you may want to ask that that education be granted college credit. The university may on occasion allow credit for prior experiential learning, at the discretion of the university. Only in special cases, and only in accordance with CCR 71890, will these be considered. You can arrange to have your education evaluated by the American Council on Education's Center for Adult Learning Educational Credentials (CALEC) program. For more information visit their Web site:

www.acenet.edu/calec/ corporate/index.cfm

CALEC will provide a transcript showing their analysis of your non-traditional education; please arrange to have a copy of this transcript sent directly to the Rochester University's Registrar's Office.

Challenging a Course

If you believe that you already have the knowledge and skills required by one of your curriculum's required courses, you may apply in the Registrar's office to challenge the

course. The Registrar will supply you with a copy of the course syllabus and, together with the Academic Dean, will identify a professor who will test your knowledge and skills. (Often this test is conducted by using the course's final exam.) If you demonstrate to the professor's satisfaction that you are able to meet the course objectives, the professor will recommend that the required course be dropped from your program and replaced with an alternative course that you will find more beneficial.
Note that there can be a fee for this service. You should inquire in the Business Office before beginning the challenge process.

Registration for New Students

Whenever possible, the Registrar's Office will register new students before you arrive on campus. You will receive a copy of your registration form during New Student Orientation, and you can make changes at that time.

New Student Orientation

New Student Orientation is scheduled during the days immediately preceding the start of fall quarter. (See the college calendar at the front of catalog). All of these sessions are required for all new students. We will spend time acquainting you with major aspects of Rochester University's academic program and general policies and procedures. Once you have completed registration, you will buy your textbooks and pay your tuition, fees, and other charges in the Business Office.

Registration for Returning Students

All current students are expected to register for the next quarter on the dates designated by the Registrar; otherwise the Business Office adds a late registration fee to the student's account.

Registration is not complete until all necessary forms (including the textbook order form) are filled out, submitted, and signed by the appropriate persons. A student who has not completed registration may not be allowed to take final exams, unless the student has notified the Registrar of his or her intent to withdraw at the end of the quarter.

Readmission

If you are a former Rochester University student and you desire to be readmitted, contact the Registrar's office to begin the process. You will be expected to pay any outstanding debt to the college in full. Depending upon how long you have been away from Rochester University, and your status when you left, you may be required to provide new references or other elements of the Application Package. You may also be asked to meet with the Academic Dean, the Dean of Students, or other college officials.

If you are readmitted, we may ask you to attend certain portions of the New Student Orientation. If you have been gone from Rochester University for one quarter or more, you will return under the curriculum and graduation requirements of the most recent catalog. This policy may also apply to students who do not maintain full-time enrollment (less than 12 quarter hours per term).

Student Services

Rochester University is proud to have a team of faculty, staff and administration that are committed to help our students become leaders to serve communities and the world. To accomplish this, Rochester University endeavor to foster a learning environment in which your character can be nurtured, your life and professional skills can be developed, and where meaningful interaction and dialogue are always encouraged. We also work hard to cultivate a campus atmosphere that supports this process.

The full list of student services are stipulated in the catalog and student handbook. Please be familiar with the policies presented in the handbook. Especially, students must be familiar with student code of conduct and sign the commitment statement indicating that they have read and understood it. We are here to help you. We are excited about your time of study and fellowship at Rochester University.

Students have access to the school and/or its instructors from 9:00 a.m. to 6:00 p.m. Monday through Friday. We may offer classes at night. So, please check class schedules. In addition, our counselors, staff and faculty are available to students during the business hours. 9:00 a.m. to 6:00 p.m. Monday through Friday.

The advisors provide students with assistance in all matters such as important academic, financial and personal matters and concerns to ensure satisfactory progress through the program. The school coordinator also provides assistance to international students in adjusting to the school and to the new social environment and is available to provide counseling on immigration matters.

Students have access to the Internet, computer applications, reference software, educational software, and printers during school hours. Although the school does not

provide on-campus housing, the staff can arrange a room, apartment, or home stay for students desiring to live near campus or in the great area of Orange County.

Student Orientation

Once a student is admitted to the program, he or she will be assigned to an academic advisor who will advise the student with academic planning. New students will be given an orientation of the school, rules and regulations, and its facilities before the start of the program

During orientation, a school administrator will familiarize the student with the School facilities, services, grading policies, graduation requirements, etc. as described in this catalog. Rochester University welcomes any suggestions as to ways in which any aspect of the school can be improved. Suggestions should be directed to the school's staff or dean's office.

Registration

Registration is processed through the Registrar's Office. Students are to register in person during the scheduled registration days. Registration forms and the schedule of class are available at the Registrar's Office. Late Registration will be allowed through the first week of class and requires a late registration fee.

Whenever possible, the Registrar's Office will register new students before you arrive on campus. You will receive a copy of your registration form during New Student Orientation, and you can make changes at that time.

All current students are expected to register for the next quarter on the dates designated by the Registrar; otherwise the Business Office adds a late registration fee to the student's account.

Registration is not complete until all necessary forms (including the textbook order form) are filled out, submitted, and signed by the appropriate persons. A student who has not completed registration may not be allowed to take final exams, unless the student has notified the Registrar of his or her intent to withdraw at the end of the quarter.

Student Government

All registered students are members of the Student Association. The purpose of the student government is to promote Christian fellowship among students and to advance the kingdom of God and the mission of Rochester University. Activities of the Association are supported through a student fee and individual gifts.

The officers of the Association such as President, Vice President, Secretary, and Treasurer are elected annually by the members. The Student Government consists of representatives from each class plus the student body president. These students serve as a "sounding board" for the administration regarding policies that affect the students. They are also responsible for planning certain student activities such as clubs and social events.

Academic Advising

The Director of Admissions and Dean of Academics are available for academic counseling of the student. They are available during regular business hours for consultation with regard to academic or career planning. The scope of academic counseling includes: analyzing personal interests and goals, determining career paths, planning course loads, and developing an overall academic plan for course work and supplemental needs of the student

All students are provided with personal assistance regarding program requirements and scheduling. In addition, individual assistance and advising are readily available to students with special academic difficulties. Instructors and counselors are available for academic advising. Enrollees are encouraged to request an appointment with their instructor immediately if any scholastic problems arise. All students are urged to take advantage of this valuable assistance.

By interacting with the students and academic progress, instructors will advise students to follow certain methodology, which he/she finds most suitable. Students are encouraged to seek help, or suggest any new ideas to the school.

Current Student Information

Students are responsible to notify any changes of the state of physical being, such as address or phone number. Current contact information is vital in cases of emergencies.

It is important that students notify the school be of any change in their residence or telephone numbers. Current and accurate personal information is necessary in the event of an emergency.

Telephone

Emergency calls will be forwarded to the student as received.

Student Activities and Programs

Rochester University provides a variety of services and programs designed to assist students during their matriculation. Recognizing that a well-rounded education demands attention to personal as well as professional growth, the School encourages students to include their families, friends, and significant others in the educational process. In addition, the School sponsors activities and organizations to foster integration of personal and professional development.

Study Groups

Students are encouraged to form study groups with other students enrolled in the same program. Study groups strongly aid in the learning process through group discussion and exam preparation. Experience has shown that students who participate in study groups improve their overall academic performance, and understanding of course subject matter.

Tutorial Program

Rochester University may provide tutorial assistance to students who indicate a need for such service. The instructors are the primary source for this assistance. The purpose is to encourage in-depth discussions on lessons when necessary.

All instructors are advised to allot an additional 1-1/2 hours after each class session if tutoring services are necessary for students. This service is provided at no cost to the student. The school encourages students to take advantage of free tutoring services.

Health Services

Successful progression through a program of study requires sufficient sleep, exercise and a proper diet. If the student requires medical and/or dental appointments, appointments

should be made after school hours. If a student is in need of personnel psychological counseling, the staff or administrator of Rochester University may provide a listing of services in the community. Rochester University also strongly encourages students to carry health insurance coverage.

Counseling

Rochester University offers non-academic counseling to all currently enrolled students. The dean of students or designated staff may provide this personal counseling so that students can acquire the appropriate abilities and attitudes, which will enable them to cope with the stresses and challenges of student life.

You may contact our dean office or administration's office to schedule an appointment. At Rochester University, the available counseling issues include but are not limited to student's emotional, psychological, relational, and even spiritual problems and crises. And the counseling services may help students experience healing, support, guidance, coaching, and reconciliation in resolving their own concerns.

Individual counseling is offered in a confidential setting to assist students in achieving personal and educational goals. In order to maintain feelings of trust and safety, the basic information concerning services will be considered confidential.

Pregnancy

Upon confirmation of pregnancy, the student must provide the Chief Executive Officer with a written statement from her attending physician indicating approval for continuation of course of study without limitations.

Visitors

Students are not allowed to bring children into the classrooms/laboratories without approval from the administration. With appropriate notice to the school, families, friends and prospective employers, etc. are cordially invited to visit Rochester University at any time during office hours. Special arrangements will be made for groups. However, those who disrupt the smooth operation of the school will be asked to leave promptly. Students are not allowed to bring children during time of lectures or discussion.

Child Care

Rochester University does not provide childcare services.

Career Services

Rochester University can assist students with career exploration, resume creation and review, internship and job search strategies, interviewing skills and networking tactics, and more. If you have any questions, please contact us at any time. We will be more than happy to assist you.

Chapel

Through the convocation, chapel, and other services, we plan to offer services as dynamic times for responding to the Holy Spirit and the truth of the Word. Passionate worship marks these strong times together. Guest speakers as well as faculty members and selected students bring messages of encouragement and challenge from God's Word.

Student-led worship teams are responsible for planning and leading music and other creative arts during the chapel services. If you are musically talented, you may be asked to share a vocal or instrumental special during these services. Student-led media teams oversee audio and video equipment for chapel services and special events. If you are interested in serving in one of these areas and would like to receive training, contact the Dean of Students.

Student Grievance Procedures

Rochester University, in the administration of discipline, guarantees procedural fairness to an accused person, whether the person is a Rochester University student, or staff/faculty member. In pursuit of its policy of openness, accountability, and responsiveness to students, the institution provides established grievance procedures. The President's Office or the office of Dean of Academics shall maintain a file on each grievance reported, including the procedures followed, and the final disposition of the case.

Definition of Grievance
A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights or privileges of a member of the student body. The burden of proof shall rest with the complainant. If a student has a grievance, and wishes it to be recognized as such, a written complaint must be submitted to Rochester University

petition form, or in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

Steps toward Resolution

Based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions, headed by the Dean of Academics or Dean of Students. Resolution shall be attempted at the lowest possible level.

Procedures for Official Hearings

If informal recourse fails to resolve the grievance within a reasonable time after filing, then the President of Rochester University will schedule a Student Grievance Committee meeting. The voting members of this committee shall be comprised of the Dean of Academics, Dean of Students, and one faculty member who shall sit on the committee on a rotating basis.

A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought. The Committee shall review and consider documentary records, which relates to the case, including the grievance and its supporting documentation, and any documentary evidence or statement by the person(s) against whom the complaint was filed. Committee members shall arrive at a judgment in consultation among themselves. A majority vote of such members may make recommendation, as appropriate, for disciplinary actions, or for changes in policy.

Student Records and Transcripts

The school maintains the privacy of student educational records and students' right to access their educational records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Students may review their educational records and request amendment of the records to ensure accuracy. Students may restrict release of personal information (the student's name, spouse's name, address, telephone number, program, year of study, dates of attendance, certificate(s) awarded, most recent school attended, and citizenship). Students seeking review, amendment, or restriction should submit a written request to the Main Office.

Student Records Retention Policy

Student records include grades, attendance, prior education and training, personal achievements, etc. Rochester University maintains student records in accordance with the guidelines California State of Bureau of Private Postsecondary (BPPE). The Program Coordinator acts as the Custodian of Records and maintains student personal information, financial records, and transcripts in locked, fire-proof files. Academic records are kept for an indefinite period of time. Other files may be purged after a minimum of five (5) years.

Name Changes in Students' School Records
The name of any currently enrolled, former, or graduated student, may be changed in the official school record to show a different name other than on used at matriculation time or during the term of enrollment at Rochester University. This change can only be made based upon the following:

- A written, signed and notarized request submitted by current, former or graduate student to change the name on the official school record.
- Submission of supportive credible evidence such as a certified copy of marriage certificate, or a name changed by a court decree.
- For cross referencing purposes, the official transcript shall be modified to show the name in its entirety (First, Middle, Last), as well as to indicate the original name in its entirety (First, Middle, Last), immediately after the new name. The graduation diploma(s) and certificates shall be issued with the new name only.
- Examples of transcripts: Jane Jones to change to: Jane Doe, A.K.A Jane Jones. Jane Smith to change to: Jane Smith-Doe, A.K.A Jane Smith
- At no time shall the original name be removed from the official transcript or be replaced by the new name. The student is required to pay a processing fee as approved by the Executive Council and published in the "Name Change Notification Form"

Transcripts

The school retains academic transcripts indefinitely.
Rochester University will provide a transcript of the student's academic record upon written request by the student. Students are allowed one transcript at no charge. There will be a $10.00 fee for each additional transcript.
An official copy will be mailed to the appropriate person and/or institution. An unofficial copy can be secured and given directly to a student, with the word "unofficial" stamped on the transcript. Transcripts issued to the student are marked "Issued to Student."
Transcripts will be denied if the student has an outstanding balance against her/his account, or if any records are on hold, or there is missing documentation.

Definition of Credits

Rochester University awards academic credits based on the Carnegie unit, which awards one unit of credit for each 50-minute class session per week. For each credit, students are expected to complete a minimum of two hours of academic work (study, preparation, etc.) outside of class each week. Some courses may require three or more hours of outside work each week per credit. The policy on academic credits is based on those generally accepted in degree-granting institutions of higher education. A quarter at Rochester University consists of 10 weeks excluding finals. Students in all majors are advised to limit their job and social commitments in order to give their coursework adequate attention.

Policy on Maximum Number of Credit Hours

It is the University's policy that the maximum number of credit hours that may be taken by a student each academic term are as follows, by level of education. Only in very rare circumstances, with the specific approval of the Dean of Academics, may this number be exceeded. It is crucial that students enroll for a course load that they can handle.

Undergraduate students: 20 units (5 courses)
Graduate students: 16 units (4 courses)

Class Participation

Rochester University places great importance upon class participation because of the nature of the material being taught, the value of in-class interaction, and the need for students to develop habits of diligence and reliability. You should be present and

punctual for all class sessions except in the case of rare extenuating circumstances. You are expected to complete your assignments before the class session, so that you are prepared to answer questions and enter into the discussion. For details of how your participation grade is computed, see the course syllabus. When your total number of absences exceeds 20 percent of the number of class sessions in the quarter, you are dropped from the course with a W/F unless the professor specifically asks the Registrar to retain you in the course. The 20 percent allowance is to provide for serious illness, serious injury, serious illness in the family, death in the family, and unforeseen emergency. Note that failure to enter the classroom and be seated at the beginning of class may result in your being counted absent.

In addition to the 20 percent policy, individual professors may impose additional attendance and participation requirements that have the potential of impacting your course grade. See your course syllabus for details. It is important that you keep an accurate record of any absences from class, including dates and reasons. This information could prove essential in the event of a discrepancy and/or an appeal. You should not rely upon professors or the Registrar to supply tallies, warnings, or notifications.

Make-up Exams

All tests, including final exams, are to be taken at regularly scheduled times. These times are typically announced in the syllabus at the start of the quarter. In the event of extenuating circumstances, you should contact the professor as early as possible and ask permission to take the exam at a different time. If, in the opinion of the professor, your reason for being absent is not sufficient to merit rescheduling the exam, you will be required to take the exam at the scheduled time or receive an “F” for the exam. If the professor agrees to offer the exam at a different time, you should contact the Business Office to pay the Exam Rescheduling Fee before taking the test. Note that the make-up test may, or may not, be identical to the one administered to other students. Whether you take the test early or late, you may not discuss it with other students until the professor tells you that all other students have taken it. Failure to obey this restriction will be considered cheating. You will forfeit the grade you received on the test, and receive an “F” in its place.

Final Exam

Final exams are given for most courses. Such a test may or may not be comprehensive. Its grade weight is determined by the professor and indicated in the syllabus. You should not request early or late finals except in cases of emergency. You must have the permission of both the Professor and the Academic Dean in order to reschedule a final

exam. If permission is given, you must pay the Exam Rescheduling Fee in the Business Office before taking the exam.

Grading System

Rochester University uses a 4.0 grading system to grade the quality of course work and to determine the grade point average. Faculty members assign letter grades based on this table:

98-100	A+	4.0	77-79	C+	2.3	Below 60	F	0.0
94-97	A	4.0	74-76	C	2.0		I	Incomplete
90-93	A-	3.7	70-73	C-	1.7		W	Withdraw
87-89	B+	3.3	67-69	D+	1.3			
84-86	B	3.0	64-66	D	1.0			
80-83	B-	2.7	60-63	D-	0.7			

The Registrar translates letter grades to grade points in accordance with the table shown later in this section.

A	Excellent	4.00	
A-		3.70	
B+		3.30	
B	Good	3.00	
B-		2.70	
C+		2.30	
C	Average	2.00	
C-		1.70	
D+		1.30	
D	Poor	1.00	
D-		0.70	
F	Failure	0.00	
W/F	Withdrawn/Fail	0.00	
W/P	Withdrawn/Pass		no point, no GPA impact

Grades are usually available within three weeks of completing a quarter. They are released to the student by the Registrars Office along with a calculation of the student's quarter GPA and cumulative GPA.

Incomplete Grades

If the student does not complete course exams and projects by the end that course, then he or she will need to submit a plan of completion to complete the course within 2 weeks from the scheduled end date of that course with the faculty. The faculty will need to approve the plan, which will include dates that the student will take or retake exams, and when projects will be turned in. If a student does not complete a course within 2 weeks of the expected completion date for that course, then he or she will fail that course and automatically receive a grade of "F".

Repeated Courses

An undergraduate student will be permitted to repeat a course in which a grade of C-, D+, D, D-, F, NP, U is recorded. Courses in which grades earned were either C or B, may be repeated only with approval from the Office of the Registrar. Only courses taken at Rochester University will be used to change course grades. In addition, the student must notify the Office of the Registrar, the quarter a course is repeated.

A graduate student will be permitted to repeat a course in which either a C or lower grade was earned. When a graduate student repeats a course with a grade of C or lower the first time, the better grade is the only one used in computing the cumulative GPA, and the units are counted only once. Both grades are shown on the student's permanent record.

In order to graduate, the student will need to repeat a course if it is not completed within the specified time. This includes the situation in which the student is re-admitted after withdrawing from or being dismissed from the program. If a student repeats a course and passes with a grade of 2.5 or better, the initial attempt will not count to towards their GPA.

Course Failure

Students who failed a course will not receive credit for the course nor will the units or hours be counted towards graduation. Students who failed a course may be eligible to retake that course the next time the course will be offered.

A student with three or more multiple failure grades "F" shall be counseled by the academic Chief Executive Officer and may be considered for academic dismissal by the school's academic council.

Grade Changes

A grade of "F" (Failure) may be changed by repeating the course and by achieving a higher grade. Upon approval of instructor and the Dean of Academics, student should be able to repeat any desired class. If a higher grade is earned, the lower grade of "F" could be removed from the record.

All other grades, unless it is a mechanical error made by the instructor, would be recorded in the student's transcript. Requests for grade changes should be inquired within two weeks of the issuance of grade report.

Academic Probation

Students who do not maintain the minimum required GPA (grade-point-average) would be placed on probation for one Quarter. Instructors will counsel the students for a better studying method, and initiate a different studying strategy that ensures a more successful academic career. Continued enrollment requires the Academic Dean's approval. If a student on academic probation does not raise the cumulative GPA to 2.0 for two consecutive quarters after academic probation, the student will be academically dismissed.

Grading Policy

Individual faculty members determine the grading policy for each course. Faculty members clearly state in the course syllabus the specific criteria by which the grade will be assigned, including the relative weight of assignments, papers, examinations, attendance and other assessments. Only the faculty member has the authority to change grades.

Contesting a Grade

Grades are computed in accordance with the course syllabus and in-class instructions. If you are unsure about the accuracy of a grade, you should approach the professor and respectfully request a detailed explanation of how the grade was computed. If this discussion does not result in satisfactory resolution, then you should contact the Academic Dean. Please approach the matter with respectful conversation and behavior.

Any grade that is in question, including a quarter grade, should be brought to the professor's attention within two weeks of you receiving the grade. Professors are given

one month from the time quarter grades are issued to make a change in the Registrar's Office if deemed appropriate.

Academic Probation and Dismissal

All students must maintain an overall grade point average of at least 2.0 on course work taken at Rochester University. A student who falls below 2.0 for the first time is placed on academic probation. Continued enrollment requires the Academic Dean's approval. If a student on academic probation does not raise the cumulative GPA to 2.0 after two subsequent quarters, the student will be academically dismissed.

Auditing Courses

If classroom space permits, students and their spouses may take courses on an audit basis. Credit is not given, class attendance requirements do not apply, and the student does not participate in assignments or tests. Further, the professor is not obligated to give class or personal time to a student who is auditing. The charge for auditing a course is given in the Financial Information section of this catalog.

Directed Study

A directed study version of certain courses is available on an emergency, last-resort basis. This service is provided to assist the student whose program requirements may not be complete due to not passing or not scheduling a course during its regular quarter-by-quarter, year-by-year sequence. The course's time and work requirements will be commensurate with what is typically involved in attending the class and in completing its out-of-class assignments, although certain features of the course may have to be modified to fit a directed study approach. We assess an additional tuition surcharge. The tuition and tuition surcharge must be paid in full before starting the course. An application for directed study is available in the Registrars Office.

Supervised Study

If you need extra help, you may enroll in up to five hours of supervised study each week. (Some students do this to satisfy a requirement of a work-study program; others are required to participate as part of an academic restorative action plan.) Groups meet

weekly for the purposes of study, under the supervision of a designated instructor. No academic credit is given.

Correspondence Courses

You must receive the Academic Dean's permission in advance to take a course by correspondence. Several of the specifications stated above for Directed Study apply to this approach. Permission is not usually granted for courses that have been failed at Rochester University. Students must make acceptable arrangements to have your tests and exams proctored. Local church pastors or a member of Rochester University faculty or staff are generally acceptable as proctors.

Leave Of Absence

Students may be granted one leave of absence (LOA) per 12-month period for certain specific and acceptable reasons. Students may also request an administrative leave when a course that is needed is not available. A LOA shall be reasonable in duration, not to exceed 120 calendar days. All LOA's must be in writing and addressed to the Dean of Academics. The request must be accompanied by written documentation from the appropriate person and/or agency. The Dean of Academics will approve or deny the request in writing.

Complaint Resolution

When students have complaints about individual faculty members regarding a particular course requirement(s), examination(s), or grade(s), or regarding general issues such as teaching method and classroom conduct, they may bring the matter directly to the individual faculty member. If a student is not satisfied with the faculty member's response, the student may bring the matter to the Academic Dean for final decision. The Academic Dean will work with the student and the faculty member for resolution of the complaint and must inform them of the decision in writing within two weeks.

Honesty

Cheating is a violation of Christian integrity and cannot be tolerated. Examples of cheating include copying from another student's paper or test, receiving information from a student who has already taken a test, giving a student information about a test, and

falsifying a report. Another form of cheating is plagiarism, which involves using someone else's ideas or words without giving credit. If you quote material, you must use quotation marks and an appropriate citation. If you paraphrase material, then you must use an appropriate citation.

A student found cheating will receive a "0" for the assignment or test and will be reported to the Academic Dean for discipline. Such discipline may include a Restorative Action Plan (as described in the Student Handbook) or dismissal, as determined by the Academic Dean. If you are aware of cheating or plagiarism, you should report it to the professor immediately.

Faculty Assistance

The Rochester University faculty is committed to helping you academically and spiritually. Professors post office hours each quarter; take advantage of these times by visiting your professors, either by phone or in person.

All faculty members are also accessible by e-mail. Feel free to contact the professor by e-mail, especially if you are in an online or e-learning enhanced course.

Some faculty members will provide their home phone, cell phone, or pager in their syllabus. Please use discretion when contacting your professor outside office hours. In general, most faculty members who provide these additional contact numbers are available from 9 AM to 9 PM weekdays, and from 10 AM to 9 PM Saturdays. Most faculty members prefer to reserve Sundays as their personal time.

The school assigns you a faculty member to serve as an advisor. You are required to meet with your advisor each quarter to review your academic plan and to register for courses for the upcoming quarter. We encourage you to meet with your advisor at other times to discuss your academic, spiritual, and ministry progress

Study Groups

Often students receive some of the best help from other students. We encourage you to seek out other students in each class and form study groups that meet regularly to review class notes, prepare for tests, and (to the extent permitted by the syllabus) collaborate on projects. Please contact your professor if you would like help in joining a study group.

Peer Tutoring

you are not in a study group, you should consider joining. If you need more help than your study group can provide, contact your professor. Often he or she can help you locate a volunteer peer tutor who may be able to help you with difficult material.

Academic Progress Requirement

All students must maintain satisfactory academic progress in order to remain eligible to continue as students in the School. All students are considered to be making satisfactory progress when they begin school and during any probationary period. This includes, but is not limited to: meeting minimum standards for grades, work projects, etc.

Unsatisfactory Academic Progress

An undergraduate must maintain an overall grade point average of at least 2.0 in coursework taken at Rochester University, and a graduate student at least 2.75 in course work. If a student's progress, measured at the end of each term, is determined to be unsatisfactory and a projection indicates that it is possible to reestablish SAP by the end of the subsequent term, the school may place the student Academic Probation. The student will be advised of the performance necessary to reestablish SAP.

Appeals Process

Re-admission to the School following withdrawal for any reason will be at the discretion of the School's Academic Committee. Students may petition in writing for reinstatement within one year of dismissal. The petition must be filed at least two weeks before the beginning of a module. The Committee will review the student's previous academic admission records and his/her current situation in making a decision for reinstatement. The student will then be notified of the Committee's decision. Students accepted for re-admission will be entitled to the same rights and privileges and are subject to the same regulations as any student. Students will not be entitled to appeal if they are terminated for exceeding the maximum program completion length.

Graduation Requirements

Degree Requirements

To obtain a degree, students must meet the following degree requirements, in addition to the requirements specific to their program of study.

- Complete all courses along with degree requirements.
- Satisfy the minimum academic program requirements.
- Meet all financial requirements and other legal obligations.

Upon successful completion of the program, the student will receive a degree signed by the Dean of Academics and Chief Executive Officer of Rochester University signifying completion of the required number of hours of the program and an official school transcript.

Recognition of Academic Excellence

Graduation Petition

Students must file a graduation petition with a fee with the Registrar's Office one quarter prior to graduation.

Graduation Honors

Honors at graduation are based on overall academic achievement and Christian character and service. They are determined by the faculty. A minimum grade point average of 3.85 for summa cum laude, 3.65 for magna cum laude and 3.5 for cum laude is required.

Commencement

Commencement is held at the end of Spring quarter each year. All graduating students are expected to be present at commence ceremony except in cases of emergency.

Graduation and Placement Rates

Rochester University continues to update a student performance fact sheet through the website.

Withdrawal

Unforeseen circumstances may require a student to withdraw from the college. If this seems to be your case, you should talk with the Dean of Students or the Academic Dean. If the situation does indeed warrant withdrawal and there are no other acceptable options, the student will be directed to the Registrar's Office to initiate the formal withdrawal process.

Withdrawal involves completing the Withdrawal Form, settling all financial accounts, and taking care of any other school business pertinent to the student. If refunds are due, they will be paid only if proper withdrawal procedures are followed.

A student who follows proper withdrawal procedures and whose reason for withdrawal is approved by the administration will receive W/P on his/her transcript for all courses the student is passing. Otherwise, W/F will be assigned. The administration will seek to work in the best interest of the student when approving or disapproving a withdrawal.

A student who is suspended or dismissed from the college for disciplinary reasons will receive W/F for each course in which he or she is enrolled.

Curricular Programs

Rochester University offers the following programs: Bachelor of Theology, Master of Divinity, and Master of Theology.

Academic Load

A full-time load is considered to be 12-16 quarter hours per quarter. To achieve the completion of a program within the normal time frame, you should carry an average of 12 hours each quarter.

Courses typically require approximately 1.5 to 2 hours of study time outside the classroom for each hour in class. You should consider family, employment, and church and ministry responsibilities when determining your quarter load.

You must have the Academic Dean's permission to carry more than 16 hours in a quarter. This decision depends primarily upon the your grade point average (GPA), according to the following guidelines:

18 hours 2.70 GPA

19 hours 3.00 GPA
20 hours 3.30 GPA

A new student's high school GPA, a returning student's GPA, or a dramatic change in life circumstances may require a reduced load of 12 hours to be taken for one or more quarters. If the Academic Dean's decision, or your own decision, causes an average quarter load of less than 16 hours, you may not graduate on your original schedule.

If you want to get back on schedule, you should consider taking online courses during the summer quarter, taking a course during the Winter Modular, or seeking an overload later in your college career.

Ability to Benefit

New students who are admitted with a high school GPA below "C", are admitted on a provisional basis with "ability to benefit" restrictions. This classification and its restrictions may also be applied to new students whose high school grade average is below a "C" and to older students who are returning to school after an extended period of time strong transcript grades.

Computer Proficiency

You are expected to have computer proficiency sufficient to type assignments. The Academic Computer Lab offers full Internet access, word processing capabilities, and Bible research software. You are encouraged to have your own personal computer, but the computer lab assists you if you are not able to do so.

Proficiency and Requirements

Effective communication must go hand-in-hand with sound doctrine. Consequently, we require that you demonstrate expertise in both written and spoken English. Otherwise, we require that you enroll in ESL classes during your first quarter.

Catalog as a Contract

The curriculum and graduation requirements of the catalog that is current when you enroll at Rochester University establish your program requirements. However, the college reserves the right to make reasonable modifications and substitutions in these requirements. If you withdraw from the college for one quarter or more and reenter at a later date, you must meet the curriculum and graduation requirements of the most recent catalog. This policy may also be applied to students who maintain enrollment but do so on a part-time basis (less than 8 hours per quarter).

Course Sequence

You are expected to take courses in their proper sequence according to the class level of the course. The college is not responsible for your graduation requirements if you do not follow this policy. Students are not usually permitted to register for upper-division Bible courses unless they have completed introductory courses with a passing grade.

The instructor of the upper-division course is permitted to make an exception for exceptionally well-qualified students. If you want to register for an upper-division course but you don't satisfy these prerequisites, feel free to contact the instructor.

Course Codes

Each course at Rochester University has a combination alphabetic and numeric identifier that indicates its curriculum category, its class level, and its credit value in quarter hours. The Course Descriptions section of this catalog shows the curriculum categories.

Student Ministry

In addition to the curricular requirements of Rochester University's program, all students are required to participate in Student Ministry. The quarter-by-quarter requirements are detailed in the Student Ministry Manual. This manual is provided at New Student Orientation, and is available upon request from the Director of Student Ministries.

Standards of Satisfactory Progress

All students (full-time, part-time, undergraduate, and graduate) must maintain satisfactory academic progress toward completion of their degree. All students who

receive institutional, federal and state financial aid (at this point, we are not eligible for Title IV) must meet the academic standards of Rochester University and the standards of satisfactory academic progress defined by federal regulations as follows. Students must

- Complete their degree within a maximum period of 150% of the published length of the academic program;
- Complete 66% of all attempted courses ; and
- Maintain a cumulative GPA of 2.00 at the end of each term.

Academic progress will be evaluated at the end of each term. If a student fails to meet the satisfactory academic progress standards, the student will be placed on Financial Aid Warning for one quarter. If the student still fails to meet the satisfactory academic progress standards by the end of the warning period, the student will be placed on Financial Aid Suspension and will not be eligible for financial aid until the standards are met.

Students who are placed on Financial Aid Suspension may appeal in cases of extenuating circumstances. They must submit an Appeal Letter, stating why they failed to make satisfactory academic progress and any supporting documentation to the Director of Financial Aid prior to the subsequent quarter. The Financial Aid Committee will review appeals on a case-by-case basis. If an appeal is approved, the student will be eligible for financial aid for the subsequent probationary quarter. The student must meet the satisfactory academic progress standards at the end of the probationary period to be eligible for financial aid.

Student Responsibilities

The one sentence that best summarizes the collegial atmosphere that Rochester University seeks to develop in current and prospective students is: “Students will develop a sense of self worth that obliges them to exert their positive influence on society.” Rochester University’s commitment to developing and maintaining an affirmative learning and teaching environment ensures that the rights and freedom of all its school constituents, especially students, are protected.

Rochester University is quite clear about what conduct will not be acceptable if students are to continue to enjoy the rights and freedoms inherent in their selection, enrollment and matriculation. Therefore, this handbook outlines most of the policies regulations need for the students to pursue their academic endeavor at the school.

The educational process is a multifaceted enterprise, which enlists the cooperative efforts of administration, faculty and students. The integrity of the process shall be dependent upon the sincere effort of students. The integrity of the process shall be dependent upon the sincere effort in fairness and impartial evaluation on the part of faculty and the honest academic conduct of all students. The faculty and administration shall jointly assure the

availability of academic conduct of all students. The faculty and administration shall jointly assure the availability of academic resources for student use and shall make clear those standards by which students will be evaluated. Students shall be expected to conduct themselves responsibly in the fulfillment of their course of study.

Termination Policy

Those who fail to maintain the required policies described under the sections related to satisfactory academic/attendance progress requirements, leave of absence, conduct, dress code, substance abuse and/or financial obligations included within this catalog may be subject to termination. Examples include, but are not limited to, the following:

- Violation of the attendance policy.
- Failure to maintain satisfactory academic progress.
- Violation of personal conduct standards.
- Inability to meet financial obligations to the school.

Reinstatement Policy

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated through the appeal process. Upon reinstatement, the student will be placed on probation. At the end of the first module after reinstatement, the following standards must be achieved: a cumulative GPA of 70% and 80% cumulative attendance.

Unsatisfactory Financial Progress Requirement

Violation of any of the conditions set forth in the signed Enrollment Agreement may lead to dismissal from the School and/or probation. Failure to meet all financial obligations to the school may also lead to dismissal from school and/or probation.

Attendance Policy

Successful completion of the educational programs at Rochester University requires a significant commitment of time for class work and outside study each day. Rochester University students are expected to attend all class meetings to fully benefit from all

coursework. Even though it is not mandatory, Rochester University strongly recommends instructors incorporate attendance into the course grading scale.

Each instructor will establish his or her own attendance policies and procedures, and publish them in the course syllabus. It is also the responsibility of each instructor to inform his or her class of these policies and procedures at the beginning of each quarter. Students are responsible for knowing the attendance policies and procedures of each class in which they are enrolled.

It is the student's responsibility to properly register for classes. During the first week, if an enrolled student does not attend the first class meeting, the instructor may drop the student from the class. Each instructor will make the final decision based on careful review of the circumstantial evidence provided by the student who did not attend the first class meeting without prior arrangement with the instructor.

It is also the student's responsibility to officially withdraw from the university or drop from a class that he or she is no longer attending in accordance to the established deadlines. A student who stops attending but does not drop a class may receive a failing grade in that class.

Attendance Probation

Rochester University recognizes that there are times when a student is unable to attend class, arrives late or leaves early. The attendance policy allows for these circumstances, while ensuring that each student attends class a sufficient amount of time to master the subject material.

A student will be placed on attendance probation if he or she is below 80% attendance in any given class. Frequent tardiness and/or unexcused absences are cause for placing a student on probationary status.

Re-entry Policy

Students who have been terminated for violating the attendance policy may be re-entered through the appeal process. Students who have been dismissed from Rochester University are required to wait the following Quarter to be qualified for readmission. They must submit an appeal form stating the reason of dismissal and if readmitted, assure the school of their commitment.

The readmission appeal letter should be submitted at least two weeks prior to the beginning of the Quarter. The Chief Executive Officer will then contemplate and decide whether to

grant readmission. If the Chief Executive Officer approves of the appeal letter, the student is able to register for the very next Quarter.

Academic and Progress Requirement

All students are required to maintain at least 2.0 **GPA** throughout the program. If a student fails to meet the satisfactory progress requirement, the student will be notified in writing and placed on probation until the satisfactory progress is achieved. If the student fails to meet the minimum GPA average at the completion of the program, the student will not qualify for a certificate of completion.

Students who fail a course, or whose cumulative fall or spring term grade point average falls below 2.0 will be placed on academic probation. In these circumstances, students will receive written correspondence from the Registrar outlining a plan of study designed to improve their academic performance. Such a plan of study may include a reduction in non-academic activities, special tutoring, remedial work in reading and writing, or such other provisions as may seem appropriate in each case.

Each student is required to follow their plan of study until they are removed from probation. The student is automatically removed from probation upon successfully completing an academic term in which none of the conditions listed in the first sentence of this statement occurs.

Probationary Status

The following provisions describe Academic Probation:

- Students with a GPA of 2.0 or lower, after completion of their first Quarter with less than 24 credit hours units completed, will be on academic probation.
- Students on academic probation will be required to meet with the registrar before the beginning of the following Quarter or withdrawal will result.

Student Code of Conduct

Upon enrollment at Rochester University, each student must be familiar with student code of conduct that is stipulated in the student handbook. Such code of conduct includes but is not limited to accepting duties and responsibility, staying away from cheating, dishonesty, plagiarism, falsification, violence, theft, use of drugs, gambling, and alcohol, demonstrating a well-rounded personality and professional competence, demonstrating

cultural sensitivity and strong ethical character, following code of conduct, and treating other people with fairness and respect. Each student must have the responsibility and obligation to exhibit honesty and integrity at all times in the pursuit of a professional education and to respect the ethical standards.

Violation of this Code of conduct may lead to dismissal and/or probation from the university. All disciplinary matters will come before the administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting a recommendation from Rochester University. The University reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/or the university. Any student in violation of any of student code of conduct shall be subject to redress.

Expulsion

The following practices are causes for expulsion:

- Cheating – The unauthorized use of study aids, examination files, and other related materials, and receiving unauthorized assistance during any academic exercise.
- Fabrication – The falsification or invention of any information in an academic exercise.
- Facilitating Academic Dishonesty – The intentional helping or attempting to help another student to commit an act of academic dishonesty.
- Plagiarism – The intentional or conscience representation of words, ideas, or work of others as one's own in any academic exercise.

Plagiarism Definition

Students are cautioned that Plagiarism is a serious matter, and may result in severe consequences.

Plagiarism is the presentation of the ideas, representations, or words of other, as one's own or permitting another to present one's work without the customary and proper acknowledgment of the sources. Any student(s) violating this policy by turning in work copied from another student may be subject to the consequences of unethical practices set forth in this catalog.

Referral to or use of during an academic session, unauthorized materials, sources, or devices. Examples include, but are not limited to:

- Books, manuals, written materials, and Internet materials, etc.
- Falsifications of academic and clinical records, educational degrees, titles, job positions, etc.
- Inappropriate comments to faculty, staff, other student, etc.

Providing or acceptance of unauthorized assistance during an examination. Examples include, but are not limited to:

- Looking or viewing at other students' exam answers
- Talking to another student or assisting another student with exam answers.
- Making or receiving gestures from another student to benefit in an exam
- Possession, purchase, sale or use of a copy of any materials intended as an instrument of evaluation (test or exam) in advance of its administration by the faculty
- Practice of any form of deceit in any academic exam setting, including acting as or enlisting a substitute.
- Dependence on the aid of other or proving such aid in a manner prohibited by the faculty, in the research, preparation, creation, writing performance, or publication of work submitted for academic credit or evaluation.
- Attempts to change one's academic record, to access the School computers, break-in offices for reasons not in keeping with academic probity.
- Disruptive activities which infringe upon the rights of other individuals, or the rights of the faculty member, during classes, clinic periods or examinations
- Making verbal or written threats, or any act of physical abuse towards students, faculty, or staff or the University. A violation of this requirement will result in immediate suspension while review if the incident is in progress
- Willful violation or abuse of the cannons of ethics for the school of the profession

Sexual Harassment Policy

Rochester University intends to provide a work and learning environment that is pleasant, healthful, comfortable, and free from intimidation, hostility, or any other offenses that might interfere with work performance. Harassment of any sort – verbal, physical, and visual – will not be tolerated.

General Definition of Sexual Harassment: Sexual harassment consists of overt activity of a sexual nature that has a substantial adverse effect on a person in the workplace. Such overt activity may include, but is not limited to the following:

- Verbal, written or graphic communication of a sexual nature.
- Patting, pinching, or unnecessary contact with another employee's body.
- Demands for sexual favors, accompanied by threats concerning an individual's employment status.

- Demands for sexual favors, accompanied by promises of preferential treatment concerning an individual's employment status.

All employees, and particularly supervisors, have a responsibility for keeping the work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident, or being told of it, must report it to their immediate supervisor, or any management representative with whom they feel comfortable. When management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so.

Students should immediately report, in writing or orally, any incident in which he/she believes sexual harassment has occurred. Complaints should be presented to the student's instructor. If the problem recurs, or if for any reason the student does not wish to discuss the problem with his/her instructor, contact a member of management.

Substance Abuse Prevention Policy

As a matter of policy, Rochester University has adopted and implemented a program that prohibits the manufacture and unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property and at any University activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion, even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

Drug use and alcohol abuse have harmed society through major health and safety problems and contributed to the deterioration of the nuclear family. The administration, staff and faculty are dedicated to providing education, awareness, treatment referrals, along with the legally mandated reporting and criminal sanctions.

Placement Services

The placement department offers instruction and guidance for students/graduates in the area of career planning and job search techniques, resume preparation, interview planning and preparation, Understanding the importance of networking, completing job applications, the characteristics of a professional image, interview follow-up, work place etiquette, time management skills, and successfully navigating the work place.

Academic Programs

Rochester University offers the following programs in Theological Education: Bachelor of Theology, Master of Theology and Master of Divinity.

Bachelor of Theology (4 years program—180 units)

General Description and Program Objectives:

The Bachelor of Theology program is designed to give the student the maximum benefit of a broad education in theological studies with an emphasis in biblical studies and ministry. General Education requirements ensure that the student is broadly educated in the arts and sciences, while a significant portion of time is spent learning the fields of theology and history of Christianity. The majority of the student's coursework is dedicated to bible, theology and practical ministry

Program Requirements Summary

The general education requirement:	56 units
The Bible and theology requirement:	56 units
Christian History:	8 units
Professional Studies:	36 units
Field Education:	8 units
Major Electives:	16 units
Total Unit requirement:	**180 units**
Residence requirement at Rochester:	(90 units)

Program Learning Outcomes

By the time students complete their program they will be the emerging leaders and serving the church as the pastor, evangelist, lay leaders and the world with leadership with the following expertise:

1. Demonstrate a comprehensive knowledge of the Bible
2. Describe comprehensive knowledge of the Christian doctrine
3. Demonstrate knowledge of the history of the church and its heritage
4. Apply pastoral and ministry skills in service to local church or community or for Christian living.

Admission Requirements

Applicants must meet the following minimum requirements to be considered for admission to the Bachelor of Theology program:

1. Applicants for admission must be in possession of, or have candidacy for, a high school diploma or GED, and must submit official transcripts and/or copy of diploma for their high school degree, as well as any college level work they have completed, if applicable.
2. A completed application form for admission
3. Application Fee
4. Recommendation Form

Program Graduation Requirements

The Bachelor of Theology degree program requires a minimum of 56 general education courses, 56 units of Bible and Theology 36 units of professional studies, Students are also required to take at least 8 units of field ministry and 24 units of elective courses in any of the classifications.

As much as 90 quarter units may be satisfied through transfer credit. At least 90 units must be completed at Rochester University. A student must pass exit interview.

1. The completion of 180 quarter hours of credit including at least 56 units in General Education, Professional Studies, field ministry and other requirements.
2. Demonstration of Christian character by interview
3. Completion of course work with a Grade Point Average of C (2.0)
4. Passing Exit interview

General Education Requirements: 56 units

Categories	Code	Course Title	Units
Communication (4 courses)	COM103	Presentation Skills (4 units)	16
	COM 201	Public Speaking (4 units)	
	COM204	Oral Communication Skills (4 units)	
	ENG 101	English Composition (4 units)	
	ENG102	English Literature (4 units)	
	ENG103	Writing and Reading (4 units)	
Humanities and the Arts (4 courses)	HIS 101	History of Western Civilization to I (4 units)	16
	HIS 102	History of Western Civilization II (4 units)	
	HIS 103	American History I (4 units)	
	HIS 104	American History II (4 units)	
	MUS 103	Music Appreciation (4 units)	
	MUS110	World Music (4 units)	
	PHL 111	Introduction to Philosophy (4 units)	
	PHL 112	Logic (4 units)	
	PHL 212	Introduction to Ethics (4 units)	
Social/ Behavioral Sciences (4 courses from at least two disciplines)	POSC101	Introduction to Political Science (4 units)	16
	POSC102	Introduction to American Government (4 units)	
	PSY 205	Introduction to Psychology (4 units)	
	PSY 206	Psychology of Religion (4 units)	
	REL 101	Comparative Religion (4 units)	
	SOC 201	Introduction to Sociology (4 units)	
Natural Sciences/ Physical Sciences/ Mathematics (2 courses)	BIO101	Introduction to Biology (4 units)	8
	MATH101	College Mathematics (4 units)	
	MATH 102	College Algebra (4 units)	
	MATH 211	Essentials of Calculus (4 units)	
	MATH301	Introduction to Statistics (4 units)	
	PB150	Human Anatomy (4 units)	
	CS300	Introduction to Computer	
Total			**56**

Bible & Theology Requirements: 56 units

Categories	Code	Course Title	Units
Biblical Studies (A Minimum of 10 courses)	OT 101	Survey of the OT (4 units)	40
	NT 101	Survey of the NT (4 units)	
	NT120	The New Testament & the Biblical World (4 units)	
	NT 203	Synoptic Gospels (4 units)	
	NT 205	Life & Teaching of Christ (4 units)	
	NT221	The Passion of Jesus (4 units)	
	NT231	Women in the New Testament (4 units)	
	NT301	Introduction to the NT (4 units)	
	NT 305	Pauline Epistles (4 units)	
	NT320	Gospel According to John (4 units)	
	NT321	Acts (4 units)	
	OT 220	OT Historical Books (4 units)	
	OT301	Theology of the Old Testament (4 units)	
	OT305	The Pentateuch (4 units)	
	OT315	Introduction to the Prophets (4 units)	
	OT 320	The Prophets (Major) (4 units)	
	OT 321	The Prophets (Minor) (4 units)	
	BT303	Biblical Interpretation (4 units)	
Theology (A Minimum of 4 courses)	THE 301	Christian Doctrine I (4 units)	16 units
	THE 302	Christian Doctrine II (4 units)	
	THE 303	Christian Doctrine III (4 units)	
	THE 304	Christian Doctrine IV (4 units)	
	THE331	Christian Ethics (4 units)	
	THE 325	Contemporary Theology I (4 units)	
	REL101	Comparative Religions (4 units)	
	PSY 206	Psychology of Religion (4 units)	
	THE309	Apologetics (4 units)	
Total			56

Professional (Practical Ministry) Studies: 36 units

Categories	Code	Course Title	Units
Professional Studies (A Minimum of 9 courses)	CE301	Christian Education (4 units)	36
	CE306	Discipleship (4 units)	
	CE307	Bible Study Methods (4 units)	
	PRA220	Spiritual Formation (4 units)	
	PRA300	Christian Worship (4 units)	
	PRA305	Evangelism (4 units)	
	PRA307	Pastoral Leadership (4 units)	
	PRA310	Church Finance (4 units)	
	PRA311	Preaching (4 units)	
	PRA312	Mission (4 units)	
	PRA405	Introduction to Christian Business (4 units)	
	PSY255	Personality Disorders (4 units)	
	PSY402	Christian Counseling (4 units)	
	PSY415	Pastoral Counseling (4 units)	
	PSY 425	Counseling for Marriage and Family (4 units)	

Field Education: 8 units

Categories	Code	Course Title	Units
Field Education (A minimum of 2 courses)	PRA 351	Field Education I (4 units)	8
	PRA 352	Field Education II (4 units)	
	PRA 353	Field Education III (4 units)	

Electives: 24 units
Electives may be drawn from any of the categories including Church History

Categories	Code	Course Title	Units
Electives (A Minimum of 6 courses in any category)	HIS305	Church History (4 units)	24
	HIS306	Church History (4 units)	
	HIS307	Reformed Theology (4 units)	
	HIS310	History of the Presbyterian Movement (4 units)	
	HIS415	History of Renaissance and Reformation (4 units)	
	PRA416	Human Resource Management (4 units)	
	PRA226	Webpage Design and Development for Church (4 units)	
	PRA228	Web Design and Development Using Solution for Church Ministry (4 units)	
	PRA326	Introduction to HTML & CSS for Webpage Design for Church Ministry	
	PRA 405	Introduction to Christian Business (Administration)	

Master of Theology (2 years program – 48 units)

Program Description

The Master of Theology is designed to prepare students for further study, in preparation for an advanced study or employment that requires a master's degree. This program concentrates especially on the upper division biblical courses including biblical languages, methods of exegesis, theology, and hermeneutics.

Graduation Requirements: 48 units
Concentration requirement: 24 units
Electives in Any area of interest: 24 units
Residence requirement: 24 units to be taken at Rochester University

Program Learning Outcomes

1. Demonstrate a competent knowledge of the Old and New Testament.
2. Demonstrate competent knowledge of theology in their contemporary issues.

3. Integrate biblical knowledge into their Christian ministry or context.
4. Apply biblical and theological knowledge to serve ministry.

Master of Theology Admission Requirements

Anyone possessing a bachelor's degree or its equivalent meets the basic academic requirement for admission to the program. See the section on admissions criteria, earlier in this catalog, for additional requirements.

Applicants must meet the following minimum requirements to be considered for admission to the Master of Theology program:

1. Applicants for admission must hold a Bachelor of Arts or equivalent degree from a university or college with at least a cumulative grade point average of 2.75 (4.00 scale), and must submit official transcripts for their academic work.
2. A completed application form for admission
3. Application fee
4. Recommendation Form

Program Requirements
As stated above, a minimum of 24 units must be completed in the concentration of Biblical Studies or Theological studies. The remaining 24 units are to be taken as electives and may be derived from Biblical Studies as well as the other areas of Church History and Systematic Theology.

Course Offerings (for full descriptions, see Course Offerings Section of catalog)

Classification	Code	Course Title	Units
A Requirement (minimum of 6 courses)	OT 501	Theology of the OT (4 units)	24 units
	OT 515	Introduction to the Prophets (4 units)	
	NT 501	Introduction to the NT (4 units)	
	NT 405	Life and Teachings of Christ (4 units)	
	NT 505	Pauline Epistles (4 units)	
	THE 401	Systematic Theology I (4 units)	
	THE 402	Systematic Theology II (4 units)	
	THE 415	Apologetics (4 units)	
	THE 425	Contemporary Theology I (4 units)	
	THE 426	Contemporary Theology II (4 units)	
	THE 511	Biblical Theology I (4 units)	
	THE 512	Biblical Theology II (4 units)	
	NT 522	Gospel According to John (4 units)	
	REL 500	Comparative Religion (4 units)	
An Elective (minimum of 6	OT 515	Introduction to the Prophets (4 units)	24 units
	OT 520	Major Prophets (4 units)	

courses)	OT 521	Minor Prophets (4 units)	
	PSY 514	Pastoral Counseling (4 units)	
	NT 421	Acts (4 units)	
	NT 503	Synoptic Gospels (4 units)	
	NT 511	Theology of the New Testament (4 units)	
	NT 512	Studies in the Gospel of Mark (4 units)	
	NT 520	New Testament and the Biblical World (4units)	
	NT 521	The Passion of Jesus (4 units)	
	NT 531	Women in the New Testament (4 units)	
	THE531	Christian Ethics (4 units)	
	PRA526	Webpage Design and Development for Church (4)	
	PRA528	Web Design and Development using Solutions for Church Ministry (4)	
	PRA626	Introduction to HTML and CSS for Webpage Design for Church Ministry (4 units)	

Graduation Requirements

1. Completion of 48 quarter units
2. Completion of the course work with a GPA of 2.75 or above.
3. Demonstration of competence in Biblical Studies through coursework
4. Passing Exit interview

Master of Divinity (3 years program – 128 units)

Program Description:

This program is designed to equip dedicated Christians for various ministries in the church setting, including the ordained ministries of instruction and leadership in the church. This program emphasizes developing the capacity to study and communicate the Christian scriptures and the theological traditions and the capacity to model and facilitate Christian spiritual formation and communal practices.

Program Requirements Summary

Biblical Studies: 48 units
History: 16 units
Practical Theology: 28 units (including field ministry)
Electives: 36 units
Total Unit Requirement: a minimum of 128 units
Residence requirement: 88 units to be taken at Rochester University

Program Learning Outcomes

By the time students complete the program, they will become pastors, assistant pastor, minister of Word and Sacrament, lay leader in serving the church and leader in the Christian-related organization and the world with confidence and competency with the following skills and knowledge:

1. Demonstrate a comprehensive knowledge of the Bible and exegetical and theological skills.
2. Demonstrate an ability to integrate faith in their life and professional ministry
3. Demonstrate evangelical aspect of the world mission and cultural diversity in that students continue to be disciplined.
4. Demonstrate ministry and pastoral skills to lead congregation and church.

Admission Requirements

Anyone possessing a bachelor's degree or its equivalent meets the basic academic requirement for admission to the program. See the section on admissions criteria, earlier in this catalog, for additional requirements.

Applicants must meet the following minimum requirements to be considered for admission to the Master of Divinity program:

1. Applicants for admission must hold a Bachelor of Arts or equivalent degree from a university or college with at least a cumulative grade point average of 2.75 (4.00 scale), and must submit official transcripts for their academic work.
2. A completed application form for admission
3. Application fee
4. Recommendation Form

Program Requirements

Students receive the Master of Divinity degree upon a successful fulfillment of the following program requirements: 48 units of Biblical Studies, 16 units of History, 28 units of practical theology including field ministry, and 36 units of electives in any category which makes up the total 128 units. A student may transfer up to 40 units toward his or her degree program.

Course of Study

Categories	Code	Course Title	Units

History (4 courses)	HIS 505	Church History I (4 units)	16 units
	HIS 506	Church History II (4 units)	
	HIS 405	History of Presbyterian Movement (4 units)	
	HIS 515	History of Renaissance and Reformation (4 units)	
Biblical Studies & Theology (12 courses)	OT 501	Theology of the OT (4 units)	48 units
	OT 515	Introduction to the Prophets (4 units)	
	NT 501	Introduction to the NT (4 units)	
	NT 405	Life and Teachings of Christ (4 units)	
	NT 503	Synoptic Gospels (4 units)	
	NT 505	Pauline Epistles (4 units)	
	NT 520	The New Testament and The Biblical World (4 units)	
	NT 521	The Passion of Jesus (4 units)	
	THE 401	Systematic Theology I (4 units)	
	THE 402	Systematic Theology II (4 units)	
	THE 415	Apologetics (4 units)	
	THE 425	Contemporary Theology I (4 units)	
	THE 426	Contemporary Theology II (4 units)	
	THE 511	Biblical Theology I (4 units)	
	THE 512	Biblical Theology II (4 units)	
	NT522	Gospel according to John (4 units)	
	REL 500	Comparative Religion	
Practical Theology (Choose 7 courses)	ED 415	Church Administration (4 units)	28 units
	POSC 415	Modern Political Thought (4 units)	
	PRA510	Church Finance (4 units)	
	PRA 400	Christian Worship (4 units)	
	PRA 410	Homiletics (4 units)	
	PRA 411	Preaching (4 units)	
	PRA 412	Mission (4 units)	
	PRA 415	Practical Counseling (4 units)	
	PRA 505	Evangelism (4 units)	
	PRA 507	Pastoral Leadership (4 units)	
	PRA 551	Supervised Field Ministry I (4 units)	
	PRA 552	Supervised Field Ministry II (4 units)	
	PRA 553	Supervised Field Ministry III (4 units)	
	PSY 502	Christian Counseling (4 units)	
	PSY 514	Pastoral Counseling (4 units)	
	PSY 525	Counseling for Marriage and Family (4 units)	

Electives: 36 units
Electives may be drawn from any of the categories above.

Categories	Code	Course Title	Units
Elective in Any Category (Choose 9 courses)	NT 421	Acts	36 units
	NT 512	Studies in the Gospel of Mark (4 units)	
	NT 531	Women in the New Testament (4 units)	
	OT 512	Introduction to the Prophets (4 units)	
	OT 520	Major Prophets (4 units)	
	OT 521	Minor Prophets (4 units)	
	GK 101	New Testament Greek I (4 units)	
	GK 102	New Testament Greek II (units)	
	HEB 101	Biblical Hebrew I (4 units)	
	HEB 102	Biblical Hebrew II (4 units)	
	THE 531	Christian Ethics (4 units)	
	PRA 526	Webpage Design and Development for Church (4 units)	
	PRA 528	Web Design and Development using Solutions for Church Ministry (4 units)	
	PRA 626	Introduction to HTML and CSS for Webpage Design for Church Ministry (4 units)	

Graduation Requirements

1. Completion of 128 quarter units (up to 40 units may be transferred).
2. Completion of the course work with a GPA of 2.75 or above.
3. Demonstration of competence in Ministry Skills through coursework.
4. Passing Exit interview.

Course Descriptions

[Note: All courses are numbered from 100 to 699, with a prefix code of two letters that indicates the department or discipline in which the course is taught. The first numerical digit indicates the level of difficulty or advancement of the course. The 100 to 300 level are generally undergraduate courses. Courses numbered 400 and above are generally graduate level courses. The second and third digits may have significance within their particular departments. Not all courses will be offered each quarter; course offerings may vary.]

General Education

BIO101 Introduction to Biology (4 units)
An examination of the human body in health and disease. After examining the normal physiology of the body, the processes and symptoms of a variety of diseases will be discussed. Emphasis will be placed on the factors responsible for these diseases and their prevention. Prerequisite: None

COM103 Presentation Skills (4 units)
This course aims to develop a student's skills, knowledge and confidence in both formal and informal presentation situations e.g. meetings, training sessions and conferences. Students will have the opportunity to explore and practice key areas in both preparation and delivery of presentations through faculty input and group discussion. Prerequisite: None

COM110 Theological English (4 units)
This course is designed to give English language learners the opportunity to advance their knowledge of pertinent Theological terms in an English speaking context. Prerequisite: None

COM 201 Public Speaking (4 units)
Introduces the fundamentals of oral communication through topics including: selection and organization of materials; preparation and delivery of individual and group presentations; analysis of ideas presented by others; and professionalism. Prerequisite: None

COM203 English Language in Film and Media (4 units)
Course utilizes various forms of visual media, including film and television, to demonstrate both the formal and colloquial usage of the English language in everyday society.

COM204 Oral Communication Skills (4 units)

This course is designed to develop student skills in both interpersonal and public speaking. Students will learn to improve their communication ability for academic and professional use through effective presentation techniques and vocabulary enhancement. Pre-requisite: None

ENG101 English Composition (4 units)
Writing college-level academic essays. Students will study the art and elements of writing, develop editing and revision skills, practice critical reading and critical analysis, and develop library skills for research. Prerequisite: None

ENG102 English Literature (4 units)
Develops writing and reasoning skills beyond the levels of proficiency required by ENG101. The course emphasizes interpretation, evaluation and persuasion. Also provides students with opportunities to further develop their research skills. Prerequisite: EN101.

ENG103 Writing and Reading (4 units)
This course emphasizes reading comprehension skills and writing skills, using current events, fables, online resources and books. Students will produce written responses, including summaries and critical analyses, during in-class assignments. Vocabulary acquisition and reading speed will be augmented and improved using traditional and paperless (virtual) tools. (Pre-requisite: None)

HIS 101 History of Western Civilization I (4 units)
A broad of survey of western history from the earliest time to 1715. Emphasis is given to the development of the Christian church before the reformation. Prerequisite: None

HIS 102 History of Western Civilization II (4 units)
A broad of survey of western history from 1715 to the present. Emphasis will be given to the western civilization and the relevance of the past to contemporary life. Prerequisite: None

HIS103 American History I (4 units)
American History I provides a broad-based history of the origin and growth of the United States from the arrival of the first European settlers up to and including the period of the Civil War. The story of the United States is about diversified cultures and great public events, many peoples living together in a single land, and a war that is still being fought in many sections of the land.

HIS104 American History II (4 units)
American History II is a continuation of American History I. It begins with the period of Reconstruction in the South immediately after the Civil War and continues into the 21st century. The course covers the social, economic, and political development of the nation. The issues center on the transformation of the United States from an agrarian nation and a

lesser member of the international community to a leading industrial power of the modern world.

MATH101 College Mathematics (4 Units)
Mathematical skill and fluency is one of the first hurdles for lifetime success. This course is designed to help overcome the participants "math anxiety." Specifically, the course will develop the participant's competency skills, including basic algebra, the use of calculators and computers, estimation, and graphs and tables

MATH102 College Algebra (4 units)
For anyone who has wondered, "When will I ever use algebra?," this course is loaded with concrete examples and practical applications. This course concentrates on the beauty, power, and fun of algebra: functions and transformations, linear and quadratic inequalities, systems of equations, complex numbers, polynomial and rational functions, sequences, mathematical induction, and the binomial theorem.

MATH 211 Essentials of Calculus (4 units)
The course deals with topics of limits, continuity, differentiation and integration of algebraic, exponential and logarithmic functions, and basic differential equations with applications to business, natural and social sciences. Prerequisite: None

MATH 301 Introduction to Statistics (4 units)
This course emphasizes on mathematical concepts and suitable for students of business, mathematics, education and the sciences. Topic includes measures of central tendency and spread, probability, binomial, normal, and distributions, statistical inference, and linear regression and correlation. Prerequisite: None

MUS103 Music Appreciation (4 units)
Basic elements of music theory. Understanding and cultivating a life of worship, with emphasis upon simple worship-planning techniques. Recognition and history of Western music from Medieval times to the present. Appreciation for music from non-Western cultures.

MUS110 World Music (4 units)
This course will give students the opportunity to obtain the basics of international music literacy as well as furthering the development of their voices in a choral group setting. The ultimate goal is to make joyful and meaningful music for a worship or community setting. Pre-requisite: None

NUTR101 Introduction to Human Nutrition (4 units)
This course provides a brief overview of human nutrition including the processes of digestion, absorption, transportation, and excretion of food and nutrients; the structure, function, metabolism, requirements, deficiencies, and toxicities of protein, carbohydrate,

fat, vitamins, minerals, trace minerals, and ultra-trace minerals; and the fundamental principles of energy metabolism and fluid, electrolyte, and acid-base balance. Prerequisite: None.

PB150 Human Anatomy (4 units)
This course is a comprehensive and systemic study of the structure of human body at the cellular, histological, and organ level. The emphasis of study includes microscopic and macroscopic anatomy of the integumentary system, skeletal system, muscular system, nervous system, special senses, endocrine system, circulatory system, lymphatic system and immunity, respiratory system, digestive system, and the urinary system.

PHL111 Introduction to Philosophy (4 units)
Study of philosophical methods and how these methods may serve as a means of integrating learning and faith.

PHL112 Logic (4 units)
This course is a study of deductive and inductive reasoning, elementary symbolic, logic and language structure with consideration to argument, inference, proof, fallacies and semantics. Prerequisite: None

POSC101 Introduction to Political Science (4 units)
This course presents an overview of the discipline, including the basic theories, concepts, approaches, and enduring questions of political science. It provides students with a foundation of knowledge and the analytical skills necessary to understand modern politics in historical context. Prerequisite: None

POSC102 Introduction to American Government (4 units)
The purpose of this course is to explore the philosophical and institutional bases of American governance. Students will master the major branches and institutions of American government as well as the extra-constitutional players that make up the American political system. Students will also become acquainted with the major policy and ideological debates that surround American politics. Prerequisite: None

POSC415 Modern Political Thought (4 units)
A study of the philosophical foundations of western democracy, fascism and communism.

PSY205 Introduction to Psychology (4 units)
This course emphasizes the basics of psychology. Topics include: science of psychology; social environments; life physiology and behavior; personality; emotions and motives; conflicts, stress, and anxiety; abnormal behavior; and perception, learning, and intelligence. Prerequisite: None

PSY206 Psychology of Religion (4 units)
This course involves a study of the development of religious attitudes and the psychological factors involved in religious cultures. This course will explore religion

from a psychological, not a theological, perspective.

PSY425 Counseling for Marriage and Family (4 units)
An evaluation of family interaction, family structure, marital relationship and interdependence of marriage partners and their family members.

SOC201 Introduction to Sociology (4 units)
This course is an introduction to sociology as a scientific discipline. Subject matter includes sociological concepts, sociological processes, social structure, social organization and social institutions, including family, education, politics, religion and economy.

SOC302 Contemporary Social Problems (4 units)
An in-depth study of contemporary social problems. Includes an examination of marital problems, education of youth, drug abuse and criminal behavior.

CS300 Introduction to Computer
This course teaches fundamental concepts and terminology of computer programming. Students will develop skills in designing and writing simple computer programs. The course requires no programming background. This is a programming intensive course.

Biblical Studies

NT101 Survey of the New Testament (4 units)
A study of the New Testament with emphasis on the historical, theological and literary features.

NT120 The New Testament and The Biblical World (4 units)
Classes will provide a fresh approach to the New Testament with a spirit of openness to the different interpretations available in scholarship. The relation between the text and the context, the whys and hows of the original Authors will be explored in their peculiar historical, literary, and cultural features. The theological implications of such a dialogue will be the product of one's capacity to respect the original message of the Authors and the contemporary challenges one faces to make Christianity intelligible and significant.

NT203 Synoptic Gospels (4 units)
The study of the synoptic gospels represents the opportunity of a close-up of the redactional skills of the Evangelists, their use of sources and the development of the respective theologies. This study intends to familiarize the students with the overlapping similarities as well as the distinctive traits that delineate the creative hand of each Author. The participant will take an active role in determining the intimate process that produced a new literary genre, namely the Gospel and the basis for the development of the NT canon.

NT205 Life & Teaching of Christ (4 units)
A thorough overview of the life of Jesus Christ on earth, with special attention to the developing emphases and distinctive purposes that prevailed during Christ's public ministry. The course also examines the historical setting of Jesus' ministry and the special emphasis of each Gospel.

NT221 The Passion of Jesus (4 units)
The passion of Jesus is the heart of the Gospels and a central reference in the whole of the New Testament. Accounts of the passion of Jesus are different and theologies are developed accordingly. In this course we will reconstruct the history of the last week of Jesus, recall the predictions of the cross and the peculiar elements in each narrative.

NT231 Women in the New Testament (4 units)
In this course, we will address various topics pertaining to women and femininity in early Christianity, topics that have been oft neglected by historians and theologians. Among these will be the roles of women in the early church hierarchy, as church leaders and prophetesses; the history of the Mary Magdalene traditions; women martyrs; women's ability to embody traditionally "masculine' characteristics; and many other topics. We will briefly explore the roles of women, and views on femininity in the Greco-Roman world and Judaism, in comparison with the roles of women in the early church.

NT301 Introduction to the New Testament (4 units)
An evaluative, critical, in-depth study of the authorship, dates, literary style and each book's relative place within the collection. Various theories of the origin and nature of the books are examined.

NT305 Pauline Epistles (4 units)
A study of the letters of Paul in terms of their literary and theological issues and in the context of early Christianity.

NT311 Theology of the New Testament (4 units)
A study of the theology of the New Testament with emphasis on the historical, theological and literary features. Recognizing that the New Testament was written by numerous authors over the course of many decades and under varying socio-political conditions, we will address the theological standpoint of each major text or grouping of texts, also addressing the text's place within the canon, as well as the process of constructing a systematic and corporate theology of the New Testament.

NT312 Studies in the Gospel of Mark (4 units)
Mark is the earliest of the Bible's four Gospels, and also the shortest and most enigmatic. In this course, students will learn the major issues of Markan interpretation in the context of contemporary Jewish and Greco-Roman culture; the political upheaval of 1st-century Judea and Galilee; and later Christian tradition.

NT320 Gospel According to John (4 units)

A study of the Gospel of John with emphasis on its historical, literary and theological aspects in view of modern scholarship.

NT321 Acts (4 units)
A detailed study of the Book of Acts with emphasis on the development of the early church and on the life and missionary journey of Paul.

NT421 Acts (4 units)
A detailed study of the Book of Acts with emphasis on the development of the early church and on the life and missionary journey of Paul.

NT501 Introduction to the New Testament (4 units)
An evaluative, critical, in-depth study of the authorship, dates, literary style and each book's relative place within the collection. Various theories of the origin and nature of the books are examined.

NT503 Synoptic Gospels (4 units)
The study of the synoptic gospels represents the opportunity of a close-up of the redactional skills of the Evangelists, their use of sources and the development of the respective theologies. This study intends to familiarize the students with the overlapping similarities as well as the distinctive traits that delineate the creative hand of each Author.

NT505 Pauline Epistles (4 units)
A study of the letters of Paul in terms of their literary and theological issues and in the context of early Christianity.

NT511 Theology of the New Testament (4 units)
A study of the theology of the New Testament with emphasis on the historical, theological and literary features. Recognizing that the New Testament was written by numerous authors over the course of many decades and under varying socio-political conditions, we will address the theological standpoint of each major text or grouping of texts, also addressing the text's place within the canon, as well as the process of constructing a systematic and corporate theology of the New Testament.

NT512 Studies in the Gospel of Mark (4 units)
Mark is the earliest of the Bible's four Gospels, and also the shortest and most enigmatic. In this course, students will learn the major issues of Markan interpretation in the context of contemporary Jewish and Greco-Roman culture; the political upheaval of 1st-century Judea and Galilee; and later Christian tradition.

NT520 The New Testament and The Biblical World (4 units)
Classes will provide a fresh approach to the New Testament with a spirit of openness to the different interpretations available in scholarship. The relation between the text and the context, the whys and hows of the original Authors will be explored in their peculiar historical, literary, and cultural features. The theological implications of such a dialogue

will be the product of one's capacity to respect the original message of the Authors and the contemporary challenges one faces to make Christianity intelligible and significant.

NT521 The Passion of Jesus (4 units)
The passion of Jesus is the heart of the Gospels and a central reference in the whole of the New Testament. Accounts of the passion of Jesus are different and theologies are developed accordingly. In this course we will reconstruct the history of the last week of Jesus, recall the predictions of the cross and the peculiar elements in each narrative. Subsequently, we will see the range of symbolic meaning that the cross has taken in early Christian theology and art.

NT522 Gospel According to John (4 units)
A study of the Gospel of John with emphasis on its historical, literary and theological aspects in view of modern scholarship.

NT531 Women in the New Testament (4 units)
In this course, we will address various topics pertaining to women and femininity in early Christianity, topics that have been oft neglected by historians and theologians. Among these will be the roles of women in the early church hierarchy, as church leaders and prophetesses; the history of the Mary Magdalene traditions; women martyrs; women's ability to embody traditionally "masculine' characteristics; and many other topics. We will briefly explore the roles of women, and views on femininity in the Greco-Roman world and Judaism, in comparison with the roles of women in the early church. (Pre-requisite: None)

OT101 Survey of the Old Testament (4 units)
A Study of the Old Testament with emphasis on the historical, theological and literary features.

OT220 OT Historical Books (4 units)
A study of I and II Chronicles, I and II Kings, Rochester, Nehemiah and Esther and the history, ideology and theology found there.

OT301 Theology of the Old Testament (4 units)
An evaluative, critical, in-depth study of the authorship, dates, literary style and each book's relative place within the entire Old Testament. Various theories of the origin and nature of the books are examined in depth. Theological Themes and purposes of each book, as well as a unifying Theological message, will be discussed in depth.

OT305 The Pentateuch (4 units)
This course examines creation, fall, Israel's ancestors, exodus, and the Law using literary and historical analysis. Theological issues explored include the character of God, human nature, and covenantal relationship with God.

OT315 Introduction to the Prophets (4 units)

The study of the role of the Old Testament prophets in their historical setting, their messages to the nation and their impact on the development of the Judeo- Christian thought.

OT320 Major Prophets (4 units)
An expository study of the selected books of major prophets. The historical setting that gave rise to the prophetic literature will be examined.

OT321 Minor Prophets (4 units)
A study of the historical backgrounds, the theological aspect, time, and place of ministry, and personality of each of the authors of the books from Hosea through Malachi.

OT501 Theology of the Old Testament (4 units)
An evaluative, critical, in-depth study of the authorship, dates, literary style and each book's relative place within the entire Old Testament. Various theories of the origin and nature of the books are examined in depth. Theological Themes and purposes of each book, as well as a unifying Theological message, will be discussed in depth.

OT515 Introduction to the Prophets (4 units)
The study of the role of the Old Testament prophets in their historical setting, their messages to the nation and their impact on the development of the Judeo- Christian thought.

OT520 Major Prophets (4 units)
An expository study of the selected books of major prophets. The historical setting that gave rise to the prophetic literature will be examined.

OT521 Minor Prophets (4 units)
A study of the historical backgrounds, the theological aspect, time, and place of ministry, and personality of each of the authors of the books from Hosea through Malachi.

BT303 Biblical Interpretation (4 units)
A study of the methods of interpretation of the Bible with special attention to textual, historical and theological issues.

BT501 Introduction to New Testament (4 units) The historical background of the New Testament including the formation, history, extent, and transmission of the canon. Includes a special introduction to each New Testament book.

BT502 Introduction to Old Testament (4 units) Text, canon and examination of the foundation and conclusions of modern historical-critical methods; special introduction of each Old Testament book.

BT505 Biblical Interpretation (4 units)
A study of the methods of interpretation of the Bible with special attention to textual, historical and theological issues.

Biblical Languages

GK101 New Testament Greek I (4 units)
An introduction to the grammatical forms, syntax and vocabulary of N.T. Greek.

GK102 New Testament Greek II (4 units)
Continued study of vocabulary and advanced grammar with translation of portions of the N.T. Prerequisite: GK101.

HEB101 Biblical Hebrew I (4 units)
An introduction to O.T. Hebrew with emphasis on vocabulary, syntax and grammar.

HEB102 Biblical Hebrew II (4 units)
Advanced study of Hebrew grammar with emphasis an improvement of vocabulary. Prerequisite: HEB101.

Theology

PHL212 Introduction to Ethics (4 units)
An examination of theories of morality with special emphasis on conscience and morality in decision-making.

ST505 Contemporary Theology (4 units) Against the backdrop of philosophical development from the time of the Enlightenment, representative figures in theology are studied in order to grasp current hermeneutical methodologies and the development of biblical criticism.

THE301 Christian Doctrine I (4 units)
A brief look at each of the four departments of Theology and a study of the doctrine of God. His nature, attributes, personality, and work.

THE302 Christian Doctrine II (4 units)
A study of the Person, claims, and work of Jesus Christ. Prerequisite: None.

THE303 Christian Doctrine III (4 units)
A study of the doctrine of the Holy Spirit as to His Person and work and a study of the nature and responsibilities of the Church with attention to its relations to the Kingdom of God and society in historical context. Prerequisite: None.

THE304 Christian Doctrine IV (4 units)

A study of the doctrine of man and sin, including the depravity of man and the nature and consequences of sin. Prerequisite: None.

THE309 Apologetics (4 units)
This course introduces the fundamental elements of clear, straight, orderly and valid thought, including deductive and inductive reasoning and the accurate use of language as well as exploring the practical applications of logic. Topics include: argument structure and identification, validity and strength of arguments, common fallacies of reasoning, use and abuse of language in reasoning, principles of fair play in argumentation.

THE325 Contemporary Theology I (4 units)
This course focuses on the study of related representation theologians.

THE326 Contemporary Theology II (4 units)
This course focuses on the study of related representation theologians.
Prerequisite: THE325

THE331 Christian Ethics (4 units)
This course will examine the foundations for Christian ethics and introduce contexts for contemporary ethical choices within a Christian worldview. In addition, this course will explore methods for moral decision-making and explore case studies to determine the connection between biblically informed values and norms to culture and society.

THE398 Senior Seminar and Bible and Theology (4 units)
This course offers upperclass and graduating students in the fields of Bible and Theology the opportunity to explore various issues and topics of interest to them, drawing together the totality of the work they have done during their program.

THE401 Systematic Theology I (4 units)
A study of the inspiration of the scriptures, the works of God, origin, and destiny of angels, and man.

THE402 Systematic Theology II (4 units)
A study of the purpose and plan of God, the person and work of Christ, conversion, grace, justification, regeneration, and sanctification. Prerequisite: THE402

THE415 Apologetics (4 units)
This course introduces the fundamental elements of clear, straight, orderly and valid thought, including deductive and inductive reasoning and the accurate use of language as well as exploring the practical applications of logic. Topics include: argument structure and identification, validity and strength of arguments, common fallacies of reasoning, use and abuse of language in reasoning, principles of fair play in argumentation. Furthermore, this course introduces the background, context, and substance of the ongoing debate between theists (e.g. Christians) and atheists regarding the existence of God.

THE425 Contemporary Theology I (4 units)
This course focuses on the study of related representation theologians.

THE426 Contemporary Theology II (4 units)
This course focuses on the study of related representation theologians.
Prerequisite: THE425

THE501 Christian Doctrine I (4 units)
A brief look at each of the four departments of Theology and a study of the doctrine of God. His nature, attributes, personality, and work.

THE502 Christian Doctrine II (4 units)
A study of the Person, claims, and work of Jesus Christ. Prerequisite: None.

THE503 Christian Doctrine III (4 units)
A study of the doctrine of the Holy Spirit as to His Person and work and a study of the nature and responsibilities of the Church with attention to its relations to the Kingdom of God and society in historical context. Prerequisite: None.

THE504 Christian Doctrine IV (4 units)
A study of the doctrine of man and sin, including the depravity of man and the nature and consequences of sin. Prerequisite: None.

THE511 Biblical Theology I (4 units)
This course examines the thematic and historical development of a particular doctrine. Special emphasis on the given period on the author in the context of the entire scripture.

THE512 Biblical Theology II (4 units)
This course examines the thematic and historical development of a particular doctrine. Special emphasis on the given period on the author in the context of the entire scripture. Prerequisite: THE511

THE531 Christian Ethics (4 units)
This course will examine the foundations for Christian ethics and introduce contexts for contemporary ethical choices within a Christian worldview. In addition, this course will explore methods for moral decision-making and explore case studies to determine the connection between biblically informed values and norms to culture and society. Prerequisite: None

REL101 Comparative Religions (4 units)
This course is an introduction to the academic study of religion and of world religions, and to the religious traditions of Hinduism, Buddhism, Confucianism, Daoism, Sikhism, Judaism, Christianity and Islam, as well as several other current religious trends. The course examines the historical evolution, the fundamental doctrines and beliefs, the practices, institutions and cultural expressions of these religious traditions. Prerequisite: None

REL500 Comparative Religions (4 units)
This course is an introduction to the academic study of religion and of world religions, and to the religious traditions of Hinduism, Buddhism, Confucianism, Daoism, Sikhism, Judaism, Christianity and Islam, as well as several other current religious trends. The course examines the historical evolution, the fundamental doctrines and beliefs, the practices, institutions and cultural expressions of these religious traditions. Prerequisite: None

Church History

HIS305 Church History I (4 units)
A study of early and medieval church development including major theologians and their writings.

HIS306 Church History II (4 units)
A study of the modern church development including major theologians and their writings. Prerequisite: HIS305.

HIS307 Reformed Theology (4 units)
A study of the Reformed theological tradition beginning with Augustine and following the Reformed trail through Wycliffe, Hus, Luther, Zwingli and on to Calvin. Prerequisite: HT503 or equivalent.

HIS310 History of the Presbyterian Movement (4 units)
An in-depth study of the Presbyterian Movement. Emphasis on doctrinal distinctive and present directions.

HIS407 Reformed Theology (4 units)
A study of the Reformed theological tradition beginning with Augustine and following the Reformed trail through Wycliffe, Hus, Luther, Zwingli and on to Calvin. Prerequisite: HT503 or equivalent.

HIS410 History of the Presbyterian Movement (4 units)
An in-depth study of the Presbyterian Movement. Emphasis on doctrinal distinctive and present directions.

HIS415 History of Renaissance and Reformation (4 units)
A study of the political, intellectual, industrial and religious development that resulted in the reformation movement in Europe from 14th to the 17th centuries. Detailed study of courses, factions, distinctiveness and their achievements of various reform movements are studied.

HIS420 History of Korean Church (4 units)

A study of the Korean church development including its identity and growth within historical-theological framework.

HIS505 Church History I (4 units)
A study of early and medieval church development including major theologians and their writings.

HIS506 Church History II (4 units)
A study of the modern church development including major theologians and their writings. Prerequisite: HIS505.

HIS510 History of the Presbyterian Movement (4 units)
An in-depth study of the Presbyterian Movement. Emphasis on doctrinal distinctive and present directions.

HIS515 History of Renaissance and Reformation (4 units)
A study of the political, intellectual, industrial and religious development that resulted in the reformation movement in Europe from 14th to the 17th centuries. Detailed study of courses, factions, distinctiveness and their achievements of various reform movements are studied.

Practical Theology

BT309 Introduction to Practical Theology (4 units)
This course will explore the history of practical theology, and discuss founding theologians who have influenced the development of the field.

BT509 Introduction to Practical Theology (4 units)
This course will explore the history of practical theology, and discuss founding theologians who have influenced the development of the field. In addition, this course will discuss the distinctives of practical theology, and clearly outline how practical theology is different from pastoral theology.

CE301 Christian Education (4 units)
A study of educational philosophies with an emphasis on promoting Christian growth through educational planning and evaluation. Prerequisite: None.

CE306 Discipleship (4 units)
A study of the biblical principles and contemporary issues of disciple-making with attention to evaluating existing programs of discipleship.

CE307 Bible Study Methods (4 units)
This course will not only teach the essentials of inductive Bible study methods, but will present the techniques using new modes of communication.

CE501 Christian Education (3 units)
A study of educational philosophies with an emphasis on promoting Christian growth through educational planning and evaluation. Prerequisite: None.

CE506 Discipleship (4 units)
A study of the biblical principles and contemporary issues of disciple-making with attention to evaluating existing programs of discipleship.

CE507 Bible Study Methods (4 units)
This course will not only teach the essentials of inductive Bible study methods, but will present the techniques using new modes of communication.

ED 415 Church Administration (4 units)
A study of administrative aspects of the church operation. Its organization, record keeping and other activities are studied. Prerequisite: None

PRA220 Spiritual Formation (4 units).
A survey that examines the social scientific and practical theological intersections of spiritual life. Lectures, class discussions, and small-group seminars will be used to facilitate process-oriented practices. Students will be encouraged to deepen and enrich their own personal spiritual life in and through this course as it relates to practices of ministry.

PRA300 Christian Worship (4 units)
A study of biblical foundations, historical development and current trends in worship. Prerequisite: None

PRA305 Evangelism (4 units)
This course involves a study of the current models of theology to explore methods of evangelism. This course will explore different approaches to evangelism that are contextual, lived, local, and practical. Pre-requisite: None

PRA307 Pastoral Leadership (4 units)
A study of theories and styles of leadership in ministry context with attention to a biblical image of leadership and service. Prerequisite: None

PRA310 Church Finance (4 units)
Introduces the basic principles and concepts used in the financial management of a Christian business enterprise addressed from both theoretical and practical standpoint. Emphasis is placed on the financial management of a church. Topics include money and capital markets, financial management of working capital, capital budgeting and fixed asset management, cost of capital, and short-term and long-term financing by means of debt and equity capital. There is no Pre-requisite.

PRA311 Preaching (4 units)

A study of preparing sermon construction and style of delivery of the sermon. Prerequisite: None

PRA312 Mission (4 units)
This course examines biblical and theological foundations of mission with attention to historical, cultural and methodological issues. Prerequisite: None [Formerly Intercultural Studies: Mission]

PRA351 Field Education I (4 units)
A course focused on important principles of Spiritual Formation and Christian Leadership with an appropriate field experience under the supervision of a competent supervisor. Cognitive, affective, and experiential learning experiences are designed to foster the student's formation in ministry. (PRA 422-423 are a continuation of this course.)

PRA352 Field Education II (4 units)
Weekly involvement in ministry with satisfactory completion of student's self-evaluation form and supervisor's evaluation form.

PRA353 Field Education III (4 units)
Weekly involvement in ministry with satisfactory completion of student's self-evaluation form and supervisor's evaluation form.

PRA400 Christian Worship (4 units)
A study of biblical foundations, historical development and current trends in worship. Prerequisite: None

PRA405 Introduction to Christian Business (4 units)
An introductory study of the functional areas of business to help students realize the integral role business plays in the economy and our lifestyles. Prerequisite: None

PRA410 Homiletics (4 units)
A basic course in the theory and practice of developing a sermon in the Seminary Chapel with constructive criticism on the part of the instructor. Prerequisite: None

PRA411 Preaching (4 units)
A study of preparing sermon construction and style of delivery of the sermon. Prerequisite: None

PRA412 Mission (4 units)
This course examines biblical and theological foundations of mission with attention to historical, cultural and methodological issues. Prerequisite: None [Formerly Intercultural Studies: Mission]

PRA415 Practical Counseling (4 units)

This course provides an examination of theories of counseling with an emphasis on principles and techniques integral to Christian practice of counseling. Prerequisite: None

PRA416 Human Resource Management (4 units)
Introductory overview of basic human resource management activities. Various functions of human resource management are explored including planning, staffing, training, compensation, motivation, employee development, benefits, performance evaluation, discipline, health and safety issues, employer-employee relationships, and compliance with employment laws. Prerequisite: None.

PRA505 Evangelism (4 units)
This course involves a study of the current models of theology to explore methods of evangelism. This course will explore different approaches to evangelism that are contextual, lived, local, and practical. This course will help students to gain a greater understanding of their personality, and who God has created them to be, and how they can "what" evangelism is according to who God has made them to be. This will require both academic study and spiritual formation. Pre-requisite: None

PRA507 Pastoral Leadership (4 units)
A study of theories and styles of leadership in ministry context with attention to a biblical image of leadership and service. Prerequisite: None

PRA510 Church Finance (4 units)
Introduces the basic principles and concepts used in the financial management of a Christian business enterprise addressed from both theoretical and practical standpoint. Emphasis is placed on the financial management of a church. Topics include money and capital markets, financial management of working capital, capital budgeting and fixed asset management, cost of capital, and short-term and long-term financing by means of debt and equity capital. There is no Pre-requisite.

PRA520 Spiritual Formation (4 units).
A survey that examines the social scientific and practical theological intersections of spiritual life. Lectures, class discussions, and small-group seminars will be used to facilitate process-oriented practices. Students will be encouraged to deepen and enrich their own personal spiritual life in and through this course as it relates to practices of ministry.

PRA551 Supervised Field Ministry I (4 units)
Classroom preparation is balanced by a variety of ministry experiences, self-discovery processes, and nurturing relationships with faculty, supervising ministers, and church leaders in multiple contexts. Through the process of gradual immersion into ministry practice, an examination of professional identity will begin. (PRA552-553 are a continuation of this course.)

PRA552 Supervised Field Ministry II (4 units)

Weekly involvement in ministry with satisfactory completion of student's self-evaluation form and supervisor's evaluation form

PRA553 Supervised Field Ministry III (4 units)
Weekly involvement in ministry with satisfactory completion of student's self-evaluation form and supervisor's evaluation form

PSY255 Personality Disorders (4 units)
This course provides an examination of the various psychological disorders, with an emphasis on personality disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Coursework will cover terminology, classification, etiology, assessment, and treatment of the major disorders. Pre-requisite: None

PSY402 Christian Counseling (4 units)
This course provides an examination of theories of counseling with an emphasis on principles and techniques integral to Christian practice of counseling. Prerequisite: None

PSY415 Pastoral Counseling (4 units)
Instruction in the scope and methods of pastoral counseling with a practical examination of case studies. Prerequisite: None

PSY455 Personality Disorders (4 units)
This course provides an examination of the various psychological disorders, with an emphasis on personality disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Coursework will cover terminology, classification, etiology, assessment, and treatment of the major disorders. Pre-requisite: None

PSY502 Christian Counseling (4 units)
This course provides an examination of theories of counseling with an emphasis on principles and techniques integral to Christian practice of counseling. Prerequisite: None

PSY514 Pastoral Counseling (4 units)
Instruction in the scope and methods of pastoral counseling with a practical examination of case studies. Prerequisite: None

PSY525 Counseling for Marriage and Family (4 units)
An evaluation of family interaction, family structure, marital relationship and interdependence of marriage partners and their family members.

PRA226 Webpage Design and Development for Church (4 units)
This course deals with web design and development for church. It focuses on two aspects of website management: technical and administrative aspects. An introduction to Web languages and technologies is made with some in-depth coverage of HTML and CSS.

How to manage people, content, and suppliers is covered in the business focus.
Prerequisite: None.

PRA228 Web Design and Development Using Solutions for Church Ministry (4 units)
This course focuses on two aspects of website management: technical and administrative aspects. An introduction to Web languages and technologies is made with some in-depth coverage of HTML and CSS. Using the provided web design solution develop a web site. How to manage people, content, and suppliers is covered in the business focus.
Prerequisite: None

PRA326 Introduction to HTML & CSS for Webpage Design for Church Ministry (4 unit)
This course introduces students to understand and develop web design using HTML (Hyper Text Markup Language) and CSS (Cascading Style Sheets) for their church ministry. This course will provide the basic structure of HTML and CSS so that this course does not require the knowledge of HTML. In this course basics of HTML and CSS will be presented base on simple and practical coding. Throughout the course students will be able to plan and design effective web pages, implement web page by coding HTML and enhance web page with layout techniques.

PRA526 Webpage Design and Development for Church (4 units)
This course deals with web design and development for church. It focuses on two aspects of website management: technical and administrative aspects. An introduction to Web languages and technologies is made with some in-depth coverage of HTML and CSS. How to manage people, content, and suppliers is covered in the business focus.
Prerequisite: None.

PRA528 Web Design and Development Using Solutions for Church Ministry (4 units)
This course focuses on two aspects of website management: technical and administrative aspects. An introduction to Web languages and technologies is made with some in-depth coverage of HTML and CSS. Using the provided web design solution develop a web site. How to manage people, content, and suppliers is covered in the business focus.
Prerequisite: None

PRA626 Introduction to HTML & CSS for Webpage Design for Church Ministry (4 unit)
This course introduces students to understand and develop web design using HTML (Hyper Text Markup Language) and CSS (Cascading Style Sheets) for their church ministry. This course will provide the basic structure of HTML and CSS so that this course does not require the knowledge of HTML. In this course basics of HTML and CSS will be presented base on simple and practical coding. Throughout the course students will be able to plan and design effective web pages, implement web page by coding HTML and enhance web page with layout techniques.

Faculty Information

All instructional staffs of Rochester University are selected based on their academic credentials and professional experience, and are required to comply with the Mission, Biblical Foundation Statement, Institutional Objectives, and Community Commitment Agreement.

Rochester University requires all instructors to maintain their knowledge by completing continuing education courses in their subject area, classroom management or other courses related to teaching.

Below are listed several of our recurring faculty members. Please note that our faculty roster may change on a quarterly basis and according to course enrollment. As such, the current catalog may not reflect more recent changes that have been made, adding or removing faculty as needed.

Rochester University has a faculty senate that is made up of faculty members. At Rochester University, the Faculty Senate meets regularly to review, discuss and approve any newly proposed program, curriculum, change and modification of curriculum, academic policies and procedure, etc.

The duties and responsibility of the Faculty Senate include periodic review and approval of academic freedom, faculty duties and responsibilities, welfare of faculty, academic handbook, academic calendar, etc.

Board Information

Giovanni Esti

Jenny Shin

Akio Hagiwara

Shouichi Miyamoto

Karyn Snell Kilpatrick