

International Reformed University & Seminary  
2016-2017 Student Handbook  
(Fall 2016 ~ Summer 2017)



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# Table of Contents

|  |    |
|--|----|
| I. IRUS's Mission Statement & Strategy                 |    |
| Mission Statement & Strategy .....                     | 4  |
| II. Student Services                                   |    |
| Emergency Call .....                                   | 5  |
| Crisis Response Procedures .....                       | 5  |
| Campus Location & Facility .....                       | 6  |
| Health Services .....                                  | 6  |
| Mentoring.....   | 6  |
| Counseling .....                                       | 6  |
| New Student Orientation.....                           | 6  |
| Library Services.....                                  | 7  |
| Academic Calendar.....                                 | 8  |
| Placement Assistance.....                              | 9  |
| Student Government .....                               | 9  |
| Student Clubs.....                                     | 9  |
| Chapel.....  | 9  |
| Student Employment.....                                | 9  |
| Student Services for the Distance Education Plan ..... | 9  |
| Student Ministry.....                                  | 10 |
| III. Academics   |    |
| Registration.....                                      | 10 |
| Enrollment Status.....                                 | 10 |
| Auditing .....   | 11 |
| Attendance.....  | 11 |
| Emergency Leave of Absence.....                        | 11 |
| Bible Test.....  | 12 |
| Pastoral Internship .....                              | 12 |
| Graduation.....  | 12 |
| Honors.....  | 12 |
| School Catalog.....                                    | 13 |
| Transfer of Credit Policy.....                         | 13 |
| Readmission.....                                       | 13 |
| Grading and Academic Requirement.....                  | 14 |
| Grading Criteria.....                                  | 14 |

|  |    |
|--|----|
| Letter Grade Description .....                     | 14 |
| Incomplete Policy .....                            | 14 |
| Repeating a Course.....                            | 15 |
| Examinations .....                                 | 15 |
| Changing Academic Policies.....                    | 15 |
| Students' Right Concerning Academic Policies ..... | 15 |
| Academic Freedom.....                              | 15 |
| Student Record .....                               | 16 |

#### IV. Campus Life

|                                       |    |
|---------------------------------------|----|
| Dress Code .....                      | 16 |
| Classroom Etiquette .....             | 16 |
| Academic Integrity.....               | 16 |
| Discipline & Disciplinary Policy..... | 17 |
| Sexual Harassment.....                | 17 |
| Grievances .....                      | 18 |
| Grievance Procedure.....              | 18 |
| Computer Use Policy .....             | 19 |

# **I. IRUS's Mission Statement & Strategy**

## **Mission Statement**

International Reformed University and Seminary is an institution of biblical higher education, whose mission is to prepare members of the faith community in Northern American region including Los Angeles and further throughout the world, for service as future ministers or lay leaders not only in Korean immigrant churches in the world but also in all the churches of God. This preparation is to train men and women who are approved workmen who do not need to be ashamed, and who correctly handle the word of the truth so that they may exert themselves in devoting themselves to God. (2 Timothy 2:15)

## **Mission Strategy**

This mission is accomplished by accomplishing the gospel of Christ by teaching Reformed theology and the theology that the Holy Scripture is oriented toward to the church and the world. International Reformed University and Seminary is grounded in the University's Calvinist heritage with its emphasis on the sovereignty of God, God-centered worship, Bible-centered education, and Church-centered ministry. The strategy is to enable the ministers and lay leaders with a unique combination of practical ministry skills by teaching Reformed theology around the world through distance education.

## **Statement of Faith**

IRUS believes that the Scriptures, both Old and New, are the inspired Word of God and the only inerrant authority for Christian faith and life. We hold that Reformed theology as set forth in *the Westminster Confession of Faith* and the Larger and Shorter Catechisms is the system of truth taught in Scripture.

## **Vision Statement**

The vision of IRUS is to be the premier Korean language theological institution in the region that produces spiritual leaders equipped with a global awareness to interpret and minister to our continually changing world based on Reformed Theology and a biblical worldview.

## **Core Values**

International Reformed University and Seminary has identified two core values that define our institution:

### **Biblical-Centered Education**

We value healthy church development in the context of our Calvinist heritage.

### **Spiritual Formation**

We value excellence in academics and professional preparation within the context of a personal relationship with Jesus Christ.

## **IRUS Student Learning Objectives**

- 1) Teachings of Reformed Theology
- 2) Bible Centered Education
- 3) Preparing Leaders
- 4) Preparing for Lay/Clergy Ministry
- 5) Preparing for the Mission Field

## II. Student Services

### Emergency Call

|   |                |
|---|----------------|
| Ambulance .....   | 911            |
| Fire .....  | 911            |
| Police/Emergency .....                                  | 911            |
| Police/Non-Emergency .....                              | (213) 485-4061 |
| .....Rampart Police Station                             |                |
| Hospital..... St. Vincent Medical Center (213) 484-7033 |                |
| ..... Good Samaritan Hospital (213) 977-2121            |                |

### Crisis Response Procedures

It is important to understand the procedures IRUS University has in place and how it proceeds and responds in the case of an emergency on Campus. The University has an emergency guideline that includes procedures to ensure a rapid response to an unanticipated emergency or threatening situation. IRUS takes all incidents affecting student, faculty, and staff safety as serious and time critical. Campus safety is a responsibility we all share. All of us play a critical role in keeping students, faculty, and staff safe on campus.

#### *Providing a Safe Campus*

Our Office of Administrative Services is responsible for campus security. The Office maintains excellent relationships with the LAPD Korea town Police Departments (Rampart Station), where Korean speaking police officers are available to provide immediate response when necessary.

We encourage members of the campus community or any visitor to immediately report suspicious activity or an emergency to the Office of Administrative Services by calling 213-381-0081 or in explicit threatening circumstances by contacting public safety directly such as LAPD Rampart Station by calling 213-484-3400 or 911. If an emergency requires the assistance of an outside agency, the Office of Administrative Services will also contact the appropriate organization as the situation dictates.

#### *Crisis Response*

If a situation arises on or around campus that could potentially threaten the health or safety of University community members, administrators of the University are immediately summoned as part of IRUS's crisis response procedure. This group determines the appropriate actions to be taken, using IRUS's Emergency Guideline.

This action may include:

- Engagement of law enforcement officials, if appropriate
- Cancellation of classes
- Lockdown of campus buildings
- Evacuation of campus buildings

#### *Emergency Communication Process*

In the event of an emergency, an effective University-wide communications process is vital in order to provide the greatest safety possible for our students, faculty, and staff.

We will use all available means of communications in a crisis situation, including text messaging, telephone, the Web site, and e-mail. The communications tools may include:

- Critical information is posted on the University's home page and may be viewed both internally (students, faculty, and staff) and externally (parents, alumni, and other constituents)
- Broadcast e-mails are sent to IRUS students, faculty, and staff, as well as alumni, if appropriate
- IRUS uses the IRUS Alert to quickly contact you during a major crisis or emergency. IRUS Alert delivers important emergency alerts, notifications and updates to the smartphone app you register.

- Critical information is posted on the IRUS Emergency Hotline 213-381-0081; this information is accessible from on or off campus to any constituent.

### **Campus Location & Facility**

International Reformed University & Seminary is situated in Los Angeles Korea-town, the commercial, cultural, and religious center of the Korean community in Los Angeles County, at 125 S. Vermont Ave., Los Angeles, CA.

The spacious two-story building houses a library, classrooms, a chapel, a student center, and faculty and administrative offices. Library has more than 33,500 books in Korean and English.

### **Health Services**

Since there is no medical facility at IRUS, we try to inform our students to use neighborhood hospitals. Students can find Korean speaking doctors and nurses at these hospitals.

Y Hospital Address:       St. Vincent Medical Center  
                                   (213) 484-7033  
                                   2131 W. 3rd St., Los Angeles CA90057  
                                   Good Samaritan Hospital  
                                   (213) 977-2121  
                                   1225 Wilshire Blvd, Los Angeles

### **Mentoring**

Faculty at IRUS has a desire to walk alongside the students in a pastoral role as they grow through academic and ministry experiences. In this pastoral role the faculty has a variety of ministry and life experiences that can be a valuable resource for the students. Believing that this relationship between faculty and each student can enhance the student's learning experience and help develop him or her as a sacrificial leader. Each student will be assigned to a faculty advisor (called a mentor) while enrolled at IRUS. All students can ask a counseling session from his/her mentor, academic dean, and/or dean of students.

### **Counseling**

IRUS Counseling Center wants students to fulfill their personal and professional dreams and get successful experience at IRUS. The Center provides a variety of free short-term counseling services to students, including individual or group counseling, and psychiatric consultation. A professional counselor is available to assist students with psychological concerns during regular office hours (9:00 a.m. to 5:00 p.m., Monday through Friday) or by appointment. The Center is located in the Dean of Students Office.

### **New Student Orientation**

New students can become familiar with the school through the New Student Orientation at the beginning of Fall and Spring semester. During the Orientation, new students can meet IRUS's faculty and staffs. Academic programs and policies, student services and student government are introduced to new students.

## Library Services

### *Introduction*

The mission of the Library is to provide students, faculty, and staff with the bibliographic resources, research tools, and study environment necessary for the academic training of men and women for Christian ministry. Library has about 33,500 cataloged books and uses Library of Congress numbering system.

### *Library Hours*

Library will be closed on following days:

- Federal Holidays (New Year's Day, Christmas, Easter, Thanksgiving)
- Saturdays & Sundays
- When the school building is closed.

### *Business Hours*

- School days: A.M. 9:00- P.M. 7:30
- During vacation: A.M. 10:00- P.M. 5:00

### *Library Check-Out & Circulation Policies*

Once you have found the materials that you want, take your selection to the Checkout Counter. Give them and your library card to the desk attendant, who will check the materials out to you for a two-week period. You may renew at the end of the two-week period once for a total of four weeks in all. Students may have a maximum of seven (7) items (including any combination of books, videos, CDs, or DVDs) and faculty and staff a maximum of ten (10) items checked out at one time.

### *Renewing Library Materials*

**In Person:** At the Circulation/Check Out Desk.

IRUS Library materials can be renewed if the borrower's account is in good standing. Account problems that may prevent renewal include:

1. reaching the maximum number of renewals - once
2. fines and other library charges
3. a block initiated by Admissions and Records because of an unpaid bill or other account problem

**By Telephone:** Call the Library Circulation/Check Out Desk at 213-381-0081

The following items CANNOT be renewed:

1. Items that have been requested by another patron. These items should be returned immediately to the Library on their due date.
2. Reserved items.
3. Overdue items

### *Overdue Notices, Overdue fines, and Billing*

Overdue notices are issued as a courtesy to all library users. However, non-receipt of an overdue notice does not exempt a borrower from applicable fines or billings. To avoid overdue notices, fines, and bills please renew your materials before the due date stamped in each item

#### **Late Return Fees:**

|                     |       |                |
|---------------------|-------|----------------|
| Fines per item: AV  | ..... | \$ .50 per day |
| Books and materials | ..... | \$ .10 per day |

Fines should be paid at the Check-Out Desk. If you have questions about an overdue notice, contact the library. Outstanding library charges in excess of \$5.00 will automatically block your borrowing privileges.

If you are a student, outstanding library bills may also prevent your registration for classes, your graduation, or requests for transcripts. Please pay your library bills promptly.

***Replacement of lost or damaged materials***

Library user needs to pay for the lost or damaged borrowed materials. He/she needs to pay for the total cost of replacing the material. The library staff can substitute the lost or damaged materials if the same materials can not be found. The payment must be made within one month.

***Book Purchase Request***

Any library user can submit a book purchase form to the library staff. He/she needs to submit correct information of books' title, author, publisher, and publisher year.

***Reserve Section***

The Reserve Section supports the instructional program by providing library resources, which are directly related to curricular offerings. Library users can not check out any material from the reserve section; they can borrow the materials for three hours within the library.

***Library Etiquette***

- Please be mindful of other users. When you leave your seat, don't leave any personal items behind.
- Please use your own common sense: put your phone on silent mode and lower your voice while in the library.
- Please handle library equipment with gentleness.
- No food or drink is allowed inside the library.

**Academic Calendar 2016-2017**

|                  |   |
|------------------|---|
| July 18– Aug. 26 | Registration  |
| Aug. 22-23       | Orientation & Spiritual Formation Conference, Orientation |
| Aug. 24          | Classes begin   |
| Sep. 2           | Drop classes without fee                                  |
| Sep. 9           | Last day to add or to drop                                |
| Sep.30           | Last day to drop with 'W'                                 |
| Nov. 21-25       | Thanksgiving break  |
| Dec. 5-9         | Final Exams   |
| Dec. 9           | Fall Semester End   |

**Spring Semester**

|                |   |
|----------------|---|
| Dec. 19-Jan.27 | Registration  |
| Jan. 23-24     | Classes begin & Spiritual Formation Conference, Orientation |
| Jan. 25        | Classes begin   |
| Feb.3          | Drop classes without fee                                    |
| Feb. 10        | Last day to add or to drop                                  |
| Mar. 3         | Last day to drop with 'W'                                   |
| Apr. 10-14     | Easter break  |
| May 1-5        | Final Exams   |
| May 20         | 38 <sup>th</sup> Commencement                               |



## **Summer Session**

June1-July31

Summer Session

### **Placement Assistance**

IRUS diligently seek relationship with local churches and find ministry opportunities for our students and alumni. IRUS receives numerous requests from local pastors for ministry positions at their church and announce them at the bulletin board.

### **Student Governments**

IRUS has two separate student governments i.e., graduate government and undergraduate government. They are supervised under the Dean of Students and are run by their student leaders who are president, vice-president, secretary, treasurer, and coordinator. President and vice-president are elected at the regular annual General Assembly. The other leaders are chosen by the elected president and vice-president. The student leaders are supposed to be model students. Their GPA must be above 3.0 in graduate and above 2.7 in undergraduate. No student who has not fulfilled his/her duties as student or is under any disciplinary process of probation or suspension. The bylaws of the student governments are attached in the appendix.

### **Student Circles**

IRUS encourages students to form Student Circles for educational purpose. Christian fellowship among students is very important part of studying together at IRUS. In order to form a Student Circle, students need to get approval from the Student Government, the Dean of Student, and the President. The minimum of a student circle is five.

### **Chapel**

Regularly scheduled chapel services are held to offer inspiration and worship for students, faculty, and staff. Chapels are on Monday thru Friday right after the first morning and the first evening classes.

### **Student Employment**

Students who need to supplement family savings or other sources of funds are encouraged to seek limited outside employment while attending IRUS. Such employment assists the student in developing a balanced lifestyle. Working off-campus also provides students with the opportunity to impact our community through the witness of their life and the sharing of their faith.

IRUS recommends fulltime students to work less than 20 hours/week. IRUS recommends fulltime working students take less than 9 units/semester. I-20 students cannot work outside the campus; however, they can do work-study for less than 20 hours/week.

### **Student Services for the Distance Education Plan**

1. Library
  - a. Online Library Catalog is available. (<http://www.iruniv.org/biblio>)

- b. Once student has located a book thru online library catalog, he/she can request the book thru IRUS's librarian's email: [office@irus.edu](mailto:office@irus.edu)
- c. Requested books will be mail to the student who lives in US. IRUS does not yet to service International destinations and is seeking ways to meet International students' needs by means of library networking and online eBooks.

## 2. Mentoring

- a. Each semester, a mentor sends email to online students initiating mentoring session.
- b. Mentor and student can engage in mentoring dialog using chatting, emails, internet phones or telephones.

## **Student Ministry**

The spirit of servant is the core value of IRUS. IRUS places a strong emphasis upon the student's active participation in local church ministry and considers this a necessary part of the educational program offered. Through this ministry, students can learn what servant leader's roles are. This is valuable to them when they become a leader in the future.

Ministry requirements tied to local church participation, ministry, and mentorship are embedded in the required coursework for each student. The Student Ministry process includes local-church connected assignments assigned in required courses that contribute toward three major objectives: a strong commitment by each student to active membership and service in a local church; the development of their own vision necessary for qualified ministry leadership; and the continuing understanding of their strength/weakness and being awareness for their skills, gifts, and abilities in ministry fields.

Students can choose any service according their situations. Student ministries are various: leading worship, being a Sunday school teacher, leading small groups, leading prayer groups, visiting seniors, orphanage, homeless and prison, and working with handicapped people.

Student Ministry is required for the BA & MA students. Each student should participate in the ministry more than two hours/week. Students need to submit the Student Ministry Report (use IRUS's form) to the office of the Dean of Students one week before the final exam week.

## **III. Academics**

### **Registration**

For regular attendance in any class, students must be registered for the class. Registration usually takes place two weeks before classes begin and continues until Friday of the first week of the semester. Additional drop/add is made until two weeks after the semester starts. Registration for intensive classes must be received no later than the first day of class. Registration for Winter/Summer Special Lectures will be done by the first day of the lectures. All students should meet with the Academic Dean prior to their registration.

### **Enrollment Status**

Full time students are required to take a minimum of 12 units or more for B.A. and a minimum of 9 units or more for M.A./M.Div. per semester. Those carrying less than the minimum requirements are considered as part-time students. Students are normally permitted to carry a maximum of 18 units for B.A.

students and 15 units for M.A./M.Div. students for each semester. To exceed maximum load, the student must receive the Academic Dean's approval.

### **Auditing**

Currently enrolled students and their spouses, pastors, and missionaries can audit the classes by paying \$50 per unit for BA classes and \$100 per unit for Master classes.

### **Attendance and Absences**

Students are expected to attend all classes for which they have registered. In case of an extended absence, students are expected to report to the instructor and the Academic Dean. Each faculty member decides his or her own policies concerning class attendance. When unexcused absences exceed three absences out of 15 sessions of class, or the instructor judges a student's absences to be so excessive as to make it impossible for the student to complete the course successfully, the instructor must drop the students from the class.

Professors will begin recording attendance the first day of class and absences may impact grades. After role call by the professor, leaving the class without permission will be considered as an absence.

### **Emergency Leave of Absence**

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

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

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

When a student finds it necessary to interrupt progress toward a degree for a reason that is related to his or her educational objective and that is acceptable to the appropriate university authorities, the student may be granted a Leave of Absence (LA).

Only students in good standing are eligible for a LA. A LA will be granted when the student has filed an approved petition with the Office of the Registrar. The leave petition, which must be approved by the appropriate academic administrator, shall specify the reasons for the leave and the duration of the leave.

A student granted a LA has a commitment from the University to be reinstated in good standing. The reason(s) for requesting a leave must be stated clearly and completely. Reasons students may petition for a LA are, but are not limited to, the following:

- a. professional or academic opportunities such as travel or study abroad, employment related to educational goals in the student's major field of study, or participation in field study or research projects;
- b. medical reasons including pregnancy, major surgery, or other health-related circumstances, and
- c. financial reasons such as the necessity to work for a specified period in order to resume study with

adequate resources.

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

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

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

### **Bible Test**

A comprehensive Bible Test is required to graduate for all M.Div. students. By passing the test, the student has completed the obligation to demonstrate a working knowledge of biblical content for graduation. Students must pass the test with a score of seventy percent or above in order to complete the degree program.

### **Pastoral Internship**

All M.Div. students are required to register for the internship program (PT611~613 Pastoral Internship I, II, III) during their period of study at IRUS. Each internship course involves two hours per week of supervised ministry experience in local churches for a full semester (Total 30 hours per semester). Additionally, students enrolled this course are required to attend chapels (twice a week/semester) and Spiritual Revival Services (2 days/semester), which are regularly held at IRUS.

The Pastoral Internship courses at IRUS provides an opportunity for M.Div. students to build up experiences as a minister through local ministry services and learn various ministry skills such as worship, education, evangelism, administration, preaching, and etc. Through the supervisor's evaluation, they know that their strengths and weaknesses and their ministry talents and spiritual gifts.

### **Graduation**

Degrees are given at each semester. In order to graduate in a given term, a student must:

1. Complete the course of study as outlined in the curriculum for the degree;
2. Be in good academic standing.
3. Pay all debts to the university-seminary or make necessary financial arrangements;
4. Complete an application for graduation by the first week of the semester of intended graduation;
5. Complete all work by the end of the term.
6. Applicants are required to pay the graduation fee. Graduation fee is \$300 for this year; but, it is subject to change each year.

The Commencement exercise is held only at the end of the Spring Semester.

### **Honors**

For graduation honors, students completing their programs with an overall grade point average of 3.75

will be graduated with Cum Laude (Honors); students with a 3.9 GPA for Magna Cum Laude (High Honors).

### **School Catalog**

Students can fulfill their academic graduate requirements according to following documents.

- (1) Student's first year's catalog
- (2) Returning students from his/her previous withdrawal follow the requirements of the returning year's catalog.

### **Transfer of Credit Policy**

#### **A. General Policy**

1. Official transcripts from any institution previously attended must be submitted directly to IRUS. Transcripts will not be accepted unless they are received officially sealed (unopened) from the school. Transfer student needs to make an appointment with the Academic Dean to analyze his/her transcript.
2. The credit granted will reduce the number of units required at IRUS; however, at least 30 credit units for BA, 24 Credit for MA and 24 credit units for M.div. must be completed at IRUS. IRUS does not award credit for prior experiential learning.
3. In general, IRUS grants credit from either BPPE and/or ABHE accredited schools or CHEA (Council on Higher Education Accreditation) and/or USDE (United States Department of Education) approved schools.
4. IRUS recognizes Korean schools which are registered with the Korean Ministry of Education as US equivalent approved school. Credit is evaluated on a course-for course basis if the course descriptions are similar to IRUS's courses or as elective units.
5. Only coursework with a grade of B or better is transferable. The grade points do not transfer. A student's GPA is computed only on work completed at IRUS.
6. IRUS does not grant credit from a job training school.
7. A transfer of credit is sometimes possible for those who have transcripts from recognized but non-accredited institutions. Based on established criteria, a provisional evaluation is made and given to the student.
8. IRUS uses Semester System. If a student is transferred from a Quarter System, his/her credit will be calculated with 3:2 ratio. For an example, his/her 12 units will be calculated as 8 units.

### **Readmission**

Student can apply for readmission to IRUS through the Office of Registrar if he/she:

- Missed two or more semesters due to non-enrollment.
- Were dropped for non-payment.
- Were dismissed.

### ***Filing Procedures***

Complete and return the Readmission Application with the non-refundable application fee\* to the Office of Registrar. The readmission fee is not required for military personnel returning from active duty. If student is returning from active duty, he/she must provide a copy of his/her active-duty paperwork along with this readmission application.

### ***Eligibility***

Readmission application will be reviewed by Academic Dean. If student is accepted for readmission, he/she will be admitted to the same college and major as in his/her last quarter of attendance.

### ***Transfer Credit***

If student attended another educational institution during his/her absence, he/she must send official transcripts to the Office of Registrar. The Registrar Office will review these transcripts five to eight weeks after the semester he/she returns.

### **Grading and Academic Requirement**

#### ***Academic Probation***

Any bachelor degree objective student whose CGPA falls below 2.5 and any graduate student (masters or doctoral degree) whose scholarship falls below a CGPA of 3.0 in courses receiving letter grades for work attempted at IRUS shall be placed on academic probation.

- a. A student on probation is required to meet with his/her academic advisor to review their academic progress.
- b. A student on probation may be assigned a restricted program of studies.
- c. Any bachelor degree student who is on academic probation whose grade point average for coursework undertaken in the semester just completed is 2.5 or better, but whose overall or cumulative grade point average for all coursework attempted is still less than 2.5, shall remain on academic probation. Any graduate students whose GPA is 3.0 or better for coursework just completed, but whose cumulative GPA, CGPA, is still less than 3.0 shall remain on probation.

#### ***Removal from Probation***

Any student placed on academic probation shall be removed from probation when the cumulative grade point average at IRUS has improved to 2.5 for bachelor degree students and 3.0 for graduate students.

### **Grading Criteria**

IRUS uses the following grading system:

#### **Letter Grade Description**

- A Work of highest quality in all areas; virtually flawless mastery of facts and concepts; creative; able to evaluate data and trends.
- B Above average mastery of facts, concepts, creativity and analysis. Student manifests lack of understanding in a few areas but generally this student has performed well in demonstrating that they have achieved the course objectives. Student demonstrates that they will potentially show effective leadership in ministry.
- C Average grasp of facts, concepts, creativity and analysis. Student has achieved many of the learning objectives for the course and displays an average ability to perform tasks for ministry.
- D Below average grasp of facts and competence for ministry. This grade reflects the fact that the student did not achieve many of the learning objectives of the course and it indicates a minimum proficiency level of learning. It indicates that the student is deficient in ministry preparation in this area.
- F Lack of understanding of key concepts and skills. Failure to achieve minimal levels of learning and ministry preparation. No credits awarded.

### **Incomplete Policy**

A grade of Incomplete may be granted when a student's work in a course is not completed at the end of the term. Incomplete is allowed only when necessary and the Academic Dean will decide whether it is necessary. If an 'Incomplete' is permitted a student should submit the completed assignment to the

professor at the end of the next Semester.

### **Repeating a Course**

If a student receives a failing grade, the student may retake the course. If the course is retaken, the new grade will be calculated into the student's grade point average replacing the previous failing grade. The maximum grade is 'B+' and students must pay the current tuition to retake the course.

### **Examinations**

There are mid-term examinations and final examinations.

Final examinations are scheduled during regular class hours during the last week of each term. Students are expected to take their final exams at the scheduled time. In the case of extenuating circumstances, arrangements may be made with the professor to take an exam at another time.

### **Change of Academic Policies**

IRUS reserves the right to change its academic policies and to add new policies according to its needs. IRUS will inform students about the changes so that there will be no misunderstanding.

### **Students' Right Concerning Academic Policies**

When a student needs special attention from school regarding the Academic Policies, he/she can request this to the Academic Dean in writing. This matter will be discussed and be decided by the Faculty Committee. The Faculty Committee will inform the result to the student in writing. When the student is dissatisfied with the result, he/she make a petition to the Academic Dean for a review.

### **Academic Freedom**

IRUS recognizes that with the field of education, academic freedom is a highly held right. In that regard IRUS will do everything possible to ensure that faculty members are given the freedom to represent views, theories, research results, and opinions in the normal process of teaching their assigned courses. However, IRUS also recognizes that academic freedom must be weighed in response to the responsibilities of Christian faith and practice. The principles of developing Christian community, the responsibility of leadership by faculty members as role models to the students, the ethics of Christian faith as prescribed by the school's statement of faith also provide the boundaries within which faculty members exercise their academic freedoms. The statement reads as follows:

1. The Christian faith directs all thought and life toward God who is the source of truth, the judge of all human thoughts, and the ultimate end of all theological inquiry.
2. The freedom of the Christian always involves a commensurate responsibility toward God and neighbor. It is never the freedom merely to be left alone or ignore basic obligations.
3. Christian freedom exists within the confession of Christian faith. A theological school may acknowledge specific confessional adherence as laid down in its own charter and constitution. A concept of freedom appropriate to a theological school will respect this confessional loyalty, both in the institution and with their individual members. At the same time, no confessional standard obviates the requirement for responsible liberty of conscience in the Christian community and the practice of the highest ideal of academic freedom.

4. While freedom must ultimately be realized through the spirit and loyalties of humanity, it must take form and be protected through concrete standards of institutional practice. Every statement of such standards moves somewhat in the sphere of law and regulation. We recognize that the effectiveness of stated principles depends finally upon the dedication within the Christian theological school to a genuine concern for liberty of mind and spirit in theological teaching.

With these assumptions in mind, IRUS has as its policy of academic freedom the following:

Faculty members are free to express views and opinions concerning their areas of teaching responsibility within the confines of the school's statement of Reformed beliefs. If faculty members find that they have differing opinions in regard to these statements, it is within the context of maintaining Christian unity and community that the faculty member must first discuss these divergences with the school Administration before disseminating these opinions in the classroom.

Faculty members who hold differing and potentially contentious theological views will be asked to step down from their faculty position. When this happens, IRUS will still hold the resigning faculty member in highest regard, realizing that the human perspective on theological truth is never complete and clear. In non-theological, non-biblical and non-professional courses, it is expected that the course will be taught in accordance to a Reformed Christian worldview and consistent with the IRUS's statement of beliefs.

### **Student Record**

Students' records, grades, and important financial documents are stored in a fire-proof cabinet and computer Data CD. When IRUS has to be closed, the board shall name a custodian of records, who shall preserve all the important documents such as student records, financial records, etc. IRUS will keep student's record and financial documents for five years and will keep student's grades permanently.

## **IV. Campus Life**

### **Dress Code**

Scripture mandates modesty. The biblical principle is clear: modesty and decency are traits of godliness. Modesty is not only reflected by clothing choices, but also by the intent with which one chooses to conduct him or herself. As believers we have the right to choose from a wide array of styles and fashions. This right, however, has the potential to cause other people to stumble.

### **Classroom Etiquette**

Professor has right to ask a disrespectful and ill-behaving student to leave the classroom. When the student is asked to leave the classroom, his or her attendance is recorded as an absence. If the student feels that the professor's request has no merit, he or she can make an appeal to the Dean of Students.

### **Academic Integrity**

Each student at IRUS is responsible to maintain honesty and integrity in all academic work. Any offense will carry a penalty and must be reported to the Academic Dean. The penalty can range from loss of the assignment (earned "F") to academic dismissal. Lack of integrity is evidenced by, but not limited to, cheating, plagiarism, and/or fabrication. Anyone who assists another student in an academic integrity offense is equally responsible. The college promotes sound moral values in all areas of campus life including honesty in all academic endeavors.



## **Discipline & Disciplinary Policy**

### ***Discipline***

The primary goal of the IRUS Disciplinary Policy is always to pursue the full restoration of the involved student. With this goal in mind, the suspension of a student from IRUS 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 from school or eviction from the residence halls or apartments. Each incident is reviewed on a case-by-case basis, with consideration of the severity of the violation, the context of the incident, a history of prior misconduct, the responsiveness of the accused to confrontation, and 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 judicial proceeding. While painstaking efforts are taken to maintain consistency from cases to case and individual to individual, confidentiality often prevents the disclosure of details that contribute to a judicial decision, occasionally resulting in unanswered questions regarding an 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 the college and works with the residence directors and other administrators to resolve such matters. The following guidelines are used to establish continuity for administering consequences for violating community standards.

### ***Disciplinary Action***

The type of disciplinary action given to a student is based on his/her level of violations.

- (1) Admonition: Minor violations likely to result in a minimum consequence of a verbal or written warning with additional sanctions.
- (2) Probation: Intermediate violations likely to result in a minimum consequence of probation or limited-term suspension with additional sanctions and conditions.
- (3) Suspension: Major violations likely to result in suspension. Any record of suspension will be recorded in the student's file. A suspended student needs to fulfill the condition of his/her penalty.
- (4) Withdrawal / Dismissal: If a suspended student is not willing to follow rules at IRUS, IRUS can instruct the student to withdraw from school immediately.
- (5) If the student is not willing to accept IRUS's ruling, he/she can appeal to the Dean of Student.

### **The Right of the Student under Disciplinary Action**

- (1) Student has right to know why he/she is under disciplinary action in writing.
- (2) Student has right to request a hearing before the Disciplinary Committee. (The members of the Disciplinary Committee include both selected faculty members as well as selected students.)
- (3) Student has right to present his witness and/or evidence and to defend himself/herself.
- (4) Student has right to elect the representative to help him/her.
- (5) Student has right to have access to the minutes of the Academic Committee regarding his/her case and to receive the copy of the final decision.
- (6) Student has right to request a hearing before the Academic Committee meeting.

### **Sexual Harassment Policy**

In compliance of CEC's 94385, it is the policy of IRUS to maintain a working and learning environment free from the sexual harassment of its students, employees, and those who apply for student and employee status. Any behavior determined to constitute sexual harassment will be viewed as neither complimentary

nor humorous, and will be subject to disciplinary action.

IRUS recognizes that the perception of sexual harassment behavior is often subjective and that the circumstances surrounding the conduct, as well as its pattern, frequency and severity, need to be considered in assessing the behavior. Sexual harassment may be verbal, graphic, written or physical in nature, each of which may be grounds for disciplinary action. Sexual harassment includes such behavior as sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature directed towards an employee, student or applicant.

If a student believes that he/she has been sexually harassed, he/she should provide a written complaint to the Academic Dean (if the complaint is against a faculty member), the Dean of Students (if the complaint is against another student), or the office of the President (if the complaint is against a non-faculty employee), as soon as possible after the incident. This complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. The college will immediately respond to any written complaint, signed by the complaining person, which substantially complies with these requirements.

If the college determines that sexual harassment did occur, effective remedial action will be taken in accordance with the circumstances involved. Any administrator, faculty member, staff member or student determined by this investigation to be responsible for sexual harassment will be subject to appropriate disciplinary action, up to and including dismissal / termination. A college representative will promptly publish the results of the investigation to those parties directly involved. . The college strongly encourages students to report any/all incidents of harassment listed in this policy immediately so that complaints can be quickly and fairly resolved.

If anyone wants to know about sexual harassment, he/she can contact following agency for more information/help.

Local Counseling Center  
Tyrannous International Ministries  
616 Westmoreland  
Los Angeles, CA 90005  
(213) 382-7600/ (213) 382-5400

## **Grievance Policy**

A “grievance” is defined as an actual or supposed circumstance regarded as just cause for complaint or protest or a circumstance that the student believes adversely affects his or her academic career or personal well-being. When a student has a grievance, he or she may seek resolution to the matter.

## **Student Grievance Procedure**

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

If the informal efforts of resolution are not successful, the student should set forth in writing the substance

of the alleged offense, the grounds on which the student is basing the complaint and the efforts taken to date to resolve the matter. It is at this point that the complaint becomes a formal grievance. The written grievance should be submitted to the school dean (SD), program director (PD) or other administrator (OA) in a timely fashion, i.e., normally within thirty days of the end of the academic term in which the alleged offense occurred or should have reasonably been discovered.

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

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

If the student or the party against whom the grievance was lodged disagrees with the recommendations of the SD, PD, or OA either on substantive or procedural grounds, he/she may appeal in writing to the President of the University. The appeal to the President must indicate why he/she believes the grievance result to be wrong. Any appeal to the President must be received within thirty days from the SD's, or OA's decision. The President's decision, made in 30 days, is final. Details of the grievance will become part of the student's permanent file. Students may contact BPPE for more information at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **Computer Use Policy**

This policy covers the appropriate use of all information resources including computers, networks, and the information contained therein. The policy applies to all University students, faculty and staff, and all others using computer and communication technologies, including the University's network, whether personally or University owned, which access, transmit or store University or student information.

Use of IRUS's network and computer resources should support the basic missions of the University in teaching, learning and research. Users of IRUS's network and computer resources ("users") are responsible to properly use and protect information resources and to respect the rights of others. This policy provides guidelines for the appropriate use of information resources.

### **1. General Policy**

Users of information resources must protect (i) their online identity from use by another individual, (ii) the integrity of information resources, and (iii) the privacy of electronic information. In addition, users must refrain from seeking to gain unauthorized access, honor all copyrights and licenses and respect the rights of other users of information resources.

### **2. Access**

Users must refrain from seeking to gain unauthorized access to information resources or enabling unauthorized access. Attempts to gain unauthorized access to a system or to another person's information are a violation of University policy and may also violate applicable law, potentially subjecting the user to both civil and criminal liability. However, authorized system administrators may access information resources, but only for a legitimate operational purpose and only the minimum access required to accomplish this legitimate operational purpose.

### 1) Prohibition against Sharing Identities

Sharing an online identity (user ID and password) violates University policy.

### 2) Information Belonging to Others

Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, passwords or other digital materials belonging to other users, without the specific permission of those other users.

### 3) Abuse of Computing Privileges

Users of information resources must not access computers, computer software, computer data or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the University. For example, abuse of the networks to which the University belongs or the computers at other sites connected to those networks will be treated as an abuse of University computing privileges.

### 3. Integrity of Information Resources

Users must respect the integrity of information and information resources.

#### 1) Modification or Removal of Information or Information Resources

Unless they have proper authorization, users must not attempt to modify or remove information or information resources that are owned or used by others.

#### 2) Other Prohibited Activities

Users must not encroach, disrupt or otherwise interfere with access or use of the University's information or information resources. For the avoidance of doubt, without express permission, users must not give away University information or send bulk unsolicited email. In addition, users must not engage in other activities that damage, vandalize or otherwise compromise the integrity of University information or information resources.

#### 4. Oversight of Information Resources

Responsibility for, and management and operation of, information resources is delegated to the head of a specific subdivision of the University governance structure ("department"), such as a Dean, Department Chair, Administrative Department head, or Principal Investigator ("lead"). This person will be responsible for compliance with all University policies relating to the use of information resources owned, used or otherwise residing in their department.

The lead may designate another person to manage and operate the system, but responsibility for information resources remains with the lead. This designate is the "system administrator."

The system administrator is responsible for managing and operating information resources under their oversight in compliance with University and department policies, including accessing information resources necessary to maintain operation of the systems under the care of the system administrator.

\*\*\* This Student Handbook was approved by the Board on July 7, 2016\*\*\*