



**STUDENT HANDBOOK
2009-2010**



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Pacific Christian University
P O Box 700100
Kapolei, HI 96709

www.pacificchristianuniversity.com

Office: 808-888-2846
Fax: 808-239-9922
Registrar: 808-236-1922

pcu@hawaii.rr.com

Dr. Nick Van Rensburg
President & Founder

Dr. Esther Van Rensburg
Vice President & Dean of Students

Dr. Sandra Lee Ahn
Registrar

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Aloha & Welcome to Pacific Christian University!

It is with great anticipation that I welcome you to Pacific Christian University; anticipation for a powerful impartation into your life; anticipation for you to go to the next level in your calling and also great anticipation to see you effectively engaged in ministry and winning the harvest.

As you participate in Pacific Christian University, may you grow in the wisdom, knowledge and grace of God.

Pacific Christian University is not just an academic school. It is a place where you will receive inspiration, impartation and practical training as well as knowledge in the Word and sound doctrine.

Your effectiveness, your knowledge in the Word and your ability to minister effectively will greatly increase as you apply yourself to this season of personal and spiritual development.

I also believe that you will grow in character and the anointing of God will increase in your life. You will not regret your decision to participate in what Pacific Christian University has to offer.

Yours sincerely,

A handwritten signature in black ink, which appears to read "Dr. Nick Van Rensburg". The signature is fluid and cursive, with a large initial "N" and "V".

Dr. Nick Van Rensburg
President & Founder

CREDENTIALS & ACCREDITATION

Pacific Christian University is an educational facility of higher learning based on evangelical doctrine offering a variety of bible and theological courses. Articles of Incorporation in the State of Hawaii, Section 415B-34, Hawaii Revised Statutes were filed in 1990. The corporation was established exclusively for charitable, religious, educational, and/or scientific purposes granted under section 501(c)(3) of the Internal Revenue Code to the extent as provided by section 170 of the code

Pacific Christian University adheres to the by-laws of the established corporation to provide a school of ministry that prepares the student in the knowledge of the Word of God and in ministering to the needs of mankind through the Gospel of Jesus Christ.

Transworld Accrediting Commission International (TAC) is organized to meet the growing need among evangelical institutions for accountability. We are an International non-profit church educational organization with a mandate to establish minimal acceptable standards, criteria and shared Biblical Doctrine. *For almost 20 Years!*



TAC accredits and assists Biblical Theological Schools, Seminaries, Universities, Colleges and Institutes throughout the World. *TAC's* credible strength is in its member Institutions many major denominations and world-wide ministries. Also the oversight of many highly qualified Commissioners which are seasoned veteran educator's from every field of discipline in academia. All listed on the *TAC* website www.TRACCOM.org. Training preachers, teachers and workers for the Master's harvest field and providing assistance to others to achieve their goals is their mission.

NON-DISCRIMINATION POLICY

Pacific Christian University affirms that all men are created in the image of God and are, therefore, to be afforded equal opportunity in accordance with biblical standards. These policies are administered to without regard to gender, color, national or ethnic origin, recognizing that all mankind is one human race.

STUDENT PRIVACY RIGHTS

Pacific Christian University has adopted as its Student Privacy Rights Statute 20, United States Code, Section 1232g. As such *PCU* has determined that a student's name, address, phone listing, ethnic background, church and/or educational information provided by the student are identified as 'directory information' as provided by the Code. All other information, such as disciplinary records, health and/or medical records, personal counseling, or financial records are available only to the student or staff member working directly with student. No information shall be released to a third party without the written consent of the student. Students are hereby notified of these rights. The custodian of these records shall release information to others only upon authorization of the student and/or court subpoena.

TENETS OF FAITH

The Holy Scriptures

We believe the Scriptures, both Old and New Testament, are the inspired Word of God and are the revelation of God to man, the infallible, divine and final authority for all Christian faith and life.

The One True God

We believe there is one God, Creator of all things, who is infinitely perfect and eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.

The Deity of the Lord Jesus Christ

We believe Jesus, the Christ, is true God and true man. He was conceived of the Holy Spirit and born of the virgin Mary. He lived a sinless life, miracles and healings attest to His earthly ministry. He died on the cross as the sacrifice for our sins. He arose bodily from the dead, ascended into Heaven and is seated at the right hand of the Father as our High Priest and Advocate.

The Fall of Man

We believe man was created in the image and likeness of God, but man voluntarily sinned and thereby incurred both physical and spiritual death, which is separation from God.

The Salvation of Man

We believe the only means of our reconciliation to God is through faith in the shed blood of Jesus Christ. Regeneration by the Holy Spirit is essential for personal salvation and eternal spiritual life. The born-again believer is to separate from that which is evil and live a life of holiness unto God.

The True Church

We believe the true church is composed of all those who are born again, as taught in the Scriptures. Through this new birth, we are united together in the Body of Christ. Jesus Christ is the Lord and Head of the Church. Every local church has the right under Christ to decide and govern its own affairs.

The Ministry of the Holy Spirit

We believe the ministry of the Holy Spirit is to glorify the Lord Jesus Christ. During this age, He has been sent to indwell, guide, instruct and empower the believer for Godly living and service.

The Holy Spirit bestows the Spiritual Gifts of: (1)Word of Wisdom, (2)Word of Knowledge, (3)Faith, (4)Gifts of Healings, (5)Working of Miracles, (6)Prophecy, (7)Discerning of Spirits, (8)Diverse Kinds of Tongues and (9)Interpretation of Tongues in and among believers on the Earth since the Day of Pentecost and continuing until our Lord's return.

The Baptism in the Holy Spirit

We believe the Baptism in the Holy Spirit is given to all believers who ask for this experience.

We believe this experience is distinct from and follows the new birth. Every believer can and should be filled with the Holy Spirit and speak in tongues. We believe the Baptism of the Holy Spirit is witnessed by the initial, physical sign of speaking with other tongues as the Spirit of God gives utterance.

The Ordinances of the Church

We believe water baptism by immersion, in obedience to God's Word, is an outward expression of the inward acceptance of the death, burial and resurrection of the Lord Jesus Christ, however is not to be regarded as means of salvation.

We believe the Communion of the Lord's Supper is done in remembrance of Him, His suffering and death, burial and resurrection. His present priestly ministry and His coming again. We believe the elements, bread and the fruit of the vine are symbols expressing our sharing in the divine nature of our Lord Jesus Christ.

The Mission of the Local Church

We believe the mission of the local church is to assemble together as a corporate body where The Holy Spirit is to be in total control of every meeting, and God will be given the opportunity to do many mighty supernatural works among his people. A place where God can touch His people and pour out His Spirit, a place where His people can experience God's touch and Gods power and be changed.

A place in which men may worship God in Spirit and in truth. To be an agency of God for evangelizing the world, to be a store house wherein may be shared all things pertaining to life and godliness, to equip the saints for the work of the ministry, to edify the Body of Christ till we all come in the unity of Faith.

The Ministry

We believe Christ has set in the church Apostles, Prophets, Evangelists, Pastors and Teachers for the equipping of the saints for the work of the Ministry, to edify the Body of Christ till we all come in the unity of faith, wherein the mission of the local church may be accomplished.

Prosperity: Spirit, Soul and Body

We believe that without faith it is impossible to please God. The atonement provides salvation for the believer, healing for the soul and healing for the body. We are redeemed from the curse of the law, (Galatians 3:13). Our lives will be prosperous and healthy if we will walk in the light of this redemption with faith in God's Word. We believe that God wants to enrich us in every way, so that we can be generous. (2 Corinthians 9: 11)

The Rapture of the Church

We believe in the personal, pre-millennial, imminent coming of our Lord Jesus Christ, the resurrection of those who have fallen asleep in Christ, and their translation together with those who are alive and remain unto the coming of the Lord. We believe this happening referred to as "The Rapture", will deliver us from the Tribulation. We will be resurrected unto everlasting life and blessing in the presence of the Lord.

The Millennial Reign of Christ

We believe in the Second Coming of Christ with His saints to rule on the Earth for a thousand years.

The Lake of Fire

We believe the devil and his angels, the beast and the false prophet, and anyone whose name was not found written in the Book of Life shall be consigned to everlasting punishment in the Lake of Fire, which burns with brimstone. This is the second death.

New Heaven and the New Earth

We believe Heaven and Earth shall pass away, and a new Heaven and a new Earth shall be created wherein God Himself will make it His residence. Believers shall be with Him eternally.

DIPLOMAS & DEGREES

The following certificates, diplomas and/or degrees may be earned upon completion of earned credit-hours and/or transfers and/or Practical Life Experience credits. All degrees are in the area of Theology or Ministry.

Audit Certificate
Diploma in Theology
Associate in Theology
Advance Diploma in Theology
Advance Diploma in Ministry*
Bachelor of Arts in Theology
Bachelor of Arts in Ministry*
Bachelor of Arts in Christian Counseling*
Master of Arts in Theology
Master of Arts in Ministry*
Master of Arts in Christian Counseling*
Doctor of Ministry*
Doctor of Theology
Doctor in Christian Counseling*
Doctorate of Philosophy in Theology*
*As per approved application/request

✦ AUDIT CERTIFICATE

The Audit Program of Pacific Christian University is designed for those students who opt not to enroll in a degree program. An applicant desiring to do so must complete and submit an *Audit Student Application*. No “Life Experience” resumes will be evaluated for an audit applicant. Audit students may convert their course credits by completing all requirements for each course. Audit Students participate in the graduation exercise and will receive a certificate of completion for each 30-credit-hour program completed.

✦ DIPLOMA

A Diploma is awarded to students completing their first 30-credit-hour in their declared program.

✦ ASSOCIATE DEGREE

An Associate Degree is awarded for students completing a total of 60-credit-hours in their declared program and PCU level 1 core subjects.

✦ ADVANCED DIPLOMA

An Advanced Degree is awarded for students completing a total of 90-credit-hours in their declared program and PCU level 1 core subjects.

✦ BACHELOR’S DEGREE

A Bachelor’s Degree is awarded for students completing a total of 120-credit-hours in their declared program and PCU level 1 core subjects.

✦MASTER'S DEGREE

A Master's Degree is awarded for students completing an additional 36-credit-hour above a Bachelor's Degree in their declared program. In addition to the 36-credit hours a 50-page Master's Thesis must be submitted for 6 credit hours. Candidates in the Master's program may elect to do two (2) additional courses totaling 6-credit hours in lieu of a thesis.

✦DOCTORAL DEGREE

A first-level Doctoral Degree is awarded for students completing additional 45-credit-hours above a Master's Degree in their declared program and doctoral dissertation.

A Doctor of Philosophy Degree (PhD) is awarded for students completing additional 45-credit-hours above a first-level Doctoral Degree in their declared program.

Request Pacific Christian University's *Doctoral Degree Handbook*.

In order to issue a degree our office is required to have on file proof of the applicant's high school graduation or the equivalent and/or transcripts of higher education.

FINANCIAL POLICIES & FEES

All fees are non-refundable

APPLICATION FEE

There is a \$50 application fee for newly enrolled students or student re-entering after more than one year's absence from PCU. This fee covers both processing the application and assessing academic standing.

AUDIT STUDENT TUITION

This Program is for non-degree seeking students. The cost of this program is \$70 per course and includes handouts, and/or course book, and Ministry Practicum* credits. Audit credits may be converted to University credits by paying the additional PCU tuition fees for Undergraduate Program and completing the additional work requirements. Students will need to file an 'Upgrade to Undergraduate' form. * *See section on Ministry Practicum credits.*

UNDERGRADUATE PROGRAM TUITION

The cost of a full year of undergraduate studies at PCU is \$1,080.00 and includes student's handouts and/or course book, and Ministry Practicum* credits. Undergraduate program tuition is for the following degrees: Diploma, Associate's Degree, Advanced Diploma, or Bachelor's. PCU offers Bachelors degrees in Ministry and in Theology. Tuition may be paid in full or in nine (9) installments of \$120.00 each. * *See section on Ministry Practicum credits.*

Married couples shall be given a discount of \$20.00 per person, so that the cost will be a total of \$200.00 per couple.

GRADUATE MASTER'S PROGRAM TUITION

The cost of a full year of graduate studies in the Master's program at PCU is \$1,584.00 and includes student's handouts and/or course book, Ministry Practicum* credits. Tuition may be paid in full or in eleven (11) installments of \$144.00 each. * *See section on Ministry Practicum credits.*

DOCTORAL PROGRAM TUITION

Request Pacific Christian University's *Doctoral Degree Handbook*.

MONTHLY PAYMENT OF FEES PROCEDURE

A student has until the second class of each course to make payments for that course. Payments received after the second class session of a course will have a \$10 per week late fee added on. Any student receiving books and/or handouts without completing full payment for the course will be assessed \$25.00.

Students in arrears for more than one year may be placed on an inactive status. All credits earned and monies paid at the point of inactivity shall be credited to the student's account and may be activated in the future. Should the student desire to return and/or continue their education, they must re-enroll with the university and are subject to applicable fees in effect.

CHANGE OF GRADE FEE

From Incomplete Grade or Upgrade

There is a \$10 change-of-grade fee. This fee applies when a final grade report has already been submitted to the Registrar showing an incomplete (“I”) grade. An incomplete grade may be corrected within 60 days. Otherwise, it remains on the student’s permanent academic record.

In the event of a change of grade due to a re-take of a final exam, if that grade had already been submitted to the Registrar, it will be treated as a Change of Grade and the \$10.00 fee will be assessed.

LIFE EXPERIENCE CREDIT FEES

Evaluation Fee

Evaluation fees are charged whether or not credit is eventually granted. This fee of \$50 should be submitted with the student’s application and evaluation criteria as listed in Life Experience Credits.

Credit Hours Granted Fee

Credit hours granted will also have a fee. Students will be notified on a case by case basis. Each credit hour granted will be charged no more than \$15.00 per credit hour.

OFFICIAL TRANSCRIPT REQUEST FEE

Official transcripts are issued by the Office of the Registrar, provided the student’s account is paid in full. The student must sign a written request for such transcripts. Transcript fees are \$5.00 for a maximum of two (2) each transcripts. Additional transcripts cost is \$5.00 each.

RETURNED CHECK FEE

A student will be charged \$25.00 for any check returned because of insufficient funds.

REFUND POLICY

Refunds are granted as follows:

After week one of class:	50%
After week two of class:	25%
After week three of class:	no refunds will be granted

MATRICULATION FEES

Evaluation Fee

Evaluation fees are charged whether or not credit is eventually granted. This fee of \$50 should be submitted with the student’s application and evaluation criteria.

Matriculation Fee

Matriculation fees are determined on a course acceptance assessment as per individual candidates. Students will be notified on a case by case basis. Each credit hour granted will be charged no more than \$15.00 per credit hour.

GRADUATION FEES

Graduation fees will be assessed and notices will be distributed by February of the school’s academic year per Campus.

OTHER FEES

Campus Fees

Each Campus determines the total Campus Fees to be assessed and will post that amount at the time of application processing.

Book/Lab Fees

Should a student enroll in a course and not attend, a minimum charge of \$25.00 for materials purchased on behalf of student may be assessed.

GENERAL INFORMATION

Transfer Credit

Students transferring credits to PCU from other institutions of higher learning must provide official, sealed transcripts sent directly from the institution. Transcripts from other countries must be translated into English. PCU will consider credits from accredited and non-accredited schools and institutions.

Credits are evaluated on a course-by-course basis. To receive a degree from PCU, students must take or transfer in credits covering courses equivalent to Program Level courses offered at PCU with at least a 2/3 overlap in course content.

In order to earn a degree above 'Diploma' all PCU Level 1 core courses must be completed by student.

Transferable grades must be "C" (GPA 2.0) or better. Transferred grades will be included in the student's overall grade point average (GPA) at PCU. Official transcripts should be received by the Registrar's office within 60 days of the student's application to PCU in order for the transfer credit to be included in that academic year.

Students wishing to transfer credits to another institution may make a formal request for a transcript to be mailed to the institution of their choice.

Life Experience Credit & Published Works

Life experience credit hours may apply. Maximum transfer credit hours and life experience credits applied are 60% of total accumulative hours per level. PCU may grant exemptions through evaluation of transfer of credits from accredited and non-accredited schools, institutions, life experience and/or recommendations that comply with the student's course of study and completion of core subjects.

Ministerial experience is divided into five major categories as follows: [1] Pastoral/Counseling, [2] Evangelism, [3] Classroom Teaching, [4] Church/Ministry Administration, and [5] Missions. Less than one year's experience will not be accepted in any category. Technical, vocational, and professional training is not usually acceptable except where applicable.

Students applying for Life Experience credits and/or Published Works credits must present a portfolio documenting experiential learning as evidence to substantiate said learning. Evidence may be written or oral and presented as testimony of examinations, tapes, projects, demonstrations and performances. Verification of employment and/or certificates of training should be included. A personal interview and/or oral and written examinations may be required, especially where credit is to be applied to major requirements.

If you are a published author advance standing may be awarded upon submittal of your works to PCU. All materials submitted become the property of Pacific Christian University.

Final assessment for advanced standing, whether for transfer credit, life experience or published works rests with the Vice President/Dean of Students and/or the Office of the Registrar. Life experience credits will not become a permanent part of a student's record until PCU Level 1 core subjects have been completed.

An evaluation fee is charged whether or not credit is eventually granted. Credit hours granted will also have a fee. Students will be notified on a case by case basis. *See Financial Policies & Fees.*

Standard of Conduct

A student whose personal conduct is a poor testimony for Christ, and who fails to live in accordance with the scriptural ideals of the University, will be counseled according to the Word and will be disciplined to such extent as deems advisable. The University reserves the right to refuse admission, to put on disciplinary probation, or to dismiss any student whose personal conduct and/or attitude, in the judgment of the administration, are not consistent with the Christian spirit and standards which the University seeks to maintain.

By way of example: academic dishonesty, such as giving unauthorized aid on an examination or plagiarism (the intentional or unintentional presentation of another's work as your own) is not acceptable behaviors and will not be tolerated. Both are subject to immediate dismissal.

Personal Habits

Students are expected to abstain from the use of any tobacco, alcoholic beverages and illicit drugs, both on and off campus. They will also maintain behavior above reproach in relationships with the opposite sex, avoiding appearances of evil.

Dress Code

Modesty and good taste are the guiding principles.

Attendance, Absentee & Tardy Policies

Regular and punctual attendance is essential to scholastic achievement and success in ministry. Thus, students are expected to be in class at the appointed time. For late class attendance or missed classes, the student must purchase CD or listen to the class online when available.

Course Requirements

In addition to attending class, students are expected to read all textbooks and to take all quizzes, tests, and exams and turn in research papers; to deliver any scheduled oral presentations; and to turn in any other work required on the assigned date. If a personal emergency prevents this, students are responsible for taking any missed quiz, test, or exam and turn in research papers within two weeks. If the work is not made up within this two-week period, the grade will be reduced by one letter grade for each additional week the work is late.

Revisions

PCU reserves the right to revise this student handbook and course catalog as deemed necessary by the President and/or Advisors.

Ministry Practicum

Volunteering in areas of ministry through a student's church and/or community involvement is a very important aspect of ministerial preparation. Ministry Practicum is awarded upon completion of submitting signed forms at the end of a course year. A value of 3-credit hours is awarded on the basis of 2 volunteer work hours each week for undergraduates as follows:

Program Level	Annual work hours needed:
1 Undergraduate	72
2 Undergraduate	72
3 Undergraduate	72
4 Undergraduate	72 (related to field of study)

A value of 3-credit hours is awarded on the basis of accumulative annual volunteer work hours for the graduate as follows:

5 Graduate	88 (related to field of study)
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Students will be required to document their ministry practicum hours at the end of each course.

Communication & Input

Students and staff are always encouraged to participate in wholesome communication and suggestions. As such, we encourage all of your communication and input regarding PCU. Please take advantage of communicating with us through email or mail. We welcome all your ideas and will keep all communication confidential.

GRADING INFORMATION

Grading System

Grade Description Percentages Grade Points for Degree Students

<i>Letter Grade</i>	<i>Points</i>	<i>Description</i>	<i>Percentage Points</i>	<i>Grade Point Average</i>
A	4.0	Superior	93 - 100	3.1 – 4.0
B	3.0	Excellent	85 – 92	2.1 – 3.0
C	2.0	Average	77 – 84	1.1 – 2.0
D	1.0	Below Average	70 – 76	.1 – 1.0
F	0.0	Failing	0 – 69	00
W	0.0	Withdrawn	00	00
I	0.0	Incomplete	00	00
X	0.0	Currently Enrolled-no grade yet		
#		GPA for Credits earned at a previous institution		
AU	0.0	Audit – No credits earned*		

Grade Description for Audit Students not electing to participate in tests and/or research papers, grade is based on complete or incomplete attendance and/or participation.

S	Satisfactory
U	Unsatisfactory

*Audit students may choose to participate in tests and/or research papers for possible future credits.

Graduating With Honors

The following honors are granted to graduating students with superior achievement and are reflected on their degree certificate:

Summa Cum Laude	3.90 - 4.00 cumulative GPA
Magna Cum Laude	3.65 - 3.89 cumulative GPA
Cum Laude	3.50 - 3.64 cumulative GPA

Terms

GPA = Grade Point Averages: Total Grade Points divided by Total Credit Hours Earned

Credit Hours Earned = Credit-hours awarded for all courses resulting in a grade other than F, W, I or X.

Degrees

<u>Undergraduate Degrees</u>	<u>Credits</u>	<u>Graduate Degrees</u>	<u>Credits</u>	<u>Post-Graduate Degrees</u>	<u>Credits</u>
Diploma	30	Masters Degree	36 *	Doctor of Ministry	45 *
Associates Degree	60			Doctor of Philosophy	90 *
Advanced Diploma	90				
Bachelors Degree	120				

*Thesis or Dissertation required or additional credit hours may be applied. Contact Campus Director for details.

Official Transcripts

An official transcript can be identified by the raised seal of Pacific Christian University and must bear the facsimile signature of the Registrar. Any questions regarding transcripts received should be referred to the Office of the Registrar.

Grade reporting

Grade posting provides students with the information needed to track their academic progress. Grades will be posted after each course is completed.

Failing grade

If a student fails a course, they have one opportunity to re-do the test, otherwise, they will be expected to pay for and take the entire course over again. They must demonstrate satisfactory work for the entire course before they may be eligible for a passing grade to appear on their transcript. *See also, Change of Grade fee.*

Withdraw Procedure

Should any student desire to withdraw from school, he/she should do so in writing to the University, Office of the Registrar. Unless the student formally withdraws, the student will not be eligible for re-admission without an interview with the Registrar. The student who just stops attending class and does not formally withdraw will receive an “F” for any course with unsatisfied requirements. A “W” does not count against a student’s GPA.

Unsatisfactory Student Performance

Consistently unsatisfactory academic performance (such as course failure, unexcused absences, late reports, lack of meeting course requirements, missing of final exams, etc.) may be reason for the University to terminate a student’s enrollment. Students terminated for unsatisfactory academic performance will not be entitled to any tuition refund.

GRADUATION REQUIREMENTS

The graduation requirements for the conferring of diplomas and degrees are as follows:

1. Each student must have completed all required course work in a chosen program prior to graduation. All students **MUST** have taken or transferred credits covering Program Level 1 and completed a minimum of thirty (30) credit-hours in one of the University's programs to receive a degree higher than 'Diploma'.
2. Undergraduate students must have maintained a 2.0 or greater cumulative grade point average (GPA). Graduate students must have maintained a 3.0 or greater cumulative GPA.
3. Each student must have paid all tuition fees, and/or expenses before graduation. Students will not be allowed to participate in the graduation exercise or receive official transcripts as long as any unpaid or outstanding fees, tuition, and/or expenses have been assessed and remain unpaid. All fees are non-refundable.
4. The student must complete a Course Tracking Schedule & Intent to Graduate Form to be submitted at the beginning of the school year
5. Graduation fees will depend on the Graduation Packages made available through each campus.
6. The graduating student is encouraged to attend the Graduation Ceremony

STUDENT FORMS LIST (Forms available upon request)

Application
Student Handbook Affidavit
Life Experience Application
Request for Transcript
Change of Grade Request
Course Registration & Intent to Graduate Form
Academic Calendar – current year