



# JUBILEE UNIVERSITY

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## ACADEMIC CATALOG

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2024-2025



# JUBILEE UNIVERSITY

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## ACADEMIC CATALOG

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2024-2025

*revised edition*

Jubilee University  
[www.ju.education](http://www.ju.education)

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# DISCLAIMER

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This catalog and the policies and procedures contained herein are in effect from September 1, 2024, through August 31, 2025. Although the information herein has been reviewed, the text may nevertheless contain errors, which will be corrected when brought to the attention of the University.

Jubilee University makes every reasonable effort to provide accurate information in the contents of this catalog, but reserves the right to make changes at any time without prior notice. The University reserves the right to change calendars, academic programs, individual courses, policies and fees, and all other aspects of University operations by official action of the University. In addition, changes in policies, procedures, and administration may have occurred since the printed publication of this catalog. Updates and changes shall be reflected in the online version at the time they are made. In case of discrepancies between the online and printed versions of the catalog, the online version is to be considered definitive. Students should contact the appropriate department office for the most recent information.

If programs are discontinued, or if substantial changes in requirements for degrees are made, the University will endeavor to allow students disadvantaged by the change to continue under existing programs and requirements.

Any question a student may have regarding this catalog that has not been satisfactorily answered by the University may be directed to Missouri Department of Higher Education and Workforce Development at 301 W. High Street P.O. Box 1469 Jefferson City, MO 65102-1469, [www.dhewd.mo.gov](http://www.dhewd.mo.gov), phone number (573) 751-2361 or by fax (573) 751-6635.

# CHAPTER 1: GENERAL INFORMATION

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## Obtaining a Catalog

To order a copy of this catalog, please contact the Office of Admissions by sending an email to [admissions@ju.education](mailto:admissions@ju.education), via phone at (660) 259-1005, or by sending a written request to the address below:

Jubilee University  
Attn: Admissions  
1880 Washington Ave  
Lexington, MO 64067-1708  
United States of America

There is a \$10.00\* fee for catalogs ordered within the United States, and a \$35.00\* fee for catalogs mailed outside of the United States. (Prices include shipping and handling.) Payments can be made via VISA, MasterCard, check, or money order. This Academic Catalog information is also available on-line at the following Web address: [www.ju.education/academic-catalog](http://www.ju.education/academic-catalog).

*\*Prices are subject to change*

## Statement of Student Responsibility

This catalog has been made available to all students of Jubilee University in digital format via the school's website. Prospective students must review this Catalog prior to signing an 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.

## Statement of Non-Discrimination

Jubilee University admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The University does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## Academic Calendar 2024 - 2025

Please visit <https://ju.education/academic-calendar> to see our latest academic calendar.

## Administrative Holidays 2024 - 2025

To reach Jubilee University's office, please call (660) 259-1005, Monday to Friday between 9:00 am – 5:00 pm Central Time. Jubilee University offices will be closed on the following holidays:

### Administrative Holidays

#### Fall Term:

Veteran's Day	November 11, 2024
Thanksgiving Break	November 28-29, 2024
Christmas Holiday	December 24-25, 2024

#### Winter Term:

New Year's Day	January 1, 2025
Martin Luther King Day	January 20, 2025
President's Day	February 17, 2025

#### Spring Term:

Good Friday	April 18, 2025
Memorial Day	May 26, 2025

#### Summer Term:

Independence Day	July 4, 2025
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## Board of Trustees

Chairperson: Kenneth W. Trudeau, Jr.

Secretary: Yooshin Park

Treasurer: Dorothy Li

Member: Aaron Reppert

Member: Marcus Lundin



# Mission, Goals, Values

## Mission Statement\*

Jubilee University, an institution of biblical higher education, equips students with academic and practical skills, deep theological understanding, and helps fuel a passion for God and ministry that results in a more fruitful life of service to churches, ministries, and to making disciples of all nations.

*\*The mission statement of Jubilee University is intended to serve as a guide for Board directors, staff members, and student conduct; strategic and programmatic planning; and institution-wide priority setting and evaluation. It evolved from a careful process of collaboration and consultation among Jubilee University's founders, key administrators, faculty and selected advisors from affiliated and independently operating organizations recognized for their demonstrated commitment to the ideals and goals formalized here in the Jubilee University mission statement.*

## History

Jubilee University was established on May 20th, 2020, with the vision of creating a Biblical institution for higher education in Missouri aimed at training current and future ministers to carry out the Great Commission of Jesus Christ (Mt. 28:18- 20) through multiple fields of study.

That same year, the University moved into the 43-acre former Wentworth Military Academy campus located at 1880 Washington Avenue in Lexington, Missouri, following its purchase by Jubilee University affiliate Jubilee World.

Following its authorization by the Missouri Department of Higher Education on June 17th, 2021, classes began in the fall via an academic partnership that continued until December 31st, 2022. While the institution has been completely self-governed from the start, Jubilee University's academics became fully independent on January 1st, 2023.

## Values

### ***Jesus Christ***

"I am the way, the truth and the life." (John 14:6)

Jubilee acknowledges Jesus Christ as the only source of salvation and the foundation of all knowledge and truth.

### ***The Kingdom of God***

"But seek first his kingdom and his righteousness, and all these things will be given to you as well." (Matthew 6:33)

## **Access**

Jubilee believes that Biblical education is a gift given by God to equip Christians in any part of the world for ministry. The University works to open the doors of Biblical higher education to qualified students, even in nations closed to the Gospel of Jesus Christ, by offering its programs through distance learning and by making this opportunity accessible.

## **Global Community**

Jubilee creates a global community by bringing into reach educational services, programs, and employment opportunities to qualified individuals from all over the world, and by providing learning opportunities among diverse students.

## **Service**

Jubilee expects all students, faculty, staff, and administrators to embrace the highest standards of personal integrity, honesty and responsibility for their studies and work based on the kenotic ethic of Jesus.

## **Quality**

Jubilee provides a high-quality, Biblical education suitable in scope and depth to the challenges of the day. The University assesses and evaluates all aspects of its academic model on an ongoing basis.

## **Institutional Goals of Jubilee University**

As a result of studying at Jubilee University, students will:

1. Demonstrate a deeper passion to worship and delight god's heart as evidenced by spiritual disciplines, involvement in ministry, and self-assessment
2. Demonstrate a deeper biblical and theological understanding as evidenced by bible knowledge exams, hermeneutics and/or theological rubrics, and opinion surveys
3. Demonstrate a deeper passion to extend god's kingdom, to serve, and to help fulfill the great commission as evidenced by alumni involvement in ministry, financial support of ministry, spiritual disciplines surveys, and opinion surveys
4. Demonstrate ministry competencies as evidenced by a variety of rubrics pertaining to various type ministries, and opinion surveys.
5. Demonstrate academic skills that empower students for a lifetime of learning as evidenced by successfully studying at the next degree level, exams, and opinion surveys

## Jubilee's Institutional Learning Outcomes (ILOs)

Jubilee's institutional learning outcomes (ILOs) are derived from our institutional goals and are expected of every Jubilee graduate regardless of program area. They describe core skills and abilities our graduates need to succeed in the professional world, and in a world that demands continuous learning-- skills like critical thinking, problem solving, writing, speaking, and the ability to do information research and use technology. Jubilee's curriculums are intentionally developed to foster achievement of these outcomes in all of our students.

Each program at Jubilee, including Jubilee's graduate programs, describe what graduates of their particular programs or program areas will be able to do as a result of learning experiences within their programs. They intentionally flow, and often overlap with institutional (university-wide) outcomes to some extent. When that is the case, program-specific outcomes (PLOs) typically require the student to demonstrate higher levels of competency in a particular outcome, or performance of the outcome in a context unique to that discipline. The following is a description of Jubilee's institutional learning outcomes expected of every Jubilee graduate regardless of program area.

### **Spiritual & Evangelistic Growth (se)**

Since Jubilee University is a biblical institution centered on the Gospel of Jesus Christ, our educational outcomes include Spiritual and Evangelistic Growth. Therefore, Jubilee University will enable students to:

se1:	Develop habits of personal and corporate worship.
se2:	Learn the importance and power of personal and corporate prayer.
se3:	Examine the history of evangelism and the Church and its traditions.
se4:	Understand the power of a personal testimony.
se5:	Learn Scriptures that will help verbally articulate the Christian faith.
se6:	Communicate the Christian message in word and deed.

### **Biblical Competence (bc)**

Since Jubilee University is a biblical institution of higher education, our educational outcomes include Biblical Competence. Therefore, Jubilee University will ensure students attain:

bc1:	A basic understanding of Biblical facts and principles.
bc2:	An ability to inductively and methodically study Scripture.
bc3:	An understanding of the culture(s) in which the scriptures were written and the importance of context to proper understanding.

bc4:	An overt understanding of the Christian worldview and its juxtaposition to other worldviews.
bc5:	The ability to relate Biblical principles to life situations

### **Academic Excellence (ae)**

Since Jubilee University is an institution of higher education training scholars and leaders, our educational outcomes include Academic Excellence. Therefore, Jubilee University will enable students to:

ae1:	Acquire basic knowledge in a broad base of subjects.
ae2:	Conduct in depth study in areas of special interest or giftedness.
ae3:	Establish patterns of clear and logical thought that recognize the effect of unexamined prepositions.
ae4:	Learn to effectively communicate thoughts and ideas.
ae5:	Develop methods of study and research that lead to lifelong learning.

### **Emotional-Social Development (es)**

Since Jubilee University is a Christian community with a world mission focus, our educational outcomes include Emotional-Social Development. Therefore, Jubilee University will enable students to:

es1:	Learn to recognize and apply one's unique academic, social, and spiritual gifts.
es2:	Gain an understanding and appreciation of the differences of others.
es3:	Learn to lovingly and effectively communicate with those of differing world views.
es4:	Recognize the importance of self-discipline and service.

### **Ministry Impact (mi)**

Since Jubilee University is committed to training ministry-bound men and women for Christian mission, our educational outcomes include Ministry Impact. Therefore, Jubilee will enable students to:

mi1:	Apply Biblical principles to real life problems.
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mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

## Faith-First Educational Philosophy

Jubilee University ascribes to the educational philosophy known as ‘faith first,’ which is articulated in the following University-wide doctrine:

Human knowledge as a whole exists and can only rightly be understood within the context of biblical truth, necessitating an approach to education and academic learning that values and thoroughly integrates the habits of scriptural study, reflection, and application across all fields and disciplines.

## Statement of Faith

We believe in:

The **Holy Scriptures** as originally given by God, divinely inspired, infallible, entirely trustworthy; and the supreme authority in all matters of faith and conduct.

One **God**, eternally existent in three persons, Father, Son, and Holy Spirit.

Our **Lord Jesus Christ**, God manifest in the flesh, His virgin birth, His sinless human life, His divine miracles, His vicarious and atoning death, His bodily resurrection, His ascension, His mediatorial work, and His Personal return in power and glory.

The **Salvation** of lost and sinful man through the shed blood of the Lord Jesus Christ by faith apart from works, and regeneration by the Holy Spirit.

The **Holy Spirit**, by whose indwelling the believer is enabled to live a holy life, to witness and work for the Lord Jesus Christ.

The **Unity** of the Spirit of all true believers, the Church, the Body of Christ.

The **Resurrection** of both the saved and the lost; they that are saved unto the resurrection of life, they that are lost unto the resurrection of damnation.

## Jubilee University Commitment to Students

As a Christ-centered institution, Jubilee is committed to emphasizing a biblically sound, integrated, faith-based education that promotes a zeal for spiritual, intellectual, emotional, physical, and social development in students.

Jubilee is committed to:

### **Spiritual Wellness**

- Providing experiences of growing in Christ not in a static way, but as a creative and serendipitous adventure.
- Engaging touchstones of the spiritual formation process, including scriptural study, spiritual friendship and community, active practices for prayer and worship, service, and character and faith development through discipleship.
- Providing environments of grace to help students find companionship, encouragement, and spiritual guidance.

### **Intellectual Wellness**

- Challenging the students with a continuous openness to new concepts, ideas, perspectives and cultures.
- Providing an educational environment that values diverse experiences and challenges and Biblical perspectives on critical issues.
- Equipping the students with the ability to successfully learn, apply new learning, change, and adapt.

### **Emotional Wellness**

- Being aware and accepting of one's feelings.
- Being able to adjust to change and seek positive outcomes.
- Being joyful and positive.

### **Physical Wellness**

- Providing a clean and safe environment that will help the students gain freedom from illness, disease, and need for medications.
- Offering recreational and sporting programs that will promote and develop healthy lifestyle choices.
- Offering educational programs that will help maintain a balanced natural diet and regular sleeping habits.

### **Social Wellness**

- Forming and contributing to positive relationships of mutual respect.
- Comfortably and effectively performing a variety of social and group roles.
- Seeking and fulfilling Christ-like leadership roles that contribute positively to communities and the larger society.

## University Seal



Jubilee University adopted its coat of arms in 2020, which symbolizes the mission of the University. The design was prepared based on ideals and virtues of the Christian faith, depicting an eagle, rams' horns, a Bible, and a cross, surrounded by an olive wreath.

## Statement on Institutional Accreditation

Jubilee University holds applicant status with the Association for Biblical Higher Education Commission on Accreditation (5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407.207.0808). Applicant status is a pre-membership status granted to those institutions that meet the ABHE Conditions of Eligibility and that possess such qualities as may provide a basis for achieving candidate status within five years.

## Statements on Institutional State Exemptions

Jubilee University is granted exemption as a Religious Exempted School in the state of Missouri. The status of exemption does not constitute approval or recognition of the institution or its programs of instruction by the Coordinating Board, the Department of Higher Education and Workforce Development or the State of Missouri.

# CHAPTER 2: APPLYING TO JUBILEE UNIVERSITY

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## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Jubilee University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree 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 Jubilee University to determine if your credits or degree will transfer.

### Admissions Policy

Jubilee University welcomes an application from any academically qualified person who desires to study in a spiritually disciplined atmosphere, and who is in agreement with the doctrinal position, ethical standards, educational philosophy, and goals of the school. Jubilee University does not discriminate on the basis of age, sex, race, color, national or ethnic origin, or against otherwise qualified handicapped persons in its admissions policies, employment policies, administrative policies, scholarship, and loan programs.

Applicants will be officially notified by email of their admission acceptance or denial, including the basis for any denial of admission.

Each prospective student should also demonstrate evidence of personal faith in Jesus Christ with a consistent testimony and character.

The privilege of attending Jubilee University is contingent upon a student's full cooperation and agreement with the policies and principles of the school. The school reserves the right to request the withdrawal of any student who does not fit in with the spirit of the institution regardless of whether or not he or she conforms to all specific rules and regulations of the school. Any student who willfully violates the principles of the school or whose attitude and conduct is found not to be in the best interest of the community will be asked to withdraw.

### Undergraduate Program Requirements

1. **Application Form:** Prospective students interested in applying to Jubilee University must submit the application form through <https://ju.education/apply> Jubilee University does not accept the Common



Application.

2. **Admission Essay:** Applicants must submit a written essay approximately 700-1000 words in length describing their personal faith in Jesus Christ. Applicants must also submit their admission essay no less than 1000 words, describing their reason for applying to the University and their study plan. All applicants to Jubilee University should evince a strong Christian character, the potential for effectiveness in Christian ministry, and the scholastic ability and emotional maturity to handle a higher education experience.
3. **High School Transcripts:** Applicants to Jubilee University's undergraduate degree programs must submit an official high school transcript from the public, private, or home school or official transcripts undertaken at all colleges or universities. Applicants who have not graduated from high school must attain their certificate of equivalency (e.g., GED, HiSET) before admission.

Applicants are responsible for making sure this information is mailed directly from the issuing educational institution to Jubilee University:

Jubilee University  
Attn: Admissions  
1880 Washington Ave  
Lexington, MO 64067-1708  
United States of America

Note: Transcripts not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript. In the latter case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

4. **Proficiency in Bible knowledge:** A student seeking to enter an Jubilee University undergraduate degree program must take a written comprehensive examination in the area of Bible knowledge. The Bible knowledge examination tests a student's comprehension of the biblical story in its progressive unfolding of the history of redemption against the backdrop of creation and sin.
5. **Test Scores:** Applicants must submit SAT/ACT test scores, with exceptions\*. If an applicant submits multiple score reports, the highest score earned in every single subscore of the examination is used.

\*NOTE: SAT/ACT test scores are not required to establish the admission eligibility of applicants with high school grade point averages of 3.00 or above on a 4.0 scale. While applicants are not required to submit test scores to Jubilee if they earn at least a 3.00 average, it is recommended that they submit standardized admission tests, which can be helpful for the purposes of advising and placement in appropriate courses.

6. **Program Language Proficiency:**

Jubilee University requires evidence of proficiency in English, the language of instruction. All degree programs at Jubilee University are offered in English.

Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

- A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet-based Test (iBT), or 173 on the computer-based test (CBT), a 6.0 on the International English Language Test (IELTS), 44 on the Pearson Test of English Academic Score Report, or 95 on the Duolingo English Test.
- A minimum grade of Level 3 on the ACT COMPASS English as a Second Language Placement Test;
- A minimum grade of Pre-1 on the Eiken English Proficiency Exam;
- A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;
- A transcript indicating completion of at least 30 semester credit hours (45 quarter credit hours) with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English.
- A high school diploma completed at an accredited/recognized high school (where the medium of instruction is English).

7. **Recommendations:** Applicants must submit at least three recommendation letters. One letter must be a reference from an Olivet Assembly (OA) church pastor who is familiar with the applicant's current church involvement. The other two recommendations should come from someone who is able to comment on your professional and educational goals and potential. This could be a professor or supervisor. Recommendations may not be from a member of your immediate family or your spouse.

8. **Statement of Faith:** Applicants must sign Jubilee University's Statement of Faith.

9. **Application Fee:** Applicants must submit a \$75.00 non-refundable application fee.

## Graduate Program Requirements

1. **Application Form:** Prospective students interested in applying to Jubilee University must submit the application form through <https://ju.education/apply> Jubilee University does not accept the Common Application.
2. **Admission Essay:** Applicants must submit a written essay approximately 700-1000 words in length describing their personal faith in Jesus Christ. Applicants must also submit their admission essay no less than 1000 words, describing their reason for applying to the University and their study plan. All applicants to Jubilee University should evince a strong Christian character, the potential for effectiveness in Christian ministry, and the scholastic ability and emotional maturity to handle a higher education experience.
3. **Official transcripts:** Prospective graduate students must submit transcripts from all previous postsecondary institutions and hold a bachelor's degree from a CHEA or USDE-accredited U.S. institution.

Applicants are responsible for making sure this information is mailed directly from the issuing educational institution to Jubilee University:

Jubilee University  
Attn: Admissions  
1880 Washington Ave  
Lexington, MO 64067-1708  
United States of America

Applicants must have a minimum 3.0 grade point average on a 4.0 scale, or the equivalent according to the institution's grading norms, for all coursework completed during the last two years of undergraduate study. Applicants with an undergraduate GPA of less than 3.0 may be admitted on probation under the following provisions:

- A. The applicant must complete sixteen hours of graduate courses with a cumulative graduate GPA of 3.0 or higher.
- B. Successful completion of these requirements will lift the student's probationary status and allow him or her to continue in the degree program.
- C. An undergraduate background supported by undergraduate achievement, which would indicate the ability to engage successfully in graduate theological studies.

*Note: Applicants with a baccalaureate degree from a state-approved or non-accredited institution are encouraged to apply and ask for a transcript evaluation to determine whether conditional admission is possible.*

4. **Proficiency in Bible knowledge:** A student seeking to enter an Jubilee University graduate degree program must take a written comprehensive examination in the area of Bible knowledge. The Bible knowledge examination tests a student's comprehension of the biblical story in its progressive unfolding of the history of redemption against the backdrop of creation and sin.
5. **Test Scores:** Applicants must submit GRE/GMAT test scores, with exceptions.\*

If an applicant submits multiple score reports, the highest score earned in every single subscore of the examination is used.

\*NOTE: GRE/GMAT test scores are not required to establish the admission eligibility of applicants with bachelor's degree program grade point averages of 3.00 or above on a 4.0 scale. While applicants are not required to submit test scores to Jubilee if they earn at least a 3.00 average, it is recommended that they submit standardized admission tests, which can be helpful for advising and placement in appropriate courses.

6. **English Language Proficiency:** Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:
  - A minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet-based Test (iBT), or a 6.5 on the International English Language Test (IELTS), 50 on the Pearson Test of English Academic Score Report, or 110 on the Duolingo English Test.
  - A minimum grade of Level 3 on the ACT COMPASS English as a Second Language Placement Test;
  - A minimum grade of Pre-1 on the Eiken English Proficiency Exam;
  - A minimum C1 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;
  - A transcript indicating completion of at least 30 semester credit hours (45 quarter credit hours) with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English.

- A high school diploma completed at an accredited/recognized high school (where the medium of instruction is English).
7. **Recommendations:** Applicants must submit at least three recommendation letters. One letter must be a reference from an Olivet Assembly (OA) church pastor who is familiar with the applicant's current church involvement. The other two recommendations should come from the committed members of the applicant's church who can comment on his/her faith in Jesus Christ. Recommendations may not come from the applicant's immediate family members or spouse.
  8. **Statement of Faith:** Applicants must sign Jubilee University's Statement of Faith.
  9. **Application Fee:** Applicants must submit a \$75.00 non-refundable application fee.

## General Transfer Student Admission Policy

A transfer student is defined as any student who has previously matriculated as a degree candidate at another institution and has earned or is earning college-level academic credit at the undergraduate/graduate level.

Students applying for transfer to Jubilee University must follow the admission procedures. Official college transcripts from all schools attended must be sent directly from the previously attended college(s) to:

Jubilee University  
Attn: Admissions  
1880 Washington Ave  
Lexington, MO 64067-1708  
United States of America

Coursework transferred or accepted for credit toward any JU degree must be relevant to the degree program, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in this university's own degree programs. In assessing and documenting equivalent learning and qualified faculty, JU personnel consult official institutional catalogs and employ recognized guides which aid in the evaluation for credit.

Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and the National Association of Foreign Student Affairs, or such services as are provided by AACRAO or the World Education Services (WES).

Jubilee accepts transfer credit from other accredited educational institutions subject to the following general criteria:

## UNDERGRADUATE

- A minimum grade of "C"(or equivalent); courses graded "pass/fail" are not transferred unless it is stipulated on the transcript that a "pass" required a grade of "C" (2.0) or above;
- No more than 75 percent of the units or credits awarded by another accredited institution may be applied toward the award of a Bachelor's degree of Jubilee University.
- Advanced Placement (AP) and International Baccalaureate (IB) Exams

Students are granted one full course credit (4 quarter units) for any Advanced Placement (AP) or International Baccalaureate (IB) Higher Level Exam on which an appropriate score has been earned (for AP, a score of 4 or 5; for IB, a score of 6 or 7), within transfer limits for each degree level. (Other equivalent exams, such as the Swiss matura or the British A-levels, are also available for one course credit, when completed with an equivalent score). Credit is not granted for exams that duplicate each other, such as AP and IB English Literature.

AP and IB credit is treated like transfer credit. AP credit will be recorded as "Pass" on Jubilee University grade reports and transcripts. Transfer students wishing to receive course credit for AP exams must request AP transcripts be sent to Jubilee University, or submit official college transcripts that clearly indicate the AP subject for which the student was awarded credit by the transferring institution.

## GRADUATE

- A minimum grade of "B"(or equivalent); courses graded "pass/fail" are not transferred unless it is stipulated on the transcript that a "pass" required a grade of "B" (3.0) or above;
- No more than 20% of graduate semester units or the equivalent in quarter units awarded by another accredited institution may be transferred for credit toward a Master's degree of Jubilee University

### **Transfer Credit Aware Requirements:**

Transfer credit is awarded based on specific requirements:

- Credit must be awarded from an official college or university transcript, from an official Advanced Placement or International Baccalaureate test score report, or from an official document considered equivalent to a transcript by the Registrar.
- Courses taken in a college or university in a continuing education or extension program must be applicable toward the degree being pursued by full-time students at that institution.
- Only equivalent level course work will be accepted toward their respective degrees.

- Previously awarded transfer credit will be deducted if coursework is repeated.
- Jubilee University does not award credit for experiential education.
- Jubilee University has not entered into an articulation or transfer agreement with any other college or university.
- Courses that are over 10 years old are not transferred directly to Jubilee University unless the courses are part of a baccalaureate or associate degree. However, credits that are over 10 years old may be validated by the student's successful completion ("C" or better) of a recent upper level college course in the discipline.
- Students seeking to transfer credit from institutions outside the United States and Canada are subject to having their transcripts reviewed by a credentials evaluation service as a guide for transfer credit evaluation

Jubilee University reserves the right to notify applicants that they must have their non U.S. academic transcripts evaluated by an academic transcript evaluation agency using a course-by-course report. Jubilee prefers that transcripts be evaluated by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). In such cases, credit and placement decisions are based on recommendations of AACRAO. (Credentials evaluation reports are the financial responsibility of the applicant.)

### **Transfer Grades**

- A student's grade point average at Jubilee University is based only on courses completed at this institution. The Jubilee University grade point average is used to determine academic standing and graduation.
- Transfer grade equivalents will be determined and recorded with the student's transfer credit. Credit will be awarded for courses in which a "C" or higher was earned.
- Transfer grades and grade point averages are assigned on the basis of the Jubilee University grading policy. For courses taken at institutions that use combined grades (e.g., "AB"), the lower grade will be used.
- Courses taken at institutions that use a grading system not comparable to the Jubilee University grading system will be evaluated with the transfer grade equivalents of Pass or Not Pass. "Withdraw failing" grades are calculated in a student's transfer grade point average as "F" grades.
- When fractions are accumulated and awarded as general electives, grade points are accumulated in similar fashion. For example, a student who took one four quarter hour course with an "A" and two four quarter hour courses with a "B" would receive general elective credit (to compensate for fractions) for two credit hours and six grade points.

## Credit Hour Equivalencies

- The credit hour minimums are based on courses from quarter calendar institutions. If a course at another institution is offered for fewer credit hours than an equivalent course at Jubilee University, the student will be given transfer credit for the equivalent course at Jubilee University but only for the number of credit hours earned at the other institution. In such cases, the student may need to take an additional course to fulfill credit hour requirements.
- When semester credit is converted to quarter hour equivalents, a conversion factor of two-thirds is used. When conversions result in fractions, credit granted per course is reduced to the nearest whole number. Fractions are accumulated and reduced to the nearest whole number, and general elective credit is awarded for that total.

## Instances of Fraud

Anyone found to have been admitted to Jubilee University on the basis of false information will be immediately dismissed and will forfeit all financial payments made and academic credits accumulated during all periods of enrollment following that admission.

## Student Identity Verification

Student identity verification is initiated during the admissions process to verify that the admitted student who participates in and completes coursework and assessments is the same student who is awarded credit.

## Policy for Student Identity Verification in Distance Learning

The policy for student identity verification applies to all credit-bearing distance education courses and programs offered by Jubilee University, beginning with the application for admission and continuing through to a student's graduation, transfer, or withdrawal from study.

The purpose of this policy is to ensure that Jubilee University operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education.

Under HEOA, all credit-bearing courses and programs offered through distance learning methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. One or more of the following methods must be used:

1. A secure login and pass code;
2. Proctored examinations; and/or
3. New or emerging technologies and practices that are effective in verifying student identification.



## Implemented Practices for Compliance

### **A. Secured Electronic Identification System**

Jubilee University verifies the online identity of all students through a secured electronic identification system. All students who participate in distance education for credit must be admitted to the University through the regular campus admissions process. The admitted student is issued a student identification number and directed to create an electronic identification, which consists of a login ID and password.

The login ID must be unique and the password must adhere to certain security rules, including periodic changes. Password information is kept confidential and is not accessible by anyone, including network administrators. Passwords can only be reset but not recovered. A student requesting that their password be reset may be asked to provide two or more pieces of information for comparison with data on file, or to come to the University in person with a photo ID or verification.

The login ID provides access to the Jubilee University's online learning management system Populi. Populi integrates with Jubilee University's student database to ensure appropriate and secure student access to online courses, school email, and other restricted services such as the e-library. Students may also obtain their grades, view their student account expenses and balances, and access and update their personal information.

Populi provides instructors access to class rosters that include student photos associated with their name, student identification number and account. The student photo associated with the account is visible throughout the online classroom including the assignment, discussion and message board areas.

All Populi users are responsible for maintaining the security of login IDs and passwords. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or email is prohibited.

### **B. Proctoring**

All for-credit distance education courses at Jubilee University require proctored final examinations. Midterm exams are strongly recommended to be proctored while tests/quizzes should be designed so that proctoring is unnecessary. Jubilee University allows two forms of proctoring:

#### ***i) Onsite Proctoring***

Online students may name a person onsite to proctor the exam upon the University's approval. Proctors are required to complete a signed Proctor Agreement Form prior to the first exam being administered.

Jubilee University reserves the right to verify a proctor's identity, require additional proof of eligibility, or require the selection of a different proctor. The proctor should identify the student based on a photo ID, sign for the student to have undergone a proper exam according to the requirements given in the online classroom, and write a report about anomalies when necessary.

## ***ii) Online Proctoring***

Instructors/faculty may require online students to utilize an online proctoring service that uses a webcam and microphone. The examination will be set up in the designated proctoring system by the instructor/faculty accordingly. Students are responsible for any costs associated with using the online proctoring service. Such costs must be brought to the students' attention at the time of registration for the course. Students should verify the approved proctoring programs with their class instructor or department office, as the approved programs may change accordingly. Students are responsible for any costs associated with using an online proctoring service. Such costs must be brought to the students' attention at the time of registration for the course.

Acceptable forms of photo ID for proctoring will vary by system, so students should check the specific requirements for the proctoring service they will use.

The Information Technology Support Center at Jubilee University consistently researches on the latest and emerging technologies and practices that are effective in verifying student identification. This policy and related practices will be reviewed annually for continued alignment with the appropriate federal regulations and policies and revised as necessary.

# Chapter 3: TUITION AND CHARGES

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## Costs of Attendance, Tuition and Fee

### Annual Cost of Attendance (Undergraduate Program)

Books and Supplies (estimated)	\$1,000
Other Expenses	\$150
Tuition (Full-time Students)	\$8,712 – \$14,520 (Based on 12-20 units per quarter)
Tuition (Part-time Students)	\$2,904 - \$7,986 (Based on 4-11 units per quarter)
<b>Typical Total Annual Cost:</b>	<b>\$21,406</b>

### Annual Cost of Attendance (Graduate Program)

Books and Supplies (estimated)	\$1,000<
Other Expenses	\$150
Tuition (Full-time Students)	\$6,552 – \$13,104 (Based on 8-16 units per quarter)
Tuition (Part-time Students)	\$3,276 - \$5,733 (Based on 4-7 units per quarter)
<b>Typical Total Annual Cost:</b>	<b>\$15,613</b>

### Tuition

<b>Undergraduate</b>	\$242 per unit
<b>Graduate</b>	\$278 per unit

### Other Fees (Non-Refundable)\*

<b>Admission Fees</b>	
Application for Admission	\$75
Application for Re-Admission	\$75

<b>General Fees</b>	
Transcript Issuance	\$15 per copy
Enrollment Verification	\$15 per copy
Customized Verification Documents	\$50 per copy
Diploma Replacement Fee	\$30 per copy
Expedite Service Fee	\$25
Student ID Card Fee	\$15
<b>Registration Fees</b>	
Course Audit Fee	\$50 per unit
Late Registration Fee	\$50
Course Add/ Drop Fee	\$15 per course
Transfer Credit Fee	\$80
<b>Graduation Fees</b>	
Graduation Fee	\$100
<p>Graduation Fee: A non-refundable Graduation Fee is assessed to all students at the University each time a student applies to graduate. It is used to defray the cost of processing candidates for graduation, printing diplomas, and conducting the commencement ceremonies. The Graduation Fee does not cover the cap and gown fees.</p>	

\*Jubilee University reserves the right to change tuition and fees at any time

## Tuition and Payment Policy

### Payment Options

Students can make a payment on Populi. Payment may be made using cash, checks, debit or credit cards. Cash is accepted at the cashier on the first floor of the campus. Checks are accepted either in person at the cashier or by mailing the payment to Attn: Student Finance Office, Jubilee University, 1880 Washington Ave. Lexington, MO 64067-1708.

All checks need to be in US currency and should be made payable to Jubilee University. Please include the student name and ID on the check. Debit/Credit card payment can be made online at the student account on

Populi (convenience fee applies). The payment for the tuition is due at the beginning of each quarter by the date announced by the school. Students have an option to pay in full or apply for an installment payment plan.

## Installment Payment Plan

Jubilee wants to help students budget for the cost of their education by offering them an equal and interest-free installment payment option. Payment plans available are a three-month plan (for fall, winter and spring) or two-month plan (for summer). A \$25 fee will be charged during sign-up for an installment payment plan. If a student fails to pay the first installment, he or she will be terminated from the installment plan and the remaining balance will be due immediately.

## Delinquent Accounts

All financial obligations are to be paid on or before the due date and an account is considered delinquent the day after the financial obligation is due. It is the student's responsibility to keep his/her account current. If accounts are delinquent, the following fees or restrictions will be applied:

- A late payment fee of \$75 charged.
- Restricted from registering for the subsequent quarter.
- Grade will not be released.
- Transcript and other official school documents will not be issued
- Degrees will not be awarded.

## Student Account Disputes

All disputes concerning student accounts should be directed to the Business Office. Contact staff by calling (660)-259-1005 or email [studentfinance@ju.education](mailto:studentfinance@ju.education).

## Cancellation and Refund Policy

### Student's Right to Cancel

A student who cancels the enrollment agreement within seven days (until midnight of the seventh day excluding Saturdays, Sundays, and legal holidays) after signing the agreement will receive a refund of all monies paid except the non-refundable application fee. A student shall receive 100 percent of the amount paid for institutional charges, less the application fee not to exceed \$250, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. All requests for cancellation by the Student must be in writing, verified email, or hand delivered to the Registrar, Jubilee University, 1880 Washington Ave. Lexington, MO 64067-1708. Cancellation is effective on the date written notice of cancellation is sent. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

## Refund Policy:

Students officially withdrawing or leaving from Jubilee University may receive a partial or full refund of tuition. Regardless, a \$15 drop fee will be applied per course drop fee. All other fees are non-refundable. Refunds will be based on the total charge incurred by the student at the time of withdrawal or leave, not the amount the student has actually paid. Students must complete a Student Withdrawal Form or Leave of Absence Form and submit it to the Registrar's office. The effective date is the date that the student files the form. Refunds will be made within 30 calendar days of the notification of an official withdrawal or leave of absence.

Every time a student withdraws, it will be necessary to fill out and maintain a refund form in the student file, even if no refund is issued.

### **Fall, Winter and Spring quarter:**

- 100 percent Refund – Withdrawal or granted the leave of absence before the 1st week
- Partial Refund\* - Withdrawal or granted the leave of absence after the 1st week of the quarter and prior to the course completion of 60 percent
- No Refund - Withdrawal or granted the leave of absence after the course completion of 60 percent

### **Summer quarter:**

- 100 percent Refund – Withdrawal or granted the leave of absence before the 1st week
- Partial Refund\* - Withdrawal or granted the leave of absence after the 1st week of the quarter and prior to the course completion of 60 percent
- No Refund - Withdrawal or granted the leave of absence after the course completion of 60 percent

\*Partial Refund is based on the tuition billed for the quarter in which the student withdraws, according to the following formula:  $\text{tuition} / \text{total program hours} \times \text{course completed hours in term} = \text{tuition earned by the school}$ . For the purpose of this calculation, the total program hours equals the number of hours scheduled for the entire program.

## **Loans**

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.

## **Bankruptcy**

Educational and related fees are generally non-dischargeable in bankruptcy and will survive after the bankruptcy has closed. Except in certain limited situations, this means that a student will still owe the debt to the university after the bankruptcy.

Presently, Jubilee University does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy

filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

### **Sample Student Refund Calculation**

Student completed 2 weeks of the 10-week term or 20% of the term. Student due a refund for 80% of the remainder of the tuition bill less the drop fee of \$15 per course calculated as follows:

- $80\% \times \$2,184$  (total tuition paid) = \$1,747
- Drop fee of \$15 per course x 2 courses = (\$30)
- Total refund due to student = \$1,717

## Scholarship and Financial Assistance

Financial aid at Jubilee University begins with the commitment of the affiliated ministries to quality education. Gifts from the affiliated ministries and faithful individuals provide major funding for financial assistance. The University Financial Aid serves as a tool to meet the enrollment goals of the University and attract students who would contribute to His Kingdom and the diverse student population. The goal of the financial aid is to remove financial barriers in order to maintain access for qualified students.

If a student has received federal or state student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. The University does not offer Federal or State Financial Aid Programs including Title IV at this time. However, various assistance programs are offered by the University and its affiliated ministries. All aid granted is based on the availability of funds.

### Application Process and Forms

The scholarship application forms are available on Populi. Updated financial aid information and application forms are made available at least 60 days prior to the deadline. Specific instructions and eligibility information are included on the page of the financial aid program on Populi. Please contact any application questions to the Financial Aid Office by calling at (660) 259 - 1005 or [finaid@ju.education](mailto:finaid@ju.education). Please contact the Financial Aid Office immediately upon any decision to cancel an application after it has been submitted.

Financial aid recipients are notified by email regarding award status at least 21 days prior to the payment deadline. All aid recipients are required to draft a personal "Thank You" letter addressed to the affiliated ministries or fund donors. Students and donors alike have greatly benefited from the fellowship and joy generated through this unique element of the Financial Aid Program.

Financial Aid Program recipients who register as full-time students and then withdraw to part-time hours, or withdraw from active enrollment, must relinquish all scholarship funds and bear responsibility for full payment of all tuition charges.

## Deadlines

Students may apply for the scholarship by submitting the Financial Aid Application form by the deadline. Form should be submitted by September 1, 2024 for the fall quarter, January 1, 2025 for the winter quarter and April 1, 2025 for spring quarter.

## General Scholarship

### Award

Financial aid for international students is distributed in the form of tuition scholarships. Award does not cover fees. It is renewable each quarter for the duration of the program.

### Conditions for Eligibility

- Students must be accepted into a Jubilee's degree program according to admissions requirements.
- Students must be committed to full time study.
- Students must be active members of a WOA church or ministry.
- Students must demonstrate financial need.

### Conditions for Renewal

- Students must register a full time load during regular terms: Fall, Winter, Spring quarter. (B.C.M. : 12 units, M.C.M. : 8 units)
- Scholarship recipients must maintain at least a 3.0 GPA to qualify for continued receipt of scholarship
- Scholarship recipients must not have a NP grade in either Chapel or Christian Service courses in the previous term. Scholarship recipients must abide by all the rules and policies set by the University.
- Students must be active members of a WOA church or ministry.
- Students must demonstrate financial need.

## State or Federal Aid

JU does not participate in any state-funded or federally-funded financial assistance programs.

## Contact Information

All inquiries regarding financial assistance should be made through the Financial Aid Office.

Office hours: 9:00am - 5:00pm, Mon-Fri

Phone: (660) 259 - 1005

Email: [finaid@ju.education](mailto:finaid@ju.education)



# CHAPTER 4: ACADEMIC REGULATIONS

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## Credit Hour

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than –

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

This definition, which defines the credit hour numerically, is to be used as a baseline for decisions about various types of programs by faculty, who remain responsible for setting course requirements that are compliant in this area.

# CHAPTER 5: UNDERGRADUATE DEGREE PROGRAM

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## Bachelor of Church Music

The Bachelor of Church Music program is a four-year undergraduate degree designed to equip students as competent and influential leaders in the field of church music ministry. This program focuses on developing students' musical proficiency while establishing a strong biblical foundation. Students will engage in an in-depth exploration of Scripture, doctrinal teachings, and historical perspectives, gaining both theoretical knowledge and practical skills necessary for church music ministry. The curriculum includes a comprehensive blend of general education and specialized courses, providing opportunities for students to apply their learning in real-world ministry settings.

## Program Goals

In the context of Jubilee's mission, students who complete the music program will be able to:

1. Demonstrate command of basic music theory concepts.
2. Identify the major periods and styles of church music history and their influence on contemporary Christian music.
3. Understand how specific technologies serve the field of music, especially in missions.
4. Perform as soloist and in ensemble with the technical skills that produce artistic expression.
5. Plan and lead worship music performance in a congregational setting.
6. Appreciate and discuss intelligently the missional relevance and value of music.

## Graduation Requirements

Undergraduate students must fulfill the following Bachelor's degree requirements for graduation:

1. Complete a total of 180 quarter credits/units:
  - a. Complete the Bachelor's Degree Core Requirements: 48 units of Bible and Theology Core, 60 units of General Education
  - b. Complete a music major\*: 48 units of music major courses and 24 units of open electives.
2. Receive a passing mark for all Christian Service and Chapel requirements.

3. Maintain a 2.00 (C grade point average) in all academic work.
4. Satisfy all financial responsibilities to the university.

*\* Students are subject to the major requirements of the Catalog of the year in which they entered.*

## Curriculum

### **1. Bachelor's Degree Core Requirements (108 units)**

The Bachelor's Degree Core is divided into three main areas: (1) Bible & Theology Core; (2) General Education; and (3) General Ministry Skills.

#### **(1) Bible & Theology Core (48 units)**

All students must complete the following twelve core courses:

- BIBL100 Old Testament Survey (4 units)
- BIBL110 New Testament Survey (4 units)
- BIBL120 The Gospels (4 units)
- BIBL130 Introduction to Hermeneutics (4 units)
- BIBL240 Romans I (4 units)
- BIBL250 Romans II (4 units)
- HIST110 History of Christianity (4 units)
- THEO100 Introduction to Theology (4 units)
- THEO200 God's Plan of Creation and Redemption I (4 units)
- THEO211 God's Plan of Creation and Redemption II (4 units)
- THEO220 Introduction to Christian Ethics (4 units)
- THEO310 Biblical Apologetics (4 units)

#### **(2) General Education (60 units)**

All students must complete a number of general education core courses distributed among the fields of methods & foundation, humanities/fine arts, natural science/mathematics, and social/behavioral sciences.

Bachelor's students are required to complete a total of 60 quarter credit hours, including one course from each of the four areas listed below. Bachelor's students typically choose from a wide range of courses within these distributions. The course list below is exemplary only and subject to change based on quarter offerings.

#### *Method and Foundation*

- COMM130 Speech & Communication (4 units)
- SOCI150 Research & Writing (4 units)

- MINS205 Cultivating a Christian Mind (4 units)
- ANTH320 World Perspectives (4 units)

#### *Humanities/Arts*

- ENGL120 English Literature & Composition (4 units)
- BIBL211 The Pauline Epistles (4 units)
- ARTH230 Introduction to Arts (4 units)
- MUSC240 Introduction to Music (4 units)

#### *Natural/Information Science & Mathematics*

- ITEC100 Introduction to Information Technology (4 units)
- BIOS210 Nutrition (4 units)
- MATH230 Probability & Statistics (4 units)
- BIOS250 Principles of Biology (4 units)

#### *Social/Behavioral Science*

- SOCI100 Introduction to Sociology (4 units)
- COMM110 Communication Theory (4 units)
- MKTG200 Organizational Behavior (4 units)
- ANTH201 Cultural Studies (4 units)
- PSYC280 Introduction to Psychology (4 units)

Acceptable courses for fulfilling the distribution requirement encompass general introductory courses within the respective disciplines represented in each area. The listed courses in each area should not be considered exhaustive, as there may be other courses that fulfill the category requirements. Therefore, it is advisable to consult with your academic advisor for further guidance.

### **(3) General Ministry Skills (0 unit)**

Bachelor students are required to pass 6 quarters of PRAC010 College Christian Service and 9 quarters of PRAC011 College Chapel. Please refer to the Christian Service Program Handbook for more detailed information.

## **2. Music Major Courses (48 units)**

### **(1) Music Core Seminars (28 units)**

All students must complete the following nine core courses:

- MUTH100 Musicianship & Theory I (2 units)
- MUTH110 Musicianship & Theory II (2 units)

- MUTH200 Harmony (4 units)
- MUPR200 Conducting (2 units)
- MUTH300 Church Music History (4 units)
- MUPR310 Worship Leadership (4 units)
- MUPR320 Worship Technology (4 units)
- MUTH310 Introduction to Worship (4 units)
- MUTH330 The Hymn in Christian Worship (2 units)

## **(2) Performance and Practice Courses (20 units)**

Students are required to take 18 units of worship performance courses in their major field.

- MUPR111 – 313, 411 Applied Music: Piano I – X (2 units each)
- MUPR121 – 323, 421 Applied Music: Voice I – X (2 units each)
- MUPR131 – 333, 431 Applied Music: Guitar I – X (2 units each)
- MUPR141 – 343, 441 Applied Music: Orchestral Instruments I – X (2 units each)
- MUPR151 – 353, 451 Applied Music: Composition I – X (2 units each)

## **3. Open Electives (24 units)**

Students are required to take an additional 24 units of open electives.

## **Course Description**

### *Bible and Theology Core*

#### **BIBL100 Old Testament Survey (4 units)**

This course provides an overview of the Old Testament, exploring its historical and cultural background, major themes, and literary structures. Students will analyze key theological concepts, interpret significant passages using various critical approaches, and evaluate the relevance of Old Testament teachings in contemporary contexts.

#### **BIBL110 New Testament Survey (4 units)**

An introductory survey of the New Testament, covering the life and ministry of Christ and the apostles. This course introduces students to various texts of the New Testament, their historical contexts, and several approaches for their interpretation. Students will explore the cultural, historical, and political background, as well as the major themes and their applications in ministry.

#### **BIBL120 The Gospels (4 units)**

This course explores the unique themes and emphases of each Gospel, comparing and contrasting the portrayal of Jesus Christ's earthly life across the four Gospels. Students will analyze the historical and cultural contexts of the Gospels and their impact on the narratives, and apply the teachings and lessons from the life of Jesus Christ to contemporary Christian living.

**BIBL240 Romans I (4 units)**

This course provides an in-depth study of Romans chapters 1-8, focusing on key doctrinal topics such as sin, justification, sanctification, and glorification. Students will analyze Paul's argument structure and explore theological concepts like imputation, substitution, and reconciliation. Emphasis is placed on applying these teachings to personal spiritual growth and practical Christian living, and discussing the significance of adoption and eternal security in contemporary Christian faith.

**BIBL250 Romans II (4 units)**

This course offers an in-depth study of Romans chapters 9-16, focusing on Paul's teachings on Israel's role in God's salvation plan and ethical instructions for Christian behavior. Students will discuss practical applications of Paul's teachings on Christian relationships and community life, and evaluate the significance of Paul's ministry for contemporary Christian leadership. Emphasis is placed on applying the teachings of Romans to personal spiritual growth and practical Christian living.

**BIBL330 Pentateuch (4 units)**

This course examines the first five books of the Old Testament, exploring the main theories of its formation, including the Documentary Hypothesis. Students will analyze its structure, discuss key themes like covenant, law, and creation, and evaluate its historical and cultural context. Emphasis is placed on applying the teachings and themes of the Pentateuch to contemporary religious practice and personal spiritual growth.

**HIST110 History of Christianity (4 units)**

A basic introduction to the history of the Christian church from its founding at Pentecost to the present day. Major events, figures, and various driving forces, both internal and external, from the Apostolic Fathers to medieval and modern Christianity, are covered.

**THEO100 Introduction to Theology (4 units)**

A brief overview of the history of theology. Definition and nature of theology. The fourfold sources for theology emphasizing Scripture. Revelation, natural and special. Theology and philosophy.

**THEO200 God's Plan of Creation and Redemption I (4 units)**

This course surveys the biblical story, focusing on the themes of creation and sin in the context of the history of redemption. Students will develop a theology of biblical transformation, unfold the story of redemption as narrated in Scripture, and deepen their awareness of the Biblical story. The course provides an overview of major themes such as creation, fall, redemption, and the kingdom of God, emphasizing the unity of Scripture, God's grand plan, and interaction with humanity. Attention is given to the intent of this master narrative and its eternal significance and present-day relevance. This course lays a foundation for more detailed study of individual books of the Bible and prepares students for various ministry situations.

**THEO211 God's Plan of Creation and Redemption II (4 units)**

This course continues the survey of the biblical story, focusing on the themes of redemption and restoration. Students will develop a theology of biblical transformation, demonstrate their ability to lead a Bible study, and discuss the story of redemption as narrated in Scripture. The course deepens awareness of the biblical story and its major themes, including creation, fall, and redemption, while summarizing the biblical narrative and its

theological perspectives. Emphasis is placed on the unity of Scripture, God's grand plan, and its eternal significance and present-day relevance. This course prepares students for various ministry situations and lays a foundation for leading Bible studies effectively.

#### **THEO220 Introduction to Christian Ethics (4 units)**

The study examines whether moral values and obligations are objective or subjective, absolute or relative. Criteria for determining morally good and bad, right and wrong are explored, such as judging morality by consequences or intrinsic duty. Differences between general ethics and Christian ethics are highlighted, focusing on the application of biblical principles to moral issues like abortion and capital punishment. The goal is to develop mature servants of Christ who love God, are biblically knowledgeable, and culturally aware in their ministry and interactions with others.

#### **THEO310 Biblical Apologetics (4 units)**

This course explores the foundational principles and key arguments of Biblical Apologetics, focusing on the defense of the Christian faith using historical, philosophical, and theological perspectives. Students will critically analyze classical and contemporary apologetic arguments, articulate a coherent and persuasive defense of core Christian doctrines, and engage thoughtfully with opposing viewpoints. Emphasis is placed on applying apologetic methods to real-world contexts, including personal evangelism, public speaking, and debates, to effectively defend the faith in diverse settings.

#### Method and Foundation

#### **COMM130 Speech & Communication (4 units)**

This course focuses on developing professionalism in speech and conduct to build successful working relationships. Designed for students in internships, it enhances oral communication and presentation skills, teaching students to speak clearly, confidently, and effectively before clients, employers, and in meetings. The course covers professional mannerisms, public speaking, small group interaction, and interpersonal communication. Emphasis is placed on idea development, organization, speaker-listener relationships, group dynamics, and verbal and nonverbal expression techniques.

#### **SOC1150 Research & Writing (4 units)**

This course introduces strategies for effective research-based writing and the development of critical thinking and writing skills. It helps students read, write, and think analytically while developing basic writing skills. Instruction covers grammar, punctuation, sentence structure, pre-writing skills, and paragraph development, along with basic research skills. The ultimate goal is for each student to write a clear, well-organized 500-word essay in standard American English. Various activities are designed to help students achieve this goal.

#### **MINS205 Cultivating a Christian Mind (4 units)**

This course, firmly anchored in biblical principles, aims to acquaint students with the enduring aspiration of cultivating a Christian mind. This endeavor encompasses a distinctive way of thinking, perceiving, and engaging with the world—a perspective deeply shaped by Christian beliefs, values, and principles. Within the framework of the historical flow of significant philosophical ideas and cultural analysis, all from a Christian perspective, students will explore how these ideas have contributed to the shaping of the Christian faith

throughout history.

### **ANTH320 World Perspectives (4 units)**

An introduction to world affairs in an increasingly complex and interdependent international system. This course examines both the conceptual and practical aspects of problem-solving and decision-making. With a clear focus on the importance of worldview thinking, it aims to help students understand the world and their place in it. Students will be equipped with the tools to recognize, identify, and critique various worldviews and perspectives.

### Humanities/Arts

### **ENGL120 English Literature & Composition (4 units)**

This course provides students with instruction and practice in exposition and argumentation, utilizing reading selections from a diverse range of prose. Students will engage with various types of prose to develop their skills in critical reading, analytical writing, and coherent argumentation. Emphasis is placed on understanding and applying rhetorical strategies, constructing well-supported arguments, and refining composition techniques. By the end of the course, students will be able to craft clear, persuasive essays and articulate their ideas effectively in written form.

### **BIBL211 The Pauline Epistles (4 units)**

This is a course on Paul's conversion, calling, his missionary journeys, and his eventual martyrdom. It will also include in-depth studies on the historical and cultural context of Paul's epistles to the churches. The course will attempt to survey Paul's basic theological teachings, the debates on it, and its contribution to contemporary Christianity.

### **ARTH230 Introduction to Arts (4 units)**

Students will survey the world of visual arts through an exploration of mediums, theories, historical contexts, and vocabulary. The course aims to develop students' abilities to describe, analyze, interpret, and evaluate art within its historical, cultural, and social contexts. By the end of the course, students will have gained a comprehensive understanding of the visual arts and the skills necessary to engage critically with artworks.

### **MUSC240 Introduction to Music (4 units)**

Music appreciation is designed to introduce students to the discipline of music through listening, discussion, and analysis. The course will provide the student with the knowledge, understanding and appreciation of music through the study of the elements of music; listening to and analysis of representative musical works, and a survey of major music forms and stylistic periods from the middle ages through the present.

### Natural/Information Science & Mathematics

### **ITEC100 Introduction to Information Technology (4 units)**

This course surveys the foundational elements of current information technology and systems. Topics include an introduction to IT, computer organization and systems, programming languages, database management,



network concepts, IT personnel, legal, ethical, and organizational issues, information security, the internet and web, e-commerce, ERP, and emerging trends.

**BIOS210 Nutrition (4 units)**

An introduction to nutrition, including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques.

**MATH230 Probability & Statistics (4 units)**

This course addresses fundamental probability and statistical concepts, with emphasis on reasoning under conditions of uncertainty. Major topics include data analysis; modeling, probabilistic models, simulation, random variables and their distributions, hypothesis testing, confidence intervals, and simple linear regression.

**BIOS250 Principles of Biology (4 units)**

This course provides an introduction to fundamental biological concepts for non-agriculture majors. Key topics include cell structure and function, energy transduction, genetics, the organization and function of organisms, and ecological principles. Students will gain a comprehensive understanding of these foundational areas in biology, preparing them for further study in the life sciences.

*Social/Behavioral Science*

**SOC1100 Introduction to Sociology (4 units)**

This course is to introduce the basic fields of sociology, focusing on issues and the findings of contemporary and classical sociology via lecture, film/video presentations, discussion, and readings from major theories. The study will include topics such as culture, socialization, social institutions, and inequality with an emphasis on contrasting biblical and worldly understanding of the social system.

**COMM110 Communication Theory (4 units)**

This course will cover fundamental theories of communication, including interpersonal, public, and mass communication. Students will explore key concepts and models that explain how communication occurs and its effects on individuals and society.

**MKTG200 Organizational Behavior (4 units)**

This course is designed to provide students with an understanding of the field of organizational behavior and the various research strategies that it employs. Topics of study include the scientific method, various research methodologies, and the use of academic research journals.

**ANTH201 Cultural Studies (4 units)**

Examines Biblical principles and applications that facilitate the planting of churches and church planting movements, while taking different cultural realities into account. We will spotlight missions of the Jewish community, of Christ, and the churches that followed after Jesus.

**PSYC280 Introduction to Psychology (4 units)**

This introductory course will provide students with an overview of the current body of knowledge and methods of the science of psychology. Topics will include the historical foundations of psychology, cognition, emotions,

learning, human development, biological bases of behavior, personality, psychological disorders, psychotherapy and behavior change, and social behavior. Emphasis also will be placed on the application of psychology to diverse human endeavors.

### Music Core Seminars

#### **MUTH100 Musicianship & Theory I (2 units)**

This course introduces the basic elements of music theory. Students will learn essential music terminology, rhythmic notation, melody sight singing, and ear training in major and minor scales using F and G clefs. The course also covers the correct notation of fundamental music elements, providing a solid foundation for advanced music studies.

#### **MUTH110 Musicianship & Theory II (2 units)**

This course builds on basic music theory concepts, focusing on reading and writing various rhythm patterns in simple and compound duple and triple meters. Students will enhance their sight-singing skills with major and minor melodies in F and G clefs and develop dictation strategies for simple melodies. Additionally, the course covers the identification of intervals and triads.

#### **MUTH200 Harmony (4 units)**

This course explores diatonic harmony, including primary and secondary triads, seventh chords, and their inversions. Topics cover non-harmonic tones, secondary dominants, harmonic sequences, melodic analysis, and part writing. Students will analyze harmonic structures, perform basic progressions on instruments like piano or guitar, and understand traditional harmonic functions and progressions.

#### **MUPR200 Conducting (2 units)**

This course covers fundamental techniques for conducting instrumental and vocal ensembles. Students will learn standard beat patterns, cueing, fermatas, phrasing, articulation, dynamics, and rehearsal techniques. The repertoire will be selected from standard literature, tailored to student interests and needs. By developing solid conducting skills, students will understand the relationship between gesture and sound.

#### **MUTH300 Church Music History (4 units)**

A survey of church music history from antiquity to the Reformation. Students will identify and discuss biblical references to musical instruments, performance practices, and views on music in worship. The course covers the historical development of church music, recognizing and analyzing major works by composers from different periods. Students will define and discuss the specific styles, forms, and compositional procedures characteristic of each musical period and describe the development and roles of musical instruments in various liturgical and musical settings.

#### **MUPR310 Worship Leadership (4 units)**

A comprehensive study of worship from a biblical and theological perspective, focusing on the roles of worship leaders and music ministers. Students will learn to design engaging worship services, including song selection and musical arrangement, and to effectively lead and conduct music team rehearsals. The course emphasizes developing relationships with preachers, other worship leaders, artists, and musicians. Additionally, students

will learn to utilize audio and visual resources to enhance the communication and delivery of worship content meaningfully and impactfully.

### **MUPR320 Worship Technology (4 units)**

Equipping students with the theoretical understanding of, and hands-on experience with media applications used in the church. Projects are designed to demonstrate competency in the use of various media programs.

### **MUTH310 Introduction to Worship (4 units)**

A study of the biblical and theological principles underlying congregational worship and their expression through liturgy. Students will analyze the historical development of worship practices, including key movements, influential figures, and elements shaping contemporary traditions. The course explores the role and impact of praise and worship and its relationship to church revival. Additionally, students will assess the significance of cultural sensitivity in selecting and implementing music that is both missionally relevant and appropriate for diverse worship settings.

### **MUTH330 The Hymn in Christian Worship (2 units)**

This course surveys the history of hymns in Christian worship and their contemporary use. Emphasis is placed on understanding traditional hymns and their incorporation into modern worship. Students will explore the development of congregational singing, major hymn texts and tunes, and historical and theological perspectives. The course also covers selecting appropriate hymns for various liturgical contexts and analyzing their use in contemporary worship.

## **Faculty**

### **Alfred Merrill Smoak**

D.W.S., The Institute for Worship Studies (2002)  
M.C.M., The Southern Baptist Theological Seminary (1975)  
B.A., Music, California Baptist University (1973)

### **Aria Reppert**

D.Min., Olivet University (2021)  
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B.M., Chung Ang University, South Korea (2010)

### **Jade Park**

G.D., New England Conservatory of Music (2008)  
M.M., New England Conservatory of Music (2007)  
B.M., Ewha Women's University, South Korea (2004)

### **Josephine Kim**

M.Div., Olivet University (2014)  
B.A., Theology, Olivet University (2007)

**Reuben Chae**

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**Sonia Kim**

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B.A., Education Technology, Yunnan Normal University, China (2008)

# CHAPTER 6: GRADUATE DEGREE PROGRAM

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## Master of Church Music

The Master of Church Music program is a two-year graduate degree program that trains students as musicians with a solid biblical foundation. The program provides students with the academic and practical training necessary for them to become competent and influential individuals in the field of church music ministry.

### Program Goals

In the context of Jubilee University's mission, students who complete the Master of Church Music program will be able to:

1. Demonstrate technical and artistic mastery of musical skills in a chosen area of specialization for effective worship leadership.
2. Direct and Manage worship music ministry teams and programs, including praise teams and choirs, ensuring faith-based, administrative, and musical excellence.
3. Analyze biblical patterns of worship and historical development of church music, comparing usefulness to contemporary worship music in imparting theological knowledge.
4. Create and Conduct worship music programs that combine past and present musical traditions and trends, making them applicable across different generations and cultural groups.
5. Appraise resources for worship planning and facilitation, effectively employing worship technology.
6. Develop strategies for the use of music in fulfilling the Great Commission, based on an understanding of the relationship between Christian faith and music.
7. Conduct advanced research in church music, contributing to the academic field and becoming a scholar in music and worship studies.

### Graduation Requirements

Graduate students at Jubilee University must fulfill the following Master's degree requirements for graduation\*:

1. Complete a total of 50 quarter credits/units: 12 units of Biblical & Theological Studies, 18 units of Music and Worship Studies, 12 units of Major Performance Requirements, and 8 units of Master's

Project.

2. Demonstrate proficiency in Bible knowledge with a passing score on the written comprehensive examination in the area of Bible knowledge:
3. Maintain a 3.00 (B grade point average) in all academic work.
4. Receive a passing mark for all Christian Service and Chapel requirements.
5. Satisfy all financial responsibilities to the university.

*\* Students are subject to the Master of Church Music requirements of the Catalog of the year in which they entered.*

## Curriculum

### **1. Biblical & Theological Studies (12 units)**

Students must complete 12 units of Bible & Theology courses:

- MINS600 Mission & Discipleship (4 units)
- THEO600 Christian Apologetics (4 units)
- THEO620 Theological Hermeneutics (4 units)
- 

### **2. Music and Worship Studies (18 units)**

Students must complete five courses:

- MUSC500 Church Music History (4 units)
- MUTH500 Worship Studies (4 units)
- MUTH510 Graduate Worship Leadership (4 units)
- MUTH610 The Hymn in Christian Worship (4 units)
- MUPR520 Graduate Conducting (2 units)

### **3. Major Performance Requirements (12 units)**

Students must select at least one major performance field and complete six quarters of applied music series:

- MUPR511 - 613 Graduate Applied Music: Piano I - VI (2 units)
- MUPR521 - 623 Graduate Applied Music: Voice I - VI (2 units)
- MUPR531 - 633 Graduate Applied Music: Guitar I - VI (2 units)
- MUPR551 - 653 Graduate Applied Music: Composition I - VI (2 units)

#### **4. Master's Project (8 units)**

Students must complete one of the two-course sequences to fulfill the graduate capstone project requirements.

##### *Music Production/ Solo Performance Track*

- MUPR710 Performance Program I (4 units)
- MUPR720 Performance Program II (4 units)

##### *Worship Concert Track*

- MUPR740 Concert Leadership I (4 units)
- MUPR750 Concert Leadership II (4 units)

#### **5. General Ministry Skills**

Master of Church Music students are required to pass 2 quarters of PRAC020 Graduate Christian Service and 3 quarters of PRAC021 Graduate Chapel. Please refer to the Christian Service Program Handbook for more detailed information.

## **Course Description**

### *Biblical & Theological Studies*

#### **MINS600 Mission & Discipleship (4 units)**

This course focuses on integrating key aspects of seminary education with Christian ministry to prepare graduating students for ministry. The student consolidates and synthesizes important learning gleaned from coursework, experience and assignments, thereby demonstrating proficiency in applying this knowledge toward practical ministry work.

#### **THEO610 Christian Apologetics (4 units)**

This course deals with a most important subject: how we communicate the Christian faith to those who are opposed or uncommitted to it. Christian apologetics defends the faith against opponents but also reaches out to them in a positive way. "Apologetics" comes from the Greek, "Apologetics" which means presenting a subject in its best light.

#### **THEO620 Theological Hermeneutics (4 units)**

This course examines hermeneutics from biblical, theological, and philosophical perspectives. Hermeneutics explores how we understand and handle texts. The course is designed to investigate how we understand and respond to the biblical text and beyond.

## Music and Worship Studies

### **MUSC500 Church Music History (4 units)**

This course provides a comprehensive study of the development of church music from antiquity to the Reformation. Students will explore the evolution of musical styles, forms, and performance practices within the context of Christian worship. Emphasis will be placed on the roles of key composers, significant musical works, and the impact of these developments on the worship practices of their times. Through lectures, musical analysis, and research projects, students will gain an advanced understanding of the role of music in the history of the church.

### **MUTH500 Worship Studies (4 units)**

This graduate-level course provides an in-depth study of Christian worship, with a focus on its theological, biblical, and liturgical foundations. Students will engage in critical analysis of core theological doctrines and key biblical texts that underpin worship practices. The course also explores the application of worship principles in various cultural settings, equipping students with the skills to adapt and enhance worship practices in diverse contexts. Through a combination of lectures, scholarly research, and practical applications, students will develop a comprehensive understanding of worship as a central element of Christian life and ministry, preparing them for leadership roles in worship settings.

### **MUTH510 Graduate Worship Leadership (4 units)**

This course focuses on the practical aspects of worship ministry, building on concepts learned in worship studies. It is designed to equip students with the skills needed to lead worship effectively in local church settings. Students will develop leadership abilities, manage worship bands, comprehend the structure and sequence of worship services, and create innovative worship experiences. Through a combination of theoretical instruction and hands-on practice, students will be prepared to design and lead worship services that are theologically sound, culturally relevant, and spiritually enriching.

### **MUTH610 The Hymn in Christian Worship (4 units)**

This course delves into the rich tradition of hymnody within the Christian church, from early Christian hymnody to contemporary worship songs. Students will examine the theological, literary, and musical aspects of hymns. The course covers significant hymn writers, hymnological movements, and the use of hymns in worship across different Christian denominations. Special emphasis will be placed on American hymnody and its development. Through critical analysis and research, students will develop a deep understanding of the hymn as a form of worship, theological expression, and communal identity.

### **MUPR520 Graduate Conducting (2 units)**

This course focuses on the development of advanced choral conducting skills necessary for effective leadership in church choir settings. Emphasis is placed on conducting techniques, score reading, rehearsal strategies, and repertoire selection. Students will learn to conduct with precision and expressiveness, lead productive rehearsals, and select suitable choral pieces for various worship services and special occasions. Through practical exercises and conducting assignments, students will refine their skills and become confident choral conductors.



### Major Performance Requirements

**MUPR511 - 613 Graduate Applied Music: Piano I-VI (2 units each)**

**MUPR521 - 623 Graduate Applied Music: Voice I-VI (2 units each)**

**MUPR531 - 633 Graduate Applied Music: Guitar I-VI (2 units each)**

**MUPR551 - 653 Graduate Applied Music: Composition I-VI (2 units each)**

This course provides private music instruction on a principal instrument or in principal voice for music majors. Instruction is currently limited to piano, voice, guitar, and composition for students already proficient in playing an instrument or singing. All students must pass a jury examination or a faculty-assigned final project each quarter.

### Master's Project Requirements

**MUPR710 - 720 Performance Program I - II (4 units each)**

Guided Study in a recital performance. This course includes live performances, audio and video production based on student production proposals. As the music media industry continues to grow, students will acquire advanced performance skills to create compelling productions for presentation.

**MUPR740 - 750 Concert Leadership I - II (4 units each)**

Guided study in Worship Service or Concert Leadership. Courses are designed for students who plan to coordinate and lead a concert for their Master's Project. There are two options for the concert: A concert of worship music or a classical concert by an orchestra, concert band, or choral group. A "concert of worship music" is a one-hour long time of worship that focuses on worship music. A "classical concert" is a one-hour long program of instrumental or choral music. Each student will be assigned a professor to guide them in the development of their concert project.

## Faculty

### **Alfred Merrill Smoak**

D.W.S., The Institute for Worship Studies (2002)

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# CHAPTER 7: COURSE SELECTION AND SCHEDULING

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Instructions and dates for registration are located on Populi. All students will receive their Populi login ID and password upon enrollment. Students will be notified by email about registration instructions and the date by which they must register. Questions should be directed to the Office of the Registrar.

Former students eligible for re-enrollment who have indicated their desire to attend Jubilee University also will be notified about their status and any registration information via email.

## Adding and Dropping Courses

Students may officially add or drop course(s) with no clerical fee being charged until the specified add/drop date, after which a \$15 clerical fee will be charged for each course added or dropped.

Additional per-hour fees owed will be calculated based on the total amount due after the schedule adjustment has been made. Refunds owed will be calculated based on the total amount due after the schedule adjustment has been made.

A student wishing to add or drop a class needs to submit an Add/Drop Class form to the Registrar. The student is then responsible for obtaining permission from the faculty member teaching the course as well as the student's advisor.

A student wishing to withdraw from a course after the add/drop date may complete a Drop Class form with the Office of the Registrar. The student is also responsible for paying appropriate fees and obtaining permission from the faculty member teaching the course as well as the student's advisor.

Anytime a student drops below full-time status as a result of dropping or withdrawing from a course, he/she must get express permission from the Academic Dean because his/her financial status with the university might be affected.

### **Dropping vs. Withdrawing**

**Dropping:** Students may drop a class during the official drop/add period at the beginning of each quarter. This process occurs online. At the end of the quarter, no official record of the student having been in the class exists.

**Withdrawal (Class Withdrawal):** Students may withdraw from courses following the add/drop period until week seven of the fall, winter, or spring quarter. A grade of "W" will appear in the student's

## Withdrawal Policies

During the first week of the fall, winter or spring quarter, students may withdraw from a course with no record of the class appearing on the transcript. In weeks three through nine of the fall, winter and spring quarter, the student may withdraw with the advisor's permission. The course will be recorded on the transcript with the instructor's notation of "W," indicating that the student withdrew. After week nine of the fall, winter, or spring quarter, students may not withdraw from courses.

No student may withdraw from more than five courses during the duration of his/her studies to earn a degree. A student may not withdraw from the same course more than once.

Procedure: Withdrawal from a course is accomplished with an Add/Drop Class form, processed through the Registrar's Office.

There are two different types of withdrawal: "College Withdrawal," which is withdrawing from the college (all courses), and "Class Withdrawal," which is withdrawing from individual courses.

### College Withdrawal (Complete Withdrawal) Policy

If a student does not intend to return to JU or is planning to be away for more than one-year (four quarters), he/she is required to file a Leave of Absence/College Withdrawal form.

To maintain good academic standing and eligibility for readmission to the college, students finding it necessary to withdraw must do so officially. Students will then have to apply for readmission in order to return. In this case, students may be subject to updated general education, major and degree requirements. Courses taken at another institution do not need prior approval but will be evaluated for possible transfer credit at the time of readmission. Readmission is not guaranteed and is subject to the admission criteria in place at the time students reapply.

### Refunds for Withdrawals

When withdrawing from a class, a student can drop a class with no charge as long as it is within the first two weeks of classes. Any time after this, students must pay a \$15 drop fee to withdraw from a class. They will be able to do this up until the end of the fourth week of classes, at which point it is no longer possible to drop classes.

Tuition charges may be refunded 90% only if the withdrawal form is processed by the end of the second week of classes of the fall, winter and spring quarters. Students may withdraw after giving official notice and receive a refund of fees paid for which instruction was not received, through completion of 60 percent of the course or term. No refunds will be given after this time.

## Repeating Courses

Courses for which grades of “D” or better have been earned may not be repeated for credit. Courses for which grades of “F” have been received may be repeated for credit. Only the grade for the repeated attempt counts toward the grade point average. All entries on the transcript, however, remain a part of the student’s permanent academic record. Students will not be allowed to register for a course for which they have already received a passing grade.

## Quarter System

Courses of study at Jubilee University are offered, and credit for satisfactory completion is granted, on a quarter basis.

The school year at Jubilee University is divided into three regular quarters –fall, winter, and spring. With the exception of the summer quarter, which has 42 days of instruction, each quarter includes 10 weeks of instruction (not including final exams).

The basic unit for credit earned is the quarter hour, representing one hour of class per week for 10 weeks.

## Class Schedules

Schedules listing classes offered each quarter are available on the university’s course management system Populi. After receiving their ID and password, students may access the platform at the following address: <https://ju.education> or <https://jubilee.populiweb.com>.

## Online Class Attendance

Students are expected to be punctual and consistent in their participation in online courses and are responsible for all assigned work. Regular engagement with Populi is essential. Any student who fails to participate in at least two-thirds of the total course activities or sessions will be considered to have failed the course and may be suspended from it. Within this framework, each instructor may establish their own specific attendance policy, which will be communicated to students at the beginning of the term.

Absences due to illness or late enrollment will still be counted as missed participation unless there are extenuating circumstances. Students who are ill or otherwise unable to participate are expected to notify their instructors and arrange to complete any missed work.

If a student is unable to participate for an extended period, they must notify the Office of Academic Affairs of their college and provide a reason for their absence. A student who is inactive in the course for two consecutive weeks without notification will be considered to have unofficially withdrawn from the course and

will receive a grade of "F". If a student is unable to notify the institution due to circumstances beyond their control, they may petition the Academic Council for reinstatement.

Accumulated non-participation of 40% or more in any given course, whether spread out over the entire term or consecutive, will result in a grade of "NF," failure for non-attendance. Excused absences do not count as participation.

Any student who misses a scheduled online assessment or examination for a legitimate reason may be granted permission to take a "make-up" examination at the discretion of the faculty member.

Permission to take a final examination at a time other than the officially scheduled time must be obtained from the Division Chair.

In the event that a student must miss participation due to a field trip for another course or an authorized co-curricular activity (such as a virtual conference, competition, or performance), these absences do not exempt the student from obligations to their current online courses. It is the student's responsibility to stay informed about missed work and to complete all requirements to the instructor's satisfaction. Students who participate in co-curricular activities should ensure they attend online classes regularly to avoid course failure due to non-participation.

## Full-time Enrollment

Fall, Winter and Spring quarters only.

To be classified as full-time, undergraduate students must be enrolled for a minimum of 12 quarter hours, while graduate students must take a minimum of 8 quarter hours. Special permission must be granted to enroll in more than 16 hours for undergraduate students and 12 hours for graduate students per quarter. Such permission must be approved by the Academic Dean before registration.

# CHAPTER 8: GRADE NOTATION AND POLICIES

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## Grading Policies

### Undergraduate Grading System

Percentage Equivalent	Grade	Interpretation	Grade Points
100 - 93	A	Excellent	4.0
92 - 90	A-		3.7
89 - 88	B+		3.3
87 - 83	B	Good	3.0
82 - 80	B-		2.7
79 - 78	C+		2.3
77 - 73	C	Satisfactory	2.0
72 - 70	C-		1.7
69 - 68	D+		1.3
67 - 63	D	Passing	1.0
62 - 60	D-	Minimum Passing	0.7
Below 60	F	Failure	0

### Graduate Grading System

Percentage Equivalent	Grade	Interpretation	Grade Points
100 - 93	A	Excellent	4.0
92 - 90	A-		3.7
89 - 88	B+		3.3
87 - 83	B	Satisfactory	3.0
82 - 80	B-		2.7

79 - 78	C+		2.3
77 - 73	C	Below Standard	2.0
72 - 70	C-		1.7
69 - 68	D+		1.3
67 - 63	D	Failure	1.0
62 - 60	D-		0.7
Below 60	F	Failure	0

### Other Grade Marks Used

Grade	Interpretation	Grade	Interpretation	Grade	Interpretation
I	Incomplete	NF	Non-Attendance Failure	AU	Audit
IP	In Progress	P	Pass (C- or better)	R	Retake
W	Withdrawal	NP	Non-Pass/ No Credit		

#### *Incomplete Grade (I)*

The "I" (Incomplete) grade is given when the course is not completed by the end of the term for acceptable reasons. If this grade is not removed within ten weeks of the end of the quarter, it becomes an "F."

Students are permitted to withdraw from any course and receive a "W" only during the first half of the course. Students desiring an exception to this rule must petition through the Registrar's Office. "W" will not be calculated in the grade point average.

#### *In Progress Grade (IP)*

The grade of "IP" (In Progress) is issued only if a student registers for a course in one term and then completes it along with a companion course in the following term. In that case, the IP grade is assigned to the first course temporarily, until the companion course is completed. At that time, the instructor changes the IP grade to the appropriate grade. IP grades are not included when calculating the grade point average.

#### *Withdrawal Grade (W)*

A grade of "W" (Withdrawal) is issued when a student formally withdraws from a course. The withdrawal must be initiated by the student in accordance with established procedures and deadlines. "W" grades carry no credit and are not included when calculating the grade point average.

#### *Non-Attendance Failure Grade (NF)*

The grade of "NF" (Non-Attendance Failure) may be given by a professor for excessive absences by a student or when a student stops attending the class. This grade will be computed in the grade point average like a



grade of "F." "NF" grades cannot be changed after initial submission and other grades cannot be changed to a "NF."

#### *Audit Grade (AU)*

A grade of "AU" (Audit) is issued when a student's attendance in an audited course is deemed adequate. AU grades carry no credit and are not included when calculating the grade point average.

## Grade Appeal

The normal appeal procedure begins with a consultation with the professor concerned. The following are the steps to filing a grade appeal:

1. Prior to the end of the quarter following the course in which the contested grade is issued, the student will request that the faculty member reconsider the grade that was awarded.
2. If dissatisfied with the outcome of a faculty decision, within 10 days of the faculty member's decision, the student may appeal in writing to the Academic Dean.
3. The student is responsible to monitor email daily throughout the appeals process.

## Class Work

All class work is due on the date set by the professor. No assignments will be accepted that are more than two weeks overdue, and grades on late work will be reduced for each day overdue, except under exceptional circumstances approved by the professor.

# CHAPTER 9: SATISFACTORY ACADEMIC PROGRESS REVIEW

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## Academic Good Standing

Undergraduate or graduate students are expected to maintain a grade point average ("GPA") of at least 2.0 or 3.0 on a 4.0 scale to remain in Academic Good Standing.

## Academic Disciplinary Status Overview

JU maintains academic disciplinary policies to encourage students to make the necessary academic and life changes to succeed. Students who fail to meet the minimum expectations of Academic Good Standing must meet more stringent standards and regularly consult with academic advisors.

### Disciplinary Policy for Undergraduate/Graduate Students

The disciplinary policy provides a student with several opportunities to make the necessary adjustments prior to a final dismissal from JU.

Disciplinary Status:

- Academic Warning
- Academic Probation
- Academic Suspension (One regular term and any summer term)
- Academic Dismissal

Each Disciplinary Status, except for Academic Warning, will be indicated on the student's academic record.

#### 1. Academic Warning

If an undergraduate/graduate student's cumulative GPA falls below a 2.0 (undergraduate) or 3.0 (graduate), the student will be placed on Academic Warning.

Academic Warning is designed to help students make the required adjustments to achieve success and a degree at JU. These adjustments will vary based upon the individual circumstances of each student but should be taken seriously.

If a student is placed on Academic Warning, the student will be required to follow certain protocols and meet higher academic standards. These protocols and standards are designed to bring the student back to Academic Good Standing and allow the student to meet graduation requirements.

A student on Academic Warning is required to meet the following Satisfactory Progress Policy requirements for the term:

Satisfactory Progress Policy:

- Earn a minimum term GPA of 2.2 for undergraduate students or 3.2 for graduate students.
- May not withdraw or request an incomplete from a class.
- Meet with the academic advisor prior to registration.
- Retake all required Major and University Core Courses failed the previous term.
- Register for a maximum of 12 credit hours for undergraduate students and 8 credit hours for graduate students.
- Maintain satisfactory progress towards graduation.

If a student on Academic Warning meets the Satisfactory Progress Policy requirements but fails to achieve a cumulative GPA of 2.0 (undergraduate) or 3.0 (graduate), the student will remain on Academic Warning and must continue to comply with all Satisfactory Progress Policy requirements.

If at any time, a student's cumulative GPA meets the minimum requirements of 2.0 (undergraduate) or 3.0 (graduate) overall the student will regain Academic Good Standing. A student's cumulative GPA is only affected by JU coursework. Coursework at another institution cannot be used to return a student to Academic Good Standing. The Academic Dean reserves the right to alter this requirement on a case-by-case basis.

If a student has registered for more than 12 credit hours (undergraduate) or 8 credit hours (graduate) prior to his or her placement on Academic Warning, the student's schedule must be reduced to a maximum of 12 credit hours (undergraduate) or 8 credit hours (graduate). The student is required to meet with his or her academic advisor to find an appropriate adjustment to the student's academic schedule.

## **2. Academic Probation**

A student will be placed on Academic Probation for failure to meet the Satisfactory Progress Policy requirements while on Academic Warning. A student on Academic Probation is also required to meet the Satisfactory Progress Policy requirements as listed above.

Students who leave the University on Academic Warning or Academic Probation may be readmitted with the same status, even if they have attended another institution in the interim. Performance at another institution will be a factor in the readmission decision.

## **3. Academic Suspension**

Students are automatically placed on Academic Suspension for failure to meet the Satisfactory Progress Policy requirements while on Academic Probation.

Students on Academic Suspension may not enroll in, audit, or visit a class unless readmitted as described below. Students who have already pre-registered for classes will automatically be dropped from all classes.

When the student is academically suspended the student's official transcript states "Academic Suspension" for the affected term.

#### *Length of Academic Suspension*

- A student's First Academic Suspension will be for a period of one regular term and any summer term.
- A student's Second Academic Suspension is Final Dismissal from JU without possible readmission.

#### **4. Readmission**

A student placed on First Academic Suspension must petition to The Academic Dean for readmission.

A student that is readmitted may be subject to additional probationary conditions placed upon them by the Academic Dean. Such additional probationary conditions may be individual to the student and his or her academic circumstances but will be designed to encourage the student to reach Academic Good Standing and be eligible for Graduation.

A student who reenters the University after First Academic Suspension will re-enter on Academic Probation.

A student placed on Second Academic Suspension shall be permanently dismissed from the University without possible readmission.

#### **Programs have the prerogative of recommending the termination of a student's admission at any time.**

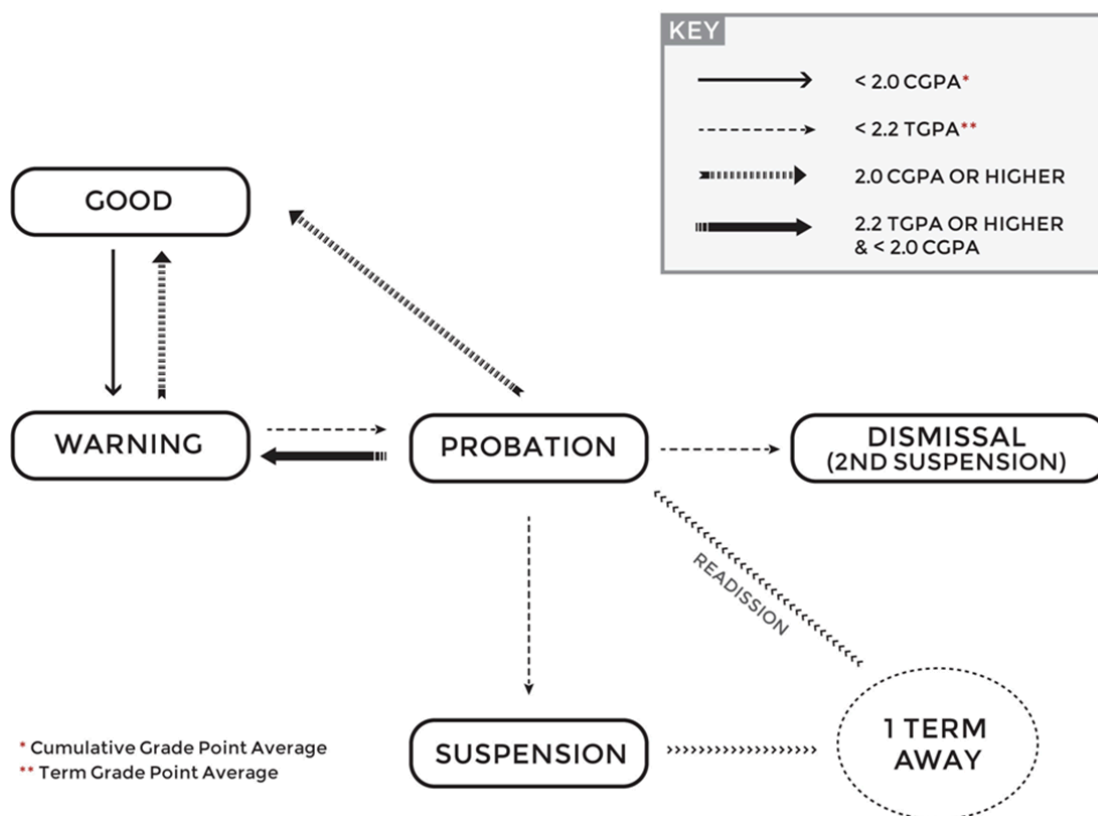
The Registrar shall inform, in writing, any student who is not making satisfactory academic progress as soon as practicable after term grades have been reviewed and the appropriate action has been taken.

A student placed on Academic Suspension or Academic Dismissal status may appeal such action by filing a written appeal with the Academic Dean or designee no later than 10 working days after the date of the written notice.

The appeal shall include a brief outline of the reasons why the appeal should be granted. The decision of the Academic Dean or designee on the appeal shall be final.

## JU ACADEMIC STANDING FOR UNDERGRADUATE STUDENTS

2.0 GPA Standard  
12 Credit Thresholds



## Academic Progress of Students

### Midterm Monitoring

At midterm each quarter, all faculty members will receive a request to comment on the academic performance of their students.

Individual faculty members are often the first to notice that a student's academic performance in a particular class is unsatisfactory and may be indicative of overall academic difficulty and/or other problems. Indicators of difficulty may include unsatisfactory grades; poor or inconsistent work; poor or erratic attendance; inattentiveness, agitation; change in behavior, attitude, or appearance; inappropriate and/or inconsistent behavior, etc.

The evaluations from faculty not only help academic advisers in their monitoring of a student's academic performance and progress, but also assist them in their efforts to provide the appropriate support and resources to the student.

## **Academic Review**

At the end of each quarter, each program Division Committee, composed of faculty and academic staff, will review and may take action on the record of every student whose term or cumulative grade-point average is below 2.0 for undergraduate students and 3.0 for graduate students. The Committee will determine student standing, including academic warning, academic probation, suspension, and dismissal. All such students are notified via email. However, all students are responsible for monitoring their own academic record and performance, and failure to receive the notification does not nullify the academic standing action. In addition, students are encouraged to seek out assistance from the appropriate university resources.

Exercising the repeated course option does not negate prior academic standing action.

## **Statement of Academic Rigor**

Academic rigor helps to promote lifelong learning and is an integral aspect of Jubilee University's mission. Academic rigor means sustaining a learning environment that challenges students to attain high levels of intellectual skills in an ethical manner.

### **Academic Rigor for Faculty**

Rigorous teaching permits faculty members to create learning environments that challenge students academically and encourage them to grow. Rigorous teaching requires a professional commitment to academic discipline and to inspiring students to develop their knowledge and understanding by developing their learning skills. Students should be able to expect faculty members to:

1. Strive to clearly communicate the course expectations and have them summarized on the syllabus, and to follow the curriculum;
2. Strive to come to class prepared, and to give students useful feedback on their assignments in as timely manner as the situation permits;
3. Strive to be available to students outside of the classroom;
4. Strive to make assignments relevant, meaningful and challenging;
5. Strive to create opportunities for learning in ways geared to students' diverse talents and abilities;
6. Strive to reduce, if not eliminate, the students' perceived need to plagiarize and to challenge plagiarism should it occur; and
7. Strive to evaluate our courses and ourselves.

### **Academic Rigor for Students**

To make the most of the college experience, students should approach college in terms of a rigor complementary to the faculty's. Rigorous learning requires fortitude, persistence, preparation, hard work, and zeal. Since college shifts students from the teacher-centered style of high school learning to a student-centered style of learning, it places a higher level of responsibility for performance onto the students.

Such high performance at a demanding institution can lead to a successful and satisfying career. Therefore, rigorous students should expect themselves to:

1. Set high expectations along with a strong sense of collegiate purpose;
2. Come to class prepared to work, and to submit assignments by the deadlines;
3. Make the most of their time with faculty members in and out of class;
4. Treat fellow students and the classroom with respect, and to participate in the academic process;
5. Manage their time so they can treat college as real work with real value;
6. Participate with complete honesty and integrity;
7. Understand that collaboration with classmates on assignments, when required or encouraged, is acceptable behavior as long as the products of those assignments are truly the student's own work;
8. Accept responsibility for learning and for the grades earned.

# CHAPTER 10: GRADUATION

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Students must meet minimum academic requirements to be eligible for graduation, according to the prescribed course of study outlined in the curricula of their respective programs, with an appropriate academic grade point average. Students must also satisfy all financial responsibilities to the university to qualify for graduation.

Students enrolled in undergraduate programs of the university must maintain an average grade of “C” (2.00) for graduation. Students enrolled in graduate programs of the university must maintain an average grade of “B” (3.00) for graduation. The grade average will be determined on the basis of grades recorded before enrollment for the final term of study.

After a graduation audit determines that a student is eligible to graduate, the student may be present at the Jubilee University campus to attend in person. Students are required to be present for both rehearsal and commencement exercises. If a student cannot be present, graduation in absentia may be approved for reasons satisfactory to the faculty. Arrangements to attend must be made six weeks before the commencement exercises, and must be made by written petition.

Students registering in the university for the first time should complete their work for the degree according to the requirements of the Catalog of the year in which they entered. Students who withdraw may wish to return under the requirements of their original Catalog if they have missed no more than three consecutive regular quarters (for example, fall/ winter/spring). All other students must return under the requirements of the current Catalog.

Catalog years begin with the fall quarter. Students entering for the first time in a summer quarter will be subject to the Catalog for the fall quarter immediately following.

## Additional Requirements

1. The faculty of each respective program is responsible for determining any additional requirements for admission to, continuation in, and graduation from each degree program above and beyond the university's standards.
2. The faculty of each respective program is determinant in decisions and questions related to a student's admission, a student's continuation in a degree program, and eligibility for graduation. A student may submit a request for review in the Academic Office if a question arises on a decision made by the faculty. Appeals can be made, provided such a request is filed within 15 days after the date the decision is officially delivered to the student.



3. The faculty of each program reserves the right and authority to refuse approval of a candidate for graduation, or to terminate the continuance of a student in an academic program for any reason or reasons. The faculty decides the validity of such action, even if the student has met and is currently meeting the academic and other requirements for the degree program.

# CHAPTER 11: JUBILEE UNIVERSITY POLICIE

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## Student Records

It is Jubilee University's policy to maintain the confidentiality of all student education records.

No one outside the institution shall have access to nor will the institution disclose any information from a student's education records without the written consent of the student except to personnel within the institution; to persons or organizations providing student financial aid; to accrediting agencies carrying out their accreditation function; to persons in compliance with a judicial order; and to persons in an emergency in order to protect the health or safety of the student or other persons.

Within the Jubilee community, only those members, individually or collectively, acting in the student's educational interest or involved with campus safety are allowed access to student education records.

The institution does provide directory information that includes: student name, address, telephone number, e-mail address, major field(s) of study, dates of attendance, photograph, class or level, enrollment status, and degrees, honors and awards received. Students may withhold directory information by notifying the Registrar.

Requests for non-disclosure will be honored by the institution for only one year; therefore, authorization to withhold directory information must be filed annually in the Office of the Registrar.

Students may inspect, review, and challenge the information contained in their education records, request a hearing if the outcome of the challenge is unsatisfactory, and submit explanatory statements for inclusion in their files if they feel the decisions to be unacceptable. The Registrar at Jubilee has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, financial, and placement records. Education records do not include records of administrative and education personnel. These records are the sole records of the administration and education personnel who prepare them.

Students may not inspect and review the following: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student.

Requests for amendments to grades after a student has graduated will not be considered unless there is substantial evidence of inaccuracy on the institution's behalf.

Student records will be maintained for five (5) years from withdrawal or graduation, and student transcripts will be maintained permanently.

Jubilee retains student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

## Confidentiality and Privacy Policies

Jubilee University retains student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended (20 United States Code [U.S.C.] § 1232g; 34 Code of Federal Regulations [CFR] Part 99).

The federal law allows student above age of 18 or attends a school beyond the high school level to have the rights:

- To inspect and review education records maintained by the school.
- To request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

Regarding data disclosure, according to FERPA:

- A school must have written permission from student in order to release any information from a student's education record
- A schools may disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- A school may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and students a reasonable amount of time to request that the school not disclose directory information about them.

Jubilee University also adheres to the privacy requirements of the State of Missouri and all other applicable state laws and regulations that safeguard education records, privacy and confidentiality.

## Complaint and Grievance Policy

The University defines a formal candidate/student complaint as any grievable issue between a candidate/student and a unit faculty or staff member that good faith efforts have failed to resolve, and has been submitted in writing by the candidate/student to that faculty or staff member's supervisor for further consideration and resolution. Grievable issues are defined as being subjected to an arbitrary, capricious, or unreasonable standard of academic performance (in the case of grades) or of a specific university policy.

Students expressing a grievance about the application of University policy, academic or non-academic, should attempt to seek informal resolution of the matter with the faculty or staff member involved, following that with the immediate supervisor of the faculty/staff member if necessary. If such informal procedures do not effect an equitable resolution of the matter, the student may submit a formal grievance form.

A formal grievance will be submitted to the Director of Student Services, who will treat the complaint as a high priority. The Director of Student Services will contact the staff/faculty members directly involved and attempt to reach a resolution. If a suitable remedy for the grievance cannot be reached, a grievance committee will be formed to arrive at a successful resolution.

### Grievance Procedures:

Within five weekdays of the date on which the concern occurred, the student is encouraged to meet with the staff member and discuss the concern. It is hoped that most concerns can be resolved within this step. If the staff member and the student are not able to resolve the concern OR if the student feels uncomfortable meeting with the staff member, the matter may be escalated to the next level, and the grievance form should be completed.

### To File a Grievance

1. Obtain the student grievance form from the Office of Student Services. Fill it out completely, stating your case in full, and return it to the Office of Student Services. The grievance form should be submitted as soon as possible and no later than 60 calendar days after the situation took place.
2. If it is determined that the student has a valid grievance, a grievance committee will be convened. Its head will be a member of the University's administrative staff. It will also consist of one faculty member and one student selected at the beginning of the academic year for this task. If this grievance concerns a grade, the faculty member must be an actual instructor at the University.
3. After reviewing the report, the grievance committee will conduct an investigation, as may be appropriate, and make a judgment. The committee's decision will be communicated in writing within 15 calendar days to all involved parties.

4. If the decision made by the grievance committee does not satisfactorily resolve the issue, the student may appeal the decision to the Dean of Students within 15 calendar days after receipt of the response.
5. Within 30 calendar days after receipt of the appeal, the Dean of Students will meet with the student to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Dean of Students will respond in writing with a final resolution of the complaint.

All complaints will be kept confidential to the extent permitted by law and every effort will be made to assure that no adverse action will be taken against the student filing the complaint. Such action will be subject to investigation and possible disciplinary sanctions.

## Complaint Log

Each University division is required to maintain an active student complaint log and must be prepared to present such a log for review by appropriate university officials. Student Complaint Log Form provides a template for policy compliance and reporting. The log contains the following elements: Date of complaint, name of complainant, description of the complaint, date of response, responder and description of the response.

A formal resolution of the complaint will involve a grievance committee, composed of either the Academic Dean or the Dean of Students (for student complaints), two faculty members, and two students or alternates and includes both men and women. The grievance committee will review the information to determine if harassment is evidenced and will resolve the matter with all involved parties. Formal resolution involving written reprimand, disciplinary action, or dismissal must be approved by the University President. Any appeal of the grievance committee's action will be made to the University President.

## General Student Code of Conduct and Regulations

### Prohibited Conduct That Will Lead to Student Sanctions

#### 1. Academic Integrity & Honesty:

- Proxy Attendance: Allowing or asking someone to attend classes or complete assignments on your behalf.
- Plagiarism: Presenting someone else's production such as words, information, data, and creative work as your own, without proper citation during exams and assignments.
- Cheating: Cheating includes using unauthorized materials, receiving unauthorized help on assignments or exams, or submitting work that is not entirely one's own.
- Collusion: Students working together on individual assignments without authorization from the instructor.

- Fabrication of Data or Information: Making up data, research results, or falsifying information in academic work.

## **2. Netiquette & Privacy:**

- Disruption of Online Learning Environment: Disruptive behavior in online classes, such as inappropriate comments or actions that hinder others' learning.
- Invasion of Privacy: Sharing or using others' personal information without consent.
- Breach of Confidentiality: Failing to respect confidentiality agreements related to group work, collaborations, or projects.
- Unauthorized Recording and Distribution: Recording and distributing classes, lectures, or private conversations without permission.
- Copyright Infringement: Unauthorized duplication, distribution, or performance of copyrighted music, materials, or intellectual property.

## **3. Community & Relationships:**

- Harassment and Discrimination: Discriminating against or harassing others based on race, gender, religion, disability, or sexual orientation.
- Threats and Violence: Engaging in verbal, physical, or psychological violence, including online threats.
- Cyberbullying: Engaging in bullying or harassment through social media, email, or other online platforms.
- Unethical Relationships: Entering into inappropriate relationships with faculty, staff, or other students.

## **4. Faith & Christian Ethics:**

- Interference with Worship and Faith Activities: Disrupting or showing disrespect towards the university's Christian worship or faith-based activities.
- Refusal to Participate in Required Faith Practices: Repeated and intentional refusal to participate in required university faith-based activities, such as weekly chapel services or theological discussions, without legitimate cause or respectful communication.
- Blasphemy or Disrespect for Christian Beliefs: Engaging in blasphemous speech or actions that show deliberate disrespect toward Christian beliefs, scripture, or symbols, either in academic settings or in personal interactions.
- Promotion of Anti-Christian Ideologies: Publicly promoting or disseminating materials that advocate beliefs or ideologies fundamentally opposed to Christian doctrine, particularly in a way that causes division or harm within the university community.
- Immoral Behavior Contrary to Christian Teachings: Persistent immoral behavior that directly contradicts Christian teachings, including but not limited to dishonesty, sexual immorality, or

unethical financial practices, which damages the integrity of the student and the university.

## 5. Laws & Policies:

- Illegal Activities: Involvement in illegal activities, including the possession, use, or distribution of illegal substances.
- Substance Abuse: Abuse of alcohol, illegal drugs, or misuse of prescription medications.
- Unauthorized Access: Gaining or attempting to gain unauthorized access to the university's information systems or online platforms.
- Property Damage: Deliberately damaging or destroying university property or the property of others.
- Violation of University Policies: Disregarding University rules, policies, or procedures.
- Participation in Unapproved Performances: Performing in or promoting events not approved by the university, especially those conflicting with its values.

## Sanctions

Student conduct sanctions are categorized as primary and secondary. More than one primary sanction or any combination of primary sanctions and secondary sanctions may be imposed for any single violation. Once a student has been finally assessed a disciplinary sanction, however, no more severe primary sanctions may be assessed against him or her by any higher University authority.

### 1. Primary Sanctions (in order of severity):

- a. Expulsion: Separation of a student from the University whereby the student is not eligible for readmission to this university. Expulsion is permanently noted on the transcript.
- b. Dismissal: Separation of a student from the University for an indefinite period of time. Readmission to the University may be possible in the future, but no specific time for a decision is established. Dismissal is permanently noted on the transcript.
- c. Suspension: Separation of a student from the University for a definite period of time. The student is not guaranteed readmission at the end of such a period of time, but is guaranteed a review of the case and a decision regarding eligibility for readmission. Suspension is noted on the transcript. If the student re-enrolls, remains in good standing and completes the requirements for graduation, the student may request removal of the notation at the time he/she files for graduation. Requests must be submitted to the Office of the Registrar. The Chief Academic Office, in consultation with other University officials, will make the final decision regarding removal of the notation.
- d. Deferred Suspension: The sanction of Suspension may be placed in deferred status. If a student is found in violation of any University rule during the time of Deferred Suspension, the

Suspension takes effect immediately without further review. Additional student conduct sanctions appropriate to the new violation also may be taken. A student who has been issued a Deferred Suspension sanction is deemed “not in good standing” with the University. A student who is not in good standing is subject to the following restrictions:

- Ineligibility to hold an office in any student organization recognized by the University or to hold any elected or appointed office of the University.
  - Ineligibility to represent the University to anyone outside the University community in any way, including representing the university at any official function, intercollegiate athletics or any forms of intercollegiate competition or representation.
  - Ineligibility to receive a University-administered scholarship when the length of the Deferred Suspension is greater than one quarter. Some scholarships adhere to more strict guidelines, and, therefore, ineligibility may result from a lesser length of Deferred Suspension. This sanction implies a serious offense and must be uniformly applied by the office administering the scholarship upon notification by the University disciplinary officer.
  - Additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct.
- e. Probation: An official warning that a student’s conduct is in violation of University Rules, but is not sufficiently serious to warrant expulsion, dismissal or suspension. A student on conduct probation is deemed “not in good standing” with the University. This sanction includes the same restrictions listed in d. Deferred Suspension.
- f. Letter of Reprimand: A letter that makes a matter of record any incident that reflects unfavorably on the student or the University.
- g. Warning: Admonition of a student for actions unbecoming to the University community.

**2. Secondary Sanctions (no order of severity is established for secondary actions):**

- a. Community/University Service: A student may be offered an opportunity to complete a specified number of hours of Community/University Service in lieu of other sanctions. The type of Community/University Service must be approved by the hearing officer/panel.
- b. Educational Requirements: A provision to complete a specific educational requirement directly related to the violation committed. The provision will be clearly defined. Such educational requirements may include, but are not limited to, completion of an alcohol education workshop,



a diversity awareness workshop, essays, reports, etc.

- c. Restrictions: The withdrawal of specified privileges for a definite period of time, but without the additional stipulations contained in the imposition of conduct probation. The restrictions involved will be clearly defined.
- d. Restitution: A payment for financial injury to an innocent party in cases involving theft, destruction of property or deception. The assessed costs to be paid may be in addition to receipt of any of the above sanctions.

## Harassment

JU respects and encourages the dignity and professionalism of its employees and students and is committed to maintaining a learning and working environment that is free from any form of discrimination. Harassment in any form based on sex, race, color, age, national origin, disability, or any other characteristic protected by state or federal laws is prohibited, as are all forms of sexual intimidation and exploitation.

In keeping with this commitment, JU will not tolerate any unlawful harassment of its employees or students at the university by anyone, including any faculty member, staff member, student, visitor, vendor, contractor, or any other individuals providing services at the university. Harassment interferes with an individual's work or learning environment and will not be tolerated.

All members of the Jubilee community are expected to follow and enforce the University's policy against harassment. Complaints of harassment will be promptly and thoroughly investigated and appropriate action, including disciplinary measures, will be taken when warranted. Faculty, students, and staff have the right at any time to raise the issue of harassment without fear of retaliation.

## Academic Honesty

Students shall maintain academic honesty in the conduct of their studies and other learning activities at Jubilee University. The integrity of this academic institution, and the quality of the education provided in its degree programs, are based on the principle of academic honesty.

The maintenance of academic integrity and quality education is the responsibility of each student within this University. Cheating and plagiarism in connection with an academic program is an offense for which a student may be expelled, suspended, put on probation, or given a less severe disciplinary sanction.

### **Student Responsibilities**

Students are responsible for knowing and understanding the rules of Academic Honesty as outlined in the college catalog, to include fabricating information and data, cheating, facilitating academic dishonesty, and plagiarizing.

Students are responsible for communicating with the instructor if they do not understand how the policy applies to a particular class or assignment.

## Definitions

Academic dishonesty is an especially serious offense. It diminishes the quality of scholarship and defrauds those who depend upon the integrity of the academic programs. Such dishonesty includes, but is not limited to, the following:

- Giving unauthorized information to another student or receiving unauthorized information from another student during any type of assignment or test.
- Obtaining or providing without authorization questions or answers prior to the time of an assignment or test.
- Using unauthorized sources for answers during any assignment or test.
- Taking part in or arranging for another person to complete an assignment or to take a test in place of another. Giving or receiving answers by use of signals during a test.
- Altering answers on a scored test and submitting it for a higher grade.
- Collaborating with others in a required assignment without the approval of the instructor.
- Stealing class assignments or portions of assignments, including electronic files, and submitting them as one's own.
- Not crediting participants for their part in a group project or claiming credit for work not done on a group project.
- Plagiarism, which is presenting as one's own in whole or in part the argument, language, creations, conclusions, or scientific data of another without explicit acknowledgment. Examples include, but are not limited to:
  - Using another person's written or spoken words without complete and proper citation.
  - Using information from a World Wide Web Website, CD-ROM or other electronic source without complete and proper citation.
  - Using statistics, graphs, charts and facts without acknowledging their source.
  - Submitting a paper purchased from a term-paper service.
  - Paraphrasing which is imitating someone else's argument using other words without acknowledging the source.
  - Claiming credit for someone else's artistic work, such as a drawing, script, musical composition or arrangement.

- Using someone else's lab report as a source of data or results.
- Using one's own or substantially similar work, produced in connection with one course, to fulfill a requirement in another course without prior permission. A student may use the same or substantially the same work for assignments in two or more courses only with written permission from the instructors of all the classes involved.
- Submitting the results of a machine translation program as one's own work.

# CHAPTER 12: LIBRARY SERVICES

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The Jubilee University library is directed by Dr. Aria Reppert. Our reference desks and front desk are manned interchangeably by librarians and faculty. For additional assistance, please contact [library@ju.education](mailto:library@ju.education) or call 660-259-1005 and ask for a librarian.

## Library Cards

University ID cards and ID numbers serve as library cards for Jubilee University students, faculty, instructors, lecturers and staff. Alumni, retired faculty and staff can exercise the limited library privileges as JU students with appropriate ID/PIN information.

## Library Hours

Mon, Wed, Fri: 10:00 am – 12:00 pm CST

Tue, Thu: 3:00 pm – 5:00 pm CST

Sat, Sunday: Closed

## Circulation Policy

### Books and Periodicals

Once a Library patron selects desired materials, he or she proceeds to check out these selections by submitting the appropriate ID/PIN information as directed by the library computer system, which will allow the materials to be checked out for a two-week period. Library patrons may renew at the end of the two-week period twice for a total of six weeks.

### Other Materials

Requests for digital and audio-visual materials shelved in Jubilee's Media library follow the procedures used for books.

### Number of Items Borrowed

Patrons	Number of Items	Length of Loan
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Undergraduate Student	10	2 Weeks
Graduate Student	20	2 Weeks
Faculty	30	1 Month
Staff	10	2 Weeks
Alumni	5	2 Weeks

## Renewing Library Materials

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

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

- Reaching the maximum number of renewals - twice
- Fines and other library charges
- Blocks initiated by the Office of Student Finance Admissions and Records because of an unpaid bill or other account problem

The following items CANNOT be renewed:

- Items that have been requested by another patron. These items should be returned immediately to the Library on their due date.
- Reserve items
- Overdue items

Collection	Kind of Material	Length of Loan
Books	Circulating Reference Reserves	2 Weeks / 1 Month Library Use Only 2 Hours
Magazines & Newspapers	Latest Issue Back Issues	Room Use 2 Weeks / 1 Month
Audiovisual	Videotapes, compact discs, DVDs etc.	2 Weeks / 1 Month

## Overdue Notices and Usage Blocking

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 punishment. For those who fail to comply with the circulation policy may be blocked from library usage. To avoid overdue notices and the blocking of usage, please renew your materials before the due date stamped in each item

## Returning Library Materials

Borrowers may return A. Merrill Smoak, Jr. Library materials to the Circulation Desk or Check-In Cart on the University's campus.

## Reference Services

A librarian is on duty for assistance to help locate information in the Library or from outside sources. In-depth instruction or workshops in the use of the reference tools, audio-visual materials and equipment, the Web catalog, Web periodical databases, Internet research, and library technologies are also available.

Forms related to library instruction requests /study assistance are available as appendices to this handbook.

## Copying/Photocopy Services

Patrons making or requesting copies are responsible for ensuring that their copying conforms to laws concerning copyright and fair use.

Copiers are available on the main level of the library. Copies are 10 cents per page for black and white, and 25 cents per page for color. After copying, patrons can pay at the circulation desk.

## Computers and Internet

The Library Computers consist of PC computers with programs to support academic work, including Internet access, document editing software (e.g. Microsoft Office), and Internet browser (e.g. Internet Explorer). All currently registered Jubilee University students may use the computers. There are 15 computers in the Library, 7 for patron research and 8 for librarian and library staff.

Computers may be used on a first come first serve basis, though priority is given to reference activity. Students are encouraged to save their files to an external drive; files saved on the computer hard drive are subject to deletion when the computers are shut down. Students should use virus-free components, as viruses may cause serious damage.

Hard disks should not be tampered with, nor should any programs be added to or copied from computer hard drives.

# CHAPTER 13: UNIVERSITY OFFICES

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## University Offices

For correspondence with specific departments, please use the email addresses below:

**Student Finance Office:** [studentfinance@ju.education](mailto:studentfinance@ju.education)

**Financial Aid Office:** [finaid@ju.education](mailto:finaid@ju.education)

**Library Services:** [library@ju.education](mailto:library@ju.education)

**Registrar's Office:** [registrar@ju.education](mailto:registrar@ju.education)

**Admissions Office:** [admissions@ju.education](mailto:admissions@ju.education)

**Student Services Office:** [studentinfo@ju.education](mailto:studentinfo@ju.education)

Below is the contact information for each location and where class sessions will be held.

### Jubilee University Campus

1880 Washington Ave  
Lexington, MO 64067-1708  
(660) 259 1005  
[info@ju.education](mailto:info@ju.education)