



JUBILEE UNIVERSITY

ACADEMIC CATALOG

2025-2026



JUBILEE UNIVERSITY

ACADEMIC CATALOG

2025-2026

(Revised November 4, 2025)

Jubilee University
www.ju.education

TABLE OF CONTENTS

DISCLAIMER.....	4
CHAPTER 1: GENERAL INFORMATION.....	5
Obtaining a Catalog.....	5
Statement of Student Responsibility.....	5
Statement of Non-Discrimination.....	5
Academic Calendar 2025 - 2026.....	6
Board of Trustees.....	7
Mission, Goals, Values.....	7
Mission Statement.....	7
History.....	7
Values.....	8
Institutional Objectives of Jubilee University (IOs).....	8
Institutional Student Learning Outcomes (ISLOs).....	9
Faith-First Educational Philosophy.....	9
Statement of Faith.....	10
Jubilee University Commitment to Students.....	10
University Seal.....	11
Statement on Institutional Accreditation.....	12
Statements on Institutional State Exemptions.....	12
CHAPTER 2: APPLYING TO JUBILEE UNIVERSITY.....	13
Notice Concerning Transferability of Credits and Credentials Earned at Our Institution.....	13
Admissions Policy.....	13
Undergraduate Program Requirements.....	14
Graduate Program Requirements.....	15
General Transfer Student Admission Policy.....	17
Instances of Fraud.....	20
Student Identity Verification.....	21
Policy for Student Identity Verification in Distance Learning.....	21
Implemented Practices for Compliance.....	21
CHAPTER 3: TUITION AND CHARGES.....	23
Costs of Attendance, Tuition and Fee.....	23
Tuition and Payment Policy.....	24
Payment Options.....	24
Installment Payment Plan.....	25
Delinquent Accounts.....	25
Student Account Disputes.....	25
Cancellation and Refund Policy.....	25
Student's Right to Cancel.....	25

Refund Policy.....	26
Scholarship and Financial Assistance.....	27
Application Process and Forms.....	27
General Scholarship.....	28
State or Federal Aid.....	28
Contact Information.....	28
CHAPTER 4: ACADEMIC REGULATIONS.....	29
Credit Hour.....	29
CHAPTER 5: UNDERGRADUATE DEGREE PROGRAM.....	30
Bachelor of Church Music.....	30
Program Learning Outcomes (PLOs).....	30
Graduation Requirements.....	30
Curriculum.....	31
Course Description.....	33
Faculty.....	41
CHAPTER 6: GRADUATE DEGREE PROGRAM.....	43
Master of Church Music.....	43
Program Goals.....	43
Graduation Requirements.....	43
Curriculum.....	44
Course Description.....	45
Faculty.....	47
CHAPTER 7: COURSE SELECTION AND SCHEDULING.....	49
Adding and Dropping Courses.....	49
Withdrawal Policies.....	50
College Withdrawal (Complete Withdrawal) Policy.....	50
Refunds for Withdrawals.....	50
Repeating Courses.....	51
Quarter System.....	51
Class Schedules.....	51
Online Class Attendance.....	51
Full-time Enrollment.....	52
CHAPTER 8: GRADE NOTATION AND POLICIES.....	53
Grading Policies.....	53
Grade Appeal.....	55
Class Work.....	55
CHAPTER 9: SATISFACTORY ACADEMIC PROGRESS REVIEW.....	56
Academic Good Standing.....	56
Academic Disciplinary Status Overview.....	56

Academic Progress of Students.....	59
Statement of Academic Rigor.....	60
CHAPTER 10: GRADUATION.....	62
Additional Requirements.....	62
CHAPTER 11: JUBILEE UNIVERSITY POLICIES.....	64
Student Records.....	64
Confidentiality and Privacy Policies.....	65
Complaint and Grievance Policy.....	66
Grievance Procedures.....	66
To File a Grievance.....	66
Complaint Log.....	67
General Student Code of Conduct and Regulations.....	67
Prohibited Conduct That Will Lead to Student Sanctions.....	67
Sanctions.....	69
Harassment.....	71
Academic Honesty.....	71
CHAPTER 12: LIBRARY SERVICES.....	74
Access and User Eligibility.....	74
Circulation Policy.....	74
Borrowing Eligibility and Limits.....	74
Renewing Library Materials.....	75
Collection Types and Loan Periods.....	75
Overdue Notices and Compliance.....	75
Research Assistance.....	76
Digital Resources.....	76
Copyright and Fair Use.....	76
CHAPTER 13: UNIVERSITY OFFICES.....	77
University Offices.....	77

DISCLAIMER

This catalog and the policies and procedures contained herein are in effect from September 1, 2025, through August 31, 2026. 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, phone number (573) 751-2361 or by fax (573) 751-6635.

CHAPTER 1: GENERAL INFORMATION

Obtaining a Catalog

To order a copy of this catalog, please contact the Office of Admissions by sending an email to 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.

**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 2025 - 2026

Fall 2025

Registration begins	Monday, August 25, 2025
Convocation	Friday, September 19, 2025
Last day to register	Friday, September 19, 2025
Fall session begins	Monday, September 22, 2025
Course add/drop deadline	Friday, October 10, 2025
Veterans Day holiday (offices close)	Tuesday, November 11, 2025
Thanksgiving break (offices close)	Thursday - Friday, November 27 - 28, 2025
Last day of instruction	Wednesday, December 10, 2025
Final exam period	Thursday - Wednesday, December 11 - 17, 2025
Fall session ends	Wednesday, December 17, 2025
Christmas holiday (offices close)	Wednesday - Thursday, December 24 - 25

Winter 2026

Registration begins	Monday, December 8, 2026
Last day to register	Friday, December 26, 2026
New Year's Day holiday (offices close)	Thursday, January 1, 2026
Winter session begins	Monday, January 5, 2026
Martin Luther King Jr. Day holiday (offices close)	Monday, January 19, 2026
Course add/drop deadline	Friday, January 23, 2026
President's Day holiday (offices close)	Monday, February 16, 2026
Last day of Instruction	Tuesday, March 17, 2026
Final exam period	Wednesday - Tuesday, March 18 - 24, 2026
Winter session ends	Tuesday, March 24, 2026

Spring 2026

Registration begins	Monday, March 9, 2026
Last day to register	Friday, April 3, 2026
Spring session begins	Monday, April 6, 2026
Course add/drop deadline	Friday, April 24, 2026
Memorial Day holiday (offices close)	Monday, May 25, 2026
Last day of instruction	Monday, June 15, 2026
Final exam period	Tuesday - Monday, June 16 - 22, 2026
Spring session ends	Monday, June 22, 2026

Summer 2026*

Registration begins	Monday, June 8, 2026
Last day to register	Friday, July 2, 2026
Independence Day holiday (observed, offices close)	Friday, July 3, 2026

Summer session begins	Monday, July 6, 2026
Course add/drop deadline	Friday, July 24, 2026
Final exam period	Monday - Friday, August 31 - September 4, 2026
Summer session ends	Friday, September 4, 2026

**The Summer session is a non-traditional session and is not part of the regular academic quarters (Fall, Winter, Spring). Courses offered in the Summer session follow an abbreviated schedule that fulfills required instructional hours.*

Board of Trustees

Chairperson: Kenneth W. Trudeau, Jr.

Secretary: Yooshin Park

Treasurer: Dorothy Li

Member: Aaron Reppert

Member: Rebekah Jung

Member: Emily Ko

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.

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 Objectives of Jubilee University (IOs)

Jubilee University has established the following Institutional Objectives as broad goals that reflect the institution's mission and values. These objectives serve as guiding principles for curriculum design, program development, and student formation.

1. Demonstrate the ability to engage in worship that fosters spiritual formation and shapes Christian character.
2. Develop comprehensive biblical and theological understanding.
3. Apply academic and professional preparation to contribute to the advancement of God's Kingdom and the fulfillment of the Great Commission.
4. Equip students with ministry competencies to serve God effectively.
5. Foster academic excellence that cultivates critical thinking and effective communication.

Institutional Student Learning Outcomes (ISLOs)

Jubilee University has established the following Institutional Student Learning Outcomes (ISLOs) to reflect its mission and institutional goals. These outcomes define the essential knowledge, skills, and character development expected of every graduate, regardless of program area. The ISLOs serve as a foundation for curriculum development, student assessment, and institutional effectiveness.

1. Students will articulate their spiritual growth and demonstrate Christian character through spiritual disciplines and the application of biblical principles.
2. Students will analyze biblical texts and theological concepts, applying principles of sound interpretation to understand Scripture and formulate theological perspectives.
3. Students will apply academic and professional preparation to ministry by developing strategies that advance God's Kingdom and make disciples.
4. Students will implement effective leadership and ministry practices, demonstrating competence in their chosen ministry field.
5. Students will synthesize information, think critically, and communicate effectively in written, oral, and digital formats.

These institutional outcomes reflect Jubilee University's commitment to faith-based education that prepares students for lifelong spiritual growth, academic excellence, and ministry impact in a global context.

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

Transnational Association of Christian Colleges and Schools (TRACS)

Jubilee University is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; email: info@tracs.org], having been awarded Candidacy as a Category III institution by the TRACS Accreditation Commission on October 22, 2025. This status is effective as of July 1, 2025, and is good through June 30, 2030. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Association for Biblical Higher Education (ABHE)

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

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.

Jubilee University currently offers its programs in a fully online format. At this time, the university is only accepting applications from students residing in Missouri, in accordance with state-specific provisions applicable to religious institutions offering distance education.

International students are welcome to apply. It is the applicant's responsibility to ensure that enrollment in a U.S.-based online program complies with the regulations of their home country. For further guidance, please contact the Office of Admissions.

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. **Test Scores:** Although SAT/ACT test scores are not mandatory for admission eligibility for applicants with a high school GPA of 3.00 or above on a 4.0 scale, we highly encourage submitting them. If multiple score reports are submitted, the highest score earned in each subscore of the examination will be considered.
5. **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 61 on the Test of English as a Foreign Language Internet-based Test (TOEFL iBT).
- A minimum score of 6.0 on the International English Language Testing System (IELTS) Academic.
- A minimum score of 44 on the Pearson Test of English Academic (PTE Academic).
- A minimum score of 95 on the Duolingo English Test (DET).
- 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 demonstrating successful completion of at least 30 semester credit hours (45 quarter credit hours) with an average grade of "C" or higher at a college or university accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or an equivalent accrediting body in another country, where English was the primary language of instruction.

Note: All test scores must be within two years of the start of the intended quarter.

6. **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.
7. **Statement of Faith:** Applicants must sign Jubilee University's Statement of Faith.
8. **Application Fee:** Applicants must submit a \$25.00 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. **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 71 on the Test of English as a Foreign Language Internet-based Test (TOEFL iBT).
- A minimum score of 6.5 on the International English Language Testing System (IELTS) Academic.
- A minimum score of 50 on the Pearson Test of English Academic (PTE Academic).
- A minimum score of 110 on the Duolingo English Test (DET).
- A minimum C-1 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 demonstrating successful completion of at least 30 semester credit hours (45 quarter credit hours) with an average grade of "C" or higher at a college or university accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or an equivalent accrediting body in another country, where English was the primary language of instruction.

Note: All test scores must be within two years of the start of the intended quarter.

6. **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.
7. **Statement of Faith:** Applicants must sign Jubilee University's Statement of Faith.
8. **Application Fee:** Applicants must submit a \$25.00 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 request to take exams under the supervision of an approved onsite proctor. Acceptable proctors include pastors, recognized church leaders, school administrators, librarians, or testing center personnel. Family members or individuals with a personal relationship to the student are not permitted.

A signed Proctor Agreement Form must be submitted and approved by the Academic Office before the first exam. The proctor must verify the student's identity with a valid photo ID, supervise the exam as instructed, and report any irregularities. Jubilee University may request additional documentation, verify the proctor's qualifications, or require the selection of a different proctor if necessary.

ii) Online Proctoring

Faculty members may require online students to use an online proctoring service that utilizes a webcam and microphone. Examinations will be administered through the designated proctoring system, as determined by the faculty member. Students are responsible for any costs associated with the use of such services, and these costs must be clearly communicated to students at the time of course registration.

To confirm which proctoring programs are approved, students should consult their course instructor or the academic office. While faculty members may be aware of current guidelines, the academic office maintains the official list of approved proctoring programs, which may be subject to change.

Acceptable forms of photo identification for proctoring may vary depending on the proctoring system used. Students are responsible for reviewing and complying with the specific identification requirements of the proctoring service selected for their course.

The Academic Office at Jubilee University continually monitors and evaluates emerging technologies and practices that support effective student identity verification in distance education. This policy and its related practices are reviewed annually to ensure continued compliance with applicable federal regulations and institutional standards, and revised as necessary.

CHAPTER 3: TUITION AND CHARGES

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)
Typical Total Annual Cost:	\$21,406

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)
Typical Total Annual Cost:	\$15,613

Tuition

Undergraduate	\$242 per unit
Graduate	\$278 per unit

Other Fees (Non-Refundable)*

Admission Fees	
Application for Admission	\$25
Application for Re-Admission	\$25

General Fees	
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
Registration Fees	
Course Audit Fee	\$50 per unit
Late Registration Fee	\$50
Course Add/ Drop Fee	\$15 per course
Transfer Credit Fee	\$80
Graduation Fees	
Graduation Fee	\$100
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.	

*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: Financial Aid 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 Financial Aid Office. Contact staff by calling (660)-259-1005 or email finaid@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

Students 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 money 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. 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. 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, 2025 for the fall quarter, January 1, 2026 for the winter quarter and April 1, 2026 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 register a minimum of the following units of the Fall, Winter and Spring quarter (B.C.M.: 8 units, M.C.M.: 6 units).
- Students must maintain satisfactory academic progress.
- Students must be active members of a WOA church or ministry.
- Students must demonstrate financial need.

Conditions for Renewal

- Students must register a minimum of the following units of the Fall, Winter and Spring quarter (B.C.M.: 8 units, M.C.M.: 6 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

CHAPTER 4: ACADEMIC REGULATIONS

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

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 Learning Outcomes (PLOs)

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

1. Examine and articulate a comprehensive understanding of the Bible and Christian doctrine as the foundation for faith and ministry.
2. Apply music theory, musicianship, and performance skills to support worship and ministry.
3. Analyze the theological, historical, and practical foundations of worship to develop biblically grounded worship practices.
4. Implement worship leadership strategies, team coordination, and worship technology to facilitate worship in diverse contexts.
5. Evaluate the historical development of church music and its role in shaping worship practices.
6. Demonstrate critical thinking, conduct research, and apply interdisciplinary problem-solving.
7. Develop effective communication and cultural awareness for ministry and leadership in diverse contexts.

Graduation Requirements

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

1. Complete a total of 180 quarter credits/units*: 48 units of Bible and Theology Core, 60 units of General Education, 54 units of Music Major courses and 18 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 (12) core courses:

- BIBL100 Old Testament Survey (4 units)
- BIBL110 New Testament Survey (4 units)
- BIBL120 The Gospels (4 units)
- BIBL240 Romans I (4 units)
- BIBL250 Romans II (4 units)
- BIBL330 Pentateuch (4 units)
- HIST110 History of Christianity (4 units)
- MINS300 Evangelism & Discipleship (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)
- 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 two courses 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.

Communication

- COMM130 Speech & Communication (4 units)
- COMM150 Intercultural Communication (4 units)
- SOCI150 Research & Writing (4 units)

Humanities/Fine Arts

- ARTH230 Introduction to Arts (4 units)
- BIBL211 The Pauline Epistles (4 units)
- ENGL120 English Literature & Composition (4 units)
- HIST120 World History (4 units)
- HIST210 U.S. History (4 units)
- MUSC240 Introduction to Music (4 units)
- PHIL200 Introduction to Western Philosophy (4 units)

Natural Science/Mathematics

- BIOS250 Principles of Biology (4 units)
- MATH101 Contemporary Mathematics (4 units)

Behavioral/Social Sciences

- ECON100 Survey of Economics (4 units)
- SOCI100 Introduction to Sociology (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 (54 units)

(1) Music Core Seminars (32 units)

All students must complete the following nine core courses:

- MUTH100 Musicianship & Theory I (2 units)

- MUTH110 Musicianship & Theory II (2 units)
- MUTH120 Musicianship & Theory III (2 units)
- MUTH200 Worship Harmony (4 units)
- MUTH300 Church Music History (4 units)
- MUTH310 Introduction to Worship (4 units)
- MUTH330 The Hymn in Christian Worship (4 units)
- MUPR200 Conducting (2 units)
- MUPR310 Worship Leadership (4 units)
- MUPR320 Worship Technology (4 units)

(2) Performance and Practice Courses (22 units)

Students are required to complete 10 units of foundational Class Courses and a minimum of 12 units chosen from the Applied Music series in their major performance area, totaling 22 units.

- MUPR101 - 103 Class Piano I - III (2 units each)
- MUPR201 Class Vocal I (2 units)
- MUPR111 – 311 Applied Music: Piano I – VI (2 units each)
- MUPR121 – 321 Applied Music: Voice I – VI (2 units each)
- MUPR131 – 333 Applied Music: Guitar I – VI (2 units each)
- MUPR141 – 343 Applied Music: Orchestral Instruments I – VI (2 units each)
- MUPR151 – 353, Applied Music: Composition I – VI (2 units each)

3. Open Electives (18 units)

Students are required to take an additional 18 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 atonement, imputation, substitution, adoption, 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 introduces the content and major theological themes of the Pentateuch, the first five books of the Old Testament. Students will learn basic exegetical principles appropriate for narrative and legal texts and study key themes such as creation, covenant, and law. The course also introduces scholarly discussions on the formation and interpretation of the Pentateuch but places its primary focus on understanding its message, developing skills for biblical interpretation, and applying its theological insights to the life of faith and ministry.

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.

MINS300 Evangelism & Discipleship (4 units)

This course explores foundational biblical principles and practical methods for effective evangelism and discipleship. Students will learn the content of the Gospel, develop essential skills for personal, one-on-one evangelism, and practice basic techniques for making and mentoring new disciples. The focus is on implementing biblical patterns for continuous spiritual growth and maturity within Christian communities.

THEO100 Introduction to Theology (4 units)

This course introduces students to the nature, purpose, and basic methods of Christian theology. Topics include the definition and tasks of theology, its historical development, and its key sources—Scripture, tradition, reason, and experience—with a primary emphasis on the authority of Scripture. Students will also explore the distinction between natural and special revelation and the relationship between 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.

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.

Communication**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.

COMM150 Intercultural Communication (4 units)

This course explores the principles and practices of communication across cultures. Students will examine how cultural values, beliefs, and social norms shape communication behaviors in diverse global settings. The focus is on developing cultural self-awareness and critically analyzing barriers to effective communication. Students will learn and apply practical strategies for respectful and effective interaction. Through readings, discussions, and applied communication exercises, the course prepares students to navigate multicultural

environments. Upon completion, students will demonstrate increased intercultural competence—the ability to appropriately and effectively engage with diverse individuals—essential for success in personal and professional life.

SOCI150 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.

Humanities/Arts

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.

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.

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.

HIST120 World History (4 units)

This course offers a comprehensive global survey of human civilization from ancient origins to the early modern period (c. 1500 CE). Students will explore the foundations and development of major societies across Asia, Africa, the Americas, and the Near East, focusing on the rise and fall of empires, technological diffusion, social structures, and the formation of diverse belief systems. Emphasis is placed on cross-cultural interactions and the deep historical roots of global interconnectedness, preparing students to analyze current global dynamics. Through the critical examination of historical evidence, students will develop essential skills in historical thinking, analytical reasoning, and clear written communication. This course serves as a fundamental introduction to the world's complex past and its lasting legacy.

HIST210 U.S. History (4 units)

This course offers a comprehensive survey of the history of the United States from pre-Columbian contact to the present day. Students will explore the major political, social, economic, and cultural developments that have shaped the American experience. Emphasis is placed on understanding key themes such as the formation of democratic institutions, the impact of expansion and industrialization, the struggles for civil and human rights, and America's evolving role in the world. Through the analysis of primary sources and historical narratives, students will develop critical skills in historical analysis, interpreting cause and effect, and constructing evidence-based arguments. This course fosters an informed understanding of contemporary American society by examining its complex, diverse, and contested past.

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.

PHIL200 Introduction to Western Philosophy (4 units)

This course provides a foundational exploration of the most influential ideas and arguments in Western philosophy from ancient Greece to the modern era. It emphasizes the critical importance of conceptual clarity and logical reasoning in understanding the consequences of major philosophical thought. Students will engage directly with original sources to examine fundamental questions concerning knowledge, reality, existence, and morality. Taught from a Christian perspective, the course focuses on how these intellectual traditions have shaped diverse worldviews and prepares students to critically evaluate foundational assumptions across all disciplines and contexts.

*Natural/Information Science & Mathematics***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.

MATH101 Contemporary Mathematics (4 units)

This course is designed to cultivate quantitative literacy and essential reasoning skills applicable to modern life. Structured for students across all disciplines, it emphasizes the practical application of mathematical principles to real-world scenarios rather than complex theoretical calculation. Core topics include the mathematics of personal finance, fundamental statistics for data interpretation, and logical problem-solving strategies such as voting theory or set theory. Students will be trained to critically evaluate quantitative information and construct clear, evidence-based arguments, thereby strengthening the analytical framework required for academic and professional success.

Social/Behavioral Science

ECON101 Survey of Economics (4 units)

This course introduces the fundamental principles and concepts of economics essential for understanding modern society and informed citizenship. Students will receive a broad survey of both microeconomics, which focuses on individual choices, supply and demand, and resource allocation, and macroeconomics, which focuses on national economies, inflation, unemployment, and fiscal policy. Emphasis is placed on using economic models to analyze current events and public policy issues. The course fosters critical thinking about market dynamics and the role of government, equipping students with the analytical tools necessary to understand the economic environment that shapes personal finances and global affairs.

SOCI100 Introduction to Sociology (4 units)

This course introduces the fundamental principles and concepts of sociology, equipping students with the analytical tools necessary to understand human behavior within complex social structures. The curriculum covers core topics such as culture, socialization, social institutions, social stratification, and inequality. Emphasis is placed on examining the findings of classical and contemporary sociological theory to analyze the forces that shape individual and group experiences. The course fosters critical thinking about the nature of society and equips students to analyze the dynamics of communities, organizations, and the broader global context.

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 introductory course establishes the foundational elements of musical theory and practical analysis. Students will master essential music terminology, rhythmic and pitch notation, and develop basic aural recognition skills, focusing on simple rhythmic patterns and the pitch identification of the major scale. Emphasis is placed on systematic learning and the accurate reading and notation of fundamental music elements, providing a disciplined basis for all subsequent music study.

Corequisite: MUPR101 Class Piano I

MUTH110 Musicianship & Theory II (2 units)

Building upon the first level, this course focuses on expanding rhythmic and melodic literacy through increased complexity. Students will practice reading and writing complex rhythmic patterns, progressing from simple meters to master compound meters. Training emphasizes the development of basic aural skills, including the dictation of simple diatonic melodies. Students will significantly enhance their sight-singing proficiency with extended melodic patterns, ensuring a solid practical command of diatonic materials.

Corequisite: MUPR102 Class Piano II

Prerequisite: MUTH110 Musicianship & Theory I

MUTH120 Musicianship & Theory III (2 units)

This final course in the foundational theory sequence serves as the crucial analytical bridge to harmony study. The curriculum requires the mastery of melodic and aural proficiency, focusing on the recognition and naming of all intervals and diatonic triads. Training emphasizes the integration of skills through extended diatonic dictation and the ear identification of basic harmonic functions and standard cadences. Students are introduced to chromatic sight-singing and the structural concepts necessary for success in Worship Harmony.

Corequisite: MUPR103 Class Piano III

Prerequisite: MUTH120 Musicianship & Theory II

MUTH200 Worship Harmony (4 units)

This foundational course introduces the principles of functional harmonic analysis and applied musicianship essential for effective worship leading and accompaniment. Students will move beyond rote theory to develop practical competence in advanced chord structures, transposition, and harmonization techniques used in contemporary praise and traditional hymnody. Emphasis is placed on systematic study of common harmonic progressions and basic arranging for diverse worship settings. The course directly prepares students for professional application by focusing on keyboard competency and immediate application of harmonic principles.

Prerequisite: MUTH120 Musicianship & Theory III (2 units)

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.

MUTH310 Introduction to Worship (4 units)

This course provides an introduction to the biblical, theological, and historical foundations of Christian worship. Students will examine how worship forms and liturgical practices have developed across major periods in church history and explore the role of music in the context of worship. The course also considers how theological, historical, and cultural factors shape worship practices across various Christian traditions, equipping students with a foundational understanding of worship for future study and ministry.

MUTH330 The Hymn in Christian Worship (4 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.

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.

MUPR310 Worship Leadership (4 units)

This course offers a comprehensive, practical study of worship leadership from a biblical and theological perspective. It focuses on the roles, responsibilities, and relational dynamics necessary for effective music ministry. Students will develop essential skills in designing engaging worship services, including strategic song selection and musical arrangement, and learning to effectively lead and manage the ministry team and rehearsals. A major emphasis is placed on building collaborative relationships with pastoral staff and all creative personnel. This course equips students with the organizational and communication expertise required to serve as proficient worship leaders and music ministers.

Corequisite: MUPR201 Class Voice I

MUPR320 Worship Technology (4 units)

This course introduces the fundamental operation and basic principles of technology essential for modern worship ministry. Students will receive hands-on training designed for practical use in church settings. The course covers basic setup and operation of live sound equipment, fundamental skills for broadcasting and audio recording, the efficient use of presentation software for managing lyrics and visuals, and the creation of professional lead sheets and performance scores using music notation software. Emphasis is placed on developing reliable troubleshooting skills and effective technical communication with technical personnel. This course equips students to competently manage the technological aspects of diverse worship services.

Performance and Practice Courses

MUPR101 Class Piano I (2 units)

This introductory course establishes fundamental keyboard skills essential for the music major and is designed for students with no prior piano experience. Students focus on mastering proper posture, hand position, and basic technique to achieve fluidity. Emphasis is placed on accurate pitch and rhythm reading in both the treble and bass clefs, and correctly executing five-finger patterns in the C major position. This course directly reinforces the notational and aural materials introduced in MUTH100, providing the crucial hands-on experience necessary for all subsequent musicianship courses.

Corequisite: MUTH 100 Musicianship & Theory I

MUPR102 Class Piano II (2 units)

Building upon fundamental technique, this course develops keyboard fluency and practical note reading through scales and arpeggios. Students will master all major and minor five-finger patterns and execute basic blocked and broken triad shapes across the keyboard. Training emphasizes sight-reading fluency using simple diatonic examples, developing proper posture, and achieving independence between the hands. This course directly supports the theoretical and aural content of MUTH110.

Corequisite: MUTH 110 Musicianship & Theory II

Prerequisite: MUPR101 Class Piano I

MUPR 103 Class Piano III (2 units)

This final class piano course focuses on achieving the practical keyboard competency required for advanced harmony study. Students will master the execution of all diatonic triads and seventh chords, focusing on basic inversions and voice-leading techniques. Emphasis is placed on developing introductory transposition skills of simple hymns and applying knowledge of standard cadences on the keyboard. This course ensures students can immediately utilize the harmonic concepts learned in MUTH120 and serves as a prerequisite for all advanced Applied Music study.

Corequisite: MUTH 120 Musicianship & Theory III

Prerequisite: MUPR102 Class Piano II

MUPR201 Class Voice I (2 units)

This course introduces the foundational principles and techniques of vocal production necessary for effective worship leading. Students will focus on developing healthy and sustainable vocal habits, including proper breathing, posture, and resonance. The curriculum emphasizes achieving clear diction, increased vocal range and projection, and expressive interpretation when delivering worship content. Practical exercises include the application of these techniques to diverse musical styles common in contemporary praise and hymnody. This course directly enhances the communication and performance skills required for music ministry and effective worship leadership.

Corequisite: MUPR310 Worship Leadership

Faculty

Alfred Merril 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)

M.A. in Music, Olivet University (2012)

B.M., Chung Ang University, South Korea (2010)

Dayoun Jung

Ph.D. in Counseling and Coaching, Yonsei University (2014)

Th.M., Yonsei University, South Korea (2008)

B.A., Theology, Yonsei University, South Korea (2004)

Emily Ko

D.Min., Olivet University (2014)

M.Div., Olivet University (2011)

M.M., San Francisco Conservatory of Music (2008)

B.M., Seoul National University, South Korea (2004)

Jade Park

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

Reuben Chae

D.Min., Olivet University (2024)
M.A. in Music, Olivet University (2014)
B.A., Music, Olivet University (2010)

Shannon Kidney

M.L.I.S., Rutgers University (2017)
B.A., History, University of North Carolina Wilmington (2013)

Timothy Yap

Ph.D. in Speech Communication, Florida State University (2002)
Th.M., Trinity Evangelical Divinity School (1998)
B.Th., United Theological College (1997)

Petra Kim

D.Min., Olivet University (2017)
M.Div., Olivet University (2012)
B.A., Theology, Olivet University (2007)

Yashan Zhou

D.Min., Olivet University (2023)
M.Div., Olivet University (2011)
B.A., Economics and East Asian Studies, Wesleyan University (2009)

Yunqung Yuan

D.Min., Olivet University (2020)
M.Div., Olivet University (2015)
B.A., Education Technology, Yunnan Normal University, China (2008)

CHAPTER 6: GRADUATE DEGREE PROGRAM

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 advanced musical literacy, theory, and structural analysis skills to evaluate the theological and musical quality of diverse worship repertoire.
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, including worship technology, musical texts, historical materials, and other ministry tools.
6. Develop strategies to fulfill the Great Commission by applying Christian faith and ministry skills to advance God's Kingdom and make disciples.
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 52 quarter credits/units*: 16 units of Biblical & Theological Studies, 28 units of Music and Worship Studies, 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.

Curriculum

1. Biblical & Theological Studies (16 units)

Students must complete 16 units of Bible & Theology courses:

- BIBL530 The Book of Psalms (4 units)
- MINS600 Mission and Discipleship (4 units)
- THEO510 Systematic Theology Survey (4 units)
- THEO620 Theological Hermeneutics for Ministry (4 units)

2. Music and Worship Studies (28 units)

Students must complete 7 courses:

- MUTH501 Applied Music Theory (4 units)
- MUPR600 Choral Conducting and Score Reading (4 units)
- TECH500 Worship Technology and Media Strategies (4 units)
- WORS500 Worship Studies (4 units)
- WORS510 Contemporary Praise & Worship (4 units)
- WORS520 The Hymn in the Christian Worship (4 units)
- WORS600 Graduate Worship Leadership (4 units)

3. Master's Project (8 units)

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

- MUPR670 Worship Project: Strategy & Foundation (4 units)
- MUPR671 Worship Project: Implementation & Evaluation (4 units)

4. 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

BIBL504 The Book of Psalms (4 units)

This course provides an advanced biblical study of the Book of Psalms, emphasizing the Psalter's central role as the foundational hymnal and prayer book of the Bible. Students will analyze the literary genres, historical context, and enduring theological themes of the Psalms. The course focuses on understanding the diverse liturgical use of the Psalter throughout church history and in various denominational traditions. It equips students to apply the Psalms effectively as resources for prayer, teaching, and liturgical practice in contemporary ministry.

MINS600 Mission & Discipleship (4 units)

This course equips students with the biblical and theological foundations of mission and discipleship, focusing on practical evangelism and apologetics within diverse ministry contexts. Students will learn how to approach others with the Gospel, engage in meaningful spiritual conversations, and articulate the core truths and rational defensibility of the Christian faith. The course explores key outreach strategies, examining both historical and contemporary approaches, guiding students to implement and reflect upon personal and group outreach initiatives to share the Gospel effectively and foster holistic, meaningful discipleship.

THE0510 Systematic Theology Survey (4 units)

This course provides a comprehensive survey of core Christian doctrines designed to establish a solid theological foundation for students entering ministry and worship studies. Students will examine major theological categories including the doctrines of God, Scripture, humanity, Christology, Soteriology, Pneumatology, and Ecclesiology. The course emphasizes rigorous biblical and historical grounding of these doctrines, equipping students to understand the full scope of Christian faith and to recognize the doctrinal coherence essential for effective leadership in the church.

THE0620 Theological Hermeneutics For Ministry (4 units)

This course provides a focused study of essential Biblical Hermeneutics methodology, emphasizing the practical skills required for ministry and worship leadership. Students will explore foundational principles for interpreting the biblical text accurately and responsibly, with an emphasis on understanding literary genres and historical context. The course investigates how to discern and apply scriptural truth effectively for congregational teaching, worship planning, and the theological evaluation of music and liturgy, without delving into advanced philosophical or systematic theological debates.

Music and Worship Studies

MUTH501 Applied Music Theory (4 units)

This course provides a comprehensive study of fundamental and advanced music theory essential for critical analysis and informed decision-making in worship ministry. Students will engage with the principles of harmonic analysis, structural forms, and melodic organization. The curriculum includes consistent training in sight-singing and aural skills to develop core musicianship. The course equips students with the necessary musical literacy to understand and adapt a wide range of musical repertoire.

MUPR600 Choral Conducting and Score Reading (4 units)

This course provides an intensive study of fundamental and advanced choral conducting techniques integrated with score reading and analytical skills. Students will master standard conducting patterns, cueing, and expressive gestures. The curriculum emphasizes the ability to read and critically interpret four-part choral scores, establishing the vital connection between musical analysis and effective gesture. This preparation equips students to translate the musical structure and markings of a score into clear, accurate leadership for vocal ensembles.

TECH500 Worship Technology and Media Strategies (4 units)

This course provides a professional foundation in digital media production and strategy essential for contemporary worship ministry. Students will master key software applications for creating, editing, and distributing worship materials, including notation software for score and lyric production, audio editing and mixing, and video streaming techniques. The course emphasizes media workflow optimization and the strategic development of content that aligns with the church's missional and theological goals. Upon completion, students will possess the conceptual understanding and practical skills to manage and execute the technical aspects of in-person and online worship services.

WORS500 Worship Studies (4 units)

This core course provides a comprehensive study of Christian worship as a structural and theological discipline, emphasizing its Scriptural basis and foundational principles. Students will analyze the enduring theological elements and structural components of worship throughout church history, with particular attention to the rationale and function of various liturgical forms up to the Reformation. The course focuses on applying these principles to develop a comprehensive worship theology that prepares students to critically analyze and interpret the historical, theological, and cultural factors shaping contemporary worship.

WORS510 Contemporary Praise & Worship (4 units)

This course provides an analytical and practical study of Contemporary Praise and Worship (CPW) from the mid-20th century to the present. Students will examine the historical and cultural trajectory of CPW and engage in the critical evaluation of its lyrical and musical content for liturgical use. The course emphasizes practical application, including repertoire selection criteria, effective arranging for core instruments, and the development of a broad, current song vocabulary essential for effective worship leadership.

WORS520 The Hymn in the Christian Worship (4 units)

This course delves into the rich tradition of Christian congregational song, examining its history and

development from early Christian hymnody up to the modern era. Students will analyze the theological, literary, and musical aspects of hymns, focusing on hymn form, meter, poetic structure, and the evolution of musical styles. 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 primary source of worship, theological expression, and communal identity.

WORS600 Graduate Worship Leadership (4 units)

This course provides an advanced study of the theory and practice of worship leadership, building on foundational concepts learned in Worship Studies. It is designed to equip students with the philosophical, organizational, and managerial skills needed to lead a comprehensive worship ministry. Students will examine the theology of worship leadership, team building strategies, administrative policies, and financial stewardship within the church. Through scholarly analysis and case studies, students will be prepared to design and manage a worship ministry that is theologically sound, culturally relevant, and aligned with the church's mission.

Master's Project Requirements

MUPR670 Worship Project: Strategy & Foundation (4 units)

This first course in the two-quarter capstone sequence focuses on the research and strategic planning required for a major Worship Project. Students will establish the project's foundation by defining its ministry goals and Scriptural context. The course requires comprehensive repertoire analysis and selection, alongside the development of a detailed administrative and promotional strategy. This preparation emphasizes responsible, comprehensive planning and is designed to ensure the project's intellectual and practical merit.

MUPR671 Worship Project: Implementation & Evaluation (4 units)

This second course focuses on the execution, leadership, and critical evaluation of the approved Worship Project. Students will coordinate teams, manage logistical elements, lead the rehearsal and performance process, and implement promotional strategies. The course culminates in the public presentation of the Worship Project, followed by a thorough post-event evaluation. Students will produce a final scholarly Evaluation Report that critically assesses the project's success in achieving its biblical and ministry goals, demonstrating growth as a holistic worship leader.

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)

M.A. in Music, Olivet University (2012)
B.A., Chung Ang University, South Korea (2010)

Dayoun Jung

Ph.D. in Counseling and Coaching, Yonsei University (2014)
Th.M., Yonsei University, South Korea (2008)
B.A., Theology, Yonsei University, South Korea (2004)

Don Fugate

D.W.S., The Institute for Worship Studies (2004)
M.C.M., Golden Gate Baptist Theological Seminary (1978)
B.A., Music, California Baptist University (1976)

Jade Park

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

Petra Kim

D.Min., Olivet University (2017)
M.Div., Olivet University (2012)
B.A., Theology, Olivet University (2007)

Reuben Chae

D.Min., Olivet University (2024)
M.A. in Music, Olivet University (2014)
B.A., Music, Olivet University (2010)

Timothy Yap

Ph.D. in Speech Communication, Florida State University (2002)
Th.M., Trinity Evangelical Divinity School (1998)
B.Th., United Theological College (1997)

Yashan Zhou

D.Min., Olivet University (2023)
M.Div., Olivet University (2011)
B.A., Economics and East Asian Studies, Wesleyan University (2009)

Yunqung Yuan

D.Min., Olivet University (2020)
M.Div., Olivet University (2015)
B.A., Education Technology, Yunnan Normal University, China (2008)

CHAPTER 7: COURSE SELECTION AND SCHEDULING

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 Academic Office 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 course instructor.

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 9 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

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

Academic Good Standing

Undergraduate students are expected to maintain a minimum GPA of 2.0 on a 4.0 scale, while graduate students must maintain a minimum GPA of 3.0 in order 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.

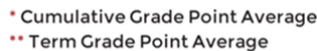
Programs have the prerogative of recommending the termination of a student's admission at any time.

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.

2.0 GPA Standard 12 Credit Thresholds



Faculty Monitoring and Advising

Following the midterm period, all students participate in scheduled academic advising sessions. Academic advisors review any submitted faculty reports and assess each student's academic progress. If a student is identified as being at risk of failing a course, appropriate interventions may be initiated, and planning for subsequent academic terms may take place as needed. This process occurs quarterly and is designed to support student success through early identification and response.

Academic Standing Review

At the end of each quarter, students whose term or cumulative grade-point average falls below 2.0 for undergraduate students or 3.0 for graduate students are subject to academic standing review. The Academic Dean convenes a Core Faculty Meeting to evaluate the academic records of such students and determine appropriate academic standing actions, which may include academic warning, probation, suspension, or dismissal.

Students are notified of their academic status via email. However, they are responsible for tracking their own academic standing, and failure to receive notification does not invalidate the action taken. Repeating a course does not reverse previous academic standing decisions. Students experiencing academic difficulty are encouraged to seek support through available university resources.

Statement of Academic Rigor

Academic rigor is an essential part of Jubilee University's educational mission and reflects the institution's commitment to promoting intellectual growth, ethical learning, and lifelong scholarship. Academic rigor refers to the cultivation of a learning environment that challenges students to achieve high levels of intellectual engagement and personal discipline in alignment with biblical values.

Academic Rigor for Faculty

Faculty members play a vital role in sustaining academic rigor by fostering learning environments that are intellectually challenging and supportive. Faculty are expected to:

1. Clearly communicate course expectations and ensure they are reflected in the course syllabus and curriculum;
2. Arrive prepared for each class and provide timely, constructive feedback on student work;
3. Be reasonably available to students outside of class time;
4. Design assignments that are relevant, meaningful, and appropriately challenging;
5. Provide diverse learning opportunities suited to students' varying abilities and backgrounds;
6. Promote academic integrity and actively address instances of plagiarism; and
7. Regularly evaluate the effectiveness of their teaching and course structure.

Academic Rigor for Students

Students are likewise expected to embrace a rigorous approach to their studies, characterized by persistence, preparation, and personal responsibility. As active participants in a student-centered learning environment, students should:

1. Set high academic goals and maintain a clear sense of purpose in their studies;
2. Attend class prepared and submit assignments by established deadlines;
3. Engage meaningfully with faculty both in and outside of class;

4. Show respect toward peers and contribute constructively to the learning environment;
5. Manage their time effectively, treating their education with seriousness and commitment;
6. Uphold honesty and integrity in all academic work;
7. Collaborate with others only as directed, ensuring all submitted work is their own; and
8. Take full responsibility for their academic learning and performance.

CHAPTER 10: GRADUATION

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 POLICIES

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 students 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:

- The school must have written permission from student in order to release any information from a student's education record
- The school 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.
- The 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 Dean of Students, who will treat the complaint as a high priority. The Dean of Students 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 grievance is valid, a Grievance Committee will be convened to review the matter. The Committee is chaired by the Dean of Students and consists of two faculty members appointed for this purpose. If the grievance concerns a course grade, at least one faculty member on the Committee must be the instructor of record for the course involved.
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 Office of the President within 15 calendar days after receipt of the response. The President or the President's designee will review the appeal and issue a final decision.
5. Within 30 calendar days after receipt of the appeal, the President or the President's designee will meet with the student to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Office of President 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 chaired by the Dean of Students and composed of two faculty members appointed for this purpose. The Grievance Committee will review the information to determine whether harassment or other violations are evidenced and will work toward resolving the matter with all involved parties. Any formal resolution involving a written reprimand, disciplinary action, or dismissal must be approved by the University President. Any appeal of the Grievance Committee's decision may be submitted to the Office of the President.

General Student Code of Conduct and Regulations

Prohibited Conduct That Will Lead to Student Sanctions

1. Academic Integrity & Honesty:

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

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

2. Netiquette & Privacy:

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

3. Community & Relationships:

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

4. Faith & Christian Ethics:

- a. Interference with Worship and Faith Activities: Disrupting or showing disrespect towards the university's Christian worship or faith-based activities.
- b. 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.
- c. 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.
- d. 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.
- e. 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:

- a. **Illegal Activities:** Involvement in illegal activities, including the possession, use, or distribution of illegal substances.
- b. **Substance Abuse:** Abuse of alcohol, illegal drugs, or misuse of prescription medications.
- c. **Unauthorized Access:** Gaining or attempting to gain unauthorized access to the university's information systems or online platforms.
- d. **Property Damage:** Deliberately damaging or destroying university property or the property of others.
- e. **Violation of University Policies:** Disregarding University rules, policies, or procedures.
- f. **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 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

Jubilee University Library is committed to creating a welcoming and effective learning environment for all users. The library provides equitable access to academic resources and support services, fostering a positive and enriching experience for students, faculty, and staff across all locations. This section outlines access rights, borrowing policies, and available resources to support academic and spiritual growth.

Access and User Eligibility

All currently enrolled students, faculty, and staff members are granted access to the library's digital collections and services. University ID credentials serve as library IDs.

Alumni and retired faculty/staff may access limited library privileges by requesting credentials through the library office.

Behavior Standards

Library users are expected to follow institutional policies when using library resources and services. Users who breach library regulations—such as accumulating excessive fines, violating copyright rules, or exhibiting improper conduct—may have their access suspended or permanently revoked.

Circulation Policy

JU Library provides access to digital materials including e-books, journal databases, and audio-visual content. Borrowing privileges and loan durations differ depending on user categories.

Borrowing Eligibility and Limits

Patrons	Number of Items	Length of Loan
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

Library materials may be renewed up to two times, provided that the borrower's account is in good standing. Renewal is permitted only if the item has not been requested by another user, is not overdue, and does not belong to a non-renewable category such as reference or reserve materials.

Renewal requests may be denied under the following conditions:

- The item has been reserved by another user and must be returned by the original due date.
- The item is categorized as a Reserve or Reference material, which are not eligible for renewal.
- The item is already overdue, in which case it must be returned before any further action is taken.

Collection Types and Loan Periods

Jubilee University Library offers access to a wide range of digital materials that support academic and ministry-related study. The following table outlines the types of resources available and their typical usage terms.

Collection	Description	Length of Loan
Circulating Materials	E-books and downloadable documents available for personal study	2 Weeks / 1 Month
Reference Materials	Resources intended for short-term consultation (e.g., dictionaries, encyclopedias)	Not available for download; view-only access
Audio-Visual Content	Digital lectures, music, and videos	2 weeks / 1 month or streaming access

Overdue Notices and Compliance

Overdue notices are issued as a courtesy to remind users of upcoming or missed due dates. Non-receipt of a notice does not exempt borrowers from the responsibility of renewing or returning materials on time.

Although the library does not charge overdue fines, repeated failure to return or renew borrowed digital materials may result in temporary suspension of library access. In such cases, the matter may be referred to the Financial Aid Office or the Academic Office for further review.

To avoid access issues, users are strongly encouraged to keep track of due dates and renew items in a timely manner.

Research Assistance

Jubilee University librarians are available to assist students and faculty in conducting effective academic research. Support includes guidance on finding and evaluating academic resources, navigating digital collections, and using appropriate citation styles, particularly Chicago/Turabian, the citation style generally required for academic work in theology and related fields.

Students may request assistance by emailing library@ju.education. Inquiries are typically answered during the following hours (Central Standard Time, CST):

- Tuesdays & Thursdays: 1:00–4:00 PM
- Wednesdays: 10:00 AM–12:00 PM

For additional support, students may request one-on-one help or ask their instructor to arrange a virtual library orientation as part of a course.

Digital Resources

Jubilee University Library provides a selection of digital resources to support academic study, theological reflection, and worship ministry preparation. These resources include e-books, journal articles, and audio-visual content relevant to the university's programs.

Students and faculty can access materials primarily through the university's learning management system. In some cases, resources may be shared via direct links or email by request. Materials are provided as downloadable files or in view-only format, depending on copyright.

For questions or help, contact the library at library@ju.education.

Copyright and Fair Use

Users of the Jubilee University Library are expected to comply with copyright laws and fair use guidelines when accessing, downloading, or sharing digital materials. Library resources are provided for personal academic use only and may not be redistributed or reproduced without proper authorization.

CHAPTER 13: UNIVERSITY OFFICES

University Offices

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

Admissions Office: admissions@ju.education

Financial Aid Office: finaid@ju.education

Library Services: library@ju.education

Registrar's Office: registrar@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