



JUBILEE UNIVERSITY

ACADEMIC CATALOG & STUDENT HANDBOOK

2023-2024



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2023-2024
(Revised March 15, 2024)

Jubilee University
www.ju.education

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DISCLAIMER

This catalog and the policies and procedures contained herein are in effect from September 7, 2023, through September 6, 2024. 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 2023-2024

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

Administrative Holidays 2023-2024

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

Administrative Holidays

Fall Term:

Global Christian Education Summit	Oct 23 – Oct 25, 2023
Thanksgiving Break	Nov 23-24, 2023
Christmas Holiday	Dec 25, 2023

Winter Term:

New Year's Day (observed)	Jan 1, 2024
Martin Luther King Day	Jan 15, 2024
Presidents' Day	Feb 19, 2024

Spring Term:

Good Friday	March 29, 2024
Memorial Day	May 27, 2024

Summer Term:

Independence Day (observed)	July 4, 2024
Labor Day	Sep 2, 2024

Board of Trustees

Chairperson: Kenneth W. Trudeau, Jr.

Secretary: Yooshin Park

Treasurer: Dorothy Li

Member: Aaron Reppert

Member: Marcus Lundin

Mission, Goals, Values

Mission Statement*

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

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

Mission Strategy

Jubilee University accomplishes this mission through a comprehensive program of Biblical, general, and professional studies; applied scholarship in ministry environments affiliated with the University; and Christ-centered service and support. The five cross-cutting themes derived from our mission describe this quality education.

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 ran until December 31st, 2022. While the institution has been completely self-governed from the start, Jubilee University's academics became fully independent on January 1st, 2023.

Values

Jesus Christ

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

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

The Kingdom of God

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

Access

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

Global Community

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

Service

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

Quality

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

Institutional Goals of Jubilee University

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

- A. A Deeper Passion to Worship and Delight God’s Heart.
- B. A Deeper Biblical and Theological Understanding.
- C. A Deeper Passion to extend God’s Kingdom, to serve, and to help fulfill the Great Commission of making disciples of all nations.
- D. Greater ministry competencies in serving God so that they are equipped for a transformed life-journey that is fitting to those who know we are a kingdom of priests, ambassadors for Christ, and fruitful disciples.
- E. Academic Skills that empower them for a lifetime of learning.

Jubilee's Institutional Learning Outcomes (ILOs)

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

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

Spiritual & Evangelistic Growth (se)

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

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

Biblical Competence (bc)

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

bc1:	A basic understanding of Biblical facts and principles.
bc2:	An ability to inductively and methodically study Scripture.
bc3:	An understanding of the culture(s) in which the scriptures were written and the importance of context to proper understanding.
bc4:	An overt understanding of the Christian worldview and its juxtaposition to other worldviews.
bc5:	The ability to relate Biblical principles to life situations

Academic Excellence (ae)

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

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

Emotional-Social Development (es)

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

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

Ministry Impact (mi)

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

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

Faith-First Educational Philosophy

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

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

Statement of Faith

We believe in:

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

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

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

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

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

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

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

Jubilee University Commitment to Students

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

Jubilee is committed to:

Spiritual Wellness

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

Intellectual Wellness

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

Emotional Wellness

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

Physical Wellness

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

Social Wellness

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

University Seal



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

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.

Undergraduate Studies: Prospective students should notice that no more than 75% of undergraduate units or the equivalent in other units awarded by another institution may be transferred for credit toward a Bachelor's degree. Jubilee does not offer credits for prior experiential learning. Prospective students should notice it prior to the application of the credit transfer.

Graduate Studies: Prospective students should notice that no more than 20% of graduate units or the equivalent in other units awarded by another institution may be transferred for credit toward a Master's degree. Jubilee does not offer credits for prior experiential learning. Prospective students should notice it prior to the application of the credit transfer.

Prospective students interested in applying to Jubilee University should complete an application, available upon request from Jubilee University's Office of Admissions or on the Internet at <https://ju.education/apply>

All applicants to Jubilee University should evidence strong Christian character, the potential for effectiveness in Christian ministry, and the scholastic ability and emotional maturity to handle a higher education experience.

Admissions personnel will review applicants' information and inform them whether or not they have been accepted for admission. Prospective students are encouraged to discuss plans, goals, and questions with the Office of Admissions (admissions@ju.education) during this application process.

Admissions Policy

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

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

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

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

Undergraduate

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

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

*NOTE: SAT /ACT test scores are not required to establish the admission eligibility of applicants with high school grade point averages of 3.00 or above on a 4.0 scale. While applicants are not required to submit test scores to Jubilee if they earn at least a 3.00 average, it is recommended that they submit

standardized admission tests, which can be helpful for the purposes of advising and placement in appropriate courses.

6. Program Language Proficiency

A. Jubilee University requires the submission of evidence for proficiency in the language of instruction. Instructions offered are only in the language(s) of the specific degree program enrolled/applied for. See the section on "Program Language Proficiency Requirements" below. Jubilee University offers the following types of programs.

- i. Degree programs in English. This is the regular type of degree program offered at Jubilee University and as long as not noted otherwise in the enrollment agreement, all instructions at Jubilee University are offered in English.
- ii. Degree programs with additional language proficiency requirements beyond the ones relating to the language of instruction. These language requirements normally relate to the original languages required for research and are separately listed in those program descriptions.

Note: Students enrolled in any of the programs described may demonstrate proficiency in additional languages of instruction throughout the course of study. Even though this allows registration of additional courses as they are available, more than half (50%) of the program must be completed in the original program language, or a change of program must be applied for.

B. 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 this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

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

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

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

Provisional Undergraduate Admission

When evaluating the admission eligibility of an applicant still enrolled in the final year of high school, coursework in progress is included in the tally of required quarters/semesters of study. Admission notices issued on the basis of the evaluation of an eight or ten-quarter (or four to five semester) record will stipulate that coursework in progress must be completed successfully and all Jubilee University admission requirements satisfied prior to high school graduation. A preliminary admission offer may be rescinded for applicants who do not accurately

report their academic performance or who do not retain eligibility at the time of high school graduation, e.g., failure to complete courses in progress, failure to maintain the grade point average, etc.

Applicants must submit an official high school transcript showing the date of graduation. Applicants for whom admission decisions cannot be made on the basis of reported information will be notified of additional information requirements by the campus.

English Language Proficiency Requirements for Undergraduate Programs and Courses

All instructions at Jubilee University's English programs are offered in English. The majority of instructions at Jubilee University's programs listed as offered "partially in (language)" 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:

1. A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet-based Test (iBT), or 173 on the computer-based test (CBT), a 6.0 on the International English Language Test (IELTS), or 44 on the Pearson Test of English Academic Score Report.
2. A minimum grade of Level 3 on the ACT COMPASS English as a Second Language Placement Test;
3. A minimum grade of Pre-1 on the Eiken English Proficiency Exam;
4. 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;
5. A transcript indicating completion of at least 30 semester credit hours (45 quarter credit hours) with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English.
6. A minimum score of 90 on the Duolingo English Test
7. A high school diploma completed at an accredited/recognized high school (where the medium of instruction is English).

Any program specific English language requirements exceeding these noted here are listed in the degree program description, if applicable.

Graduate

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

2. Admission Essay. Applicants must submit a written admission essay. Admission essay Part I should be approximately 700-1000 words in length describing their personal faith in Jesus Christ. Admission essay Part II should be 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. A bachelor's degree from a CHEA or USDE-accredited U.S. institution. 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.

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

4. A minimum 3.0 grade point average on a 4.0 scale, or the equivalent according to the institution's grading norms, for all course work 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.
5. 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.
6. Test Scores – Applicants must submit GRE/GMAT test scores, with exceptions.*

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

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

7. Program Language Proficiency

A. Jubilee University requires the submission of evidence for proficiency in the language of instruction. Instructions offered are only in the language(s) of the specific degree program enrolled/applied for. See the section on "Program Language Proficiency Requirements" below. Jubilee University offers the following types of programs.

- i. Degree programs in English. This is the regular type of degree program offered at Jubilee University and as long as not noted otherwise in the enrollment agreement, all instructions at Jubilee University are offered in English.
- ii. Degree programs with additional language proficiency requirements beyond the ones relating to the language of instruction. These language requirements normally relate to the original languages required for research and are separately listed in those program descriptions.

Note: Students enrolled in any of the programs described may demonstrate proficiency in additional languages of instruction throughout the course of study. Even though this allows registration of additional courses as they are available, more than half (50%) of the program must be completed in the original program language, or a change of program must be applied for.

B. 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 this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

8. Recommendations. Applicants must submit at least three recommendation letters. One letter must be a reference from a World Olivet Assembly (WOA) 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.
9. Statement of Faith – Applicants must sign Jubilee University's Statement of Faith.
10. Application Fee – Applicants must submit a \$75.00 non-refundable application fee.

English Language Proficiency Requirements for Graduate Programs and Courses

All instructions at Jubilee University's English programs are offered in English. The majority of instructions at Jubilee University's programs listed as offered "partially in (language)" 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:

1. Master's Degree: A minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 50 on the Pearson Test of English Academic Score Report.

2. First Professional Degree: A minimum score of 550 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 80 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 58 on the Pearson Test of English Academic Score Report.
3. A minimum grade of Level 3 on the ACT COMPASS's English as a Second Language Placement Test;
4. A minimum grade of Pre-1 on the Eiken English Proficiency Exam;
5. 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;
6. A transcript indicating completion of at least 30 semester credit hours (45 quarter credit hours) with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English.
7. A high school diploma completed at an accredited/recognized high school (where the medium of instruction is English).
8. A diploma of completion of the Certificate in English as a Second Language program from Jubilee University.

Any program specific English language requirements exceeding these noted here are listed in the degree program description, if applicable.

Student Identity Verification

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

Policy for Student Identity Verification in Distance Learning

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

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

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

1. A secure login and pass code;

2. Proctored examinations; and/or
3. New or emerging technologies and practices that are effective in verifying student identification.

Implemented Practices for Compliance

a. Secured Electronic Identification System

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

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

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

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

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

b. Proctoring

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

i) Onsite Proctoring

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

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

ii) Online Proctoring

Instructors/faculty may require online students to utilize ProctorU, an online proctoring service that uses a webcam and microphone. The examination would be set up in the ProctorU system by the instructor/faculty accordingly. Students are responsible for any costs associated with using an online proctoring service. Such costs must be brought to the students' attention at the time of registration for the course.

Acceptable forms of photo ID for proctoring:

- Valid U.S. passport book or passport card
- Valid U.S. military photo ID card for active duty, reserve, or retired personnel
- Valid foreign passport
- Valid state-issued Driver License or photo ID

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

Costs of Attendance, Tuition and Fee (Undergraduate Degree Programs)

Annual Cost of Attendance	
Books and Supplies (estimated)	\$1000
Fees specific to certain classes for example in the performing and fine arts might increase this estimate significantly for some majors.	
Room & Board	Approx. \$4,635 – \$22,500 (Varies with instruction site and choice of housing; based on 9 months academic year.)
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

Undergraduate Tuition*

Bachelor Degree Programs	\$242 per unit
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Auditing Courses	See <i>Registration Fees</i> below
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Other Fees (Non-Refundable)*

Admissions Fees	
Application for Admission	\$75
General Fees	
Applied Music Fee	\$250 per course
Design Studio Fee	\$25 per fine arts class
Transcript Issuance	\$15 per copy
Enrollment Verification	\$15 per copy
Third Party Forms with specialized information	\$15 per copy
The Registrar's Office will complete and certify third-party forms that require information different from the current enrollment verification form.	
Customized Verification Documents	\$50 per copy
The Registrar's Office will create a customized document other than the school's standard documents.	
Diploma Replacement Fee	\$30 per copy
Expedite Service Fee (Rush Processing)	\$25
Transcript Evaluation Fee	\$50
Student ID Card Fee	\$15
Advanced Standing Examinations	\$20 per exam
Comprehensive Exams	\$50 per exam
Registration Fees	
Course Audit Fee	\$50 per unit
Late Registration Fee	\$50
Course Add/Drop Fee	\$15 per course
Advanced Deposit for Leave of Absence	\$150 per quarter
Advanced Deposit for Leave of Absence: Students who request a one quarter leave of absence are required to pay a non-refundable \$150 Advanced Deposit for Leave of Absence. The fee will reserve their space for guaranteed enrollment and will be applied directly toward the students' tuition account.	

Continued Leave of Absence Request Fee	\$100 per quarter
Transfer Credit Fee	\$80
Payment Fees	
Late Payment Fee	\$75
Installment Late Payment Fee<	\$25 per occurrence
Installment Payment Sign-up Fee (3 months)	\$25
Installment Payment Sign-up Fee (4 months or more)	\$50
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.*

On-Campus Housing

The Jubilee University Residence Halls consists of 200+ beds located throughout three buildings; Fide Hall, Agape Student Union, and Gratia Hall. There are three types of units including a one-bedroom studio with private bathroom, family type housing with private bathroom, and larger single dormitory rooms for two residents with communal showers and restrooms.

Each unit is equipped with wired and/or wireless high-speed Internet and furnished with: Bedroom furnishings; Wardrobe closet; Work desk and chair (upon request); Bedside drawers. Students provide their own bedroom supplies: Linens, towels, hangers, toiletries, and cleaning supplies, incl. vacuum cleaner, mop, broom, sponges etc.

Advantages of living in the Jubilee University Residence Halls include: Close proximity to classes and facilities; Leadership opportunities; Supportive living and study environment; Living with fellow students and staff to assist residents; On-site amenities such as laundry facilities, vehicle parking, and meal plans.

Housing Payment Options & Fees

Dorm 2-occupancy with Shared Bath (limited availability)

- \$280 per person /month

Dorm Single with Bath

- \$550 per person /month

Application Fee: \$100

Deposit: \$200

Room Reservation Fee:

- \$50 per person /month

Storage Fee:

- \$50 per person /month

Additional Key:

- \$10 per person /month

Unreturned Replacement Key: \$20

On-site housing is available. However, if a student chooses to live off-site, Jubilee University is not responsible for providing housing services.

Costs of Attendance, Tuition and Fee (Graduate Degree Programs)

Annual Cost of Attendance	
Books and Supplies (estimated)	\$1000<
Fees specific to certain classes for example in the performing and fine arts might increase this estimate significantly for some majors.	
Room & Board	Approx. \$4,635 – \$22,500 (Varies with instruction site and choice of housing; based on 9 months academic year.)
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
Typical Total Quarterly Cost:	\$5,204

Graduate Tuition*

General Graduate Degree Programs	\$278 per unit
Auditing Courses	See <i>Registration Fees</i> below

Other Fees (Non-Refundable)*

Admissions Fees

Application for Admission	\$75
Application for Re-Admission	\$75
General Fees	
Applied Music Fee	\$25 per course
Design Studio Fee	\$25 per fine arts class
Transcript Issuance	\$15 per copy
Enrollment Verification	\$15 per copy
Third Party Forms with specialized information	\$15 per copy
The Registrar's Office will complete and certify third-party forms that require information different from the current enrollment verification form.	
Customized Verification Documents	\$50 per copy
The Registrar's Office will create a customized document other than the school's standard documents.	
Diploma Replacement Fee	\$30 per copy
Expedite Service Fee (Rush Processing)	\$25
Transcript Evaluation Fee	\$50
Student ID Card Fee	\$15
Advanced Standing Examinations	\$20 per exam
Comprehensive Exams	\$50 per exam
Registration Fees	
Course Audit Fee	\$50 per unit
Late Registration Fee	\$50
Course Add/Drop Fee	\$15 per course
Advanced Deposit for Leave of Absence	\$150 per quarter
Advanced Deposit for Leave of Absence: Students who request a one quarter leave of absence are required to pay a non-refundable \$150 Advanced Deposit for Leave of Absence. The fee will reserve their space for guaranteed enrollment and will be applied directly toward the students' tuition account.	
Continued Leave of Absence Request Fee	\$100 per quarter
Transfer Credit Fee	\$80
Payment Fees	

Late Payment Fee	\$75
Installment Late Payment Fee	\$25 per occurrence
Installment Payment Sign-up Fee (3 months)	\$25
Installment Payment Sign-up Fee (4 months or more)	\$50
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 Payment Policy

Payment Options

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

All checks need to be in US currency and should be made payable to **Jubilee University**. Please include the student name and ID on the check. Debit/Credit card payment can be made online at the student account on Populi (convenience fee applies). The payment for the tuition is due at the beginning of each quarter by the date announced by the school. Students have an option to pay in full or apply for an installment payment plan.

Installment Payment Plan

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

Delinquent Accounts

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

- A late payment fee of \$75 charged.

- Restricted from registering for the subsequent quarter.
- Grade will not be released.
- Transcript and other official school documents will not be issued
- Degree will not be awarded.

Student Account Disputes

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

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:

1. 100 percent Refund – Withdrawal or granted the leave of absence before the 1st week
2. 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
3. No Refund - Withdrawal or granted the leave of absence after the course completion of 60 percent

Summer quarter:

1. 100 percent Refund – Withdrawal or granted the leave of absence before the 1st week
2. 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
3. No Refund - Withdrawal or granted the leave of absence after the course completion of 60 percent

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

Loans

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Bankruptcy

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

Presently, Jubilee University does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

Sample Student Refund Calculation

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

$80\% \times \$2,184$ (total tuition paid) = \$1,747

Drop fee of \$15 per course \times 2 courses = (\$30)

Total refund due to student = \$1,717

General Transfer Student Admissions 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;
- Credit is applicable to the JU program of study in which the student intends to enroll.

Transfer Credit Award 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.
- The maximum credit transferable from another institution at the undergraduate level is: 135 quarter hours (90 semester hours).
- A student who fails to finish by his/her anticipated graduation date may transfer credits necessary to graduate for up to two years afterwards. After two years, the student will be withdrawn automatically from the university, but may petition the Academic Council for permission to complete the degree.
- Previously awarded transfer credit will be deducted if coursework is repeated.

- Developmental courses that are similar in content to credit earning courses at Jubilee University will be accepted; however, those courses that are not applied toward a degree at the transferring institution will not be accepted.
- No transfer credit is granted for Certificate programs.
- Jubilee University has not entered into an articulation or transfer agreement with any other college or university.
- Transfer students with an earned baccalaureate degree from CHEA- or USDE-recognized accredited institutions normally will have the core curriculum requirements for the undergraduate program waived.
- 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 (see "Transfer Students - Specific Policies" section of this Catalog for more information).

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.)

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;
- Credit is applicable to the JU program of study in which the student intends to enroll.

Transfer Credit Award Requirements

Transfer credit is awarded based on specific requirements:

- Credit must be awarded from an official college or university transcript 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 graduate degree being pursued by full-time students at that institution.
- The maximum credit transferable from another institution at the graduate level is : 20% for the Master of Church Music program, or 10 quarter hours (7 semester hours).
- Only equivalent level graduate course work will be accepted toward their respective degrees.
- A student who fails to finish by his/her anticipated graduation date may transfer credits necessary to graduate for up to two years afterwards. After two years, the student will be withdrawn automatically from the university, but may petition the Academic Council for permission to complete the degree.
- Previously awarded transfer credit will be deducted if coursework is repeated.
- Developmental courses that are similar in content to credit earning courses at Jubilee University will be accepted; however, those courses that are not applied toward a degree at the transferring institution will not be accepted.
- No transfer credit is granted for Certificate programs.
- 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.
- 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 (see “Transfer Students - Specific Policies” section of this Catalog for more information).

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 and Credit Hour Equivalencies

In order to assist students with curricular planning, the transfer evaluation process must be completed as soon as possible. After enrollment at the university, courses taken at another institution are evaluated for transfer by the Registrar’s Office.

Transfer courses are evaluated in the Office of Admissions for acceptance of core curriculum requirements and general elective credit. Transfer credits applied toward major requirements are determined in consultation with the appropriate academic divisions.

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. Grades of "F" are included in the calculation of the transfer grade point average.
- 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.

CHAPTER 3: SCHOLARSHIP AND FINANCIAL ASSISTANCE

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

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

Application Process and Forms

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

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

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

Deadlines

Students may apply for the scholarship by submitting the Financial Aid Application form by the deadline. Form should be submitted by September 1, 2023 for the fall quarter, January 1, 2024 for the winter quarter and April 1, 2024 for spring quarter.

General Scholarship

General scholarships are available to students who do not meet the criteria for the above scholarships. This scholarship is awarded on a quarterly basis.

Award

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

Conditions for Eligibility

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

Conditions for Renewal

- Students must register a full time load during regular terms: Fall, Winter, Spring quarter. (B.C.M. : 16 units, M.C.M. : 8 units)
- Scholarship recipients must maintain at least a 3.0 GPA to qualify for continued receipt of scholarship
- Scholarship recipients must not have a NP grade in either Chapel or Christian Service courses in the previous term. Scholarship recipients must abide by all the rules and policies set by the University.
- Scholarship recipients must maintain a satisfactory reputation on campus. 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 financial assistance programs.

JU does not participate in any 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 PROGRAMS

Bachelor's Degree

In order to successfully complete a Bachelor degree from Jubilee University students need to complete the Bachelor's Degree Core consisting of a distribution of courses from the liberal arts and sciences including required biblical, textual, and historical studies called General Education and Bible; a group of required theological, professional courses called Theological Studies Core; and required classes in Chapel and Christian Service. These requirements apply to all majors, while differences in the required choices from the General Education section may vary based on pre-requisite courses for the major. In rare cases parts of the bachelor's degree core are waived for specific majors.

Each student is free to choose a major at the beginning of his or her program of study and change this major till the end of Spring quarter of the sophomore year. While a change in major potentially always causes a delay in study, effects might be considered minor up to this point. Major changes later in the program are discouraged, because of potentially great delays in the course of study.

Students who wish to declare two majors are responsible for seeking counseling before doing so and meeting all academic and other requirements resulting from this choice. Double major students generally require one more year of full-time study. However, planning and high study loads can reduce this time.

Bachelor Degree Requirements

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

1. Complete a minimum of 180 quarter credits/units:
 - a. Complete the Bachelor's Degree Core Requirements: 60 units of bachelor's core requirements and 48 units of bachelor's core distribution.
 - b. Complete a major*: 48 units of major courses and 24 units of open electives.
2. Receive a passing mark for all Christian Service and Chapel requirements;
3. Maintain a 2.00 (C) grade point average in all academic work.
4. Complete all bachelor's degree requirements within the 6-year time limit.
5. Satisfy all financial responsibilities to the university.

** Students are subject to the major requirements of the Catalog of the year in which they entered. Please see the major for any additional graduation requirements.*

Program Goals

Jubilee's Core Learning Outcomes provide the learning goals for the Bachelor's degree programs.

Bachelor Core Curriculum

1. Bachelor Core Requirement (60 units)

(1) Methods & Foundation (12 units)

All students must complete the following three required courses:

COMM130 Speech & Communication (4 units)

SOCI150 Research & Writing (4 units)

ANTH320 World Perspectives (4 units)

(2) Biblical, Textual & Historical Studies Core (32 units)

All students must complete the following eight 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)

THEO220 Introduction to Christian Ethics (4 units)

(3) Theological Studies Core (16 units)

All students must complete the following four core courses:

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. Bachelor's Degree Core Distribution (48 units)

All students must complete a number of Bachelor's Degree Core courses distributed between the fields of (1) Humanities/Arts, (2) Natural/Information Science & Mathematics, and (3) Social/Behavioral Science.

Acceptable courses for the distribution requirement include general introductory courses within the disciplines represented in the area. Courses that meet the distribution requirement criteria in each area are listed below. Courses listed in each area are not exhaustive; other courses may meet category requirements. Therefore, consult with your academic advisor

Bachelor's students are required to complete 48 quarter credit hours in total, including two courses from each of the three areas below. Bachelor students typically choose from a wide range of courses within these distributions.

Note 1: Individual courses below might be prerequisite for certain major courses. A list of prerequisite general education courses is included in each major program description below.

*Note 2: The courses listed in this curriculum table are exemplary only. For a complete list of general education courses and information on which distribution category they apply to refer to the **Course Descriptions** below.*

(1) Humanities/Arts (minimum 2 courses)

(Course list below is exemplary only.)

ENGL120 English Literature & Composition (4 units)

BIBL211 The Pauline Epistles (4 units)

ARTH230 Introduction to Arts (4 units)

MUSC240 Introduction to Music (4 units)

HIST220 US History & Government (4 units)

HIST350 World Christian Movement (4 units)

GREK100 Foreign Language (Greek I) (5 units)

GREK110 Foreign Language (Greek II) (5 units)

(2) Natural/Information Science & Mathematics (minimum 2 courses)

(Course list below is exemplary only.)

MATH100 Calculus 1 (5 units)

MATH110 Calculus 2 (5 units)

MATH120 Differential Equations (4 units)

MATH230 Probability & Statistics (4 units)

MATH300 Linear Algebra (4 units)

PHYS130 Calculus-Based Physics 1 (4 units)

BIOS250 Principles of Biology (4 units)

ITEC100 Introduction to Information Technology (4 units)

(3) Social/Behavioral Science (minimum 2 courses)

(Course list below is exemplary only.)

SOCI100 Introduction to Sociology (4 units)

PSYC280 Introduction to Psychology (4 units)

ANTH201 Cultural Studies (4 units)

ECON200 Macroeconomics (4 units)

ECON310 Microeconomics (4 units)

The courses listed above are examples fulfilling the Bachelor's Degree Core Distribution requirements. To confirm any course fulfills a specific distribution field requirement, refer to the course list and description below and subsequent academic catalogs.

3. General Ministry Skills (0)

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.

** (Students are required to enroll PRAC011 every term enrolled.)*

Course Descriptions

Methods & Foundation Courses (Required for all undergraduate programs.)

COMM130 Speech & Communication (4 units)

Demonstrating professionalism in speech and conduct at the workplace is essential toward building successful working relationships with clients and co-workers. This course provides opportunities for students in internships to develop strong and persuasive oral communication and presentation skills. They will learn how to speak more clearly, confidently and effectively before clients/employers, in meetings, and toward networking purposes. The course will also instruct students on professional mannerisms and behavior. In this course, students develop communication skills in public speaking, small group interaction and interpersonal communication. Emphasis is placed on the fundamental process of developing ideas, the organization of materials, speaker-listener relationships, group dynamics, and techniques of verbal and nonverbal expression.

SOCI150 Research & Writing (4 units)

This course introduces strategies for effective research-based writing, critical thinking and writing skill development and enables students to read, write and think analytically. Helps students develop basic writing skills. The course includes instruction in grammar, punctuation, sentence structure, pre-writing skill, and paragraph development, as well as basic research skills. The ultimate goal is for each student to be able to write a 500- word essay that is understandable, well organized, and written in Standard American English. The following activities are designed to enable the student to achieve the ultimate goal.

ANTH320 World Perspectives (4 units)

An introduction to world affairs in an increasingly complex and interdependent international system. Both the conceptual and practical aspects of problem solving and decision making are examined. With a clear focus on worldview thinking and its importance to understanding the world and one's own place in it this course seeks to equip students with the necessary tools to recognize, identify and critique various worldviews or perspectives on this world.

Biblical, Textual & Historical Studies Core Courses (Required for all undergraduate programs)

BIBL100 Old Testament Survey (4 units)

This course is a foundational introduction to the content, background, interpretation, and critical studies of the Old (First) Testament.

BIBL110 New Testament Survey (4 units)

Introductory survey of the New Testament, including the life and ministry of Christ and apostles. The course also introduces students to various texts of the New Testament, to their historical contexts and to several approaches for their interpretation.

BIBL120 The Gospels (4 units)

Studying the earthly life of our Lord Jesus Christ, along with the special emphasis of each gospel's portrayal.

BIBL240 Romans I (4 units)

This course is an expository study of the most doctrinal and practical book of the New Testament. BIBL240 is part one of a sequence with BIBL250, four credit hours each, designed to provide students with an in-depth look at the book (the gospel according to Paul) as well as some of the important doctrinal passages that will be discussed. BIBL240 covers chapters 1 to 8 while BIBL250 deals with chapters 9 to 16. Attention is given to overall argument of the Epistle and doctrinal topics such as sin, justification, sanctification, glorification, imputation, substitution, reconciliation, adoption, and eternal security, etc. Students are encouraged to apply spiritual lessons of this book to their Christian lives.

BIBL250 Romans II (4 units)

This course is an expository study of the most doctrinal and practical book of the New Testament. BIBL250 is part two of a sequence with BIBL240, four credit hours each, designed to provide students with an in-depth look at the book (the gospel according to Paul) as well as some of the important doctrinal passages that will be discussed. BIBL240 covers chapters 1 to 8 while BIBL250 deals with chapters 9 to 16. Attention is given to overall argument of the Epistle and doctrinal topics such as theodicy, election, predestination, God's plan for Israel and Gentiles, worship, submission, Christian liberty, etc. Students are encouraged to apply spiritual lessons of this book to their Christian lives.

Prerequisite: BIBL240

BIBL330 Pentateuch (4 units)

The class will center on the opening 5 books of the Old Testament, the Pentateuch. The class will a survey of the main theories of the formation of the Pentateuch including the Document Hypothesis and of the main themes as encountered in the first five books of the Old Testament.

HIST110 History of Christianity (4 units)

History of Christianity is a basic introduction to the history of the Christian church from its founding at Pentecost to the present day. It covers major events, figures and various driving forces from inside and from without the church from the Apostolic Fathers to medieval and modern Christianity.

THEO220 Introduction to Christian Ethics (4 units)

The study of ethics seeks to determine whether moral values and obligations are objective or subjective, absolute or relative. It also aims at resolving the problem of the criterion for determining the morally good and morally bad, the morally right and morally wrong--for example, whether morality is to be judged by consequences or by intrinsic duty. In addition to addressing these issues, the differences between general ethics and Christian ethics will be highlighted. Finally, the course will focus on the application of the biblical principles of Christian ethics to various moral issues, such as abortion, capital punishment, etc. The overarching objective of the course is to make an important contribution to producing mature servants of Christ who love God supremely and who are biblically knowledgeable and culturally aware in their ministry and love for others.

Theological Studies Core Courses (Required for all undergraduate programs)

THEO100 Introduction to Theology (4 units)

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

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

Survey of the biblical story in its progressive unfolding of the history of redemption against the backdrop of creation and sin. THEO200 is part one of a sequence with THEO211, four credit hours each, designed to acquaint students with the narrative of the Bible, to enhance the students' appreciation of this story as both formative and normative of life. The course focuses on laying and expanding foundations in biblical doctrine preparing their application in various ministry situations. THEO200 focuses on creation and sin while THEO211 on redemption and restoration.

Emphasis is placed on the unity of Scripture, God's grand plan and interaction with humanity. Attention is given to the intent of this master narrative and to its eternal significance and present-day relevance.

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

Survey of the biblical story in its progressive unfolding of the history of redemption against the backdrop of creation and sin. THEO211 is part two of a sequence with THEO200, four credit hours each, designed to acquaint students with the narrative of the Bible, to enhance the students' appreciation of this story as both formative and normative of life.

The course focuses on laying and expanding foundations in biblical doctrine preparing their application in various ministry situations. THEO200 focuses on creation and sin while THEO211 on redemption and restoration.

Emphasis is placed on the unity of Scripture, God's grand plan and interaction with humanity. Attention is given to the intent of this master narrative and to its eternal significance and present-day relevance.

Prerequisite: THEO200

THEO310 Biblical Apologetics (4 units)

This course provides a basic introduction to the biblical, theological, historical, and philosophical foundations of Christian apologetics. It explores certain challenges to Christian belief and provides resources for thinking about those concerns.

Humanities/Arts Distribution Courses

ANTH201 Cultural Studies (4 units)

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

Humanities/Arts Distribution Course

ANTH300 Culture and Agriculture in Africa (4 units)

An exploration of sustainable agriculture in sub-Saharan Africa and the central issues and debates in the anthropology of sub-Saharan Africa.

Prerequisite: ANTH201

Humanities/Arts Distribution Course

ARTH205 Symbolism in Arts (4 units)

In this course, students will explore images that have indirect suggestions of mystical ideas, emotions, and states of mind, to discover and unlock symbolic images with artistic and poetic meanings. By understanding the symbolic images from Christianity to other cultures, it will help the students for their communications with the knowledge to connect the past, present, and future with the hidden meanings.

Humanities/Arts Distribution Course

ARTH220 History of Graphic Design (4 units)

This course offers a comprehensive survey of the historical and cultural events, technical innovations, art and design movements and important designers and typographers that have formed the origins of the art form that we now call graphic design.

Humanities/Arts Distribution Course

ARTH230 Introduction to Art (4 units)

Students will survey the world of visual arts from medium, theory, historical context, and vocabulary. Through the course, students learn to describe, analyze, interpret, and evaluate a survey of art in its historical, cultural, and social contexts. Projects will be assigned for students to transfer application of thinking components to other experiences/situations. Example: Discuss and write their own artwork and the work of others. Explore problems through technique, and composition in creating and discussing artwork. *Humanities/Arts Distribution Course*

ARTH300 Contemporary Art History (4 units)

Art movement begins at the end of 20th to early 21st century, it challenges the traditional art's boundaries, and breaking rules were set by the tradition, it is the art of today. Students will learn how contemporary art is impacting and influencing the modern society, to explore and understand the art movement.

Humanities/Arts Distribution Course

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.

Humanities/Arts Distribution Course

ENGL110 Oral Communications for English Language (4 units)

This course offers undergraduate students the opportunity to increase awareness of and to practice features of advanced spoken communication typical of academic environments: academic discussion/debate, conference/classroom/informal presentation, and question/answer sessions. Targeted skills include structure/organization, body language, intonation, dealing with nervousness, and awareness of cross-cultural communication patterns. As a workshop, this course requires active participation in a variety of speaking tasks, presentation preparation outside of class and feedback/discussion of peer communication.

Humanities/Arts Distribution Course

ENGL120 English Literature & Composition (4 units)

This course offers to students the instruction and practice in exposition and argumentation using reading selections from various types of prose.

Humanities/Arts Distribution Course

ENGL120 English Literature & Composition (4 units)

This course offers to students the instruction and practice in exposition and argumentation using reading selections from various types of prose.

Humanities/Arts Distribution Course

FARI105 Basic Perspective (4 units)

In this class, students will be introduced to ideas of perspective, how to identify perspective and apply it to their creations, with principle, guidelines, rules, and method. Students will be able to conduct drawings with perspective in their work of creation.

Humanities/Arts Distribution Course

GREK100 Greek I (5 units)

An introduction to the Koine Greek language of the New Testament. Emphasis will be placed on acquisition of basic vocabulary, introduction to the grammar, verbal voice, tense, and aspect.

Humanities/Arts Distribution Course

GREK110 Greek II (5 units)

This course is a continuation of Greek I. Special emphasis will be given to the function of case, form, tense, voice, and mood. Some word studies will be done.

Prerequisite: GREK100

Humanities/Arts Distribution Course

HIST220 US History & Government (4 units)

A survey of American history from the colonial era to the present. The social, political, cultural, and economic developments of our country are studied.

Humanities/Arts Distribution Course

HIST350 World Christian Movement (4 units)

A study on the expansion of the Christian movement across the world from the time of Christ to the present, and the task yet to be accomplished. This course is a study of spiritual awakenings as manifested in the history of the church, and is designed to give you an introductory overview of the world missionary enterprise. This course surveys the outreach of the Christian movement from apostolic times to the present. Analysis and evaluation of the relationships between the Christian mission and secular and ecclesiastical cultures are included.

Humanities/Arts Distribution Course

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.

Humanities/Arts Distribution Course

Natural/Information Science & Mathematics Distribution Courses

BIOS100 Biological Science 1 (4 units)

This course is designed primarily for students majoring in Agriculture. Students will study fundamental aspects of biology at the cellular and physiological level. You are encouraged to continue next quarter with BIOS150 which covers intriguing topics such as genetics, molecular biology, biodiversity, and environmental issues.

Natural/Information Science & Mathematics Course

BIOS150 Biological Science 2 (4 units)

This course is designed primarily for students majoring in Agriculture. It builds on BIOS100 and addresses additional topics such as genetics, molecular biology, evolution, biodiversity, and ecology.

Natural/Information Science & Mathematics Course

BIOS210 Nutrition (4 units)

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

Natural/Information Science & Mathematics Course

BIOS250 Principles of Biology (4 units)

An introduction to fundamental biological topics, including cells, energy transduction, genetics, organism structure/function, and ecology for non-agriculture majors.

Natural/Information Science & Mathematics Course

BIOS270 Botany of Vascular Plants (4 units)

A survey of the plant kingdom with an emphasis on vascular plants. Course will include lessons on seed structure and function, with emphasis on the role that each plant plays within its particular ecosystem.

Natural/Information Science & Mathematics Course

BIOS300 Genetics (4 units)

This course will study Mendelian principles as they apply to plant genetics. A scientific approach will be taken, and an overview of plant genes and their effects will be presented. Modern usage of plant genetics, including genetic engineering, will be studied. *Natural/Information Science & Mathematics Course*

CHEM210 Chemistry 1 (4 units)

This is the first in a two-course sequence that examines the nature of matter, its atomic and molecular structure, and the associated energies involved. Fundamental concepts, principles, theories, and laws of chemistry are addressed. Major topics include stoichiometry, states of matter, solutions, kinetics, thermodynamics, acid-base and redox equilibria, electro-, organic, and nuclear chemistry.

Optional Co-requisite: CHEM211 Chemistry 1 Lab (1 unit) Additional lab course for agriculture majors.
Natural/Information Science & Mathematics Course

CHEM220 Chemistry 2 (4 units)

This is the second in a two-course sequence that examines stoichiometry, states of matter, solutions, kinetics, thermodynamics, acid-base and redox equilibria, electro-, organic, and nuclear chemistry.

Prerequisite: CHEM210 Chemistry 1

Optional Co-requisite: CHEM221 Chemistry 2 Lab (1 unit) Additional lab course for agriculture majors.
Natural/Information Science & Mathematics Course

CHEM230 Principles of Organic Chemistry (4 units)

The course provides an overview of both aliphatic and aromatic classes of compounds with their traditional subclasses. Students will study the basic reaction mechanisms. Special topics such as fats and oils, detergents, carbohydrates, and proteins are covered briefly.

Prerequisite: CHEM210 Chemistry 1

Optional Co-requisite: CHEM231 Principles of Org. Chem. Lab (1 unit) Additional lab course for agriculture majors.

Natural/Information Science & Mathematics Course

ITEC100 Introduction to Information Technology (4 units)

This course surveys foundational elements of current information technology/systems. Topics include current IT introduction, computers organizations and systems, program language, database management, network concepts, IT personal, legal, ethical and organizational issues, information security, internet & web, ecommerce, ERP, emerging trends, etc.

Natural/Information Science & Mathematics Course

MATH100 Calculus 1 (5 units)

This course covers single and multivariable differential calculus, including 3-dimensional geometry and vectors. Applications in science and engineering are emphasized.

Natural/Information Science & Mathematics Course

MATH110 Calculus 2 (5 units)

This course is a continuation of MATH100, with coverage of single and multivariable integral calculus and elementary ordinary differential equations. Applications in science and engineering are emphasized.

Prerequisite: MATH100 Calculus 1

Natural/Information Science & Mathematics Course

MATH120 Differential Equations (4 units)

This course covers analytic and numerical solutions to differential equations and systems of differential equations, using a variety of techniques. An introduction to classical partial differential equations is also included.

Prerequisite: MATH110 Calculus 2

Natural/Information Science & Mathematics Course

MATH230 Probability & Statistics (4 units)

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

Natural/Information Science & Mathematics Course

MATH300 Linear Algebra (4 units)

This course covers solutions to homogeneous and non-homogeneous systems of Equations with strong emphasis on engineering applications.

Prerequisite: MATH110

Natural/Information Science & Mathematics Course

PHYS130 Calculus-Based Physics 1 (4 units)

This course is designed to promote scientific literacy and to develop the use of scientific modes of thought to solve complex problems. Course content includes classical mechanics, including the laws of motion, conservation of energy, and conservation of momentum.

Prerequisite: MATH110

Natural/Information Science & Mathematics Course

PHYS201 Calculus-Based Physics 2 (4 units)

This course is a continuation of PHYS130, with coverage of electrostatics, magnetism, circuits, and optics.

Prerequisite: PHYS130

Natural/Information Science & Mathematics Course

Social/Behavioral Science Distribution Courses

ECON200 Macroeconomics (4 units)

Introductory course on the basic principles of macroeconomics, including national income accounting, business cycles, income determination, and monetary and fiscal problems and policy.

Social/Behavioral Science Course

ECON210 Agriculture Economics (4 units)

This course covers the microeconomic principles related to the production, processing, distribution and utilization of agricultural commodities. Basic concepts of agribusiness enterprise management and agricultural resources allocation are included.

Social/Behavioral Science Course

ECON310 Microeconomics (4 units)

Topics covered include the nature and method of economics and the role of the private and government sectors. Emphasis is placed on the firm, market structures, and resource allocation.

Social/Behavioral Science Course

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.

Social/Behavioral Science Course

SOCI100 Introduction to Sociology (4 units)

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

Social/Behavioral Science Course

SOCI400 Rural Sociology (4 units)

This course provides a broad introduction to the issues and perspectives in rural sociology. Different levels will be explored from the international to the local. Different sociological aspects of rural life will be explored, i.e. gender, race and social class. Different types of rural communities will be explored, from agriculture to fishing to logging to mining communities.

Prerequisite: ANTH210 or SOCI100

Social/Behavioral Science Course

General Ministry Skills Courses

PRAC010 College Christian Service (0 units)

Weekly involvement in ministry with satisfactory completion of student's self-evaluation form and supervisor's evaluation form, as described in the Christian Service Program Handbook.

PRAC011 College Chapel (0 units)

Chapel participation is required for the entire student community. Attendance will be recorded and a grade of pass or fail will be assigned. A passing grade in Chapel is mandatory for graduation.

CHAPTER 5.1: ADVANCED UNDERGRADUATE DEGREE PROGRAMS

Bachelor of Church Music (Major)

Jubilee University provides students with a sound education in music within the context of its mission. Its Bachelor of Church Music degree program enables men and women to develop, integrate, and hone their musical talents for the purpose of contributing to a world revolutionized by Christian mission through music ministry.

Program Goals

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

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

Graduation Requirements

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

- Complete a total of 180 quarter credits/units:
 - Complete the Bachelor's Degree Core Requirements: 60 units of bachelor's core requirements, 48 units of bachelor's core distribution.
 - Complete a music major*: 48 units of music major courses and 24 units of open electives.
- Receive a passing mark for all Christian Service and Chapel requirements.
- Maintain a 2.00 (C grade point average) in all academic work.
- Satisfactorily complete a final project and final portfolio.
- Complete all bachelor's degree requirements within the 6-year time limit.

- Satisfy all financial responsibilities to the university.

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

Time Limits

The Bachelor of Church Music degree program usually is completed in four years of full-time study, regardless of the first major chosen. All requirements for the degree must be completed within six years of the initial date of enrollment, except under extenuating circumstances. Students who have not completed the requirements within the six years period must apply to the Registrar's Office for a continuation for each year beyond this period, up to a maximum of eight years from the initial date of enrollment.

Curriculum

1. Bachelor of Church Music Degree Core (108 units)

The Bachelor of Church Music Core is divided into three main areas: (1) Bachelor Core Requirement; (2) Bachelor Core Distribution; (3) General Ministry Skills. See the "Bachelor Degree Core Curriculum" section for the comprehensive course list.

- (1) Bachelor Core Requirement (60 units)
- (2) Bachelor Core Distribution (48 units)
- (3) General Ministry Skills (0 units)

2. Music Major Courses (48 units)

Music Core Seminars

Students are required to take 24 units of worship music core courses:

- MUTH100 Worship Musicianship & Theory I (2 units)
- MUTH110 Worship Musicianship & Theory II (2 units)
- MUTH200 Harmony (4 units)
- MUPR200 Conducting (2 units)
- MUTH300 Church Music History (4 units)
- MUPR310 Worship Leadership (4 units)
- MUPR320 Worship Technology (4 units)
- MUTH310 Introduction to Worship (4 units)
- MUTH330 The Hymn in Christian Worship (2 units)

Performance and Practice Courses

Students are required to take 24 units of worship performance courses in their major field.

- ENSB300 – 420 Choral Ensemble I – VI (1 unit each)
- MUPR111 – 213 Applied Music: Piano I – VI (2 units each)
- MUPR 121 – 223 Applied Music: Voice I – VI (2 units each)
- MUPR131 – 233 Applied Music: Guitar I – VI (2 units each)
- MUPR141 – 243 Applied Music: Orchestral Instruments I – VI (2 units each)
- MUPR151 – 253 Applied Music: Composition I – VI (2 units each)

3. Open Electives (24 units)

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

Refer to Populi for current information on open elective courses.

Course Descriptions

MUTH100 Worship Musicianship & Theory I (2 units)

Activities include sight-singing and melodic dictation of major and minor melodies in the F, G, and C clefs, with modulation to the dominant; rhythmic drills involving simple and compound meter; diatonic harmonic dictation including triads and inversion, dominant sevenths and inversions and some secondary dominants; and sing-and-play drills involving the same harmonic material.

MUTH110 Worship Musicianship & Theory II (2 units)

Course following MT100, concentrating on expanding worship musicianship skills through drills, dictation and performance exercises with longer and more complex musical forms and relationships.

MUTH200 Harmony (4 units)

Studies in diatonic harmony. Topics include primary and secondary triads and seventh chords, their inversions, non-harmonic tones, secondary dominants and seventh chords and their inversions, harmonic sequences, melodic analysis, and part writing.

MUPR200 Conducting (2 units)

Basic techniques for conducting instrumental and vocal ensembles. The course teaches standard beat patterns, how to handle cueing, fermatas, phrasing, and articulation, dynamics, etc., and rehearsal techniques. The music studied will be from the standard literature of music and specifically determined by the interests and needs of the students. Through the development of sound basic conducting technique, students will begin to appreciate the relationship between gesture and sound.

MUTH300 Church Music History (4 units)

A survey of church music history from its first extant traces to modern-day. Topics include music in the Old Testament, Monastic tradition, Gregorian chant, polyphony, Reformation, Oratorio, Cantata, and Congregational songs.

MUPR320 Worship Technology (4 units)

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

MUTH310 Introduction to Worship (4 units)

A study of Christian worship, this course introduces the student to the biblical/theological foundations of worship, examining the nature and priority of worship as well as its many spiritual functions and varied expressions.

MUTH330 The Hymn in Christian Worship (2 units)

This course surveys the history of the hymn in Christian worship and the contemporary use of hymns in Christian worship today. There will be an emphasis on listening and comprehension of traditional hymns and how to use hymns in contemporary worship

PVJR301 – 403 Undergraduate Jury (4 units)

Weekly private instructions in students' major field with satisfactory completion of bi-weekly studio classes and jury examination at the end of each quarter

PVRC300, 400 Undergraduate Recital (0 units)

Guided study in a recital performance.

Prerequisite: PVJR301, 302

Faculty

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D.W.S., The Institute for Worship Studies, Orange Park, FL (2002)
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B.A., Yunnan Normal University, China (2008)

CHAPTER 6: GRADUATE DEGREE PROGRAMS

Master's Degrees

Jubilee University currently offers a Master's degree in the field of Music. This degree is typically completed in two-and-a-half years of full-time study and qualifies its graduates for highly skilled positions, college level teaching, and the pursuit of advanced degrees in the field.

CHAPTER 6.1: ADVANCED GRADUATE DEGREE PROGRAMS

Master of Church Music

The Master of Church Music program is a two-and-a-half-years 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, completion of the Master of Church Music program will enable students to:

1. Demonstrate technical and artistic mastery of musical skills.
2. Be prepared for positions of leadership in the field of church music.
3. Articulate a biblical and theological understanding of the relationship between Christian faith and music.
4. Strategize effectively about the use of music for the cause of Christian mission.
5. Develop a high level of study and research skills in the field of church music.

Graduation Requirements

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

1. Complete a total of 50 quarter credits/units: 12 units of Bible & Theology Studies, 20 units of Music and Worship Studies and 18 units of Music Major Courses.
2. Demonstrate proficiency in Bible knowledge with a passing score on the written comprehensive examination in the area of Bible knowledge or required coursework in Bible and theology.
3. Demonstrate proficiency in Musicianship with a passing score on the comprehensive examination in the area of Sight-singing and Dictation.
4. Maintain a 3.00 (B grade point average) in all academic work.
5. Receive a passing mark for all Christian Service and Chapel requirements.
6. Satisfactorily complete all Juries and Recitals.
7. Complete all degree requirements within the 4-year time limit.

8. Satisfy all financial responsibilities to the university.

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

Time Limits

The Master of Church Music degree program is normally fulfilled in two (2) years of study. Except under extenuating circumstances, all requirements for the degree must be completed within four (4) years of the date of enrollment. Students who have not completed the requirements within the four-year period must petition for extension every term, up to a maximum of five (5) years from the date of enrollment, to remain in the program.

Curriculum

1. Bible & Theology Studies (12 units)

Students must complete two Bible & Theology courses plus one elective:

- MINS600 Mission & Discipleship (4 units)
- THEO620 Theological Hermeneutics (4 units)
- Biblical & Theology Elective* (4 units)

**The list of available courses may vary in each quarter and are managed by the Registrar's Office.*

2. Music Major Courses (38 units)

Music and Worship Studies Requirements (20 units)

Students must complete four seminar courses plus one elective:

- MUSC500 Church Music History (4 units)
- MUTH500 Worship Studies (4 units)
- MUTH510 Graduate Worship Leadership (4 units)
- MUTH610 The Hymn in Christian Worship (4 units)
- Music Major Elective* (4 units)

**The list of available courses may vary in each quarter and are managed by the Registrar's Office.*

Music Major Performance Requirements (6 units)

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

- MUPR511-513 Graduate Applied Music: Piano I-III (2 units)
- MUPR521-523 Graduate Applied Music: Voice I-III (2 units)
- MUPR531-533 Graduate Applied Music: Guitar I-III (2 units)
- MUPR551-553 Graduate Applied Music: Composition I-III (2 units)

Master of Church Music Project Requirements (8 units)

Students must complete one three course sequence to fulfill the project requirement.

Music Production Track

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

Worship Concert Track

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

Thesis Research Track

- MUPR770 Thesis Research I (4 units)
- MUPR780 Thesis Research II (4 units)

Music Ministry Practice (4 units)

- MUPR501-502 Music Ministry Practice (2 units)

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.

*Onsite students are required to pass PRAC021 every term that they are enrolled.

Open Electives

Refer to Populi for current information on open elective courses.

The list of available courses may vary in each quarter and are managed by the Registrar's Office.

Course Descriptions

Bible & Theology Requirement

MINS600 Mission & Discipleship (4 units)

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

THEO620 Theological Hermeneutics (4 units)

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

Biblical & Theology Electives (4 units required)

BIBL501 Old Testament I - Pentateuch (4 units)

Background and content of the first five books. Special attention to foundational matters and Israel's setting in the ancient near east.

Advanced Standing Option: *BIBL330*

BIBL502 Old Testament II - Historical Books & Canonical Prophets (Isaiah-Malachi)(4 units)

A survey course based on the Historical Books (Joshua-2 Chronicles) with special emphasis on how Israel's canonical prophets (Isaiah- Malachi) provided divine commentary on Israel's life and worship from the 15th to the 5th centuries B.C. (and beyond).

BIBL503 Old Testament III - Psalms & Wisdom Books (4 units)

Background and content of the OT Book of Psalms and the OT Wisdom Books.

BIBL511 New Testament I - Gospels (4 units)

Studying the earthly life of our Lord Jesus Christ, along with the special emphasis of each gospel's portrayal. This course is broken into two major sections. During the first half of the class, we will read the gospels in series, focusing on each author's unique portrayal of Jesus. During the second half of the class, we will read the gospels in parallel, allowing us to see more clearly the similarities and differences of the gospels. While seeking deep understanding of each gospel, we will also study historical, religious, social and cultural background during ancient Israelite history, which help students lay the foundations to the context of Jesus's day. The essence of the preaching of Jesus Christ on "Kingdom of God" will be emphasized in historical and contemporary perspectives.

Advanced Standing Option: *BIBL120*

BIBL512 New Testament II - Acts & Pauline Epistles (4 units)

The beginnings of Christianity and the challenges it faced. Special emphasis on Paul's positive message in his letters, and his response to alternatives and difficulties.

BIBL513 New Testament III - Hebrews to Revelations (4 units)

The letters to Hebrews and by James, John, Peter and Jude show that Paul was not the only early theologian. The Revelation to John, properly handled, gives a uniquely valuable, though challenging perspective.

BIBL520 Studies in Romans I (4 units)

This course is an expository study of the most doctrinal and practical book of the New Testament. BIBL520 is part one of a sequence with BIBL521, four credit hours each, designed to provide students with an in-depth look at the book (the gospel according to Paul) as well as some of the important doctrinal passages that will be discussed. BIBL520 covers chapters 1 to 8 while BIBL521 deals with chapters 9 to 16.

BIBL521 Studies in Romans II (4 units)

Elective continuation of Part I BIBL521 deals with chapters 9 to 16.

Prerequisite: BIBL520

THEO500 Theological Prolegomena (4 units)

Theological Prolegomena is a course that focuses on the conditions that are necessary for the systematic study of the defining doctrines of biblical Christianity. Systematic theology is not done in a vacuum, and this means that it is important to critically evaluate theories about the nature of reality and knowledge. The question of theological method must also be clarified so that systematic theology can be done properly.

THEO501 Systematic Theology I: Theology Proper, Anthropology (4 units)

This course explores topics including the doctrine of God, comprising the being and works of God; creation of the universe and life on earth and theological anthropology and the nature and effects of sin.

Prerequisite: THEO500

THEO502 Systematic Theology II: Christology, Soteriology (4 units)

This course explores topics including Christology, comprising the person and work of Christ; Pneumatology and Soteriology, including the entire order of salvation.

Prerequisite: THEO501

THEO503 Systematic Theology III: Ecclesiology, Eschatology (4 units)

The topics to be systematically examined in this course are the biblical teaching on the nature of the church, its structure, function and mission; and the nature of last things, including the biblical prophecies pertaining to the end of the age and the eternal state in the new heavens and earth.

Prerequisite: THEO502

THEO600 Christian Apologetics (4 units)

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

Advanced Standing Option: THEO310

THEO610 Christian Ethics (4 units)

The study of ethics seeks to determine whether moral values and obligations are objective or subjective, absolute or relative. It also aims at resolving the problem of the criterion for determining the morally good and morally bad, the morally right and morally wrong. In addition, the differences between general ethics and Christian ethics will be highlighted. Finally, the course will focus on the application of the biblical principles of Christian ethics to various moral issues, such as abortion, capital punishment, etc.

Music Studies Requirement

MUSC500 Church Music History (4 units)

A survey of church music history from its first extant traces to modern-day. Topics include music in the Old Testament, Monastic tradition, Gregorian chant, polyphony, Reformation, Oratorio, Cantata, and Congregational songs.

MUTH500 Worship Studies (4 units)

A course covering the theology and practice of worship. The course is designed to allow students to deepen their understanding of worship and examines how to strengthen it in various cultural settings.

MUTH510 Graduate Worship Leadership (4 units)

A course designed to build concepts of and skills in worship leadership from a theological perspective. Prepares students to become effective leaders of Christian worship in the local church.

MUTH610 The Hymn in Christian Worship (4 units)

This course surveys the history of the hymn in Christian worship and the contemporary use of hymns in Christian worship today. There will be an emphasis on listening and comprehension of traditional hymns and how to use hymns in contemporary worship at the Graduate level.

Music Major Performance Tracks Requirement

MUPR710-720 Music Production I-II (4-8 units)

Guided study in recital performance.

The music production track is designed as a performance-oriented program, encompassing elements of music production. This course includes live performances, audio and video production based on student production proposals. As the music media industry continues to grow, students will acquire advanced performance skills to create compelling productions for presentation.

MUPR740-750 Worship Concert I-II (4-8 units)

Guided study in Worship Service or Concert Leadership.

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

MUPR770-780 Thesis Research I-II (4-8 units)

Guided study in thesis composition.

The thesis research track offers students the opportunity to pursue an independent research project, culminating in the production of a substantial research paper. It encompasses various elements, including research methods, experimentation involving human subjects, data analysis, and the refinement of academic writing skills.

Music Major Graduate Jury & Recital

PVJR500 Graduate Jury (2 units)

Weekly private instructions in students' major field with satisfactory completion of studio classes and jury examination at the end of each quarter.

PVRC500 Graduate Recital (0 units)

Guided study in recital performance.

The minimum requirements for music majors within the applied music major instrument category include the completion of a recital, which serves as a crucial component of the graduation project.

Pre- or corequisite: PVJR500

Music Performance / Practice Courses and Electives

MUTH520 Contemporary Praise & Worship Songs (4 units)

Contemporary praise and worship songs continue to be a vital part of Christian life and worship. This course will study the late 20th- century development of these songs, the texts and music of these songs, and the use of these songs in worship today.

MUTH600 Graduate Worship Technology (4 units)

A study of sound systems, lighting, projection, and media resources that are used in worship today.

MUPR510 Composition & Arranging (4 units)

A course covering a variety of writing techniques and approaches in a variety of styles and ensemble settings. It deepens the student's understanding of the elements of notation, structure, orchestration, and style in the creative writing process, with these elements studied from practical and theoretical perspectives.

MUPR520 Graduate Conducting (4 units)

A course covering the techniques and procedures of conducting ensembles, including score reading and analysis. Emphasis is placed on the development of rehearsal and performance techniques.

MUSC510 Graduate Theory Review (4 units)

Course reviewing core competencies in written theory, sight-singing, and dictation. Topics covered include part writing, form, harmonization, and music reading and dictation involving intervals, scales, chord outlines, and rhythm patterns.

MUSC501 Renaissance & Baroque Music (4 units)

A study of composers and pieces from the medieval period until the mid-Eighteenth century.

MUSC502 Classical & Romantic Music (4 units)

A study of composers and pieces from the mid-Eighteenth to the beginning of the 20th century.

MUSC503 20th Century Music (4 units)

This course is for students who wish to learn about the significant trends of (Western) classical music from the early 20th century until today. Students will learn many of the major composers, scores, and recordings of many compositions, various compositional techniques from atonality to indeterminacy, minimalism, and electronic/computer music. Reading, listening, and score study will be supplemented practically through the performance of selected works.

MUSC600 Graduate Seminar A (2 units)

Guided study in special topics.

The content of this course changes from quarter to quarter, adapting to the specific subject matter offered during a given term. Credits earned may pertain to music history, music theory, music business, or music education, depending on the course schedule for that particular quarter.

MUSC610 Graduate Seminar B (3 units)

Guided study in special topics.

The content of this course changes from quarter to quarter, adapting to the specific subject matter offered during a given term. Credits earned may pertain to music history, music theory, music business, or music education, depending on the course schedule for that particular quarter.

MUPR501-502 Music Ministry Practice (2 units)

The course connects students to practical work in Christian ministries. The course is designed to provide an overview of the ministry of music in a local church and Jubilee ministry affiliate. Additionally, it will also introduce you to the roles and responsibilities of the music ministry/worship leader.

Graduate Applied Music

This course provides private music instruction on a principal instrument or in principal voice for music majors. Instruction is currently limited to piano, voice, guitar, and composition for students already proficient in playing an instrument or singing. Ability to read music is required. All students registered for principal applied music are required to perform in a student recital at least once per quarter. Admission to any of the applied music courses is by audition only.

MUPR511-513 Graduate Applied Music: Piano I-III (2-6 units)

MUPR521-523 Graduate Applied Music: Voice I-III (2-6 units)

MUPR531-533 Graduate Applied Music: Guitar I-III (2-6 units)

MUPR551-553 Graduate Applied Music: Composition I-III (2-6 units)

Faculty

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D.W.S., The Institute for Worship Studies, Orange Park, FL (2002)
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B.A., Music, California Baptist University, Riverside, CA (1973)

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

CHAPTER 7: CAREER SERVICES

Career Advisory

Advisors and counselors are available to speak with ministry-bound students who seek advice for careers after graduation. Jubilee University provides information but is not required or obligated to offer placement services. Students may contact the director of their academic programs for more information.

Detailed Instructional and Occupation Classification for Graduate Programs

The following classification of instructional programs offered at Jubilee University and its academic units is intended for general overview purposes. Completion of any educational program listed below or offered by the University does not guarantee employment in any of the occupational classes described, nor does it imply that the program does not prepare its graduates for any other occupations.

This list is a chosen standard by the University to measure its educational outcomes against. Employment rates will consider only employment in the fields listed under each degree program. This list is subject to change at sole discretion of the University and its understanding of the content and anticipated outcomes of its educational programs.

CIP (Classification of Instructional Programs) Codes follow the 2010 edition published by the National Center for Education Statistics (NCES) and are listed with each educational program name in bold type. CIP have been assigned by faculty and academic administration according to their overall understanding of the program.

SOC (Standard Occupational Classification) Codes follow the 2018 edition manual published by the Executive Office of the President, Office of Management and Budget and are listed below each educational program. SOC codes have been assigned using the "education crosswalk search" at www.onetonline.org and with input from faculty and administration where deemed necessary.

Master of Church Music (CIP 39.0501 Religious/Sacred Music, 50.0901 Music, General)

27-2041.01 Music Directors

27-2042.01 Singers

27-2042.02 Musicians, Instrumental

25-1121 Art, Drama, and Music Teachers, Postsecondary

25-1126.00 Philosophy and Religion Teachers, Postsecondary

25-2031.00 Secondary School Teachers, Except Special and Career/Technical Education

CHAPTER 8: 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.

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 a *Drop/Add 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 and the College Program Director, because his/her financial status with the university might be affected.

Dropping vs. Withdrawing

Dropping: Students may drop from class during the official drop/add period at the beginning of each quarter. This process occurs on-line. 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 drop/add period until week nine of the fall, winter, or spring quarter. A grade of "W" will appear in the student's official records.

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.

Hybrid Learning

Jubilee University offers hybrid courses that can be taken by students to fulfill their degree requirements at our school. Hybrid courses may be taken by resident students only. Hybrid courses have the same course descriptions and student learning objectives as their resident-only equivalents. Course type is explained further in detail below.

Hybrid Courses

For today's students at Jubilee University having an online classroom containing learning resources, tracking the progress through coursework, recording grades, and enabling interaction with fellow students regardless of time and place and thus supporting effective learning is the standard for any course offered, on-site or online. Instead of using the existence of an online classroom to label a course "online" or "hybrid" Jubilee University, therefore, uses the simultaneous existence of an on-campus component and an integral distance education component of any class as the decisive marker for being a hybrid course.

Jubilee University distinguishes two general types of hybrid instruction: 1) remote teacher, 2) remote student or classroom. Regardless of type, an on-campus student enrolling in a hybrid course is sure to have a regular onsite component where attendance is tracked and face-to-face instruction/discussion is provided. An online student enrolling in a hybrid class, on the other hand, can be sure all activities and resources necessary for participation and for learning to happen in the course are available at a distance to him or her.

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>.

Class Attendance

Students are expected to be punctual and regular in class attendance and to accept responsibility for all assigned work. Any student who has been absent for as many as one-third of the total class sessions for a course will have failed and will be suspended from the course. Within this framework, each instructor may set his/her own class attendance policy and will inform students of this policy at the beginning of the term.

Class sessions missed because of illness or late registration will be counted as absences, except in the case of extenuating circumstances.

Students who are ill are expected to notify their instructors and to arrange to make up any missed work.

A student who is forced to miss classes for any extended period shall notify the Office of Academic Affairs of their college of his/her absence and the reason for it. A student who is absent from class for a period of two weeks without such notification will be considered as having unofficially withdrawn from the course and will receive a grade of "F". If the student has been unable to notify the institution for reasons beyond his/her control, he/she may be reinstated by petitioning the Academic Council.

Accumulated absence of 40% or more of any given course whether spread out over the entire quarter or consecutive, will earn the student a grade of "NF," failure for non-attendance. Excused absence is not counted as present.

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

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

Occasionally class absences result from a field trip scheduled for another course or from an authorized co-curricular activity (i.e. athletic event, music ensembles, etc.) that falls within class hours. Such group absences do not excuse a student from obligations to regularly scheduled courses, and it is the student's responsibility to be informed concerning the work missed and to complete all requirements in a manner satisfactory to the instructor. Students who participate in co-curricular activities, which may require class absences, should regularly attend class so that absences for co-curricular activities do not lead to course failure.

Full-time Enrollment

Fall, Winter and Spring quarters only.

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

CHAPTER 9: GRADE NOTATION AND POLICIES

Grading Policies

Grades must be submitted in the Populi online classroom.

Grades must incorporate all contributing factors / requirements listed in the course syllabus under the heading “Course Requirements.” Therefore, each online classroom must have *Assignment Groups* with names that match the listings in the *Course Requirements* section of the syllabus.

Student submissions should be received in the online classroom only. If, for any reason, the faculty accepts course requirements by email or another means (outside blogging platform, online forums, physical paper, ...) the faculty is responsible (either in person or via the help of a teaching assistant) to attach a digitized record of the submission to the grading item in the Populi classroom. If this is not reasonably possible, please consult with the ID office or the division chair about alternatives or exceptions to this policy.

Grades shall be assigned to individual students based on the instructor's judgment of the student's scholastic achievement using the grading system below.

Grades must be submitted by finalizing the course at least three days after the end of the exam period.

[...continued on next page]

Grading System

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

Other Grade Marks Used:					
Grade	Interpretation	Grade	Interpretation	Grade	Interpretation
I	Incomplete	M	Missing Grade	NP	No Pass/No Credit
IP	In Progress	NF	Non-Attendance Failure	E	Conditional
W	Withdrawal	P	Pass (C- or better)	AU	Audit

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.

Missing Grade (M)

A grade of “M” (Missing Grade) is issued when no grade has been reported to the Enrollment Office. “M” grades carry no credit and are not included when calculating the grade point average. “M” grades will change to a grade of “NF”, one term after the initial term. Once converted to an “NF”, cannot be changed.

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.”

Conditional Grade (E)

A grade of “E” (Conditional) is earned only in continuing courses. This grade can be raised to a “D” by doing “C” grade work in the remainder of the course; otherwise, it becomes an “F”.

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 Division Chair.
3. Within 10 days of the Director's decision, the student may submit a written appeal to the Academic Dean.

4. 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. The grading should be completed within 10 days after the submission.

CHAPTER 10: SATISFACTORY ACADEMIC PROGRESS REVIEW

Academic Good Standing

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

Academic Disciplinary Status Overview

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

Disciplinary Policy for Undergraduate/Graduate Students

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

Disciplinary Status:

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

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

1. Academic Warning

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

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

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

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

Satisfactory Progress Policy:

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

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

If at any time, a student's cumulative GPA meets the minimum requirements of 2.0 (undergraduate) or 3.0 (graduate) overall the student will regain Academic Good Standing. A student's cumulative GPA is only affected by JU coursework. Coursework at another institution cannot be used to return a student to Academic Good Standing. The College 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 his or her College Dean for readmission.

A student that is readmitted may be subject to additional probationary conditions placed upon them by the College 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 College 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 College Dean or designee on the appeal shall be final.

JU ACADEMIC STANDING FOR UNDERGRADUATE STUDENTS

**2.0 GPA Standard
12 Credit Thresholds**

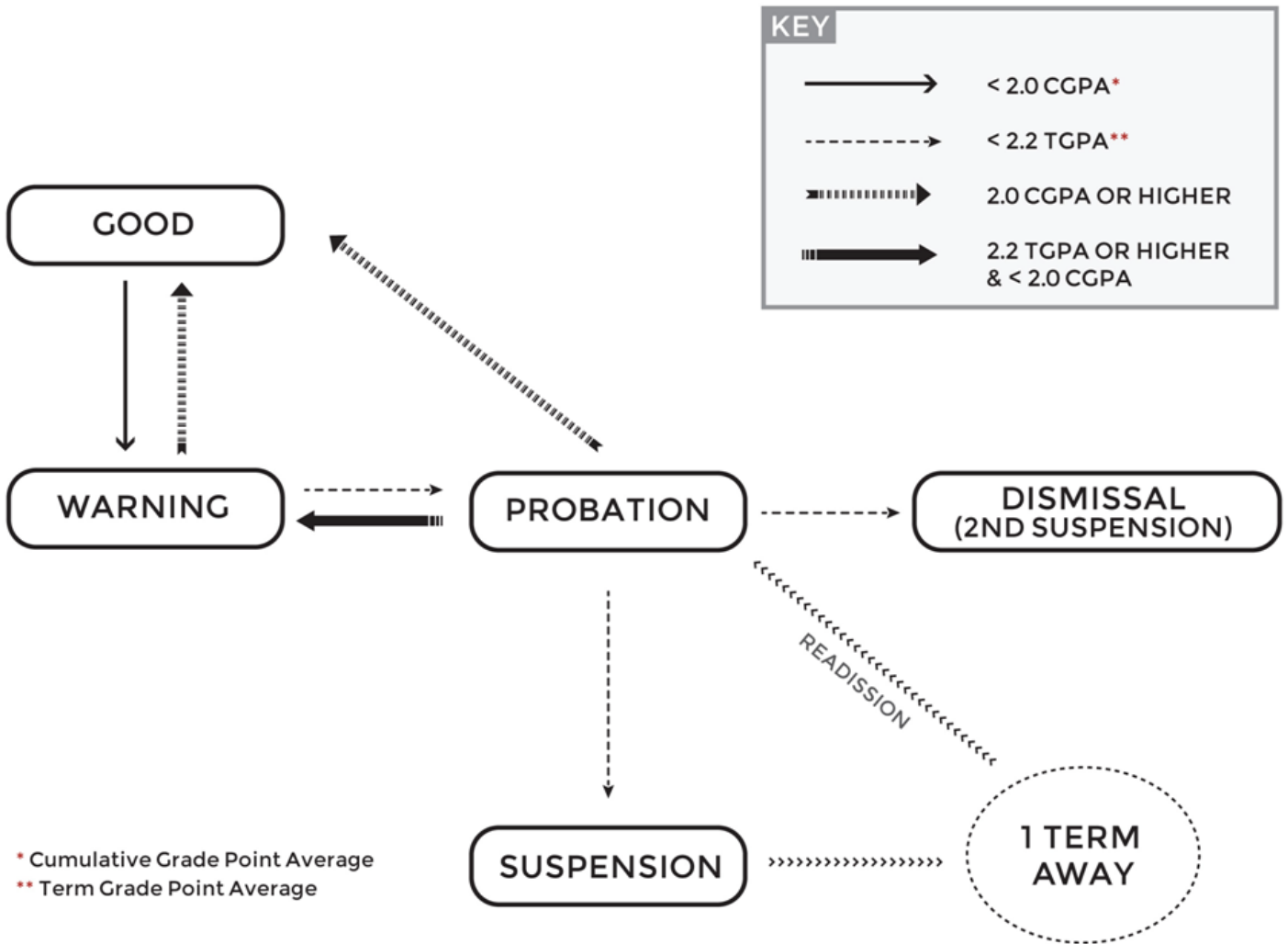


Figure 1. JU Academic Standing for Undergraduate Students

Academic Progress of Students

Midterm Monitoring

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

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

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

Academic Review

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

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

Statement of Academic Rigor

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

Academic Rigor for Faculty

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

1. Strive to clearly communicate the course expectations and have them summarized on the syllabus, and to follow the curriculum;

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

Academic Rigor for Students

To make the most of the college experience, students should approach college in terms of a rigor complementary to the faculty's. Rigorous learning requires fortitude, persistence, preparation, hard work, and zeal. Since college shifts students from the teacher-centered style of high school learning to a student-centered style of learning, it places a higher level of responsibility for performance onto the students. Such high performance at a demanding institution can lead to a successful and satisfying career. Therefore, rigorous students should expect themselves to:

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

CHAPTER 11: GRADUATION

General Requirements

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 Office of Student Services 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.

Graduation process

An application for graduation is required of all students. The application for graduation initiates the graduation audit process.

The application for graduation should be submitted at least one semester prior to graduation.

1. Once the student has successfully completed a minimum of 164 credits in the bachelor degree, or 40 credits for master degrees, they may request a graduation audit to each division.
2. Once the student fulfills graduation requirements, the student should apply for graduation by emailing the Registrar's Office and requesting the graduation application form.
3. The Registrar's Office goes through a final graduation check and verifies whether the student has completed all graduation requirements. If the student meets graduation requirements, the Registrar's Office notifies the student to fill out the graduation application form.
4. The student fills out the graduation application form, submits the form and pays the graduation fee.
5. The Registrar's Office prepares and sends the diploma and an official transcript to the address typed on the graduation application form.

CHAPTER 12: 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 student above age of 18 or attends a school beyond the high school level to have the rights:

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

Regarding data disclosure, according to FERPA:

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

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

Complaint and Grievance Policy

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

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

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

Grievance Procedures:

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

To File a Grievance

1. Obtain the student grievance form from the Office of Student Services. Fill it out completely, stating your case in full, and return it to the Office of Student Services. The grievance form should be submitted as soon as possible and no later than 60 calendar days after the situation took place.
2. If it is determined that the student has a valid grievance, a grievance committee will be convened. Its head will be a member of the University's administrative staff. It will also consist of one faculty member and one student selected at the beginning of the academic year for this task. If this grievance concerns a grade, the faculty member must be an actual instructor at the University.
3. After reviewing the report, the grievance committee will conduct an investigation, as may be appropriate, and make a judgment. The committee's decision will be communicated in writing within 15 calendar days to all involved parties.
4. If the decision made by the grievance committee does not satisfactorily resolve the issue, the student may appeal the decision to the Director of Student Services within 15 calendar days after receipt of the response.

5. Within 30 calendar days after receipt of the appeal, the Director of Student Services will meet with the student to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Director of Student Services 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, comprised of either the Academic Dean or the Director of Student Services (for student complaints), two faculty members, and two students or alternates and includes both men and women. The grievance committee will review the information to determine if harassment is evidenced and will resolve the matter with all involved parties. Formal resolution involving written reprimand, disciplinary action, or dismissal must be approved by the University President. Any appeal of the grievance committee's action will be made to the University President.

General Student Code of Conduct and Regulations

Prohibited Conduct That Will Lead to Student Sanctions

1. Abusive or derogatory conduct including physical or verbal abuse, intimidation, or harassment that is directed towards another person or group of persons which threatens and/or endangers the life, health, or welfare of the person or group including acts such as assaulting, battering, stalking, sexually assaulting, or sexually harassing another person.
2. Deliberate or careless endangerment; tampering with safety alarms or equipment, or those devices in place for the protection of the residents or security of the building; setting unauthorized fires; violation of specific safety/maintenance regulations such as physically altering the room or unit, its amenities, connections, or implements in any fashion.
3. Possession, use, or storing of firearms, air guns, pellet, BB guns, weapons, dangerous chemicals, martial arts weapons, explosive devices of any description, knives, or fireworks; any implement that can be deemed hazardous to the Residence Halls or campus community.
4. Refusal to identify oneself or present a valid University ID card when requested; dishonesty, forgery, deception or any other act of knowingly providing or distributing false information, or withholding information from the a University official; and failure to render reasonable cooperation

5. Prohibited/disruptive behavior on or off Residence Halls or University premises, including behavior resulting from irresponsible and/or illegal use of alcohol or controlled substances. Obscene, indecent, or grossly inconsiderate behavior, exposure of others to highly offensive conditions, disregard for the privacy of self or others.
6. Theft, abuse, or unauthorized use of personal or public property including unauthorized entrance to University facilities, presence on building roof areas/balconies, window ledges and other unauthorized areas; possession of stolen property, littering and vandalism.
7. Illegal use, sale, distribution, manufacturing, possession or being in the presence of stimulants, intoxicants, or drugs including medicinal drugs. Participation of a student in any incident, accident, or personal injury that is related to the use by that student of any stimulant, intoxicant, or drug. All drug paraphernalia is prohibited and will be confiscated.
8. Use, possession or being in the presence of alcoholic beverages; empty containers of alcoholic beverages or other items affiliated with the consumption or possession of alcohol; drinking games.
9. Gambling at the Residence Halls, on campus or at organized student activities.
10. Theft or abuse of computer time, including but not limited to:
 - Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - Unauthorized transfer of a file including violation of the Digital Millennium Copyright Act (DMCA).
 - Unauthorized use of another individual's identification and password.
 - Use of computing facilities to interfere with the work of another student, faculty member, Residence Hall or University official.
 - Use of computing facilities to send obscene or abusive messages.
 - Use of computing facilities to interfere with normal operation of the University's computing system.
11. Failure to comply with the lawful directions of any Residence Halls or University official, staff member, or student employee who is acting in performance of duties of position or is explicitly assuming responsibility on behalf of the Residence Halls or University in the absence of a particular official. Emergency orders may supersede some written regulations. Residents who receive orders which they consider unreasonable, although not illegal, must obey them at the time and may bring a formal complaint later against the issuing staff member by addressing that staff member's immediate supervisor.
12. Abuse of the Student Conduct System, including but not limited to:
 - Failure to obey the summons of the Residence Hall Manager, Chief Student Services Officer or University official. Falsification, distortion, or misrepresentation of information before a student conduct officer. Disruption or interference with the orderly conduct of student conduct proceedings.

- Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
 - Attempting to influence the impartiality of a member of a student conduct body prior to, and/or during the course of, the student conduct proceeding.
 - Harassment (verbal or physical) and/or intimidation of a member of a student conduct body, witness or complainant prior to, during and/or after a student conduct proceeding.
 - Failure to comply with the sanction(s) imposed under the University Standards of Student Conduct and this Handbook
 - Influencing or attempting to influence another person to commit an abuse of the student conduct system.
13. Deliberate incitement of others to commit any violation of policy; involvement as an accessory to any of the prohibited behaviors, by failure to separate oneself clearly from a group in which others are so engaged, or failure to take responsibility against such behavior within your residence hall unit.
14. Any conduct which constitutes a violation of the laws of the United States, the State of Missouri, Lafayette County, the City of Lexington, or any other civil jurisdiction if such action is reported to Jubilee University.
15. Violating any University or housing policy stated within this Catalog.
16. Emergency orders may supersede some written regulations. Residents who receive orders which they consider unreasonable, although not illegal, must obey them at the time and may bring a formal complaint later against the issuing staff member's by addressing that staff member's immediate supervisor

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):

1.1 *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.

1.2 *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.

1.3 *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.

1.4 *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.

1.5 *Probation:* An official warning that a student’s conduct is in violation of University Rules, but is not sufficiently serious to warrant expulsion, dismissal or suspension. A student on conduct probation is deemed “not in good standing” with the University. This sanction includes the same restrictions listed in 1.4, Deferred Suspension.

1.6 *Letter of Reprimand:* A letter that makes a matter of record any incident that reflects unfavorably on the student or the University.

1.7 *Warning:* Admonition of a student for actions unbecoming to the University community.

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

2.1 *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.

2.2 *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.

2.3 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.

2.4 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.

On Campus Smoking Policy

Smoking is not allowed in any of the Residence Halls or on University premises. This includes cigarettes, cigars, e-cigarettes, herbal cigars, hookahs and burning incense.

Policy on Alcohol and Other Drugs

The use, sale, transfer, possession or being in the presence or under the influence of alcoholic beverages in the Residence Halls or on University premises is prohibited, regardless of age. No alcoholic beverage containers or drinking game devices or paraphernalia are allowed in the Residence Halls or on University premises, regardless of age.

Individuals involved with the illegal possession, use, sale, transfer, or being in the presence of any controlled substances, including those used for medicinal purposes, may be dismissed from the Residence Halls without refund. All drug paraphernalia is prohibited and will be confiscated. Drug-related violations may result in criminal charges in addition to Residence Hall and University student conduct action.

ALCOHOL/SUBSTANCE INCIDENT SANCTION MODEL:

First Violation

- Probation, time duration is based on severity of the incident and incident history

- Notifying parents or legal guardian
- Assess penalties and fines, \$50 alcohol; \$100 substance and paraphernalia
- Referral to local Police department for serious violations/offenses
- Possible Academic suspension

Second Violation

- Heightened Probation, time duration based on severity of the incident and incident history
- Notifying parents or legal guardian
- Assess penalties and fines, \$100 alcohol; \$200 substance and paraphernalia
- Referral to local Police department for serious violations/offenses
- Possible Academic Suspension
- Residence Hall suspension or removal

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:
 1. Using another person's written or spoken words without complete and proper citation.
 2. Using information from a World Wide Web Website, CD-ROM or other electronic source without complete and proper citation.
 3. Using statistics, graphs, charts and facts without acknowledging their source.
 4. Submitting a paper purchased from a term-paper service.
 5. Paraphrasing which is imitating someone else's argument using other words without acknowledging the source.
 6. Claiming credit for someone else's artistic work, such as a drawing, script, musical composition or arrangement.
 7. Using someone else's lab report as a source of data or results.
 8. 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.
 9. Submitting the results of a machine translation program as one's own work.

CHAPTER 13: STUDENT LIFE AND STUDENT SERVICES

Enrollment Requirements & Procedures

Before enrolling, all applicants must also fill out an Enrollment Agreement and submit a deposit in accordance with the Student Fees and Payment schedule. A parent or legal guardian must sign the Enrollment Agreement if the applicant is under 18 years of age.

Digital “Orientation”

At the start of the fall quarter, all entering students will receive a welcome package available in digital media format, which includes an introduction to Jubilee University and an overview of its curricular and co-curricular programs, general policies, and administrative features.

Fall Orientation also provides a chance for students to connect socially with other community members in order to ease the transition into the start of a new academic year.

Student ID Cards

All students are required to have a student ID card, which is distributed by the Office of Student Services. A physical ID card is also available upon request and a \$15.00 fee. Loaning a physical or digital ID card to another person is prohibited.

University-Wide Literary Style

The most recent edition of Kate L. Turabian’s *A Manual for Writers of Term Papers, Theses, and Dissertations* is the basic manual of style for the writing of formal papers. Turabian allows for footnotes, endnotes, or parenthetical references. Each division and degree program may specify the kind of documentation it requires. Faculty members may specify exceptions to these standards for particular assignments as necessary.

Examinations

Final examinations are usually two hours in length and are to be taken at the scheduled hour during exam week. In case of illness, a student should notify the Office of Student Services before the examination, if possible.

A final grade cannot be changed after it has been turned in to the Registrar, unless there has been an error in calculation or recording of the grade. Students have two weeks from the date of issuance of grades to report errors to the Registrar.

Leave of Absence / Time Limit Policy

If students intend to return to JU within one year (four quarters) and want to preserve registration privileges, they should file a *Leave of Absence* form. A leave of absence may be taken up to a maximum one year (one quarter for LOA and three quarters for Continued Leave of Absence)* by an enrolled undergraduate or graduate student who has a medical or personal reason that prohibits the student from progressing in his/her degree program.

Students must receive prior approval for any course(s) taken at another institution while on leave by completing a Transfer of Credit Application.

If a student does not return to JU within the stated time period, they will automatically be withdrawn from the college and will need to reapply if they wish to return.

Leaves of absence will extend the maximum time students have to complete the degree program by up to one year.

***Maximum Length of a Leave:** *A leave of absence is generally not approved for longer than one year. However, under special circumstances such as military deployment or medical emergency, a leave may be approved for a maximum of three years.*

Maximum Time Limit

The maximum time limit to complete a master degree program at Jubilee University is **4 years**.

All requirements for degree programs must be completed within set time limits after the student's first term of enrollment in his/her program.

If a student fails to complete his/her program within the time limit, his/her records will be deleted and reapplication is required to continue pursuit of the degree.

When additional time is necessary and appropriate, the student and advisor will petition the student's college for an extension. The extension may be denied, in which case the student will be dismissed, or it may be granted with qualification. The maximum extension is one additional year. Extensions require review of academic progress and any other factors regarded as relevant by the college, and approval by the academic dean.

Academic Advising

Academic advising is an on-going, intentional, educational partnership dedicated to student academic success. After being admitted to the University, students will be assigned to an academic advisor. Whenever possible, students are assigned additional advisors in the area of study in which the students have expressed an interest.

The role of these advisors is to guide course selection and serve as a resource with regard to the university's policies and procedures.

Jubilee values the spiritual and academic growth that may develop from healthy student-advisor relationships. Thus, students are encouraged to communicate with their advisors throughout their Jubilee careers for advice and assistance in any academic issues.

It is to students' advantage to meet with their academic advisors at least once a quarter and to know their advisors well.

Academic Advising Center

Academic Advising Center provides:

- Information about academic programs and policies.
- Guidance in course registration.
- Advice and assistance in any academic or vocational problems that may arise.
- Advisors to help students who encounter academic difficulties strategize ways to improve their performance.
- Evaluation of transfer courses and assessment of credits awarded.
- Assistance in conveying information about special needs to professors.
- Assistance in obtaining academic and classroom accommodations, if needed.
- Advice and counseling regarding learning or physical disabilities.
- Information about petitioning respective colleges for exceptions to academic policies.

Academic Advising serves as a resource in relationship to institutional policies, procedures, and administrators.

It is the responsibility of the student to see that the proper courses for the intended major are taken in the proper sequence. Special care should be taken if a course is offered in alternate years. The Division Chair and supporting faculty members can also be consulted for assistance as necessary, but ultimately the student accepts responsibility for registration in the desired and needed courses.

Petitions

Should there arise a scenario in which an exception to an academic policy seems necessary, students may file a request in writing via email to registrar@ju.education.

Changes in Personal Information

During registration and throughout the quarter, any change in a student's address, employment, marital status, number of children, or other pertinent data should be reported to the Office of the Registrar as soon as possible.

Transcripts

In order for the Office of the Registrar to release a transcript, federal law requires a signature from the student requesting his/her transcript. Transcript request forms may be found in the Student Records area of Populi. Transcripts are issued with set fees. Please see the fee schedule included in this Catalog.

Verbal requests, whether in person or over the phone, cannot be processed. A transcript request from a student on hold for unpaid fines or bills will not be processed until his/her financial obligations are met. Transcripts are generally processed within 7 business days of the request.

Counseling

Students are encouraged to communicate openly, but respectfully, with all JU staff members, and to seek spiritual guidance at any time, especially from the Director of Student Services. Personal counseling is intended to help students better adjust to their University experience and to provide support for their personal walks of faith. JU also encourages students to maintain ties with WOA church leaders throughout their studies at JU.

JU also allows students to seek counseling services available in their local areas by requesting referrals from our office.

Tutoring

Students who need extra assistance because of academic difficulties may arrange for tutoring through their Academic Advisors. The University believes in giving every student the opportunity for individualized assistance outside of the normal class setting. Online tutoring sessions help students clarify points from lectures, labs, discussion sessions, or assigned readings. All tutoring sessions are intended to supplement, not replace, any class attendance or personal study time.

Study sessions provide students with the opportunity to meet with instructors for individual assistance. Students who take advantage of study sessions are expected to perform better in the classroom. Should an instructor determine a student's progress in one or more areas to be unsatisfactory or below normal (typically considered less than C- work), the instructor may suggest an online study session.

Netiquette Guide

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

Security

Remember that your password is the only thing protecting you from pranks or more serious harm.

- Don't share your password with anyone

- Change your password if you think someone else might know it
- Always log out when you are finished using the system

General Guidelines

When communicating online, you should always:

- Treat instructor with respect, even in email or in any other online communication
- Always use your professors' proper title: Dr. or Prof., or if you in doubt use Mr. or Ms.
- Unless specifically invited, don't refer to them by first name.
- Use clear and concise language
- Remember that all college level communication should have correct spelling and grammar
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you"
- Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING
- Limit and possibly avoid the use of emoticons
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive
- Be careful with personal information (both yours and others')
- Do not send confidential student information via email

Email Netiquette

When you send an email to your instructor, teaching assistant, or classmates, you should:

- Use a descriptive subject line
- Be brief
- Avoid attachments unless you are sure your recipients can open them
- Avoid HTML in favor of plain text
- Sign your message with your name and return email address

- Think before you send the email to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, “reply all”
- Be sure that the message author intended for the information to be passed along before you click the “forward” button

Message Board Netiquette and Guidelines

When posting on the Discussion Board in your online class, you should:

- Make posts that are on topic and within the scope of the course material
- Take your posts seriously and review and edit your posts before sending
- Be as brief as possible while still making a thorough comment
- Always give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying
- Don't repeat someone else's post without adding something of your own to it
- Avoid short, generic replies such as, “I agree.” You should include why you agree or add to the previous point
- Always be respectful of others' opinions even when they differ from your own
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way
- Do not make personal or insulting remarks
- Be open-minded

CHAPTER 14: LIBRARY SERVICES

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

Library Cards

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

Library Hours

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

Tue, Thu: 3:00 pm – 5:00 pm CST

Sat: Closed

Sun: Closed

Circulation Policy

Books and Periodicals

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

Other Materials

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

Number of Items Borrowed

Patrons	Number of Items	Length of Loan
Undergraduate Student	10	2 Weeks
Graduate Student	20	2 Weeks

Faculty	30	1 Month
Staff	10	2 Weeks
Alumni	5	2 Weeks

Renewing Library Materials

In Person: At the Circulation/Check Out Desk.

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

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

The following items CANNOT be renewed:

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

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

Overdue Notices and Usage Blocking

Overdue notices are issued as a courtesy to all library users. However, non-receipt of an overdue notice does not exempt a borrower from applicable punishment. For those who fail to comply with the circulation policy may be blocked from library usage. To avoid overdue notices and the blocking of usage, please renew your materials before the due date stamped in each item

Returning Library Materials

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

Reference Services

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

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

Copying/Photocopy Services

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

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

Computers and Internet

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

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

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

CHAPTER 15: CAMPUS HEALTH AND SAFETY

The health and safety procedures in this manual are designed to ensure the protection and safety of persons in the Jubilee University campus community through effective use of campus community resources.

For more detailed emergency policies, please refer to the university's Crisis Management Plan, available on the website or at the Office of Administration.

Safety and Protection Statement

If environmental conditions in a building or study area are inappropriate for students to receive instruction or study (such as lack of heat or water, chemical spills, emergency asbestos abatement), they should report this condition to the Office of Administration to make arrangements for an alternative location.

Other alternatives will be considered, such as:

- arranging for use of another building; or
- rescheduling classes

Injuries on Campus

If you are injured on campus, please notify a staff member immediately. The staff member should then notify the Office of Administration that an injury has taken place. The Office of Administration is responsible to assess and investigate circumstances of the incident.

If a student is seriously injured, call 911 and describe the emergency and location. If responding paramedics refuse to transport, please contact the Office of Administration for other transportation. Notify the Office of Administration of the situation, and a staff representative from the Office of Administration will notify family members. The staff representative will be responsible for maintaining contact with the injured person.

First Report of Injury

When an injury occurs, a First Report of Injury Form must be completed and returned to the Office of Administration within 24 hours following any campus related accident or injury. Upon receipt of this form, the Office of Administration will forward a checklist of responsibilities for dealing with campus-related injuries. This checklist should be used by staff representatives as a guide when dealing with campus-related injury.

The staff representative should:

- Ensure that the injured student receives necessary medical attention. Complete a "First Report of Injury" form and submit it to the Office of Administration immediately following the injury.
- Be familiar with the circumstances surrounding the injury.
- Maintain contact with the injured student, and keep the Office of Administration informed.

- Work with the Office of Administration to identify academic and financial assistance needs when appropriate. Keep in contact with the Office of Administration to report any change in the status of the injured student.

Campus Emergency Procedures

Fire

1. Upon discovering a fire, explosion or smoke in the building, activate the fire alarm system by pulling the nearest fire alarm.
 2. Call the Lexington Fire Department at 911 and be prepared to provide:
 - Building name
 - Location of fire/smoke
 - Type of incident (chemicals present, etc.)
 3. Do not use elevators during a fire emergency.
 4. When a fire alarm sounds, evacuation is required. Walk, do not run, to the nearest stairway exit and proceed to the ground level. If a stairway contains smoke, use an alternate stairway exit. If possible, close doors and windows as you leave. ***The alarm may not sound continuously in your building.*** If the alarm stops, continue the evacuation and keep others from entering.
 5. After exiting, move at least 100 feet from the building, leaving the drives and walkways open for emergency personnel. Do not return to the building until directed to do so by Lexington Police Department officers or fire department personnel. Persons with disabilities who are unable to move away from the building should request assistance from emergency personnel.
 6. Notify firefighters on the scene if you suspect someone may be trapped inside the building.
 7. Jubilee University staff will work with the responding fire department personnel to provide access to any affected areas.
 8. Report potential hazards or refer fire prevention questions to Jubilee's Office of Environmental Health and Safety via front desk at (660) 259-1005.
- **Note:** *Only trained personnel should use fire extinguishers. Your safety is more important than property damage. Individuals should leave the area and allow trained emergency personnel to extinguish fires.*

Tornado or Severe Thunderstorm

Familiarize yourself with the location of the nearest emergency shelter. Check with your facility manager or supervisor for the location of emergency shelters on campus.

Severe Thunderstorm Watch

This means conditions are right for a severe thunderstorm. You should continue with normal activities, but monitor the situation.

Severe Thunderstorm Warning

This means severe thunderstorms are occurring. Be prepared to move to a place of shelter if threatening weather approaches.

- Remain indoors and away from windows until the severe storm passes. If large hail begins to fall, seek immediate shelter.
- Report any injuries and damage to the Jubilee University front desk by dialing (660) 259-1005 or 911 for emergencies.
- Be prepared to give the following information:
 1. Your name
 2. Building name
 3. Type of injury or damage
 4. The location of any injured person(s) or building damage
 5. Room number you are calling from

Tornado Watch

This means conditions are right for a tornado. You should continue with normal activities, but monitor the situation.

Tornado Warning

This means that a tornado has been identified in the area. The emergency siren will sound a steady tone for three minutes or longer if there is danger in the immediate area.

Do the following:

- **Seek Immediate Shelter.** When warning sirens sound, seek shelter, preferably in a basement or below-ground evacuation location. In a multi-story building, seek shelter in an interior hallway or a lower floor.
- Stay away from outside walls, exterior doors and glass windows or partitions. **Do not open windows.**
- Basements and interior hallways or rooms on lower floors offer shelter.

- If you are in a vehicle, seek shelter in a nearby, well-built structure. If you cannot find shelter nearby, seek out a ditch or ravine, which can offer some protection. Lay prone, face down, with your hands covering your head.
- After the all clear has been issued, leave damaged buildings, if it is safe to do so. Elevators may not work in damaged buildings.
- If you are surrounded by debris, be aware that removing some of it can cause other debris to shift. If it is not safe or possible to leave the area, stay there until assistance arrives.
- Do not attempt to return to a building unless directed to do so by Jubilee University staff. Do not attempt to turn on or off any utilities.
- Report all injuries and damage to the Jubilee University front desk by dialing (660) 259-1005 or 911 for emergencies.
- Be prepared to give the following information:
 1. Your name
 2. Building name
 3. Type of injury or damage
 4. The location of any injured person(s) or building damage
 5. Room number you are calling from

Persons With Disabilities

Individuals with a disability should follow the same procedures as noted above. If you have questions or need further information, please call the Jubilee University front desk by dialing (660) 259-1005 for non-emergency inquiries or 911 for emergencies.

Crime Prevention

Jubilee University would much rather prevent crimes from occurring than react to them after the occurrence. To accomplish this goal the University has established crime prevention guidelines on the dual concepts of eliminating or minimizing criminal opportunities, and encouraging students and employees to be responsible for their own security and the security of others.

For guidelines concerning students, please review the section in this catalog titled "General Student Code of Conduct and Regulations" under "Chapter 12: Jubilee University Policies."

CHAPTER 16: UNIVERSITY SERVICES AND UNIVERSITY OFFICES

University Offices

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

Student Finance Office: studentfinance@ju.education

Financial Aid Office: finaid@ju.education

Library Services: library@ju.education

Registrar Office: registrar@ju.education

Admissions Office: admissions@ju.education

Student Services Office: studentinfo@ju.education

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

Jubilee University Campus

1880 Washington Ave
Lexington, MO 64067-1708
[\(660\) 259 1005](tel:(660)2591005)
info@ju.education

Technology Requirements

Broadband Internet

A fast internet connection ensures that you can navigate through Populi quickly and efficiently, typically fiber, DSL or cable service. If you're out-and-about, a mobile device with a data connection (4G, 5G, or LTE) or most public wifi connections.

A modern, updated web browser

Populi runs on up-to-date releases of popular web browsers. Most web browsers have some sort of auto-update function, so you may never even need to think about this part. And using a modern web browser won't just benefit your Populi use—it's one of the best things you can do for your overall internet security!

Here are the browsers we recommend for use with Populi. If a browser is not listed here, don't use it for Populi! Again, always try to use the most recent version possible—as companies release newer versions of browsers, they usually drop support for older versions.

PC or Mac

- [Google Chrome](#) and [Microsoft Edge](#) are excellent options for both Windows computers and Macs.
- [Mozilla Firefox](#) is another good choice for both Windows computers and Macs.
- [Apple Safari](#) works great for Populi but is exclusive to Macs.
- Internet Explorer has been discontinued and should be avoided.

Mobile browsers

- [iOS Safari](#) does well, as does [Google Chrome](#) for iOS.
- The stock Android browser works, as does [Chrome for Android](#).
- The Firefox browsers for both [iOS](#) and [Android](#) aren't problematic.

If you tend to tinker with your browser settings, make sure to enable Javascript and cookies. Ad-blockers don't pose any problems for the most part, but if you do fiddle with those, just make sure to whitelist your school's Populi site.

Authenticator apps for login approvals

If your school requires login approvals, you will need to get an authenticator app, whether on your smartphone or computer. Examples for iOS and Android include [Microsoft Authenticator](#), [2FAS](#) or Google Authenticator ([iOS](#), [Android](#)), and for Windows and macOS computers [Twilo Authy](#) (free) or [1Password](#) (requires a paid subscription).

Other common applications

You can use Populi to export all kinds of files. The three most common are spreadsheets, PDFs, and Word documents. Most computers have the software you need to open these files, but in case yours doesn't...

- [Microsoft Office](#) can open spreadsheets and documents
- [Open Office](#) can open spreadsheets and documents (we use it to generate files for [custom page layouts](#)).
- [Google Docs](#) requires an Internet connection but can also open spreadsheets and documents.
- [Adobe Acrobat reader](#) handles PDFs. If, for some reason, you have to use an old version, the oldest one that works is version 6.

Monitor

Populi is easiest to use if your monitor is set at a minimum resolution of 1280 x 1024 pixels. This is not something most users with a modern computer or monitor need to worry about, but there it is anyway!

*Adapted from:

<https://support.populiweb.com/hc/en-us/articles/360052082373-Technical-requirements-What-you-need-to-use-Populi>

EQUIPMENT USED IN COURSES

Students in any program are required to have their own laptops with wifi internet connection for course work and lectures. Below are suggested specifications.

- * Type: PC or Mac
- * Processor: Intel Core i5 or i7 or AMD equivalent / Apple M1 or M2 (Mac only)
- * Display: 13" or larger
- * Memory: 8GB or higher for PC or MAC
- * Hard Drive: 256GB SSD or higher
- * I/O ports: Two USB 3.0 ports
- * Video out: HDMI or DisplayPort
- * Wireless: AC preferred, N minimum
- * OS: Windows 11 (preferred) for PC / macOS 13 Ventura (preferred) for Mac