

WORLD MISSION UNIVERSITY
STUDENT HANDBOOK
2022 – 2023



World Mission University
500 Shatto Pl. #600 Los Angeles, CA 90020

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Letter from the Founder



Our vision at World Mission University is to equip men and women who have been called by God for an effective ministry in the world. To help achieve this vision we have dedicated faculty and deeply committed, and a highly-qualified staff who have given their lives to serve the Lord through this institution.

Our purpose at World Mission University is three-fold: missionary training, pastoral training, and lay leadership training. To fulfill this purpose, World Mission University offers an excellent program at college and professional levels for the development of intellectual and moral strength, and the instilling of spiritual power just as the Lord provided for His disciples. We are here to serve you in achieving your academic and spiritual goals.

World Mission University seeks to build not only committed servants who will serve in the Church but also highly-qualified leaders who will transform society. The foundation upon which this purpose is built is the Bible, God's inspired Word. The scripture declares "Then He said to His disciples, 'The harvest is plentiful, but the laborers are few, pray therefore the Lord of the harvest to send out laborers into His harvest'" (Matthew 9:37, 38).

If God is leading you to World Mission University, we are pleased to welcome you to our family. We'll do our best to help you become what God has called you to be.

May the Lord guide you as you plan your future for His Kingdom.

Your servant,

A handwritten signature in cursive script, appearing to read "Dong Sun Lim".

Dong Sun Lim, Ph.D.
Founder

Letter from the President



Dear Friends,

I am delighted that you are considering studying at World Mission University. Our desire is to train men and women who will impact the world for Christ. Whether as a full time pastors, missionaries or as lay leaders, I believe that God has a clear purpose for each one of us. I am excited that you have decided to answer God's call for ministry.

Every day, our Christian values and beliefs are being challenged and threatened. There is a distinct need for godly spirit-filled servant leaders to combat these threats and lead men and women through these challenges. We stand committed to develop godly, spirit-filled servant leaders to be the leading men and women of God to expand His Kingdom.

If God leads you to WMU, I am confident the faculty, staff and administrators will assist you to grow academically, personally and spiritually to become a godly, spirit-filled servant leader.

May God bless you as you seek His Kingdom.

Sung Jin Lim, D. Min.

President

GENERAL INFORMATION

Introducing the University

Mission Statement

WMU empowers people through transformational biblical education to serve the church and impact the world for Christ.

Institutional Goals

Graduating students will be able to:

- Understand, interpret and communicate the message of the Bible accurately.
- Exhibit a spiritual and personal maturity
- Demonstrate understanding of Christian theology
- Demonstrate practical skills in their specific fields
- Demonstrate ability to influence and lead others individually and corporately.
- Demonstrate post-secondary level of critical thinking.
- Demonstrate cultural sensitivity to engage the world effectively.

Philosophy of Education

World Mission University is a Christ-centered institution dedicated to the preparation of men and women for ministry. WMU acknowledges that all truth is of God and recognizes the supremacy of biblical truth. WMU strives for excellence in the service of Jesus Christ, under the guidance and power of the Holy Spirit, to the glory of God.

Accreditation

The World Mission University is a degree-granting institution that is accredited by the Association for Biblical Higher Education (ABHE, 5850 T.G. Lee Blvd., #130, Orlando, FL 32822; 407-207-0808) and the School of Theology is accredited by the Association of Theological Schools (ATS, 10 Summit Park Dr, Pittsburg, PA 15275; 412-785-6505).

ABHE and ATS are accrediting agencies recognized by the Council for Higher Education Accreditation (CHEA) and the United States Department of Education.

Location and Facilities

World Mission University (WMU) is located in the heart of Los Angeles in Koreatown at the intersection of Fifth Avenue and Shatto Place. The campus houses a 250 seat chapel, library, student lounge, computer lab, classrooms, and administrative and faculty offices.

The WMU library is equipped with computer stations with internet access, spacious study tables for study groups, as well as more secluded study areas. The collection consists of over 56,000 volumes to support the curriculum. The electronic library catalog makes the resources of the library available for both local and distance students.

The library is a member of The Southern California Theological Library Association (SCATLA) which provides WMU students access to over one million theological volumes.

Denominational Recognition

World Evangelical Mission Alliance (WEMA) recognizes World Mission University as a major source for training prospective missionaries, ministers, professionals, and church leaders.

A Brief History

On September 28, 1988, the Oriental Mission Church implemented a special committee to pray about the need for a new seminary for training missionaries, pastors, and lay leaders. When the meeting adjourned, the seed that would become World Mission Theological Seminary had been planted. In March 1989, World Mission Theological Seminary started with thirty-two students and Rev. Dong Sun Lim was appointed as the first President.

World Mission Theological Seminary was authorized to issue the Master of Divinity and Master of Arts degrees in 1991, and the Bachelor of Arts degree in 1992 by the California Department of Education. In 1993, the name of the institution was changed from World Mission Theological Seminary to World Mission University to reflect the school's broader offering of programs.

In August 2003, the institution moved to a new location in Koreatown, a center of downtown Los Angeles. In 2004, World Mission University achieved Candidate Status from the Association for Biblical Higher Education. Today, World Mission University is accredited by the Association of Biblical Higher Education and the Association of Theological Schools. All two accrediting agencies are members of the Council for Higher Education Accreditation and recognized by the United States Department of Education.

Statement of Faith

WMU subscribes to the historic creeds of the Church including The Apostle's Creed and stands firmly in the confessional tradition of Protestant Evangelicalism.

1. We believe the Bible is the inspired Word of God and the only standard for faith, life, and academic discipline. (2 Peter 1:21; Isaiah 1:20; 2 Thessalonians 2:15; 2 John 9; 1 Timothy 6:20; 2 Timothy 1:14).
2. We believe in the Holy Triune God, existing eternally in three persons, the Father, the Son, and the Holy Spirit (Matthew 28:19; John 10:30; 14:9; 1 John 5:7; 2 Peter 1:2; 2 Corinthians 13:14).
3. We believe in the creation of the universe as presented in Scripture and in the reality of heaven and hell and the literal existence of the devil (Hebrews 1:10; 11:3; Revelation 3:14; Romans 4:17; John 1:3; 1 Corinthians 8:6; 2 Peter 2:4; Jude 6; Acts 5:3; Luke 22:3; Matthew 13:24-30; 1 Corinthians 7:5; 2 Timothy 2:26).
4. We believe God created humankind in His image and likeness, but by the disobedience of Adam, all humankind was alienated from God and lost (Hosea 9:15; Jeremiah 12:8; Psalms 5:5; 11:5; Romans 1:18; John 3:36).
5. We believe that Jesus of Nazareth is the Messiah, the Son of God, born of the Virgin Mary, who died on the cross, was physically resurrected from the dead, ascended into heaven, and will one day return in His glory to reign upon the earth (Mark 1:1; Matthew 1:25; Luke 1:26-28; Matthew 27:35; 1 Peter 1:3; Matthew 24:30, 64; Mark 13:26; Luke 21:27; John 14:3; 1 Thessalonians 4:15-16).

6. We believe in the gospel of salvation through the cross for those that put their faith in Jesus will be saved (John 1:12; 3:16; Ephesians 2:8-9; Acts 10:43).
7. We believe that the Church is the body of Christ and that the people of God are called to mission, education, and service (Matthew 28:19-20; Luke 4:18-19; Acts 1:8; Ephesians 4:12; 1 Corinthians 9:14, 16).

Standards of Conduct

It is assumed that each student who enrolls at WMU will be in accord with the school's aims and should cooperate in furthering these purposes by adhering to the regulations governing student behavior. WMU expects all of its students and employees to abide by the highest standards of moral and ethical behavior in harmony with its Christian philosophy and purposes. WMU reserves the right to refuse admittance to or to suspend any person who violates these principles.

The Standards of Conduct attempt to stimulate not only intellectual growth, but also spiritual, ethical, and emotional growth. The WMU Standards of Conduct foster among students, faculty, and administrators a spirit of community. Furthermore, it creates a climate of mutual trust, respect, and interpersonal concern where openness and integrity prevail.

The Standards of Conduct emphasize the dignity of each individual in pursuing self-improvement and developing full personal potential. It provides free competition and independent intellectual effort, without tolerating dishonesty, cheating, or plagiarism in any form. Each member of the WMU community is expected to adhere to and enforce the standards. A full statement of the WMU's Standards of Conduct is included in the WMU College Student Handbook. It is the obligation of every student to be familiar with this standard.

Improper conduct for which students are subject to discipline includes dishonesty in any form. Furnishing false information to the school with prior knowledge, forgery, alterations, or misuse of any WMU documents are violations of this principle.

Non-discriminatory Policy

WMU seeks a diverse student body. Everyone has equal opportunity and access to WMU's educational programs and activities. The school does not discriminate on the basis of race, color, age, sex, physical condition, or national origin. Non-discriminatory policies apply to the admissions policy, educational programs, employment, and all other activities that WMU provides.

WMU complies with the provisions of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

OFFICES AND STUDENT SERVICES

Philosophy of WMU Student Development

The purpose of Student Services is to enhance the student's commitment to ministry regardless of vocational calling and to provide an educational environment with the necessary services that will facilitate the student's development of Christ-likeness. Further, we strive to create a supportive environment offering school activities and special programs through which our students will be able to grow in their relationship with our Lord and with each other.

Office of Admissions and Records

The Office of Admissions and Records serves in Pre-admission advising, processing applications for admission, admitting eligible applicants, registering students in classes, establishing and maintaining academic records of students, and finally, evaluating students' academic records for graduation. The office is responsible for gathering statistical data on admission, enrollment, and graduates for various reports to campus authorities.

Student Financial Aid and Scholarship Opportunity

The School provides student with various financial aids and scholarships to assist students who are in need, financially.

Those are as follows:

- The School provides students with Matching Fund Scholarship for students who receive scholarship from local churches and Korean Christian community;
- The School provides qualified students with Student Work Study opportunities to their financial needs;
- The School provides students with various non-academic scholarships to assist students' financial needs;
- The School is committed to helping students apply and receive FSA(Federal Student Aid) based on their eligibility (see, Financial Aid on P.9);
- The School assists students finding various student loan sources;
- The School assigns portions of funds generated from various fund raising events for students' financial needs.
- Nursing Program Student is not Eligible for receiving scholarships.

The School continues to secure more supporters and support groups, and to develop and expand student financial aid opportunity.

Financial Aid

The cost of higher education has increased significantly and paying for higher education is a challenge for many students. Many students are forced to rely on some outside help to pay for the rising costs of postsecondary education. Some students work while attending school, others seek educational loans.

Federal Student Aid (FSA) is available for WMU students. World Mission University (WMU) is committed to helping students apply and receive FSA based on their eligibility.

The financial aid office at WMU will do its best to assist students in the application process for FSA, answer questions, and process all FSA in a professional and timely manner.

Requirements for Eligibility

Requirements for Eligibility are the following:

- The student must be a citizen or eligible non-citizen;
- Have a high school diploma or GED;
- Must be enrolling in an eligible educational program;
- Working toward a degree or certificate;
- Making satisfactory academic progress;
- Must not be in default of a previous federal educational loan or Pell grant;
- If a student already has a Baccalaureate degree, he/she is not eligible to receive Pell grants but educational loans are available;
- A student who has a federal or state drug conviction can be disqualified for Federal Student Aid.

Applying for Federal Student Aid

To apply for Title IV aid, a student submits a Free Application for Federal Student Aid (FAFSA). This is required for all students who wish to receive FSA. Through an established formula a student's need is calculated based on an analysis of household and financial information from the FAFSA and determining the Expected Family Contribution (EFC).

Types of Aid

- Federal Pell Grants are need-based and do not need to be repaid.
- Direct Loans are also need-based but must be repaid once the student graduates or withdraws from school (only available for undergraduate students).
- Federal Supplemental Education Opportunities Grant (FSEOG) and Federal Work Study (FWS) programs are a campus-based, federally funded employment program that provides paid jobs on campus or off campus for students who need such earnings to meet a portion of their educational expenses.
- WMU also offers some limited scholarships to students based on need.

For more information regarding financial aid please contact the Financial Aid Office.

Return of Title IV Funds Policy

When a student who receives Federal Student Aid funds withdraws from the World Mission University prior to completing 60% of a payment period or period of enrollment (Fall, Spring Semesters), the student may be required to return a portion of his/her Federal Aid received.

A return is only required of those students who withdraw from school, who cease to be enrolled. A student who reduced his/her course load is considered a reduction and not a withdrawal. A Return calculation is not required for such students.

The calculation required determines a student's earned and unearned Title IV aid based on the percentage of the enrollment period completed by the student. The percentage of the period that the student remained

enrolled is derived by dividing the number of days the student attended by the number of days in the enrollment period.

If the withdrawal date is after the 60% point in the payment period or period of enrollment, a student is considered to have earned 100% of the Title IV funds he or she was scheduled to receive during the period. For such a student there are no unearned funds. WMU will still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

WMU must determine the student's withdrawal date. The withdrawal date is as follows:

- The date the student began the withdrawal process or officially notified WMU of his/her intent to withdraw; or
- The last date of attendance at an academically-related activity by a student who does not notify WMU.

Based on the date of withdrawal, the financial aid office will determine the actual date of the student's withdrawal and using the Return of Title IV form provided by the Department of Education, calculate the amount, if any, the student must return. The student will then be notified by mail of any amount of Federal Aid that they must return. In some cases both the school and the student may be required to return unused or unearned portions of Federal Aid to the Federal Title IV program.

Overpayments and Overawards

There are times when a student's award package exceeds the student's need. There may be circumstances that change a student's award package after the aid has been awarded that result in an overpayment. For example a student may receive a scholarship or grant from an outside source or organization, or the student may want to extend his or her work-study employment. In case of overpayments or overawards the WMU financial aid office will need to make adjustments to the other federal student aid in the package. Pell Grants are never adjusted to take into account other forms of aid. Therefore the adjustments will be made to the Stafford Loans and/or Campus-Based programs.

Students who owe funds due to overpayment or overaward will be required to make payment of those funds within 30 days of receiving a written notice from the Financial Aid office.

Student can send in the overpayment or overaward to WMU and the payment will be forwarded to the U.S. Department of Education. If a student is unable to pay their overpayment in full, they can set up a repayment plan with the U.S. Department of Education. Before doing this please contact the WMU Financial Aid Office. You will need to make sure we have referred your situation to the U.S. Department of Education before any repayment plan can be set up.

If the student, whose overpayment case has been accepted by the Department of Education, wishes to establish a repayment schedule, the student should contact Borrower Services by calling 1-800-621-3115 or writing to:

U.S. Department of Education
Borrower Services – Default Resolution
P.O. Box 5609
Greenville, Texas 75403

For examples of the Return of Title IV Funds calculations or questions regarding the overpayment policy, please contact the Financial Aid Office.

Default Policy and Procedures

The default policy is intended to promote student and institutional success by increasing retention and reducing delinquency and default on the payment of student loans. Borrowers who default on student loans face serious consequences, and it also adversely affects the institution.

As a part of the enrollment process, students will receive financial aid counseling regarding the necessity of repaying their student loans once they leave the institution. Input from financial aid staff and relevant literature will be made available to students on an ongoing basis. Students will be encouraged to borrow only the amount of money that is needed to complete their education, as the amount borrowed impacts the amount that will be due monthly when they enter repayment.

If it can be determined that a student is not making progress in scheduled classes, a proactive conference will be set up with the student to solicit information that would aid in resolution of the lack of academic progress, such as the need for a tutor, an academic plan, or intervention by family members to avoid the possibility of the student leaving or dropping out of school.

If a student is identified as delinquent on loan payments, a letter will be sent to the student within 10 days of the institution receiving notification indicating options and who to contact. They will be informed of the various options that are available to them in order to avoid delinquency and default. Loans are considered in default after 270 days.

If after sending the student a letter, the student continues to appear on the delinquency list, a follow-up letters will be sent to the student every 30 days for as long as the name appears on the delinquency list. Telephone calls will also be utilized in this process. Such proactivity increases the possibility of the student utilizing the options that are available as a last resort.

Relationship of Default Status to Additional Financial Aid

Students, who are at least 270 days late on a student loan payment, are considered in default. The loan holder will assume that the student does not intend to repay the loan and will ask the guaranty agency to buy the loan. Once a student defaults on a federal student loan, the institution will not process any requests for financial aid until the default is cleared. In order to verify that the default has been cleared, the student must submit a copy of a letter from the agency that reported the default to the financial aid office. The institution will cooperate with the guaranty agency by providing public information (name, address, and telephone number) to assist in the collection process.

Reports on Student Loan Default

At the end of each semester an intern grade report will be sent to students and to their parents or guardians in accordance with the eligibility established under the Family Education Rights and Privacy Act of 1974/Buckley Amendment (FERPA).

Health Services

We do not operate on-campus health services. However, our students' health and well-being are of grave importance to our school. This is why we have agreements with a nearby physician and 2 nearby hospitals for the provision of medical services for our students. Good Samaritan hospital employs several Koreans on their medical staff which enables our students to feel more comfortable and less worried about any language barriers. USC medical center: General hospital is the county hospital (i.e. a hospital operated by LA County that will provide services to anyone regardless of ability to pay). Also, our University van can be used for transportation to and from the hospital in case of medical emergencies.

Listed below are the names and addresses of the physician and the hospital:

James S. Hahn, M.D. 3323 W. Olympic Blvd., Los Angeles, CA 90019 (323) 735-1111	Good Samaritan Hospital 1225 Wilshire Blvd. Los Angeles, CA 90017 (213) 977-2121	USC Medical Center 1200 S. State St. Los Angeles, CA 90033 (323) 226-2622
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Housing

Los Angeles is one of the most livable cities in the U.S., thanks to its great weather, public transportation system and affordable housing. Although World Mission University does not have dormitories for students, the office of Dean of Student Affairs can assist students to find an affordable apartment or house in the Korean town area by providing information concerning housing but does not guarantee it. The cost of housing in the Korean town area ranges from \$800 to \$1,400.

Academic Counseling

Academic counseling is offered through the office of the Chief Academic Officer.

The following are our academic counseling’s general objectives:

- to ensure that our students feel comfortable in our school environment so that they may successfully pursue their studies at WMU;
- to enhance, encourage, and build their pursuit of Christ-likeness;
- to offer guidance in helping them build a sense of direction for their future as Christian leaders.

Academic counseling is available by appointment with academic advisors.

For other counseling needs, the Dean of Student Affairs can refer students to competent Christian professionals in the area.

New Student Orientation

At the beginning of each semester, the Dean of Student Affairs leads a new student orientation. New students are given an overview of the school including the various policies and procedures of the school. They meet with their academic advisors, who assist them in course selection, explanation of student ministry program, review of the schools affirmation statement and officially register for classes.

Following the orientation, the new students, the faculty, the administration, members of the student council, and current students enjoy a banquet offered by WMU.

Student Leadership

The student leadership is comprised of students elected annually by the student body. The Student Council promotes students’ interests and conducts activities which directly relate to student life. For example, the Student Council nominates students to serve on various faculty/student committees,

presents the needs and desires of students to the school, and organizes social events for fellowship during the school year.

Student Council Constitution and Bylaws

Students can request a copy of the student council constitution and bylaws directly from the student government council.

Student Clubs

WMU encourages the formation of student clubs that will be beneficial to the students academically and emotionally. Friendship and fellowship among Christians can be soothing to the soul, promote a spirit of cooperation and a desire to continue the work of our Lord. We, therefore, encourage the clubs that abide by our Christian values and ethics. Examples of clubs are: Book Reading Club, Missions Club, and Intercessory Prayer Club.

The procedures for starting a new student club are as follows: `

- Write a brief report describing the new club;
- Have a minimum of ten students including an advisor who is a faculty or staff member of WMU.
- Present to Dean of Student Affairs for approval.
- Student clubs and organization must submit a list of representatives of the club, which is regarded as club recognition.
- Student Clubs must register at the beginning of each academic year in order to maintain active status of club recognition or student club loses the status of club recognition.

Once the Dean of Student Affairs receives the proposal of new club, he will present to the school president. Final approval is given by the President.

Motor Vehicles/Parking

All motor vehicles are required to be registered with the school and students must fill out a vehicle registration form with the main office and receive a parking sticker each semester. A car without a parking sticker will not be allowed to park on school premises.

Students may park without fee on the first floor parking garage. The first floor parking lot is patrolled by a security guard during most late afternoons and evenings while school is in session.

Library Information

Users

Persons associated with World Mission University (students, faculty, and staff) have borrowing privileges and may receive a library card free of charge. When others would like to be a member of WMU Library (WMUL) and to borrow materials, at the only first time they have to pay a \$15 card fee plus a \$100 deposit, and every year they must pay a yearly membership fee of \$50. The user from the member schools of SCATLA should bring the SCATLA Borrowing Card. The user from schools that

made the reciprocal borrowing agreement with WMU should take the student ID card, school-issued enrollment confirmation note and government-issued photo ID card

Library Hours

Monday - Thursday	10:00 AM – 10:00 PM (Vacation Hours 10:00 AM – 9:00 PM)
Wednesday	10:00 AM – 8:00 PM
Friday	10:00 AM – 6:00 PM
Saturday	11:00 AM – 2:00 PM
Sunday/Holiday	Closed

Holdings

WMU Library holds over 56,000 bound volumes supporting the curriculums of Biblical Studies, Christian Counseling, Music, and Theology. The library is subscribing to more than 20 periodical titles.

Search

The library collection can be searched online through the library website, <http://library.wmu.edu>. Users may also check their account for due dates, and renew items through the website.

Database

- WMU Library (WMUL) subscribes to DBpia, a Korean Native Scholarly Database managed by Nurimedia Co., Ltd. This service is on an annual contract basis.
- WMUL made a copyright agreement with the National Library of Korea. Thus, at the designated computers of WMUL, users can use most of full-text databases built by the National Library of Korea.
- WMUL helps users search and use Dissertations of the Republic of Korea and over 20 English databases through Research Information Sharing Service website (<http://riss.kr>) managed by Korea Education and Research Information Service (KERIS).
- WMUL assists users in searching the reliable Korean academic theological journals through the internet.

Internet Service

Internet Service is available at the library. Students may contact the library for information on usage and availability.

Special Collections

The library's collection mainly focuses on biblical, theological, and Church related matters. Among these subjects, it specializes in Korean immigrant churches and denominations. Dissertations are located in a separate section in the library.

Copy/Printing

Photocopying/printing is five cents per page. Copy cards are available in the information office (6th floor).

SCATLA

The World Mission University is a member of The Southern California Theological Library Association (SCATLA) which allows graduate students and faculty circulation privileges at member institutions. A

letter of reference from the librarian is needed to obtain a SCATLA library card. For a list of SCATLA member schools please visit their website http://www.atla.com/scatla/scatla_index.html.

Reciprocal Borrowing Agreement

The World Mission University made the Reciprocal Borrowing Agreement with several universities. Through these agreements, the undergraduate students as well as the graduate students and faculty could have circulation privileges at those institutions. For more information about using such University Libraries, contact WMU library librarian or staffs.

Lending Policy

1. To obtain a library card, borrowers are required to fill out a library card application and pay the membership fee and deposit.
2. All users must show a library card or student ID (for World Mission University students) to borrow materials.
3. For WMU students and staff, eight books may be checked out for up to three weeks. For faculty ten books for eight weeks, and for alumni five books for one week. Visitors with SCATLA forms or students and faculty of institutions that WMU made a borrowing agreement with, may borrow five books for two weeks, and charged members may check out three books for one week.
4. The overdue fine for each item is ten cents a day.
5. Renewals can be made once if there are no pending holds or reserves.
6. Reserve collections, dissertations, reference books and periodicals cannot be checked out.
7. The reserve collection is located near the circulation desk. Reserve materials are loaned for a two hour period and must be used in the library.
8. Those borrowers who lose or severely damage a library book will be charged a \$5 processing fee plus a minimum of \$15 or the actual price for a replacement, whichever is greater.

Library User Rules

1. Unnecessary or excessive noise or any disruptive behavior will not be permitted.
2. Consumption of food or beverages (exception, bottled drinks) is not allowed in the library.
3. The library cannot hold personal belongings and the school is not responsible for theft or lost of personal belongings.
4. Downloading files or programs onto the library computers is not allowed.
5. Do not reshelf library materials. Please return books to a book cart.
6. Periodicals must be returned to their original places.
7. All library users may be subject to inspection of their bags and books at the circulation desk when needed.
8. The library security device will activate when a person tries to take books out of the library without checking them out and may be subjected to disciplinary actions.
9. Lending one's student ID or library card is not allowed and the person is responsible for all fees that have accrued on his/her account.
10. Due to the duties involved in closing the library, books should be checked out or renewed ten minutes before closing.
11. Library cards need to be renewed every year.
12. Anyone who is not associated with WMU and does not have a membership card must first seek permission of the Director of Business prior to using the library.

13. Children must be accompanied by an adult at all times. Guest must be accompanied by their host at all times.
14. All reference questions should be directed to the librarian.
15. Persons not complying with these policies may be asked to leave the library.

Worship and Spiritual Life

Students at World Mission University enjoy a variety of opportunities to enhance their spiritual development. It is expected that all students will regularly attend and be involved in a local church.

World Mission University conducts Revival Meetings at the beginning of each semester. There are chapel services for students every Tuesday and Thursday on campus. Online chapel service is available for WMU students studying from distance. Students who want to register for online student chapel must contact the Distance Education Coordinator and register. Chapel services feature worship, as well as messages by members of the faculty and other Christian leaders. All students are expected to attend chapel. In addition, to assist in the spiritual nurturing of the student body, the Student Government Council arranges the Mountain Prayer Meeting during each semester.

The worship services and other spiritual nurture opportunities are intended to complement the instruction and spiritual growth students receive in the classroom.

Student Ministry

Field Education

World Mission University is committed to equipping students to become full-time ministers or lay leaders in Christian ministry. In order to serve God more effectively, all undergraduate students are required to participate in ministry outside of the classroom experience. Regarding ministry skills of the field education, all the students are supposed to have experiences with the ministry skills in Ministry Skill Check list in the appendix of Student Handbook. Yet, it is not mandate to finish with all in a semester, but advisors will encourage student participation and planning of fulfilling seven ministry skills in the check list at least during their programs.

The philosophy of World Mission University's field education program is:

We believe it is impossible to be equipped for ministry by merely studying in a classroom. Such competencies as learning to understand and relate to people, learning to depend on more than one's own abilities in ministry, and developing a passion for ministry and missions require that students learn by doing. Perhaps that is the reason Jesus required service of his own disciples. We also believe that it is important for students to find their strengths, weaknesses, talents, and gifts by actually being involved in ministry. This self-knowledge can help students discover their niche in the Kingdom as well as plan how to improve in necessary areas. We believe that it is important for our students, who have been blessed with an opportunity to study, to meet human needs and to contribute to the Kingdom of God and its expansion.

Student Ministry (B.A.)

Undergraduate students are required to complete six semesters of student ministry. Undergraduate students will earn half of a credit for each semester.

Student ministry courses are graded pass/fail. Student Ministry “PT111-116” must be taken beginning with the first semester of enrollment at WMU. Students register for the course during registration and must also submit the Student Ministry Registration Form. Students who need less than six semesters to graduate (transfer students) will not be required to complete six semesters of student ministry, but will be required to take a student ministry course every semester they study at WMU.

For transfer students, the number of semesters he/she must sign up for student ministry depends on the number of credits the student transferred and has remaining to complete their degree program. A general rule for transfer students is for every 21 credits remaining the student must register and successfully complete one student ministry course.

When the student decides on an area of student ministry (i.e., type of ministry), the student needs the approval of the faculty advisor and must submit the Student Ministry Registration Form to the registrar at the time of registration for courses.

At the end of the semester in order to pass the student ministry course, the following forms are to be submitted to the Dean of Student Affairs: The Ministry Supervisor Evaluation Form, the Student Self-evaluation Form. If a student fails to submit these forms, they cannot pass and must retake the student ministry course.

Student Ministry (MAT/MAM)

Master of Arts students are required to complete four semesters of student ministry. Each student ministry course is worth .5 credits.

Student ministry courses are graded pass/fail. Student Ministry “PT695-698” must be taken beginning during the first semester of enrollment at WMU. Students register for the course during registration and must also submit the Student Ministry Registration Form. Students who need less than four semesters to graduate (transfer students) will not be required to complete four semesters of student ministry, but will be required to take a student ministry course every semester they study at WMU.

For transfer students, the number of semesters he/she must sign up for student ministry depends on the number of credits the student transferred and has remaining to complete their degree program. A general rule for transfer students is for every 21 credits remaining the student must register and successfully complete one student ministry course.

When the student decided on the area of Christian service (i.e., type of ministry) he/she will sign up for, the student needs the approval of the faculty advisor and must submit the Student Ministry Registration Form to the registrar at the time of registration for courses.

Graduate students are required to submit two Graduate Student Ministry Self Report Forms three times during the semester. At the end of the semester, students must submit the Student Ministry Evaluation Form.

Student Ministry(M.Div.)

Master of Divinity students are required to complete four semesters of student ministry. Each student ministry course is worth .5 credits.

Student ministry courses are graded pass/fail. Student Ministry “PT655-658” must be taken beginning during the first semester of enrollment at WMU. Students register for the course during registration and

must also submit the Student Ministry Registration Form. Students who need less than four semesters to graduate (transfer students) will not be required to complete four semesters of student ministry, but will be required to take a student ministry course every semester they study at WMU.

For transfer students, the number of semesters he/she must sign up for student ministry depends on the number of credits the student transferred and has remaining to complete their degree program. A general rule for transfer students is for every 21 credits remaining the student must register and successfully complete one student ministry course.

When the student decided on the area of Christian service (i.e., type of ministry) he/she will sign up for, the student needs the approval of the faculty advisor and must submit the Student Ministry Registration Form to the registrar at the time of registration for courses.

Graduate students are required to submit two Graduate Student Ministry Self Report Form three times during the semester. At the end of the semester, students must submit the Student Ministry Evaluation Form.

Student Chapel(B.A)

Undergraduate students are required to register and complete eight semesters of student chapel. Undergraduate students will earn half a credit for each semester.

Student chapel are graded pass/fail. Student Chapel “PT211-218” must be taken beginning with the first semester of enrollment at WMU. Students register for the course during registration.

In order to pass the student chapel, students must not miss the chapel more than 2 times a semester. Chapel occurs every Tuesday and Thursday. Student must register for either Tuesday or Thursday chapel and attend the chapel for which he or she registers. Students who are not able to attend chapel on campus may sign up for online chapel.

Students must ensure that they register for online chapel. Students who register for online chapel must follow the regulations of the online chapel. Students who have a campus course before or after Tuesday or Thursday chapel must register for campus chapel. No exceptions will be made.

Student Chapel(MAT/MACC/MAM)

Master of Arts students are required to register and complete four semesters of student chapel. Each student chapel course is worth .5 credits.

Student chapel are graded pass/fail. Student Chapel “PT685-688” must be taken beginning with the first semester of enrollment at WMU. Students register for the course during registration.

In order to pass the student chapel, students must not miss the chapel more than 2 times a semester. Chapel occurs every Tuesday and Thursday. Student must register for either Tuesday or Thursday chapel and attend the chapel for which he or she registers. Students who are not able to attend chapel on campus may sign up for online chapel.

Students must ensure that they register for online chapel. Students who register for online chapel must follow the regulations of the online chapel. Students who have a campus course before or after Tuesday or Thursday chapel must register for campus chapel. No exceptions will be made.

Student Chapel(M.Div.)

Master of Divinity students are required to register and complete six semesters of student chapel. Each student chapel course is worth .5 credits.

Student chapels are graded pass/fail. Student Chapel “PT685-690” must be taken beginning with the first semester of enrollment at WMU. Students register for the course during registration.

In order to pass the student chapel, students must not miss the chapel more than 2 times a semester. Chapel occurs every Tuesday and Thursday. Student must register for either Tuesday or Thursday chapel and attend the chapel for which he or she registers. Students who are not able to attend chapel on campus may sign up for online chapel.

Students must ensure that they register for online chapel. Students who register for online chapel must follow the regulations of the online chapel. Students who have a campus course before or after Tuesday or Thursday chapel must register for campus chapel. No exceptions will be made.

Student Career Development Opportunity

The Office of Dean of Student Affairs is committed to provide students with various career opportunities through which our students can experience and gain ministerial skills and/or other area(s) of specialization.

Those are as follows:

- Job listings for students are posted and regularly updated on WMU website and student bulletin board;
- Scholarship is granted to M.Div students who participate student ministry internship (PT671, PT675-677) at WMU alumni churches or member churches of WEMA(World Evangelical Mission Alliance);
- Steady number of positions for student intern and assistant pastor are to be secured while attending WMU and after graduation, through cooperation of L.A. Oriental Mission Church, alumni churches, member churches of WEMA.
- For the denominational affiliation of senior M.Div. students, student affair committee hosts an event to invite general secretaries or denominational leaders of immigrant churches for the general information and guide about their ordination process.

The Office strives to secure positions for student intern and assistant pastor while attending WMU and after graduation, through constant development of relationship and partnering with pastors and Christian leaders within Korean Christian community.

Emergency and Campus Crime

Any student in an emergency situation should call 911. If a student has an English language problem, the LAPD Koreatown police is available (213-237-0569). If a student needs assistance, ask the Office of Dean of Student Affairs. On campus, crime is very scarce. However, students are encouraged to walk in groups and watch one another.

Emergency Evacuation Procedures

Whenever students hear the Emergency Alarm or our general building emergency notification, they should leave the building through the stairwells on both sides of the building.

The Emergency Evacuation Procedures are as follows:

- Do not panic;
- Do not ignore alarm or emergency notification;
- Leave the building immediately, in an orderly fashion;
- Do not use elevators;
- Evacuate through the stairwell on the both sides when facing elevator;
- Classes in session must be dismissed and Students directed to leave;
- Students in the library must directed to leave;
- Do not go back to classrooms or the library for any reason;
- Report to emergency officials any knowledge you may have of missing person;
- Return to the building only after emergency officials or building monitors give the all-clear; signal. Silencing the Emergency Alarm does not mean the emergency is over.

The school conducts the emergency evacuation drill Tuesday and Thursday of the 2nd week of every semester. The drills will be conducted after the Student Chapel Service. All students must gather in the lobby of 6th floor before the drill proceeds. All on-campus students are expected to attend either one of the drills once every semester.

Alumni Association

An Alumni Association membership fee is collected annually and funds alumni activities. It seeks to assist alumni members' ministries, the sharing of experiences, and provides various information in different areas.

ACADEMICS

Registration Policies

At WMU, each semester we require students to pre-register during registration period scheduled by the school. Students are allowed to register for courses after they have been given clearance for admission to WMU and only after seeing an academic advisor. Students may not attend classes if they have not first registered.

At WMU we have developed an academic advising program to help students take the correct courses to complete their academic programs. Students will not be allowed to register for courses until they have seen their academic advisor.

Academic Advising

As mentioned previously, students must see an academic advisor before they are allowed to register for courses each semester. Each semester, each student must make an appointment with their assigned academic advisor. The advisor will review their progress toward completion of their degree, check their course selections for the current semester, and then approve their registration form. It is the student's responsibility to make sure that they see their academic advisors.

Registration Guideline

1. Before Meeting with Advisor
 - Pick up registration packet at the Registrar's Office
 - Review the course schedule
 - Highlight all the courses you are required to take, want to take or are able to take based on your schedule
 - Students are encouraged to keep track of his/her progress towards degree completion using the Degree Program Checklist. If you do not have one, they are available at the Registrar's Office
 - Read and sign the Student Agreement Form and Affirmation statement.
 - Fill out the Student Ministry Registration Form
 - Fill out sections 1-6 on the Registration Form (Blue) and be sure to read the back "Policy Notification/Promissory Note"
 - Make an Appointment with Advisor
2. Meeting with Advisor
 - Discuss which courses you will register for.
 - After deciding the courses, fill out the course code/title section of the blue sheet.
 - Get advisor initial on registration form (blue).
 - Get advisor signature on Student Agreement Form and Student Ministry Registration Form.
3. Register and Pay
 - Go to the Registrar's Office and turn in Blue Registration Form.
 - You will be required to submit Student Agreement Form, Student Ministry Registration Form, and the Affirmation Statement signature page. If you are taking Distance Courses, you should download the online information forms from the school's DE Site News and submit them electronically.
 - Once registered, you must go to the Student Accounts Office and Pay tuition and fees.

4. Student Tuition Recovery Fund

California law requires that, upon enrollment, fees be assessed in relation to the cost of tuition (Education Code Section 94343). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse those students who might otherwise experience financial loss as a result of an untimely school closure. Students may be reimbursed by STRF only for the prepaid, but unused tuition. Institutional participation is mandatory.

You must pay the state-imposed assessment for the student Tuition Recovery Fund(STRF) if all of the following applies to you:

- You are a student in an educational program, who is a California resident, or are enrolled in residency program, or prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
- Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protestation from the STRF and you are not required to pay the STRF assessment if either of the following applies :

- You are not a California resident, or are not enrolled in a residency program, or
- Your total charges are paid by a third party, such as an employer, government program or other payer, and you have not separate agreement to repay the third party.

5. Graduating Students Only

If you are planning to graduate during the upcoming year, you must do the following:

- Meet with your advisor and do a Graduation Audit (Orange) to ensure that you are able to graduate as desired.
- Fill out the Graduation Request Form (Orange).
- Get academic advisor signature on the forms and submit by due date to the Registrar's Office.

Late Registration

Students not completing registration or pre-registration on the scheduled date will be charged a Late Registration Fee. Attendance is withheld until registration is completed. Classes missed before registration will be counted as absences.

Adding/Dropping Classes

Students who wish to add or drop courses must submit an Add/Drop Form to the Office of the Registrar. In order to add/drop a course students must get approval of his/her academic advisor. Add/Drop is subject to institution's fees where applicable.

Courses that are dropped are subject to the institution's refund policy. See refund policy.

There is a designated period in which courses may be dropped without penalty. Courses dropped after the designated period will be recorded as an F grade in the student's academic record. See academic calendar regarding course drop deadline.

Refund Policy

Tuition refunds are made for withdrawal from a course when notification of cancellation is filed with the registrar. Students may withdraw from a course and receive a full refund anytime prior to the beginning of the course or during the first two weeks. The date that the official Add/Drop form is received determines the date of withdrawal. Failure to attend class is not regarded as withdrawal. The refund will be sent within 45 days after the student's return of the materials. In the case of correspondence courses, not offered in real time, after having received the balance of material as student requests, WMU shall remain obligated to provide the other educational services such as responses to student inquiries, student and faculty interaction, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

The following refund schedule is used for dropping courses and/or withdrawal from World Mission University.

Fall/Spring Semester

100% refund until Thursday, 2nd week of classes

Fraction each week thereafter

No refund of tuition after 8th week of classes.

Fees are not refundable.

Winter/Summer Sessions

100% refund is available until the second class. After the second class session no refunds are available.

For Winter and Summer

sessions, one day equals one week in a semester.

Payment Schedule

All tuition and fees are due at registration. Full-time students who are financially unable to pay all tuition and fees at registration may be allowed to pay by installment as follows:

For new students:

1/2 tuition plus all fees at registration

1/4 tuition by the end of the 4th week

1/4 tuition by the end of the 8th week

All New F-1 international students must pay their tuition in full at the time of registration.

For continuing students:

1/3 tuition plus all fees at registration

1/3 tuition by the end of the 4th week

1/3 tuition by the end of the 8th week

Students will not be permitted to register for a new semester unless all financial obligations of prior semesters at the school have been settled.

If a student fails to pay the remaining balance by end of the 8th week, 3% interest will be charged each month until the student has paid the balance in full.

Graduation Policy

Graduation from WMU is based on meeting a number of different and specific requirements that are outlined in the catalog under each degree programs.

In addition to the regulations outlined under the sections dealing with degree requirements, a grade point average of 2.0 or above is required for graduation with the bachelor's degree and 2.5 or above for the master's degrees. Students must fulfill all financial obligations to WMU and file a petition to graduate before the middle of February to be eligible to receive a degree in June. A graduate thesis or recital for all master's degree level is required.

Progress Towards Graduation

Progress towards graduation is the responsibility of the student. The student should make sure that all graduation requirements are met in order for the student to graduate. WMU guarantees that all required courses will be offered for all degrees so that in a four year time span of normal academic load (15 to 16 semester credits per semester) a student will be able to complete their course requirements in order to graduate in the normal 4 year time frame for all B.A. degrees.

WMU guarantees that all required courses will be offered for students to graduate in the normal three year time frame it takes for M.Div. students to meet graduation requirements and two years for M.A. students to graduate.

Students should keep in mind that in order to graduate, all requirements must be met. WMU offers academic advising to all students. Students should take advantage of academic advising in order to insure that they are making sufficient progress towards graduation. At the beginning of the student's junior year and senior year of study in the B.A. program and at the beginning of the student's last year in the graduate program, the student is required to see an academic advisor to conduct a graduation audit to determine the courses he/she must take to graduate.

Students who do not take the required courses when offered, do not participate in academic advising and do not participate in the academic advising audit, should not expect to graduate if they still lack course requirements. WMU is under no obligation to graduate a student if the course requirements have not been met.

The normal student status for class designation is as follow:

Freshman status	0 --- 30	semester credits completed
Sophomore status	31 – 60	semester credits completed
Junior status	61 – 90	semester credits completed
Senior status	91 +	semester credits completed

In every case, WMU will schedule courses so that a new entering student will complete their program in the prescribed time period. For B.A. students, the normal time will be 4 years of full time study. M.A. students will be able to complete their programs in 2 years of full time study and M. Div. students will be able to complete their programs in 3 years of full time study.

Full time study is defined as 12 credits each semester for B.A. students and 9 semester credits for graduate students each semester. In cases where students transfer in from another institution, WMU

cannot guarantee that the courses will be offered to insure that degree will be completed in the prescribed time period. It is the student's responsibility to make sure that all requirements are met before graduation.

Graduation

Graduation ceremonies are held after the spring semester. Only those students, who have completed all degree or program requirements, including financial obligations, will be permitted to participate in the commencement exercises. Students completing their requirements prior to the close of the school year may receive a letter of completion and will be asked to return for commencement. All graduating students must file a Graduation Request Form to graduate by the third week of their last semester of study to be eligible to receive their degree or diploma in June. It is the responsibility of the student alone to insure that all requirements have been met prior to the deadline for graduation.

Attendance

Regular classroom attendance is crucial, and students are expected to attend all classes. Absences exceeding 1/3 of the total scheduled class periods will result in an automatic failing grade.

Withdrawal and Leave of Absence

Students wishing to withdraw from the school must complete a Petition to Withdraw, secure the necessary signatures, and submit it to the registrar's office. Courses must be officially dropped or a grade of "F" will be entered on the permanent record. Failure to properly withdraw will result in the student not being allowed to re-enroll in the future or to receive proper refunds.

In the case of discontinuing course work due to serious illness or other valid reasons, permission for a leave of absence may be granted by the Chief Academic Officer. The student, however, must submit a petition with documentation (i.e., a note from a licensed doctor, etc.).

Grading and Academic Requirement

A cumulative grade point average of 2.0 is required for the B.A. degree and 2.5 for the Master's degree. A student's academic record, therefore, should reflect that level of achievement. Every student is expected to demonstrate his or her ability in progressing toward a degree or diploma by achieving at least this minimum level quality in his or her work. Any student whose cumulative GPA falls below the requirement will be placed on academic probation.

Report cards are mailed to the student after grading all work at the end of every semester.

Grading Criteria

World Mission University utilizes letter grades. Grades are reported to students in writing from the Registrars Office. Grades are designated as follows:

Grade	GPA	Numeric Description
A	4.0	93+
A-	3.7	90-92
B+	3.3	88-89
B	3.0	83-87

B-	2.7	80-82
C+	2.3	78-79
C	2.0	73-77
C-	1.7	70-72
D+	1.3	68-69
D	1.0	63-67
D-	0.7	60-62
F	0.0	0-59

I	Incomplete
CR	Credit
NC	No Credit
H	Hold
P	Pass
NP	No Pass

- * A grade of "I" can be raised to a grade of "B+" by the end of the next semester when all course requirements have been satisfied.
- ** A grade of "CR" will not be included in the computation of grade point averages.

Incomplete Policy

Sometimes a student discovers that they are unable to finish their requirements for a course or courses during a semester. Sometimes, life presents us with problems that we have no way of foreseeing or planning for. In these situations, a student may need extra time to complete their course requirements. If a student needs extra time to complete their course work, WMU has devised a way to help individual students work through these problems.

Please be sure to follow the procedures correctly:

First, students need to obtain permission for an incomplete from the Dean of Academic Affairs. Then, students must obtain approval from the instructor. Students should not assume that he/she will be given an incomplete for a course just because he/she choose not to complete the assignments, tests or quizzes. Instructors will assign grades based on submitted work if students have not been granted an official incomplete from the Dean of Academic Affairs office. Students who have been given an incomplete will not receive credit for the course before work is completed.

Repeating a Course

If a student receives a failing grade, the student may retake the course. If the course is retaken, the new grade will be calculated into the student's grade-point average (G.P.A) replacing the previous failing grade. The credits are counted only once. All grades become a permanent part of the student's academic history. Student must pay the current tuition to retake the course.

Academic Warning

Undergraduate students receive an academic warning when the semester GPA is lower than 2.0 but the cumulative WMU GPA is 2.0 or higher. This notation is not recorded on the student's academic transcript.

Graduate students receive an academic warning when the semester GPA is lower than 2.5 but the cumulative WMU GPA is 2.5 or higher. This notation is not recorded on the student's academic transcript.

Academic Probation

To remain in acceptable academic standing, an undergraduate student must maintain a cumulative GPA of 2.0 their course work taken at World Mission University. WMU graduate students must maintain a cumulative GPA of 2.5 or higher. The school will notify the student in writing, when their cumulative GPA is below 2.0 (2.5 for graduate students) and place the student on academic probation for two semesters. Academic probation will be recorded on the student's permanent academic record.

Students on academic probation are limited to a course load of 12 credits (9 credits for graduate students) or fewer.

A student failing to attain the minimum GPA during the probationary period may be dismissed. If the student remains on probation for two consecutive semesters the student may be dismissed from WMU.

Incoming students may be admitted on academic probation for several reasons:

1. The student's High School or undergraduate GPA was below the admission standard.
2. The student's baccalaureate degree was granted from a non-accredited institution. In such cases, the probationary status may be removed after the completion of 12 credit hours of satisfactory work as compared to the required GPA for acceptable academic standing.

Probation Removed

If the student raises their cumulative GPA above the minimum requirement during the probation period, he/she will be removed from probation and it will be recorded on student's academic record.

Appeal

If a student is dismissed for failure to meet academic standards, the student may appeal to the Academic Committee for readmission. The student must show that there were exceptional circumstances involved and provide evidence indicating that he or she can remove the GPA deficiency within one semester.

Student Records

The Board of Directors of World Mission University have adopted a resolution that all school records shall be retained for a minimum of five years with the exception of individual student records which shall be kept permanently, securely, and confidentially. The Board of Directors will from time to time verify that the school administrators are in fact adhering to the requirements of this resolution. All records of the University are located in the main office. The important records, including each student's file, grade reports, and financial records, are stored in fire-proof cabinets and on computer disks. In case of the closing of the school, the World Evangelical Mission Alliance will be responsible to retain all documents.

FERPA(Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day World Mission University (hereinafter referred to as WMU) receives a request for access.

A student should submit to the registrar or academic dean a written request that identifies the record(s) the student wishes to inspect. The registrar or academic dean will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar or academic dean, the official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

A student who wishes to ask WMU to amend a record should write the registrar, academic dean or other official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If WMU decides not to amend the record as requested, WMU will notify the student in writing of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. After the hearing, if WMU still decide not to amend the record, the student has the right to place a statement with a record setting forth the student's view about the contested information.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- a. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by WMU in an administrative, supervisory, academic or research, or support staff position; a person or company with whom WMU has contracted (such as an attorney, auditor or collection agent); a person serving on the board of trustees; or members of official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, WMU discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- b. Another exception that permits disclosures without consent is the disclosures of directory information, which the law and WMU defines to include the following: a student's name, home and campus address, e-mail address, telephone listing, parent's name and address(es), major field of study, participation in officially recognized activities, dates of attendance, degrees and award received, photograph and the most recent previous educational agency or institution attended.

This exceptions is subject to the right of student to object to the designation of any or all of the types of information listed above as directory information in his or her case, by giving notice to the dean of

students on or before September 15 of any year. If such an objection is not received, WMU will release directory information when appropriate.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by WMU to comply with the requirements of FERPA.

Students may review FERPA regulations, frequently asked questions, significant opinions, and other information regarding FERPA through the following website:

www.ed.gov/policy/gen/guid/fpco/index.html

For concerns or issues that were not addressed on the website, students may contact the Office at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Questions regarding FERPA and the procedures followed by the WMU to comply with the act may be referred to the office of academic dean or the registrar.

WMU's Right Concerning the Change of Academic Policies

WMU reserves the right to change academic policies as needed. Changes to these policies will be published and given to students at least 30 days prior to taking effect. New policies will be published in succeeding catalogues and succeeding handbooks. Students will be responsible for all published policies even if not published in either the catalogue or student handbook. It is the discretion of the faculty and administration to change or add any new academic policy that it deems will improve the level of instruction and further facilitate the mission of the school.

Right of Students Concerning Academic Policies

At any time, if a student feels that they need special consideration for exceptions to any academic policy the student can request special treatment in writing. The student's written request will be kept confidential but the matter will be decided upon by a faculty committee which is responsible for all academic matters. The student will be notified in writing concerning the faculty decision. If the student so wishes, he or she may appeal a faculty decision to the Chief Academic Officer.

Independent Study

Although World Mission University tries its best to offer courses on a rotational basis which will allow a student to successfully complete his/her degree within the allotted time, there may be students who find that a required class for graduation is not offered. In such cases, graduating students may petition for an independent study of a required course.

During academic advising, students should speak with his/her advisor about the need for an independent study. The student needs to schedule an appointment with the Chief Academic Officer to discuss the independent study options.

For information on independent study, please see the Independent Study Guidelines.

STANDARDS AND PROCEDURES

Academic Integrity

The maintenance of academic integrity and quality education is the responsibility of each student at World Mission University (WMU). Cheating or plagiarism in connection with an academic program is an offense for which a student may be expelled, suspended, or given a less-severe disciplinary action. Academic dishonesty is a serious offense which diminishes the quality of scholarship and defrauds those who depend upon the integrity of the educational system. Academic dishonesty includes:

- A. **Cheating:** Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
 - 1. Students completing any examination should assume that external assistance (e.g., Books, notes, calculators, conversations with others) is prohibited unless specifically authorized by the instructor.
 - 2. Students may not allow others to conduct research or prepare any work for them without advance authorization from the instructor.
 - 3. Substantial portions of the same academic work may not be submitted for credit in more than one course without authorization.
- B. **Fabrication:** Intentional falsification or invention of any information or citation in an academic exercise.
- C. **Facilitation academic dishonesty:** Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
- D. **Plagiarism:** Intentionally or knowingly representing the works, ideas, or work of another as one's own in any academic exercise.

Classroom Etiquette

With regard to classroom etiquette, the professor reserves the right to dismiss a student from the class for continual disruptive or rude behavior. The student may be sent to the Dean of Student Affairs for disciplinary action related to inappropriate classroom behavior. The student will be marked absent if dismissed from the classroom.

Sexual Harassment

The World Mission University is committed to providing a safe learning and working environment. In keeping with this commitment, the school prohibits unlawful harassment including sexual harassment by any of its employees, students, staff, faculty, or anyone conducting business on University premises. Sexual harassment is defined as any unwelcome or unsolicited attention of a sexual nature, including but not limited to verbal, physical, or visual contact. Any person who observes or is subject to an act of sexual harassment should report it immediately to the nearest faculty or staff member, who will notify the Dean of Student Affairs. Confidentiality is required in order to protect all parties involved.

Appropriate disciplinary action will be taken for students, faculty members, or staff members accused of sexual harassment.

POLICIES AND PROCEDURES

1. Statement of Nondiscrimination

World Mission University's mission statement describes the university as "an evangelical Christian community to impact the world for Christ." Deep convictions about how we treat one another, anchored in the biblical truth that all human beings are created by God and bear His image, are foundational to our identity as a Christ-centered community. In keeping with those convictions, the University is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect and is free from discrimination on the basis of sex, which includes all forms of sexual violence.

Sex discrimination violates an individual's fundamental rights and personal dignity. WMU considers sex discrimination in all its forms to be a serious offense. This policy refers to all forms of sex discrimination by employees, students, or third parties, including, but not limited to, sexual harassment, sexual assault, sexual violence, domestic and dating violence, and stalking.

The University has additional policies regarding sexual misconduct; please refer to the Student Handbook and Faculty Handbook for policies and expectations.

Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance, reads as follows: "No person in the United States shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any education program or any activity receiving Federal financial assistance..." (Title IX of the Education Amendments of 1972, codified at 20 U.S.C. section 1681, and its implementing regulation at 34 C.F.R. Part 106.)

Under Title IX, discrimination on the basis of sex can include sexual harassment; unwelcomed sexual advances; or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. The Campus SaVE Act, federal legislation enacted in 2013, adds domestic violence, dating violence, and stalking as categories of behavior that are expressly in violation of Title IX.

The University does not tolerate unlawful sex discrimination and will endeavor to keep the community free of such conduct through education, training, clear policies and procedures, and appropriate consequences for those who violate this policy. When an instance of sex discrimination is reported, the University will take action to promptly and equitably investigate the complaint, address its effects, and prevent further discrimination or retaliation.

2. Definitions:

Affirmative Consent - Affirmative consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual

relations between them, should never by itself be assumed to be an indicator of consent.

Affirmative consent may be given by words or actions unmistakable in meaning. In order to be effective, affirmative consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to another person that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

In order to give affirmative consent for purposes of this policy, one must be of legal age.

In the evaluation of complaints of sexual violence under this policy, it is not a valid excuse to alleged lack of affirmative consent that the respondent believed that the complainant consented to the sexual activity under either of the following circumstances:

- The respondent's belief in affirmative consent arose from the intoxication or recklessness of the respondent, or
- The respondent did not take reasonable steps, in the circumstances known to the respondent at the time, to ascertain whether the complainant affirmatively consented.

Affirmative consent will not be found to have been given when it is determined by a preponderance of the evidence that the respondent knew or reasonably should have known that the complainant was unable to consent to the sexual activity because the complainant was either:

- asleep,
- unconscious,
- incapacitated due to the influence of drugs, alcohol, or medication such that the complainant could not understand the fact, nature or extent of the sexual activity, or
- unable to communicate due to a mental or physical condition.

If an individual has sexual activity with someone known to be or should be known to be mentally or physically incapacitated (alcohol or other drug use, unconsciousness, or blackout), he or she is in violation of this sexual harassment, stalking, and sexual violence policy and may be in violation of the law. Any time sexual activity takes place between individuals, those individuals must be capable of controlling their physical actions and be capable of making rational, reasonable decisions about their sexual behavior.

Complainant - A complainant is any person who alleges to be the victim of sex discrimination, including but not limited to any act of sexual violence.

Domestic and Dating Violence - Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse of the complainant, or by a person with whom the complainant shares a child in common, or by a person who is cohabiting with or has cohabited with the complainant as a spouse, or by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of California, or by any other person against an adult or youth complainant who is protected

from that person's acts under the domestic or family violence laws of the jurisdiction.

Nonconsensual Sexual Contact – Nonconsensual sexual contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, without affirmative consent.

Nonconsensual Sexual Intercourse – Nonconsensual sexual intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a man or woman upon a man or a woman, without affirmative consent.

Sexual Harassment – Sexual harassment is unwelcome conduct of a sexual nature. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual assault or acts of sexual violence, when one or more of the following criteria are met:

- submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course or activity; or
- submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic decisions or other decisions which affect an individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance and/or educational experience and/or creating an intimidating, hostile, and/or offensive work and/or educational environment.

Respondent – A respondent is any individual who is alleged to have discriminated on the basis of sex as defined in this policy.

Responsible Employee – A responsible employee is a University employee designated herein as having the obligation to report incidents of alleged sexual violence to the Dean of Student Affairs.

Sex Discrimination – Sex discrimination is any behaviors and/or actions that deny or limit a person's ability to benefit from, and/or fully participate in the educational programs or activities or employment opportunities based on an individual's sex. Examples of sex discrimination include sexual harassment, sexual violence, failure to provide equal opportunity in employment, education programs and co-curricular programs including athletics, discrimination based on pregnancy, and employment discrimination.

Sexual Assault – Sexual assault is a general term that covers a broad range of inappropriate and/or unlawful conduct, including rape, sexual battery, and sexual coercion. As defined under California law, rape is nonconsensual sexual intercourse that involves the use or threat of force, violence, or immediate and unlawful bodily injury or threat of future retaliation and duress. Sexual battery includes the nonconsensual touching of a person's intimate parts, or the clothing covering the immediate area of those parts, or forcing a person to touch another's intimate parts.

Sexual Coercion – Sexual coercion is the act of using pressure (including physical, verbal, or emotional pressure), alcohol, medications, drugs or force to have sexual contact against someone's will or with someone who has already refused.

Sexual Exploitation – Sexual exploitation occurs when an individual takes or attempts to take nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual harassment, stalking, and sexual violence offenses.

Sexual Violence – Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the person's age or use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by employees, other students, or third parties. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

Stalking – Stalking is harassing or threatening another person to the point where that individual fears for his/her safety or the safety of his/her family. Stalking can occur in various forms including, but not limited to, in person and via electronic means (cyberstalking/cyberbullying). Stalking means to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and to place under surveillance with the intent to kill, injure, harass or intimidate another person; and in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to—that person; a member of the immediate family of that person; or the spouse or intimate partner of that person.

3. COMPLAINANT'S RIGHTS AND OPTIONS

A. Reporting

WMU encourages those who have experienced any form of sex discrimination to report the incident promptly, to seek all available assistance, and to pursue University disciplinary proceedings and, where applicable, criminal prosecution. WMU takes complaints very seriously and will work with complainants to ensure their safety as much as possible and to remedy the situation. WMU encourages those who have experienced or witnessed sex discrimination to report these offenses to the Dean of Student Affairs or to another Responsible Employee.

Upon receiving a report from a complainant, a Responsible Employee should make every effort to ensure that the Complainant understands (i) the Responsible Employee's duty to report the allegation, including the name of the Complainant and respondent, and the relevant facts (date, time, and location of the incident, and the known circumstances) to the Dean of Student Affairs; (ii) the Complainant's option to request confidentiality, which the Dean of Student Affairs or the designee will consider; and (iii) the Complainant's ability to share the information confidentially with counseling, advocacy, health, mental health, or sexual-assault-related services who are not required to report the incident without the consent of the Complainant.

In cases where a report is made by a third-party, the Complainant will be notified by the Dean of Student Affairs that a report has been received. The Dean of Student Affairs or the Dean's designee will meet with the Complainant to discuss the Complainant's options and resources available inside and outside the University.

B. Timing

The University is committed to providing a prompt, thorough, and fair resolution to all complaints. When the confidential investigation report has been completed, the complainant and respondent will be concurrently notified of the outcome within 5 (five) business days of the outcome being determined. While each investigation is unique the investigation will be concluded, including reporting to the parties, within 60 calendar days of the initial complaint. Except in extraordinary cases, such as when witnesses and/or relevant evidence are unavailable.

C. Interim Measures

During the investigation and until resolution of the complaint, interim measures may be issued by the Dean of Student Affairs or the designee, including but not limited to: restrictions on contact between the complainant and the respondent, bans from areas of campus, and appropriate changes in academic, campus housing, or employment schedule. Failure to adhere to the parameters of any interim measure is a violation of policy and may lead to additional disciplinary action.

D. Limited Immunity

The University understands that reporting parties sometimes are hesitant to report because they fear that they themselves may be charged with policy violations, such as underage drinking at the time of the incident. To encourage reporting, the university pursues a policy of offering reporting parties limited immunity from being charged with policy violations related to the particular incident. While violations to policy cannot be completely overlooked, the university will in some circumstances recommend sanctions directed toward education and prevention rather than more punitive forms of disciplinary action.

E. Confidentiality

Those who have disclosed sexual harassment, stalking, and sexual violence violation should know that university employees will report sexual conduct to the Dean of Student.

All inquiries, complaints, and investigations are treated with discretion. Identity of the Complainant may be revealed to the respondent(s) of such conduct.

The university is committed to protecting the privacy of all individuals involved in a report of sexual harassment, stalking, and sexual violence violations. All university employees who are involved in the university's Title IX response, including the Dean of Student and investigators, and appeal grievance committee members, receive specific instruction about respecting and safeguarding private information. Throughout the process, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the report.

Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual. These campus professionals, all of whom have legally protected confidentiality. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others. When a report involves suspected abuse of a minor under the age of 18, these confidential resources may be required by state law.

F. Prohibition Against Retaliation

All persons are absolutely prohibited from taking any action against any other member of the university community either for alleging discrimination prohibited by Title IX or for cooperating in grievance proceedings related to such allegations, including but not limited to, the complainant, respondent, or witnesses to an alleged incident of sex discrimination. Any person engaging in any retaliatory action(s) will be subject to a separate complaint under the Student Standards of Conduct and this policy as applicable and appropriate sanctions or disciplinary action for determined violations up to and including dismissal from the university or termination of employment.

G. False Complaints

Any Complainant who knowingly makes false charges alleging violations of this policy will be subject to disciplinary action up to and including termination of employment or dismissal from the University.

H. Resources

On-campus offices:

- Office of Dean of Student

Off-campus resources:

- Project Sister, (909) 626-HELP, projectsister.org
- National Sexual Assault, (800) 656-HOPE, rainn.org

Disciplinary Procedures

Disciplinary Action

Discipline is more than rules, consequences and external motivation. WMU students are called to a life of responsibility to God, to the student body, and to others around the greater community. Understanding this motivation sets the best tone for real discipline; i.e., self-discipline is the real goal.

When inconsistent behavior elicits consequences, the attitude and approach of WMU will be based on a commitment to help the individual grow to wholeness. WMU is here to provide support, counseling, and guidance.

Self-discipline is the goal of WMU, but it must be remembered that this relates to community responsibility as well as individual responsibility. Individuals are not islands but rather a part of a complex set of inter-relationships between themselves and their peers, the community and the institution. The individual is responsible, in a sense, for and to each of these.

If the inconsistent behavior of the individual persists, the person should be made aware that unless there is still no change, responsibility must be assumed in seeking proper help. Friendship is never to be construed as a license to compromise personal integrity and values.

The following statements are steps and procedures for discipline (including a fair and reasonable appeals process).

- The student has a right to know the charges against him and to receive them in writing;
- The student has a right to have a hearing consisting of a committee of disinterested faculty. This committee will make a recommendation to the administrative council, which will make the final decision;
- The student may appeal this decision by requesting another hearing before the administrative counsel.

Should the behavior of an individual make it necessary to impose disciplinary action, one or a combination of the following measures will be used.

- A. Admonition - Confrontation concerning a rule violation in order to both bring clarification and compliance to the rule. Continued violation could result in Probation.
- B. Probation - During a probationary period, a student may not represent or be involved with WMU in any way (student government, musical groups, school clubs, etc.). Violation of Probation could result in suspension.
- C. Suspension - Suspension is the involuntary separation of a student from WMU with a specific date and condition for re-admittance. If a student is suspended, record of this action will be placed in the student's file for further reference.
- D. Withdrawal - In some cases a student may be permitted to voluntarily withdraw without privilege of returning until permitted by the administration (Office of Admissions, the Chief Academic Officer, etc.). Students desiring to appeal a decision by the Dean of Student Affairs should ask

the Chief Academic Officer to present the matter to the administrative council (i.e. Chief Academic Officer, CFO, Dean of Student Affairs).

- E. Dismissal – In the case that the student refuses the recommendation of voluntarily withdrawal, or when his or her violation and unacceptable behaviors are regarded as too serious by the administrative council.

Student Grievance Procedures

A student with complaints about inappropriate behavior of the faculty, the administration staff, or the student(s) of the school may submit in person the complaint form to the Dean of Student Affairs. In order to submit the form, the student needs to make an appointment with the Dean of Student Affairs, bring the form to the meeting, and explain, if needed, the complaint with proper attitude and language. This initial meeting shall be recorded for future reference. The Dean of Student Affairs is to listen to both parties involved and report the summary of the incident to the Administrative council. If students want to appeal, the student has a right to have a hearing consisting of a committee of disinterested faculty (grievance committee). This committee will make a recommendation to the administrative council, which will make the final decision.

Association for Biblical Higher Education
5850 T.G. Lee Blvd., Ste130
Orlando, FL 32822-1781

The Association of Theological Schools
10 Summit Park Drive
Pittsburgh, PA 15275-1110

Bureau for Private Postsecondary Education
1027 10th Street, 4th Floor
Sacramento, CA 95814

Academic Calendar

Fall Semester, 2019

August 16	End of New Students Admission
August 20/21	New Student Orientation & Faculty Introduction
August 26	First Day of Classes
August 27	Fall Opening Revival Meeting
September 2	Labor Day Holiday - No Classes
September 3/5	Emergency Evacuation Drill
September 5	Last Day to Receive a Full Refund
September 5	Last Day to Add Classes
September 19	Last day to submit Scholarship application, Christian Service Registration form, Graduation Request form
October 1	Graduation meeting
October 8	WMU faculty seminar,
October 15	Fall Special Academic Seminar
October 17	Last Day to Drop Classes
November 2	Donor Appreciation Night
November 18-December 12	Registration for Winter semester, Early Registration for Spring semester
November 26	World Mission Night
November 27-29	Thanksgiving Break
November 30	Music student concert
December 9-12	Final Exam
December 12	Last Day of Classes
December 16-January 9	Late Registration for Spring semester (After January 10, Late fees apply)

Spring Semester, 2020

January 17	End of New Students Admission
January 20	Martin Luther King, Jr. Holiday - No Classes
January 21/22	New Student Orientation & Faculty Introduction
January 27	First Day of Classes
January 28	Spring Opening Revival Meeting
February 4/6	Emergency Evacuation Drill
February 6	Last Day to Receive a Full Refund
February 6	Last Day to Add Classes
February 13	Last day to submit Scholarship application, Christian Service Registration Form, Graduation Request Form
February 17	President Day Holiday - No Classes
March 17	WMU faculty seminar
March 17	Graduation meeting
March 19	Last Day to Drop Classes
March 24	Anniversary Seminar
March 26	Student Preaching challenge
April 6-9	Easter Break
April 20-May 14	Registration for Summer semester, Early registration for Fall semester
May 2	Spring Music Concert
May 14	Last Day of Classes
May 11-14	Final Exam Week
May 18-July 23	Registration for Fall semester (After July 24, Late fees apply)
June 6	Annual Commencement (29th)

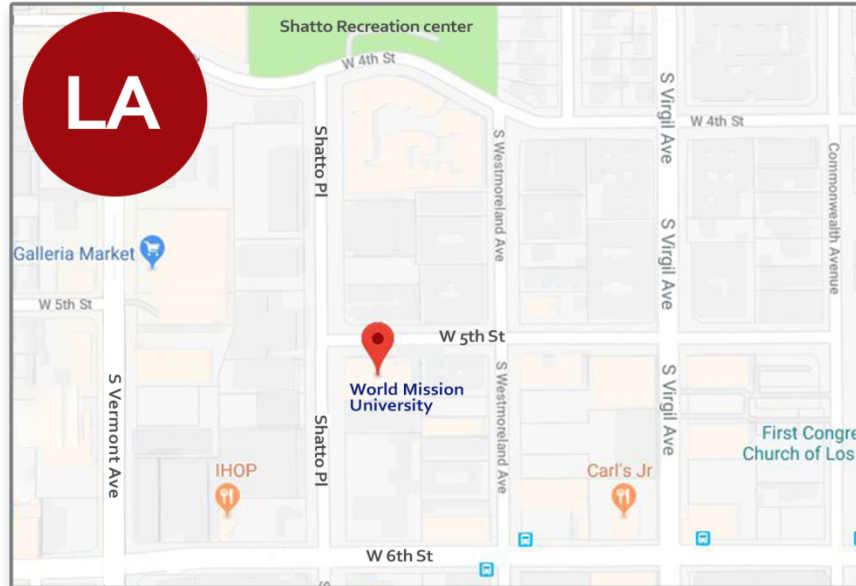
Summer Sessions, 2020

May 18-29	Summer Intensive I
June 1-12	Summer Intensive II

Campus Map

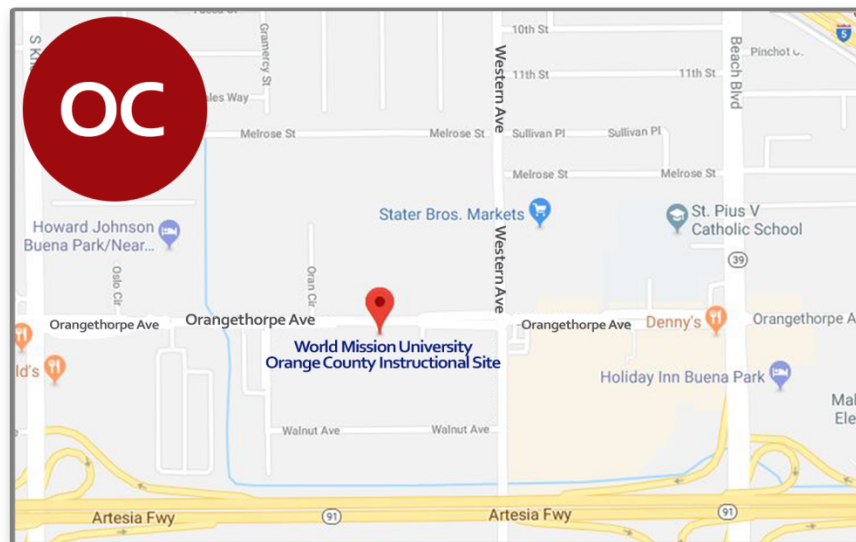
LA Main Campus

500 Shatto Pl.,
Los Angeles, CA 90020



OC Campus

7342 Orangethorpe Ave.,
Suite A-103,
Buena Park, CA 90621



World Mission University in compliance with Titles VI and VII of the Civil Rights Act of 1994 and Titles IX of the Educational Amendments of 1974, does not discriminate on the basis of race, color, national origin or gender in any of its policies, practices or procedures.

월드미션 대학교 교가

썩썩하게
Allegro Moderato ♩ = 120

임동선 작사
박재훈(1992.5.30)

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2. 주님이 보내시네 주님이 보내시네 죽기까지 - 충성

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12
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라(증인되라) 주 - 님(주님)이 보내시네 주 - 님이 보내시네

17
solo piano or orchestra 주님 만스 - 승 - 삼 은 우리 월드미션대학

21
교 주님 만 을 스승 삼 은 우리 월드미션대학교