

Education published by the Council on Higher Education Accreditation or approved by the Ministry of Education for the Republic of Korea. If a degree student desires to transfer credit from another postsecondary school to WMU, an official transcript stating the courses and grades must be submitted to the Director of Admissions prior to acceptance.

Transfer Policy from Accredited Schools:

- Bachelor of Arts in Christian Ministries, Bachelor of Arts in Christian Counseling students, Bachelor of Arts in Music, Bachelor of Arts in Social Works students can receive a maximum of 84 credits.

The transcripts from foreign educational institutions must be confirmed by an official seal. WMU may ask schools in foreign countries to be evaluated through the American Council for Education.

Only courses receiving a C- or higher are considered for transfer. Students need to submit requests for transfer consideration prior to enrollment.

Transfer Policy from Unaccredited Schools:

The transfer of credit from non-accredited institutions is individually evaluated and determined. Courses are evaluated on an individual basis. If credit is granted, the basic transfer policy for work done at non accredited American schools or schools in Korea that have not achieved recognition by the Ministry of Education is as follows:

- 1/3 of a credit **may** be granted for each credit earned at an unaccredited American school that **has** achieved state approval with a limit of 1/2 of a total credits required for graduation.
- 1/3 of a credit **may** be granted for each credit earned at an unaccredited American school that **has not** achieved state approval with a limit of 30 credits.
- 1/3 of a credit **may** be granted for each credit earned at a Korean school that has not achieved recognition by the Ministry of Education with a limit of 1/2 of a total credits required for graduation.

It is the responsibility of the student desiring the transfer of credit from a non-accredited institution to provide WMU with academic catalogs of the attended institutions and syllabi of each course to be considered for transfer.

Prior Experiential Learning

World Mission University does not award any credit for prior experiential learning.

Academic Policies

The school operates on a traditional semester calendar. There are two semesters in the academic year that occur from August to May. The Fall Semester usually starts the last week of August and ends in December. The Spring Semester usually starts the last week of January and ends in May. During the academic year each semester is 16 weeks in length. The Summer and Winter sessions are divided into several two-week intensive courses.

The majority of courses are equivalent to three semester hours of credit and thus requires a minimum of 37 1/2 contact hours. Each credit represents one fifty-minute period of class instruction for each of the fifteen weeks plus approximately two-to-three hours of out-of-class involvement. For field education, 30 hours of ministry involvement is required for one unit.

Undergraduate students must be enrolled for a minimum of 12 semester credits in order to be classified as full-time students. Special permission must be granted to enroll in more than 18 credits per semester for undergraduate students. Such permission must be approved in writing from the Chief Academic Officer before registration. Students can obtain the form in the main office.

Grading

World Mission University utilizes letter grades. Grades are reported to students in writing from the Registrar's 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 Average.

*** A grade of "F" can be raised a maximum grade of "B+" after retaking the course.

Course Prerequisite Requirement

Undergraduate courses that require students to take prerequisite courses are as follows: CC215 Family Life Ministry (Prerequisite: 9 credits of Counseling Studies), CC331 Multicultural Counseling (Prerequisite: LA102 Introduction to Psychology and CC412 Counseling Theory and Techniques), MT355 Keyboard Harmony II (Prerequisite: MT255 Keyboard Harmony I).

Repeated Courses

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 (GPA) 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.

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 chose 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.

Auditing

Regularly matriculated students as well as those not enrolled in the school may audit a course upon the written permission of the Dean of Academic Affairs. An application to audit must be submitted and tuition must be paid before auditing. Credit is not given for audited courses. There are no scholarships available for auditing students. The fee for auditing a course is 50% of the regular tuition. Some courses are not allowed to audit.

Class Attendance

Regular classroom attendance is crucial, and students are expected to attend all classes. Absences exceeding 1/3 (6 wks) of the total scheduled class periods (16 wks) will result in an automatic failing grade.

Registration

To begin study, all students must submit registration forms each semester which have been approved by the students' academic advisor. Student information, the title and number of the course, academic advisors signature and students' signature regarding the financial policy are required.

Full/Part Time Status

Undergraduate students who register for 12 or more semester credits are considered full time students. However, in order to graduate on-time, undergraduate students should register for at least 15 credits each semester. Any student whose GPA in a previous semester is 3.5 or above can register for up to 21 semester credits with the Chief Academic Officer's approval.

Time Limits for Completion of Degree

All courses and examination requirements must be completed within six years beginning from the date of the student's first registration at World Mission University. An extension may be granted for special circumstances.

Requirements for Graduation

In addition to the regulations outlined under the sections dealing with degree requirements in this catalog, a Grade Point Average of 2.0 or above is required for graduation with the bachelor's degree. 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.

Thesis

BA students may write a senior thesis as an elective and can earn 3 credits. Students need to follow three steps for the approval of the thesis: 1) the approval of the subject by the advisor, 2) the approval of the outline and prospectus by the advisor, and 3) the approval of the first draft and following drafts by the Thesis Committee. Two readers will be assigned to read each thesis for evaluation.

Application for Graduation

Students must file their applications and pay their graduation fee at the time of enrollment for their last semester of study. All financial accounts and documents, files, etc., are to be in satisfactory order before a student is permitted to graduate. Students are expected to be present for graduation. Graduation in absentia will be permitted only by special approval of the Chief Academic Officer in response to a written request that cites acceptable reasons.

Academic Freedom Policies

WMU recognizes that within the field of education, academic freedom is a highly held right. In that regard, WMU will do everything possible to ensure that faculty members are given the freedom to represent views, theories, research results, and opinions in the normal process of teaching their assigned courses. However, WMU also recognizes that academic freedom must be weighed in response

to the responsibilities of Christian faith and practice. The principles of developing Christian community, the responsibility of leadership by faculty members as role models to the students, and the ethics of Christian faith as prescribed by the school's Statement of Faith also provide the boundaries within which faculty members are given to exercise their academic freedom. Faculty members, who hold differing and potentially contentious theological views, may be asked to step down from their faculty positions. When this happens, WMU will still hold the resigning faculty member in highest regard, realizing that the human perspective on theological truth is never complete and clear.

WMU has adopted the statement of Academic Freedom as developed by the Association of Theological Schools, a recognized accrediting association by the U.S. Department of Education, as its standard concerning faculty academic freedom. The statement reads as follows:

1. The Christian faith directs all thought and life toward God who is the source of truth, the judge of all human thoughts, and the ultimate end of all theological inquiry.
2. The freedom of the Christian always involves a commensurate responsibility toward God and neighbor. It is never the freedom merely to be left alone or ignore basic obligations.
3. Christian freedom exists within the confession of Christian faith. A theological school may acknowledge specific confessional adherence as laid down in its own charter and constitution. A concept of freedom appropriate to a theological school will respect this confessional loyalty, both in the institution and with their individual members. At the same time, no confessional standard obviates the requirement for responsible liberty of conscience in the Christian community and the practice of the highest ideal of academic freedom.
4. While freedom must ultimately be realized through the spirit and loyalties of humanity, it must take form and be protected through concrete standards of institutional practice. Every statement of such standards moves somewhat in the sphere of law and

regulation. We recognized that the effectiveness of stated principles depends finally upon the dedication within the Christian theological school to a genuine concern for liberty of mind and spirit in theological teaching.

Withdrawal & 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 must submit a Leave of Absence Form and in certain cases submit a petition with documentation (i.e., a note from a licensed doctor, etc.).

Contract, Cancellation, and Dismissal

Registration can be canceled anytime by students without hindrance. The contract and cancellation forms are available in the admissions office.

Concerning refunds, see the Financial Information section.

Students who do not register consecutively for more than two semesters without written notification will be dismissed automatically for academic reasons. Dismissed students desiring to be re-admitted must submit a re-admission application.

Right to Review the Academic Record

Students have the right to review their own academic records and files. To review them, a request form must be filed with the Registrar. Any errors will be corrected.

Satisfactory Academic Progress Policy

Full-Time Undergraduate Students:

Satisfactory Academic Progress toward a baccalaureate degree as a full-time undergraduate student is obtained by completing 12 or more credits per semester or 24 or more credits per academic year while maintaining a cumulative GPA of 2.0 or higher. Repeated courses which students previously passed cannot be counted toward minimum Satisfactory Academic Progress requirements. The student must complete the degree requirements within the period of time required when progressing at the minimum full-time rate. For example, in a program requiring 126 credits progressing at 12 credits, a student would have 11 semesters (approximately 5 years) to complete the program. When a student takes 12 credits each semester, he/she is considered full time, however, in order to complete the program within the "normal" time frame, a student must take approximately 15 credits each semester.

Academic Standing

At the end of each semester, a student's progress will be monitored. When there is evidence of lack of satisfactory progress toward meeting graduation requirements, the Academic Committee may place students on academic probation or disqualify them from attendance at the university.

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.

Academic Probation

To remain in acceptable academic standing, an undergraduate student must maintain a cumulative GPA of 2.0 in their coursework taken at World Mission University. The school will notify the student in writing, when their cumulative GPA is below 2.0 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 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.

The student's High School or undergraduate GPA was below the admission standard.

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 the student's academic record.

Appeals

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.

Academic Integrity Commitment

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:

1. Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
 - a. 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.

- b. Students may not allow others to conduct research or prepare any work for them without advance authorization from the instructor.
- c. Substantial portions of the same academic work may not be submitted for credit in more than one course without authorization.

2. Fabrication: Intentional falsification or invention of any information or citation in an academic exercise.
3. Facilitation of academic dishonesty: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
4. Plagiarism: Intentionally or knowingly representing the works, ideas, or work of another as one's own in any academic exercise.

International Students

F-1 students are held to the same standards as regular students and must maintain academic eligibility. If an F-1 student fails to maintain Satisfactory Academic Progress, he/she will be notified in writing and placed on academic probation for one semester. The F-1 student must show he/she is making progress during the probation period. If at the end of that semester the student has not brought their GPA above the satisfactory level of 2.0 for undergraduate, the student will be dismissed from the university and their I-20 will be terminated.

Financial Aid Students

One of the requirements of eligibility for federal financial aid is a student must maintain Satisfactory Academic Progress (SAP) and be in good academic standing. At the end of each semester WMU will measure the student's SAP and academic standing in the following ways:

1. Cumulative GPA
All students who have attempted more than 16 credits must maintain a cumulative GPA of 2.0 or higher.

GPA's are reviewed at the end of each semester.

Students who fail to maintain the minimum GPA will be given one semester of probation for Financial Aid in which they must earn the above GPA for that semester or they will be suspended from the Federal Aid programs and not eligible for aid the following semester.

2. Class Completion Rate

The number of credits a student has successfully completed at WMU is calculated each semester.

Full-time undergraduates must complete 21 credits per year in order to graduate on time.

The student has a maximum time limit to complete his/her degree or program at WMU. BA degree program maximum time limit is 12 semesters.

Consequences of Failing

Failing to maintain SAP can adversely affect a student's eligibility for current and future financial aid. The student will not be eligible to receive WMU scholarships, Pell Grant or Campus Based funds until he/she regains eligibility or a petition is approved on his/her behalf. Even if a student's petition receives approval, he/she may not be eligible to receive funds from past semesters.

Financial Aid SAP Petition Policy

WMU acknowledges that there are certain circumstances that may limit a student completing his/her courses or maintaining SAP. Students can request a petition for a SAP waiver if they meet one of the following criteria:

- Death in the family;
- Illness or medical emergency; and
- Other performance factors beyond a student's control.

To petition, a student must submit the following documentation:

- A letter explaining the exceptional circumstances that affected the student's ability to meet the Financial Aid SAP requirements;

- A resolution or plan of action explaining how the student will assure future academic success;
- A statement from the student's academic advisor confirming his/her ability to meet the SAP requirements; and
- Documentation of illness or medical condition. The student must provide a letter from his/her attending physician confirming that his/her condition will no longer hinder the student's ability to succeed academically. The letter must include the dates the condition occurred. The dates must coincide with the period in which the student failed to meet Financial Aid SAP requirements.

The Academic Committee will make a decision and notify the student in writing of a decision within 30 days of submission. Decisions of the Academic Committee are final.