

# YUIN UNIVERSITY

## CATALOG

January 1, 2017 to December 31, 2017



2007 East Compton Boulevard  
Compton, California 90221  
(310)609-2704 [www.yuin.edu](http://www.yuin.edu)

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## LETTER FROM PRESIDENT

Dear Students:

As the book of Galatians Chapter 6 Verse 9 said, "Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up." (NIV), there are God's appointed times for sowing, working and reaping. Our Yuin University is no exception.

The Lord wants to lead His children in the pathway of promotion. He has a purpose and destiny for our lives and He wants us to enter into it. Often we may go through the path of trials and tribulations in order to be shaped and refined and prepared to enter into the destiny that God has prepared for us. God leads us through a process of shaking and discipline which can be painful at that time. But later it will prove to be an invaluable and strong foundation for our lives.

As we look forward to achieving our near and long term goals for our Yuin University, we should count all those recent trials and hardships as blessings that will propel us to go farther in improving the lives of those in our communities through academic excellence and acts of love to those in need.

Sincerely,

James Powell  
President

## STATEMENT OF FAITH

### 1. The Trinity

The Board, faculty, administration and staff at Yuin University possess an active and visible Christian faith which encourages the entire campus community in our pursuit of a wholesome and practical Christian life. We personally trust in and collectively bear witness to the one, eternal God, revealed as Father, Son and Holy Spirit. (Deut. 6:4; Matt. 28:19; 2 Cor. 13:14; John 4:24)

### 2. God the Father

We believe in God the Father who created the heavens and the earth. We believe in God the Son, Jesus Christ, who was conceived by the Holy Spirit and born of the Virgin Mary. Jesus suffered, died and was buried. He rose from the dead. Jesus ascended into heaven and remains with the Father and the Holy Spirit to judge the living and the dead. Jesus Christ alone is the way, the truth and the life. There is salvation in and through no other. (2 Tim. 3:16-17; 2 Pet. 1:20-21; 1 Cor. 2:13)

### 3. The Holy Spirit

We believe in God the Holy Spirit who is the comforter, sustainer and sanctifier of all who profess faith in Jesus Christ as Savior and Lord. (Rom. 8:9; 1 Cor. 12:12-14; Eph. 1:13-14, Gal. 5:22-25)

### 4. Salvation

We believe that humanity has hope for redemption from sin by Jesus Christ's life, death and resurrection. It is by God's grace alone that we joyfully receive our salvation through a personal faith in Jesus Christ. (Eph. 2:8-10; Tit. 2:11-14)

### 5. Revelation, Scripture and Authority

We believe that the Bible is God's revealed Word. It is authoritative and infallible in all matters of faith and practice. (Ps. 19:1-6; Heb. 1:1-2; John 17:17)

### 6. The Church

We believe that the Church is the body of Christ and God's witness in the world. (Eph. 1:22-23, 5:25-27; 1 Cor. 12:12-14)

### 7. Our Destiny

We believe that Jesus Christ will return and claim his own, ushering in the new heaven and new Earth in which righteousness will dwell and God will reign forever. (1 Thess. 4:13-18; Zech. 14:4-11; Rev. 20:6)

## INSTITUTIONAL PURPOSE

Yuin University is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Yuin University provides post-baccalaureate education.

Yuin University was established to fulfill the holistic needs of its students, so that they may promote the mental, spiritual, physical, and financial well-being of the communities in which they live.

The name Yuin is a Korean word meaning, “Invitation.” The name reflects the mission of the institution, as the mission of Yuin University is to welcome students of all faiths and backgrounds to participate in receiving a quality, faith and values-based Christian education.

## MISSION (VISION) STATEMENT

Yuin University is a faith-based Christian institution that welcomes students of all faiths and backgrounds into a quality, values-based education. We foster a student-centered approach to allow each individual to develop spiritually, morally, and intellectually in order to pursue lives of leadership and service.

## MISSION

Yuin University is dedicated to making lifelong learning opportunities accessible, challenging, and relevant to a diverse student population. We promote an open and welcoming campus that builds skills for lifelong learning. We assist students to reach their goals in higher education. We strive to graduate students who embody the virtues of integrity, respect for human dignity and commitment to justice. This accomplished by facilitating educational and academic excellence through exceptional management of University operations and resources, innovative delivery systems and student services, and relevant programs that are learner-centered, and success-oriented.

## CORE VALUES

The core values of Yuin University are Openness, Integrity, Service, Respect, and Creativity as follows;

- Openness : We welcome freedom of inquiry and diversity of experience within a community of educator and learners who seek truth, moral wisdom and global understanding.
- Integrity : We strive for academic and professional excellence in an educational experience that builds character and values the whole person.
- Service : We encourage our students to seek a just-world and lead lives of compassion and service to others.
- Respect : Respect for all persons by treating them with courtesy, politeness and kindness.
- Creativity : In the fulfillment of mission we will create conversations of alternative futures and possibilities.

## **INSTITUTIONAL OBJECTIVES**

### **All Degrees**

To develop a closer relationship with our Lord Jesus Christ

- To implement moral decision making in all aspects of our students' lives
- To be proficient in the student's course of study
- To promote a desire for life-long learning and service

### **Masters**

Students with a Master's degree from Yuin will have a high level of competence and possess the ability to lead in their chosen field of study.

### **Doctoral**

Students will be experts in their chosen field of study and be able to expand upon the current body of knowledge

## **EDUCATIONAL PHILOSOPHY**

Yuin University is a community of scholars committed to the search for truth and the pursuit of academic excellence as a Christian faith-based institution. Students of all races, creeds, and cultural backgrounds are welcome to join us in our intellectual quest.

Yuin University seeks to preserve and enrich the dignity of every person who becomes a part of this community. It affords the opportunity for sharing ideas and values from many different traditions. Increased understanding should contribute to the awareness of a serious responsibility toward all humankind.

## **MODE OF DELIVERY**

Yuin University provides classroom-based, traditional instruction.

## **CAMPUS LOCATION AND FACILITIES**

Yuin University is located at 2007 E. Compton Blvd., Compton, CA 90221, twenty miles south of Los Angeles. All courses are taught at this location. The University maintains a library and bookstore for the convenience of its students. The main University building houses classrooms, offices, a lounge, a conference room, record display room. There are two RTD covered bus stops within 1/2 block of the University, as well as ample parking in the front and in back of the facilities. Yuin University and the facilities it occupies fully comply with all federal, state, and local ordinance and regulations, including those requirements regarding fire, building safety, and health.

Equipment includes computers, desks, chairs, whiteboards, office equipment, projector, document camera, and wireless network equipment.

## STATEMENT ON NONDISCRIMINATION

Yuin University, in accordance with Title VI of the Civil Rights Act of 1964, operates in a non discriminatory manner with regard to race, color, age, or natural origin. Furthermore, as required by Title IX of the 1972 Education Amendments, Yuin University does not discriminate on the basis of sex in its educational programs, activities, or employment policies. Yuin University also provides equal opportunity for qualified handicapped persons in accordance with the requirements of Section 504 of the Rehabilitation Act of 1973. Instructional and other facilities (including an elevator to the second story) are readily accessible to handicapped students. Inquiries and appeals regarding compliance should be directed to the University Dean of Students.

## ADMISSIONS

Yuin University seeks mature, capable students who have the preparation and motivation needed to accomplish their academic and professional goals. In addition, it is expected that successful applicants will demonstrate a commitment to and a passion for their chosen field of study.

## ADMISSIONS POLICY

Admissions decisions are based upon both objective and subjective criteria. An applicant's previous academic record is an important predictor of his/her ability to succeed at the University. Previous work experience in the selected field of study may also be taken into consideration. Personal and/or professional letters of recommendation are included in the process. Finally, a personal interview with a University administrator is required of all applicants.

- Bachelor Degree or its equivalent. Applicants must have maintained a minimum overall grade point average of 2.5 in their undergraduate program (on a 4.0 scale) for the Master's Degree Program.
- Master degree or its equivalent for the Doctor of Philosophy Program.
- Applicants are required to take the Test of English as a Foreign Language (TOEFL) examination if the native language is not English. A minimum score of 450 PBT(Paper-based Test), 133 CBT(Computer-based), and 45 iBT(Internet-based Test) examination is required for admission.
- 2 of Letters of Recommendation
- Admissions Interview

*All foreign transcripts must be evaluated and if necessary, translated to meet U.S. equivalency.*

The following is a sample of foreign transcript evaluators. Yuin University does not endorse any evaluators.

- Foreign Consultants: <http://www.foreignconsultants.com/>
- Educational Credential Evaluators: <http://www.ece.org/>
- Educational Perspectives: <http://www.educational-perspectives.org/>
- International Consultants of Delaware: <http://www.icdel.com/>
- International Research Foundation, Inc.: <http://www.ierf.org/>
- World Education Services: <http://www.wes.org/>



## **ADMISSIONS PROCEDURES**

Applications for admission to Yuin University may be submitted at any time. However, the actual start of classes must coincide with the start of each semester.

The prospective student wishing to apply for classes should contact Administration for an application and information concerning enrollment. The prospective student must request that transcripts be sent from all previous colleges attended. These transcripts must be sent to the Registrar, Yuin University, must be official, and must be received directly from the issuing institution. Each applicant is advised that many institutions require several weeks to process a request to issue a transcript.

After the application materials, stated above under Admissions Policy, have been completed and submitted, and transcripts received by Yuin University, the applicant should schedule an interview with the Dean to which he/she is applying. Following the interview, the Evaluation Committee will review the results of the interview and all admissions materials to determine the admissibility of the applicant.

If the applicant is accepted for admission, an acceptance letter will be sent to the applicant with an enrollment date. The student may enroll on that date or after that date and begin study at the University.

If the applicant is not accepted, the Registrar will send a letter to the applicant informing him/her of the decision and stating the reasons for non-acceptance. Admissions materials, including transcripts, are considered documentation of statements made by the prospective student in the interview. Should there be a discrepancy between any prospective student's statements and the documentation received; the Evaluation Committee may choose to deny admission to the prospective student.

## **INTERNATIONAL STUDENTS**

Yuin University is an approved Student Exchange Visitor Program (SEVP) school. SEVP is managed by the United States Immigration and Customs Enforcement. Yuin University has authorization from the SEVP to process the necessary documents for international students so they may receive a F-1 student visa, if eligible.

Yuin University will vouch for student status at no charge.

## **ABILITY-TO-BENEFIT**

Yuin University does not admit ability to benefit students.

## **DEFINITION OF A CREDIT HOUR**

Yuin University defines a credit hour or credit unit as being one hour lecture of classroom each week and 15 weeks of one semester, total 15 hours of one semester term, or 10 weeks of one quarter, total 10 hours of one quarter term.

## ACCEPTANCE OF CREDIT

Yuin University does not accept hours or credit through challenge examinations, achievement tests, or experiential learning.

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

The transferability of credits you earn at Yuin University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Yuin University to determine if your credits or degree will transfer.

## TRANSFER CREDIT POLICY

For credit to be transferred into a Yuin University program, it must be credit that was not counted towards a completed degree program or completed at another school concurrently with Yuin University enrollment. Requests for transfer credit are normally submitted during the admissions process. Additional requests must be filed with the Admissions Office prior to the semester in which the equivalent Yuin University course is offered.

Credits earned at other institutions may be considered for transfer credit with the following stipulations:

- Official copies of transcripts must be forwarded to Administration for evaluation.
- Only those courses which are substantially comparable to Yuin courses with "C" (2.0 on a 4.0 scale) or higher grade will be accepted.
- Up to a maximum of 75% of the total program credits of Undergraduate and 20% of the total program credits of Graduate may be transferred.

## ARTICULATION AGREEMENTS

Yuin University has not entered into any transfer or articulation agreements with any other college or university.

## RE-ADMISSION TO THE UNIVERSITY

Former students should consult with a Dean to determine whether curriculum or degree requirements have changed since their last enrollment.

## **ACADEMIC YEAR**

The academic year for the School of Theology and the School of Business Administration begins in the fall of each year according to semester system.

## **COURSE PREREQUISITES**

Special requirements for admission to specific courses are introduced by the word “prerequisite.” Students who have not completed prerequisite courses but believe they have equivalent preparation should request a waiver of the restriction from the Dean. Permission to enroll requires prior approval from the Dean and the faculty member of the course.

## POLICIES & STUDENT SERVICES

### GENERAL POLICY ON GRADING

It is an integral part of the teaching responsibility of the faculty to provide careful evaluation and timely assignment of an appropriate grade to each enrolled student. In the absence of compelling reasons, such as mistake, fraud, bad faith, or incompetence, the grade determined by the instructor of record is to be considered final. Final course grades must be submitted by the faculty to the Records Office no later than noon of the second academic day after the end of the Final Examination period. For purposes of correcting an error, an instructor may change a grade with approval of his/her department dean.

### GRADING SYSTEM

Letter Grade	Grade Points	Percent Grade	Explanation
A	4.00	93-100	EXCELLENT
A-	3.67	90-92	
B+	3.33	87-89	
B	3.00	83-86	GOOD
B-	2.67	80-82	
C+	2.33	77-79	
C	2.00	73-76	SATISFACTORY
C-	1.67	70-72	
D+	1.33	67-69	
D	1.00	63-66	POOR
D-	0.67	60-62	
F	0.00	below 60	FAILING

### ADMINISTRATIVE GRADING SYMBOLS

GR	GRADE	I	INCOMPLETE
GP	GRADE POINTS	W	WITHDRAWAL
GPA	GRADE POINT AVERAGE	AU	AUDIT
UT	UNITS	TC	TRANSFER CREDIT
UT ATT	UNITS ATTENDED	CR/NC	CREDIT/NO CREDIT
UT EARN	UNITS EARNED	RD	REPORT DELAYED
SP	SATISFACTORY PROGRESS	P	PASS (not included in GPA)

### DEFINITION FOR GOOD STANDING

To attain good academic standing, undergraduate students must have a term and a cumulative grade point average of 2.0 (C) or higher. To attain good academic standing as a graduate students, students must: be making satisfactory progress toward the completion of degree requirements within the time limits of the degree program, including approved extensions, have demonstrated an ability to succeed in the degree program; and have a cumulative grade-point average of 3.00 (B) or better.

## SYSTEM OF GRADING

Any student receiving an “I” grade will be given up to six weeks to complete coursework. Any student receiving a “D” grade point or below is responsible for arranging with the instructor a plan for improving his/her grade. Student performance will be evaluated by examination, attendance, classroom participation, special projects, and research work, etc.

## GRADE REPORTS

At the end of each semester or quarter, notification of the student’s academic standing and report of grades achieved while in attendance at the university are mailed or emailed to the requested student only. Grades are normally prepared within one week following the last day of the term. If there are any unpaid charges or other penalties on record against a student, request for transcripts and class grades will be withheld unless arrangements to the contrary have been made in advance with the administration. Questions regarding grade reports, academic credit, or transcripts should be referred to the Office of Admissions and Records. If a student questions a grade he/she received in a course, he/she should attempt to resolve the problem with the instructor. If the student is not satisfied with the instructor’s decision, the matter may be taken up with the Dean.

## ATTENDANCE POLICY

All students are required to attend all classes, except in extreme extenuating circumstances. Excusable circumstances include illness, injury, childbirth, or other serious events. Students must furnish the school with documentation (for example, a note from a physician) following an excusable absence.

Students who are fifteen (15) minutes late for class must wait until a break to join the class. Three (3) instances of tardiness are also counted as an absence. All students must have 75% attendance of all courses, regardless of the nature of the absences. Those students who fail to maintain satisfactory class attendance in any subject will not be permitted to take the final exam in that particular subject.

If attendance fails to improve, the Director, at his/her discretion, may dismiss a student for unsatisfactory attendance. If a student has failed to attend class for 21 calendar days he/she will be withdrawn from the program.

## LEAVE OF ABSENCE

Students wishing to take a leave of absence from the University at any time during a semester must secure approval from the Dean by submitting a written request in person or by certified mail.

A student may be granted a leave of absence not to exceed a total of 180 calendar days in a 12 month period. If a student does not return at the expiration of a leave, the withdrawal policy will apply.

## SATISFACTORY PROGRESS

A cumulative GPA of 3.0 or higher (letter grade of B average or better) for Masters and Doctorate degrees (Master of Business Administration, Doctor of Philosophy in Business Administration, Master of Divinity, and Doctor of Philosophy in Theology).

A cumulative GPA of 2.0 or higher (letter grade of C average or better) for Bachelor of Arts in Business Administration and Bachelor of Arts in Theology.

## **ACADEMIC PROBATION AND SUSPENSION**

Academic probation is an identification of students whose scholastic performance is below University standards. Academic suspension is an identification of students whose scholastic performance remains below University standards for two consecutive semesters. Below is a general classification of students based on credit hours with the standard grade point average for the semester.

A student who fails to meet minimum satisfactory progress standards for one semester is placed on academic probation. A student on academic probation may continue at the University pending improvement in his/her academic standing.

If the student fails to meet these minimum standards for two consecutive semesters, he/she is placed on academic suspension.

A student on academic suspension is required to leave the University for one semester. His/her record will be noted as academic suspension.

Once a student is suspended or dismissed for academic reasons, the student may apply for re-admission after being out for one semester.

## **WITHDRAWAL**

A student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 21 calendar days.
- Failure to return from a leave of absence

## **GRADUATION REQUIREMENTS**

- A passing grade in all coursework required
- The successful completion of a comprehensive examination.
- The successful completion of a dissertation and a successful oral defense of the dissertation, if applicable
- Fulfillment of all financial obligations to Yuin University

Students who fail to meet graduation requirements within seven (7) years from the date of their first admission must meet the requirements in effect at the time of their graduation date rather than those that were effective at the time of their entrance. A student readmitted to Yuin University after withdrawal must meet the graduation requirements in effect at the time of his/her readmission.

## GRADUATION WITH HONORS

Candidates for graduation whose work has been of superior quality are honored at commencement as follows:

- With Honors – for candidates who have an average of 3.00 to 3.49
- With Great Honors – for candidates who have an average of 3.50 to 3.79
- With Greatest Honors – for candidates who have an average of 3.80 to 4.00

## AUDITING COURSES

Persons who do not wish to register for credit may be permitted to register as auditors under the following conditions: that they pay the regular audit fee, \$100.00 per course (no additional fee for students registered for a full-time credit load); obtain the consent of the faculty member; audit only courses for which there are adequate classroom facilities; and, in the case of full-time students, obtain the consent of the Dean. Skill and laboratory courses are not open for auditors. All registrations for auditing courses shall be filed in the Office of the Registrar. Regular registration procedures are to be followed after permission has been granted. The privileges of an auditor in a course are limited to attending and listening. The auditor assumes no obligation to do any work of the course, and he/she is not expected to take any of the faculty member's time. He/she does not submit any work and is not eligible to take any tests or examinations nor to receive grades for any part of the course. A student is permitted to change a course from credit to audit or audit to credit during the first three weeks of a course.

## STUDENT EVALUATION OF INSTRUCTION

In order to sustain the high quality of instruction at the University, each student is expected to evaluate each class in which he or she is enrolled as the final assignment in that class. Anonymous evaluation forms are distributed during the last class session of each term or quarter/semester and must be completed and returned to the Administration Office immediately.

## CONDUCT AND DISCIPLINE

Each of the points of the Code of Conduct is based on a biblical principle and supported by a scriptural reference, as follows:

- No practice of cheating or plagiarism in connection with an academic or internship program (Ex 20:15)
- No sale or possession of illicit drugs or narcotics, except when lawfully prescribed (I Cor 6:19)
- No theft of, destruction of, or unauthorized use of University property or any property belonging to a staff or faculty member, or member of the student body (Ex 20:15)
- No destruction or disruption, on or off campus, of the educational aims and processes of the University (I Cor 14:33)
- No entrance to campus in an intoxicated or drugged state, or possession or use of any firearms, explosives, dangerous chemicals, or deadly weapons (I Cor 6:19; Ex 20:13; John 10:10)
- No physically abusive or disrespectful behavior toward a member of the University's administrative personnel, faculty, staff, or students, nor the engaging in any lewd, indecent, or obscene behavior

on campus at any time (I Thes 5:12; I Pt 2:18; I Pt 3:16; Eph 5:3-5)

Students enrolling at Yuin University assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution and suitable to a member of an academic community. The University, therefore, expects its students to conduct themselves as responsible individuals, considerate and respectful of the rights and interests of others. The University reserves the right to exclude at any time students whose conduct is deemed undesirable or prejudicial to the University community's best interests.

At the discretion of the Dean, a student may be dismissed from school for a serious incident or repeated incidents of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon the school premises, behavior creating a safety hazard to other students at school, disobedient or disrespectful behavior to another student, Registrar, or faculty member, or any other stated or determined infraction of conduct. If, in the judgment of the administration a student's conduct does not conform to the standards, the University, may, after following such procedures as they consider appropriate, with due regard to the rights of the individual, impose such penalties as they may determine the circumstances justify, including dismissal from the University, dismissal from a course, suspension, or disciplinary probation.

Disciplinary probation indicates that the student's relationship with the University is tenuous and that his or her record will be reviewed periodically to determine suitability to remain enrolled. Specific limitations and restrictions on the student's privileges may accompany probation.

## **CHEATING AND PLAGIARISM**

One or more of the following actions are available to the faculty member who suspects a student has been cheating or plagiarizing. The choice of action taken by the faculty member is guided by the extent to which the faculty member considers the cheating or plagiarism reflects the student's lack of scholarship or lack of academic performance in the course:

1. Review - no action.
2. Oral reprimand with emphasis on advising toward prevention of further occurrence.
3. Requirement that the work be repeated.
4. Assignment of "Failure" for the specific work in question.
5. Assignment of "Failure" for the course as a result of No. 4.
6. Referral to the Dean or Academic Council, as appropriate

Students accused of cheating or plagiarism are entitled to and may petition for due process by review by the appropriate forum.

## **STUDENT RECORDS**

Student records are maintained onsite for 5 years, and transcripts are kept permanently by the University. A record is considered current for three years following a student's completion or withdrawal. A record may be stored on computer disk in storage under included in the fire resistant cabinets.

Custodian of records is Christine Lee at 2007 E. Compton Blvd., Compton, CA 90221. Email address is yuinuniversity.com and telephone number (310) 609-2704. The physical address and telephone number of the office where the records are 2007 E. Compton Blvd., Compton, CA 90221 and (310) 609-2704.



## NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

The right to inspect and review the student's education records within 45 days after the day the University receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The University official 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 University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask to amend a record should write to the Registrar and clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the Registrar will notify the student in writing of the decision and the student’s right to a hearing re-garding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before the University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student’s prior written consent under the FERPA exception for disclosure to University officials with legitimate educational interests. A University official typically includes a person employed by the in an administrative, supervisory, academic, or support staff position; a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A University official also may include a volunteer or contractor outside of the University who performs an institutional service of function for which the University would otherwise use its own employees and who is under the direct control of the University with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another University official in performing his or her tasks. A University official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education  
400 Maryland Avenue, SW, Washington, DC20202

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to University officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other University officials, including teachers, within University whom the University has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the University has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
  - To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
  - To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the University's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
  - In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
  - To organizations conducting studies for, or on behalf of, the University, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
  - To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
  - To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
  - To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
  - To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
  - Information the University has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- Yuin University does not disclose director information, therefore all request for information must meet one of the requirements in the FERPA policy.*
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
  - To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the University determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the University's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
  - To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the University, governing the use or possession of alcohol or a controlled substance if the University determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## **REGISTRATION**

Registration for each semester is held one to three days in advance of the next semester.

## **ADDING OR CHANGING COURSES AFTER REGISTRATION**

For any term, students may add courses to their schedules after registration with the permission of the faculty member.

## **TERMS AND COURSE OFFERINGS**

There are four academic terms during a calendar year. The fall, winter, spring and summer terms each consist of approximately eleven weeks of classes followed by one week of final examinations. The courses to be offered during a particular term are listed in the Yuin University class schedule, published four times per year approximately two weeks before registration for the term.

## **DEAN OF STUDENTS**

The Dean of Students provides assistance to students, either directly or through referral. Direct services offered by the Dean include handling letters of recommendation, explanation of policies and procedures relating to student records, admissions policies, evaluation and credentials, transfer credit, academic probation, disqualification and disciplinary matters, publication schedules of classes and approval of academic petitions. The Dean is involved with the administration of University discipline and the planning and development of curriculum and degree programs.

## **LIBRARY**

Yuin University maintains a library on campus for the convenience of its students. The library contains mainly specialized holdings in those subject areas relevant to the University's course offerings. Yuin University administrative staff members also refer students to major public and university libraries in their area to meet their research needs. Students may receive up to \$30.00 per year reimbursement toward the purchase of community borrowing privileges at those libraries. Reimbursement is made upon presentation of a receipt for borrowing privileges along with a written request for reimbursement. Hours of operation is on day of the schedule of the classes, and student can be able to request the librarian to borrow or return books according to the students' needs.

Yuin University Library is subscribing to Gale Business Collection, Gale Business Economics and Theory Collection, Gale Business Insights: Global and Gale Small Business Collection to support business administration program and is subscribing to East Texas Baptist University's Bible Study Guide Commentary Series, Gale Religion and Philosophy Collection to support theology program. Students have authority to access a variety of databases and journal packages through the Library and Information Resources Network, Inc (LIRN) homepage at <http://www.lirn.net> and select the "Databases" button or go directly to <http://www.lirn.net/databases>. The LIRN ID for Yuin University is 32015.

## **REGISTRAR**

The Registrar's Office has been established to meet all student needs. The Registrar is responsible for all student records, registration, transcripts, degree checks, and certifications. Students wishing assistance in this area should contact the Registrar.

## **ACADEMIC ADVISEMENT**

Students are expected to assume responsibility for obtaining academic advisement. They must keep themselves informed about curriculum requirements, both in the core curriculum and in their programs of interest. Yuin University is concerned about each student as an individual. Faculty members are available for help and counsel with information regarding degree programs and professional resources.

Personal help may be needed by students and their families in dealing with problems of an emotional, social or interpersonal nature. Counseling services, sponsored by Christian Family Counseling Center provides various counseling on matters such as marriage, family and interpersonal relationships.

## **PLACEMENT AND CAREER ASSISTANCE**

Yuin University seeks to provide assistance to students as they face career decisions. Services include assistance in writing resumes, interview preparation, and opportunities to interview on campus for prospective job openings.

Job opportunities are posted, and information of interest to those seeking employment, such as employers scheduled to conduct interviews on campus.

It is understood that the University does not and cannot promise or guarantee neither employment nor level of income or wage rate to any Student or Graduate.

## **STUDENT ORGANIZATIONS AND ALUMNI ASSOCIATIONS**

The Student Community Service (SCS) is a student service group which encourages Christian social responsibility through volunteer activities. It provides assistance to local schools, to non-profit agencies, to senior citizens, and to the community in general. Students tutor children and adults, assist in special education, support recreational therapy programs, and provide home maintenance services for those in need.

All organized clubs and similar fellowship groups must have a faculty mentor and must have formal approval through the Academic Council.

The Yuin University Alumni Association was established to foster and protect the personal and professional interests of the alumni through the promotion of the welfare of all segments of the University. Alumni share the rights and privileges with Annual and Lifetime members with regard to auditing courses and the use of bookstore discounts.

## **STUDENT HEALTH AND SAFETY REGULATIONS**

Health Services are designed to support the formal education of students through health care referral and health insurance at affordable prices. Yuin offers student accident and sickness insurance plans for students and their families through outside insurance carriers. Insurance can be purchased annually or quarterly with payment.

The University is not liable for injuries sustained by students in their activity as students, even though such injuries occur on school premises.

Students are advised to be certain that they are covered by personal health and accident insurance.

## **INTERNATIONAL STUDENT SERVICES**

Yuin provides a wide range of assistance to international students who come to Yuin on visas, as well as to resident aliens. Services include immigration assistance, orientation to American culture, and guidance for personal and financial issues that arise when studying in the United States and social activities for international students and families as they adjust to American life.

## **BOOKSTORE**

The main bookstore of Yuin University is located at the Yuin Library. The bookstore offers required texts for all classes at the University, some recommended texts, and a limited number of general interest publications. The bookstore also has available class rings and other paraphernalia, including medical equipment, herbs and some clothing items.

## **INTERNSHIP**

The internship programs for students in the Business Administration and Theology Program are as follows.

- Prerequisites for entry: Completion of required courses, passing of all the required examinations.
- Church Internship course offers an approved, planned, supervised, and evaluated practical experience under the supervision of a pastor or supervisor in a church or institutional or mission setting for students who enrolled in Master of Divinity program.
- 60 hours of internship are completed in one semester. Students could get more internship hours in condition with Dean's approval.
- Students who enrolled in Master of Business Administration might be offered business internship and/or on the job training under the supervision of designated supervisor in a company or organization by Dean's approval.

## HOUSING

Yuin University does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Compton, CA, rental properties start at approximately \$975 per month.

## FEES AND TUITION

Program	Application Fee Non-Refundable	*Student Tuition Recovery Fund Non-Refundable	Units	Per Unit	**Total Cost
Bachelor of Arts in Business Administration	\$120		120	\$400	\$48,000
Bachelor of Arts in Theology	\$120		120	\$400	\$48,000
Master of Business Admin.	\$120		48	\$450	\$21,600
Master of Divinity	\$120		81	\$450	\$36,450
Doctor of Philosophy in Business Administration	\$120		54	\$600	\$32,400
Doctor of Philosophy in Theology	\$120		60	\$600	\$36,000

\*Student Tuition Recovery Fund \$0 for every \$1,000 rounded to the nearest \$1,000.

\*\*Total tuition only, not including any fees for the entire program.

Students are encouraged to pay their tuition at the beginning of each term. A tuition payment plan has been developed to assist students who need to pay on an installment plan.

## ADDITIONAL FEES AND CHARGES IF APPLICABLE

- Registration Fee \$30.00 per each semester
- Auditing Course (not for credit) \$150.00 per Course
- Course Drop Fee \$10.00 per Course (Charged to students who initiate a drop of one or more classes after the first week of instruction)
- Returned Check Fee \$35.00
- Diploma Replacement Fee \$80.00
- Official Transcript Fee \$25.00 (No transcript request will be processed if there is an outstanding financial obligation to the University)
- Commencement Fee \$450.00 (For graduation cap, gown, etc.)
- Late Payment Fee, \$40.00.

## **REFUND POLICY**

### **STUDENT'S RIGHT TO CANCEL**

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
3. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
4. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less an application fee not to exceed \$250.00 and within 45 days after the notice of cancellation is received.

### **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less an application fee not to exceed \$250.00. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 21 calendar days.
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 21 calendar days.

For programs beyond the current "payment period," if you withdraw prior to the next payment period,



all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

## **STUDENT TUITION RECOVERY FUND**

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. 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 protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program, attending certain schools regulated by the Bureau for Private Postsecondary Education.

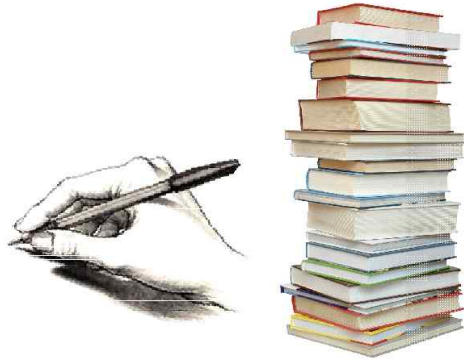
You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.



## GRIEVANCE POLICY

When a concern occurs, the student is asked to discuss the concern directly with his/her faculty member. If a resolution does not occur, the student is to document the concern in writing and make an appointment to meet with the Dean. The formal written concern must state the issue and desired outcome, and should include any documentation that supports the concern. The Dean will review the written statement and any supporting documentation, gather facts, and provide a written response to the student within ten (10) working days. The Dean's decision is final.



## EQUIPMENT

Equipment	Quantity	Owned, Leased, Rented or Licensed (short or long term), Owned by, or Loaned without charge.
Computer	10	Owned by Yuin University, Inc
Desk	15	Owned by Yuin University, Inc
Phone	8	Owned by Yuin University, Inc
Copy machines	2	Leased by BPC Company
Type writers	2	Owned by Yuin University, Inc
Computer Printers	5	Owned by Yuin University, Inc
Scanner and fax machine	2	Owned by Yuin University, Inc
Sofa	6	Owned by Yuin University, Inc
Desk and chair for students	105	Owned by Yuin University, Inc
Blackboard and Whiteboard	6	Owned by Yuin University, Inc
Law books	700	Owned by Yuin University, Inc
Refrigerator and oven	4	Owned by Yuin University, Inc



## EDUCATIONAL PROGRAMS

### LEARNING OUTCOMES DEFINITIONS

#### A. Introduction

The following are definitions of the six learning outcomes for the programs at Yuin University. Each program has a spreadsheet which lays out the learning outcomes that are associated with each course in the program.

#### B. Institutional Learning Outcomes (Specific Measurable Outcomes)

- Learning Outcome #1 **Scholarly Research (SR)**: Generate scholarly research on problems and issues in their field of study.
- Learning Outcome #2 **Integrated Learning (IL)**: Integrate knowledge and skills from current research, scholarship, and/or techniques in their field with other disciplines.
- Learning Outcome #3 **Ethical Leadership (EL)**: Apply standards of ethics informed by Christian teachings as they fulfill their vocations as leaders within society.
- Learning Outcome #4 **Effective Communication (EC)**: Elucidate disciplinary knowledge and findings in professional and academic contexts through written, oral, and digital media.
- Learning Outcome #5 **Reflective Practice (RP)**: Balance evidence-based decision making, logical thinking, and consideration of human potential to take appropriate actions that advance their field.
- Learning Outcome #6 **Community Engagement (CE)**: Assess and develop cogent positions on significant issues in their field to respond to diverse needs in their respective communities.

#### 1. Scholarly Research (SR)

A working definition of academic research and writing can be given as follows: investigation and writing based on using scientific inquiry. A student who spends time reviewing the actual research and reported results will know what sources are good, reliable ones and what sources do not meet the rigorous standards required for scientific research.

It can be said, however, that scholarly articles are those written by, and addressed to, experts in a particular discipline. These experts are concerned with academic issues, particularly in research. Their work demonstrates the methods and concerns of scholars. It is usually, though not always, peer reviewed. Students can figure this out by going to a particular journal or to its website and reading the information provided by the publisher. It is also safe to assume that any publication put out by a scholarly, professional organization is going to be a peer reviewed publication. "Peer review" means that before publication an article is read and reviewed by qualified experts in the particular field. It is analyzed for its methodology as well as for its findings. Its writing style is also held to a high standard.

#### 2. Integrated Learning (IL)

Integrative learning is the process of making connections among concepts and experiences so that information and skills can be applied to novel and complex issues or challenges. Yuin University' is designed

to introduce students to integrative learning and additional coursework in the specific major of the student to build their integrative learning capacity further.

- **Yuin University Goals**

Yuin University is designed to facilitate the integration of not only a student's curricular experiences (major, general education, electives), but also to contribute to the integration of a student's entire developmental experience while at Yuin University. The goal is for all Yuin University graduates to be: integrative thinkers, critical and analytical problem solvers, and reflective learners.

Yuin University's goal is to produce graduates who can

- Address a topic, issue, problem area, or human challenge using a combination of concepts, theories, and/or methods from multiple perspectives or fields of study,
- Apply concepts, theories, methods, or skills to analyze new questions or complex problems, and
- Engage in and communicate self-reflection about their learning in the Integrative Core Curriculum, their chosen major discipline, and their overall Yuin University experience

### **3. Ethical Leadership (EL)**

Students are able to answer ethical questions as future Leaders of organizations, initiatives, and institutions, not to mention politicians who face them nearly every day, and have to make decisions. The decisions students make, as well as the ways by which they make those decisions, determine whether or not they are ethical leaders. Whether directing a small organization, or in charge of a group in a larger organization, or head a large agency or institution, or simply sometimes take an informal leadership role in a student's daily life, the issue of ethical leadership is one they can't avoid. This assessment is about ethical leadership: what it is, why it's important, and how to practice it.

Ethical behavior, in its simplest terms, is knowing and doing what is right. The difficulty is in defining "right." Different individuals, different cultures, and different religions define it in different ways. The accepted treatment of women and attitudes toward slavery in different cultures and at different times in history provide prime examples of how what's "right" can vary.

### **4. Effective Communication (EC)**

Effective business communication requires an exchange or a progression of ideas that achieve a predetermined goal. For instance, speakers don't communicate simply to be heard. Effective speakers begin with their desired results in mind, using language and style to persuade an audience to take specific action. Effective business communication results in positive feedback, such as a sale or a referral. Other forms of feedback or a lack of action altogether results from ineffective messaging.

Communication is the process of sharing information, thoughts and feelings between people through speaking, writing or body language. Effective communication extends the concept to require that transmitted content is received and understood by someone in the way it was intended. The goals of effective communication for students includes creating a common perception, changing behaviors and acquiring information.

## **5. Reflective Practice (RP)**

Reflective practice is a process by which you: stop and think about your practice, consciously analyze your decision making and draw on theory and relate it to what you do in practice.

Critical analysis and evaluation refocuses your thinking on your existing knowledge and helps generate new knowledge and ideas. As a result, you may modify your actions, behavior, treatments and learning needs.

The student will write down their reflections, as this process often helps clarify thoughts. This will also provide some written evidence to share with others at a later date.

## **6. Community Engagement (CE)**

For our purposes, 'engagement' is used as a generic, inclusive term to describe the broad range of interactions between people. It can include a variety of approaches, such as one-way communication or information delivery, consultation, involvement and collaboration in decision-making, and empowered action in informal groups or formal partnerships.

Students will learn to understand that community engagement is people working collaboratively, through inspired action and learning, to create and realize bold visions for their common future.

Community engagement is an ongoing interactive process characterized by commitment to ever-changing community needs and interests. Through community engagement student participation involves decisions and actions that help to shape their community.

## **SEQUENCE AND FREQUENCY OF COURSE OFFERINGS**

Courses may be offered in any of the following sequences:

Sequences for required courses are Fall, Summer, and Spring semesters and sequences for elective courses are one semester by annually.

But actual course offerings are dependent on student enrollment and availability of qualified instructors. The University reserves the right to cancel any course when enrollment is below minimum requirements or an instructor is not available.

Frequency of the course offerings depends on degree programs:

Frequency of the course offerings for Undergraduate programs and Master of Divinity program is based on each five (5) courses in Fall and Spring semester, three (3) courses in Summer semester.

Frequency of the course offerings for other Graduate programs is based on each three (3) courses in Fall and Spring semester, two (2) courses in Summer semester.

## GENERAL EDUCATION

The General Education curriculum is a minimum common core of coursework designed to develop a basic general competence in the broad areas of intellectual discourse.

It is expected that a student who completes the General Education requirement will demonstrate the ability to communicate correctly and effectively; the ability to think broadly and logically; an understanding of the historical and modern influences on human endeavor, to include an appreciation of the roles of arts; a basic understanding of social and natural sciences; and sufficient facility with mathematics to meet the requirements of his or her specialized educational and professional goals.

General Education is considered to be an essential foundation and broad base for all curricula, both liberal arts and professional.

All students working toward a bachelor's degree at Yuin University are required to complete 45 semester hours in General Education. The General Education curriculum is structured around three broad areas: Humanities, Social Sciences, Natural and Physical Sciences.

### **Specific Measurable Learning Outcomes for General Education Program**

1. Students will demonstrate knowledge of human cultures and the physical and natural world. (Academic achievement – conceptual knowledge)
2. Students will demonstrate intellectual and practical skills in inquiry and analysis, critical and creative thinking, written and oral communication, quantitative literacy, information literacy, teamwork and problem solving. (Academic achievement–applied skills, inquiry tools/ practices)
3. Students will demonstrate personal and social responsibility, including civic knowledge and engagement – local and global, intercultural knowledge and competence, ethical reasoning and action, foundations and skills for lifelong learning. (Moral/spiritual development, leadership, citizenship)
4. Students will demonstrate integrative and applied learning, including synthesis and advanced accomplishment across general and specialized studies. (Academic achievement – conceptual knowledge and applied skills)

#### **A. Language, Literature and Humanities:**

Upon completion of the General Education courses in Language, Literature, and the Humanities, the student should be able to:

1. Speak and write effectively at a post-secondary level.
2. Read and listen with comprehension at a post-secondary level.
3. Explore cultural patterns through the literature of a period.
4. Explore through sensory perceptions the emotions, mind, and personality of a man.
5. Identify the relationships pervading literature.
6. Recognize both the esthetic and utilitarian functions of literature.
7. Explore the experiences of the writer in their similarities and dissimilarities.

#### **B. Social Science**

Upon completion of the General Education courses in Social Sciences the student should be able to:

1. Perceive relationships between selected past events and present social trends.
2. Trace important societal developments.
3. Analyze organizations/systems through which individual and group wants/needs for goods and services

are satisfied.

4. Analyze societal power relationships and inter and intra group conflict.
5. Recognize the intricacies of social interaction on an individual-to-individual basis, an individual-to-group basis and on a group to group basis.
6. Perceive relationships between the social development of the individual, the individual's behavior, and ways through which the individual influences and is influenced by others.

### C. Natural and Physical Sciences:

Upon completion of courses in the Natural and Physical Sciences, students should be able to:

1. Perceive the natural relationships between all living things and their environment with particular reference to man and his utilization of living organisms.
2. Perform basic arithmetic computations, operations including problem solving metrical measurements, and interpretation of data in graph form.
3. Solve problems using the basic laws of physics, particularly in the areas of mechanics, electrostatics, and geometrical optics.

### Requirements:

1. Satisfactory completion (C average or better) of all required coursework over six semesters' time (approximately 36 months).
2. Completion of 45 semester units of credit.

### Curriculum:

<b>Language and Humanities</b>	<b>Semester Units</b>
GE101 English	3
GE102 English Composition	3
GE103 Humanities	3
GE105 General Psychology	3
GE106 Communication Skill	3
<b>Total</b>	<b>15</b>
<b>Social Sciences</b>	
GE201 World History I	3
GE202 World History II	3
GE203 Introduction to Philosophy	3
GE204 Introduction to Sociology	3
GE205 Principles of Economics	3
<b>Total</b>	<b>15</b>
<b>Natural and Physical Sciences</b>	
GE301 Mathematics I	3
GE302 Mathematics II	3
GE303 Biology	3
GE305 Physics	3
GE306 Chemistry	3
<b>Total</b>	<b>15</b>
<b>Grand Total</b>	<b>45 units</b>

## COURSE DESCRIPTIONS

### **GE101 English (3 Units)**

This course offers freshmen an opportunity to develop communication skills in listening, speaking, reading, and writing.

### **GE102 English Composition (3 Units)**

This course provides students an opportunity to continue practicing their communication skills, especially in writing.

### **GE103 Humanities (3 Units)**

This course is designed to give students a consideration of the relationships among various cultural forms, particularly literary works, leading to an understanding of man's self and his responses to experiences.

### **GE105 General Psychology (3 Units)**

This survey course is designed to introduce basic concepts, principles, and phenomena in the science of behavior. Basic topics of psychological measurement, scientific methodology, human growth and development, sensory systems, motivation and emotion, perception, learning, and behavioral deviancy are presented.

### **GE106 Communication Skill (3 Units)**

In this course various communication skills including verbal and non-verbal skills will be presented to persuade, to negotiate, to summarize and to communicate information, ideas and opinions in a variety of contexts.

### **GE201 World History I (3 Units)**

This survey of the evolution of civilization is intended to show the interrelationship of all cultures from earliest times to the present: from pre-history through the 15<sup>th</sup> Century;.

### **GE202 World History II (3 Units)**

This survey of the evolution of civilization is intended to show the interrelationship of all cultures from earliest times to the present: from 1500 through the present.

### **GE203 Introduction to Philosophy (3 Units)**

This course is a study of the ideas and techniques used by man in his quest for reality through an analysis of the basic problems of metaphysics, epistemology, logic, and ethics placed in historical perspective.

### **GE204 Introduction to Sociology (3 Units)**

This course provides an analysis of social interaction, the social processes, society, culture, social structures, and other concepts fundamental to sociological understanding.

### **GE205 Principles of Economics (3 Units)**

This course is a study of the market economy related to resource allocation, national income analysis, United States monetary system, and international trade including the behavior of firms and consumers, functions of the price system, competition and monopoly, labor markets, poverty, government regulation, international trade, and the environment



**GE301 Mathematics I (3 Units)**

This course is designed to acquaint the student with basic concepts in elementary mathematics. This course will cover fundamental operations with integers and fractions, simple equations and their solution, factoring, ratio, proportion, and percentage; computational analysis in measurement, functions and their graphs, exponents, systems of linear equations, quadratic equations, variation, some topics on statistics and logarithms, progression and annuities, and elementary functional relationships.

**GE302 Mathematics II (3 Units)**

This course is the bridge from the concrete to the abstract study of mathematics. A one-semester introduction to calculus and algebra recommended for students who wish to learn the basics of calculus and algebra for application to social sciences or for cultural appreciation as part of a broader education. Topics for calculus include functions, equations, graphs, exponentials and logarithms, and differentiation and integration; applications such as marginal analysis, growth and decay, optimization, and elementary differential equations. And topics for algebra include simplifying expressions, evaluating and solving equations and inequalities, and graphing linear and quadratic functions and relations. Real world applications are presented within the course content and a function's approach is emphasized

**GE303 Biology (3 Units)**

This course is a study of fundamental biological principles with primary emphasis on the molecular basis of life and cellular organization; cellular energetics and metabolism; growth and reproduction; and genetics and evolution.

**GE305 Physics (3 Units)**

This course is designed to acquaint the student with the terminology, notation, and nature of physics. The approach to the mathematical solution of physics problems is strongly emphasized throughout the course. Topics will include mechanics, thermodynamics, and waves as well as light, electricity, magnetism, and a brief introduction to atomic and astronomical physics.

**GE306 Chemistry (3 Units)**

This course is a study of the fundamental laws of matter that govern physical and chemical reactions. Fundamental concept of chemistry and their applications. Chemical nomenclature, stoichiometry, atomic structure, bonding theories, thermochemistry, periodic properties, solution calculations, gas laws and the properties of solids and liquids are among the topics discussed. Atomic and molecular theories, atomic structure, periodic functions, and classification of the elements are addressed as well.

## SCHOOL OF THEOLOGY

### INTRODUCTION OF PROGRAMS

Yuin University School of Theology is an interdenominational institute. Although the different religions have a different creed, we realize that they are closely interrelated with each other philosophically and spiritually. For the harmonious development of spiritual and religious education, Yuin University School of Theology provides several comparative theology courses.

The aim of Yuin University School of Theology is to provide higher learning and continuing education for church pastors, religious leaders, and missionaries within the ministries in which they are currently involved. Undoubtedly, Christian ministry today is being carried on in the midst of tremendous revolutionary changes affecting every aspect of human life. Therefore, ministers of churches and religious leaders must not only ground themselves in basic biblical and theological foundations for ministry, but also possess professional competence and advanced skills and techniques in the areas of counseling, spiritual therapy, and intercultural communication.

The Graduate Studies Program is intended to equip students for teaching and research in theological seminaries, colleges, and universities throughout the world. Applicants should have a proven academic record and a Christian calling for a life of scholarly research, theological reflection, and communication. In order to complete the program, participants must demonstrate facility in scholarly research and writing in the form of a dissertation, mastery of a particular discipline within the context of the total theological curriculum, and familiarity with teaching methods and skills for a future ministry in theological education.

The Master of Divinity degree is a 81-unit (three-year) program, fulfilling all the educational requirements necessary for ordination.

The Ph.D. program at the School of Theology is a 60-unit (four-year) program, designed to prepare students with unusual promise and academic ability for teaching in colleges or theological schools, and for professional leadership in the church and society.

1. It is a theological degree. It requires broad theological knowledge, and aims at preparing the student for the competent scholarly development of his special field of study in the context of the theological disciplines.
2. It is a research degree. The student is expected to understand the methodological and epistemological presuppositions of her/his field, and to become capable of advancing the field through genuine research.
3. It is a professional degree. It emphasizes the professional applicability of the field of research by correlating theoretical and practical coursework, and by implementing critical reflection on the nature of the interdependence of professional theory and practice, as well as on methods and procedures relevant to it.

Each student in the School of Theology will strive to become a highly competent student of the history, literature, religious principles and practices, and philosophy of the religion selected for his/her major field of study. It is understood that Yuin University's expectations for such competence are appropriate to the

degree level of the program the student is enrolled in.

Each student will be motivated to pursue his/her spiritual growth as an adjunct to his/her studies in the School of Theology. The University holds to the principles that the study of religions should be informed by personal spiritual experience. Although dispassionate contemplation is a valued academic tool in this study, as well as in the study of more secular subjects, much religious material cannot be fully understood in the dispassionate mode. The student must refer to personal experience to gain insight into such work.

Each student, though focusing on the study of a particular religion, will become familiar with the common experiences and intentions that underlie all religions. Religions are distinguished as much by what they all share as by their differences. While studying in any of the School of Theology programs, the student is expected to hold this essence in mind.

Each student will utilize his education at Yuin University to build on an already sophisticated understanding of religious experience. The School of Theology programs is intended for persons of well-developed understanding of religious study matter, including current members of the clergy, other persons in positions of religious leadership, and individuals with a highly-developed interest in religions. It is expected that such individuals also possess the motivation necessary to meet the demands of a guided independent study mode of academic delivery.



## **Title of Degree: BACHELOR OF ARTS IN THEOLOGY**

### **Program Learning Outcome**

1. Demonstrate knowledge of the Bible as literature, as history, and as a spiritual guide. (Academic achievement - conceptual knowledge)
2. Students will demonstrate knowledge of critical historical events, evolution of ethics, and changes in basic principles during the development of Christianity and the Christian church. (Academic achievement - conceptual knowledge)
3. Students will demonstrate the skills and dispositions necessary to investigate an issue related to the Protestant faith tradition, using multiple sources and two or more perspectives. (Academic achievement– applied skills, inquiry tools/practices; Moral/spiritual development, Leadership)
4. Students will apply knowledge of principles and practices in Christianity to provide guidance and support for themselves and others. (Academic achievement – knowledge, applied skills, inquiry tools and practices, Moral and spiritual development, Leadership, Citizenship)

### **Graduation Requirements:**

1. Satisfactory completion (C average or better) of all required coursework over eight(8) semesters' time (Approximately 48 months).
2. Total Units to Complete: 120 units
  - (1) General Education : 45 units
  - (2) Theology : 75 unitsdoes not have a cumulative final test or examination required for the completion of this program.

### **Prerequisite:**

High School Graduate or an equivalent.

## Curriculum

### General Education (45 units)

### Theology Courses (75 units)

	<b>Semester Units</b>
OT250 Understanding Old Testament I	3
OT251 Understanding Old Testament II	3
OT252 Pentateuch I	3
OT253 Pentateuch II	3
OT255 Proverbs	3
OT258 Job	3
NT264 Understanding New Testament I	3
NT265 Understanding New Testament II	3
NT270 Gospel I	3
NT271 Gospel II	3
NT272 Philippians	3
NT274 Galatians	3
NT276 Ephesians	3
TH405 Systematic Theology I	3
TH406 Systematic Theology II	3
TH407 Systematic Theology III	3
CH310 Church History I	3
CH311 Church History II	3
CH320 Introduction to Mission	3
CE451 Christian Education	3
CE460 Youth Ministry	3
GM310 Christian Worship	3
GM410 Worship and Music	3
GM420 Church Growth	3
GM440 Pastoral Care	3
<b>Total</b>	<b>75 units</b>
<b>B.Th Total</b>	<b>120 units</b>

## **Title of Degree: MASTER OF DIVINITY**

### **Program Learning Outcome**

1. Interpret biblical texts critically and competently, explaining the meaning of a given text within applicable contexts and its significance in pertinent streams of current research.
2. Analyze major and distinctive teachings of the Christian faith, critiquing leading perspectives through the centuries regarding core beliefs and practices and how these compare with other religions, philosophies, or competing worldviews.
3. Explore major historical developments of Christianity, especially – but not solely – in the West, discerning internal and external factors that have shaped it in various cultures.
4. Apply and evaluate current methods for incorporating the teachings of a faith – especially the Christian faith – into the lives of individuals in a faith community, beginning with oneself.
5. Communicate coherently in professionally competent written form (following a standard style guide) and in effective oral form on matters of religion, illuminating historical, theological, and pastoral implications for contemporary societies.

**Prerequisite:** Bachelor of Arts degree, or an equivalent

### **Graduation Requirements:**

1. Satisfactory completion (B average or better) of all required coursework over six semesters' time (36 months)
2. Completion of 81 semester units of credit. Total Contact Hours: 1,215 hours.
3. Students must apply for graduation and meet all academic and financial requirements.

## Curriculum

## Semester Units

OT501 Pentateuch	3
OT503 Old Testament Historical Books	3
OT508 Old Testament Prophets	3
OT510 Hermeneutics	3
OT521 Old Testament Theology	3
NT531 Gospel	3
NT540 Exegesis	3
NT542 New Testament Theology	3
NT543 Epistles to Romans	3
NT545 Pauline Theology	3
NT547 General Epistles	3
NT672 Acts	3
LG508 Hebrew	3
LG680 New Testament Greek	3
TH610 Systematic Theology I	3
TH611 Systematic Theology II	3
TH620 Christian Ethics	3
TH630 Contemporary Theology	3
CH605 World Mission History	3
CH630 Church History	3
CH640 Reformation Theology	3
CE638 Church Education	3
GM635 Pastoral Counseling	3
GM650 Church Growth	3
GM670 Preaching	3
GM674 Leadership Development	3
FE610 Church Internship	3

**M.Div Total:**

**81 units**

## Title of Degree: DOCTOR OF PHILOSOPHY IN THEOLOGY

### Program Learning Outcome

1. Interpret biblical texts critically and competently, explaining the meaning of a given text within applicable contexts.
2. Explore interactions between significant historical developments in Christianity and discussions concerning the major and distinctive teachings of the Christian faith, discerning various factors that have shaped them.
3. Apply and evaluate current methods for incorporating the teachings of a faith – especially the Christian faith – into the lives of individuals in a faith community, beginning with oneself.
4. Communicate coherently in professionally competent written form (following a standard style guide) and in effective oral form on matters of religion, illuminating historical, theological, and pastoral implications for contemporary societies.

### Prerequisite:

Master of Arts degree in Theology, or an equivalent

### Graduation Requirements:

1. Satisfactory completion (B average or better) of all required coursework over eight semesters' time (approximately 48 months).
2. Completion of 60 semester units of credit. 1 semester unit is 15 contact hours for 15 weeks. Total Contact Hours: 900 hours.
3. Advancement to candidacy, as signified by the completion of all doctoral coursework and the passing of a comprehensive examination.
4. Satisfactory completion of doctoral dissertation including oral defense of dissertation.

### Curriculum

	<b>Semester Units</b>
OT701 Old Testament Exegesis & Criticism	4
OT730 Theology of Historical Books of Old Testament	4
NT736 New Testament Criticism	4
NT742 Pauline Theology	4
TH762 Contemporary Theology	4
TH780 Philosophical Theology	4
TH782 Applied Christian Ethics	4
TH800 The Bible and Science	4
CH730 American Church History	4
CH760 Medieval & Reformation Theology	4
GM712 Organizational Leadership	4
GM805 Pastoral Counseling & Spiritual Therapy	4
MS820 Theological Missiology	4
TD898 Dissertation Proposal	4
TD899 Dissertation	4

**Ph.DTh Total:**

**60 units**



## COURSE DESCRIPTIONS

### 1. OLD TESTAMENT

#### **OT250 Understanding the Old Testament I (3 units)**

This course will survey the historical, literary, cultural and theological heritage in ancient Israel from its earliest beginnings to the start of the Christian era. Special attention will be placed to the geographical and historical contexts in which the Jewish scriptures arose, their social settings, political biases, and theological messages.

#### **OT251 Understanding the Old Testament II (3 units)**

The books of the Old Testament are examined with respect to their historical and geographical background, structure of message. This course is designed to provide the student with a limited knowledge of the Bible, with emphasis on the history and literature of the Old Testament and the important themes and critical issues of the Old Testament.

#### **OT252 Pentateuch I (3 units)**

Understanding Pentateuch is essential to understand the whole Bible. In this course, students will study the contents of the Pentateuch and consider the particular problems of evolution and higher criticism in light of its archaeological background. This course explores various world events and their implications following the creation and the fall. Students will also examine the meaning and applicability of the laws which formed the foundation of Israel's theocracy.

#### **OT253 Pentateuch II (3 units)**

This course is a general survey of biblical theology in the books of Moses, with strong emphasis upon the history, geography, and cultural background, as well as questions of authorship and authenticity. The content of the Pentateuch will be examined in light of its historical background and theological message. The course will examine the biblical theology of the books of Genesis, Exodus, Leviticus, Numbers, and Deuteronomy.

#### **OT255 Proverbs (3 Units)**

This course presents an analysis of the chief techniques and important themes of biblical wisdom literature and the exegesis of selected passages.

#### **OT258 Job (3 Units)**

This course is designed to introduce the student to historical, literary, and theological aspects of Wisdom Literature in the Old Testament with the main focus on the Book of Job. The class will study Job from the perspectives of biblical studies and modern literature that has treated the Book of Job and the many problems/issues it raises for the life of faith.

#### **OT501 Pentateuch (3 units)**

This course offers a general introduction to the Biblical Theology and content of the Pentateuch. Pertinent matters pertaining to Old Testament history, geography, and cultural background will be drawn in. Questions of authorship, date, and authenticity, as well as literary and form-critical issues will receive their attention. The course will focus on biblical theology, and the role of the Pentateuch as the theological foundation

for the rest of Scripture. Students will gain an understanding of the five books of Moses in light of their historical background and theological message. The course will examine biblical theology in the books of Genesis, Exodus, Leviticus, Numbers, and Deuteronomy.

### **OT503 Old Testament Historical Books (3 units)**

Studies in Joshua, Judges, Ruth, Kings, Chronicles, Ezra, and Nehemiah to understand these books as a whole as well as in various parts and kinds of contents. Attention is given to exegetical methods, historical and literary context, and to appropriate interpretation and application.

### **OT508 Old Testament Prophets (3 units)**

Studies in Isaiah, Jeremiah, Ezekiel, Daniel, and minor prophets with attention to contents, form, and style, and to historical and literary contexts as well as to exegetical methods, interpretation, and application.

### **OT510 Hermeneutics (3 units)**

This course is a study of the fundamental principles of a sound interpretation of the Bible with special emphasis upon the grammatical linguistic exegesis of the Old Testament. Students will gain an understanding of the basic theory and practice of the textual criticism of the Bible. The course will examine distinctive words, concepts, and groups of words of the Old Testament in the light of relevant passages.

### **OT521 Old Testament Theology (3 units)**

This course is an historical survey of approaches to biblical theology, such as, creation and salvation history, the Kingdom of God, and Old Testament anthropology. Students will gain a basic understanding of the biblical theology presented in Old Testament. The course will analyze the important themes and central issues of the Old Testament.

### **OT701 Old Testament Exegesis and Criticism (4 units)**

This course is a detailed study of selected historical texts with an introduction to exegesis, textual criticism, and semantics of biblical Hebrew. The course examines the vitality of Old Testament traditions. Students study some of the major critical problems involved in Old Testament exegesis.

### **OT730 Theology of Historical Books of Old Testament (4 units)**

This course offers an advanced study of the Historical books in the Old Testament and ancient Israel history in its chronological, cultural, and theological perspectives. This course will also be covered issues of historiography, literary analysis, and Ancient Near Eastern background concentrated on a timeline of Old Testament events and characters relating to the historical background, structure, and purpose.

## **2. NEW TESTAMENT**

### **NT264 Understanding the New Testament I (3 units)**

This course covers the political, social, religious, and economic world of the New Testament – including a survey of Judaism, the life of Christ, first century New Testament churches, NT canon, and the Gospels and Acts. It will also give attention to the background, date of composition, structural outline and authorship of the Pauline epistles, the General epistles, the Johannine epistles, and Revelation.

**NT265 Understanding the New Testament II (3 units)**

The books of the New Testament are examined with respect to their historical and geographic background, structure, purpose, and message in God's redemptive history. Problems of faith and history in the life of the early Church will be examined.

**NT270 Gospel I (3 units)**

This course is a study of the life of Jesus. It will examine the Church's witness to its Lord, the content of Jesus' own message, the events of his life, and his understanding of his mission. The course will include a comparative study of the Synoptic Gospels and John.

**NT271 Gospel II (3 units)**

An in-depth study of the Gospel of John, investigating in particular such questions as John's relationship to other Gospels, his distinctive theology and his unique portrayal of Jesus.

**NT272 Philippians (3 Units)**

This course is an exegetical study of the epistle with consideration given to the central issues of the authorship, teaching, and significance of the document.

**NT274 Galatians (3 Units)**

A verse-by-verse interpretation of the letter with special attention to its literary structure, the character of its argument, its theological orientation within the ancient ideological setting, and its vision for the church.

**NT276 Ephesians (3 Units)**

Unlike other epistles written to specific churches, Paul does not deal with specific problems in a local congregation. In this course, great themes that pertain to the Christian's position in Christ as a member of the body of Christ will be explored.

**NT531 Gospel (3 units)**

This course is a general introduction to the document theory and other issues of the Synoptics, an in-depth study of the Synoptics and the Gospel of John particularly in relation to the Old Testament while investigating such questions as John's relationship to other Gospels.

**NT540 Exegesis (3 units)**

This course is a study of New Testament exegesis with emphasis on how to read, analyze, interpret, and apply Scriptures into preaching and teaching. It will examine the basic methods of the Protestant biblical interpretation. Students will learn how to understand the New Testament authors' intended meanings and how to apply Scriptures.

**NT542 New Testament Theology (3 units)**

This course is a study of the major theological motifs of the message and ministry of Jesus, the formation of the early Church, and Paul's missionary preaching on Christology. Students will gain an understanding of major motifs of the biblical theology in the New Testament. The course will analyze the important issues and central themes of the New Testament, with a view to appreciating the value of Jesus' own message, his life, and his mission.

**NT543 Epistles to Romans (3 units)**

Study of Paul's epistles to Romans and of significant subjects relevant to the righteousness of God. Attention is given to doctrine and life which Paul addressed, the setting within the context of his missionary endeavors and conflicts with Judaizers.

**NT545 Pauline Theology (3 units)**

Studies in Pauline theology through his former and later epistles within the context of Paul's missionary work and developing issues of faith, practice and church governance. Attention is given to questions of setting, authorship, and application to modern church life as well as theological issues, such as grace and the law, anthropology, christology, soteriology, pneumatology, ecclesiology, ethics, and eschatology.

**NT547 General Epistles (3 units)**

Studies in General Epistles such as Hebrews, James, 1 & 2 Peter, Jude, 1 & 2 & 3 John. Attention is given to questions of setting, authorship, themes, form and style. Particular attention is given to historical and literary contexts as well as to exegetical methods, interpretation, and application.

**NT672 Acts (3 units)**

This course is designed to illuminate the purposes and structure of the book, and to explicate the mission and message of the early Church, the work of the Holy Spirit, and the life of the early Church. The course redefines the Church as a continuing community of people in whom the Lord is still alive. It raises penetrating questions with honesty and discernment e.g., What is a real Christian? What should be the Church's top priority?

**NT736 New Testament Criticism (4 units)**

This course is a study of the major critical problems involved in New Testament exegesis. The course examines the history and necessity of criticism, the nature of inspiration, and text and canon. It includes discussion of such issues as Gospel criticism, Johannine Studies, the historical reliability of Acts, Pauline Studies, and unity and diversity in the New Testament.

**NT742 Pauline Theology (4 units)**

This course examines the origin of Paul's religion and theological and missionary preaching, with special emphasis on Christology, salvation, ethics, eschatology, and exegetical issues. The course reviews Paul's life and thought in the biblical, theological and missiological perspectives.

**3. BIBLICAL LANGUAGE****LG508 Hebrew (3 units)**

This course is an introduction to the Hebrew language designed to provide a basic understanding of Old Testament Hebrew and an ability to use exegetical resources. Students will learn to identify the pertinent categories of Hebrew words, phrases, and sentences and will gain an understanding of the dynamics involved in translating from Hebrew to another language.

**LG680 New Testament Greek (3 units)**

This course is an introduction to the Greek language designed to provide a basic understanding of New

Testament Greek. Students gain a basic understanding of the ways in which words, phrases, and sentences are formed in Greek. Students learn to identify the pertinent categories of Greek words, phrases, and sentences. Students also gain an understanding of some of the dynamics involved in translating from Greek to another language.

#### **4. SYSTEMATIC THEOLOGY**

##### **TH405 Systematic Theology I (3 units)**

This course is a study of theology and anthropology with emphasis on the doctrines of divine revelation and Scripture, and the doctrines of creation and sin. The course examines the history of doctrinal development and significant decisions about the nature of God and the origin and nature of humankind. Students will better understand the basic principles of Church growth and practical methods of evangelistic strategy planning for the field.

##### **TH406 Systematic Theology II (3 units)**

This course begins with the study of the person and work of the Holy Spirit. Focus then shifts to the doctrine of the Church. Topics include the nature, mission, function, and ordinances of the church, the use of the gifts of the Holy Spirit in ministry, and the relation of Israel to the Church. The course concludes with a treatment of the Last Things in relation to individuals, and in relation to the following corporate groups: the Church, Israel, and the nations.

##### **TH407 Systematic Theology III (3 units)**

In this course contemporary Christian theologies are explored in the context of important changes in modern thought in the post-Enlightenment era, emphasizing issues of concern in today's Western, post-Christian culture. In particular, students will interact with texts that show how various schools of theology deal with the epistemological, hermeneutical, and cultural issues occasioned by the unravelling of modernist and postmodernist assumptions at the dawn of the new millennium.

##### **TH610 Systematic Theology I (3 units)**

This course is a study of theology and anthropology with emphasis on the doctrines of revelation and Scripture, the doctrine of God, and the doctrine of creation and providence. The course examines the history of doctrinal development and significant decisions about the nature of God. Students will gain an understanding of the origin and nature of humankind.

##### **TH611 Systematic Theology II (3 units)**

This course is a study of Christology and Soteriology with emphasis on the doctrine of divine election, the covenant of grace, and the work of Christ our Mediator and also ecclesiology and eschatology with emphasis on the doctrine of the Church, its nature and authority, and the doctrine of last things. The course examines key points in the history of doctrinal development and significant decisions about the nature of Christ and the manner of salvation. Students will gain an understanding of the doctrines of generation, repentance, justification, adoption, and sanctification and the history of doctrinal development and significant decisions about the nature of the Church. Students will gain an understanding of the worship of the Church, the sacraments, and the doctrines of the final judgment and eternal life.

**TH620 Christian Ethics (3 units)**

This course is a study of biblical morality and the implications for Christian moral decisionmaking and for the nature of character. The course will address the ways in which Jesus Christ affects moral life. Students will gain an understanding of the basic moral implications of Christian theology.

**TH630 Contemporary Theology (3 units)**

This course is a critical study of contemporary Protestant theology, with special emphasis on the writings of Bultmann, Barth, Tillich, Cox, Fletcher, and Moltmann. Various contemporary philosophical and theological writings of Christology will be examined. Students will gain an understanding of the theological significance of these writings.

**TH762 Contemporary Theology (4 units)**

This course is general doctrines, dogmas, and philosophical concepts on contemporary theology compared conventional classic theology and their dynamics of creative and critical analysis and development in relation to the theological main stream of Christian culture, including various ethnic cultures, Liberal, New Age, and Constructive Theologies are to be focused as themes of contemporary theology. Outline of this course is to understand various approaches of studying theology in order to focus on the Biblical Theology, to recognize the truth of God never changes but the process of searching the truth may change according to the change of human ideas throughout generations.

**TH780 Philosophical Theology (4 units)**

This course is a survey and overview of the development of philosophy and theology throughout church history. Emphasis will be placed on the late nineteenth and twentieth century philosophies and related theologies. Outline of this course is to comprehend different philosophies and theologies, to critique them based on biblical teachings and modern scientific developments.

**TH782 Applied Christian Ethics (4 units)**

This course attempts to identify the nature of the applied Christian ethics, exploring the thoughts of some scholars such as Lawrence Kohlberg, Reinhold Niebuhr, and Dietrich Bonhoeffer, expecting to find the key principle for the Christian ethics to be applied. And the principle is to be compared with the Biblical view. This course aims at helping the students make their own conclusions for their lives as well as their ministries.

**TH800 The Bible and Science (4 units)**

Review and analysis on various issues between reason based general revelation and Scripture based special revelation will be covered in this course. A synergistic approach between natural theology and Scripture will be explored with new interpretation of the Scriptural passages.

**5. CHURCH HISTORY****CH310 Church History I (3 units)**

CH310/311 is a two-part course in the study of church history. The first part of the course (CH310) will expose the student to the broad flow of church history from its beginning at Pentecost to the time just prior to the Reformation. CH 311 will pick up the study at the time of the Renaissance and Reformation

and take the student up to the present era.

### **CH311 Church History II (3 units)**

This course is a basic introduction to the history of the Christian Church from the beginnings of the Protestant Reformation to the present. The course is designed to provide students with a practical knowledge of the major themes, issues and personalities of Church History; to train them to use their knowledge in their ministerial practice; and to encourage them to seek spiritual renewal in their lives, the life of the Church and in society.

### **CH320 Introduction to Mission (3 units)**

This course is a basic introduction to the important events, strategies, & issues of the Christian Mission from the beginnings of the Apostolic age to the present. This course is designed to help students to use their acquired knowledge in evangelism and other ministerial practices.

### **CH605 World Mission History (3 units)**

This course analyzes the dynamics of growth of the Christian movements from the apostolic age to the present, with emphasis on the various types of mission structures. The course reviews the revivals and awakenings in both Western and non-Western countries that affect missionary expansion. Students will gain an understanding of significant issues and problems in the development of missiological thoughts.

### **CH630 Church History (3 units)**

This course is a survey of doctrinal development and significant decisions of the Church from the post apostolic fathers to the ecumenical movement. This course is an historical study of the early Church, patristic theology, medieval and reformation theology, and modern church movements. Students will gain an understanding of significant issues affecting Church history.

### **CH640 Reformation Theology (3 units)**

This course presents the central themes in the work of Martin Luther, looking particularly at his theology of the cross, sacraments, and word of God. The course examines the theological significance of the Reformation faith in the works of Martin Luther. Students gain an understanding of the historical considerations bearing on the development of Lutheran doctrine.

### **CH730 American Church History (4 units)**

This course is designed to help students to examine the social, historical, intellectual, cultural, political, and popular influences upon the theological development of American Christianity from colonial Puritanism of the 17th century through the revival movements, and Jesus movements of the 20th century.

### **CH760 Medieval & Reformation Theology (4 units)**

This course is a survey of the development of doctrine in the Western church from Anselm to Calvin. The history of the Christian tradition is viewed as necessary for understanding the needs and problems of the church today. The course reviews internal lassitude, confusion, and corruption of Christianity in the Eastern and Western Europe. Students will gain an understanding of the rise and spread of the reformation faith and Protestantism.



## 6. CHRISTIAN EDUCATION

### **CE451 Christian Education (3 units)**

This introductory course on the teaching ministry of the church includes biblical and theological foundations through the practice of personal and corporate disciplines. The practical foundation for a variety of teaching situations both within and outside the church are reviewed. Students will gain an understanding of the ministry of Christian education, with emphasis on the curriculum.

### **CE460 Youth Ministry (3 units)**

This course is designed to help those interested in youth to understand the dynamics of youth from a developmental viewpoint, covering psychology, sociology, and culture as they relate to youth ministry.

### **CE638 Church Education (3 units)**

This course is a survey and evaluation of Christian philosophy of church education and leadership training for lay people. Students will gain an understanding of the relationship of theory and practice in church education. The course will help students formulate a personal philosophy of education and define its implications for educational practice.

## 7. GENERAL MINISTRY

### **GM310 Christian Worship (3 units)**

Christian worship in the world has undergone great change in recent years. But change always brings uncertainty -- at times even division -- about what constitutes authentic worship. This course will investigate various approaches in Christian worship with proper reference to biblical exposition. It will not only articulate questions about worship but also enrich the practice of worship in congregations today.

### **GM410 Worship and Music (3 units)**

This course is a study of principles and practices of Christian worship and music. This course focuses on biblical-theological perspectives of worship, a historical overview, and an analysis of the elements of music in worship.

### **GM420 Church Growth (3 units)**

This course is a study of the basic principles and procedures of church growth as developed in McGavran's *Understanding Church Growth* and other missiological application. The course covers practical methods of evangelistic strategy planning for the field.

### **GM440 Pastoral Care (3 units)**

This course is a study of the purposes and practices of shepherding as described in the Bible with special emphasis upon the application of theology to specific pastoral problems.

### **GM635 Pastoral Counseling (3 units)**

This course is a study of basic counseling skills to treat the individual, marital and family problems normally confronting the pastor as counselor. Students will gain an understanding of the importance of personal



interrelationships to achieve a more relevant ministry in our fragmental culture. Students will receive practical help for developing the potential of lay persons through various types of training and methods of follow-up pastoral care.

### **GM650 Church Growth (3 units)**

This course is a study of basic principles and procedures of church growth as developed in Donald Mc Gavran's *Understanding Church Growth* and applied to present-day missiology. This course presents the general view of the basic principles of church growth from biblical, historical, and theological perspectives. Students gain an understanding of methods of thinking through evangelistic strategy planning for increased effectiveness on the field.

### **GM670 Preaching (3 units)**

This course is a study of the nature of preaching and an examination of certain aspects of sermon preparation with attention to the theological, spiritual, and psychological needs of today's congregation. Students gain an understanding of the nature of preaching and methods of sermon preparation in relation to the perspectives and problems of the congregation. They are assisted in presenting sermon outlines that restructure the truth of biblical texts.

### **GM672 Leadership in Diversity (3 units)**

This course will provide an overview of the different dimensions and sensitivities that frame the leadership context. Students will be challenged to consider their own blocks to effective leadership in diverse settings

### **GM674 Leadership Development (3 units)**

In this course, the three levels of leadership development theory, as individual, group, and organizational are analyzed and applied to various settings. Team leadership within a group is more common in a modern democratic world.

### **GM712 Organizational Leadership (4 units)**

This course is designed to provide students with the basic principles and elements of the growing organizational leadership discipline. Leadership theories and behaviors are examined in the context of the modern organization. Topics are current theories and concepts of individual, and group behavior in the organization.

### **GM805 Pastoral Counseling & Spiritual Therapy (4 units)**

This practical course is designed to aid the pastor in treating problems of marital sexuality, conjoint marital counseling, tests, and therapeutic methods. It analyzes various psychological disorders and their remediation and examines the relational aspects of pastoral counseling with emphasis on the practice of therapeutic skills.

## **8. FIELD EDUCATION**

### **FE610 Church Internship (3 units)**

This course offers an approved, planned, supervised, and evaluated practical experience under the supervision of a pastor or supervisor in a church or institutional or mission setting.

## **9. MISSIOLOGY**

### **MS820 Theological Missiology (4 units)**

This course is a study of key issues in the theology of Christian mission and contemporary missiology in the light of the great commission. It reviews the biblical foundation of Christian mission with emphasis on the mission motive of Paul. Students gain an understanding of effective missionary structures of the Church that have contributed to Missio Dei.

## **10. THESIS AND DISSERTATION**

### **TD898 Dissertation Proposal (4 units)**

Before the dissertation writing, a dissertation proposal must be submitted to the dissertation committee. This course will prepare students to prepare the dissertation proposal to write the main body of the dissertation. The completed proposal may be less than 30 pages, but the preliminary work for the proposal writing is much more demanding.

### **TD899 Dissertation (4 units)**

This course is designed for the practitioner-researcher, looking to develop their research, analytical, conceptual and critical thinking skills to the highest level and become innovators in their chosen fields of expertise. This course focuses on a working knowledge of the principles that will assist the student in any type of scholarly inquiry, including a doctoral dissertation. Additional focus will be on the students' acquisition of substantive, foundational knowledge of research and its methodologies.

### **TD897 Continued Dissertation Writing (1 units)**

Continued Dissertation Writing course provides additional time for seminary students to finish their dissertation which was not completed in TD899 Dissertation Writing course.

## SCHOOL OF BUSINESS ADMINISTRATION

### INTRODUCTION OF PROGRAMS

The School of Business Administration provides effective educational programs primarily directed to fully employed, highly motivated men and women who have the sincere desire to increase their job security, to improve their educational career prospects, and to accelerate their personal development without leaving their present job.

Students who successfully complete the course offerings in Business Administration will: 1) Understand the overall significant role and responsibilities of administrators in the business firm; 2) Be qualified to increase the firm's profit through wise decision-making and implementation of managerial principles and the performance of their duties; 3) Be able to make the changes necessary to achieve organizational development and expansion 4) Utilize contemporary scientific approaches for the betterment and efficiency of the firm.

The School does not award credit for life work experience based on examination of portfolios, etc. The Bachelor of Arts in Business Administration (B.B.A.), Master of Business Administration (M.B.A.), and Doctor of Philosophy (Ph.D.) degree are awarded in Business Administration.

The Master's Degree provides a strong background in theory and technical skills for the student who plans to work in government or industry. It offers students who have not yet decided on a doctoral program the opportunity to determine whether they have the interest and skill required.

The Doctoral program is designed to prepare students to do professional research in their areas of concentration in a minimum of three years. Student participation in faculty research programs to gain experience in applying concepts and techniques is considered an integral part of their training. A minimum of 24 units must be taken at Yuin University and at least two semesters in residence are required. Each student in the School of Business Administration will strive to become a highly competent business professional as well as a student of business practices, principles, strategies, and philosophies. It is understood with these programs as well, that Yuin University's expectations for such competencies are commensurate with the degree level of the program the student is enrolled in. Each student will pursue his/her studies through guided independent study and will develop greater self-discipline and maturity as a result of such study.

The Business Administration programs are designed for working adults in the business community. Students are evaluated during the admissions process for qualities appropriate to the demands of such study. Each student will seek a mastery of basic business tools and skills and an understanding of fundamental business procedures. Each student will seek to understand the role and responsibilities of administrators in the business firm. Each student will seek a level of educational achievement such that he/she can then positively impact a firm's profits through wise decision making and implementation of appropriate managerial principles. Each student will seek to understand the total functioning of a business organization as it pertains to making necessary changes to achieve organizational development and expansion.

Each student, in his/her career at Yuin University, will commence a process of continual educational growth enabling him/her to apply the most contemporary and scientific approaches o increasing efficiency and improving his/her firm overall.

## **Title of Degree: BACHELOR OF ARTS IN BUSINESS ADMINISTRATION**

### **Program Learning Outcome**

1. Demonstrate a significant understanding of the fundamental concepts of accounting, business law, economics, finance, management science, management and organizational behavior, and marketing. (Academic achievement-conceptual knowledge and applied skills)
2. Evaluate business problems from the perspective of multiple business disciplines and then formulate, communicate, and defend recommendations to decision-makers based on those evaluations. (Academic achievement-critical thinking and problem solving)
3. Produce clearly written, concise analyses, and deliver clear, well organized, persuasive oral presentations. (Academic achievement-written and oral presentations)
4. Work more effectively with others by either:
  - a. understanding and recognizing the importance of diversity or inclusion. Or
  - b. understanding one's own unique cultural background and the backgrounds of other students and faculty members. Or
  - c. developing effective interpersonal interactions.

### **Prerequisite:**

High school graduate or equivalent. Yuin University does not admit ability-to-benefit students.

### **Graduation Requirements:**

1. Satisfactory completion (C average or better) of all required coursework over 8 semesters' time (Approximately 48 months).
2. Total Units to Complete: 120 units
  - (1) General Education : 45 units
  - (2) Business Administration : 75 units
3. Yuin University does not have a cumulative final test or examination required for the completion of this program.

## Curriculum

### General Education (45 units)

### Business Administration (75 units)

	Semester	Units
BUS101 Introduction to Business		3
BUS102 Business Communications		3
BUS110 Fundamentals of Finance		3
BUS111 Business Finance		3
BUS113 Financial Institutions		3
BUS201 Principles of Accounting		3
BUS202 Managerial Accounting		3
BUS210 Introduction to Management Science		3
BUS211 Principles of Management		3
BUS212 Management System		3
BUS301 Introduction to Marketing		3
BUS302 Principles of Marketing		3
BUS303 Marketing Research		3
BUS359 Business Statistics		3
BUS360 Small Business Administration		3
BUS401 Business Law		3
BUS402 Business Policy & Strategy		3
BUS404 Legal Issues in Business		3
BUS409 Environmental Economics		3
BUS410 Human Resource Management		3
BUS411 Business Administration & Law		3
BUS412 Small Business Management		3
BUS413 Managerial Accounting & Control		3
BUS420 Financial Decision Making		3
BUS422 Commercial Bank Management		3
<b>Total</b>		<b>75 units</b>
<b>BBA Total</b>		<b>120 units</b>

## Title of Degree: MASTER OF BUSINESS ADMINISTRATION

### Program Learning Outcome

1. Identify and explain the four functions of management: Planning, Leading, Organizing, and Controlling, including how these concepts affect the business environment. (Academic achievement – conceptual knowledge)
2. Demonstrate application of quantitative understanding to effective business planning and operations. (Academic achievement – conceptual knowledge and applied skills)
3. Apply fundamental understanding of the field of business by analyzing various securities transactions, analyzing and evaluating industry trends, and preparing and communicating results of company analysis to different audiences. (Academic achievement–applied skills, inquiry tools/ practices; Leadership)
4. Demonstrate knowledge and behaviors necessary for functioning effectively in a business organization. (Leadership, citizenship)
5. Demonstrate the ability to integrate and synthesize knowledge, skills, inquiry tools and practices related to business administration in order to benefit oneself and others. (Academic achievement–conceptual knowledge, applied skills, inquiry tools/practices, moral/spiritual development, leadership, citizenship)

### Prerequisite:

Bachelor of Arts in Business Administration degree or an equivalent degree.

### Graduation Requirements:

1. Satisfactory completion (B average or better) of all required coursework over four semesters time (approximately 24 months chronological time).
2. Completion of 48 semester units of credit. 1 semester unit is 15 contact hours for 15 weeks. Total Contact Hours: 720 hours.

### Curriculum

	Semester Units
BUS500 Financial Management	4
BUS501 Non-Profit Management	4
BUS511 Marketing Management	4
BUS512 International Trade	4
BUS521 Comparative Management	4
BUS542 Human Resources Management	4
BUS543 Organizational Behavior	4
BUS604 Managerial Accounting	4
BUS616 Business Ethics for Manager	4
BUS636 Operations Management	4
BUS651 Management Information Systems	4
BUS699 Capstone	4

**MBA Total: 48 Units**

## **Title of Degree: DOCTOR OF PHILOSOPHY IN BUSINESS ADMINISTRATION**

### **Program Learning Outcome**

1. Identify and explain the four functions of management: Planning, Leading, Organizing, and Controlling, including how these concepts affect the business environment. (Academic achievement – conceptual knowledge)
2. Demonstrate application of quantitative understanding to effective business planning and operations. (Academic achievement – conceptual knowledge and applied skills)
3. Apply fundamental understanding of the field of business by analyzing various securities transactions, analyzing and evaluating industry trends, and preparing and communicating results of company analysis to different audiences. (Academic achievement–applied skills, inquiry tools/ practices; Leadership)
4. Demonstrate knowledge and behaviors necessary for functioning effectively in a business organization. (Leadership, citizenship)
5. Demonstrate the ability to integrate and synthesize knowledge, skills, inquiry tools and practices related to business admin. in order to benefit oneself and others. (Academic achievement–conceptual knowledge, applied skills, inquiry tools/practices, moral/spiritual development, leadership, citizenship)

### **Graduation Requirements:**

1. Satisfactory completion (B average or better) of all required coursework over eight semesters' time (approximately 48 months).
2. Completion of 54 semester units of credit. 1 semester unit is 15 contact hours for 15 weeks. Total Contact Hours: 810 hours.
3. Advancement to candidacy, as signified by the completion of all doctoral coursework and the passing of a comprehensive examination.
4. Satisfactory completion of doctoral dissertation including oral defense of dissertation.

### **Prerequisite:**

Master of Art in Business Administration degree or an equivalent degree.

## Curriculum

	Semester	Units
BUS700	Advanced Corporate Leadership	3
BUS705	Organizational Development	3
BUS706	Organizational Communication	3
BUS710	Conflict Resolution	3
BUS712	Advanced Economic Analysis	3
BUS755	Management Finance	3
BUS766	Contemporary Marketing Management	3
BUS776	Coordinating and Managing Supply Chains	3
BUS780	Organizational Change	3
BUS785	Technology for Corporations	3
BUS790	Strategic Planning	3
RES700	Intro to Dissertation Proposal	3
RES801	Quantitative Research	3
RES802	Qualitative Research	3
RES803	Research Methodology	3
RES877	Dissertation I	3
RES878	Dissertation II	3
RES879	Dissertation III	3

**Ph.DBA Total:**

**54 units**



## COURSE DESCRIPTIONS

### **BUS101 Introduction to Business (3 units)**

This course examines both public and private enterprises to understand functions of development, production, distribution, and delivery of goods and services. Emphasis is placed on formation, operation, and maintenance of enterprises, considering financial, legal requirements, and constraints. The theory of the firm with emphasis on the free enterprise system in an international marketplace is addressed.

### **BUS102 Business Communications (3 units)**

This course is an intensive study of the forms and functions of communication in business organizations. Directed practice is provided in both written and oral business communication. At least one formal business report and an oral report are required to be completed under simulated business conditions.

### **BUS110 Fundamentals of Finance (3 units)**

This course addresses accounting concepts and methods; financial statements; transaction analysis and recording; adjustments and closing procedures; uses of data processing; summarizing and reporting; cash and its control; payroll; receivables and payables; income taxes; financial statement analysis.

### **BUS111 Business Finance (3 units)**

This course covers the methods utilized by corporations in securing and utilizing capital. Major topics of interest include capital budgeting, cost of capital, capital structure, and characteristics of alternative forms of capital.

### **BUS113 Financial Institutions (3 units)**

This course focuses on the institutional structure of the financial system. It includes a survey of both the public and private sectors of our money and credit economy. Emphasis is placed on understanding the impact of the commercial banking system, financial intermediaries, and public finance needs upon the conduct of business finance.

### **BUS201 Principles of Accounting (3 units)**

This course introduces students to the accounting process through the recording, summarizing, and reporting of financial information of a business entity, utilizing the double entry method of accounting.

### **BUS202 Managerial Accounting (3 units)**

This course is a survey of the uses of accounting for planning and control in a management environment, including budgeting, financial analysis, basic cost accounting, internal accounting reports, and capital budgeting.

### **BUS210 Introduction to Management Science (3 units)**

This course introduces basic concepts of operations management and application of the same in business practice today. We will examine the theoretical foundations of operations management and how these principles or models can be employed in both tactical and strategic decision making

**BUS211 Principles of Management (3 units)**

This course focuses on the management process: planning, organizing, staffing, directing, and controlling enterprises. It addresses the manager's role in business organizations; schools of management thought; decision making; knowledge and skills leading to effectiveness in interpersonal relations; motivation theories; leadership theory and style; managing change; and organizational development.

**BUS212 Management System (3 units)**

This course is an introduction to systems program/project management; organization constraints; resources management; decision making; work breakdown structures, system effectiveness; life cycle management. It will include lecture and case studies.

**BUS301 Introduction to Marketing (3 units)**

This course is a survey course that covers the basic principles of marketing. Marketing activities are applied to the specific interests of non-business majors.

**BUS302 Principles of Marketing (3 units)**

This course is a survey of the entire field of marketing. Emphasis is placed on the areas of products, pricing, distribution, and promotion.

**BUS303 Marketing Research (3 units)**

This course discusses research methods applied to marketing; introduction sampling; collection, analysis, and reporting of data; survey of sales forecasting; market analysis; and distribution cost analysis.

**BUS359 Business Statistics (3 units)**

This introductory course deals with the practical application of mathematical models to the planning and controlling functions in the management process.

**BUS360 Small Business Administration (3 units)**

This course discusses the place of the small business enterprise on the national economic scene, the method of establishing such a venture, the problems confronting the entrepreneur in starting and operating a successful small enterprise.

**BUS401 Business Law (3 units)**

This course focuses on the American legal system; basic laws of real and personal property, contracts, agreements, and other legal instruments; introduction to labor and tax laws and to laws governing agencies, partnerships, and corporations. The course also includes legal constraints on the firm, organization, people, products, data processes, and regulations. The course also addresses the innovative creative process for patents, copyrights, and protection of the firm's operation and the impact of antitrust legislation on business decisions.

**BUS402 Business Policy and Strategy (3 units)**

This integrative, capstone course is designed to solidify and reinforce students' understanding of all facets of contemporary business administration. It includes analysis of selected case problems in business, with hands-on experience in environmental scanning and analysis; strategy formulation; decision implementation;

and evaluation of operating results using both manual and computer-based decision making systems.

**BUS404 Legal Issues in Business (3 units)**

This course is a study of state and federal legal systems and their jurisdictions from the viewpoint of the businessman or woman and the consumer with which he or she deals. Manufacturers' liability and the protection of the consumer are explored as is the impact of administrative agencies on both business and the consumer.

**BUS409 Environmental Economics (3 units)**

This course is an economic analysis of the causes and effects of pollution and an evaluation of the alternatives in environmental control.

**BUS410 Human Resource Management (3 units)**

This course addresses the management process as applied to the development, utilization, maintenance, and recruitment of an effective work force. Topics include the role of the HR manager, manpower planning; performance appraisal; selection interviewing; EEO laws and issues; and wage/salary administration.

**BUS411 Business Administration and Law (3 units)**

In this course, the substantive law of business relationships in partnerships, corporations, and agencies is studied, together with the legal rights and liabilities of owning real or personal property. Wills, estates and trusts, bankruptcy, sales, and negotiable instruments are examined.

**BUS412 Small Business Management (3 units)**

This course is designed to develop the student's understanding of the economic and social environment in which the small business functions. The course is a study of the proper balance between business functions (purchasing, production, sales, and finance) and the management functions (planning, organizing, actuating, and controlling).

**BUS413 Managerial Accounting and Control (3 units)**

This courses deals with the application of accounting analysis to management decision making, planning and control. Costing, pricing and profit planning are addressed. Other topics include flexible budgeting overhead analysis, standard costs, timevalue of money, ROI, and other techniques.

**BUS420 Financial Decision Making (3 units)**

This course discusses working capital policy and current asset management. It includes capital budgeting, investment decisions under uncertainty, utility theory, comparing risk, uncertain cash flows over time. Other topics include financial, operating and combined leverage; lease vs. buy decisions; cost of capital; dividend policy; mergers and holding companies; reorganization and bankruptcy.

**BUS422 Commercial Bank Management (3 units)**

In this course, the procedures used for appraisal of credit risks and selection of investments are investigated. Attention is given to the influence of the regulatory environment and the problem of shifts in deposit liabilities.

**BUS500 Financial Management (4 units)**

This course is an overview study of the concepts and techniques in finance for non financial managers. The course will cover basic financial management tools and principles for both small and large business. Topics include financial and securities markets, financial statements and analysis, capital budgeting, management, and decision making.

**BUS501 Non-Profit Management (4 units)**

This course will deepen students' understanding of management and leadership's role in churches and other nonprofit organizations. Topics covered are the responsibilities and challenges facing today's nonprofit managers, the role of the board of directors, planning, funding and staffing programs, financial accountability and ethical decision making.

**BUS511 Marketing Management (4 units)**

Emphasis is on marketing strategies that establish a match between the firm and its environment. Issues such as what businesses the firm may enter and how the selected field, product or service may succeed in a competitive environment are examined.

**BUS512 International Trade (4 units)**

The course is an introduction to global economic integration and the institutions that regulate it. Students are introduced to the tools of international economic analysis and they apply these tools to the study of the globalization experiences of one developing country.

**BUS521 Comparative Management (4 units)**

Management functions and practices in an international context; comparison of management and business practices from various political and cultural perspectives; emphasis on what managers need to be aware of in order to perform in the international environment.

**BUS542 Human Resources Management (4 units)**

An introduction to human resource management. Human resource planning, staffing, training and development, compensation, safety and health, and labor relations.

**BUS543 Organizational Behavior (4 units)**

This course is intended to provide the student with cutting edge thinking on a variety of organizational behavior and management topics. The class is a survey course and therefore several topics will be covered quickly requiring the student to work through the details outside of class.

**BUS604 Managerial Accounting (4 units)**

The course objective is to offer today's managers' effective tools to use comparatively when considering alternative strategies and making decisions. This is the insider's perspective to keeping an entity competitive. Traditional cost behavior concepts, cost-volume-profit (CVP) analysis, and product costing are updated with real world examples and decision cases.

**BUS616 Business Ethics for Managers (4 units)**

Examination of the ethical, legal, and social environment of business and its impact on managerial decision

making.

### **BUS636 Operations Management (4 units)**

Upon completion of this course, you will learn to analyze and improve business processes in services or in manufacturing by learning how to increase productivity and deliver higher quality standards. Key concepts include process analysis, bottlenecks, flows rates, and inventory levels, and more.

### **BUS657 Management Information Systems (4 units)**

This course examines the applications of computer-based information systems to the management of organizations. Topics include use of information to further the organization's mission and strategy, the role of users, the architecture of information and development of decision-support processes for managers. Technologies and tools such as HTML, database, and spreadsheet will be taught.

### **BUS699 Capstone (Strategic Management) (4 units)**

The Strategic Management Seminar is the culminating course for Yuin's MBA program. It is designed to integrate the business disciplines, utilizing the principles of strategic thinking. As the final course, it examines a range of complex issues that business people must handle in order to be effective, and explores how various business disciplines interact with each other in today's dynamic global world. A good understanding of finance, international management, marketing, and economics is assumed.

### **RES700 Intro to Dissertation Proposal (3 units)**

This course focuses on the development of the doctoral dissertation proposal. Emphasis is placed on understanding and defining the logical relations between elements in a proposal including the problem statement, conceptual/theoretical framework, literature review, research design and methodology. Teaching-learning strategies are designed to promote critical/analytical thinking and scholarly discourse.

### **RES801 Quantitative Research (3 units)**

This course is a study of the analytical and mathematical models for quantitative Research. Students will learn concepts such as statistical analysis, project management, simulation, and linear programming.

### **RES802 Qualitative Research (3 units)**

This course is designed to provide a general understanding of qualitative research methods and issues related to the design and conduct of qualitative studies.

### **RES803 Research Methodology (3 units)**

This course provides an overview of business research and the requirements needed to conduct quality business research. Business research is conducted to provide trustworthy information on business problems or issues by systematically applying one of a family of methods. In some form affects many aspects of our business and personal lives.

### **RES877 Dissertation I (3 units)**

This course provides an overview of business research and the requirements needed to conduct quality business research. Business research is conducted to provide trustworthy information on business problems or issues by systematically applying one of a family of methods. In some form affects many aspects

of our business and personal lives.

**RES878 Dissertation II (3 units)**

This course provides an overview of business research and the requirements needed to conduct quality business research. Business research is conducted to provide trustworthy information on business problems or issues by systematically applying one of a family of methods. In some form affects many aspects of our business and personal lives.

**RES879 Dissertation III (3 units)**

This course provides an overview of business research and the requirements needed to conduct quality business research. Business research is conducted to provide trustworthy information on business problems or issues by systematically applying one of a family of methods. In some form affects many aspects of our business and personal lives.

**BUS700 Advanced Corporate Leadership (3 units)**

In today's competitive, complex, fast-paced global economy, organizations cannot stand still. Organizations ranging from Fortune 500 firms to small entrepreneurial start-ups find that they need to change in order to succeed and survive. This course is geared towards developing a better understanding of the Leadership challenges, techniques, burdens, and successes associated with initiating and implementing major changes within organizations. The objective of the course is to prepare managers and their consultants to meet the challenges of organizational changes.

**BUS705 Organizational Development (3 units)**

This course focuses on the fundamentals of decisions in the Organization development of a business. It also looks at the decisions of growth, product development, recession, research, and employment issues.

**BUS706 Organizational Communication (3 units)**

Topics include communication theory and measurement, communication theory, promotional strategies, public relations and publicity, consumer education, collateral material planning and promotional ethics.

**BUS710 Conflict Resolution (3 units)**

This interactive course focuses on creatively utilizing cases, role plays, and scenarios to help build up skills and understanding of corporate negotiations and organizational conflict.

**BUS712 Advanced Economic Analysis (3 units)**

The process of solving management problems by economic analysis is explored. Classifications of the economic basis for business policies and key economic concepts that can serve as a framework for business decisions are covered.

**BUS755 Management Finance (3 units)**

This course examines common internal operational issues regarding business firms and explores emerging external social influences that impact their operations. Major course themes include: human resources; organizational behavior; leadership and team building; ethics; negotiation; accounting and finance; international, national, and local economics; marketing, strategy, and competitive analysis; advertising and

promotion; communications and presentations; project management; management information systems; e-commerce and uses of the World Wide Web; and quality management systems. Additionally, recurring themes of the course include sustainability and social responsibility along with the emergence of social media and other tools that encourage transparency.

**BUS766 Contemporary Marketing Management (3 units)**

Emphasis is on marketing strategies that establish a match between the firm and its environment. Issues such as what businesses the firm may enter and how the selected field, product or service may succeed in a competitive environment are examined.

**BUS776 Coordinating and Managing Supply Chains (3 units)**

This course focuses on decision-making and controlling the allocation of personnel, materials, and machine utilization in the management of supply chains.

**BUS780 Organizational Change (3 units)**

This course deals with the policies and practices in the management of creating Organizational Change. Major organizational behavior theories are discussed. The seminar also utilizes role play as a means to better understand these theories and best practices for incorporating change management.

**BUS785 Technology for Corporations (3 units)**

This course provides an overview of current issues facing e-Business from a managerial perspective such as the role of intranets and extranets, electronic payment systems, Internet security, privacy, and regulations will be discussed as well.

**BUS790 Strategic Planning (3 units)**

Strategic Management is an integrative capstone course that seeks to provide a comprehensive look at organizations. Although it will draw upon many of the business courses that you have been exposed to, it does go beyond merely tying together the various functional courses you have had. Using the fundamentals in various areas such as accounting, marketing, finance and management, operations, and management information systems, several contemporary theories and practices of organizations will be explored.

## BOARD OF TRUSTEES

**Chairperson:** Christine Lee

**Board Members:**

Christine Lee  
Gregory Burks  
Annika Yeo  
Janet Kang  
James Choi

## ADMINISTRATION

President, Chief Executive Officer, Chief Financial Officer: Powell, James  
DBA, candidate, Walden University, Minneapolis, Minnesota.  
MBA, Pepperdine University, Malibu, California.  
BS, University of Southern California, Los Angeles, California.

Dean of Academic Affairs, Chief Academic Officer: Grant, Kevin  
Ph.D, Regent University, Virginia Beach, Virginia.  
MBA, Azusa Pacific University, Azusa, California.  
BA, Sterling College, Sterling, Kansas.

Dean of Student Affairs: Grant, Kevin  
Ph.D, Regent University, Virginia Beach, Virginia.  
MBA, Azusa Pacific University, Azusa, California.  
BA, Sterling College, Sterling, Kansas.

Dean of Business Administration: Ryu, Y. Sam  
DBA, Pacific States University, Los Angeles, California.  
MBA, Northrop University, Los Angeles, California.  
MBA, Seogang University, Seoul, South Korea.

Dean of Theology: Kim, Kyung Joon  
Ph.D, University of Illinois, Urbana, Illinois.  
M.Div, Presbyterian Theological Seminary in America, Santa Fe Springs, California.  
MA, Fuller Theological Seminary, Pasadena, California.  
M.S, University of Illinois, Urbana, Illinois.  
BS, UCLA, Los Angeles, California.



Director of Administration, Chief Operation Officer: Baker, Christina  
Ph.D. candidate, Capella University, Minneapolis, Minnesota.  
MAED, Trident University International, Cypress, California.  
MBA, Hope International University, Fullerton, California.  
MSED, Capella University, Minneapolis, Minnesota.  
MA, California State University, Los Angeles, Los Angeles, California.  
BA, California State University, Long Beach, Long Beach, California.  
AA, Columbia College, Los Alamitos, California.  
AA, Long Beach City College, Long Beach, California.

Registrar: Gowgani, Saeed  
MD, Tehran University of Medical Science and Health Services, Tehran, Iran.  
BS, Tehran University of Medical Science and Health Services, Tehran, Iran.

Director of Library, Librarian: Im, Douho  
MA in Library & Information Science, Yonsei University, Seoul, Korea.  
Bachelor of Library & Information Science, Kyonggi University, Suwon, Korea.

Administrator of Academic Records: Patrida, Abigail  
ADN, Long Beach City Colloge, Long Beach, California.

Administrative Assistant: Tran, Xuan Hien  
BBA, University of Fisheries, Nha Trang, Vietnam.

## FACULTY

### School of Theology Instructional Faculty

#### Full-time Faculty

- Hong, Steve      D.Min, Fuller Theological Seminary, Pasadena, California.  
Th.M, course work completed, Calvin Theological Seminary, Grand Rapids, Michigan.  
M.Div, San Francisco Theological Seminary, San Anselmo, California.  
M.Div, Presbyterian Theological Seminary in America, Santa Fe Springs, California.  
BS, Han Yang University, Seoul, South Korea.
- Kim, Kyung Joon      Ph.D, University of Illinois, Urbana, Illinois.  
MS, University of Illinois, Urbana, Illinois.  
M.Div, Presbyterian Theological Seminary in America, Santa Fe Springs, California.  
MA, Fuller Theological Seminary, Pasadena, California.  
BS, UCLA, Los Angeles, California.
- Pai, Hyo      Ph.D, Fuller Theological Seminary, Pasadena, California.  
Ph.D, Biola University, La Mirada, California.  
D.Min, Fuller Theological Seminary, Pasadena, California.  
M.Div, Azusa Pacific University, Azusa, California.  
MA, Pepperdine University, Malibu, California.  
BA, Seoul National University, Seoul, South Korea.

#### Part-time Faculty

- Carter-Barber, Sonara      Ph.D, International University of Professional Studies, Makawao Maui, Hawaii.  
MS, Cameron University, Lawton, Oklahoma.  
BS, Cameron University, Lawton, Oklahoma.
- Else, Daniel      MA, California State University Long Beach, Long Beach, California.  
BA, California State University Long Beach, Long Beach, California.  
AA, Los Angeles Harbor College, Wilmington, California.
- Jung, Kyutae      Ph.D, University of Illinois, Urbana-Champaign, Illinois.  
MA, University of Illinois, Urbana-Champaign, Illinois.  
MA, Pusan National University, Pusan, South Korea.  
BA, Pusan National University, Pusan, South Korea.

- Kim, Hong Man Ph.D, Reformed Theological Seminary, Jackson, Mississippi.  
D.Miss, Reformed Theological Seminary, Jackson, Mississippi.  
MPS, Alliance Theological Seminary, Nyack, New York.  
M.Div, Chong Shin Theological Seminary, Seoul, South Korea.  
BA, Seo Kyoung University, Seoul, South Korea.
- Kim, Jeom Ok Ph.D, Trinity International University, Bannockburn, Illinois.  
Th.M, Calvin Theological Seminary, Grand Rapids, Michigan.  
Th.M, Chongshin University, Seoul, South Korea.  
M.Div, Chongshin Theological Seminary, Seoul, South Korea.  
BA, Hongik University, Seoul, South Korea.
- Kim, John D.Miss, Grace College & Theological Seminary, Winona Lake, Indiana.  
D.Min, Providence Theological Seminary, Manitoba, Canada.  
MA, Graduate School of Seoul Theological University, Seoul, South Korea.  
BA, Seoul Theological University, Seoul, South Korea.
- Kwon, Tack Ph.D, Biola University, La Mirada, California.  
D.Min, Fuller Theological Seminary, Pasadena, California.  
M.Div, Presbyterian University and Theological Seminary, Seoul, South Korea.  
BA, Seoul National University, Seoul, South Korea.
- Rhim, Abraham Th.M, The Presbyterian General Assembly Theological Seminary & Graduate School,  
Seoul, South Korea.  
M.Div, Korean Baptist Theological College & Seminary, Daejeon, South Korea.  
M.Div. equivalent, Chongshin University & Seminary, Seoul, South Korea.  
BA, Kyung Hee University, Seoul, South Korea.

## School of Business Administration Instructional Faculty

### Full-time Faculty

- Baker, Christina Ph.D. candidate, Capella University, Minneapolis, Minnesota.  
MAED, Trident University International, Cypress, California.  
MBA, Hope International University, Fullerton, California.  
MSED, Capella University, Minneapolis, Minnesota.  
MA, California State University Los Angeles, Los Angeles, California.  
BA, California State University Long Beach, Long Beach, California.  
AA, Columbia College, Los Alamitos, California.  
AA, Long Beach City College, Long Beach, California.
- Ryu, Y. Sam DBA, Pacific States University, Los Angeles, California.  
MBA, Northrop University, Los Angeles, California.  
MBA, Seogang University, Seoul, South Korea.
- Washington, Warren Ph.D, Alliant University, San Diego, California.  
MS, La Verne University, La Verne, California.  
BA, California State University Dominguez Hills, Carson, California.  
AA, Los Angeles Southwest College, Los Angeles, California.

### Part-time Faculty

- Grant, Kevin Ph.D, Regent University, Virginia Beach, Virginia.  
MBA, Azusa Pacific University, Azusa, California.  
BA, Sterling College, Sterling, Kansas.
- Kahler, Michael Ed.D, Argosy University, Orange, California.  
MA, California State University Sacramento, Sacramento, California.  
BS, Babson College, Babson Park, Massachusetts.
- Kenderes, Amanda Ph.D, University of California, Los Angeles, Los Angeles, California.  
M.Ed, Aquinas College, Grand Rapids, Michigan.  
BA, Grand Valley State University, Allendale, Michigan.
- Lee, Il Soo Ph.D, Myongji University, Seoul, South Korea.  
MA, Myongji University, Seoul, South Korea.  
BBA, Jeonbuk National University, Jeonbuk, South Korea.
- Lore, Ravinn Ph.D, Pacifica Graduate Institute, Carpinteria, California.  
MA, Pepperdine University, Malibu, California.  
BA, California State University, Long Beach, California.

Powell, James DBA, candidate, Walden University, Minneapolis, Minnesota.  
MBA, Pepperdine University, Malibu, California.  
BS, University of Southern California, Los Angeles, California.

Virgen, Roy Jr. MBA, University of La Verne, La Verne, California.  
BS, University of Phoenix, Phoenix, Arizona.  
AA, Platt College of Los Angeles, Ontario, California.

Washington, Julie Ph.D, Alliant University, San Diego, California.  
MA, California State University Dominguez Hills, California.  
BA, California State University Dominguez Hills, California.

## INSTRUCTIONS ON FILING A COMPLAINT

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2355 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

## POLICIES AND PROCEDURES FOR COMPLAINTS WITH TRACS

### Statement Of Purpose

The Transnational Association of Christian Colleges and Schools (TRACS) values the role of information provided by students, employees, and others in performing its role of monitoring an institution's compliance with TRACS Standards. TRACS is also interested in assuring that member institutions maintain appropriate grievance and due process procedures, provide procedural fairness, and consistently apply their policies and procedures.

### I. Complaints Against Institutions

The TRACS procedures for the review of complaints involving member institutions are designed to enable TRACS to address possible violations of its Accreditation Standards and the proper and uniform application by institutions of their own policies and procedures, as they relate to TRACS Standards.

TRACS only considers complaints which are in accordance with the following Principles and Procedures:

- The complaint or allegation contains no defamatory statements.
- All attempts have been taken to resolve the issue through all formal means available to the complainant, including the institution's published grievance and due process procedures, before the complaint is submitted to TRACS.
- The complaint is not currently in an institution's formal proceedings or in litigation. (TRACS may, at its discretion, choose to proceed with the review in such cases if there is substantial, credible evidence that indicates systemic problems with the institution against which a complaint has been filed or if a delay would hurt students enrolled in the institution.)
- Complaints are submitted in writing on the TRACS Complaint Processing Form and in accordance with the provisions detailed on the TRACS Complaint Information Sheet. (Complaints made verbally, sent electronically, or sent through facsimile transmission will not be accepted)
- Two hard copies of all materials are sent to: President, Transnational Association of Christian Colleges and Schools, 15935 Forest Rd., Forest VA 24551.
- TRACS will not act on complaints submitted on behalf of another individual, are anonymous, or complaints sent through channels other than those provided. The TRACS complaint procedures are for the purpose of addressing any significant noncompliance by member institutions with TRACS' Standards, policies, or procedures. The TRACS complaint policy is not designed to involve TRACS either as an arbiter in disputes between individuals and member institutions, or as a reviewing authority in individual matters concerning an institution's normal role in the daily functioning of the institution

including disciplinary matters or contractual rights. TRACS does not act as a grievance panel for cases where the outcome of a grievance is unsatisfactory to a complainant.

#### A. Responsibilities of Institutions

1. The institution has adequate procedures for addressing written student complaints and is responsible for demonstrating that it follows those procedures when resolving student complaints. Institutions are expected to be in compliance with the following TRACS Accreditation Standards regarding processes for handling complaints by students or faculty:
  - a. Students: TRACS Standards 8.9, k., l., and s.; 8.11, g. and h.; and 9.19.
  - b. Faculty: TRACS Standards 8.10, j.; 9.16, 9.17, and 9.18.
  - c. Institutional TRACS Standards 9.5, 9.9
2. The record of all student complaints is maintained in a designated office, is made available to TRACS upon request and is reviewed and evaluated by the Visiting Team as part of the institution's scheduled reviews for candidate, accredited and reaffirmation status.

#### B. Procedures for Filing a Complaint against an Institution

1. An individual may make an inquiry to TRACS regarding complaint procedures or about issues and concerns that could be considered complaints at which time TRACS will direct the individual to the TRACS website at [www.tracs.com](http://www.tracs.com) with instructions on downloading the packet containing the Policies and Procedures for Complaints Against Member Institutions, the TRACS Complaint Information Sheet, and the TRACS Complaint Processing Form. However, TRACS' response and its obligations to meet the specific timetables outlined in these procedures will begin only after the complainant submits all documents required in the TRACS Complaint Information Sheet.
2. A formal complaint is one that is:
  - a. Submitted in writing using the TRACS Complaint Processing Form (including all required supporting documentation),
  - b. Signed, and
  - c. Sent to the attention of the President of TRACS by the complainant(s). Complaints which are not in writing, anonymous, or sent electronically or through facsimile transmission will not be considered.
3. Once the complainant has filed a complaint on the TRACS Complaint Processing Form, the following procedures will be followed for review and consideration of the complaint:
  - a. TRACS will acknowledge receipt of the complaint within 15 working days.
  - b. Within 30 working days of receipt of the complaint, TRACS' staff will review the complaint and its documentation and determine
    - i. Whether it is within the jurisdiction of TRACS and is related to one or more TRACS' Standards,
    - ii. If there is adequate documentation in support of the allegations, and
    - iii. Whether the complaint raises questions regarding the institution's compliance with TRACS' Standards sufficient to require the institution to submit information and documentation regarding the complaint.

4. By the end of the 30 working days review TRACS will inform the complainant regarding one of the following dispositions of the complaint:
  - a. The complaint will not be processed further because it is not within the jurisdiction of TRACS (not related to a TRACS Standard) or there is inadequate documentation to raise questions concerning the institution's compliance with TRACS' Standards.
  - b. Documentation is inadequate and additional documentation may be necessary from the complainant.
  - c. The institution will be asked for information regarding the complaint.
5. If information is required from the institution, TRACS will forward a copy of the complaint to the institution's President who will be asked to respond and provide all documentation to TRACS' President within 30 working days of receipt of the complaint.
6. Within 20 working days of receipt of the institution's response, TRACS' President will make one of the following determinations regarding the complaint:
  - a. There is insufficient evidence of significant non-compliance on the part of the institution and the complaint will not be processed further. The decision of TRACS' President is final.
  - b. TRACS is unable to determine compliance at that time and the case will either be included in an upcoming scheduled visit to the institution or a special Focus Team will be sent to the institution to examine documents, interview appropriate individuals, make a determination regarding the compliance of the institution, and prepare a report with recommendations for bringing the institution into compliance.
  - c. No response was received from the institution or evidence suggests the institution is not in significant compliance with one or more of TRACS' Standards and what steps will be taken to correct the issues up to and including possible Adverse Action.
7. If either b. or c. above occurs, within 20 working days TRACS' President will notify the complainant that the complaint is settled and which of those options TRACS will pursue and also notify the institution which of those options TRACS will pursue.
8. TRACS' President will present the findings of any team report to the Commission along with a recommendation at the next scheduled meeting; at which time the Commission will make a decision regarding the disposition of any non-compliance. The decision of the Commission is final.
9. Following that meeting, the complainant and institution will be notified of the decision of the Commission.

## II. Complaints against Tracs

Complaints against TRACS are limited, in that individuals may file a complaint against TRACS and/or its staff on matters on which they believe they have been personally aggrieved. This type of complaint covers those situations in which an individual believes that TRACS and/or its staff did not follow its policies and procedures in the handling of a complaint against a member institution. Institutions may file a complaint against TRACS for failure to follow a policy or procedure, against a TRACS staff member's alleged failure to follow a TRACS policy or procedure, against an on-site committee member's alleged bias against the institution or alleged conflict of interest in working with an institution. In order to be considered a formal complaint against TRACS, a complaint must involve issues broader than a concern



about a specific institutional action.

#### A. Procedures for Filing a Complaint against TRACS

1. If the complaint is against a TRACS staff member or an agency representative, such as an offsite or on-site visiting team member, the following procedures apply:
  - a. The individual (or institution) should submit the written complaint including a description of the specific complaint accompanied by documentation supporting the allegation.
  - b. The complaint is to be sent to: President, Transnational Association of Christian Colleges and Schools, 15935 Forest Rd., Forest. VA 24551.
  - c. The President will acknowledge receipt of the complaint within 10 working days of its receipt.
  - d. Within 30 working days of receipt of the complaint, TRACS' President will review the complaint and its documentation and determine
    - i. If there is adequate documentation in support of the allegations, and
    - ii. Whether the complaint raises questions regarding the institution's compliance with TRACS' Standards sufficient to require the institution to submit information and documentation regarding the complaint.
  - e. The President will inform the complainant of action within 30 working days of receipt of the complaint.
2. If the complaint is against the President of TRACS (such as an allegation of failure to follow TRACS' policy), the following procedure applies.
  - a. The individual should submit a written complaint to the Chair of TRACS' Commission that includes a description of the specific complaint and all documentation which supports the complaint. It should be addressed to: Commission Chair (For Chair Only), Transnational Association of Christian Colleges and Schools, 15935 Forest Rd., Forest. VA 24551.
  - b. The Chair will acknowledge the complaint within 20 working days of receipt and will designate a committee composed of members of the Executive Committee to investigate the complaint (including all documents submitted by the complainant), request and review information in writing from the President, and recommend actions to the Chair within 25 working days.
  - c. The Chair will review the Executive Committee recommendation and inform the complainant and TRACS' President of action to be taken within 45 days of receipt of the complaint.
  - d. Concern that a TRACS action was not in accord with the complainant's expectations is not in and of itself cause for review of the complaint.
3. If the complaint is against a member of the TRACS Commission (such as that a Commissioner failed to recuse him or herself from the discussion and vote where an alleged conflict of interest existed or evidence that the Commission failed in the application of a policy or procedure), the following procedures apply;
  - a. The individual should submit a written complaint to the Chair of TRACS' Commission that includes a description of the specific complaint and all documentation which supports the complaint. It should be addressed to: Commission Chair (For Chair Only), Transnational Association of Christian Colleges and Schools, 15935 Forest Rd., Forest. VA 24551.
  - b. The Chair will acknowledge the complaint within 20 working days of its receipt and will designate a committee composed of members of the Executive Committee to investigate the complaint (including all documents submitted by the complainant), request and review information in writing from the

Commission member and recommend action to the Chair within 25 working days.

- c. The Chair will review the Executive Committee's recommendation and inform the complainant and the Commission member and TRACS' President of the action within 45 days of receipt of the complaint.
- d. Concern that a Commission action was not in accord with the complainants expectations is not in and of itself cause for review of the complaint.

4. If the complaint is against the Chair of the Commission, the Vice Chair will assume the role detailed above.

### III. Third-Party Comments Regarding Institutions or Actions of the Tracs Accreditation Commission

TRACS recognizes the value of information provided by members of the public in determining whether a member institution is maintaining compliance with all TRACS' Standards outside the institution's scheduled formal review and is maintaining appropriate procedures, exhibiting procedural fairness and applying procedures consistently. Therefore, TRACS invites the public to submit comments designed to enable TRACS to address an institution's possible significant non-compliance with TRACS Standards and assure the proper and uniform application of their own policies and procedures, as they relate to the TRACS Standards. All TRACS' Standards are provided in the TRACS Accreditation Manual available at [www.tracs.org](http://www.tracs.org) under the "Download" section.

Unsolicited third-party comments regarding the TRACS Commission are limited, in that individuals may only submit comments regarding the TRACS Commission and/or its staff on any Commission action where they believe they have been personally aggrieved. This type of comment covers those situations in which an individual believes that the TRACS Commission and/or its staff did not follow its policies and/or procedures in the handling of an issue under consideration

#### A. Procedures for Filing a Third-Party Comment

Any individual may file a third-party comment regarding an accredited or candidate institution or the TRACS Commission. The names of all institutions holding candidacy or accredited status with TRACS are posted on TRACS' website, [www.tracs.org](http://www.tracs.org). TRACS has established procedures for filing a third party comment.

1. Third-party comments should be filed in accordance with the following procedures:
  - a. The individual should submit the third-party comment in written form including the commenter's name, mailing address, e-mail address, phone number, and a clear statement describing the performance of the institution in relation to compliance with the TRACS' Standard with which the institution is allegedly not compliant or the Policy or Procedure which TRACS has not properly followed.
  - b. All third-party comments are to be sent to: President, Transnational Association of Christian Colleges and Schools, 15935 Forest Rd., Forest. VA 24551.
  - c. The President will acknowledge receipt of the complaint within 10 working days of its receipt.
  - d. If the commenter indicates that his or her identity may not be shared, TRACS will make every effort to preserve the confidentiality of the commenter. However, depending on the nature of the comment and the circumstances, it may not be possible to determine the validity of the comment

unless this information is shared. For this reason, TRACS staff may choose to disregard any comment that indicates that the commenter wishes not to have his or her identify shared.

- e. All third-party comments should be accompanied by appropriate supporting documentation. TRACS will not consider unsupported comments.
- f. Within 30 working days of receipt of the third-party comment, TRACS' President will review the third-party comment and its documentation and determine
  - i. If there is adequate documentation in support of the allegations, and
  - ii. Whether the issues raise questions regarding the institution's compliance with TRACS' Standards sufficient to require the institution to submit information and documentation regarding those issues, or
  - iii. Whether the TRACS Commission or Staff has violated a TRACS Policy or Procedure.
- g. Normally, no additional response is made to the individual filing a third-party comment. If appropriate, staff may contact the commenter for clarification or additional information.
- h. For comments regarding an institution, TRACS' President will determine the appropriate handling of the comment which may include, but is not limited to:
  - i. Sending the information to the institution for its input and follow up;
  - ii. Referring the information or a summary of issues to a future visiting team with instructions to verify information contained in the comment with other sources in order to determine its validity,
  - iii. Holding the information in a file for future reference,
  - iv. Dismissing the comment for lack of evidence of non-compliance, or
  - v. Proceeding to the Adverse Action Policy procedures.
- i. For comments regarding the TRACS Commission or Staff, TRACS' President will prepare a report for the next scheduled meeting of the Commission which includes recommendations for resolving the issues identified in the third-party comment.

#### IV. Fielding Inquiries from the Media

TRACS believes that it is in the best interest of TRACS, complainants, member institutions and those offering third-party comments to deal with members of the news media in a consistent and timely manner. TRACS has the responsibility to protect the integrity of both the complainant (commenter) and the institution. All telephone calls or e-mails from members of the media shall be forwarded to the President of TRACS. Neither the TRACS President nor any staff member shall comment on specific situations involving member institutions or offer responses to hypothetical situations.

Media shall be directed by the TRACS President to the appropriate location on the TRACS' website ([www.tracs.org](http://www.tracs.org)) for information regarding the Complaint Policy and Procedures and Accreditation Standards.

#### V. Means of Communication

After the receipt of the initial hard-copy complaint or third-party comment; correspondence may be in writing, through e-mail, or by any reasonable means which helps to facilitate a solution to the issues at the lowest possible level.

## VI. Retention of Records

Individual complaints will be retained in the TRACS Office. Should a number of individual complaints suggest a pattern of concern which may evidence a significant lack of compliance with TRACS' Standards that was not evident from any individual complaint, TRACS may renew its consideration of the matter for whatever action may be appropriate. All records regarding complaints shall be retained for a minimum of 5 years.

## DISCLOSURES

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Students could review the following information in an Internet Web site of Yuin University, [www.yuin.edu](http://www.yuin.edu); (1) The school catalog, (2) A School Performance Fact Sheet for each educational program, (3) Student brochures, (4) A link to the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov), (5) The institution's most recent annual report. Students may access the bureau's Internet Web site anywhere the institution identifies itself as being approved by the Bureau for Private Postsecondary Education.

Yuin University has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.

Yuin University does not participate in any federal or state financial aid programs.

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

Yuin University does NOT offer private loans.

## CHANGES

Information about Yuin University is published in this catalog that contains a description of policies, procedures, and other information about the school. Yuin University reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format with an effective date. Students are expected to read and be familiar with the information contained in the catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in Yuin University, the Student agrees to abide by the terms stated in the catalog and all school policies.

## NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Institutional Representative Initials: \_\_\_\_\_

Student Initials: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## ACCREDITATION STATUS

Yuin University is not accredited by an agency recognized by the United States Department of Education (USDE). A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

Yuin University is not accredited by an agency recognized by the United States Department of Education (USDE) and students are not eligible for federal financial aid programs.

However, Yuin University hosted staff/orientation visit from the Transnational Association of Christian Colleges and Schools (TRACS) located at 15935 Forest Road, Forest, Virginia 24551; telephone: (434) 525-9539; e-mail: [info@tracs.org](mailto:info@tracs.org) and Yuin University is an Applicant status approved by the Application Review Committee of the Transnational Association of Christian Colleges and Schools (TRACS) on November 18, 2016.

**ACADEMIC CALENDAR**  
**Year of 2017**

**SEMESTER SYSTEM**

**Spring Semester 2017**

<u>New Year's Day</u>	<u>January 1</u>
Registration	January 9-31
<u>Martin Luther King Day</u>	<u>January 16</u>
Orientation	January 25
Classes Begin	February 1
<u>Presidents' Day</u>	<u>February 13</u>
Preregistration for Summer	March 13-24
<u>Easter Break</u>	<u>April 17-22</u>
Final Examination	May 8-12
Classes End	May 12

**Summer Semester 2017**

Commencement	May 20
Registration	May 22-26
<u>Memorial Day</u>	<u>May 29</u>
Classes Begin	June 1
<u>Independence Day</u>	<u>July 4</u>
Final Examination	August 21-25
Classes End	August 25

**Fall Semester 2017**

Registration	August 21-31
<u>Labor Day</u>	<u>September 4</u>
Classes Begin	September 5
Preregistration for Spring	November 6-17
<u>Thanksgiving Break</u>	<u>November 20-24</u>
Final Examination	December 11-15
Classes End	December 15
<u>Christmas Break</u>	<u>December 25</u>

\* National Holidays are underlined



# SCHOOL MAP

