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DISCLAIMER

The information contained in this catalog was accurate at the time of publication. Following publication, any of the catalog information may change without notice, including, without limitation, the information regarding tuition, fees, costs, class schedules, the student calendar, the program outline, the course descriptions, curricula, faculty, advisory committees, student services, administrative policies, program objectives and career opportunities for graduates of the program.
THE PRESIDENT'S MESSAGES

Welcome all of you to Pacific American Global University.

Pacific American Global University is dedicated to the pursuit of excellence in education. We at Pacific American Global University perform our professional duties with the expectation of creating an educational environment conducive to teaching students from different cultural backgrounds the importance of expanding one's knowledge and experience through education. We continue to expand our curriculum to offer a greater selection of classes and programs that provide our graduates with degrees in their chosen fields, as well as, the desire to participate in activities that will improve world conditions through interaction with students of varying cultural backgrounds, the members of our student body will learn to cooperate with each other and eventually realize that, as human beings, we have more similarities than differences.

- President of Pacific American Global University
1. THE UNIVERSITY

Mission Statement
Pacific American Global University is a higher education that exists to provide biblically sound preparation that develops Christian leaders to serve Christ both in the Church and society.

Institutional Objectives

- To demonstrate knowledge of biblical truth based on the authoritative, inerrant Word of God, from a literal grammatical-historical hermeneutic.
- To prepare students with knowledge related to psychology, human development, and Christian principles.
- To prepare students for servanthood in the church and community with sensitivity to the rich ethnic and cultural diversity and varied needs of the world.
- To operate efficiently and effectively to be a good steward of the resources God has entrusted to it.
- To interact effectively through cultural and global involvement in preparation for a lifestyle of service.

Philosophy of Education
Pacific American Global University aims to serve one another, holding biblical values and Christian principles. Pacific American Global University is committed to preparing its students for a strong relationship with God. We believe that true spiritual growth will emerge through knowledge of scripture and application of it in the real world. We are committed to preparing our students to assume greater responsibilities as new opportunities arise in our constantly changing world by providing them with high academic standards, biblical and theological knowledge, and practical skills.

Statement of Faith

- We believe the Scriptures of the Old and New Testaments are the only inspired, authoritative Word of God and are completely truthful and without error.
- There is one God, eternally existent in three equally divine persons: the Father, the Son, and the Holy Spirit.
- We believe the Holy Spirit conceived Jesus Christ. He was born of the Virgin Mary and is the true God and man.
- The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
- The redemptive work of Christ on the cross provides healing in the human body in answer to believing in prayer.
- We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us as High Priest and Advocate.
- In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost.

Location
Pacific American Global University is located in Los Angeles County. 3470 Wilshire Blvd., Suite 617 & 350, Los Angeles, CA 90010.

Exceptions to policies
Any exceptions to the policies must be addressed to the proper administrator: student services issues to the Administrative Manager, financial issues to the Chief Financial Officer, and academic issues to the Chief Academic Officer.

Bureau for Private Postsecondary Education (BPPE)
Pacific American Global University is qualified for exclusion pursuant to California Education Code (CEC) Section 94874 (e) and has current status as a nonprofit religious corporation under the Corporation Code. Our declaration has been evaluated, and exclusion pursuant to CEC Section 94874 (e) has been verified. According to the Bureau for Private Postsecondary Education, it is declared that on the basis of the information submitted, our present curriculum meets the exclusion requirements.

Accreditation - TRACS
Pacific American Global University is a member of the Transnational Association of Christian Colleges and Schools (TRACS) (15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org], having been awarded Candidate Status as a Category III institution by the TRACS Accreditation Commission on April 25, 2023. This status is effective as of January 1, 2023, and is good for a period of up to five years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).
2. ADMISSION POLICIES

Personal Qualifications

Pacific American Global University seeks to admit Christian believers committed to Bible study, spiritual growth, and a serious desire to devote their lives to Christian service. Furthermore, other personal qualities of the applicant, including leadership ability, character, responsibility, insight, maturity, motivation, tenacity, initiative, creativity, intellectual independence, and demonstrated concern for others and the community, can be considered for admission. These qualities may not be reflected in traditional measures of academic achievement.

High School Graduation and Graduate School

Students who apply for the Bachelor's program must hold a high school diploma or academic equivalent. Students who apply for the Master's program must hold a Bachelor's degree or its academic equivalent.

Admission Procedure

You can receive an application form and other materials by writing, calling, or e-mailing Pacific American Global University. Contact information follows:

Pacific American Global University
3470 Wilshire Blvd, Suite 617 & 350, Los Angeles, CA 90010
Tel: 213-388-5992 | Fax: 213-388-5973 | Email: info@paguniversity.org
Website: www.paguniversity.org

We recommend that you begin the application process as early as possible. Before we can review your application, we must have all the required documents.

Once your application is completed, we will review your application and will respond promptly with our decision. If your application has missing items, please contact the University immediately to discuss the options.

The application process consists of three steps. All three must be completed before admission to the University becomes official.

1. Complete the application documents, including:
   - A completed and signed application form
   - Payment of the non-refundable application fee
   - Submission of proof of graduation (Please refer to each academic program)
   - Submission of personal identification, passport, visa, I-94, bank statement/affidavit of support, previous school I-20 Form (International students only).
2. Letter of Acceptance
The University will review your application when all required documents are received and deemed complete. It is our goal to send you a written notification as soon as possible. However, at any time, you may contact the University to inquire about the status of your application.

3. Tuition Payment and Registration
Upon receiving the Letter of Acceptance, your tuition fees need to be paid before you can register and start the classes.

For International Students: Proof of proficiency in the English language. Students must submit TOEFL scores or take the University’s English Exam to be considered for admission to Pacific American Global University.

See each program's minimum requirement in the English Proficiency Requirements section.

Personal Interview
Each new student will have an opportunity for a personal interview with the President or designated person during the admission procedure. For the student, this is an opportunity to meet the President or a designated person of the University and to be encouraged as the student embarks on postsecondary education.

Transfer Students
Students wishing to transfer from other colleges or universities must have all transcripts sent directly to Pacific American Global University. Transfer students are expected to be in good standing with the college or university they last attended. The Registrar will inspect transcripts; credit will be given where appropriate if students want to transfer credit. No credit will be given for transfer courses in which a grade lower than a “C” was earned. Please find more information in the Transfer of Credits section.

E-Learning Requirement
Only California residents are allowed to take online programs offered by Pacific American Global University.

Experiential Learning Credit
Pacific American Global University does not award credit for prior experiential learning.

Challenge Exams/Achievement Tests
Pacific American Global University does not offer challenge examinations or achievement tests.
**Articulation Agreements**

Pacific American Global University does not have any articulation agreement with any college or university.

**Licensure Exams**

Pacific American Global University and its programs are not designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in the State of California. Graduates of Pacific American Global University programs are not eligible to sit for any licensure exams in California and other states.

**Ability-to-Benefit**

Pacific American Global University does not accept students under the Ability-to-Benefit determination.

**International Students and Visas**

The Student and Exchange Visitor Program (SEVP) certified Pacific American Global University to issue the I-20 form for Visas from foreign countries. Once the foreign applicant is accepted, Pacific American Global University will send various documents, including the I-20 form. International students must enroll as full-time students. Please direct other questions relating to international students to the Administrator.

**English Proficiency Requirements**

All courses will be taught in English. Proficiency in reading, writing, speaking, and understanding English is essential for success. Proficiency may be demonstrated by any one of the following:

1. Bachelor's program applicants must submit a minimum TOEFL iBT score of 45 taken within the past two years. Applicants to the master's program must submit a minimum TOEFL iBT score of 61 taken within the past two years.

2. Completion of secondary education in a country where English is the primary language for the bachelor's program. Completion of a post-secondary level degree program in a country where English is the primary language for the master's program.

3. A score report of the University's Language Proficiency Exam.

**Academic Residency Requirement**

Academic residency requirements exist for a student to qualify as full-time. For the Bachelor's Program, the requirement is 12 credits. Graduate students enrolled in 8 or more credits are considered full-time.
Non-Discrimination Policy

Pacific American Global University does not discriminate based on race, color, creed, sex, national origin, age, physical disability, marital status, veteran status, personal appearance, family responsibilities, political affiliation, source of income, sexual preference, the exercise of statutorily or constitutionally protected rights, or based on the exercise of conduct consistent with the University's policy on academic freedom in the administration of any of its educational policies, programs, or activities, admissions policies and procedures, scholarship programs, or other university administered programs. The University ensures the rights of all individuals to equal employment opportunities and excludes any consideration not directly and substantially related to merit and performance from its employment policies. The nondiscrimination policy of the University is consistent with, implements the statutory intent of, and provides procedures for discrimination complaints under:

- Sections 503 and 504 of the Rehabilitation Act of 1973 and 34 CFR 104 et seq. (Pertaining to handicap/disability)
- Title VI of the Civil Rights Act of 1964 and 34 CFR 100 et seq. (Pertaining to race, color, and national origin)
- Title VII of the Civil Rights Act of 1964 and 29 CFR 1601 et seq. (Pertaining to discrimination in employment based on race, color, religion, sex, and national origin)
- Title IX of the 1972 Education Amendments and 34 CFR 106 et seq. (Pertaining to sex)
- The Age Discrimination in Employment Act of 1975
- The Americans with Disabilities Act of 1990

In compliance with section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the University does not discriminate against any employees or applicants for employment because they are special disabled veterans or veterans of the Vietnam era or because of their medical condition.

In a continuing effort to enrich its academic environment and provide equal educational and employment opportunities, the University subscribes to the fundamental importance of a multicultural and diverse workforce and student body. It seeks to enhance the pluralism in its programs and The Makeup of its student body, faculty, and staff by actively encouraging applications from all underrepresented groups in higher education.

Conduct Policy

Pacific American Global University prides itself in conserving a safe learning atmosphere for students, faculty, and staff. Students, faculty, and staff should strive to engage in behaviors that add to this goal. Pacific American Global University expects students to engage in respectful behaviors that transmit civility to each campus community member. Student behavior that is not consistent with the Code of Conduct includes, but is not limited to, plagiarizing, disruption of teaching, theft or damage of property, conduct that threatens the well-being of others, and possession of illegal drugs.
3. UNIVERSITY PROGRAMS

School of Theology Introduction

Pacific American Global University is committed to preparing students for Christian living and church-related ministry.

The general purpose of education is to secure for students an appropriate wealth of knowledge so that they will know that they are God's creation, made in His image (Genesis 1:26-27), as spiritual moral, rational, social and physical beings, although all people are sinners and have a sinful nature due to the Fall and Adam's sin. Education must also teach students that they are intended to become like Jesus as they mature in their beliefs and behaviors (Romans 8:29). More importantly, individuals thus can know what the purpose of their lives is, and what they are supposed to only by knowing what God's plan is. They can live as they are intended to live according to the purpose of His calling. We know nothing correctly unless we first know God, and we know Him best through His revelation of Himself in scripture. We can also indirectly know God by observing what He does and has done. God's creation reveals objective truth about our world. All truth is God's truth.

Creation means that there is an objective truth about our world. However, because we are human, our knowledge is subjective and fallible. God is a God of order who can be known through logical methods of instruction and learning. The objective content of truth directs us to objective methods of teaching. Students are persons with a physical body and a spirit. The fact that students are individuals requires personal approaches to teaching. The purpose of conforming to Christ's image necessarily focuses the process of teaching on evaluation.

The primary purpose of the School of Theology, however, is to offer both undergraduate and graduate theological curricula to equip students for Christian ministry as ordained ministers, evangelists, Christian education teachers, missionary workers, and youth ministers. Its secondary purpose is to encourage people to develop Christian commitment and integrity. Students will be exposed to a nucleus of courses that will equip them with appropriate professional knowledge and skills essential for their chosen field of service and activity.

Required courses are also designed so that students will have the opportunity to choose an area for specialized ministerial preparation.
General Education Courses

A. Communications (15 units)
   1. Freshman Composition I (3)
      ENG 110
   2. Freshman Composition II (3)
      ENG 111
   3. Oral Communication (3)
      THE 120 (Speech class)
   4. Logic/Critical Reasoning (3)
      PHI 120
   5. Intercultural Communication (3)
      THE 130

B. Humanities/Fine Arts (15 units)
   1. HUM 200 (3) and HUM 300 (3)
   2. Letters Courses - select one course (3)
      PHI 101, PHI 102, PHI 116, or SPA 151
   3. Art Courses - select 2 courses (6)
      ART 101, MUS 101 or MUS 106

C. Behavioral/Social Sciences (21 units)
   1. Perspectives on Individuals, Groups & Society – select two courses (6)
      PSY 101, SOC 101, or SOC 102
   2. Global and Historical Perspectives - select one course (3)
      HIS 120 or HIS 121 or HIS 130
   3. Perspectives on U.S. History (6)
      HIS 101, HIS 102
   4. Perspectives on U.S. & California Government (3)
      POL 101
   5. Introduction to Ethics (3)
      SOC 210

D. Natural Science/Math (12 units)
   1. Life Science – select one course (3)
      ANT 101 (previously was ANT 100) or BIO 101
   2. Physical Sciences – select one course (3)
      EAR 101, GEO 101, or PHY 101
   3. Quantitative Reasoning – select one course (3)
      MAT 100 or MAT 120
   4. Computer and IT – select one course (3)
      TAS 210 or TAS 275

E. The Whole Person (6 units)
   HEA 100 and UNI 101
Course Description:

A. Communication

ENG 110: Freshman Composition I
Basic writing skills emphasizing exposition and textual analysis.

ENG 111: Freshman Composition II
Reinforcement of basic writing skills with emphasis on persuasion and argumentation, including a documented essay. Aids in writing convincing arguments, assembling, and organizing.

THE 120: Fundamentals of Speech
Introduction to the basic principles of speech communication. Classes cover the use of organization and evidence in speech preparation and emphasize research and performance techniques. Students develop speeches for a variety of topics and situations.

PHI 120: Critical Reasoning
Introduction to methods of critical thinking including the nature of arguments, formal and informal fallacies, and deductive and inductive arguments. Provides students with critical skills in both academic and non-academic contexts.

THE 130: Intercultural Communication
Intercultural Communication emphasizes the influence of culture on the communication process, including differences in values, message systems, nonverbal communication, and communication rules.

B. Humanities/Fine Arts

ART 101: Looking at Art
Learning to perceive art through discussion of selected historical periods, development of a descriptive vocabulary, and observation of actual works of art. Introduction to theories of interpretation and evaluation.

HUM 200: Introduction to Humanities
Prerequisite: ENG 110
Examines the interrelationships among the humanities (art, literature, music, and philosophy) in Western culture by studying the theme of tradition and change in two periods, the Renaissance and the 20th Century, including the Harlem Renaissance.
HUM 300: Key Movements
Prerequisite: HUM 200
Analysis of a major historical movement from a humanistic perspective, e.g. Harlem Renaissance, Modernism, the Jazz Age, African Literature and Culture, Medieval Japan and Europe, etc. Repeatable with different topics for credit.

MUS 101: Introducing Music
The technique of listening to music. The elements of music, musical forms, and historical styles. Concert attendance and discussion will be an integral part. Satisfies a General Education Requirement.

MUS 106: World Music
World Music is an introductory study of the world's musical cultures. Global musical styles will be examined from both socio-cultural and musicological perspectives.

PHI 101: Values and Society
The role of values as motivations and as goals in our lives. General knowledge of what values are and how they influence us on individual and societal levels. Students are asked to construct solutions to value problems, for example, problems of justice.

PHI 102: Humanity, Nature, and God
Critical examination of perennial philosophical issues such as the nature of philosophy, the existence of God, free will, and truth. Both Western and non-Western perspectives are discussed. It gives students a general understanding of their societal context.

PHI 116: World Religion East
Examines the origin and development of those religions, which undergird East, South, and Southeast Asian worldviews and societies namely, Islam, Hinduism, Buddhism, Jainism and Sikhism, Confucianism and Taoism, Japanese Religions and Shinto. This course will provide an overview of the world's major religions including their emergence, core beliefs and practices, and their understanding of the human predicament and salvation.

SPA 150: Introduction to Hispanic Culture
Introduction to Hispanic Culture. A designated geographical area studies course focusing on patterns of culture in the Spanish-speaking world. Topics will vary from quarter to quarter; for example, Mexico and the Southwestern U.S., or Contemporary Spain. Conducted in English.

C. Behavioral/Social Sciences

HIS 101: History of the United States
A study of the ideals, creeds, institutions, and behavior of the people of the United States. Meets the State requirement in U.S. History.
HIS 102: United States History II
The class will be covering pre-colonial & colonial times, the Revolutionary Period, westward expansion, the Civil War, the expansion of cities/immigration, the Great Depression, and the United States' rise to become a superpower.

HIS 120: World History I
Explores the early development of societies around the world and their increasing interactions to 1500. Reviews the rise of cities and empires, and major political, social, economic, and cultural developments prior to the modern period.

HIS 121: World History II
Explores the regional and global interactions and exchanges that have shaped the world since 1500. Treats the major demographic, socio-economic, cultural and political patterns and changes that distinguish the modern period in world history.

HIS 130: History of Christianity
Overview of the history of Christianity from its origins to the present. Emphasis will be placed on the emergence and development of the Christian testimony, giving special attention to major events, movements, outstanding characters, and theological trends.

POL 101: American Institutions
A study of contemporary political institutions, with emphasis on the philosophy, structure, and behavior of the American political system, including the State of California. Meets State requirements in the U.S. Constitution and California State and Local government.

PSY 101: General Studies Psychology: Understanding Human Behavior
An introduction to psychology emphasizing the personal, cognitive and social development and functioning of the individual, and the influence of both physiological and social factors. Consideration of basic concepts and applications.

SOC 101: The Individual in Society
An introduction to the study of self, socialization, and social interaction. Interpersonal relations and the structure of social roles; deviance and normality in everyday life.

SOC 102: Understanding Social Relationships in a Global Context
Dynamics of the basic units of society, such as marriage and family groups, associations, and bureaucracy. Study of work, class and mobility, conflict and cooperation, crime, delinquency and social control.

SOC 210: Introduction to Ethics
This course is an introduction to the philosophical study of morality, including the theory of right and wrong behavior, the theory of value (goodness and badness), and the theory of virtue and vice.
D. Natural Science/Math

**ANT 101: Introduction to Biological Anthropology**
Examination of human biology. Introduces scientific approaches to genetics and evolution, primate evolution and behavior, evidence from fossil records for human evolution, and biological variation among modern humans, human growth and disease patterns, and human demography.

**BIO 101: Introduction to General Biology**
Representative topics in modern biology, emphasizing the present state of knowledge and the major means whereby this knowledge is being expanded. Three hours of lecture per week.

**EAR 101: Physical Geology**
Volcanoes, earthquakes, oceanic processes, and continental drift. It is fundamental to the Geology major and has wide-ranging applications in art, commerce, public policy, and science.

**GEO 101: Physical Geography**
Classical natural systems, including earth-sun relationships, atmospheric flows, terrestrial biogeography, landforms, and processes of change; introduction to modern monitoring methods using maps, satellite reconnaissance, and geographic information systems.

**PHY 101: Patterns in Nature**

**MAT 100: Finite Mathematics**
Mathematics of finance, combinatorics, probability, statistical measures of central tendency and dispersion, problem-solving and mathematical reasoning, and additional topical selected by professor, e.g., linear programming, statistics, graph theory, game theory. A-C/NC grading.

**MAT 120: Elementary Statistics and Probability**
A practical course in probability and statistics including such topics as the binomial and normal distributions, confidence intervals, t, F, and chi-square tests, linear regression and correlation, and conditional probability. Satisfies the General Education Quantitative Reasoning Requirement.

**TAS 210: Introduction to Computer and IT**
This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include the identification of hardware components, basic computer operations, security issues, and the use of software applications.
**TAS 275: Internet Literacy**
Digital skills and concepts needed for success in the Internet era as a student, professional, and lifelong learner. Concepts pertaining to Internet technology and applications, their implications for key relationships of humankind to the social and physical environment. Skills using and developing Internet applications in everyday life.

**E. The Whole Person**

**HEA 100: Health and Lifestyles**
To familiarize the student with relationships among the physical, social and psychological aspects of health, which include: self-care, prevention and analysis of personal health problems through participation in self-assessment techniques. Topics include the relationship of lifestyles to nutrition, stress, physical fitness, death and dying, and mental illness.

**UNI 101: Personal, Social and Intellectual Development**
A consideration of individual development with the goal of increasing knowledge of self and others within the University. Topics include self-knowledge and assessment, learning to learn, career development, and making the best use of university resources.
Bachelor of Theology

This program is designed as a follow-up seminary course with an emphasis on Bible study. It is the basic level for those who want to attend seminary. The Bachelor of Theology Program focuses on preparing students to work at the intersection of faith and reason to serve in Christian Education, Sunday School Coordinators, and other areas of ministry.

Upon completion of the program, students will be prepared to enter theological seminary for entry into a course of study leading to an award of a master's program to prepare them for a career as an ordained minister.

Program Requirements
Successfully complete a minimum of 192 quarter units of the following coursework with a cumulative Grade Point average of 2.0 on a 4.0 scale.

Learning Outcome
Students who major in Theology will be able to demonstrate:
1. Demonstrate a comprehensive knowledge of the Bible.
2. Demonstrate a knowledge of the history of the church and its heritage.
3. An understanding of the major areas in the discipline of Theology—biblical studies, historical or comparative studies, systematic theology, ethics, and spirituality.
4. Familiarity with a variety of religious experiences and traditions.
5. An understanding of how religious morality and justice are integrated with faith.
6. Describe and analyze the historical development of a religious tradition, recognizing the influence of cultural context in its formation.

General Education Requirements (69 units)
See the “General Education Worksheet” requirements in the University Catalog or the Class Schedule for the most current information on General Education requirements and course offerings.

NOTE: The course descriptions for the courses in this program are in the Course Descriptions section of this Catalog. The University may, at any time in its discretion, vary the offering and/or sequence of courses in this program, revise the curriculum content of the program or any course in the program and change the number of credit hours in the program or any program course.

Core Courses Requirements (75 units)

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<th>Course Title</th>
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<td>Advanced Theology of Christian Life I</td>
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<tr>
<td>ATC 351</td>
<td>Advanced Theology of Christian Life II</td>
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<tr>
<td>BIB 310</td>
<td>Introduction to Bible</td>
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<tr>
<td>BIB 311</td>
<td>Greek</td>
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<tr>
<td>BIB 312</td>
<td>Hebrew</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>BIB 320</td>
<td>Christian Apologetics</td>
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<td>BIB 330</td>
<td>Gospels</td>
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<td>BIB 340</td>
<td>Book of Acts</td>
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<td>BIB 350</td>
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<td>BIB 360</td>
<td>Joshua &amp; Judges/ 370 I&amp;II Kings/ Chronicles</td>
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<td>BIB 380</td>
<td>Major &amp; Minor Prophets</td>
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<td>Sociology of Religion</td>
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**Elective Courses Requirements (48 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BIB 210</td>
<td>Old Testament Literature</td>
</tr>
<tr>
<td>BIB 220</td>
<td>Historical Books of Old Testament</td>
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<tr>
<td>BIB 230</td>
<td>Discipleship &amp; Cell Group</td>
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<tr>
<td>BTS 240</td>
<td>Advanced Christian Education</td>
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<td>BTS 250</td>
<td>Educational Leadership</td>
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<td>BTS 260</td>
<td>Christian Leadership</td>
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<tr>
<td>BTS 270</td>
<td>Church Music and Worship</td>
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<td>BTS 280</td>
<td>Christian Educations and Faith Development</td>
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<tr>
<td>BTS 290</td>
<td>Church Planting</td>
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<tr>
<td>PMN 100</td>
<td>Mission and Ministry</td>
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<tr>
<td>PMN 110</td>
<td>Introduction to Evangelism</td>
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<tr>
<td>PMN 120</td>
<td>Introduction to Pastoral Ministry</td>
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<tr>
<td>PMN 130</td>
<td>Evangelism &amp; Outreach</td>
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<tr>
<td>THE 200</td>
<td>Psychology of Religion</td>
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<tr>
<td>THE 205</td>
<td>The Ten Commandments and Ethical Life</td>
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<tr>
<td>THE 210</td>
<td>Theories of Justice</td>
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<td>THE 215</td>
<td>Reformed Theology</td>
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<tr>
<td>THE 220</td>
<td>Theology of Christian life</td>
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</tbody>
</table>
Course Descriptions:

Core Courses

**ATC 350: Advanced Theology of Christian Life I**
Overview of theology with special emphasis on learning to do theology, understand the doctrine of Scripture, introduce the integration of various fields of knowledge with the Bible, and see the importance and development of a Christian worldview.

**ATC 351: Advanced Theology of Christian Life II**
The Biblical doctrines of salvation, the Holy Spirit, the church, and last things, with reference to the history and development of Christian theology. Overview of theology with special emphasis on learning to do theology, understanding the doctrine of Scripture, introducing the integration of various fields of knowledge with the Bible, and seeing the importance and development of a Christian worldview.

**BIB 310: Introduction to Bible**
This course is an overview of the Old and New Testaments with an emphasis on historical and cultural background, literary genre, themes, people, and events.

**BIB 311: Greek**
This course introduces grammatical and syntactical foundations of the Greek language and how it can be used to translate the New Testament.

**BIB 312: Hebrew**
This course introduces foundational elements needed to understand the Hebrew language. Students focus on important vocabulary, grammar, and syntactical elements.

**BIB 320: Christian Apologetics**
This course introduces the Christian worldview and how it transforms all of our minds, our hearts, and our entire lives. The course will also explore the necessity and principles of apologetics: the defense, by reasoned arguments, of the Christian faith. In this course, students will examine the various approaches to apologetic methodology and engage the most frequently raised objections to the Christian faith.

**BIB 330: Gospels**
In this course topical and exegetical studies are made in the Synoptic and/or Johannine gospels with emphasis on important theological concepts and great events in the life of Christ, such as the Messianic consciousness of Jesus, His miracles, and His parabolic teachings. The focus of this course will be on the Synoptic Gospels. This includes issues surrounding the harmonization of the Gospels, the Synoptic Problem, and various issues related to the contents of the first three Gospels.
**BIB 340: Book of Acts**
This course seeks to understand the message of Acts by examining the following issues: origin and purpose, history of interpretation, theology, and the preaching and teaching of Acts. Special emphasis is given to using the book of Acts in understanding church growth.

**BIB 350: Pentateuch**
This course is designed to introduce the student to the historical, literary, and theological interpretation of the Pentateuch. It will begin with an overview of the critical issues surrounding the Pentateuch and its individual books, followed by a focused study of several so-called “problem passages” that have presented interpretive difficulties. While much of the overview will be in a lecture format, the individual passages will be discussed using a seminar approach.

**BIB 360: Joshua & Judges**
This course examines Israel's history from conquest to the end of the United Kingdom as portrayed in Joshua, Judges, 1& 2 Samuel. The course focuses on the rulership of Judges and the finale is by the prophet Samuel who introduces king Saul.

**BIB 370: I&II Kings/ Chronicles**
This course investigates Israel's history from the United Kingdom of David and the division of Solomon's kingdom through the end of the Assyrian Crisis as portrayed in 1st Kings (Chapters 12-22), 2nd Kings (Chapters 1-20), 2nd Chronicles (Chapters 10-32).

**BIB 380: Major/Minor Prophets**
This course focuses on an expository study of Israel's history during the Babylonian Crisis (up to the Exile) as portrayed in 2nd Kings (Chapters 21-23) Obadiah, Joel, Amos, Jonah, Hosea, Isaiah, Micah, and Nahum and 2nd Chronicles (Chapters 33-36), Zephaniah, Jeremiah (Chapters 1-47), Habakkuk, and Lamentations.

**BIB 390: Poetic & Wisdom Books**
This course provides a study of both the poetic and wisdom literature of the Old Testament in light of their origin and usefulness as inspired Scripture. An interpretive study of several Psalms and the Book of Proverbs will also be undertaken.

**BIB 400: Principles of Biblical Interpretation**
An overview of methods and principles of Biblical interpretation, including historical, cultural, contextual, figurative, and grammatical influences. This course is designed to teach practical applications to help students discover Biblical truths, recognize Jesus throughout the Bible, and develop greater clarity when studying the Word.

**BTS 410: Church History**
This course is a survey of the history of Christian doctrine from its origins in the Bible to the doctrine before the Reformation. Starting with the Christian roots, particular attention is paid to Augustine and Aquinas. Controversies, heresies, creeds, and confessions will also be considered.
**BTS 420: World Missions**
This course is designed to study the theology and strategy of missions from the perspective of the local church, including approaches to mission education, and mobilization; disciple-making, prayer, and member care; partnerships, church-based teams, and responding to contemporary global issues.

**BTS 431: Old Testament Bible Character Study**
Essentials of inductive Bible study will be applied to Old Testament genres of literature in order to equip the student with skills for observation, interpretation, application, and edification.

**BTS 440: Christian Education**
This course aims at a study of education for pastoral counseling to individuals and families in ministry settings. The course touches on psychological theories and the development of personal counseling skills.

**BTS 460: Christian Ethics**
An examination of the theories of obligation and theoretical values from a philosophical perspective. A biblical theology of obligation and a biblical theology of value are presented along with their implications for decision-making in personal life and church life.

**SYT 310: Systematic Theology**
A major examination of the doctrines of God, Christ, and the Holy Spirit.

**THE 310: Biblical Counseling**
This course investigates foundations for pastoral counseling to individuals and families in ministry settings. The course also studies psychological theories and the development of personal counseling skills.

**THE 320: Introduction to Christian Counseling**
This course introduces students to foundational theological and methodological concepts for biblical counseling. Emphasis will be placed upon the sufficiency of Scripture, interacting with secular psychological frameworks, the process of human heart change, and counselee care. Common counseling issues will also be discussed such as anger, anxiety, and depression.

**THE 330: Marriage and Family Counseling**
An overview of marriage and family counseling issues relating to the content and process of counseling. Topics include a biblical review of marriage and relationships, gender differences, communication, conflict, divorce counseling, spouse abuse, in-law problems, and stepfamilies.
THE 340: Character Formation
This course starts with a basic introduction to the nature of Characteristics and personality. It then goes on to look at theories of Characteristics formation and development from cultural perspectives. This course is specially designed for those who want to learn more about who they are, and which direction their life should take as a Christian.

THE 350: Spiritual Formation
This course is an introductory study into the nature of spiritual formation and the meaning and importance of soul care within the spiritual community. Emphasis will be given to the nature of the personal character, virtues and vices, and the spiritual disciplines as means of spiritual growth into the image of Christ.

THE 360: Sociology of Religion
Examines the principles of religion, religious beliefs, and practices from the perspective of sociology.

Elective Courses

BIB 210: Old Testament Literature
An overview of the Old Testament focusing on the book outlines, key themes, persons and events in biblical history, and personal application.

BIB 220: Historical Books of Old Testament
Covers Joshua, Judges, and Ruth when Israel was ruled by God from 1405-1043 BC.

BIB 230: Discipleship and Cell Groups
This course examines the biblical principles and methodology of discipleship and mentoring. The emphasis is on the practical concern of how to develop an ongoing discipleship program and lead small group Bible study in the local ministry.

BTS 240: Advanced Christian Education
Designed for upper-division students in Christian Education who want to study specialized topics not currently covered in catalog course offerings.

BTS 250: Educational Leadership
Provides students with the opportunity to learn, exercise, and refine skills that will facilitate personal growth and increase their ability to solve problems as a member of the Leadership Community. Students should be enabled to reach higher levels of self-understanding and deeper insights into dynamics that enhance and hinder interpersonal relationships.
BTS 260: Christian Leadership
The theological, educational, and social bases for ministry and service are examined. An analysis of the Church's responsibility and methods for carrying out the ministry mandate of Jesus is emphasized.

BTS 270: Church Music and Worship
A survey and critical evaluation of contemporary Christian music of various worship styles and trends within the local church and parachurch ministries.

BTS 280: Christian Educations and Faith Development
This course will provide a biblical overview of the fundamentals of developing and maintaining a deep and abiding relationship with God through theological, integrative and experiential perspectives.

BTS 290: Church Planting
Focus on cultural exegesis, programming, and curriculum development for a Christian ministry setting (Church or parachurch). Age-specific focus (children, youth, adults) of programming will be discussed, including evangelism and discipleship models.

PMN 100: Mission and Ministry
Basic administration of a program within the church's educational ministry through which missions are taught to all age levels.

PMN 110: Introduction to Evangelism
An overview of the biblical principles of evangelism and follow-up. The class will seek to develop the skills of personal evangelism and explore biblical teachings regarding teaching and nurturing as they apply to local church and parachurch agencies.

PMN 120: Introduction to Pastoral Ministry
This course is designed to introduce the student to the person and work of the pastoral minister. Attention will be given to the essentials of pastoral ministry, attention to scripture, prayer, spiritual direction, and ordering your private world of the pastor. Through field trips and guest lectures, students will get a broad understanding of what the pastor does on a daily basis.

PMN 130: Evangelism & Outreach
This course is designed to prepare a person to teach the gospel one-on-one or in small, private groups. Students will learn about a wide variety of materials and approaches to private study, various ways to find prospects, and ways to design a personal evangelism program in a local congregation. Much of the course is designed to prepare students to deal with various doctrinal questions that arise when discussing the Bible with others.

THE 200: Psychology of Religion
A survey of the psychology of religion research emphasizing both content and methodological issues. Topics covered include religiosity and mental health, measures of
religiosity, religious development, correlates of religiosity and psychological aspects of conversion and other religious experiences.

**THE 205: The Ten Commandments and Ethical Life**
An examination of the historical and current understanding of the relationship between religious beliefs and practices and civil government and law in the United States. Topics could include the First Amendment, Supreme Court rulings, the relevance of the country’s founders, prayer in school, and displaying the Ten Commandments in public places.

**THE 210: Theories of Justice**
An introduction to major themes and issues in the anthropological study of social justice and human rights. Common human rights violations will be considered from an anthropological perspective and in the light of Scripture. Various tools for engaging in social activism and advocacy, rescuing the oppressed and undertaking social justice and human rights interventions will be considered.

**THE 215: Reformed Theology**
An introduction to Reformed theology through a study of the Reformation era, the subsequent developments and more current shape and issues of the reformed theology.

**THE 220: Theology of Christian Life**
A consideration of God's Person, existing as one God, yet manifested in three Persons, and the believer's responsibility to the Church, Christ's body, and the world at large as an agent of reconciliation in God's kingdom program in the end times.
**Master of Divinity**

This program is designed to help prepare students for the broadest range of Christian ministries and provide the student with the extensive training necessary for what is required to become an ordained minister. The Master of Divinity Program is best suited for students preparing for pastoral work or preaching work, as well as those who want to grow as ministerial servant leaders of other ministries with an emphasis on precise Bible teaching. Upon the completion of the Master's Program, the student will receive the following:

1. Professional career capable of evangelism, teaching, church administration, worship and mentoring as an ordained minister.
2. A good balance between the biblical, historical, theological and practical areas of study required for the development of organizational, managerial and mentoring skills as an ordained minister.
3. A thorough knowledge and understanding of the Bible. It is open to contemporary theological issues with the aim of preparing students to think independently and creatively in areas critical to the Christian ministry.

**Program Requirements**

- Successfully complete 96 quarter units of the following coursework with a minimum cumulative grade point average of 3.0 on a 4.0 scale.
- Successfully complete a Doctrinal Summary approved by the evaluation committee.
- Successfully complete the degree requirements within the time limit.

**Learning Outcomes**

1. Identify the basic contents of all books on the Old and New Testaments and the broad historical and cultural background information relevant to studying the Old and New Testaments.
2. Exegete and apply a biblical text properly through the application of historical-grammatical hermeneutics.
3. Demonstrate a theology and practice of worship that integrates word and sacrament and attends to its historical and cultural expressions.
4. Embody a ministerial identity committed to caring for the spiritual formation of the self, individuals, and communities.
5. Prepare and present sermons demonstrating biblical accuracy, oral clarity and contemporary relevance.
6. Demonstrate vision and growing capacity to excel in leadership for God's mission.
Core Courses Requirements (68 units)

LEA 650  Pastoral Ministry
MDV 501  Biblical Hermeneutics
MDV 502  Hebrew Language
MDV 503  Greek Language
MDV 520  Christian Ethics
MDV 600  Systematic Theology
MDV 700  Doctrinal Summary
MIS 500  Christian Apologetics
NTS 507  New Testament: Pauline Epistles and Hebrews
NTS 512  New Testament: General Epistles and Revelation
OTS 511  Old Testament: Genesis – Judges
OTS 512  Old Testament: Ruth – Song of Solomon
OTS 513  Old Testament: Prophets
THE 512  Church History: Post-Apostolic - Medieval
THE 513  Church History: Reformation - Modern Church
THE 635  Theology of Worship

Elective Courses Requirements (28 units)

LEA 660  Youth Ministry
LEA 680  Team Leadership and Conflict Resolution
MDV 510  Evangelism and Discipleship
MDV 530  Advanced Christian Educations and Faith Development
MDV 540  Advanced Church Planting
MDV 550  Biblical Counseling
MDV 560  Premarital, Marriage & Family Counseling
MDV 565  Pastoral Discipleship for Counseling Ministry
MDV 570  Women and Christianity (Women in World Christianity)
MDV 610  Expository Teaching and Preaching
MDV 670  Personal Spiritual Disciplines
MDV 680  Legal and Critical Issues in the Pastoral Ministry
MDV 685  Advanced Pastoral Ministry
MDV 695  Advanced Church Music and Worship
MIS 510  Christian Missions: Principles and Practice
NTS 601  The Social Setting of Early Christianity
THE 510  Christian Philosophy: Worldview, Western Thought, and Missions
THE 660  Church in Historical Context
THE 661  Christian Ecclesiology
Course Descriptions:

Core Courses

**LEA 650: Pastoral Ministry**
An integrative study of the nature and practice of pastorals' role and responsibility as they lead, equip, shepherd, and intercede for God's people. Special attention will be given to providing leadership in worship, ordinances, weddings, funerals, and hospital and home visitation.

**MDV 501: Biblical Hermeneutics**
A study of principles of the literal, historical, and grammatical method of interpretation, with the application of those principles in interpreting biblical passages. Attention is also given to the significance of hermeneutics in the broader context of inductive Bible study involving the steps of observation, application, and correlation.

**MDV 502: Hebrew Language**
This course introduces the biblical Hebrew alphabet, the writing system, the basic lexicon, morphology, the verbal system, and syntax. Focus on developing skills in using concordance and lexicons to translate and interpret selected passages.

**MDV 503: Greek Language**
This course introduces the biblical Greek alphabet, the writing system, the basic lexicon, morphology, the verbal system, and syntax. Focus on developing skills in using concordance and lexicons to translate and interpret selected passages.

**MDV 520: Christian Ethics**
A systematic study of Christian ethics is taken as a theoretical and practical discipline and offered at an introductory level. Attention is given to biblical and theological foundations as well as to current issues relevant to the witness of the Church in society.

**MDV 600: Systematic Theology**
This course is the study of systematic theology with special attention given to prolegomena the doctrines of revelation, the doctrines of the work of Christ, Christology, the Holy Spirit, the Trinity, angels, sin, and salvation. As well as carefully discuss the implications for the individual's faith to current issues such as justice, equality, gender, and religious plurality to help the students learn to practice theological thinking for the diverse ministry settings in various Churches.

**MDV 700: Doctrinal Summary**
Doctrinal Summary is the capstone project designed to provide students with an opportunity to write a summative research paper on the major areas of Christian doctrine in preparation for ordination and professional ministry.
MIS 500: Christian Apologetics
A study of the defense of the faith considers critical issues that challenge, question, and concern the truth of Christianity. Use the biblical and theological foundation, methodology, and evidence from science, history, philosophy, and archaeology as an answer given in reply.

This course investigates the content, purpose and background of the four Gospels and Acts. Students will be introduced to the literary characteristics, origin, and social and religious environment of these books as well as consider how they lead others in making sense of the Gospels and Acts in light of current realities and for the sake of exploring and articulating Christian faith. Students will understand the accounts of Jesus’ life and the message of salvation and the formation and development of the early church.

This course is an introduction to the study of the Pauline Epistles to the Hebrews. Through a study of Paul’s life, the course situates the epistles in their proper historical, biographical, and cultural contexts. Emphasis is given to key themes in Pauline theology as well as the pastoral dimension of the various epistles.

NTS 512: New Testament: General Epistles and Revelation
This course provides a treatment of introductory issues, hermeneutical principles regarding epistolary and apocalyptic literature, and functional analysis of key interpretive issues in the study of the General Epistles and Revelation. The course engages with current evangelical scholarship on critical issues relating to the study of the General Epistles and Revelation, with attention given to the impact of theological systems on interpreting Revelation.

OTS 511: Old Testament: Genesis – Judges
This course offers an exposition of Genesis, Exodus, Leviticus, Numbers, Deuteronomy, Joshua, and Judges with emphasis on the Biblical Theology of these books, their genre, and their application.

OTS 512: Old Testament: Ruth – Song of Solomon
This course offers a selective introduction to central themes and texts of the Old Testament. It aims to cultivate an appreciation of individual works and an awareness of the larger theological worldview of which they form a part. The course will form students for their continued reading of the Old Testament and will prepare them to engage the New Testament with an even grander vision.

OTS 513: Old Testament: Prophets
A study of the pre-exilic, exilic, and post-exilic prophetic books (Isaiah through Malachi) with emphasis on the historical and cultural background, structure, genre, themes, theological implications, and application of these books.
THE 512: Church History: Post-Apostolic - Medieval
This course is a historical exploration of the Christian church's theological and institutional development from the Post-Apostolic Era through the Middle Ages with an emphasis on significant doctrinal statements, major thinkers and leaders, important political figures, and movements.

THE 513: Church History: Reformation - Modern Church
This course examines the development of Church History in the Protestant and Catholic Reformations through the most important themes and events in the life of the church around the world in the twentieth century. Particular attention will be given to the lives and principal writings of the most significant Christian leaders, theologians, and cultural developments.

THE 635: Theology of Worship
This course is a study of the purpose and practice of a theology of worship in the local church. The study is divided into two parts: 1) the understanding and discovery of a biblical theology of worship and music that is biblically rooted, Christ-centered, and gospel-focused; and 2) the practical application of that theology in a local church setting. Students develop a personal theology for application as a worship practitioner for both corporate and continuous worship.

Elective Courses

LEA 660: Youth Ministry
This course explores how churches can engage with the postmodern generation as well as examine youth culture on such major issues as self-identity, suicide, substance abuse, sexual issues, child abuse, and peer pressure. This course also provides students with an understanding of Christian spiritual development related to youth and studies the methods and models of evangelism and discipleship for youth ministry.

LEA 680: Team Leadership and Conflict Resolution
A study of how Christian leaders should handle relational conflict as attorneys and mediators based on the Biblical perspective. The course provides an overview of the scriptural basis of how to approach conflict as leaders and some practical guidance to pursue a biblical resolution to the conflict.

MDV 510: Evangelism and Discipleship
An introduction to the nature and practice of evangelism with an emphasis on its biblical, theological, and historical roots. Special attention will be given to the rationale and context for evangelization.

MDV 530: Advanced Christian Educations and Faith Development
This course is a study of the truth in the Bible about the world and how faith is woven into each area of living to make a difference. The course will also cover the fundamentals of developing and maintaining a deep and abiding relationship with God through theological,
integrative, and experiential perspectives to find purpose, meaning, and role in the Church and society.

MDV 540: Advanced Church Planting
This course stresses the dynamics of church growth in the context of planting churches both mono- and cross-culturally. Particular focus is given to spiritual formation in the process of planting, growing, and developing community life within the local church.

MDV 550: Biblical Counseling
A study of biblical counseling theory and practice, including a focus on how Scripture and theology form the foundation and substance for counseling, biblical concepts for understanding people and their problems, and biblical methods of change.

MDV 560: Premarital, Marriage and Family Counseling
This course introduces students to the factors contributing to successful marriages and family relationships. The course also teaches students a conceptual model for assessing relationship functionality and introduces them to methods that can be used when those problems develop. Students will be challenged to articulate a clinically informed biblical counseling approach to pre-marital, marriage, and family counseling.

MDV 565: Pastoral Discipleship for Counseling Ministry
This course explores spiritual issues in a pastoral setting. It will also discuss the best ways to promote spiritual growth during any circumstances, especially in a crisis, as well as help others discover and live their true identity in Christ to become disciples and mature in Christianity.

MDV 570: Women and Christianity (Women in World Christianity)
This course explores the biblical, theological, historical, and cultural perspectives on the role of women in the Church and Christianity. It will examine how the biblical texts concerning women have been interpreted and define the place of women in the Church and society at large.

MDV 610: Expository Teaching and Preaching
A basic introduction to Bible exposition for vocational ministers with an emphasis on the teaching and preaching of Scripture based on the intended meaning of biblical texts. The course includes an introduction to hermeneutical principles necessary for arriving at the Holy Spirit's intended meaning of a given passage and then developing that meaning into engaging sermons and Bible lessons.

MDV 670: Personal Spiritual Disciplines
This course utilizes the biblical principles of personal spiritual discipline to overcome personal challenges and temptations and draw individuals closer to God.
MDV 680: Legal and Critical Issues in the Pastoral Ministry
A study of the legal issues unique to the pastor, his family and the congregation. An examination of theological and psychological aspects of pastoral care, including legal issues, networking with other healthcare professionals, management of the practice of church discipline, and equipping the laity for pastoral care ministries.

MDV 685: Advanced Pastoral Ministry
This course will offer theological and theoretical foundations of multicultural ministry. Special emphasis is placed on cross-cultural communication and ministry that equip students for effective engagement in multicultural ministries across diverse ministry contexts.

MDV 695: Advanced Church Music and Worship
A survey and critical evaluation of contemporary Christian music of various worship styles and trends within the local church and parachurch ministries.

MIS 510: Christian Missions: Principles and Practice
A course designed to introduce the student to the biblical, theological, historical, and practical bases for Christian missions. Special attention is given to contemporary issues in missions as well as current ways to do missions.

NTS 601: The Social Setting of Early Christianity
This course focuses on how to teach Paul's Epistle to the Romans concerning living a transformational life. Topics include teaching to change lives, the expository preaching process, sin, salvation, sanctification, theology, and developing a biblical worldview. Deals with the historical situation, date, themes, and argument of the epistle with emphasis on applications for living the Christian life. Students will create charts and applications for transformational discipleship and leadership.

THE 510: Christian Philosophy: Worldview, Western Thought, and Missions.
An introductory study of the relationship between Christian theology and philosophy, including an overview of the history of ideas and worldviews. Topics covered will include faith and reason, the existence of God, science and faith, the problem of evil, and the basis for knowledge and values.

THE 660: Church in Historical Context
A comprehensive study of the historical development of some of the central doctrines of the Christian faith.

THE 661: Christian Ecclesiology
A comprehensive study of the major doctrines of the Christian faith from the point of view of those who are within the Christian church. The major Christian doctrines are examined in the origin of Christianity, its relationships to Jesus, its role in salvation, its polity, its discipline, its eschatology, and its leadership. The nature of theology, its methods, and its claims are discussed and accessed.
4. ACADEMIC POLICIES

Definition of a Credit Hour

As an institution of higher education, Pacific American Global University is responsible for determining and upholding standards related to awarding credit hours for student work consistent with national standards. At Pacific American Global University, a credit hour represents a minimum level of student achievement of specific learning outcomes as verified by an assessment of student work. Pacific American Global University’s definition of the credit hour establishes a basis to quantify academic activity for purposes of awarding academic credentials and determining federal funding, including institutional eligibility, program eligibility, and student enrollment status and eligibility.

Pacific American Global University adheres to the Federal definition of a credit hour for cumulative contact time per quarter:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for the one-quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the University, including laboratory work, internships, practical, studio work, and other academic work leading to the award of credit hours.

Pacific American Global University’s definition of the credit hour applies to all courses at all levels (graduate and undergraduate) that award academic credit (i.e., any course that appears on an official transcript issued by the University) regardless of the mode of delivery.

Transfer of credits

Students may transfer up to 50% into the bachelor’s program and up to 25% into the master’s program. Pacific American Global University may accept transfer credits earned with a grade of B or higher at national/regional accredited institutions. The number of units accepted by Pacific American Global University will be decided on a case basis by the Chief Academic Officer.

The process for evaluating transfer credits begins when the admissions receive the student’s official transcripts, which must arrive before the end of the first quarter of studies. Failure to ensure the timely arrival of transcripts will prevent the student from continuing at Pacific American Global University.

Evaluations are based on the appropriateness of content level and credit value. Biblical and theological courses must be equivalent in quality and perspective and at least 75 percent parallel based on the course description. Some cases may require students to provide the
course syllabus and a catalog with the course description so an informed decision can be made. The Chief Academic Officer will make the final decision on whether to award transfer credit.

Transfer credits applied to a lesser degree may not be counted again to apply to a higher degree. The passage of time is not a factor when determining the transferability of credits. A recognized evaluator must verify any credits earned outside the United States, and the student must pay for the verification service.

**Notice Concerning Transferability of Credits and Credentials Earned at Our Institute**

The transferability of credits you earn at Pacific American Global University is at the complete discretion of the 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 degree that you earn at this institution is 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 Pacific American Global University to determine if your degree will transfer.

**Articulation Agreements**

Pacific American Global University does not currently have articulation or transfer agreements with other institutions.

**Registration**

To begin the study, all students must submit registration forms each quarter that have been approved by the student’s academic advisor. Student information, the title and number of the course, the academic advisor’s signature and the student’s signature regarding the financial policy are required.

**Add, Drop, and Withdrawal**

A student should consult with the University before adding or dropping a course, except where the add/drop consists merely of a change of section within the same course. Courses may not be added after the second week of classes or, in some cases, after the first week. In some cases, adding a course requires the permission of the University.

A standard course (one that is offered for an entire quarter) dropped during the first five weeks of classes will not appear on the student’s permanent record. A standard course dropped after the first five weeks of classes will appear on the student’s record as “F”.

Students wishing to withdraw from the university must complete a Petition to Withdraw, secure the necessary signatures, and submit it to the registrar’s office. Courses must be
officially dropped, or a grade of “F” will be entered on the permanent record. Failure to withdraw properly will result in the student not being allowed to re-enroll or receive proper refunds. There is no fee for withdrawal.

Class Attendance

Regular classroom attendance is vital; students are expected to attend all classes. The student will receive a failing grade for exceeding absences more than 1/5 of the total scheduled class periods.

The student who has been absent due to illness or a family crisis must explain the absence directly to the Professor.

Grading Policy

Pacific American Global University utilizes letter grades. Grades are reported to students in writing from the Registrar’s Office. Grades are designated as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
<th>Numeric Description</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>90-100</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
<td>86-89</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>80-85</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
<td>76-79</td>
</tr>
<tr>
<td>C</td>
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<tr>
<td>D+</td>
<td>1.5</td>
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</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>60-65</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>0-59</td>
</tr>
</tbody>
</table>

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

* A grade of “I” can be raised to a grade of “B+” by the end of the next quarter when all course requirements have been satisfied.

** A grade of “CR” will not be included in the computation of grade point averages. Grade of “B+” after retaking the course.

Repeated Courses

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

**Incomplete**

Sometimes, a student discovers that they are unable to finish their requirements for a course or courses during a quarter. Sometimes, life presents us with problems we cannot foresee or plan for. In these situations, a student may need extra time to complete their course requirements. If a student needs extra time to complete their coursework, Pacific American Global University has devised a way to help individual students work through these problems.

**Please be sure to follow the procedures correctly:**

1. Students need to obtain permission for an incomplete from the Chief Academic Officer.
2. Students must obtain approval from the professor. Students should not assume that he/she will be given an incomplete for a course just because he/she chooses not to complete the assignments, tests, or quizzes. Professors will assign grades based on submitted work if students have not been granted an official incomplete from the Academic office. Students who have been given an incomplete will not receive credit for the course before work is completed.

**Contract, Cancellation, and Dismissal**

Registration can be canceled anytime by students without hindrance. The contract and cancellation forms are available in The Admissions Office.

Students who do not register consecutively for more than two quarters without written notification will be dismissed automatically. Dismissed students desiring to be readmitted must submit a readmission application.

**Leave of Absence**

Pacific American Global University realizes that an emergency may occur for a student that may only be solved by electing to interrupt class attendance for a time by requesting a Leave of Absence (LOA). The student must direct such a request to Pacific American Global University by completing the LOA Request form stating the reason for the LOA, the date of the request, and the anticipated date of return, then signing the request. The LOA may be granted if sufficient reason and/or evidence is provided.

Students considering an LOA must review these requirements:

1. Must be in good academic and financial standing.
2. Must request a Leave of Absence (LOA) for up to 4 weeks for personal, not more than one quarter for vacation LOA except for medical LOA, which depends upon the medical condition.
3. Must complete an LOA Request form and submit documentation proving validly approvable to Pacific American Global University.
4. Will receive registration information at the appropriate time in the quarter preceding their return and are responsible for meeting all deadlines.
5. No need to reapply for admission to return from an LOA.
6. Individuals who do not return after their approved period for LOA will be administratively withdrawn.

When a student is granted an LOA, consequences may include:
1. Encountering new or changed policies.
2. Encountering new or changed tuition or fees.
3. Extending the graduation date.

**Time Limits for Completion of Program**

Students are usually expected to complete each program within the following time frame: the Bachelor's program in 4 years and the Master's program in 3 years. The maximum time frame allowed for students to complete a program is 150% of all program lengths, including certificate programs. An extension may be granted for special circumstances.

**Requirements for Graduation**

A grade point average of 2.0 or above is required for graduation with the Bachelor's Program, and a grade point average of 3.0 is required for graduation with the Master's Program. Students must fulfill all financial obligations to Pacific American Global University and file a petition to graduate before the middle of the last quarter to be eligible to receive a degree.

**Application for Graduation**

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

**Right to Review the Academic Record**

Students have the right to review their academic records and files. A request form must be filed with the Registrar to review the records. Any errors will be corrected.

**Satisfactory Academic Progress (SAP)**

The Satisfactory Academic Progress Policy is applied consistently to all students. Satisfactory Academic Progress is measured in two ways:

- Qualitatively: The Average Grade is reviewed to ensure that the student meets the minimum GPA of 2.0 for the Bachelor's Program and 3.0 for the Master's Program.
- Quantitatively: The student must earn at least 80 percent of the scheduled clock hours for the evaluation period.
A student must meet these standards to be considered as meeting Satisfactory Academics.

**Academic Good Standing**

At the end of each quarter, the student’s progress will be monitored. Students are considered to be in good standing when meeting a GPA of 2.0 for the Bachelor’s Program, and 3.0 for the Master’s Program is maintained. When there is evidence of lack of satisfactory progress toward meeting graduation requirements, the Academic Committee may place students on academic probation or disqualify them from attendance at the University.

**Academic Warning**

Bachelor students receive an academic warning when the quarter GPA is lower than 2.0, but the cumulative GPA is 2.0 or higher. Master students receive an academic warning when the quarter GPA is lower than 3.0, but the cumulative GPA is 3.0 or higher. This notation is not recorded on the student’s academic transcript.

The student’s grade is based on their midterm and final exam score. Each exam is worth 50% of the student’s grade. Thus, if a student misses either of the exams, the student will not be able to receive a grade higher than 50%. Consequently, the student may fall under the GPA of 2.0 for the Bachelor’s and GPA of 3.0 for the Master’s program requirement. An academic warning letter will be issued to the student.

**Academic Probation**

To remain in acceptable academic standing, a Bachelor student must maintain a cumulative GPA of 2.0 and a Master student must maintain a cumulative GPA of 3.0 in their coursework taken at Pacific American Global University. The University will notify the student in writing when their cumulative GPA is below 2.0 for a Bachelor student and 3.0 for a Master’s student, placing the student on academic probation for two quarters. Academic probation will be recorded on the student’s permanent academic record.

Students on academic probation are limited to a course load of 12 units or fewer for the Bachelor’s Program and eight units or fewer for the Master’s Program.

**Academic Dismissal**

A student failing to attain the minimum GPA during probation may be dismissed. If the student remains on probation for two consecutive quarters, the student may be dismissed from Pacific American Global University.

**Probation Removed**

Suppose the student raises their cumulative GPA above the minimum requirement during the probation period. In that case, he/she will be removed from probation, and it will be recorded on the student's academic record.
Appeals
If a student is dismissed for failure to meet academic standards, the student may appeal to the Academic Committee for readmission. The student must show that there were exceptional circumstances involved and provide evidence indicating that he/she can remove the GPA deficiency within one quarter.

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

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

Family Educational Rights and Privacy Act (FERPA) of 1994
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Pacific American Global University will disclose a student's education records with the student's prior written consent. However, the University will disclose those records, without consent, to the following parties or under the following conditions authorized by FERPA. Education records are defined as records, files, documents, data, and other materials that contain information directly related to a student and are maintained by Pacific American Global University.

Students at Pacific American Global University have the following rights regarding their education records:

a. To have access to their education records.
b. To consent to release a record to a third party.
c. To request nondisclosure of directory information
d. To seek amendment of information which the student demonstrates is inaccurate.
e. To be notified of their privacy rights.
f. To file complaints with the Family Policy Compliance Office of the U.S. Department of Education concerning alleged failures by the University to comply with 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 D. C. 20202-4605

Student Identity Verification for Online Class Policy and Procedure

Policy

Pacific American Global University has established and will periodically evaluate its process to confirm that a person who has been admitted to the University is the person who applied. The student who is taking an examination is the student who registered to take the examination, and the student who is registered for an online course is the same student who participates in, completes, and receives credit for the course. To authenticate identities, University will use one or more of the following methods for verification:

- Secure login with username and password
- Proctored examinations
- New or emerging technologies and practices that are effective in verifying student identification

All methods of verifying student identity must protect the privacy of student information in accordance with the Family Educational Rights and Privacy Act (FERPA) and any other applicable laws or regulations regarding the confidentiality of personally identifiable information and Pacific American Global University's Privacy Policy. Personally identifiable information collected by Pacific American Global University may be used as the basis for identity verification.

Procedures

- **Identity verification for new students**
  Pacific American Global University collects biographical, demographic, and prior education information on the admissions application. The information includes but is not limited to full name, home, and mailing address, date of birth, gender, ethnicity (optional), Social Security or Tax Identification Number (both optional), high school and colleges attended, and prior degrees received. This information is maintained in the Pacific American Global University student information system.
database. As supporting credentials, like high school transcripts, college transcripts, and standardized test scores, are received by the University, the application information is verified prior to an admissions decision. Once admitted, students are issued a unique token which is used to create a Pacific American Global University account with a secure username and password. Students are advised to protect this password and are required not to share it with anyone.

- **Identity verification for course takers**
  Once a record is created and identifying information is stored in the student database, the IT department receives a direct feed from the student database system to create a unique token which is used to create a Pacific American Global University account with a secure username and password. The student then uses their generated username and password to register for their courses.

- **Identity verification of exam takers**
  Students completing proctored exams are required to provide government-issued photo identification cards at the time of their scheduled exam.

**Attendance Policy for the Online Course**
Pacific American Global University (PAGU) expects all students to attend all classes and participate in all instructional activities. “Attendance” in online courses will be defined as active participation in the course by 1) being present in the class for the entire scheduled class; 2) submitting an academic assignment; 3) taking quizzes and exams; and 4) participating in class activities on Learning Management System (Moodle) which provided by the professor. Student participation can be documented by the following methods: logs of student activity, submission/completion of assignments, and communication with the professor.

In the event of absence for any reason, students are responsible for any class content or information missed.

Additionally, PAGU students must have 80% attendance to pass the classes. If the students find that they cannot meet the class minimum requirements due to such a circumstance, the students will need to contact their professors as soon as possible.

**What does it mean to “attend” an online class?**
Attendance is critical to the student’s success in taking an online class. Taking attendance allows the University to make clear determinations of when a student last attended class. When it comes to attendance in an online course, it may seem a little unclear how attendance is defined. Listed below is very specific information that can help guide our decision-making when designing courses for an online environment.

**What is an acceptable indication of attendance?**
The acceptable indications of attendance in an online course can include:
- Student submission of an academic assignment
● Student submission of an exam
● Documented student participation in an interactive tutorial or computer-assisted instruction
● A posting by the student showing the student’s participation in an online study group that is assigned by the University
● A posting by the student in a discussion forum showing the student’s participation in an online discussion about academic matters

What does not sufficiently indicate attendance?
In a distance education context, documenting that a student has logged into an online class is insufficient to demonstrate academic attendance by the student. Essentially, a student must be required to do more than "login" to be documented as having attended an online course.
5. FINANCIAL INFORMATION

All tuition and fees are mandatory and are subject to change without prior notice.

Tuition and Fees

<table>
<thead>
<tr>
<th>Types of Charges</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee (non-refundable)</td>
<td>$150</td>
</tr>
<tr>
<td>Tuition Bachelor (per unit)</td>
<td>$120</td>
</tr>
<tr>
<td>Tuition Master (per unit)</td>
<td>$180</td>
</tr>
<tr>
<td>Student ID card</td>
<td>$20</td>
</tr>
<tr>
<td>Certificates/Transcripts (per copy)</td>
<td>$50</td>
</tr>
</tbody>
</table>

Refund Policy

Each student should be advised that a notice of cancellation shall be in writing. In compliance with the California Education Code, the refund policy for students who have completed 60 percent or less of the course of instruction is pro rata. The effective date of cancellation or withdrawal will be the date on which the student submits his/her notice to Pacific American Global University. Tuition refunds are paid to a student within 45 days of filing the withdrawal form. The students may withdraw from a course and receive a full refund any time prior to the beginning of the course or during the first week.

Outstanding Balances

All institutional charges must be paid in full before graduation. An account is considered paid in full when all checks clear the bank. If a student account is not in good standing, it may, among other things, result in the following:

- Cancellation of enrollment
- Denial of registration for future classes
- Denial of transcripts
- Denial of readmission
- Denial of graduation

Financial Aid

Pacific American Global University does not participate in federal or state student financial aid programs.

University Scholarships

Pacific American Global University awards a limited amount of tuition scholarship on a quarter-to-quarter basis to truly deserving students who meet the following qualifications:

- The student must be accepted for admission.
The student must submit an application for a scholarship.
The student must satisfy the scholarship requirements established by the University’s Scholarship Committee.
The student must submit any additional documents requested by the Scholarship Committee required for assessing the student’s scholarship application.
Apply at least two weeks prior to the beginning of any quarter.
Maintain the minimum Standards of Student Achievement.

Students that are admitted provisionally are not eligible for University scholarships.

Further detail regarding Pacific American Global University’s scholarship programs and their requirements may be found at the Administration Office.
6. STUDENT LIFE AND SERVICES

Pacific American Global University is designed to serve students in the heart of Los Angeles. Our mission is to ensure that all students have the tools and resources required to succeed. We are committed to student equity and to providing superior service. Additionally, we assist with questions about academics and your well-being.

You have come to a unique place dedicated to the glory of our Lord and Savior, Jesus Christ. Everything you read in this Catalog appears here for this purpose.

There are six reasons why certain regulations are expected of students:

- **Moral decency:** Some of the rules are meant to prevent moral and social problems as well as to promote Christian morality. To break the rules in this area indicates that one is succumbing to a spirit bent on evil.
- **Spiritual growth:** Some rules encourage good, Christian actions that should be characteristic of all believers. To break the rules in this area indicates that one is becoming disloyal to Christian principles.
- **Personal discipline and accountability:** Some rules are meant to aid the student in developing self-discipline and accountability to authority and personal responsibilities. To break the rules in this area is for a student to cater to a self-seeking and self-centered will.
- **Brotherly consideration:** Some rules help the student enact love for one's brother more than for oneself. To break the rules in this area is for a student to show blatant disregard for the feelings and needs of others.
- **Academic excellence:** Some rules are meant to encourage the student to place high regard on academic pursuits. To break the rules in this area is for the student to disregard why God called him and to offer God second-best efforts.
- **Institutional effectiveness:** Some rules concern operational procedures necessary for a college to function efficiently and effectively. To break the rules in this area indicates that the student probably does not appreciate the institution's overall ministry.

We truly believe we have some of the finest students in the world, and we desire to see you molded into what God wants you to be. We long to see students with an undying commitment to be used for His glory. This condition will only come with you learning the importance of character, obedience, discipline, and integrity. For this reason, Pacific American Global University has structured the rules and regulations as laid out. Every rule stated can be attributed to one of, or a combination of, the six reasons listed above. The rules which govern the student life at Pacific American Global University are made with the best interest of our students in mind.

Pacific American Global University is not about the rules and regulations but about you being molded into what God wants you to be. You may not agree with every rule, but you
can observe these expectations properly and adequately understand why they are necessary and perform them with a good attitude. Someone said, “Discipline will either benefit you or irritate you, and your attitude toward it will determine the outcome.” We pray that God helps all our students build character through a disciplined life.

We desire that you enjoy your time here, and we want to make student life exciting and enjoyable for every student. Your attitude will determine if this becomes a reality for you. Please understand that we love you and will always be ready to help you with any need. We must remember that our true loyalty is to be to the Lord Jesus Christ. We should all strive to glorify Him in everything we say and do. We should seek to conform our lives to that which will honor the Person of our Savior. This is not an easy task, but one we can all strive for together. Thank you for cooperating and being a Pacific American Global University student.

**Notice of Student Rights and Responsibilities**

Pacific American Global University is dedicated to supporting and maintaining an academic environment with values that include civility, dignity, diversity, education, equality, honesty, and safety.

When students choose to accept admission to Pacific American Global University, they accept the rights and responsibilities of its student body and are expected to uphold its previously stated values by maintaining a high standard of conduct.

Pacific American Global University has developed policies and procedures that outline specific standards to be followed, and measures are taken when handling its state of affairs. The purpose of this Notice of Student Rights and Responsibilities is to inform students that they are endowed with certain rights and are expected to conduct themselves in an appropriate manner. It does not replace the afore-mentioned policies and procedures, nor does it constrain the procedures or guidelines outlined in those policies. As such, students are required to educate themselves on their rights and responsibilities by reading and confirming that they understand all student-related policies and procedures.

**Standards of Conduct**

The Pacific American Global University Standards of Conduct aim to stimulate each student and employee's intellectual, spiritual, ethical, and emotional growth. Emphasizing each individual's dignity in pursuing self-improvement and developing full personal potential (I Corinthians 10:24). The Standards of Conduct facilitate free competition and independent intellectual effort without tolerating dishonesty, cheating, or plagiarism in any form. Further, The Standards of Conduct create a climate of mutual trust, respect, and interpersonal concern where openness and integrity prevail (Romans 12:10, I John 4:21, I Peter 2:17, Hebrews 13:16-17).

Pacific American Global University expects all its students and employees to abide by the highest standards of morals and ethical behavior in harmony with its Christian philosophy.
and purposes (1 Peter 1:15-16). Each Pacific American Global University community member should be familiar with and expected to adhere to and enforce the standards (Genesis 1:26-27, Romans 12:2, I Peter 1:15-16). It is assumed that each student who enrolls agrees and cooperates with the University’s Standard of Conduct governing student behavior (Philippians 3:17).

Improper conduct for which students are subject to discipline. False information to the University with prior knowledge, forgery, alterations, or misuse of any Pacific American Global University documents violates this principle. Pacific American Global University reserves the right to refuse admittance to or to suspend any person who violates these principles.

**Discipline**

A student violating any regulation of Pacific American Global University intentionally and continuously will be disciplined.

Any Bachelor student whose GPA is below 2.0 and Master student whose GPA is below 3.0 will be placed on probation. Pacific American Global University does not tolerate student misconduct of any nature. Students may be disciplined or terminated for, but not limited to, any of the following types of misconduct:

- Academic dishonesty (e.g., cheating, fabrication or falsification, plagiarism, or forgery)
- Theft or damage or destruction of property
- Computer misuse (e.g., unauthorized entry, use, transfer, or tampering with the communications of others)
- Violation of any and/or all university policy
- Conduct that threatens the health or safety of others
- Sexual assault and/or sexual misconduct
- Obstruction or disruption of teaching, research, administrative duties
- Failure to comply with directions of a university official or other public official acting in the performance of his/her duties while on university property
- Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispension, or sale of alcohol and/or controlled substances (including medicinal marijuana)
- Possession, use, storage, or manufacture of firearms or weapons capable of bodily injury, explosives, firebombs, or any other destructive devices
- Invasion of privacy by making a video recording, audio recording, taking photographs, or streaming audio/video of any person in a private location without that person’s knowledge and express consent

**Reasonable Accommodation Policy**

Pacific American Global University catalog will reasonably accommodate otherwise qualified individuals with a disability unless such accommodation would pose an undue
hardship or result in a fundamental alteration in the nature of the service, program, or activity or undue financial or administrative burdens. Teaching techniques continually change as professors discover new ways to aid disabled students. The term “reasonable accommodation” is used in its general sense in this policy to apply to employees, students, and visitors. Student requests for reasonable accommodation should be addressed to the office, which will contact the appropriate Administrator.

A student must self-identify as an individual with a disability and provide appropriate diagnostic information that substantiates the disability. Pacific American Global University will then assess the impact of the disability on the student’s activities and performance and ensure that appropriate accommodations will be approved.

Individuals who have complaints alleging discrimination based upon a disability may file them with the Administrative Manager.

**Sexual Harassment**

Pacific American Global University is committed to providing a safe learning and working environment. In keeping with this commitment, the University prohibits unlawful harassment, including sexual harassment, by any of its employees, students, staff, faculty, or anyone conducting business on University premises. Sexual harassment is defined as any unwelcome or unsolicited attention of a sexual nature, including but not limited to verbal, physical, or visual contact. Any person who observes or is subject to an act of sexual harassment should report it immediately to the nearest faculty or staff member, who will notify the upper management level. Confidentiality is required in order to protect all parties involved. Appropriate disciplinary action will be taken for students, faculty members, or staff members accused of sexual harassment.

**Student Orientation**

Pacific American Global University offers orientation each quarter for new and continuing students to provide information on University life, policies, regulations, faculty, administration, and the surrounding community for the upcoming quarter. Orientation is required of all new students.

**Student Advising**

Student advising has several purposes:
- Academic advising regarding program requirements
- Vocational guidance and career planning
- Personal and spiritual counsel as needed

The Chief Academic Officer is in charge of academic advising and career counseling. Students looking for academic advising may come to the administrative office to meet with and make an appointment with the Chief Academic Officer. Faculty may also serve as academic or vocational advisors.
Student Council

Student council is an organization conducted by students and supervised by the University. The purpose of the student council is to take feedback from students regarding the issues they are facing today and allow students to develop leadership by organizing and carrying out University activities and service projects. In addition to planning events that contribute to the spirit and community welfare, the student council is the voice of all Pacific American Global University students. They help share student ideas, interests, and concerns with the University-wide community. The function of the student council is based upon parliamentary procedures. Ideas are presented, voted upon and confirmed by the student council president. Any student interested in leadership, organizational behavior, event planning, or becoming more involved in the University is welcome to become involved.

Grievance and Complaint Procedures

Students may go to the administrative office to address simple suggestions or complaints. The Chief Academic Officer or Administrative Manager will meet with the student to take steps toward resolution, beginning with informal discussions. An effort will be made to resolve the complaint or grievance.

Suppose the student wishes it to be recognized as such. In that case, the student is required to submit a written “Student Complaint/Grievance Form” with a clear, concise, signed, and dated statement of events from the student's perspective to the office of the appropriate director: CAO or Administrative Manager. The statement should provide enough information to present a complete understanding of the situation and specify the University policy violated and all relevant factual details.

- The CAO/Administrative Manager has 14 calendar days to review the case, during which he or she may seek additional information from the parties involved or witnesses. If the allegations would not constitute a policy violation, then the CAO/Administrative Manager should inform the grievant in writing that the allegations are not subject to further investigation. The investigation may include meeting with the parties, talking with witnesses, and reviewing any supporting documents. A grievance may elect to withdraw a formal complaint at any time; however, Pacific American Global University reserves the right to investigate all complaints to protect the University's interests and its community.

- Within a reasonable time, the CAO/Administrative Manager shall decide based on the formal complaint, response, and other relevant information. This decision shall be in writing and shall consist of factual findings, conclusions, and a remedy if one is appropriate. All parties shall receive a copy of the decision.

- Any party may submit a written request for an appeal of the decision to the President or Vice President within 14 calendar days from receipt of the decision. The request for appeal must specifically set forth all grounds for appeal. The non-appealing party must be given the opportunity to respond in writing to the
request for appeal. Within a reasonable time, the President or Vice President shall make a decision based on the complaint, response, decision, request for appeal, any response to the appeal, and any meeting the President or Vice President held in regard to the appeal. The decision of the President or Vice President shall be final. All parties shall receive a copy of the President or Vice President’s decision.

- Students can file a complaint about the institution to the accreditation agency at any time, independently of the institutional grievance process, by contacting them at the address:

  **Transnational Association of Christian Colleges and Schools (TRACS)**
  15935 Forest Road
  Forest, Virginia 24551
  Phone: (804) 525-9539 | Fax: (804) 525-9538

- Students can file a complaint about the institution to the Bureau at any time, independently of the institutional grievance process, by contacting them at the address:

  **Bureau for Private Postsecondary Education (BPPE)**
  1747 North Market, Suite 225, Sacramento, CA 95834
  Phone: (916) 574-8900 | Fax: (916) 263-1897
  https://www.bppe.ca.gov/enforcement/complaint.shtml

All written decisions made and materials produced in a grievance conducted under this procedure shall be retained by the University for five years from the date that the final decision was issued.

**Student’s Records**

Pacific American Global University recognizes the need to maintain the confidentiality of student records. Thus, Pacific American Global University observes the Family Educational Rights and Privacy Act of 1974. No one except administrative personnel and faculty are given access to student records.

Pacific American Global University does not release educational records to non-school employees without the student’s written consent. With few exceptions, such as external references, which students may have waived their right to see, students may review their educational records upon request. Access is granted upon submission of a written request to Pacific American Global University.

Students are entitled to copies of all records to which they have access. Under established procedures, students have the right to challenge their records' factual accuracy if they believe there are discrepancies. Such challenges should be presented to the CAO in writing.
Pacific American Global University keeps student records permanently in electronic and paper-based versions. Student complaints, including their resolution, are maintained for at least five years before they are destroyed. The electronic records are scheduled to be backed up quarterly, and the paper documents are maintained in locked file cabinets that are located in the Records Storage room in the office.

**Facilities and Equipment**

Pacific American Global University provides a wide range of resources to ensure student success, including the following:

- **Computer lab**: Computer lab and assistance are provided to enhance students’ research. Students can invest their free time in learning resources in the computer lab.

- **Projector**: Projectors enable professors to create bulleted PowerPoint presentations or other highly organized notes for the class. With the use of projectors in the classroom, students can take better notes with the ability to discern what information the professor displays are most useful to them.

- **Wi-Fi hotspots around the campus**: Wi-Fi is provided to students so they can quickly and easily share documents, edit presentations in real-time, store project files in the cloud, and improve their teamwork skills. Wi-Fi in education allows students to collaborate with peers from other colleges or universities.

- **Vending Machine**: A vending machine is located in the lounge for everyone to purchase snacks, drinks, and other necessities between classes or during study sessions.

- **First Aid kit for essential medicine**: First Aid kits containing essential medicines are provided for everyone, including students, professors, and staff, to ensure safety and well-being. In the event of an injury or illness, having immediate access to medical supplies can help to alleviate pain, prevent infection, and even save lives.

- **Printing and copy available on campus (with additional fee)**: This service allows students to retain hard copies of coursework and projects undertaken during a lesson and when students are required to turn in their assignments and projects.

University Equipment should be well taken care of by the student body. Abusing this equipment will not be tolerated and may carry a monetary fine and/or a disciplinary penalty for the offender.

- Any equipment owned and maintained by the University is not for public use.
- Students may use designated equipment only with permission from University staff.
• Regular office hours are 9:00 a.m. until 5:00 p.m. Use of office equipment and supplies in the offices are not for public or student use without the express permission of a staff member. Regular office hours may change without notice.

Parking information
Parking is available in a parking facility and/or area next to the building. Pacific American Global University provided validation to students
  • Central Plaza Parking Garage: 3470 Wilshire Blvd, Los Angeles, CA 90010
  • Payment Validation: 8 a.m. – 6 p.m. (Monday–Friday) = $3
  • For any parking issues:
    o Please see the parking attendant at the Pay Station
    o Parking Office: (213) 465-4847

Insurance
The students of Pacific American Global University are advised to purchase and maintain insurance. They are recommended to have proof of insurance and medical examination, regardless of the number of units or program status. International students suggested purchasing insurance for their dependents accompanying them to the United States.

Individual and Family Health Insurance Companies in California
• Aetna: Aetna
  1-800-US-AETNA (1-800-872-3862) from 7:00 AM – 7:00 PM EST
• Anthem Blue Cross: Health Insurance Plans | Health Coverage | Anthem
  1-800-777-6000
• Blue Shield of California: Blue Shield of California
  1-888-568-3560 Monday - Friday, 8 a.m. to 5:30 p.m. PST
• Health Net: Health Net
  1-800-327-0502
• Kaiser Permanente of CA: Individual Family Summary of Benefits Coverage | Kaiser Permanente
  1-800-245-3181
• United Healthcare: UnitedHealthcare
  1-800-357-0978

Dental Insurance Carriers in California
• Anthem Blue Cross: Same as above
• Blue Shield of California: Same as above
• Delta Dental of California: Contact | Delta Dental
  1-800-765-6003 Monday - Friday, 5:00 a.m. to 5:00 p.m. PST
• IHC Group: Dental Insurance Plans | The IHC Group
  1-866-473-6615
• United Concordia Dental: United Concordia Dental
  1-800-332-0366 (PPO)
  1-866-357-3304 (DHMO)
• United Health One: UnitedHealthOne
  1-800-273-8115

Short-Term Insurance Providers in California
• HCC Medical Insurance Services:
  Short Term Medical Insurance | Formerly TMHCC-MIS Group
  1-866-400-7106

Housing
Pacific American Global University does not operate any housing facility but will assist students in locating adequate housing. Some students find housing in a local residence hotel, while others share an apartment or rent a room from members of a local church. The students may find a recommendation list as follows:

• Zuma Housing
  o 424-208-3596
  o http://www.zumahousing.com

• R.W. Selby & Co
  o 310-820-5151
  o http://www.rwselby.com/student-housing-los-angeles.html

• First Choice Housing
  o 213-765-3330
  o http://firstchoicehousing.com

• STUHO Student Housing
  o 323-731-0460
  o http://www.stuho.com

• B&B Management
  o 310-824-0931
  o http://www.bnbwestwood.com

• Universal Student Housing
  o 310-824-4908
  o http://www.usaish.com

E-Library
Pacific American Global University subscribes to the Library and Information Resources Network (LIRN), EBSCO and ATLA to provide our students with a full collection of resources that are essential for their academic success. Students can access the resources such as articles, journals, books, and other educational materials, at any time, and from anywhere with an internet connection.
• **LIRN (Library and Information Resource Network)** is a consortium of academic and research libraries that provides access to a broad range of scholarly resources. It is an online library that offers access to databases such as ProQuest, JSTOR, and Oxford University Press. LIRN also offers additional features such as LibGuides, citation tools, and a virtual reference desk.

• **EBSCO** is an online library that offers access to a wide range of resources in various disciplines, including business, medicine, psychology, education, and more. It provides access to over 50 databases, including Academic Search Complete, Business Source Complete, and PsycINFO.

• **ATLA** is a comprehensive bibliographic database that provides extensive coverage of religious studies, theology, and related fields. It is developed and maintained by the American Theological Library Association (ATLA) and indexes scholarly articles, book reviews, essays, and other resources from a wide range of sources, including academic journals, books, and conference proceedings.

LIRN, EBSCO, and ATLA are highly customizable, enabling students to tailor their research to their specific needs. Students can filter search results by author, subject, and date range, making it easier to find relevant material quickly.

**Other e–libraries that are available to access for free:**

• **ProQuest** is a valuable resource for academic research and learning, providing access to a vast collection of digital resources, including arts, business, health sciences, science, social sciences, and more. ProQuest also provides e-books through its platform, Ebook Central, which allows users to search, browse, and access thousands of digital books.

• **Directory of Open Access Journals (DOAJ)** is an online directory that indexes and provides access to high-quality, peer-reviewed open access journals from around the world. Open access journals are scholarly journals that provide free, immediate, and unrestricted online access to their content.

• **Education Resources Information Center (ERIC)** is an online digital library of education research and information that provides access to a wide range of education research, including journal articles, books, conference papers, technical reports, policy papers, and other types of education–related documents. It covers all aspects of education, from early childhood education to adult education, and includes both theoretical and practical research.

• **JSTOR** is a digital library that provides access to a wide range of academic journals, books, and primary sources in the humanities, social sciences, and sciences. JSTOR currently offers free online access to 100 articles per month to non–subscribers.
• **Open Access Digital Theological Library (OADTL)** is a digital library that provides free access to a wide range of high-quality theological resources, including books, journals, articles, and other types of scholarly literature. Its collection includes resources in multiple languages, covering topics such as biblical studies, church history, theology, pastoral ministry, and more.

**Spiritual Environment**

Pacific American Global University has a close relationship with several churches.

**Los Angeles:**

- LA united church  
  3470 Wilshire Blvd STE 300, Los Angeles, CA 90010

- Choong Hyun Mission Church  
  5005 Edenhurst Ave, Los Angeles, CA 90039

- God People Mission Church  
  2120 W 8St, Suite 265, Los Angeles, CA 90057

**Overseas:**

- Emmaus Presbyterian Church  
  South Korea

Pacific American Global University students can enjoy the fruits of this friendship: they can attend chapel, partake in diverse church activities, and fellowship with the congregation. Pastor also visits to give speeches and advice to students. The students are strongly encouraged to attend as it provides regular times of worship that honor God and empower Christian living. It encourages perspectives and practices that contribute to spiritual, psychological, and physical health.
7. CAMPUS EMERGENCY PLAN

Pacific American Global University has a campus emergency plan that gives procedures to follow in case of fire, weather, earthquake, or medical emergency, as well as provides reference information and a checklist of procedures on how to:

- Prepare for an emergency incident;
- Report an emergency;
- Know what to do in the event of an emergency.

In an emergency, should:

- Upon discovering an emergency, or potential emergency, immediately get to a safe place and CALL 9-1-1.
- Give the Office as much information as possible regarding the emergency.
- Please do not hang up until the 911 operator asks; they may have special questions.

Every effort is made to ensure a safe and secure work and study place. Unforeseen circumstances may occur, however, and every contingency cannot be anticipated. The personal safety of each Pacific American Global University student and employee depends largely upon how well individuals react to and are personally prepared to deal with these emergencies.

Pacific American Global University Campus Emergency Plan, outlined below, gives information on what to do in the event of a medical emergency, crime, or natural disaster.

Medical Emergency

If any Pacific American Global University student, faculty, staff, or visitor becomes ill or injured while on campus, do the following:

- **For minor incidents:** A first aid kit will be provided in the Register's Office, and each employee has access to the kits.
- **For serious incidents:** Call 911 and seek medical attention immediately.
- **If impaled by a foreign object:** Do not remove the object and wait for medical attention to arrive. Do not remove the injured or ill person unless the relocation is necessary to prevent further injury.

Accompany the injured or ill person to the hospital if medical treatment needs to be provided off-campus. Hospitals and urgent care clinics are listed below:

- Hollywood Urgent Care
  5717 Melrose Ave, Los Angeles, CA 90038
  (323) 957-2273

- Kaiser Permanente Medical Center Urgent Care
  4700 Sunset Blvd, Los Angeles, CA 90027
  (800) 954-8000
Vermont Urgent Care & Multi Specialty Center
1435 Vermont Ave #100, Los Angeles, CA 90006
(213) 386-2511

Violent Intruder, Shooter, or Crime Behavior

In the event of a campus intruder, shooter, or criminal acts, immediately dial 911. Do not attempt to apprehend or interfere with suspicious strangers/criminals except in case of self-protection.

Report the following to the officer:
- Describe the person's physical traits, attire, and behavior.
- If it is safe to do so, note the height, weight, sex, ethnicity, approximate age, clothing, method and direction of travel, if known.

In the event of gunfire, remain calm and take cover immediately. Avoid movement near windows and open doors. Escaping from the dangerous area should be done as quickly and quietly as possible.

Bomb threats

Bomb threats usually come on the telephone and are generally made by individuals who want to create an atmosphere of general anxiety or panic. All bomb threats should be assumed to pose a dangerous situation to the Pacific American Global University campus population.

In the event of bomb threats:
1) Do not handle any suspicious object or package!
2) Do not open drawers or cabinets, turn lights on or off, or utilize 2-way radios or cell phones until safely out of the building.
3) Clear the area, assisting disabled person(s) exiting the building. Immediately call 911, and contact Pacific American Global University Administration. Once outside, move to a clear area at least 500 feet away from the affected building.
4) Only re-enter the area once instructed to do so.

If a bomb threat is received by phone:
1) Take the caller seriously, but remain calm.
2) Ask a lot of questions.
   - When is the bomb going to explode?
   - Where is the bomb located?
   - What kind of bomb is it?
   - What does it look like?
3) Take notes on everything said and observe background noise, voice characteristics, etc.
4) Call 911 immediately and notify your professor, admin staff, or any authorized person in charge.
5) During the evacuation, take your personal belongings and move to an evacuation assembly area.
6) Only re-enter the area once instructed to do so.

Fire
In all cases of fire, Pacific American Global University Administration must be notified as soon as possible and do the following:

- During a fire alarm, stop all activities and evacuate the building—exit using the stairs. The elevators should not be used. Evacuate the building as soon as the alarm sounds and proceed to the designated evacuation zone.
- Faculty is responsible for ensuring that all students leave the classrooms immediately.
- Only re-enter the building with instructions from a faculty-authorized designated person or the Fire department.

If evacuation is inaccessible:
- Move to a safe location with fire-rated walls, doors, and a few interior openings.
- Use a phone to call 911 for assistance.
- Place wet towels or other materials around or under doors to keep smoke out.
- Display a signal in the window to alert others to your location.
- Heat and smoke rise, so stay as low as possible. Breathe shallowly using the nose and cover it with clothing as a filter.

If clothing catches fire – **STOP, DROP, AND ROLL.**

Earthquake

**During an earthquake:** DROP, COVER, and HOLD ON.
- Stop all activities, then DROP to the ground.
- Take COVER under a sturdy desk, table, or other furniture. Protect your head and your neck by placing your hands and arms on your head.
- HOLD ON to your position until the ground stops shaking, and it is safe to move.

**After the earthquake:** BE PREPARED for additional aftershocks.
- If you are outside, do not enter buildings until structural safety can be assessed by trained personnel.
- Suppose required to evacuate, exit using the stairs. The elevators should not be used. Proceed to the nearest stairwell, ensure the exit is safe to use, and exit the building.
- Please do not attempt to move seriously injured persons unless they are in immediate danger of further injury. Report the location of the injured person to emergency personnel.

Severe Weather
In the event of severe weather (i.e., high wind, tornado, etc.):
• Shutdown all computers and electrical equipment that might be damaged by a lightning strike.
• The decision to evacuate a building will be announced by Pacific American Global University Administration. Evacuate the building if the safety of persons inside is threatened.
• Meet at a predetermined location away from the building.
• Check all areas to ensure that everyone is evacuated.

The class schedule may change; the campus may open late, classes may be canceled, staff offices may be closed, or evening classes may be let out early. Only the President of the University or Designee can close the campus.

Emergency-Related Closings
Classroom activities can be disrupted in emergencies such as fires, severe weather, earthquake, or power failures. Pacific American Global University Administration will inform the students via email and the University’s website if classes are canceled.

Only come to the school with instructions from a faculty-authorized designated person.
8. IT BACKUP AND DISASTER RECOVERY POLICY

Policy Statement
This policy aims to set strategies to ensure the secure backup and recovery of important data stored at Pacific American Global University. The data to backup includes all management information systems data files, administration network user documents, staff documents and other University documents.

The strategies in place will be robust enough to ensure data recovery in any circumstance, including fire, catastrophic hardware or software failure, deletion or virus attack. Data can be destroyed by system malfunction or accidental or intentional means. Adequate backups will allow data to be readily recovered as necessary.

The ongoing availability of important data is critical to the operation of the University. In order to minimize any potential loss or corruption of this data, the LRD is responsible for providing and operating the University networking infrastructure to ensure that data is adequately backed up by establishing and following an appropriate and industry-standard systems backup procedure.

Statement of Authority & Scope
This document is intended to detail the accepted good practice policies in the backing up and restoring of data on networked computer systems. The LRD provides the framework, design and implementation of backup strategies employed at Pacific American Global University. The LRD is responsible for the operation of these strategies.

Server Backup and Restore
Each server is backed up every week. This backup includes the server operating system, configuration files, and network data such as usernames, policy and profile data, and security information. In the event of a complete server operating system failure, the server operating system would initially need to be re-installed then the server backup restored. In the event of server hardware failure, the server would first need to be repaired, then the server backup restored. Data Restoration Only the LRD and authorized personnel will have access to the means to restore network data. The LRD will determine if a successful restoration is possible. Any requests for the restoration of user data will be made to the LRD. In the event of complete server failure, a full restoration of school management software and data files is necessary. This backup policy only provides information on backup procedures and disaster recovery.

On-Site Backup
Pacific American Global University uses a NAS drive to store backups onsite. A full server backup is carried out twice every month on Friday first week to the system using Backup software. These cartridges are then stored in a locked cupboard and fire-proof safe until required for rotation. All backups are verified and kept for a minimum of 6 months before
being deleted to re-use the media for further backup requirements until the end of hardware life.

Additionally, incremental backup processes are carried out every week on Friday for system state only. A full backup contains system state, bare metal recovery, user documents, pupil documents, staff documents and shared documents.

**Off-Site Backup**

Pacific American Global University uses the recommended cloud backup system. The system uses Dropbox, Moodle cloud and QNAP software to perform overnight backups of staff document directories and shared documents. The cloud allocation of 1TB is currently sufficient to perform the required backups and can be increased as needed. The following data will be backed up every Friday on-site.

**Disaster Recovery**

In the event of a complete network failure, power cut, server breakdown, fire, or any other eventuality where the network is unavailable, a disaster plan needs to be in place to ensure the continued smooth running of the University. This would include periods when the time taken to restore the network would take more than a day.

**The following emergency procedures have been established**

- In the event of a catastrophic system failure, off-site backed-up data will be made available to users within three (3) working days if the destroyed equipment has been replaced by that time.
- In the event of a non-catastrophic system failure or user error, on-site backed-up data will be available to users within one (1) working day.

**Emergency procedures will take into consideration the following information**

- Campus operations, financial transactions, and any other critical school management systems.
- Identify essential school management functions. Essential school functions are those functions that must take place in order to support an acceptable level of continuity for the University.
- Availability of alternate processing of data to use during a disaster. This would include keeping hard copies of certain data and documents.
- When the server and network have been restored, any new information can be transferred or entered into the network system.
9. INSTITUTIONAL INTEGRITY

Pacific American Global University (“University”) Code of Ethics and Conduct (“Code”) requires employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the University, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. This ethics is not only proper business practice; it is, more importantly, an expression of our Christian stewardship and faith. The University has adopted this policy to address the submission of complaints, suspected violations, or any concerns in relation to:

- Financial transactions, including questionable accounting practices and internal accounting controls
- Use of the University’s property
- Compliance with legal and regulatory requirements
- A retaliatory action against an employee who reports a suspected violation of any of the above

Reporting Responsibility

It is the responsibility of all directors, officers, and employees to comply with the Code and to report violations or suspected violations in accordance with this Policy.

No Retaliation

No director, officers, or employees who, in good faith, reports a violation of the Code shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Policy is intended to encourage and enable employees and others to raise serious concerns within the University prior to seeking resolution outside the University.

Reporting Violations

The University encourages employees to share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee’s supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or are not satisfied with your supervisor’s response, you are encouraged to speak with anyone in management whom you are comfortable approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to the University’s Compliance Officer, who has the specific and exclusive responsibility to investigate all reported violations. Individuals may contact the President directly for suspected fraud or when they are not satisfied or uncomfortable.
**Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the Code must act in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and have been made maliciously or knowingly false will be viewed as a serious disciplinary offense.

**Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**Handling of Reported Violations**

The acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.
## 10. APPENDIX

### ACADEMIC CALENDAR 2023

Dates are subject to change. Refer to the quarter schedule of classes for recent changes related to holiday observances, registration deadlines, and commencement ceremonies. This is not to be construed as an employee work calendar. For purposes of degree evaluation, the academic year is defined as: fall, winter, spring, and summer quarters. Applications will be accepted for entry into programs until capacity is reached up to the beginning of the quarter.

#### Winter Quarter, 2023

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's Day – Holiday</td>
<td>Jan. 1</td>
</tr>
<tr>
<td>Martin Luther King Day – Holiday</td>
<td>Jan. 16</td>
</tr>
<tr>
<td>Student registration and orientation</td>
<td>Jan. 9 – Jan. 21</td>
</tr>
<tr>
<td>Beginning of Quarter and the first day of classes</td>
<td>Jan. 9</td>
</tr>
<tr>
<td>Last day to add classes or register late</td>
<td>Jan. 23</td>
</tr>
<tr>
<td>President's Day – Holiday</td>
<td>Feb. 20</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>Mar. 17</td>
</tr>
<tr>
<td>Final examinations</td>
<td>Mar. 13 – Mar. 19</td>
</tr>
<tr>
<td>End of quarter</td>
<td>Mar. 19</td>
</tr>
</tbody>
</table>

#### Spring Quarter, 2023

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student registration and orientation</td>
<td>Apr. 10 – Apr. 22</td>
</tr>
<tr>
<td>Beginning of quarter and the first day of classes</td>
<td>Apr. 10</td>
</tr>
<tr>
<td>Last day to add classes or register late</td>
<td>Apr. 24</td>
</tr>
<tr>
<td>Memorial Day – Holiday</td>
<td>May. 29</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>Jun. 16</td>
</tr>
<tr>
<td>Final examinations</td>
<td>Jun. 12 – Jun. 18</td>
</tr>
<tr>
<td>End of quarter</td>
<td>Jun. 18</td>
</tr>
</tbody>
</table>

#### Summer Quarter, 2023

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independence Day – Holiday</td>
<td>Jul. 4</td>
</tr>
<tr>
<td>Student registration and orientation</td>
<td>Jul. 10 – Jul. 24</td>
</tr>
<tr>
<td>Beginning of quarter and first day of classes</td>
<td>Jul. 11</td>
</tr>
<tr>
<td>Last day to add class or register late</td>
<td>Jul. 24</td>
</tr>
<tr>
<td>Labor Day – Holiday</td>
<td>Sep. 4</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>Sep. 15</td>
</tr>
<tr>
<td>Final examinations</td>
<td>Sep. 11 – Sep. 17</td>
</tr>
<tr>
<td>End of quarter</td>
<td>Sep. 17</td>
</tr>
</tbody>
</table>
Fall Quarter, 2023

- Student registration and orientation: Oct. 9 – Oct. 23
- Beginning of Quarter and first day of classes: Oct. 9
- Last day to add class or register late: Oct. 23
- Veteran's day – Holiday: Nov. 10
- Thanksgiving Day – Holiday: Nov. 23
- Last day of classes: Dec. 15
- Final examinations: Dec. 11 – Dec. 17
- End of quarter: Dec. 17

UNIVERSITY PERSONNEL

Board of Directors
Sung Kyung Hwang (Chair)
Paul D. Cho (CEO)
Mindy Byun
Yongjae Jeon
Joyce Eui Kim

Advisory Council
Dr. Jeong Kii Min
Dr. Samuel Rhee

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Dr. George C Evans Jr.
Ph.D., Renewal Theology, Regent University, 2022
M.A., Theology, Fuller Theological Seminary, 2018
B.S., Integrated Leadership, Christian Ministries, Anderson University, 2016

Dr. Ron Lindo Jr.
Ph.D., Old Testament, New Orleans Baptist Theological, 2021
Master of Theology, New Orleans Baptist Theological, 2018
M.A., Biblical and Theological Studies, Caskey School of Divinity, 2014

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D. Min. Wesley Biblical Seminary, Jackson, MS. 2018
M.Div., Wesley Biblical Seminary, Jackson, MS. 2015

Dr. Kyoungjun Kim
Ph.D., Clinical Psychology, Fuller Theological Seminary, Pasadena, CA, 2017
M.A., Christian Counseling, Southwestern Baptist Theological Seminary, Fort Worth, TX, 2011
M.Div., Chongshin University, 2008.
Dr. Jason Cha  
J.D., University of Pittsburgh, School of Law, 1984  
M.Div., Fuller Theological Seminary, 2005  
B.A., University of Chicago, 1981

Jennifer Wilson  
M.A., Theology And New Testament Greek, Columbia Seminary, GA, 2022  

Paul Yamsuwan  
M.S., Information Technology, King Mongkut's Institute of Technology, 2008  
B.S., Applied Mathematics, King Mongkut's Institute of Technology, 2006  
Former Deputy Director of Academic Affair, Ratchaphruek College, 2014

**Administrators**  
**President/Chief Executive Officer**  
Rev. Paul D. Cho  
Master of Divinity, GMU  
MM, UCLA

**Vice President/Chief Finance Officer**  
Sean S Deeprasertwit  
M.B.A., General, SCSU, 2021  
B.B.A., Management, Stamford International University, 2012

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B.S., Applied Mathematics, King Mongkut's Institute of Technology, 2006  
Former Deputy Director of Academic Affair, Ratchaphruek College, 2014

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Frank Buasook  
M.A., Library and Information Science, Ramkhamhaeng University, 2013  
M.B.A., General Management, Ramkhamhaeng University, 2009  
B.Sc., Computer Science, Ramkhamhaeng University, 2007

**Administrative Manager**  
Jessie Louie Bacani - B.Sc., Computer Science, AMA Computer College, 2001

**Administrative Staff**  
Ubon Charasri - B.S., Public Health, Huachiew Chalermprakiet University, 2013  
Kumiko Anda - Nabari Kikyo High School, 2000  