



HIS University

STUDENT MANUAL

학생용 안내서

HIS University
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INTRODUCTION (소개의 글)

The Student Manual is designed to help familiarize the student with life at HIS University. It tells the students what can be expected of the university and what the university expects of the students as they seek to prepare themselves for Christian ministry.

HIS University is concerned not only with academic performance but also with the personal conduct of each student. Guidelines for all students are provided in the Student Manual. Each student is responsible to read and become familiar with all policies set forth herein.

General student conduct is governed by the ideals and standards of the school as stated in the Student Manual. It may serve as a guide to develop lifestyles, ideals, and standards consistent with the high calling of the ministry. Students should seek to develop these ideals and standards of conduct while they are enrolled in HIS University, whether on the campus or away.

SPIRITUAL LIFE (영적 기준)

Prayer and devotion is a vital part of the student's spiritual development, relating closely to every aspect of preparation for ministry. The following are means the university provides to promote and develop the student's spiritual life.

HIS University recognized the priority of developing a personal relationship with the Lord as well as with His Church. Therefore, the following has been set forth as guidelines for spiritual maturing during a student's attendance at HIS University.

1. Sunday Observances – Sunday is a special day set aside to honor the Lord. Students are expected to attend church. Students can be assigned to a weekly ministry and are expected to participate in Sunday services.
2. Personal Devotions – Every student is encouraged to observe a time of daily prayer and Scripture reading.
3. Special Prayer Times – Special prayer times provide opportunity for intercessory prayer and worship. Students are encouraged to set aside special times of prayer, worship and fasting.
4. Fasting – Students are encouraged to voluntarily fast a designated meal, designated day(s) or activities to center their hearts and minds on God. This will provide opportunity for students to express to the Lord the priority He holds in their lives. It will also provide for experiences in the discipline and blessing to be derived from fasting.
5. Spiritual Emphasis – At various times of the year, school and class time is devoted to special spiritual activities. These times of refreshing are intended to further enhance the students' spiritual development.

ACADEMIC LIFE (학사 관리)

Academic Counseling (교내 상담)

The academic program of HIS University is designed to prepare students for effective ministry, therefore, academic counseling relating to the student's program of study, course enrollment, and graduation requirements is provided. In some cases, a student may be assigned to a faculty advisor at the time of registration.

Academic Freedom for Faculty

(교직원의 자율성)

In pursuit of truth before God, faculty members are free to express, in writing, speaking, teaching, and other activities, their individual academic positions. Faculty are free to develop, change, and accept any academic position, however the unique task of the institution requires that the ultimate positions of faculty members not be at variance with the basic theological stance of the HIS University community. This stance is set forth in the Doctrinal Statement in the HIS University Catalog and other official statements derived from it and is approved by the faculty and Board of Directors. HIS University recognizes that, as its faculty members pursue their respective disciplines, scholarship will create a healthy and dynamic tension that HIS University encourages.

Therefore:

Faculty members are responsible for safeguarding the academic freedom of their students to learn by encouraging free inquiry into controversial issues, presenting alternative viewpoints, refraining from undue influence of the process of learning, taking dissenting student opinion seriously, and offering a forum for discussion.

Students are not required to subscribe to the HIS Doctrinal Statement and are free to learn and to take reasoned exception to the data or views offered in the HIS community. In their public expressions, students and student organizations should make clear that they speak only for themselves and not for the university.

Academic Probation (학사 관리)

The Administrative Committee of HIS University shall declare a student on academic probation in the following events:

1. Undergraduate student's semester GPA falls below 2.0
2. Master's student's semester GPA falls below 3.0
3. Doctoral student's semester GPA falls below 3.3

The student will be placed on Academic Probation and allowed one semester to bring their GPA to the required average. Should the student achieve the appropriate overall GPA or better, they will be removed from Academic Probation status.

Should the student be unable to achieve the required grade point average in this time span, the student will be terminated for a minimum of one semester. The terminated student may re-enroll after one semester is completed. If accepted, the student will re-enter on Academic Probation for one semester during which time they should maintain the required grade point average or better. Students will not be removed from Academic Probation until both semester and total GPA is at required levels.

A grade point average should be maintained for all semesters while enrolled. (GPA is based on a 4.0 grading scale.) Any graduate student falling below a cumulative grade average of 3.0 and any undergraduate student falling below a 2.0 grade point average in any school semester will be placed on academic probation.

Students on academic probation for two (2) consecutive semesters are considered ineligible for scholarship funds that are available for the university to designate.

Accreditation Status (TRACS, BPPE) (연방 정부 승인 과정)

Transnational Association of Christian Colleges and Schools (TRACS)

HIS University is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 224551; Telephone: (434) 525-9539; e-mail: info@tracs.org], having been awarded Accredited Status as a Category IV* institution by the TRACS Accreditation Commission on October 26, 2020.

This status is effective for a period of five years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

*Category IV – Institutions offering Specialist’s degrees and Doctorate degrees. HIS also offers Certificates, Diplomas, Associate degrees, Bachelor’s degrees and Master’s degrees.

Bureau for Private Postsecondary Education (BPPE)

HIS University is a private institution, that is approved to operate by the State of California’s Bureau for Private Postsecondary Education to offer degree programs. Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by this institution may be directed to the Bureau for Private Postsecondary Education located at 1747 North Market Street, Suite 225, Sacramento, CA 95804. Telephone # (888) 370-7589 and Fax # (916) 263-1897. Website: www.bppe.ca.gov.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website (www.bppe.ca.gov).

HIS University is a financially solvent institution. The institution has no pending petition in bankruptcy, is not operating as a debtor in possession, has never filed a petition including currently nor in the past five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Assignments and Examinations (시험 및 과제물)

Generally, for every hour of class attendance, approximately two hours should be spent in study. Students are encouraged to prepare a study schedule at the beginning of each semester and adhere to it carefully so that sufficient time is allotted for study. The development of good study habits and library usage should be given maximum attention.

All assigned work (term papers, book reports, etc.) will be due on dates designated by the instructor. Student failure in submitting works when due, may result in a grade reduction. The student is responsible for all make-up work absent from class, and the due date set by the instructor remains mandatory. Grading is up to the instructor's discretion.

Assignments and examinations must be completed on schedule, as outlined by the instructor or HIS University. Late tests will be administered only for excused absences. Final examinations are to be taken at the time scheduled. Ordinarily, no early exams are given. All students must take all required final examinations on schedule. Any exceptions must be approved. Please see the course instructor or Academic Dean.

Attendance – Classes (출석)

Regular class attendance is expected of all students. Classes are conducted in a manner that will encourage academic excellence and the growth of Christian character. The final authority for attendance and any effect that it might have upon grades rests with the individual faculty member.

This is due to the tremendous variety of class size and purpose, and the specific requirements in attendance. All students (IPE and DE) who fail to meet the minimum attendance requirement of a course will be assigned a grade of “UW” (Unofficial Withdrawal) which will influence the GPA. All DE students must be registered for the course at HIS University to participate. Face-to-face participation is required. If students cannot do face-to-face for the entirety of the class, they cannot register for the course.

Medical Reasons

Students with medical situations that require them to miss a number of class sessions should advise their professors, as well as the Academic Dean, of the situation and seek their guidance. Normally, absences would need to extend beyond one week's worth of classes before the Academic Dean would become involved; however, they may become involved sooner if the student misses a crucial date (such as an exam). However, the faculty are the final arbiters of whether an absence is 'excused' or not. The faculty member has the discretion to require a doctor's notice as verification.

Non-Medical Reasons

HIS University recognizes a student may miss a number of class sessions, in certain extreme situations, for non-medical reasons, family emergency, extreme personal trauma, etc. Such students should advise their professors, as well as the Academic Dean, of the situation and seek their guidance and approval. Normally, absences would need to extend beyond one week's worth of classes before the Academic Dean would become involved; however, the Dean may become involved sooner if the student has the potential of missing a crucial date (such as an exam). Again, as noted above, the faculty member is the final arbiters of whether an absence is 'excused' or not.

Mission/ministry/service/performance trips during the semester that require the student to miss class time are discouraged, and such absences will be considered 'excused' only at the discretion of each professor.

Jury Duty

while HIS University does encourage students to participate in their civic duty as jurors, accepting such service can cause a student to miss excessive class sessions and important material. Students are encouraged to request postponements until non-enrolled periods (i.e. summer). If a postponement is not possible, and a student is summoned and not excused, the student's absence(s) will be considered excused at the discretion of the instructor. Any exceptions to this policy must be granted through the Office of the Academic Dean.

Attendance - Schedule Changes (수강신청 변경)

Permission to make schedule changes is allowed under specific circumstances after registration. The required forms should be completed and turned into the Registrar's office. The student is responsible for consulting their HIS University Enrollment Agreement for limitations for changing (adding/dropping) courses.

- Adding Courses
Students must add a course before the third class. They will incur an add fee for adding the course and must pay any tuition fees adjustments.

- **Dropping Courses**
Students may drop at any time during the semester. They will incur a drop fee for dropping the course and the Refund Policy (see the HIS Catalog and the student Enrollment Agreement) will apply.

Audit (감사의 절차)

Permission to audit a course must be requested at the time of registration or within the allowable period for schedule changes (see semester fee schedule in the HIS University catalog). “Audit” courses may NOT be changed to “credit” courses. If a student desires a course status change from a “course for credit” to an “audit,” the appropriate forms must be filled out in the Registrar’s office and approved by the Academic Dean. HIS University recommends auditors fulfill reading assignments however they are not *required* to do any reading or other assignments during the course.

Course Load (교과 과정)

A “full-time” student is defined as one who carries a minimum of 12 units of credit. Students desiring to enroll in 16 or more units per semester will require permission from the Academic Dean.

Grading System (학점 관리)

Each student is graded on individual achievement. The numerical grading scale is as follows:

4.0	A	95 - 100	
3.7	A-	90 - 94	
3.3	B+	87 - 89	
3.0	B	84 - 86	
2.7	B-	80 - 83	
2.5	C+	77 - 79	(2.5 is the Minimum Passing Grade for Graduate Courses and Degrees)
2.0	C	74 - 76	(2.0 is the Minimum Passing Grade for Undergraduate Courses and Degrees)
1.7	C-	70 - 73	
1.3	D+	67 - 69	
1.0	D	63 - 66	
0.7	D-	60 - 62	
0.5	F	0 - 59	

Graduation Attendance (졸업식)

All graduating students are encouraged to attend all scheduled rehearsals and graduation ceremonies.

Registration (등록)

Students should arrive on campus prior to or on registration day. Foreign students must enter the United States thirty days prior to the start of the semester. Any missed classes because of late registration count as absences and are included in the total absences for the semester.

Repeat Courses (재수강)

Courses may be repeated if a student receives a grade below 77 (for graduate students) and below 74 (for undergraduate students). In such cases, credit is given only for the higher grade which is then computed into the overall grade point average.

Special Students

Special Students are students who have not completed all formal admissions requirements. They may not receive transcript credit for more than TWELVE (12) units of course work until requirements have been met. At that time, they may matriculate into their degree program.

The first twelve (12) units will be recorded on a permanent transcript. Students desiring to enroll beyond 12 units must receive special permission and will be limited to an audit basis only. Students desiring transcript credit for more than 12 units must *first* complete all formal admission requirements.

Student Records (FERPA) (학생기록)

Student Records policy is based on current requirements of the Family Educational Rights and Privacy Act 1974 (FERPA) and California Private Postsecondary Education Act of 2009 (section 94900). HIS University maintains the name, address, e-mail address, and telephone number of each student who is enrolled in its' educational program. HIS University maintains for each student granted a degree, diploma, or certificate, permanent records of the following:

- 1) The degree, diploma, and/or certificate granted and the date earned.
- 2) The courses and units on which the degree, diploma, or certificate was based.
- 3) The grades earned by the student on each course taken.
- 4) Academic files and financial records are maintained separately for a period of five years after date of graduation date or withdrawal.

The university's policy is to maintain the confidentiality of student academic records. No one outside of the institution shall have access to, nor will the university disclose, any information from a student's academic records without the written consent of the student except:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring, specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;

- To comply with a judicial order or lawfully issued subpoena; and
- Appropriate officials in cases of health and safety emergencies.

The student's academic file is the sole property of HIS University. The university will not release copies of documents of course work from other institutions attended. Further information is provided online at <http://studentprivacy.ed.gov/> or in the FERPA bulletin handout, family educational rights and privacy policies of HIS University that are available in the Reception Office. Students who believe that academic records contain inaccurate or misleading information may discuss their concerns informally with the Registrar. If the decisions are in agreement with the student's request, the records will be amended. If not, the student may follow additional procedures outlined in the privacy policies bulletin (FERPA) noted above.

Withdrawal from HIS University (퇴교)

Students withdrawing from HIS University before the end of the semester for any reason must get a "Withdrawal from HIS University" form from the Registrar's office and obtain all signatures indicated. Failure to do so will result in automatic fail grades in the courses in which the student is enrolled and may be grounds for denial of re-admission. Any refund is determined by the date of the official withdrawal and in accordance with the student's signed Enrollment Agreement. For further information, please refer to the Enrollment Agreement and to the HIS University catalog for the "Right to Cancel" policy.

The Chief Academic Officer (CAO) may grant students a Leave-of-Absence in situations deemed unavoidable. Please consult the Admissions Office for full details.

Leave-of-Absence status is reserved for students that plan to return for study.

Withdrawal from HIS University for Military Service:

HIS University supports its students who are members of a military reserve unit or the National Guard and are called into active military service by the United States. To assist them as well as protect and safeguard their status as HIS University students, the university has adopted the following guidelines:

1. A student in good standing should immediately file a request for a leave of absence/withdrawal from the appropriate Department Director of the program in which the student is enrolled along with a copy of the military orders.
2. If granted, the Leave-of-Absence generally will be granted for one year. However, the Chief Academic Officer (CAO) is encouraged to grant any request to extend the Leave-of-Absence should military service require more than one year. To facilitate the return process, the CAO's office will notify the Registrar so the student's record will be flagged as a Leave-of-Absence for military service.
3. The student will receive a full refund of tuition and fees paid to HIS University if the request

for a leave of absence/withdrawal for military service is filed prior to the last day to drop classes.

4. The student will have a choice of three options if the request for a leave of absence/withdrawal is received after the last day to drop classes:
 - A. A full refund of tuition and fees, no credit awarded for work completed during the semester.
 - B. An Incomplete grade in all courses with the right to complete all coursework at a future date without further payment of tuition or fees and a designation that the incomplete was incurred due to active military service.
 - C. A grade in each courses, if the professor of each class believes sufficient work has been completed.
 - D. Options (B) & (C) may be combined should circumstances warrant.
5. All applicable financial aid awards will be refunded to the appropriate agencies, and repayments of federal student loans will be calculated in accordance with federal guidelines.
6. While the University will make every effort to accommodate students returning from active duty, placement in some programs at the University cannot be guaranteed if they have been discontinued.
7. Students will be required to return university property, such as keys, university computer equipment, library books, etc. in order to receive a refund or re- enroll.

Withdrawal Grades

- A “W” indicates an official withdrawal from a course. The student’s grade at the time is not averaged into the student’s grade average.
- A “LW” indicates a late withdrawal. Students who withdraw after the deadline for dropping a course will receive a “LW” grade (LWA, LWA-, LWB+, etc.). This will influence the grade average the same as an official grade.
- Students who register for a class but do not attend it automatically receive an Unauthorized Withdrawal grade of “UWF” which will receive a course grade as an “F.”

Re-Enrollment:

1. A student shall be guaranteed a place in a class at the beginning of the semester in which they seek to re-enroll.
2. If a student elected to take an incomplete in a course, the student upon re-enrollment should complete the courses within the first six weeks. If the course is no longer offered or if the faculty member is no longer with the University, the returning student will receive a full tuition credit for a replacement course.

A policy cannot address every circumstance that may arise when students are called to active duty or have extenuating circumstances during their course of study. A student should consult with the CAO. Appeals of a decision by the Academic Affairs Committee may be made to the Administrative Committee (ADCOM).

Other extenuating circumstances may call for a Leave-of-Absence such as surgery, serious extended illness, car accident, etc. These applications will also be considered on a case-by-case basis by application to the CAO and Administrative Committee.

BUSINESS AFFAIRS (재정 관리)

Financial Obligations (재정적 의무)

Students are responsible to see that all HIS University bills are paid promptly. A student may be suspended if they do not pay overdue bills. A student's transcript will not be released until all bills are paid.

School Fines (벌금)

No student will be allowed to re-enroll until outstanding bills and fines have been settled. Graduating or terminating students' transcripts, certificates, diplomas, and degrees will be held until financial accounting has been cleared. Scholarship and other financial assistance will NOT be permitted to be applied toward school fines.

Solicitation of Funds (재정적 지원 요구)

The solicitation of funds from either faculty or students should require special permission from the Chief Operations Officer or in her absence, the President.

EMERGENCY PROCEDURES (응급조치)

Earthquake (지진)

In the event of an earthquake, students will be instructed to:

DROP COVER AND HOLD ON*

- DROP to the ground,
- COVER your head and neck with your arms and seek shelter by getting under a sturdy desk or table if nearby; and
- HOLD ON to your shelter and be ready to move with it until the shaking stops. If there is no table or desk near you, drop to the ground and move next to an inside wall of the room. Remain in a crawling position to protect your vital organs and cover your head and neck with your hands and arms.

- DO NOT move to another room or outside while strong shaking is happening.

*2014 California ShakeOut Key Messages © 9/25/2014 Earthquake Country Alliance

Active Shooter Protocol

1. Upon first indication of an active shooter, immediately notify a HIS University administrator.
2. Call "911" and provide the exact location and nature of the incident. Designate a person to remain online with police if safe to do so.
3. Initiate the **RUN, HIDE, FIGHT** plan for all faculty, staff and students and any other individuals that may be present.

RUN: Evacuate if possible

- Have an escape route and plan in mind
- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move the wounded
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible
- Call 911 when you are safe

HIDE: Hide silently in as safe a place as possible

- Hide in an area out of the shooter's view
- Lock door or block entry to your hiding place
- Silence your cell phone (including vibrate mode) and remain quiet

FIGHT: Take action to disrupt or incapacitate the shooter

- Fight as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter
- Commit to your actions . . . your life depends on it

When law enforcement arrives:

- Remain calm and follow instructions
- Drop items in your hands (e.g., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers, such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not ask questions when evacuating

Information to provide to 911 operations:

- Location of the active shooter

- Number of shooters
- Physical description of shooters
- Number and type of weapons shooter has
- Number of potential victims at location

Fire (화재)

All Fire and Emergency exits are clearly marked on each level. All persons should be familiar with these exits in case of emergency.

Medical Emergencies Protocol

MedlinePlus, a service of the US National Library of Medicine (medlineplus.gov) advises getting medical help right away for someone who is having a medical emergency can save their life. Warning signs of a medical emergency and ways to prepare while at HIS University are noted below:

INFORMATION:

According to the American College of Emergency Physicians, the following are warning signs of a medical emergency:

- Bleeding that will not stop
- Breathing problems (difficulty breathing, shortness of breath)
- Change in mental status (such as unusual behavior, confusion, difficulty arousing)
- Chest pain
- Choking
- Coughing up or vomiting blood
- Fainting or loss of consciousness
- Feeling of committing suicide or murder
- Head or spine injury
- Severe or persistent vomiting
- Sudden injury due to a motor vehicle accident, burns or smoke inhalation, near drowning, deep or large wound, or other injuries
- Sudden, severe pain anywhere in the body
- Sudden dizziness, weakness, or change in vision
- Swallowing a poisonous substance
- Severe abdominal pain or pressure

BE PREPARED:

- Determine the location and quickest route to the nearest emergency department before an emergency happens.

- Keep emergency phone numbers posted in your home where you can easily access them. Also enter the numbers into your cell phone. Everyone in your household, including children, should know when and how to call these numbers. **These numbers include:**
 24 Hour Corona Fire Department (951-736-2220),
 24 Hour Corona Police Department (951-736-2333),
 24 Hour Poison Control Center (800-222-1222),
 24 Hour Corona Ambulance Services include:
 Cavalry Ambulance - (951-737-5150 and 951-273-1767)
 423 Jenks Circle, Ste. 213, Corona, CA92880
 Mission Ambulance – (800-899-9100)
 1055 E. 3rd St., Corona, CA 92879
- Keep your doctors' phone numbers, contact numbers of neighbors or nearby friends or relatives, and school and work phone numbers.
- Know at which hospital(s) your doctor practices and, if practical, go there in an emergency.
- Wear a medical identification tag if you have a chronic condition or look for one on a person who has any of the symptoms mentioned.
- Get a personal emergency response system if you're an older adult, especially if you live alone.

WHAT TO DO IF SOMEONE NEEDS HELP:

- Stay calm, and call your local emergency number (such as 911).
- Start CPR (cardiopulmonary resuscitation) or rescue breathing, if necessary and if you know the proper technique.
- Place a semiconscious or unconscious person in the recovery position until the ambulance arrives. **DO NOT** move the person, however, if there has been or may have been a neck injury.
- Upon arriving at an emergency room, the person will be evaluated right away. Life- or limb-threatening conditions will be treated first. People with conditions that are not life or limb-threatening may have to wait.

CALL YOUR LOCAL EMERGENCY NUMBER (SUCH AS 911) IF:

- The person's condition is life threatening (for example, the person is having a heart attack or severe allergic reaction)
- The person's condition could become life threatening on the way to the hospital
- Moving the person could cause further injury (for example, in case of a neck injury or motor vehicle accident)
- The person needs the skills or equipment of paramedics
- Traffic conditions or distance might cause a delay in getting the person to the hospital

Pandemic Prevention and Action Plan

The following guidelines are adapted from the California Department of Public Health publication to inform Institutions of Higher Education, August 7, 2020 available through

California's Bureau for Private Postsecondary Education (BPPE) for implementation when face-to-face education resumes in California

1. Face coverings are required
 - when working in or walking through common areas, such as hallways, stairways and elevators
 - in any room or enclosed area where other people are present when unable to physically distance
 - while outdoors in public spaces when maintaining a physical distance of six feet from other persons is not feasible.
2. Face covering exemptions include certain individuals with
 - medical conditions,
 - mental health condition or
 - disability and
 - persons who are hearing impaired or
 - communicating with a person who is hearing impaired.
3. Healthy Hygiene Practices to be promoted include
 - frequent handwashing for 20 seconds with soap
 - cover coughs and sneezes with a tissue or inside of the elbow with immediate hand washing following
 - use of hand sanitizer when hand washing is not available with at 60% alcohol
 - bilingual hygiene reminders posted in hallways and restrooms
 - facility cleaning and disinfection of frequently touched surfaces between classes and as needed
 - students and staff reminded to use disinfectant wipes to wipe down shared desks and other shared surfaces before and after classes.
 - introduce as much fresh outdoor air as possible, open windows and doors
 - if food is offered, consider pre-packaged boxes or bags instead of a buffet style meal, avoid sharing food and utensils.
 - avoid sharing electronic devices, books, pens and other learning aids.
4. Implement physical distancing in classrooms, libraries, and lounge areas with desks/tables at least six feet apart.
5. Each student and staff will have their temperature taken daily with a touchless thermometer before entering classrooms and hand sanitizer applied. In the event that fever or symptoms are identified
 - staff or students will be instructed to return to their homes for self-monitoring and consider testing for COVID-19 or physician's appointment,
 - not return to school until free of fever and/or other symptoms of contagious disease
 - be required to wear a mask at all times when on campus.

6. Options will be considered for faculty, staff or students with underlying conditions and at higher risk for severe illness (older adults) such as teleconferencing, independent study or modified job responsibilities.

Weather Emergencies (천재지변)

Regarding the cancellation of classes in cases of severe weather, it will be the student's responsibility to contact members of HIS University administration or faculty regarding information and instructions. Failure to obtain the information may result in unexcused absence in situations where classes have not been officially cancelled.

LIBRARY (도서관)

HIS University Library and BIOLA Library Agreement (도서관 나눔 정책)

HIS University has both an English and a Korean library on campus. There are also library agreements for shared usage with BIOLA University at 13800 Biola Avenue, La Mirada, CA 90639. For more information, please contact the HIS University part-time librarian, Dr. Sena Kim, or refer to the HIS University Library Handbook.

- HIS University Libraries: open during school hours.
- Biola University Library: HIS University Students may use their Student ID cards to check out books and use the BIOLA Library facility located on the BIOLA campus. Refer to the BIOLA University Website (www.library.biola.edu) for more information.

Library Courtesy (도서관 사용)

Students using the library should be quiet and orderly at all times so others may concentrate. Food and beverages are not permitted in the library. Violation of these basic regulations may lead to a restriction of library privileges for a designated time or a request to leave the library premises.

Loan Periods (책 대여)

Books from regular circulation	Two weeks
DVD/Videos/Cassettes	Two weeks
Reserve books	Two hours in library use only (Please sign up. If no one signs up after you, you may extend until another individual signs up.)
Reference books	For use in library only
Bound periodicals	For use in library only

Lost and Late Books (대여 기간 연장)

A book is considered lost if it is not returned within three weeks after the due date. The student will be charged for replacement and cataloguing costs. A late fee of *fifty cents* will be charged each day until the book is returned.

COMMUNITY AGREEMENT

HIS University values maintaining certain behavior standards that contribute to the atmosphere on campus, fosters fellowship with a wide range of Christians, and, in many instances, assists in strengthening our Christian testimony to our community. Hence, HIS University asks its students and employees to be supportive of this behavioral standard. HIS reserves the right to dismiss a student or staff member who, in its judgment, does not conform either to the stated regulations governing student and staff conduct or to the expressed principles, policies, and programs of the university.

These standards apply to the student while enrolled in any of the schools or programs of the university on and off campus. In addition, these standards apply to the board members during their terms of service on the HIS University Board, and to faculty and staff during their terms of employment with HIS University. HIS therefore reserves the right to discipline or dismiss any student or employee who, in its judgment, does not conform to these conduct standards or to other expressed principles, policies, programs and expectations of the university governing employee conduct.

Biblically speaking, the following behavioral expectations apply to all members of the HIS University community:

1. Those acts, which are expressly forbidden in Scripture, including: premarital/extramarital sex, homosexuality, drunkenness, theft, profanity, occult practices, and dishonesty will not be practiced by members of this community.
2. Other areas the community is expected to avoid are known as “sins of the spirit” and “sins of the tongue.” These include such sins as covetousness, jealousy, pride, lust, envy, immodesty, impatience, backbiting, enmity, strife, outbursts of anger, factions, bitterness, an unforgiving spirit, slander, discrimination and prejudice (Jeremiah 9:3-9, Mark 7:20-23, Galatians 5:12-21). Although these issues are more difficult to discern, they can be destructive to the healthy functioning of the community.
3. Recognizing the Christian obligation to submit to the governing authorities (Romans 13:1, 1 Peter 2:13), individuals related to HIS University are expected to uphold the laws of the local community, the state and the nation.

In addition to those behaviors and attitudes which the Scriptures specifically praise or condemn, the HIS Board has adopted the following statement of community agreements which are a requirement for membership in the HIS community.

HIS University is a community of Christians committed to the principles of Christian living found in the Bible and holds that these biblical standards are vital to our individual and corporate relationships. Maintaining these standards contributes to the kind of atmosphere in which quality Christian and secular communities. In this light, and given the clear biblical imperative for spiritual self-discipline, the university has established these “standards of conduct” to be observed and upheld, by all members of the HIS community.

Consistent with the example and command of Jesus Christ, we believe that life within a Christian community must be lived to the glory of God, with love for God and for our neighbors. Being indwelt by the Holy Spirit, we strive to walk by the Spirit, ‘crucifying the flesh with its passions and desires’ (Galatians 5:24). To this end, members of the HIS community are not to engage in activities which Scripture forbids. Such activities include, but are not limited to, dishonesty, thievery, fornication, adultery, homosexual practice, drunkenness and unscriptural divorce. Scripture also condemns other “deeds of the flesh” such as covetousness, jealousy, pride and lust – sins which the maturing Christian should put off, and replace with the “fruit of the Spirit”: Love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control (e.g., Luke 10:27; Galatians 2:20, 5:14-24; Ephesians 2:3; 1 Corinthians 6:9-10).

As a Christian educational institution, HIS also recognized the responsibility of its board of trustees, faculty and staff to provide examples of maturing Christian character conduct to its students and the community at large. To this end, participation in certain practices has been traditionally held by the University to be inappropriate for members of the HIS community. Such practices relate to areas of personal discipline and are in keeping with the biblical admonition that Christians glorify God in their physical bodies as “the temple of the Holy Spirit” (1 Corinthians 6:19-20), and that their freedom in Christ must not cause a brother or sister in Christ to stumble (1 Corinthians 8:7-13; 10:23-33). Members of the HIS community are expected to refrain from the use of alcoholic beverages and tobacco in any form, and from gambling. Also, HIS does not allow social dancing and university-related or sponsored activities (that is, at any activities that involved any identifiable university group, is publicized on campus and/or has the appearance of being university-related, whether held on or off campus). HIS University does not presume to be a censoring agency for all activities; however, it does expect tangible evidence of maturing Christian convictions and discerning judgment.

In addition, members of the HIS community will observe Sunday as the Lord’s Day and give primary attention to worship, rest, Christian fellowship and recreation and service.

SPECIFIC GUIDELINES (특이사항)

IPE students associate closely and constantly with one another in the classes, snack area, the library and elsewhere on campus. DE students also associate in online classes, groups, email and phone contact. Conversation should reflect Christian character. Obscene language, gossip, and lewdness have no place in the Christian's life. Loudness may be distracting and inconsiderate of others. Genuine Christ-likeness is the pattern and goal.

Mutual cooperation and goodwill should be carefully cultivated at HIS University. Consideration should be given to students who need to study.

Discipline (지도)

Breaches of conduct, either on or off campus, are handled by the Department Directors and in consultation with the Administrative Committee if deemed necessary.

Please see the Student Code of Conduct in the HIS University Catalog for details.

Termination is a permanent dismissal from HIS University and applies in cases when the Administrative Committee deems there is evidence that the student's conduct or other factors warrant such action.

Earphones (이어폰)

Please use earphones to listen to music in public areas. HIS University cannot assume the responsibility for personal equipment left unattended. DE students should not use earphones to listen to anything other than the class when logged in.

HIS University Attire (복장)

All students are expected to dress modestly at all times in the halls, library or study rooms, or lounges of HIS University following this university dress code.

All apparel worn by HIS University students, both on and off campus, should be modest, in good taste at all times. Good personal hygiene habits are an important part of a modest, wholesome, and Christ-honoring appearance.

Precautions and Prohibitions (특이사항)

1. The Business Office must grant permission to hang posters and signs at HIS University.
2. The Business Office must grant permission before students move or rearrange furniture.
3. Food and drinks are allowed in class. However, they are NOT allowed around technical equipment such as computers and photocopiers.

Vehicle/Traffic Regulations (차량)

Please DO NOT PARK in *Reserved* or *Handicapped* spaces. The State of California fine for parking or blocking a *Handicapped* space is \$275 - \$445.

Students operating or parking any vehicle on campus are responsible for the security of that vehicle. HIS University is not responsible for any damages or theft, which may occur to the vehicle on the school property.

Overflow parking is allowed in the Pho' and Seafood restaurant next door to HIS University. We have a written agreement with them. However, parking should be done at HIS University if there are open spaces before using the restaurant parking lot.

STUDENT ACTIVITIES (학생 활동)

Student Council (학생회)

The Student Council at HIS University is representative of all undergraduate and graduate IPE and DE students.

1. In order to hold office in the Student Council, students must be full-time and maintain a grade point average of at least 3.0. Candidates will be approved based on Christian character, leadership qualities, and academic achievement. The list of all qualified students, once approved by the Administration Office, will be submitted to the student body for election. Executive officers shall consist of a President, Secretary, and Treasurer. A majority vote by secret ballot will constitute an election.
2. Objectives of the Student Council include:
 - a. providing a channel of communication between the Administration and students;
 - b. maintaining close unity between the faculty and student body;
 - c. providing a means of conducting student body business;
 - d. undertaking special projects on and off campus;
 - e. planning and participating in school social functions and special holidays, and
 - f. planning tours and sports activities with the approval of the Business Office. (HIS University is not responsible for any accidents or injuries sustained during such activities.)
3. The Student Council will submit a report at the end of each semester to the Business Office. This should include:
 - a. a list of activities and dates,
 - b. a Financial Accounting Report, and
 - c. a summation of the year's successes as well as a summation of areas that need improvement.

Student Outreach Ministries (사회 활동)

HIS University considers practical ministry experience of equal importance with academic preparation. The Department Director is responsible for the planning and supervision of any outreach program as well as practicums. Outreach assignments will be finalized by the Department Director and considered permanent unless valid reasons for change are evident upon request.

STUDENT SERVICES (편의사항)

Bulletin Boards (학생공지)

Bulletin Boards are located around HIS University to provide information to students. Students are responsible for reading the information placed on the bulletin boards.

Computers and Printers (컴퓨터와 프린터)

Computers are available for student use in the libraries on the lower level. Please choose Guest to log in. No restrictions are placed on usage, however please be considerate of other students if someone is waiting. Printers may be accessed with assistance from HIS personnel.

Copy Machines (복사기)

Simple photocopying can be requested for a fee of ten cents (10¢) per copy. However, access to HIS University photocopiers is based on availability. Students are not to use HIS University equipment without specific permission for each need. Larger printing jobs need to be done at companies prepared for meeting such needs.

Food Services (간식)

Please Note: Food and refrigeration is not provided for students. Students may bring lunches to school. Eating is allowed in designated places. Food must be brought in from appropriate caterers, restaurants, or individuals outside of the campus.

Grievances (경조사)

There are at times differences in interpretation of school policies among students, faculty, and/or administrative staff. When this occurs, we urge all involved parties to communicate any problems directly to the individual(s) involved. Normally miscommunication and misunderstanding can be cleared during such “discussions” and the problem resolved. If necessary, the appropriate Department Director should be contacted for assistance.

If a student wants to make a formal complaint, they can obtain a written form from the Business Office. The first step is to speak with the appropriate administrator. Student grievances must be submitted in writing to the Business Office or the appropriate Department Director according to the type of concern. These administrators will process the grievance in each individual case or refer it to the Administrative Committee for consideration. Such grievances are to be confidential. Students are not to create a division within the HIS community by discussing their concerns with others on campus.

Any questions a student may have regarding the HIS Catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P. O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589, Fax (916) 263-1897.

Finally, if your complaint is not satisfied with the outcome of the above process, you may contact Transnational Accreditation of Christian Colleges and Schools (TRACS) to file your complaint. The following website link provides information regarding this process:
<https://www.tracs.org/documents/3.TRACSComplaintForm-AgainstInstitution.pdf>.

Health Services (의료 서비스)

HIS University has a basic first-aid kit in the Business Office for minor illnesses and injuries. HIS University does not provide healthcare for students nor student insurance. Below is a list of local hospitals and health facilities. HIS University provides the following for student information purposes only. The university does not support or make recommendations of any health facilities or doctors.

Hospital (병원)

Corona Regional Medical Center

(951) 737-4343

1301 N. Rose Drive

Brea, CA 92870

Hours: Open 24 hours

<https://www.placentialinda.com>

Health and Urgent Care (긴급조치)

MED-POST URGENT CARE

(714) 581-9276

2415 East Imperial Hwy.

Brea, CA 92821

Hours: Mon.-Fri. 8am to 8pm, Sat and Sunday 9am to 5pm

BREA URGENT CARE

(714) 494-2828

395 West Central Avenue

Brea, CA 92821

Hours: Mon-Fri 8am to 8pm (Lunch 12-1pm)

<https://www.breaurgentcare.com>

Housing (주택)

HIS University has no student housing at this time. Housing arrangements are the personal responsibility of each student. Students may obtain Brea and Orange County housing information and limited assistance from the Business Office.

Internet (인터넷)

Internet services are available to students and guests while on campus. Choose the HIS Guest option to login on with the current password that is posted on the bulletin boards located in the upstairs Seminar Room and the downstairs hallway.

Interschool Communication/Suggestion Box (의견함)

A red Interschool Communication/Suggestion Box is located in the Reception area. Please deposit any of your suggestions regarding HIS University. Suggestions may be anonymous. Envelopes may also be deposited with communication for any individual in the HIS Community

Mail (우편)

HIS University students are to establish their personal addresses at their place of residency or by renting a mailbox at their local Post Office. Students are not to use the HIS University for their daily mail. Directions to the local Post Office can be obtained in the Business Office along with other postal information.

Telephones (전화)

Students should arrange to obtain personal cell phones if needed as HIS University telephones are reserved for school business only. There is a pay phone at the small store next door to HIS University. Students can make use of this pay phone 24 hours-a-day. It is located on the front, exterior wall of the store.

Any exceptions to restricted phone usage will be managed by the Business Office. Any calls made by students out-of-town or out-of-country will be billed to the student's account. A form should be obtained for processing such calls from the Business Office.

Cell phones should be silenced and not attended during class time and school activities. They may be used for such things as referring to your bible on your phone.

DOCTRINAL STATEMENT OF HIS UNIVERSITY

(교리 성명)

Inasmuch as the University is interdenominational and yet theologically conservative, a doctrinal statement is given below:

The Bible, consisting of all the books of the Old and New Testaments, is the Word of God, a supernaturally given revelation from God Himself, concerning Himself, His being, nature, character, will and purposes; and concerning man, his nature, need and duty and destiny. The Scriptures of the Old and New Testaments are without error or misstatement in their moral and spiritual teaching and record of historical facts. They are without error or defect of any kind.

There is one God, eternally existing and manifesting Himself to us in three Persons – Father, Son and Holy Spirit.

Our Lord Jesus was supernaturally conceived by the power of the Holy Spirit and born of a virgin – Mary, a lineal descendant of David. He lived and taught and did mighty works and wonders and signs exactly as is recorded in the four Gospels. He was put to death by crucifixion under Pontius Pilate. God raised from the dead the body that had been nailed to the cross. The Lord Jesus after His crucifixion showed Himself to be alive to His disciples, appearing to them by the space of 40 days after his resurrection. After this, the Lord Jesus ascended into heaven, and the Father caused Him to sit at His right hand in the heavenly places, far above all rule and authority and power and dominion, and every name that is named, not only in this world, but also in the world, which is to come, and put all things in subjection under His feet, and gave Him to be Head over all things to the Church.

The Lord Jesus, before His incarnation, existed in the form of God and His own choice laid aside His divine glory and took upon himself the form of a servant and was made in the likeness of men. In His pre-existent state, He was with God and was God. He is a divine person possessed of all the attributes of Deity, and should be worshiped as God by angels and man. “In Him dwells all the fullness of the God head bodily.” All the words that He spoke during His earthly life were the words of God. There is absolutely no error of any kind in them, and by the words of Jesus Christ the words of all other teachers must be tested.

The Lord Jesus became in every respect a real man, possessed of all the essential characteristics of human nature.

By His death on the cross, the Lord Jesus made a perfect atonement for sin, by which the wrath of God against sinners is appeased and a ground furnished upon which God can deal in mercy with sinners. He redeemed us from the curse of the law by becoming a curse in our place. He who Himself was absolutely without sin was made to be sin on our behalf that we might become the righteousness of God in Him. The Lord Jesus is coming again to his earth, personally, bodily, and visibly. The return of our Lord is the blessed hope of the believer, and in it God’s purposes of grace toward mankind will find their consummation.

The Holy Spirit is a person, and is possessed of all the distinctively divine attributes. He is God.

Man was created in the image of God, after His likeness, but the whole human race fell in the fall of the first Adam. All men, until they accept the Lord Jesus as their personal Savior, are lost, darkened in their understanding, alienated from the life of God through the ignorance that is in them, hardened in heart, morally and spiritually dead through their trespasses and sins. They cannot see, nor enter the Kingdom of God until they are born again of the Holy Spirit.

Men are justified on the simple and single ground of the shed blood of Christ and upon the simple and single condition of faith in Him who shed the blood, and are born again by the quickening, renewing, cleansing work of the Holy Spirit, through the instrumentality of the Word of God.

All those who receive Jesus Christ as their Savior and their Lord, and who confess Him as such before their fellow men, become children of God and receive eternal life. They become heirs of God and joint-heirs with Jesus Christ. At death their spirits depart to be with Christ in conscious blessedness, and the Second coming of Christ their bodies shall be raised and transformed into the likeness of the body of His glory.

All those who persistently reject Jesus Christ in the present life shall be raised from the dead and throughout eternity exist in the state of conscious, unutterable, endless torment and anguish.

The Church consists of all those who, in this present dispensation, truly believe in Jesus Christ. It is the body and bride of Christ, which Christ loves and for which He has given Himself.

There is a personal devil, a being of great cunning and power: “The prince of the power of the air,” “The prince of this world,” “The god of this age.” He can exert vast power only so far as God suffers him to do so. He shall ultimately be cast into the lake of fire and brimstone and shall be tormented day and night forever.

Note: This doctrinal statement, presented here as originally written, has been and continues to be the stated theological position of HIS University. Where “man” is used, referring to the human race, it includes both genders. In addition, the following explanatory notes indicate the organization’s understanding and teaching position on certain points, which could be subject to various interpretations:

- ❑ The Scriptures are to be interpreted according to the conviction that the return of the Lord for His Church will be premillennial, before the Tribulation.
- ❑ The existence of the Creation is not explainable apart from the roles of God as the sovereign Creator and Sustainer of the entire natural realm. Concepts such as theistic or threshold evolution do not adequately explain creation.
- ❑ Though there may be many fillings of the Holy Spirit, there is only one baptism, which occurs at the time of regeneration. The gifts of the Spirit are given to believers according to the will of God for the purpose of building up the Church. During the foundational era of the Church (i.e., the time of Christ and the Apostles) God gave special manifestations of the overtly supernatural and miraculous gifts (e.g., tongues, healings, miracles) as “signs” that witness to the validity of those bearing new canonical revelation (c.f. 2 Cor. 12:12; Heb. 2:3-4). Beyond the foundational era, God in His sovereignty may grant any spiritual gift and work miraculously for the benefit of His Church at any time.
- ❑ The Bible is clear in its teaching on the sanctity of human life. Life begins at conception. We abhor the destruction of innocent life through abortion-on-demand.
- ❑ Confession before men is viewed as tangible fruit of salvation and not as a qualifying condition for salvation.

FAITH AND PRACTICE STATEMENT OF HIS UNIVERSITY

(믿음에 대한 성명서)

We believe in God the Father who sent His son, Jesus the Christ, to die for our sins so that we might have eternal life in Him. Jesus rose from the dead that we, who believe in Him, may also rise. We believe that Jesus will return. We believe that the Holy Spirit has been sent to the believer as a guarantor and teacher in the believer's new and eternal life. See theologically detailed Doctrinal Statement just above this section in this student manual.