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Student Handbook
2026-2027

WASHINGTON UNIVERSITY
of VIRGINIA

• www.wuv.edu • info@wuv.edu • 703-333-5904

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CERTIFICATION AND ACCREDITATION

Certification

WUV is certified to operate by the State Council of Higher Education for Virginia (SCHEV).

State Council of Higher Education for Virginia (SCHEV)
101 N. 14th Street, 10th Floor, James Monroe Building
Richmond, VA 23219
Tel: (804) 225-2600; Fax: (804) 225-2604
Website: www.schev.edu
Email: communications@schev.edu

Accreditation

Neal T. Jones Seminary of WUV is accredited by the Commission on Accrediting of the Association of Theological Schools in the United States and Canada (ATS):

The Commission on Accrediting of the Association of Theological Schools
10 Summit Park Drive
Pittsburgh, PA 15275
Tel: (412) 788-6505; Fax: (412) 788-6510
Web site: www.ats.edu

The following degree programs are approved by the Commission on Accrediting: Master of Divinity, Master of Religious Education, Master of Christian Counseling, Doctor of Ministry, and Doctor of Clinical Pastoral Counseling.

The School of Business at WUV is accredited by the International Accreditation Council for Business Education (IACBE):

The Board of Commissioners of the International Accreditation Council for Business Education
11374 Strang Line Road
Lenexa, KS 66215
Tel: (913) 631-3009; Fax: (913) 631-9154
Website: https://iacbe.org/
Email: iacbe@iacbe.org

The business programs in the following degrees are accredited by the IACBE:
Master of Business Administration with a concentration in Management,
Master of Business Administration with a concentration in Information Technology,
Bachelor of Business Administration with a concentration in Management,

Bachelor of Business Administration with a concentration in Information Technology,
Bachelor of Science in Accounting

WUV is accredited by Transnational Association of Christian College and Schools (TRACS):

Transnational Association of Christian College and Schools (TRACS)
15935 Forest Road,
Forest, Virginia 24551
Tel: (434) 525-9539; Fax: (434) 616-2638
Website: www.tracs.org
Email: info@tracs.org

WUV is accredited by the Evangelical Council for Financial Accountability (ECFA):

Evangelical Council for Financial Accountability (ECFA)
440 W. Jubal Early Drive, suite 100,
Winchester, VA 22601
Tel: (800) 323-9473; Fax: (540-535-0533
Website: www.ecfa.org
Email: information@ecfa.org

Distance Education Student
If the student taking distance education under the aegis of the National Council for State Authorization Reciprocity Agreement (NC – SARA) finds that the problem, except for complaints about student grades or student conduct violations, has not been resolved, the complaint may be appealed, within two years of the incident about which the complaint is made, to the NC – SARA Virginia State Portal Entity (See the directory of SARA State Portal Entities at https://nc-sara.org/student-complaints). (SARA Manual 4.5)

NC- SARA Virginia State Portal Entity Contact
Darlene Derricott
Director of Academic Services
State Council of Higher Education for Virginia
101 N 14th St, 9th Floor
Richmond, VA 23219
Tel: (804) 225-2621
darlenederricott@schev.edu
State SARA Website

OUR MISSION

To develop men and women
of character and leadership
by inculcating quality Christian education
through healthy institutional services
so that they make meaningful contributions to the world.

GENERAL POLICIES
RIGHTS, PRIVILEGES, AND RESPONSIBILITIES

Rights

WUV students are free to pursue their educational goals. The University shall provide curricula by which students may be given appropriate opportunities for learning in the classroom and on the campus. Each student has the right to personal privacy except as otherwise provided by law and University policy and this will be observed by students and University authorities alike. No disciplinary sanctions may be imposed upon any student subject to disciplinary action rising from alleged violation of the Code of Conduct without due process.

Privileges

Freedom from Harassment

All WUV students may pursue their educational opportunities free from harassment, including physical abuse, threats or intimidation. WUV provides equal educational opportunities to its students without regard to race, color, gender, national or ethnic origin, age or disability. WUV prohibits discrimination on any of these bases and will take steps necessary to remedy any instances of such discrimination.

Freedom of Speech and Action

WUV students may express their beliefs, feelings and opinions so long as the manner of expression does not violate another community member's rights. Specific examples of such violations include, but are not limited to, disrupting University functions and impeding access to any part of the campus and violations of the Code of Student Conduct. WUV reserves the right to impose reasonable regulations as to the time and place for some activities and, in certain circumstances, to require written permission before they may be undertaken.

Responsibilities

The enrollment of a student to WUV signifies a voluntary decision on the part of the student to participate in the programs offered by the institution pursuant to the policies, rules, and regulations of the University and rules and regulations of the State Council of Higher Education for Virginia. University admittance of a student, in turn, represents the extension of a privilege to join the University community and to remain a part of it so long as the student meets the required academic, financial, and behavioral standards of the University system (see Student Code of Conduct).

CONDUCT

Each student is required to sign a copy of the WUV Code of Conduct at enrollment. Academic life at WUV is governed by the Code of Conduct. Violations of the Code of Conduct will be taken seriously. WUV does impose disciplinary actions when appropriate.

Code of Conduct: Biblical Foundations

Each Christian is to be Christ-like in attitude and action. This is neither automatic nor instantaneous, but a growth process. This Christ-likeness does not come by observing certain outward expectations, but comes from within as the indwelling Spirit of God energizes the believer submitted to God (Rom 12:1-2; Phil 2:12-13). As believers walk in fellowship with the Lord, being controlled and enabled by the Holy Spirit, they are changed to be more and more like Him (2 Cor 3:18; Phil 2:12-13, 1 John 1:4-7).

Believers are to glorify God in their bodies and are to live holy lives (1 Cor 6:19-20; 1 Pet 1:13-16). Love toward God is evidenced by love for those without Christ (note Paul's example in 2 Cor 5:14 and Acts 18:5) and by love for fellow believers (1 John 3:16; 4:7-8).

Living by God's grace, believers are to avoid even the appearance (every form) of wrongdoing (I Thess. 5:22). Believers are called to freedom, but this is not to be an opportunity for the works of the flesh (Gal. 5:13). Individuals who, after spiritual instruction (Gal. 6:1), continue to dishonor the Lord by persisting in un-Christ-like behavior or unruly conduct (Gal 5:19-22) may, after due process, be dismissed from WUV.

Code of Conduct

Students are members of the community and have a personal responsibility to integrate this code into all aspects of their academic experience at WUV.

Students violate the Code of Conduct by engaging in any of the actions listed below. Code of Conduct violations include:

1. **Policy Violations:** Failure to adhere to any university policy, rule or regulation.
2. **Criminal Violation:** Violation of any state, federal, immigration, or local law while on university property or at any university sponsored or controlled activity.
3. **Obstruction:** Disruption, or prevention of teaching, research, meetings, interviews, ceremonies, daily administrative duties, emergency responses, other university activities, or other authorized activities on university property. This violation includes resisting arrest and/or interfering with law enforcement officer or university official acting in performance of their duties.
4. **Disorderly Conduct:** Excessively loud, lewd, indecent, obscene or inappropriate conduct on University owned or controlled property, or at a university sponsored or supervised event. Music or other noise played excessively loud is included in this violation.

5. **Assault:** The use of physical force against another person or that which places the person in danger or in apprehension of bodily harm.
6. **Harassment:** Threats of violence directed to an individual or group, cyber bullying, intimidation, coercion. Examples: Stalking, false imprisonment, intimidation and domestic abuse.
7. **Hate Crimes Incidents:** A hate crime incident is an act motivated by a bias against a member of a federally protected class of people[1]. The incidents are coupled with overt actions motivated by bigotry and bias including, but not limited to a threatened, attempted or completed overt act motivated at least in part by racial, religious, ethnic, disability, gender or sexual orientation prejudice, or which otherwise deprives another person of his or her constitutional rights by threats, intimidation or coercion, which seek to interfere with or disrupt a rights through harassment or intimidation.
8. **Retaliation:** any adverse actions (by an organization or any individual) against another individual that has the effect of making an individual afraid to assert their rights or participate in the student conduct process in cases that involve a federally protected class under the University's Non-Discrimination Policies. It also includes adverse actions (by an organization or any individual) against another because of their participation in the student conduct process that involves a federally protected class. Retaliation includes adverse actions against all participants in the student conduct process.

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[1] In United States federal anti-discrimination law, a **protected class** is a characteristic of a person which cannot be targeted for discrimination. The following characteristics are considered "Protected Classes" by Federal law:

- Race – Civil Rights Act of 1964
- Color – Civil Rights Act of 1964
- Religion – Civil Rights Act of 1964
- National origin – Civil Rights Act of 1964
- Age (40 and over) – Age Discrimination in Employment Act of 1967
- Sex – Equal Pay Act of 1963 and Civil Rights Act of 1964
- The Equal Employment Opportunity Commission includes discrimination based on gender presentation and sexual orientation as protected beneath the class of 'sex'[2]
- Pregnancy – Pregnancy Discrimination Act
- Citizenship – Immigration Reform and Control Act
- Familial status – Civil Rights Act of 1968 Title VIII: Housing cannot discriminate for having children, with an exception for senior housing
- Disability status – Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990
- Veteran status – Vietnam Era Veterans' Readjustment Assistance Act of 1974 and Uniformed Services Employment and Reemployment Rights Act
- Genetic information – Genetic Information Nondiscrimination Act

Examples include harassing, coercing, or in any way discriminating against an individual because of the individual's complaint or participation in the student conduct process in cases of sexual misconduct or hate crime incidents.

9. **Stealing:** Stealing or attempted stealing, unauthorized possession, misuse or wrongful appropriation, vandalism or malicious destruction, or sale of property belonging to the university, an organization affiliated with the university, or a member of the university community (student, faculty, staff and/or campus visitor).
10. **Unauthorized Entry or Use:** Unauthorized entry or use of university buildings, facilities and equipment, including unauthorized possession and/or duplication or use of university keys.
11. **Forgery:** Forgery, alteration, falsification, destruction, misuse, unauthorized use or reproduction of a university document, record or identification; unauthorized use of WUV stationery, seal, business cards, or logo; or misrepresenting oneself as a university official.
12. **Computer Security Violations:** Accessing without authorization a file to use, read or change contents, unauthorized transfer of a file; use of computing facilities to interfere with the work of another student, faculty member or university official; use of computing facilities to send obscene or abusive messages; cyber bullying, intentional introduction or spreading of a computer virus to the university computing system; use of computing facilities to view any pornographic material over the internet; unauthorized use of another individual's computer account, misuse of one's own computer account or any violation of the policies for using computing and network resources provided by WUV.
13. **Alcohol:** The possession, use or distribution of alcohol by students on university property or as a part of any university activity is prohibited. Any student who violates this standard of conduct shall be subject to disciplinary sanctions. Sanctions may include suspension and/or referral for prosecution. This sanction includes the distribution of alcohol to minors on or off campus.
14. **Illegal Drugs & Other Substances:** Being in the presence of any drug that is prohibited by law. The manufacture, use, possession or sale of any drug that is prohibited by law. Possessing drug paraphernalia or other paraphernalia used to facilitate illegal use, and attempting to manufacture or sell counterfeit drugs are also included in this violation.
15. **False or Withheld Information:** Knowingly providing false information or withholding information from Police Officer(s), university official or disciplinary committee. This includes falsely reporting a fire, bomb threat or other emergency.
16. **Tampering:** Tampering with witnesses, evidence, the Judicial Officer and/or any other aspect of the adjudication process.

17. **Vandalism:** Participation individually or in groups on or off university property which causes damage to public or private property. Vandalism includes misuse of, vandalism to, or tampering with fire equipment, including fire extinguishers, alarms, hoses and smoke detectors.
18. **Solicitation:** Of and by students or student organizations for money, goods or services without authorization from the Dean of Students. Solicitation by non-students must also be approved by the Dean of Students.
19. **Fraudulent Business Transactions:** Forgery or recognized student organizations failing to meet contractual obligations. This violation includes illegal sale of textbooks.
20. **Weapons:** Possession or use of a weapon, including, but not limited to firearms, knives, bows, arrows, BB guns, paint ball guns and air guns, dangerous chemicals, incendiary devices, or other explosive substances including fireworks, sling shots, martial arts devices or other objects classified or used as weapons with potential danger or harm.
21. **Gambling:** Knowledge of, being in the presence of or directly involved in any form of gambling involving the exchange of currency or anything of value.
22. **Disciplinary Sanction Violation:** Failure to comply with or complete sanctions imposed under the Student Code of Conduct, housing policies or university policies.
23. **Self-Harm:** Any conduct that threatens or endangers the health or safety of oneself on or off university property, or at a university sponsored or supervised activity. Examples: self-mutilation, attempted suicide etc.
24. **Arson:** The malicious or fraudulent burning of property, creating fires or open flames, and/or lighting flammable materials in a building or facility on University premises. Causing or creating a fire or any other condition that jeopardizes the safety of individuals.
25. **Failure to comply:** Failure or refusal to comply with verbal or written request/directions from a university official.
    a. Each student is required to have a WUV e-mail account which is considered the central communication point through which he or she may always be reached. It is the student's responsibility to check his/her e-mail daily and respond to notices. This includes communication systems used by faculty and staff to communicate with students.
    b. All students are required to have a WUV identification card and to carry it with them at all times while on university property. Each student should be prepared to identify him/herself and surrender his/her student ID upon request of a university official, including but not limited to Police Officers, faculty/staff members and resident directors and resident assistance
    c. All students are required to have a WUV identification card and to carry it with them at all times while on university property. Each student should be prepared to identify him/herself and

surrender his/her student ID upon request of a university official, including but not limited to WUV.

d. Students must evacuate a building or residence hall during a fire alarm.

e. Students must comply with all official safety drills on campus.

26. Sexual Misconduct: Physical contact or other non-physical conduct of a sexual nature in the absence of clear, knowing and voluntary consent*, including but not limited to:

a. Non-consensual sexual intercourse, defined as any sexual penetration (anal, oral, or vaginal), however slight, with any body part or object by any person upon any person without consent.

b. Non-consensual sexual contact, defined as any intentional sexual touching, with any body part or object by any person upon any person without consent.

c. Sexual exploitation (a form of sexual harassment), defined as taking non-consensual, unjust or abusive sexual advantage of another. Examples include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as knowingly allowing another to surreptitiously watch otherwise consensual sexual activity), engaging in non-consensual voyeurism, and knowingly transmitting or exposing another person to a sexually transmitted infection (STI) without the knowledge of the person.

e. Indecent exposure, defined as the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the respondent may be readily observed.

Consent: is a knowing, voluntary, and affirmatively communicated willingness to participate in a particular sexual activity or behavior.

a. Consent or lack of consent may be expressed or implied.

b. Consent ***cannot*** be given by:

i. A person who has a been ***incapacitated***** by mental disability, alcohol, drugs, or any other reason is manifestly unable or known by someone to be unable to make a reasonable judgment about consent (*e.g., a person is asleep or unconscious*).

ii. A person under force, threat, duress, coercion, or deception.

iii. A person under the legal age of consent in VA (currently under18 years of age; 16 MD).

iv. ***"No"*** means ***"No."***

v. ***"Yes" or "No"*** can be expressed or implied ***(can be given verbally or by actions).***

vi. ***"Yes"*** means ***"No"*** if conditions 2***a, 2b, or 2c*** listed above exist.

c. Individuals that engage in sexual activity or behavior must understand that:

i. Consent must be mutually understood:

ii. Past consent does not imply future consent;

iii. Silence or an absence of resistance does not imply consent;
iv. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another;
v. Consent to engage in one form of sexual activity does not imply consent to engage in other forms of sexual activity; and
vi. Consent can be withdrawn at any time.

***Incapacitation**: the physical or mental condition, temporary or permanent, in which a person is unconscious, unable to appraise the nature of such person's conduct, or unable to communicate unwillingness to an act.

24. **Hazing:** Willful act occurring on or off campus directed against a student or a prospective member of a registered student organization, athletic or band program. Acts of hazing shall include the following:
    a. Any activity by one student acting alone or acting with others that recklessly endangers the physical health or safety of the student or prospective member including physical brutality, whipping, beating, branding, exposure to elements, forced consumption of food, alcoholic beverages, drug or other substances, or forced smoking or chewing of tobacco products;
    b. Any activity which recklessly endangers the mental health of the student or prospective member, including sleep deprivation, physical confinement or other extreme stress-inducing activity;
    c. Any activity that requires the student or prospective member to perform a duty or task that involves a violation of the criminal laws of Virginia;
    d. Any activity by one student acting alone or acting with others that is directed against any other student for the purpose of humiliating or impairing the self-confidence of the student attacked; and
    e. Any willful act by one student acting alone or with others attempting to commit any of the above acts.

No student shall knowingly engage in hazing either as a perpetrator or a recipient. No student shall encourage, aid or assist any other student(s) in the commission of any act of hazing.

Washington University of Virginia does not tolerate retaliation and will take strong action against those that are found responsible for these actions. Persons who believe they have been retaliated against in violation of this policy should file a complaint via the Incident Report Form or speak with the Dean of Students.

(WUV's Code of Conduct is adopted from Lincoln University's Code of Conduct policies.)

ON-CAMPUS HARASSMENT AND SEXUAL HARASSMENT

The college is committed to maintaining an environment where individuals do not abuse their power or authority in interpersonal relationships. WUV provides the following information and procedures for the campus community and visitors:

Harassment

Harassment is defined as demeaning gestures, repeated verbal attacks, threats that are violent in nature or physical attacks that are directed toward another person. This includes hazing or other dehumanizing actions, harassing, or humiliating an individual. For example, a person harasses another individual when he or she does any of the following:

- Publicly insults another person with gestures of abusive language in a way that may be humiliating or provoke a violent response.
- Subjects another person to offensive physical contact.
- Demonstrates subtle forms of behavior such as offensive posters, caricatures, cartoons, jokes of a sexual or demeaning nature.
- Makes unwelcome advances or verbally attacks another in a harmful or hurtful way.

WUV believes that all students, faculty, staff and visitors to the campus should be respected and treated with dignity. Harassment of any sort is prohibited and will not be tolerated.

Sexual Harassment

Sexual Harassment is a form of sex discrimination and is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment is defined as unwanted or unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct of a sexual nature. Often such conduct occurs in a context of formal or informal power over another person. This behavior can be verbal, non-verbal or physical and may interfere with one's academic environment, work, or employment status.

For example, sexual harassment occurs:

- When submission to such conduct is made, either explicitly or implicitly, a term or condition of instruction, employment, or participation in other campus activities; or
- When submission to or rejection of such conduct by another person is used as a basis for evaluation when making academic or employment decisions that affect an individual; or
- When the purpose of such conduct is to unreasonably interfere with an individual's academic or work performance or creates a hostile, intimidating or offensive environment; or
- When such conduct includes derogatory jokes or comments, unwelcome flirtations or propositions, threats/demands or subtle pressure to submit to sexual requests, offers of

preferential treatment in return for sexual favors, or retaliation for having reported or threatened to report sexual harassment.

Reporting Harassment or Sexual Harassment

If you have witnessed or are the victim of harassment or sexual harassment, immediately report the incident to Student Life. Director of Student Life will conduct an investigation and take appropriate measures to resolve any problem. An appointment is not required under these circumstances. The incident will be investigated expeditiously and in a way that assures confidentiality to the extent feasible.

Be prepared to describe the incident in writing and with sufficient details. The statement must allege actions taken against or towards the victim that constitute harassment or sexual harassment. Include when the incident occurred, who is being charged, and what circumstances, conversations, or witnesses may further define and substantiate the reported problem.

The administrators will make a final judgment based on the merit of the complaint. Steps will be taken to immediately stop inappropriate behavior toward the complainant. Upon conclusion of the investigation, there will be a decision made as to the specific course of action deemed appropriate for the offense(s).

Counseling and support services will be made available to the victim. Assistance with civil or criminal prosecutions will be available through Student Life. No one at the college may retaliate against a person or persons who make a claim of harassment or sexual harassment.

GRIEVANCE PROCEDURES

The Informal Procedure Process

Students including students taking distance education under the aegis of the National Council for State Authorization Reciprocity Agreements (NC – SARA) who believe that they have been aggrieved either academically or non-academically must first attempt to seek an informal resolution with the other party in the dispute, e.g., a grade dispute with the instructor.

If the student is unable to resolve the dispute with the primary party, then the student is to bring the dispute to the office of the Dean of Students, whereupon the Dean, or his/her designee, will seek to reach an informal resolution through mediation between the parties. If mediation at the Dean of Students level fails, then the student's grievance is consigned to the Chief Academic Officer.

The Formal Process

Student grievances that are sent to the Chief Academic Officer must be in writing. A student's written statement, along with supporting evidence, constitutes a case document. The second party to the dispute is also required to provide the Chief Academic Officer with a written statement about the disputed account.

The Chief Academic Officer will then set a date to convene a meeting to hear the case as expeditiously as possible. All parties are to be informed, in writing, of the charges and the meeting date, as well as statements requesting their presence. During the hearing, the student presents his/her case, after which the accused party is allowed to present its side of the story. Following the hearing, the Chief Academic Officer will inform all parties in writing of his decision. The President of WUV is also sent a copy of the decision.

If, after following the school's grievance policy, the student finds that the problem has not been resolved, the student may contact the following agencies:

State Council of Higher Education for Virginia
101 N. 14th Street, 10th Floor, James Monroe Building
Richmond, VA 23219
Tel: (804) 225-2600; Fax: (804) 225-2604
Web site: www.schev.edu

Association of Theological Schools in Canada and USA
10 Summit Park Drive
Pittsburgh, PA 15275-1110
Tel: (412) 788-6505; Fax: (412) 788-6510
Email: www.ats.edu

Transnational Association of Christian College and Schools
15935 Forest Road,
Forest, Virginia 24551
Tel: (434) 525-9539; Fax: (434) 616-2638
Email: info@tracs.org

International Accreditation Council for Business Education
11374 Strang Line Road
Lenexa, Kansas 66215
Tel: (913) 631-3009; Fax: (913) 631-9154
Email: iacbe@iacbe.org

The student will not be subject to unfair actions as a result of initiating a complaint to SCHEV, ATS, TRACS or IACBE.

APPEALS PROCESS RELATING TO FINANCIAL MATTERS *(FEES, CHARGES, REFUNDS, ETC.)*

First Appeal

The first appeal must be filed within 45 days of the event. The appeal must be in written form addressed to the Dean of Students. It must address the reason and basis for filing. The Dean will consult with staff, including the Registrar and the related the school directors.

The Dean will then prepare a written response to the appeal. If the response is negative, the reason for the negative decision will be clearly stated.

Final Appeal

This appeal may be made to the President of WUV. Such an appeal must be in writing and filed within 30 days from the date of the response of the Dean of Students.

DISCIPLINARY ACTION POLICY AND PROCEDURES

Each student at Washington University of Virginia is required to comply with WUV's Student Code of Conduct and the policies and procedures contained within the Student Handbook. If any member of the community should interfere with WUV's policies, functions or activities, the community may find it necessary to protect itself through a disciplinary action, which includes suspending or terminating the student's enrollment at the university.

The President of WUV has the discretion to immediately suspend or expel a student to protect the safety and well-being of the student, community, or university.

Any member of the WUV community may bring a claim that a WUV student has engaged in an act of disruptive behavior[2], disorderly conduct[3], trespassing[4], or other conduct which disrupts the educational environment, such as an act of harassment, intimidation, violence or physical force, dishonesty, theft, interference with University functions, disruption of the academic process, disruption of the campus

[2]Disruptive behavior is defined in § 22.1—276.01 of the Code of Virginia as conduct that interrupts or obstructs the learning environment.

[3]Disorderly conduct is defined in §18.2-415 of the Code of Virginia as involving the intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk.

[4] Trespassing upon church or school property is specifically prohibited by § 18.2-128. of the Code of Virginia. The definition developed for the Virginia Department of Education's discipline, crime, and violence report is as follows: To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion, and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus, or function.

community, or non-compliance with a University professor or staff member. These constitute some of the actions that may subject a student to a disciplinary action.

The Dean of Students, in conjunction with a Disciplinary Action Committee, will handle disciplinary action matters. The student will have the opportunity to discuss the issue with the Dean of Students and Committee members. Upon reflection of the allegation and the student's response, the Dean of Students, along with the Disciplinary Action Committee, will determine whether the student engaged in an action that interferes with university policies, functions or activities, and merits a disciplinary action. They will then decide the appropriate disciplinary action to impose upon the student, which can consist of a warning, probation, suspension, or expulsion.

A student may be expelled from school after written notice of the proposed action and the reasons for the expulsion, and the right to a hearing before WUV's Disciplinary Action Committee in accordance with WUV's regulations. The written notice shall include notification of the length of the expulsion and shall state whether the student is eligible to return to school.
The student has the right to appeal the decision. The appeal must be in writing and presented to the Dean of Students within 10 days of the decision. The Disciplinary Action Committee will notify the student of the final outcome in the matter within 15 days of receipt of the appeal.

DRESS CODE

With regard to appropriate attire, moderation is the key word for WUV students. Casual dress is acceptable in the classroom as long as it is neat and modest. Students are to dress appropriately and in good taste at all times.

ACADEMIC POLICIES

WUV consists of three divisions: College of Arts and Sciences, School of Business & Technology, and Neal T. Jones Seminary.

College of Arts and Sciences offers three-degree programs: Bachelor of Arts in Biblical Studies (B.A.B.), Bachelor of Science in Family studies (B.S.F). It provides the WUV Core Courses for biblical higher education and the General Education courses, both of which are required for all undergraduate students.

The School of Business & Technology offers five-degree programs: Bachelor of Business in Administration (B.B.A.), Bachelor of Science in Accounting (B.S.A.), Bachelor of Science in Computer Science (B.C.S.), Master of Business Administration (M.B.A.), Master of Computer Science (M.C.S.) and Master of Information Technology (M.I.S.).

The Neal T. Jones Seminary offers four-degree programs: Master of Divinity (M.Div.), Master of Christian Counseling (M.C.C), Doctor of Clinical Pastoral Counseling (D.C.P.C.), and Doctor of Ministry (D.Min.).

STUDENT CLASSIFICATIONS

Degree Students

Full-Time Students for fall and spring semester

A student must register for the following number of credits per semester to be considered a full-time student: 12 or more credits for undergraduate students; 9 or more graduate credits for master's program students; 6 or more doctoral credits for D.Min, and D.C.P.C. students. Undergraduate students taking more than 16 credits per semester and graduate students taking more than 14 credits per semester need permission from their school director.

Full-Time Students for Sumer or Winter Term

A student who works toward a degree and enrolls in 3 or more credits

Part-Time Students

A student who works toward a degree but enrolls in less than 12 credits for undergraduate level and less than 9 credits for graduate and seminary level per semester is considered a part-time student.

College of Arts and Sciences (and all Undergraduate)

Freshman	00-30 credits
Sophomore	31-60 credits
Junior	61-90 credits
Senior	91-120 credits

The School of Business and Technology (Graduate)

M.B.A.

First Year	00-24 credits
Second Year	25-48 credits

M.IS.

First Year	00-24 credits
Second Year	25-48 credits

M.C.S.

First Year	00-18 credits
Second Year	19-36 credits

Seminary (Graduate)

M.Div.

First Year	00-26 credits
Second Year	27-52 credits
Third Year	53-75 credits

M.C.C.

First Year	00-24 credits
Second Year	25-48 credits
Third Year	49-64 credits

D.Min.

First Year	00-15 credits
Second Year	16-30 credits
Third Year	6 credits for Thesis / Project

D.C.P.C.

First Year	00-12 credits
Second Year	13-24 credits
Third Year	25-36 credits
Fourth Year	6credits for Thesis / Project

POLICIES ON GRADES

Evaluation Procedures

Each student's achievement is reported as a letter grade with associated grade points. Some classes may be graded by simple Pass (P) or Fail (F). Grades are determined on a 4-point system as follows:

Letter Grade	Scale	Grade Point
A	**95-100**	**4.0**
A-	**90-94**	**3.7**
B+	**86-89**	**3.3**
B	**83-89**	**3.0**
B-	**80-82**	**2.7**
C+	**76-79**	**2.3**
C	**73-75**	**2.0**
C-	**70-72**	**1.7**
D+	**66-69**	**1.3**
D	**63-65**	**1.0**
D	**60-62**	**0.7**
F	**0-59**	**0.0**

I	Incomplete / To be completed within 4 weeks after the deadline of final grade submission
IP	In Progress
W/Grade	Voluntary withdrawal within 5 weeks after beginning of semester
W/F	Voluntary withdrawal after 5 weeks of beginning of semester
CR/NCR	Passing in Pass/Fail class / Credit for 1.7 or better work; NCR= No Credit
AU	Audit; no credit
**	Indicates that the record will be excluded from the cumulative points & GPA.

Grade Forgiveness

A student may be permitted to retake a course in order to raise an earlier grade of "D" or "F." The last grade earned is considered the grade of record as it pertains to credit toward graduation.

Grade Point Average

The total number of grade points earned in a given course is computed by multiplying the number of course hours by the grade points.

The grade point average (GPA) is a numerical measure of all grades. It is calculated by dividing the total number of grade points earned by the total number of credit hours attempted (excluding courses marked I, WP or AU). Example: 16 credit hours with a total of 42 grade points results in a grade point average of 2.625 by dividing the 42 points by 16 credits.

Dean's List

Each semester the Dean's List names full-time students who have shown outstanding academic performance. To qualify for the Dean's List, a student must enroll in a full-time capacity and achieve a 3.8 grade point average or higher in the given semester.

Non-Academic Grading

Grades for practical ministries and internships are PASS/FAIL. A 'P' grade provides credit but no quality points and it is not counted toward the total quality points for GPA calculation.

Course Audit

Regularly enrolled students wishing to audit classes may do so by permission of the instructor, subject to the applicable fee. No credit is given. Students may not change from audit to credit. The general public including prospective students can audit one lecture by permission of the instructor with no charge.

Incomplete Grades

An Incomplete ("INC") grade is assigned to a student by an instructor when the student's work is incomplete because of circumstances beyond the student's control, and when the student has been temporarily excused by the instructor. A student must receive approval from the instructor on the appropriate form. The instructor will replace the "Incomplete" grade with the earned grade once the incomplete work is completed. Work not completed with the approved timeframe will result in grade "F." See the Registrar Office for additional information about incomplete grades.

Change of Grades

Appeal for a change of grade may be made within 6 weeks from the end of the semester in which the course was taken. This includes all the grade points including "I". After 6 weeks of period, change of grade is impossible. For the "F" that received in the required course, a student must retake the course to get a proper grade. The "F", however, remains in the transcript and new grade is recorded separately. For electives, it is okay to take different relevant course. The "F", however, remains on the record. With an initial failing grade of "F", a student may receive a grade no greater than B through a change of grade.

TRANSFER CREDITS

Transfer students must submit all of the forms listed in the Application Procedure. An official transcript from each post-secondary educational institution previously attended must be sent directly to the WUV Registrar from the registrar of the respective institution.

Evaluation of Transfer Students

WUV's policy regarding the credit transfer is as follows:

- The credit transfer review will be made under the supervision of the director of the student's degree program. Students must submit the transfer credit application within their first semester at WUV
- Credits taken more than 10 years prior to the student's matriculation of the current program may be transferred at the discretion of the academic committee of each degree program.
- Credit transfers may be allowed for the courses that are equivalent to the courses in WUV programs and in which students have made a letter grade of 2.0 (C) or above for undergraduate courses and 2.7 (B-) or above for graduate courses. No credit transfer may be finalized until the application process is completed and the student is officially accepted.
- Course credits that were earned in a same or higher level of degree program and, preferably, at an institution accredited by a recognized accrediting body can be transferred.
- In case of credit transfer from an unaccredited institution, the Registrar, in consultation with the degree program director, evaluates the transcript under the guidelines established by the Academic Committee. The decision as to what previous academic work may be transferable into programs at WUV will be determined on a case-by-case basis. Factored into the analysis will be a course-by-course analysis of the previous academic work and an examination of the academic catalog of the institution including faculty qualifications and the student's performance in these courses. In this case only courses with a letter grade of 2.7 (B-) or above for undergraduate courses and 3.0 (B) or above for graduate courses can be transferred.

- In the event Up to 50% of credits required in the degree programs of WUV may be granted on the basis of transfer credits with exceptions specified below:

  1. The WUV Core Courses cannot be waived
  2. The credits that have been earned as part of the award of another degree program may be transferred on the condition that not more than half of the credits required for the other degree may be transferred into the WUV degree program.
  3. Up to 2/3 of the credits required in the Seminary or Biblical Studies degree programs may be transferred if the degree program from which the credits are transferred and the degree program being pursued at WUV are the same.
  4. For the doctoral programs, the following number of credits may be transferred: up to 1/5 of the credits required in the DCPC program and up to 1/3 of the credits required in the DMin program.

COURSE WAIVERS

A qualified student may apply for a course waiver of a required course based on previous coursework. To

be justified as a waiver, the course should have the equivalent content and skill level as the course required for the WUV degree program. A course waiver may reduce the total number of credits required for graduation and the number of the requirement courses in the degree programs of WUV that can be waived is determined in accordance with the transfer credit policy. The course waiver application should be submitted along with the credit transfer application within first semester at WUV and will be reviewed and determined on an individual basis at the discretion of the respective program director.

CHANGE OF MAJOR FIELD OF STUDY

Application for Change of Major Field of Study needs to be submitted prior to be beginning of the next semester. Credits obtained prior to the change of major may be credited in accordance with the requirements of the new major. Some credits may not be applicable to the newly chosen major.

Process

1. Submit to the Registrar's Office a Request for Change of Major Field of Study and an unoffic ial transcript.
2. Submit all supplementary documents required for change of major field of study and complete required procedures as indicated in the request form.
3. In case of international students, new I-20 will be issued with $20.00 fee.

CORRESPONDENCE COURSE CREDITS

For correspondence courses earned at other accredited educational institutions college credits may be granted, provided the contents of such courses meet the requirements and standards of WUV.

INDEPENDENT STUDY

Independent Study is granted only for a course offered neither on-campus nor on-line in the given semester. Independent Study is granted only for a student who will fulfill graduation requirements within two subsequent semesters. The student can take no more than 2 independent study courses per semester.

Process

1. Submit an Application for Independent Study to the Registrar's Office. Program director reviews and gives permission for independent study course. Register the course.

2. In case the enrollment for an independent study course is bigger than is allowed by WUV's policy on large classes, and as a result the course is offered as a regular on-campus course, the student is required to re-register for the course as a regular course.

GRADUATION REQUIREMENTS

In order for students to graduate they must fulfill all the requirements of their programs prescribed in the Catalog of their original enrollment periods (e.g. Capstone courses for Business School; Graduation Exams for M.Div., etc.). Students who attend college intermittently may graduate according to the rules of the Catalog of their original enrollment periods. But those who have been absent from the school for more than one year must fulfill the graduation requirements of the Catalog in effect upon their return. In case of changing their majors, the policies current in the Catalog at the time of the change will apply to the students' graduation requirements.

Undergraduate: A minimum cumulative grade point average (GPA) of 2.0(C); the student must complete all *general* and *major* requirements.

Graduate: A minimum cumulative grade point average (GPA) of 2.7(B-); the student must complete all *major* requirements.

RECORDS RETENTION

1. It is WUV's policy to retain the admissions documents for two years for a student who is admitted but fails to enroll. For an admitted student who enrolls, WUV retains the student's admission records, including transcripts from other educational institutions, for three years after the student' last date of attendance.
2. A transcript of a student's academic or course work at WUV is retained permanently in hard copy forms and in an electronic database with backup.
3. A record of student academic or course progress at WUV including the program of study, date of enrollment, courses taken and completed, grades, and indication of the student's current status (graduated, probation, etc.) are retained permanently.
4. A record of all financial transactions between each individual student and WUV is maintained for three years after the student's last date of attendance.

TRANSCRIPTS

Official transcripts will be sent to other educational institutions and agencies upon student's request, provided the student has no outstanding financial obligation to the school. Unofficial transcripts may also be obtained from the Registrar's Office. Requests must be made in writing except when a student is required to provide a transcript to a government agency for official purposes. Certain fees apply for official transcripts. It is the policy of WUV to maintain all records, as required by the Education Reform Act of 1989, for a minimum period of five (5) years, and student transcripts for a minimum of fifty (50) years.

DOCUMENT REQUESTS

To request necessary documents, fill out the request form online (www.wuv.edu / Admissions / Office Document Request). Allow up to two (2) business days to process your request except official documents. For emergencies, processing time can be shortened in order to get the documents to you by the next day. Copies of documents will cost $5 or $10 each, unless in an emergency when the cost will be $5 each in order to expedite your request. If, after two weeks, you have not come by the office to pick up your requested documents, the Registrar's Office will dispose of them.

CONFIDENTIALITY

All WUV student educational records are considered confidential in accordance with the Family Educational Rights and Privacy Act of 1994. The Family Educational Rights and Privacy Act of 1974 was enacted by Congress to protect the privacy of educational records, to establish the right for students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

The privacy of all student records is observed at WUV. Students must approve to release their information to the public. Members of the administration, faculty, or counseling staff may have access to student records for educational, administrative, or statistical purposes only.

Students have the right to appeal to the Family Education Rights Privacy Act Office (FERPA) in Washington, D.C. concerning alleged failure by the university to comply with the Act.

Students may inspect and review their educational records upon written request to the academic office. Students may ask the university to amend a record they believe is inaccurate or misleading.

The university reserves the right to release limited directory information unless notified in writing to the contrary by the second week after the start of the term.

FACULTY ACCESSIBILITY

Access to faculty outside of the classroom is an important part of the education process. Students are provided an advisor to assist in making decisions regarding the courses they are to take as well as knowing the requirements of their degree program.

In addition, access to those persons who serve as instructors for the courses are also available for discussion regarding class requirements as well as other academic matters outside the course's regularly scheduled class hours throughout the period during which the course is offered. Full-time faculty place their office hours on their door. All faculty include access time for their students on course syllabi. Students are encouraged to take advantage of the time when needed.

ACADEMIC HONOR SYSTEM

ACADEMIC HONORS

Dean's List

Each semester the Dean's List names full-time students who have shown outstanding academic performance. To qualify for the Dean's List, a student must enroll in a full-time capacity, achieve a 3.8 grade point average or higher within the semester

Academic Good Standing/Probation

A student is considered to be in Good Standing, if the student's term GPA is 2.0(C) or higher for undergraduates or 2.7(B-) or higher for graduates, with no Fs or Incompletes. Failure to maintain these GPAs will result in Academic Probation for the first offense. Academic Probation puts you into "Not Good Standing" with the college. After two consecutive semesters OR three times in total over the course of your program, you will not be able to register for the following semester. Academic Probation letters will be sent after grades are due when the semester is completed. You may also receive an email from the Dean of Enrollment and/or your DSO requesting a meeting. Please respond to this email.

CHEATING AND PLAGIARISM

Unless authorized by the instructor, the giving or receiving of assistance during examinations or on assignments is considered to be a dishonest act and is therefore prohibited. WUV will not overlook failures of personal integrity regarding matters of academic honesty. The violators will be punished with proper measures.

Cheating

Definition of Cheating

Cheating is behaving in a fraudulent way in university coursework and examinations. Cheating includes passing off work done by someone else as your own work, or otherwise trying to gain an unfair advantage.

Examples of Cheating

Examples of cheating include, but are not limited to:

- Pretending to be someone else in a test or examination, or arranging such impersonation;
- Trying to peek and copy from another student during a test or examination;
- Referring to notebooks, papers, or any other materials during a closed-book exam;
- Submitting work for which credit has already been received in another course without the express consent of the instructor; and
- Helping others to cheat in these ways is also a form of cheating.

Plagiarism

Definition of Plagiarism

Plagiarism is an *intellectual crime*: it is stealing someone else's ideas and pretending that they are your own. Whenever you use someone else's words or ideas in your paper, you must also include a note telling us *where you got that information* – otherwise you will be guilty of plagiarism and risk getting expelled from the class. It's not wrong to quote other authors; it *is* wrong to quote them without telling us that you did it. Many students in America have found out how serious plagiarism is when they got expelled from their school because of it.

Examples of Plagiarism

There are several forms of plagiarism:

- A student could copy the exact words from a book, article, or Web page on the Internet and put them in their paper without making a note where they got the quote. Instead, you *must* do two things when borrowing someone else's words: put the quote in quotation marks (*like this:* "The President spoke today on the mortgage crisis …") Next, you *must* include a note, usually a footnote, saying where you got this quotation (*for example:* [1] Taken from the *New York Times*, 2008-09-24).

- A student could borrow an idea from another writer and pretend that he/she came up with it on his/her own. Instead, you *must* include a note stating that you borrowed this idea from another author. Give the author's name and title of his/her work (*like this:* "Argumentation, as Perelman states in his/her book *The Realm of Rhetoric* (page 49) is …").
- The point is that you must *always* give a reference to any information that is not your own. For more information on plagiarism and how to avoid it, please ask your professor and he/she can direct you to additional resources on this subject.

Cheating on an exam or committing plagiarism will automatically result in an "F" for the course. Copying someone else's paper will result in an "F" for the course. Helping others cheat will be punished by receiving as much as a 50% reduced grade in the exam. Additionally, the violators shall be placed on probation or suspension.

ATTENDANCE POLICY

It is highly recommended that students do not miss any class. Regular class attendance is expected and will be recorded in every class. The maximum number of absences allowed for a student is three per semester. Three tardiness will equal one absence.

For all programs, you must attend at least 80% percent of classes to be in "Good Standing" at the college. If you attend between 80% and 75% of the classes, you will be put on attendance probation. Attendance Probation puts you into "Not Good Standing" with the college. If you are in this status for two consecutive semesters OR three times in total over the course of your program, you will not be able to register for the following semester.

In the middle of each semester, the first attendance probation letter is sent to all students who have under 80% attendance. A second attendance letter is sent (if necessary) at the end of each semester. School may require counseling services with the Dean of Enrollment and/or your DSO for students who have received attendance probation letter(s). For students registering for a course for the first time during the add/drop period, any classes they have missed before the registration will be applied to their absence tally. It is the students' responsibility to contact instructors for assignments to make up the course work they have missed. The instructor may allow up to two weeks for students to complete the make-up assignments.

The grade for all make-up work not completed within the given time frame will be recorded as zero by the instructor. Students in danger of failing the classes due to excessive absenteeism and/or tardiness will be notified by their instructors.

Any exception to this policy requires a written petition of the student and an approval of the School Director.

WITHDRAWALS AND LEAVES OF ABSENCE

Withdrawals

Students may leave WUV at any time by completing a withdrawal form available from the Registrar's Office. The student must obtain this form with all necessary signatures. The final recorded day of class attendance will be designated as the student's last day of attendance.

This date must be documented on a withdrawal form to avoid overpayment liability. Students who are dismissed are not exempt from withdrawal policies. Tuition will be refunded according to governmental and college policy.

All materials left and unclaimed on campus a month after a student leaves WUV become the property of the college.

The date of WUV's determination that the student withdrew shall be no later than 14 calendar days after the student's last date of attendance as determined by WUV from its attendance records. WUV is not required to administratively withdraw a student who has been absent for 14 calendar days. However, after 14 calendar days, WUV is expected to have determined whether the student intends to return to classes or to withdraw. In addition, if the student is eventually determined to have withdrawn, the end of the 14-day period begins the timeframe for calculating the refunds. In the event that a written notice is submitted, the effective date of termination shall be the date of the written notice. WUV may require that written notice be transmitted via registered or certified mail, or by electronic transmission provided that such a stipulation is contained in the written enrollment contract. WUV is required to submit refunds to individuals who have terminated their status as students within 45 days after receipt of a written request or the date the student last attended classes whichever is sooner.

Leaves of Absence

In the case of a prolonged illness or accident, death in the family, or other special circumstances that make attendance impossible or impractical, a leave of absence may be granted to the student if requested in writing by the student or designee. No monetary charges or cumulated absences may be assessed to the student during a leave of absence. WUV does not treat a leave of absence as a withdrawal, if it is an approved leave of absence.

A leave of absence is an approved leave of absence if the student has followed WUV's policy in requesting the leave of absence and has submitted a signed, dated request with the reasons for the leave of absence; and WUV determines that there is a reasonable expectation that the student will return to the school. When

the student's request is approved in accordance with the published policy, WUV does not impose additional charges to the student as a result of the leave of absence.

The leave of absence shall not exceed 180 days in any 12-month period. Upon the student's return from the leave of absence, the student is permitted to complete the coursework he/she began prior to the leave of absence.

Leaves of Absence and Withdrawal Regulations Specific to Students in F-1 Status

While in the United States, students in F-1 non-immigrant status must be continuously enrolled full time during the academic year until the completion of their programs of study. If you take a non-medical leave of absence, withdraw voluntarily, or are suspended or required to withdraw from WUV, you are required to leave the United States within 15 days of this action. The only exception to these rules is a medical leave of absence.

If you take a leave of absence, withdraw from your program, or are given a suspension, you must contact the Designated School Official (DSO) immediately to discuss your immediate plans and any plans you may have to return.

Medical Leave of Absence

The only leave of absence that allows an F-1 student to remain in the United States is an approved medical leave of absence while receiving medical treatment in the U.S. The medical leave must be approved by the school. The student is expected to enroll fulltime in the following term unless another medical leave of absence is approved for the following term. Under immigration regulations, no more than twelve months of medical leave are allowed per degree level.

INCLEMENT WEATHER POLICY

1. A weather cancellation is decided on the morning of a scheduled program. Weather cancellations will only be made for extremely severe weather.

2. Students, Faculty and Staff should observe official announcements. The decision will be announced on the home page of the WUV website.

INFORMATION LITERACY REQUIREMENT

All new undergraduate or graduate students and transfer students should take the Information Literacy course in the first semester of their matriculation. The Information Literacy course is a requirement for graduation.

Process
Select one of the Information Literacy sessions that fit your class schedule and register for it during the class registration period.

ONLINE CLASSES

Online classes are comparable in content, faculty, and resources to those offered in residence. They include regular student-faculty interaction by computer, telephone, mail, or face-to-face meetings.
Online classes at WUV shall adhere to the following minimum standards:

1.The educational objectives for each program or course shall be clearly defined, simply stated, and of such a nature that they can be achieved through telecommunications.
2. Instructional materials and technology methods meet the stated objectives of the program or course. The school considers and implements basic online navigation of any course or program, an information exchange privacy and safety policy, a notice of minimum technology specification for students and faculty, proper system monitoring, and technology infrastructure capabilities sufficient to meet the demands of the programs being offered.
3. WUV shall provide faculty and student training and support services specifically related to telecommunication activities.
4. WUV shall provide for methods for timely interaction between students and faculty.
5. WUV shall develop standards that ensure that accepted students have sufficient background, knowledge, and technical skills to successfully undertake an online class.
* See Online Class Handbook for further information

POLICIES ON STUDENT LIFE

STUDENT HANDBOOK

At the beginning of each school year, new students receive electronic copies of the Student Handbook. It contains much valuable information regarding students' life at WUV. Students are responsible to familiarize with the content of the Student Handbook.

COMMUNITY SERVICE REQUIREMENT (UNDERGRADUATES ONLY)

The Dean of Students has the responsibility to seek and provide students with opportunities to develop Christian leadership and spiritual ministry. Within the Washington metropolitan area there are opportunities for institutional work in jails, homeless shelters, struggling churches, hospitals, and nursing homes. Everything is to be done to ensure that students will achieve maximum degree of benefit and fulfillment from personal involvement in various types of practical Christian work and community service throughout the Washington area.

1. Community Service Program is designed to help WUV students gain field experience in order to enrich Christian spirit of social service and to put classroom learning into practice. Students can fulfill their community service by working for churches, charity organizations, or other validated organizations.
2. Community service is a requirement for undergraduate students. Total seven (7) units of community service are to be fulfilled for graduation. One unit is equivalent to 15 hours of community service.

Placement

WUV provides placement assistance for students seeking professional positions with churches and other Christian organizations. Graduating students may register with the Dean of Students for such assistance. To help graduates prepare to enter Christian service, counselors offer seminars on preparing resumes, job application, and interviewing techniques.

ORGANIZATIONS AND ACTIVITIES

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association officers are appointed by the Dean of Students in cooperation with program directors or deans. Each school will appoint a representative/s to the SGA, ensuring that WUV is providing fair and just representation to all students. These representatives will collectively form the Student Government Association. Together they become a decision making body. No single officer will exert power over other students or student groups.

The SGA will receive an allocated budget as determined by the administration. The Dean of Students will notify the SGA regarding the amount of the budget. SGA then notifies all student groups about the availability of the funds, and the manner in which to apply for funds. The purpose of the funds is to support student groups and to provide the groups with funds to engage in meaningful activities. Once applications are all collected by the deadline, SGA will interview the representatives of each applying group and examine the validity of such activities and its request for the funds. The presentation should include a clear statement of purpose of the proposed activity or program regarding why and in what sense the proposed program will enrich students' life at the school. SGA will determine which programs merit being funded and make a recommendation to the Dean of Students. The Dean of Students in cooperation with SGA makes a final decision about the allocation of funds to recommended programs.

The SGA officers may not participate in any particular group or activity that is applying for the fund, to avoid any possible conflict of interest. The SGA officers serve on a strictly voluntary basis. No monetary remuneration will be provided to an SGA officer.

SGA's role is to seek to promote and develop harmonious relationships among student groups within the University. Another important role of the Student Government Association is to function as a liaison between students and the administration, staff and faculty of the school. This includes an invitation to some special meetings of faculty, administration, and staff to promote effective communication between students and the administration.

ALUMNI ASSOCIATION

The WUV Alumni Association exists to build relationships with alumni, faculty, administration and students of WUV to promote a harmonious community. Each year alumni have the opportunity to help the school in the form of "The Friends of WUV" program, making tangible contributions towards the school projects and programs. Alumni Grants award financial aids and scholarships to eligible students.

Chapel Services

Chapel services are held two times a week. While all students are encouraged to attend the chapel regularly, students in the following degree programs are required to attend the weekly chapel service with registering the Chapel Service course every semester as a non-credit, PASS/FAIL course: BAB, BSF, M.Div, and MCC. Minimum numbers of attendance to pass the Chapel Service course are determined by each department.

Mondays : Chapel (Korean)
Thursdays: Chapel (English)
In the center of campus life stand the chapel services as the main sources of spiritual guidance. Attendance will be checked and will be considered as the basis for determining benefits.

WORK-STUDY PROGRAM

The Office of Student Life provides part-time employment opportunities to help needy students to finance their costs for education. To benefit from this program:

1. You need to submit an application to the Office of Student Life;
2. Then you will be placed on the waiting list; and
3. The Office of Student Life will contact you according to the waiting list.

(If the Office is not able to reach you, your turn will be transferred to the next available applicant.)
Available Job Positions: Food Service, Campus Cleaning, Department Assistant

HEALTH SERVICES

Students are encouraged to secure medical services, when necessary, from their own physicians. Medical consultations are entirely at student's own expenses. Special items, such as the cost of prescriptions, hospitalization, ambulance service, x-rays, operating room expenses, dental work, surgery, special nursing or special care for contagious diseases, are also to be paid by the student, when not covered by his/her health insurance.

COUNSELING SERVICES

Counseling services are offered at the WUV through Washington Multicultural Counseling Center (WMCC) for students and their family members, as well as the community at large. WMCC is housed within the counseling department of WUV. The center is a state of art clinical facility dedicated to quality counseling education and training and seeks to address the whole person aspects - physical, psychological, social and

spiritual. All counseling services are provided by our graduate level counselors and their licensed clinical supervisors. The counselors are from diverse language and cultural background including Turkey, Nepal, Peru, Brazil, and South Africa. They serve with the highest cultural competency and many of them are adult learns who serve already as leaders in their respective communities. As part of their education at WUV, the students seek to broaden their experience through internship/externship and volunteer work. Students who want to receive counseling service can contact the Center by calling 703-333-5904 (Ext. 300), or emailing wmccounselors@wuv.edu.

LIBRARY AND INSTRUCTIONAL RESOURCES CENTER

The Library supports the institutional mission and is a vital part of the educational program at WUV. It contains a home and qualified venue for bilingual research in both Korean and English written material. Our collection assists in the educational goals of the WUV curriculum.

The library serves a variety of academic disciplines in the humanities and social services, especially concentrating on theology, Bible commentary, church ministries, multi-cultural immigrant related resources, small business and conflict transformation, English as a Second Language materials, and recently computer science. The collection of the library numbers over 36,000 items including books, journals, videos, tapes, DVDs, and sound recordings. The main collection is in open stacks and arranged according to the Dewey Decimal Classification System. We also have recently obtained the services of three databases including EBSCO Business Source Elite, ProQuest Religion, and DBPia, which is a comprehensive database for those who need access to Korean resources. Our collection provides our students, faculty, and staff free access to resources that reflect depth and diversity of opinions that provide knowledge of the disciplines associated with the WUV class offerings and with developing lifelong interests and skills.

Within driving distance is the Library of Congress, the second largest library in the world, with collections not limited by subject, format, and research materials in over 450 languages. Local colleges and seminary libraries, such as the John Leland Center for the Theological Studies and Maple Spring College and Seminary, are also located nearby for convenient use.

COMMUTER RESOURCES

Student Parking

Students are to park their vehicles in the unrestricted space in the campus parking lot. They are not to park their vehicles in the spaces designated for the disabled, short-term loading, or visitors.

Food Services

The WUV staff/student lounge is equipped with, microwave oven, refrigerator, and vending machine. Restaurants and fast food establishments are within easy walking distance from campus.

POLICIES AND REGULATIONS ON TUITION AND FINANCIAL AID

FINANCIAL RESPONSIBILITIES

Students who have not met, or made satisfactory arrangements to meet, all financial and other obligations to WUV, including library book returns and library fines, will not be allowed to register for the next academic term.

WUV shall not grant any diploma, transcript, letter of recommendation or any action for placement, until these matters have been resolved. Students will be allowed to graduate only after their financial obligations to WUV have been taken care of, or some sort of arrangements has been made.

BILLING POLICY

Washington University of Virginia (WUV) expects students to meet their financial obligations to the University. All payments are due before the semester start date for the corresponding registered semester. However, students may set up an Installment Payment Plan at the Student Accounts Office prior to the first payment due date of the selected plan.

TUITION PAYMENT PLAN

Students may choose to make payments in full payment or by using the Installment Payment Plan. The Installment Payment Plan allows students to pay their tuition in three to four installments that are set by the University. Installment plan dates are established and posted on the Payment Plan and Agreement Form.

METHODS OF PAYMENT

Personal payments may be made by a combination of personal check, cash, money order, cashier's check, and credit/debit card (Visa, Master, American Express and Discover). In addition, students can pay their tuition through their bank account or using credit/debit card by selecting automatic payment of tuition. Students can also make their own payments through My WUV student portal. Students will be charged a $35 handling fee for any returned check due to non-sufficient funds or stop-payment instructions. A $35 fee will also apply to any credit or debit card payment that is processed but later disputed or dishonored by the issuing bank. Additionally, declined automatic withdrawals caused by insufficient funds or rejection by the card issuer will incur a $35 fee. If credit or debit card is declined more than once for any reason, credit or debit card can no longer be used to make a payment on a same day.

INTERNATIONAL METHODS OF PAYMENT

International students may use Flywire, which allows them to make payments from outside the U.S. using any bank account or credit/debit card in their local currency.

REGISTRATION FEE

All full-time students are required to pay a non-refundable registration fee of $100, regardless of their degree level or credit load. For the Summer and Winter semesters, the required non-refundable registration fee is $50 per semester.

INSTALLMENT FEE

University requires the payment of an installment fee of $20 for the university to compensate additional efforts to maintain and process the installment account. If the students want to change their payment plan after the semester has started, they are allowed to change their payment plan once per semester. An additional $20 installment fee will be charged for making this change.

LATE CHARGES

Late Registration

Students who register after the scheduled registration dates will be charged a late registration fee of $50.

Late First Payment

Students who make first payment between the semester start date and the last day of add/drop period will be charged a late fee of $50. Students who make first payments after add/drop period will be charged a late fee of $100.

Late Installment Payment

Students who fail to make payment according to their installment arrangement will be charged a late fee of 5% of outstanding balance.

Delinquent Payment

Students with outstanding debts are denied any registration activity and access to transcript of their grades until all debts are paid in full. If a student fails to pay the remaining balance on or before the last day of payment period, the student shall pay an additional fee equal to six percent of the unpaid balance, in order to compensate the university for the added expense of processing the delinquent account. Once an account is 45 days past due, final notice will be sent out and a student will have 15 consecutive days (including holidays and weekends) to contact the university. After this period, once an account is total 60 days past

due, unpaid balance is subject to transfer to a collection agency. Repayment arrangements must be made with the collection agency, not university, and account holder is responsible for the additional fees associated with collection efforts. The fee associated with collection efforts is thirty percent of the outstanding balance.

Financial Information and Disclosure Statement

Students are expected to access financial information by contacting/visiting student account office in university. It is student's responsibility to get acquainted with own financial information. Failure to receive email notification or call/mail from finance/student account office is not a justification of granting immunity in financial matters. Failure to update contact information including email address, phone number, and home address will not discharge of financial obligation. Failure to contact Finance/Student Account office or to read and comply with university regulations will not exempt students from whatever financial penalties they may incur.

Financial Good Standing

Financial good standing and a university record clear of holds are required for students to receive services. Services such as My WUV access, transcript, diploma, class registration for next semester and so on will not be provided to students with an outstanding financial balance or any holds on their record. Holds are based on outstanding obligations, and late payments are considered a failure to meet financial responsibilities

REFUND AND CANCELLATION POLICY

WUV follows the minimum refund policy for a school that financially obligates the student for a semester, which is set by the State Council of Higher Education for Virginia (SCHEV) 8 VAC 40-31-160 (N).

1. A student who enters the school but withdraws or is terminated during the first quartile (25%) of the program shall be entitled to a minimum refund amounting to 75% of the cost of the program.
2. A student who withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the program shall be entitled to a minimum refund amounting to 50% of the cost of the program.
3. A student who withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program shall be entitled to a minimum refund amounting to 25% of the cost of the program.
4. A student who withdraws after completing more than three quartiles (75%) of the program shall not be entitled to a refund. All refunds will be made within 15 business days from the official notification of withdrawal.

Add & Drop Refund

A student who withdraws during the add/drop period shall be entitled to a full refund of all tuition paid by students.

Cancellation Refund

WUV allows student applicants to cancel their enrollment within three business days (excluding weekends and holidays) after signing the enrollment agreement, with no financial obligation other than the non refundable registration fee. If a student applicant cancels after the three-day period but before the first day of class, they are entitled to a refund of all tuition paid, minus the lesser of 15% of the total tuition for the course or program, or $100. Please note that a student applicant is officially considered a student as of the first day of classes. Therefore, cancellations made before the first day of the semester may be eligible for a refund, in accordance with the terms above.

Course Cancellation

Failure to attend a course after registering is not justification for elimination of charges. A student must officially drop a course to qualify for a refund or release of charges by the add/drop deadline posted by the university. Failure to pay will not release students from responsibility for these charges.

FINANCIAL AID

Applicants who apply for financial aid or installment plan must complete a Payment Plan Agreement prior to the first day of class. A partial payment may be arranged during the approval process for the installation plan, which will enable the student to attend the class. If the student's financial aid is not approved, the student will be required to make full payment before taking or continuing courses. To support students' educational journey, the University provides information on private student loan options. One such option is available through America's Christian Credit Union (ACCU), a faith-based financial institution. To be eligible for an ACCU loan, applicants must be U.S. citizens, permanent residents, or F-1 visa holders with a qualified co-signer. Approval is based on the applicant's credit history and credit score. After applying, students must email a copy of the loan application receipt to the school to ensure that tuition is recorded as paid and to avoid late fees or registration holds

Installment Payment Plan Agreement

- Scheduled automatic credit/debit card withdrawals are strongly recommended.
- If a student uses the Automatic Withdrawal Option (AWO) and Automated Clearing House (ACH) the AWO and ACH authorization agreement must be completed. In addition, students can pay for their own tuition through My WUV student portal. If students pay their tuition through My WUV student portal, they must fill out the Installment Payment Plan Agreement form before paying for the division.
- Failure to make a payment or arranging to make a payment following other terms of the Payment Plan Agreement may also result in an additional late fee of 5% of the outstanding balance.
- If you request more than one payment change after the first payment according to the initial terms and conditions, you will be charged a $20 fee per change request.

SCHOLARSHIPS

WUV offers a wide array of scholarship opportunities. Interested students must submit the appropriate scholarship applications along with required documentations. Scholarships are classified into two major categories: Competitive Scholarships and Community Scholarships. Within these classifications, the following scholarships are currently offered:

Competitive Scholarships	Community Scholarships	Comprehensive Online
Academic Achievement Scholarship	Legacy Scholarship	eBAB Program
Need-based Scholarships	Pastoral Scholarship	eMCC, eM.Div Programs
Designated Scholarships (Donor Specific)	Pastoral Family Scholarship	eDCPC, eDMin Programs
	Missionary Scholarship	eMA-SFEL Programs
Special Scholarships	Missionary Family Scholarship	DBA Programs
Special Scholarships for M.Div. students		
Special Scholarships for D.Min. students		

APPEALS PROCESS RELATING TO FINANCIAL MATTERS

First Appeal
The first appeal must be filed within 45 days of the event. The appeal must be in written form addressed to the Dean of Students. It must address the reason and basis for filing.

The Dean will consult with staff, including the Registrar and the related school directors.

The Dean will then prepare a written response to the appeal. If the response is negative, the reason for the negative decision will be clearly stated.

Final Appeal
This appeal may be made to the President of WUV. Such an appeal must be in writing and filed within 30 days from the date of the response of the Dean of Students.

Agencies of Last Resort
If, after following the school's grievance policy, the student finds that the problem has not been resolved, the student may contact the following agencies:

State Council of Higher Education for Virginia
101 N. 14th Street, 10th Floor, James Monroe Building
Richmond, VA 23219
Tel: (804) 225-2600; Fax: (804) 225-2604
Web site: www.schev.edu

Transnational Association of Christian Colleges and Schools
15935 Forest Road
Forest, VA 24551
Tel: (434) 525-9539
Website: www.tracs.org
Email: info@tracs.org

Association of Theological Schools in Canada and USA
10 Summit Park Drive
Pittsburgh, PA 15275-1110
Tel: (412) 788-6505; Fax: (412) 788-6510
Web site: www.ats.edu

International Accreditation Council for Business Education
11374 Strang Line Road
Lenexa, Kansas 66215
Tel: (913) 631-3009; Fax: (913) 631-9154
Email: iacbe@iacbe.org

The student will not be subject to unfair actions as a result of initiating a complaint to SCHEV, TRACS, ATS, or IACBE.

REGULATIONS SPECIFIC TO INTERNATIONAL STUDENTS

I-20

Issue I-20 for New student, Extension, Re-print, Change Information, Signature of DSO for overseas trip, Internship etc.

CPT (Curricular Practical Training)

Curricular Practical Training (CPT) enhances a student's classroom instruction with practical experience. The employment experience must be directly related to the student's field of study and be part of your curriculum. Therefore, the student must receive at least one course credit for the experience. It can be any type of paid or unpaid internship, practicum, or cooperative education at an off-campus workplace. On-campus employment is not CPT. An F-1 student needs to be authorized by the university to participate in CPT. You do NOT apply for or receive an Employment Authorization Document (EAD), but you do need a Social Security number to receive pay

Eligibility

To be eligible for CPT, you must satisfy the following requirements:

- Be an F-1 student who is legally maintaining status
- Be in "good standing" at the college
  -Students on academic probation are not eligible for CPT
- Be a degree-seeking student who has been enrolled full-time for at least one academic year before starting CPT.
  -Exception: Graduate students with an internship requirement in their first academic year.
- Be registered **full-time** for classes during the time of your CPT (Fall & Spring semesters only).
- **Request and get** DSO authorization on your I-20 to show that the school recommends you for employment.

Requesting CPT

To apply for CPT, go to the Admissions & Registrar's Office at least two weeks prior to the beginning of the semester.

Follow these steps:

1) Register for an appropriate course that relates to your potential employment.
   - *Course must have at least 1 credit hour.* You may need to talk to your Program Head for more information.
   - If your CPT is during the **summer**, you must also register for Fall classes and pay the necessary fees.
2) Read, complete, and sign the CPT Application Form.
3) Pay the $20 fee.
4) Submit an Employment Offer Letter on the company's letterhead with the following information:

- Name, address and contact information of employer
- Brief description of job duties that are related to your course of study
- Exact start and end date of employment
- Number of hours per week.
  - *Part-time CPT* is 20 or less hours/week. (Fall & Spring)
  - *Full-time CPT* is more than 20 hours/week. (Summer or Winter term)
- Pay rate on an hourly basis (optional)

5) If you are approved, then the office will contact you to pick up your new CPT I-20. Please make sure the information is correct before you sign your new I-20.

CPT Policy & Rules:

- CPT employment must be a temporary position.
- Authorization is for **one** specific employer and for a specific period of time.
- CPT must be approved and authorized on the I-20 *before* the employment start date.
  - *Working off-campus without prior authorization is a violation of your F-1 status.*
- CPT must be approved for one semester at a time, not to exceed the program end date.
- Students can apply for the CPT up to 4 times during their program (Winter, Spring, Summer, and Fall).
- Employment is limited to part-time (20 hours/week or less) during the Fall and Spring semesters.
- Employment can be full-time (more than 20 hours per week) for all *continuing* students in the Summer and Winter J-terms.
- 12 months or more of *fulltime* CPT will eliminate eligibility for post completion OPT. *Note: Part-time CPT does not affect OPT eligibility.*
- You must be able to discuss your work (no non-disclosure agreements)
- CPT may only be for a job in Virginia, Maryland, or Washington DC.
- CPT may not be for an online job.
- During your employment, you must fill out CPT Bi-Weekly Progress Reports and log your hours. Failure to do so will make you ineligible for next CPT authorization.
- At the end of your employment, your supervisor must complete an evaluation form. Failure to submit this form will make you ineligible for next CPT authorization.
- You must maintain good academic standing and attendance in each of your courses
  - Minimum 2.5 GPA for graduates or
  - Minimum 2.0 GPA for undergraduates.
  - If good standing is not maintained, CPT authorization will be canceled or you will lose fu ture CPT eligibility.
  - Excessive absences in any course will result in the cancellation of any existing CPT and l oss of future CPT eligibility.
  - Note: “Not Good standing” and excessive absences may also negatively affect your I-20.

OPT (Optional Practical Training)

Optional Practical Training (OPT) is another type of practical experience available for eligible F-1 students. OPT is intended to provide students with work experience that is directly related to a student's major area of study.

Student must be a valid F-1 who has completed all degree requirements before OPT begins. WUV has ***post-completion*** OPT only, and does not offer a ***pre***-completion OPT.

Students may engage in a OPT for up to 12 months at each degree (program) level.
Students cannot be granted multiple OPTs for the same program level.

- If you completed an OPT after receiving your Bachelor's degree, then you are eligible to request an OPT after completing your Master's degree.
- If you complete an OPT after receiving a Master's degree, then complete a different Master's degree, you are NOT eligible to request another OPT. Even though it is a different degree major, it is the same program level.
- If you get **approval** for an OPT for a certain degree level, and do NOT use it, you CANNOT apply for another OPT at the same level.
- If you completed 12-months or more full-time Curricular Practical Training (CPT) during the same degree program level, then you are not eligible for OPT.

Requirements

- Confirm you are in your last semester and have already applied for graduation.
- OPT must be related to student's major field of study.
- Satisfy all WUV financial obligations and return all library books.
- Go to the Registrar's Office or wuv.edu/practical-training for the OPT application.
- Read, complete, and sign the OPT Application Form.
- Students may apply up to 90 days before, or up to 60 days after your program end date.
- Students must complete required coursework before starting OPT (complete all degree requirements before graduation).

Caution

- After issue I-20 for OPT, students should apply within 1 month.
- Start working only after receiving an EAD (Employment Authorization Document). After receiving an EAD, send to the international office a copy of the EAD.
- Students on post-completion OPT are limited to a maximum of 90 days of unemployment.
- While on OPT, students must notify the school within 10 days of any changes in personal information.

INFORMATION TECHNOLOGY (IT) SERVICES

WUVGOOGLE APPS SERVICES

Washington University of Virginia is partnering with Google to provide Google Apps to the WUV community. WUV Google Apps is a service that can be used by current WUV students, faculty, staff, alumni, and former students.

WUV Google Apps provides access to many web based applications including:

- Google Apps Email - with 25 GB of storage and continued use of your @wuv.edu email addresses
- Google Calendar - Schedule meetings, create events, and share calendars
- Google Sites - Setup your own website with Google's easy to use site building tools
- Google Drive - Create, store, share and collaborate on documents, spreadsheets and presentations online

Start Using WUV Google Apps

Start Using WUV

http://mail.wuv.edu/ is used to access your email and all other Google Apps services. You may also configure WUV Google Apps Email on just about any desktop email program or mobile device using instructions provided by Google (https://support.google.com/mail/topic/3398031?hl=en&rd=2).

About WUV Google Apps Passwords

Your Initial *password* is your *8 digit date of birth* (MMDDYYYY).

Access Problems

If you have any problems activating the Google Apps service, or using the password provided for it, contact WUV Information Technology at it@wuv.edu or 703-333-5904 Ext.333.

MOODLE: HOW TO USE

Three things you need to know

- What is Moodle?
- How to access Moodle
- What you can do with Moodle

What is Moodle?

Moodle is a Virtual Learning Environment (VLE). It has become very popular among educators and academic institutions as their platform to conduct online courses and is only expanding everyday with new features and more room for innovations.
WUV's decision to adopt Moodle as the platform for its online learning is the result of concerted efforts of staff and faculty members who are continuously striving for higher academic environment for our students and teachers.

How to access Moodle

Log in
1. Go to wuv.edu/moodle/
2. Once you see the login box, you need a username and password. Follow the instruction under the heading "Is this your first time Here?" which is right next to the login box.

What you can do with Moodle

- Once you are logged in, your registered online courses will appear.
- You can either stream view the lectures or download the lecture media file. (*Your professors will know the exact time and date you accessed not only the lectures but other files for you to download.)
- You can download all the assignments, exams, lecture notes, and syllabus.
- You can upload your assignments under the appropriate course week. (Your professors will no longer accept assignments via email.)
- You can view professor's feedbacks on your assignments.
- Your professor can open a forum where students can have online discussions.

MyWUV System
Washington University of Virginia is partnering with Google to provide Google Apps to the WUV community. WUV Google Apps is

1. What is Wi-Fi?

It is an acronym for Wireless Fidelity. Wi-Fi is an internet usage in close range without running any wires to connect to Internet. This is a service that enables users to use their electronic devices such as laptops, smart phones, and tablet PC to connect to Internet.

2. Connecting via Wi-Fi

SSID: WUV, WUV AP or WUV AP1

Password: WUV12345

1) If Window 11 is your OS system, click on the signal bar as shown below on your desktop display.



2) **Double click on SSID "WUV", "WUV AP"** or **"WUV AP1"**

3) The password window will appear, then type in, **WUV12345** and click on the next button below.



3. Things to keep in mind while using Wi-Fi

※The school Wi-Fi usage is only allowed to those who agree on these terms.

1) During class, limit your usage to class relevant topics.
2) Accessing illegal websites is prohibited.
3) Downloading video or music files that are not for school use is prohibited.
   (Such as downloading movies, dramas, TV programs, etc.)
4) Everyone is responsible for their internet use.

CAMPUS FACILITIES

LIBRARY

The Library supports the institutional mission and is a vital part of the educational program at WUV. It contains a home and qualified venue for bilingual research in both Korean and English written material. Our collection assists in the educational goals of the WUV curriculum.

The library serves a variety of academic disciplines in the humanities and social services, especially concentrating on theology, Bible commentary, church ministries, multi-cultural immigrant related resources, small business and conflict transformation, English as a Second Language materials, and recently computer science. The collection of the library numbers over 36,000 items including books, journals, videos, tapes, DVDs, and sound recordings. The main collection is in open stacks and arranged according to the Dewey Decimal Classification System. We also have recently obtained the services of three databases including EBSCO Business Source Elite, ProQuest Religion, and DBPia, which is a comprehensive database for those who need access to Korean resources. Our collection provides our students, faculty, and staff free access to resources that reflect depth and diversity of opinions that provide knowledge of the disciplines associated with the WUV class offerings and with developing lifelong interests and skills..

Open Hours

Fall & Spring Semester	Monday - Friday 10:00 AM- 07:00 PM	Saturday, Sunday Close
Summer & Winter Break	10:00 AM – 07:00 PM	

Loan Policies

The following details specific policies covering the various types of library materials:

	Books			CD & DVD
Degree Program	No. of Loan Materials	Length of Loan	Renewal	Length of Loan
Undergraduate ESL	5 Volumes	14 Days	2 Times	7 Days
Graduate (Master's students)	10 Volumes	14 Days	2 Times	7 Days

Doctoral students	15 Volumes	28 Days	2 Times	7 Days
Faculty	15 Volumes	28 Days	-	7 Days
Alumni & Visitor	5 Volumes	14 Days	2 Times	7 Days

Overdue Library Materials

Books: general collection and DVD's

Students with overdue material cannot borrow until the book(s) or DVD(s) is returned with a fine.
Fine: $0.10 per day, to a maximum of $10.00

Reserve Section

The library maintains a reserve section for materials which need special loan considerations. Instructors may request library items to be kept in the reserve section for use by a particular class. They may also bring in personal copies to be placed on reserve. Any photocopied materials to be placed on reserve must conform to copyright law.

PARKING LOTS

Students are to park their vehicles in the unrestricted space in the campus parking lot. They are not to park their vehicles in the spaces designated for the handicapped, short-term loading or visitors.

1. All students can park in student parking lots; obtain a parking sticker from the school and put it on your vehicle.
2. Please Park only in the designated areas. Violations may result in towing at owner's expense.
3. Faculty parking spaces are for faculty use only.
4. Please Park properly in order not to cause inconvenience to fellow students.

COPY ROOM

Copy and print services are available at the Library from 10:00 AM to 7:00 PM, Monday through Friday. The charge is 10 cents per page.

STUDENT LOUNGE

The WUV student lounge is equipped with an electric oven, microwave oven, refrigerator, and vending machine. Restaurants and fast food establishments are within easy walking distance from campus.

HEALTH AND SAFETY

Student Health Services

Students are encouraged to secure medical services, when necessary, from their own physicians. Medical consultations are entirely at student's own expenses. Special items, such as the cost of prescriptions, hospitalization, ambulance service, x-rays, operating room expenses, dental work, surgery, special nursing or special care for contagious diseases, are also to be paid by the student, when not covered by his/her health insurance.

Campus Emergency

During an emergency remain calm and listen for instructions from the person in charge, whether from school personnel or an emergency response team. Make sure the 911 operator is called. If the emergency involves the whole school and is during regular office hours, someone in the administration will make the call. If this is a personal emergency, such as a medical emergency, or after hours and the office is closed, the student or a capable friend or acquaintance should make the call to 911.If you have not had a first aid

course, please become familiar with the first aid survival guide at the front of the phone directory white pages.

Calling 911

When you dial 911, be prepared to tell the 911 operator:

1. The phone number from which you are calling.
2. The address.
3. Any special directions on how to find the victim. For example: "Go to 4300 Evergreen Lane in Annandale. Park in the "tunnel" that goes through the building. Go to the 2nd floor of the building."
4. Describe the victim's condition (i.e., unconscious, bleeding, burned, broken bones, etc.).
5. Describe what happened, how many were injured, and what help is being given.
6. Give your name.
7. Do not hang up until 911 operators tell you. They may have special questions.

Fire

In case of fire or fire drill on the Annandale Campus, all persons are to proceed quickly and calmly to the parking lot to the south (behind the building).

Fire extinguishers are located on the wall or near every stairwell and most exits. Near every exit there is also a diagram of the campus with the most expedient route for teaching the main parking lot.

Do not park in the single-lane drive around the building at any time. It is a fire lane, and must be kept clear for emergency vehicles.

Communicable Disease

WUV desires to protect the health and safety of the college community by adopting and observing a policy concerning infectious and communicable diseases in accordance with the latest medical knowledge.

<u>Activities</u>

Persons with communicable diseases should be permitted the opportunity to enjoy as many normal pursuits as appropriate to their behaviors including instructional, cultural, religious, athletic, or social activities.

<u>Nondiscrimination</u>

Persons with communicable diseases will not be treated differently by the college and should not be treated differently by other persons differently without such diseases so long as the college's standards of personal conduct, employment, and academic status are met or unless the college determines that the behavior or conduct of a person with communicable diseases threatens the person and/or other individuals.

Admissions

Each communicable disease infection case shall be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon lifestyle, neurological development, and the physical condition of the student. The expected type of interaction with others in the school environment and the probability of contagion will likewise be considered in this decision.

Drug-Free Campus

Illegal drugs in the workplace are a danger to all. They impair safety and health, promote crime, lower productivity and quality, and undermine public confidence in the work we do. They also destroy the temple of God. WUV does not tolerate the illegal use of drugs on both moral and legal grounds. Any location at which college business is conducted, whether at this site or any other site, is declared to be a drug-free workplace. This means all students are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances in or around the College.

On-Campus Crimes

Washington University of Virginia has adopted and established the following procedures to provide information to students, faculty, staff and visitors to the campus.

Notice to Students, Faculty, Staff and Visitors

If you either witness or are the victim of an on-campus crime, please do the following.

Step 1: Notify the nearest administrator, supervisor, faculty or staff member.

Step 2: If necessary, under emergency circumstances, call for Emergency Services (police or ambulance) by dialing 911. The administration officers should remain available for emergency contact at any time during the week and should be your first point of contact.

Step 3: File a confidential written report of the crime or incident with the President or the Dean of Student Life.

Unauthorized Entry

Entering or breaking into any locked room or ignoring posted signs giving similar orders, without permission, is sufficient cause for immediate suspension. Offices should not be entered unless one has knocked and received permission to enter.

Faculty and Staff Directory

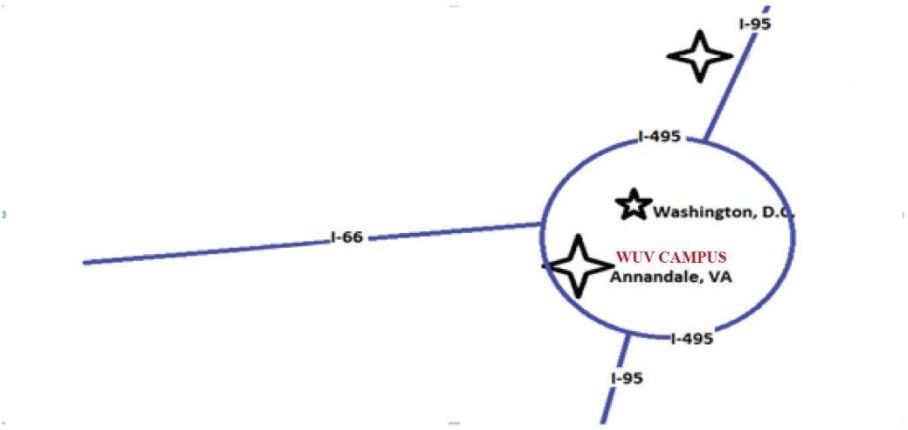
Name (EN)	Position / Department	Ext	Email
Peter M. Chang	President	311	mchang@wuv.edu
Joyce G. Park	Provost / Vice President for Administration	212	ghpark@wuv.edu
David Y. Lee	Dean of Student Life & Enrollment / PDSO	132	dylee@wuv.edu
Abraham Kim	Academic Dean / Director of BCS Program	137	aykim@wuv.edu
Brian Jeong	IT Manager & Software Developer	142	dev@wuv.edu
Joey Min Kim	Registrar and E-Learning Manager	127	registrar@wuv.edu
Deanna D'Arcy	Director of ESL Program / DSO	314	ddarcy@wuv.edu
Hoon Kwon Kim	Facility Manager	126	hkkim@wuv.edu
Younghwa Kim	Accounts Payable and HR Coordinator	222	yhkim@wuv.edu
Jinse Kim	Director of Counseling	301	jinkim@wuv.edu
Ju Hee Kim	Operations Designer	141	jhkim@wuv.edu
Jung Chu Moon	Director of BAB and General Education	234	jcmoon@wuv.edu
Won Eog Kim	Dean of the School of Business	136	wekim@wuv.edu
Lucia Geonhee Leem	Accounts Receivable Specialist	369	ghleem@wuv.edu
Gabriela Martinez	Registrar Assistant	102	gmartinez@wuv.edu
Ingrid Santos	Admissions Assistant	101	ingrid@wuv.edu

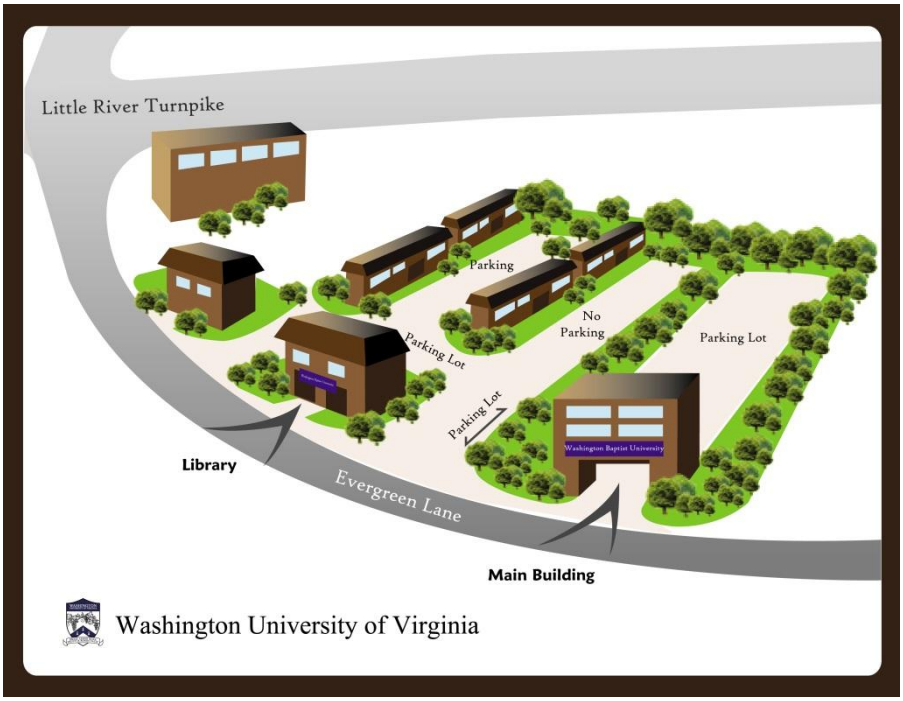
Tel: 703-333-5904 Fax. 703-333-5906 (VA)

Campus Map

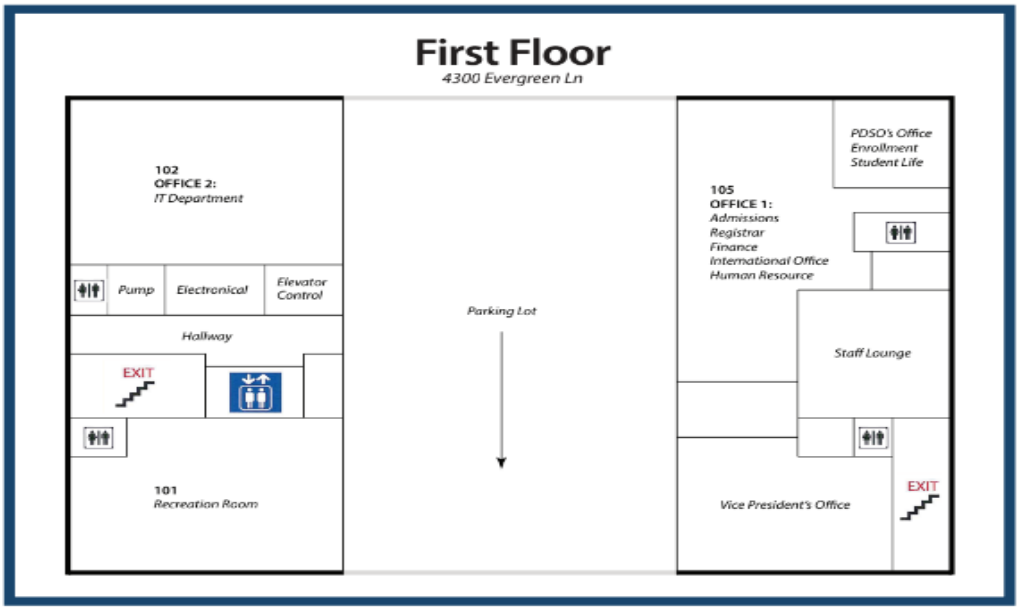
Addresses:

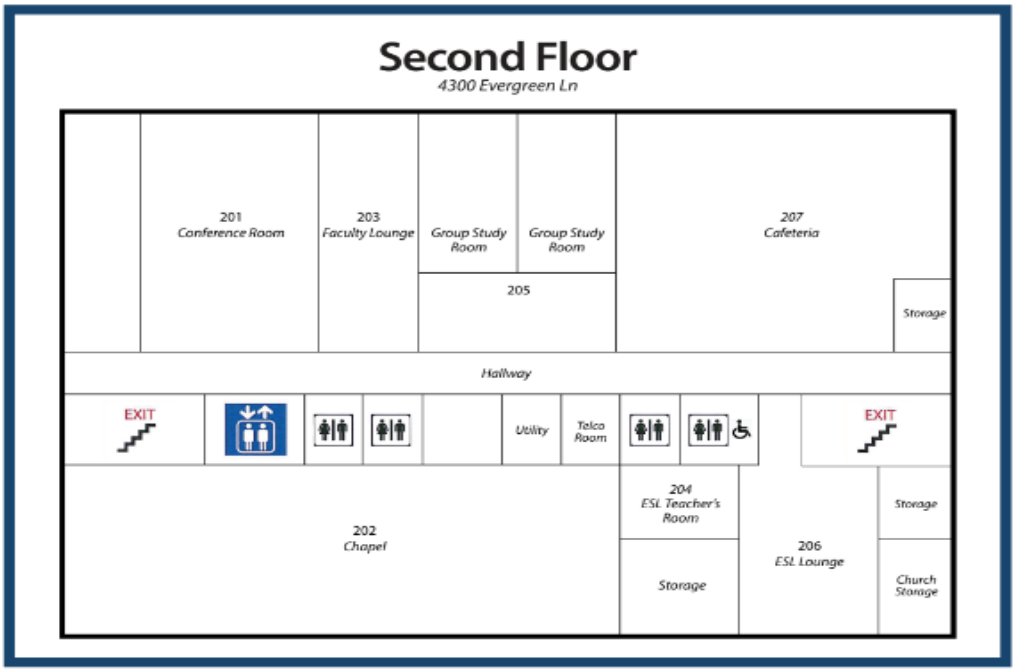
4300 Evergreen Lane, Annandale, VA 22003
(703) 333-5904

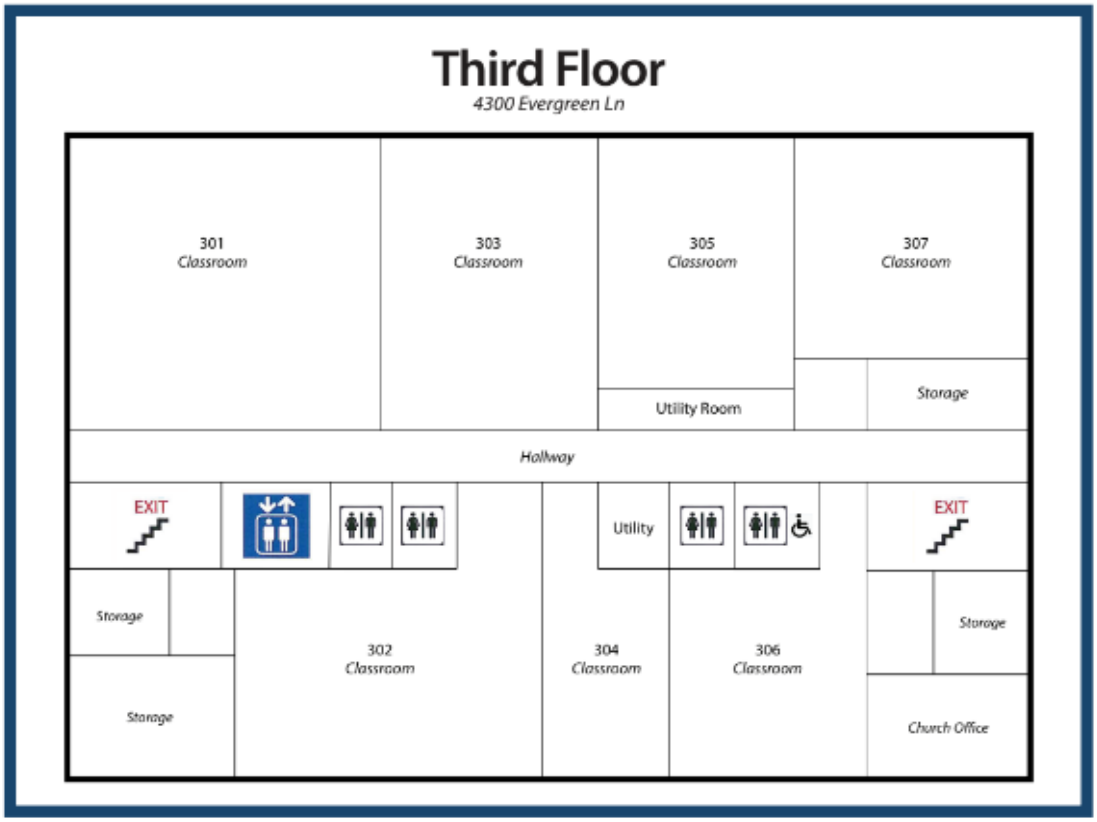




BUILDING DIAGRAM






Third Floor
4300 Evergreen Ln
301
Classroom
303
Classroom
305
Classroom
307
Classroom
Utility Room
Storage
Hallway
EXIT
Utility
EXIT
Storage
Storage
302
Classroom
304
Classroom
306
Classroom
Storage
Storage
Church Office
WASHINGTON UNIVERSITY of VIRGINIA

4302 Building

