



Caroline
University

Student Handbook

2021-2022

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Welcome...

Whether you are a new student, still making preparations to join us, or a returning student, well on your way toward graduation—welcome! We are glad that you are part of our community and that we get to partner together during this season of your journey.

The faculty and staff of Caroline University are committed to helping our students become all that God has called them to be. To accomplish this, we endeavor to foster a learning environment in which your character can be nurtured, your life and ministry skills can be developed, and where rich reflection and dialogue are always encouraged. We have also worked hard to cultivate a school atmosphere that supports this process.

We believe that the policies presented in this handbook will enable us to accomplish our mission while providing a positive environment for each community member. These policies also provide for your safety and the protection of property.

At the end of this student handbook, you will find the Caroline University Community Commitment. At the beginning of the school year, you will be asked to sign this Commitment, certifying that you have read the Handbook. Please read each section carefully, and feel free to ask questions of our faculty and staff. We are here to help you.

We are excited about your time of study, ministry, and fellowship at Caroline University. But even more, we look forward to a time in the not-too-distant future where we can release you into your calling! May your time here at Caroline University help you to become the person He has destined you to be.

Yours for the journey,

Dean of Students

Caroline University Mission

This section describes the mission of Caroline University. Caroline University has elected to separate this mission into two components: the mission proper, and statement of the general strategy by which we accomplish this mission.

Mission

The mission of Caroline University is to educate students to be global leaders to serve our communities and the world.

Institutional Objectives

To achieve mission, Caroline University has following institutional objectives:

1. The University is committed to offering programs that train students to demonstrate critical thinking and problem-solving skills in any given subject.
2. The University creates an atmosphere in which students can have meaningful interaction with faculty through lectures, presentations, forums, and research; whereby students can demonstrate knowledge and skills in their chosen field.
3. The University offers courses that are essential to students for effective communication and the performance of presentations, whether in written or oral format.
4. The University seeks to equip students to demonstrate their professional knowledge in their chosen discipline.
5. The University continues to educate students to exercise a lifestyle of service based on learned biblical values.

Values

Caroline University's core values define the character of the institution and are active ingredients in all that the University does. Through our commitment to these values the University can better serve and be more responsive to its students, staff, and community:

1. Integrity – Act in an honest, fair, and ethical manner, creating a culture of trust evidence in all activity and decision-making.
2. Excellence – Seeking high standards for delivering high-quality programs, teaching, service scholarship, and research performance with commitment to continued development.
3. Accountability – Ensuring academic integrity, continued assessment and fiscal integrity and value through keen management of resources available for the institution.
4. Leadership – Serving the community with humility, respect and cultural sensitivity
5. Respect – Embracing cultural diversity and treating others with civility, honor and professionalism in all matters.
6. Innovation – Encouraging, probing and supporting new ideas by fostering creativity, and creating an environment with chance to grow.
7. Collegiality – Working together as a team to encourage share of governance and engage in participation.

Institutional Learning Outcomes

Caroline University has five institutional learning outcomes that had been developed by the multiple stakeholders. These learning outcomes describe the characteristics that we hope and expect our students to exhibit by the time they finish their degree at Caroline University. These learning objectives are stated in measurable terms and approved and periodically reviewed by the institution's board:

1. *Critical Thinking and Problem-Solving Skills* – Students will demonstrate critical thinking and problem-solving skills in their field
2. *Professional Knowledge* - Demonstrate advanced knowledge and skills in their chosen field.
3. *Excellent Communication* - Perform effective communication in oral, written, and research setting
4. *Biblical Knowledge* - Demonstrate knowledge of the Bible and understanding of Christian doctrine.
5. *Service* - Apply a lifestyle of service and leadership

Faith Statement

We believe that the Scripture of the Old and New Testament are the inspired Word of God and the only standard for faith, and academic discipline.

We believe that there is one sovereign God, eternally existing in three persons: the everlasting Father, His only begotten Son, Jesus Christ our Lord, and the Holy Spirit, the giver of life.

We believe that God has revealed Himself and His Truth in the created order, in the Scriptures, and supremely in Jesus Christ.

We believe that God has created humanity in His image and likeness, but the disobedience of Adam, all humankind was alienated from God and lost.

We believe that Jesus Christ is the Messiah, the Son of God, born of the Virgin Mary, who died on the cross, was physically resurrected from the dead, ascended into heaven, and will one day return in His glory to reign upon the earth.

We believe that the Lord Jesus Christ died for our sins, according to the Scriptures; whoever believes in him shall not perish but have everlasting life.

We believe that the Holy Spirit indwells and gives life to believers, enables them to understand the Scriptures, empowers them for godly living and equips them for service and witness.

We believe that the Church is the body of Christ and that the people of God are called to community, worship, discipleship, mission, and education.

Accreditation

Caroline University is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434)525-9539; e-mail: info@tracs.org], having been awarded Accredited Status as a Category IV institution by the TRACS Accreditation Commission on April 13, 2021. This status is effective for a period of up to five years. TRACS is recognized by the United States Department of Education (USDOE), the Council for Higher Education (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE). Transnational Association of Christian Colleges and Schools (TRACS), 15935 Forest Road, Forest, VA 24551; Telephone: 434-525-9539; Email: info@tracs.org.

BPPE Disclosure

Caroline University is currently approved by the California BPPE to offer degree program as accredited institution. Caroline University is a private institution, and it is approved by the California BPPE as accredited institution to offer program leading to Master of Business Administration, Master of Philosophy, Doctor of Business Administration and Doctor of Philosophy.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (916) 431-6959 or by fax (916) 263-1897

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

Community Life

This section describes our relationship to one another as a community of Christian believers.

Caroline University has chosen to set itself apart for the purpose of preparing Christian leaders to transform the world for Christ at every level – from the local church and community levels to the realm of world culture. Students, by their voluntary membership in this Christian community, assume responsibility toward one another in community and will use personal discretion involving any activities that may be morally or spiritually destructive or reflect poorly on their school life. All students represent Christ and Caroline University wherever they are, and are expected to exhibit a distinctive Christian lifestyle in all their activities.

Community standards and codes of conduct are in place for the express purpose of moving students towards Christian maturity and service while fostering an environment that is conducive to academic learning and personal growth and development.

Philosophy of Community

Caroline University is a community of believers dedicated to preparing Christian leaders to transform the world for Christ. So that the Body is built up in love (cf. Ephesians 4:16) faculty, staff, and students encourage one another to be conformed to the image of Christ (cf. Romans 8:29). The primary model for relationships should be Jesus' command to love one another (cf. John 15:12), which works itself out in full expression as the fruits of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (cf. Galatians 5:22, 23). This community commits itself to live in unity, to put aside any deception or slander, and to edify one another to develop the fundamental attitudes and character necessary for leaders in the church and in the world (cf. Psalm 133; Philippians 2:1-4; Ephesians 4:1-5:21). In keeping with this commitment, Scripture compels us to voluntarily abstain from behaviors that are illegal, immoral, or unethical. (See the Code of Conduct on pages 13-16 for examples of such behaviors.)

Ethnic Diversity

The Christian community includes believers from every racial and ethnic background. Revelation 5:9 says, "You are worthy to take the scroll and to open its seals, because you were slain, and with your blood you purchased men for God from every tribe and language and people and nation." Our prayer for Caroline University is that God would send us men and women from every tribe and tongue and people and nation to train as Christian leaders. Therefore, we admonish all students to remove from their worldview, their speech, and their actions any bias they may harbor based upon racial or ethnic origins. We encourage students to see the beautiful diversity that God has created in His people and in the church. Racism in any form will not be tolerated and will be met with serious disciplinary action including, but not limited to, mandatory counseling, voluntary withdrawal, suspension, and expulsion. These and

other disciplinary actions are described in the section entitled Disciplinary Process, part of the Disciplinary Policy in this Handbook.

Sexual Harassment Policy

Caroline University's policy is to maintain a working and learning environment free from the sexual harassment of its students, employees, and those who apply for student and employee status. Any behavior determined to constitute sexual harassment will be viewed as neither complimentary nor humorous and will be subject to disciplinary action.

Caroline University recognizes that the perception of sexual harassment is often subjective and that the circumstances surrounding the conduct, as well as its pattern, frequency, and severity, need to be considered to assess the behavior. Although statistical analysis has shown an individual in a position of power or influence usually commits the sexual harassment, sexual harassment can occur between any two individuals regardless of gender, employment status, work relationship or academic association. Sexual harassment may be verbal, graphic, written or physical in nature, each of which may be grounds for disciplinary action. Caroline University defines sexual harassment in the following manner:

1. Sexual harassment includes such behavior as sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature directed towards an employee, student or applicant. For example:
 - Making unsolicited written, verbal, physical or visual contact with sexual overtones. (*Written examples:* Suggestive or obscene letters, notes, and invitation. *Verbal examples:* Derogatory comments, slurs, jokes, epithets [name-calling]. *Physical examples:* Assault, touching, inappropriate embracing, impeding or blocking movement. *Visual examples:* Leering, gestures, display of sexually suggestive objects in pictures, cartoons, or posters.)
 - Continuing to express sexual or amorous interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
2. The conduct has the purpose or effect of interfering with a student's academic performance, forming an intimidating, hostile, or offensive or otherwise adverse learning environment, or adversely affecting any student.
3. The conduct has the purpose or effect of interfering with an employee's work performance, or creating an intimidating, hostile, offensive or otherwise adverse working environment.

If a student believes that he or she has been sexually harassed, he or she should provide a written complaint to the Academic Dean (if the complaint is against a faculty member), the Dean of Students (if the complaint is against another student), or the office of the President (if the complaint is against a non-faculty employee), as soon as possible after the incident. This complaint must include details of the incident or incidents, names of the individuals involved and names of any witnesses. The Caroline University will immediately respond to any written and signed complaint.

If the Caroline University determines that sexual harassment did occur, action will be taken in accordance with the circumstances involved. Any administrator, faculty member, staff member or student determined by this investigation to be responsible for sexual harassment will be subject to appropriate disciplinary action, up to and including dismissal, termination, or legal remediation. Those parties directly involved will be notified in a timely fashion regarding the results of the investigation. The Caroline University strongly encourages students to immediately report all incidents of harassment listed in this policy. The Caroline University will not retaliate against anyone for filing a complaint nor tolerate or permit retaliation by administration, faculty, staff or fellow students.

If a student feels that the above stated policies regarding sexual harassment have not been carried out, he or she is encouraged to follow the procedures set forth in the grievance policy.

Academic Freedom Policy

Caroline University is committed to the academic freedom. Academic freedom functions within Caroline University's mission statement. Academic freedom statement applies to every constituent of the university.

Faculty members, as well as students, are free to hold and express opinions about material offered in their courses, and this right must not be impinged on by threats, force, or other intimidation; however, Students have the right to disagree with the conduct or content of courses and to seek change, but such freedom does not include the right to disrupt orderly classroom activities or to avoid fulfillment of the expectations of the course; however, Academic freedom for faculty members must include a means for seeking the censure or dismissal of students guilty of disruption, destruction, or unethical behavior.

Academic freedom for faculty members includes the right to judge and grade the academic performance of students. Academic freedom includes the right of students to be fairly and competently evaluated and graded. Punitive grading is not acceptable except in cases of cheating or plagiarism. Students have the right to the instruction promised them in official university publications.

It is not inappropriate for faculty and students, both in and out of classes, to meet and share their views on a wide spectrum of intellectual and social issues. It is proper for students to seek, and faculty to choose, professionally responsible ways to relate subject matter of courses to those social crises that arise temporarily and unpredictably.

Academic freedom includes the right of both faculty and students to seek censure of faculty members by complaint, petition, or seeking discipline for incompetence or unprofessional behavior. Students in all academic disciplines have a right to receive effective presentations of a broad spectrum of philosophies relative to those disciplines. This does not mean that each faculty member must give equal weight to all theories appropriate to his/her discipline, even though objectivity is ordinarily assumed to characterize scholarly pursuits; rather a spectrum of philosophies or theories should characterize the total offerings within a field.

Academic freedom for all members of the academic community demands that channels of administrative communication be open in both directions, and that they be used regularly and effectively. The responsibilities in academic affairs placed upon deans, department chairs, and faculty members should be clearly spelled out and should be respected in the operation of the university. The placing of responsibility should be accompanied by the delegation of the authority necessary to discharge it.

Disciplinary Policy

The primary goal of the Caroline University Disciplinary Policy is always to pursue the full restoration of the involved student. With this goal in mind, the suspension of a student from Caroline University is not a desired result, but suspension may occur if a student shows an unwillingness to comply with or meet the objectives of restorative action. Intermediate consequences are employed whenever possible to avoid suspension or expulsion from school. Each incident is reviewed on a case-by-case basis, with consideration of (1) the severity of the violation, (2) the context of the incident, (3) a history of prior misconduct, (4) the responsiveness of the accused to confrontation, and (5) the degree to which the individual displays genuine repentance. Suspension, expulsion, and other disciplinary actions are described in the section entitled Disciplinary Process later in this part of the Handbook.

Community members are expected to provide firsthand testimony that will bring greater clarity and understanding to school officials while they are investigating possible infractions or processing disciplinary actions. Some may view withholding information as a means of “protecting” others, but this practice is unbiblical (cf. Proverbs 14:25, James 4:17) and is ultimately destructive to our community.

While painstaking efforts are taken to maintain consistency from case to case and individual to individual, confidentiality often prevents the disclosure of details that contribute to a disciplinary decision, occasionally resulting in unanswered questions regarding an outcome. Uninformed community members are asked to extend the benefit of doubt to officials, knowing that prayerful consideration has been employed in the proceedings and the subsequent outcome.

The Dean of Students serves as the chief student conduct officer for the Caroline University and works with the other administrators to resolve disciplinary matters. The following guidelines are used to establish continuity for administering consequences for violating community standards.

Guidelines for Imposing Consequences

The following guidelines are designated to establish a system of continuity for administering consequences for the violation of community standards. The administrator(s) should typically employ the following guidelines in determining an appropriate consequence, unless there are exceptional circumstances that warrant an alternative response on the part of the Caroline University.

Level 1 Violations: These are minor violations. Customary action would include, but is not limited to, a verbal or written warning with the possibility of additional sanctions.

Level 2 Violations: These are intermediate violations that may indicate a breach in judgment or character on the part of the violator. Customary action would include, but is not limited to, behavioral probation with additional sanctions, a limited-term suspension including office visitation, and/or required reduction of semester hours.

Level 3 Violations: These are major violations and will be dealt with accordingly. Often Level 3 violations are also criminal acts. Customary action would include, but is not limited to, suspension with additional sanctions, or expulsion. When appropriate, the Caroline University will refer the incident to law enforcement authorities.

Note: Disciplinary action is customarily cumulative. Consequently, multiple individual lower level violations could result in a higher level of consequence.

Mandatory or Minimum Consequences

In order to establish a healthy community environment and influence lifestyle choices by which its members may be successful in attaining the mission of the institution, the Caroline University takes an unequivocally firm stand on student misconduct that falls in the following categories:

- Intoxication and drunkenness;
- Drug possession and/or use;
- Sexual misconduct;
- Violent acts;
- Endangering the safety of others;
- Plagiarism or other forms of lying or cheating; and
- Non-compliance with the request of Caroline University official or representative acting within his or her official capacity.

The Caroline University believes that lifestyle choices and behaviors that fall in these categories have the greatest propensity for diminishing an individual's academic success and spiritual formation and are likely to negatively impact the quality and character of the community. Thus, these violations are met with a minimum consequence of suspension.

Disciplinary Process

Should a student fail to meet the standards or spirit of this handbook and it becomes necessary to impose disciplinary action, the remedies will be used:

- **Corrective Measure:** The failure of a student to meet a standard or the intent of a standard may be brought to the attention of the student by faculty, staff, or peers. The goal of a corrective measure is for the student to recognize his or her failure to meet the standard, to take immediate action to meet the standard, and to agree to comply with the standard in the future. This remedy is commonly warranted when dealing with Level 1 violations.
- **Restorative Action Plan:** A student who does not meet the standards of this handbook following the correction measure, or a student whose failure indicates a lack of biblical integrity or character, will be required to meet with the Dean of Students, Academic Dean, and/or President. The purpose of this meeting is to develop a restorative action plan to resolve the issue and help the student grow and develop in integrity and character. Restorative action may include specific task assignments, restrictions, prohibitions, accountability meetings, and/or limited-term suspension. This remedy is commonly warranted when dealing with Level 2 violations. If the student does not agree to the restorative action plan, or if the student fails to meet the objectives and specific goals of the restorative action plan, the student progresses to the next step in the Disciplinary Policy.

- **Voluntary Withdrawal:** A student's failure to meet the objectives and specific goals specified in the restorative action plan will be reviewed by the Dean of Students, Academic Dean, and/or President. If the student believes that he or she could be best served by returning to his or her home church, the student may make a request to the Caroline University administration to voluntarily withdraw from Caroline University. This cooperative decision by the involved student and the Caroline University administration has the goal of returning the student to the pastoral care of the local church for restoration. Consequently, the Caroline University will discuss the matter with the student's pastor as a condition of the withdrawal. At the time of this voluntary withdrawal, the Caroline University administration will define specific administrative requirements that must be fulfilled for the readmission of the student to Caroline University. Documentation of this voluntary withdrawal and the requirements for readmission will be placed in the student's file.
- **Suspension:** A failure by a student to meet the objectives and specific goals specified in a restorative action plan or other corrective measure will be reviewed by the Dean of Students, Academic Dean, and/or President. The administrators will consider suspending the student from Caroline University. Suspension is the involuntary separation of a student from the Caroline University for a specific amount of time. If suspension for one or more semesters is deemed necessary, the student will receive a failing grade (W/F) in all classes in which he or she is enrolled, and the Caroline University administration will define specific administrative requirements that must be fulfilled for the readmission of the student to Caroline University. Documentation of this suspension and the requirements for readmission will be placed in the student's file. During suspension the Dean of Students may suspend a student's access to the school's office, or may, in cooperation with the Academic Dean, suspend a student's access to faculty members and the online learning platform.
- **Expulsion:** If, in the opinion of the President of Caroline University, a student's behavior or character so disqualifies him or her from Christian service that successful completion of any Caroline University program seems unlikely, the President will direct that the student be dismissed indefinitely. Such a dismissal is called "expulsion." A student who is expelled will receive a failing grade (W/F) in all classes in which he or she is enrolled and is not encouraged to apply for readmission.

Appeal: If a student has new information that might affect the decision of a particular administrator, faculty member, staff member, or any official Caroline University committee holding disciplinary powers, the student may submit an appeal in writing, within five working days of notification of the Caroline University's decision, or of the time that the new information came to light. The written appeal is to be submitted to the Dean of Students requesting a hearing with the Disciplinary Committee. A copy of this appeal and the response from the Caroline University administration will be placed in the student's file. Note: The written appeal should include the new information and an explanation of how the current decision might be affected.

In cases where there is no new information to be presented or the decision has resulted in the termination of student status, the student may request that his or her written appeal be forwarded to an Appeals Committee for review. The Appeals Committee is an *ad hoc* committee comprised of three individuals from the pool of Caroline University officials unrelated to the decision. The Dean of Students will serve on the committee as the Caroline University's representative. A student representative may also serve as a member of the committee. Any adjustments to the prescribed representation will be discussed in advance of the review.

Note that the role of the Appeals Committee is not to rehear the case and render a second judgment, but to determine if the disciplinary process has been fair and reasonable, the evidence supports the findings, and the consequences are justified by the criteria established in this handbook. The committee will either uphold the decision as sufficiently meeting the aforementioned criteria, or submit recommendations to the respective dean for considered implementation. The dean's subsequent decision then becomes final.

Readmission After Withdrawal or Suspension

A student who voluntarily withdraws or who is suspended from Caroline University for one or more semesters may apply for readmission upon fulfillment of the following conditions:

- Any minimum time requirements agreed to at the time of voluntary withdrawal or suspension have been met prior to a student applying for readmission.
- All requirements of a restorative action plan agreed to at the time of voluntary withdrawal or suspension have been met prior to a student applying for readmission.

- A detailed pastor's reference has been submitted to the Caroline University from a pastor who has observed the student's life and behavior for not less than six months prior to the application date. This reference must be positive in nature, indicating that the pastor believes that the student is ready to fully comply with the policies and guidelines of Caroline University and that he or she considers the student ready for readmission to Caroline University without any qualifications or reservations.
- A second reference has been submitted to the Caroline University from a mature Christian adult who has observed the student's progress over a minimum period of six months. This reference must also indicate a positive growth in character and a readiness to resume study at Caroline University.
- A personal interview by a designated faculty member or administrator of the Caroline University that leads to the recommendation that the student has grown in character and that he or she is capable of completing a program at Caroline University.

A final decision to readmit a student to Caroline University will be made following a review of the preceding criteria by the Admissions Committee, Dean of Students, Academic Dean, and/or President.

Verification of Student Identity

Caroline University offers distance education program. As such, we have a process to verify that the student who registers for a Distance Education program or courses is the same student who participates in, completes, and receives credit. Currently, we use the Moodle platform whereby students log in by using their own private password. At the time of registration, students are given with a secure login and passcode. There is no additional charge associated with verification of student identity.

Student Privacy

The Caroline University is committed to protecting student privacy for students enrolled in all courses. All of the University policies regarding student privacy and information security apply to distance education courses. Faculty teaching distance education courses are expected to uphold these policies and follow these procedures:

- Teach distance education courses using Moodle, the University's learning management system, in order to ensure security of student work and grades.
- Use the University's secure student management system site to report student grades.
- Use Moodle or the University's email system for all official, confidential communication such as providing feedback on student work, releasing grade information to students, etc.
- Keep student work, scores or grades confidential. Students in the course should not have access to other students' work or grades.
- Keep your Moodle or UR email account information secure. Do not share your login information with anyone, give anyone unauthorized access to the Moodle course or assign a student the role of instructor or graduate assistant in Moodle.
- Follow the University's guidelines for sharing student educational record information with other faculty, staff, parents or others outside the University.
- For full information on FERPA and information security, please refer to the FERPA:

From time to time pastors, parents, and others request information from the college about a particular student. With few exceptions, Federal law (the Family Educational Rights and Privacy Act, or FERPA) prevents the school from disclosing academic records, student disciplinary matters, student finances, and other personally identifiable educational records without the student's express written permission. Students also have the following rights under FERPA.

1. The right to inspect and review the student's education records within 45 days of the day Caroline University receives a request for access. Students should submit to the Registrar, Dean of Students, or Academic Dean written requests that identify the record(s) they wish to inspect. Caroline University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by Caroline University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. The student should write Caroline University official responsible for the record, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading. If Caroline University decides not to amend the record as requested by the student, Caroline University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided at that time.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by Caroline University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, Caroline University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Caroline University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

In accordance with Section 99.37 of the FERPA regulations, Caroline University reserves the right to publish directory information about students, including the student's name, local address and phone number, academic program (including major, minor, and concentration), and home church.

Internet Security

The ease and convenience of accessing educational materials through the Internet brings with it the need to ensure that our computers do not become targets of unwanted and often malicious attacks and intrusions by computer viruses and/or hackers.

To prevent this, we recommend using an anti-virus package and a firewall. Your computer is subject to virus attack whether you're surfing the internet or getting information from USB drives, DVDs or a network. Email attachments are particularly vulnerable.

We recommend using a security software to help guard against viruses, spyware, and other malicious software from one of the major vendors; such as McAfee, Windows Defender, or similar to protect your computer from viruses and other types of computer threats. Since an anti-virus/anti-malware program is no better than its virus definitions, virus definitions should be updated regularly, preferably on a weekly basis.

Personal firewalls are another means to protect your computer from malicious activity when you are connected to the Internet. Windows comes with a built-in personal Firewall. It is recommended that you enable the Windows Firewall and learn how to use this application. A firewall can help prevent hackers or malicious software (such as worms) from gaining access to your computer through a network or the Internet. A firewall can also help stop your computer from sending malicious software to other computers. Most of the major anti-virus vendors also supply firewall software along with their protection options.

Along with keeping your antivirus updated, it is equally - if not more important to also ensure that your Windows and Mac computer updates are current. As Microsoft & Apple find weaknesses in their Operating Systems, they post updates that can be downloaded and installed. These updates can be set to occur automatically, but they may at times require user input to complete the update. Your Operating System updates should be checked on a weekly basis.

Student Code of Conduct

This section contains the details of the student code of conduct. Enrolled students who are married or have dependents are responsible and accountable for the conduct of all those in their household.

Administrative Policy			
Code	Prohibited Activity	Description	Level of Violation
1.1	Non-compliance	Failure to comply with any written or verbal request of a school official or representative acting within his or her official capacity. This includes the failure to respond to a request for an appointment.	2 or 3
1.2	Abuse of Investigative Process	Behaviors, active or passive, intended to impede the investigative process, including failure to obey a summons, the withholding or misrepresentation of information, attempts to influence the testimony of another, or failure to comply with a sanction.	2 or 3
1.3	Misrepresentation	Misrepresentation of oneself to be an agent of the Caroline University. Misrepresentation of an organization to be an agent of the Caroline University.	2 or 3
1.4	Forgery	Forgery, alteration or misuse of Caroline University documents, records, or identification or knowingly furnishing false information to Caroline University officials.	2 or 3
1.5	Complicity with Another's Violation	Behaviors, active or passive, that encourage or fail to confront the misconduct of fellow community members.	1, 2 or 3

Social, Moral or Biblical Policies			
Code	Prohibited Activity	Description	Level of Violation
2.1	Unlawful Acts	Willful participation in an unlawful activity. Students convicted of a crime during continued enrollment or residential status at Caroline University must report this information to the Dean of Students.	2 or 3
2.2	Cheating	Cheating or plagiarism in connection with an academic program, during which the work of another is passed on as one's own, or unapproved methods are employed to complete an assignment.	2 or 3
2.3	Lying	Willful and deceptive communication to a school official or other community member.	2 or 3
2.4	Alcoholic Beverages	Possession, storage, distribution or consumption of alcoholic beverages at any time.	2
2.5	Restricted Drugs	Possession, storage, distribution, or use of dangerous, illegal or restricted drugs or narcotics at any time, including marijuana or hallucinogenic substances. Possession of drug paraphernalia is also prohibited.	3
2.6	Sexual Assault	Acts of sexual aggression including rape, attempted rape, sexual battery or assault.	3
2.7	Sexual Harassment	Harassment as described in the section entitled <i>Sexual Harassment</i> .	2 or 3

Social, Moral or Biblical Policies			
Code	Prohibited Activity	Description	Level of Violation
2.8	Pornography	Possession, display, or distribution of pornographic materials or images at any time. Use of pornography for personal entertainment, including Internet and telephone services that provide pornographic images, sounds or sensual conversation.	2 or 3
2.9	Profanity and Obscenity	Use of language, or the depiction of activity, that is vulgar, coarse, crude or indecent.	1, 2 or 3
2.10	Fighting, Violence, or Self-Inflicted Harm	Any conduct or behavior that threatens or endangers the health or physical or emotional safety of an individual, including oneself. Any threatening or intimidating actions or language whether acted upon or not.	2 or 3
2.11	Inappropriate Classroom Behavior	Any willful conduct that disrupts a class. This conduct includes disrespectful communication to the instructor or other students, as well as inappropriate joking, talking or other disturbances.	1 or 2
2.12	Inappropriate Pranks	Any mischievous act directed toward a community member, or which is done on Caroline University property, that is malicious, derogatory, destructive, or potentially dangerous.	1 or 2
2.13	Hazing	Any act of hazing, whether voluntary or involuntary, in which the activity is deemed dangerous or harmful, an individual's dignity is compromised, an individual is ridiculed, or an illegal act is intended or enacted.	2 or 3
2.14	Harassment	Intimidating another individual through the threat of physical or emotional harm, by means of an unwelcome advance, verbal abuse, written communication, telephone call, Internet message, or other communication. Continued harassment might be considered "stalking," and may be subject to criminal charges by state law.	2 or 3
2.15	Racist Activity	Any derogatory or intimidating speech or other harmful or unwelcome action that is based upon racial or ethnic origins. Racism in any form will not be tolerated and racist activity may be subject to criminal charges by state or federal law.	2 or 3
2.16	Gambling	Any activity that involves betting, wagering, raffles or games of chance in which there exists the potential of personal or financial loss. ("Drawings" are permitted when entry into the drawing is free, an entry fee is optional or is a donation, or a gift of equal or greater value is received upon paying an entry fee.)	1 or 2
2.17	Inappropriate Dress	Students must maintain professional grooming and personal hygiene at all times, as representatives of the Caroline University.	1 or 2

Property, Facilities, and Grounds Policies			
Code	Prohibited Activity	Description	Level of Violation
3.1	Theft	Theft of school property, or property in the possession of, or owned by, the Caroline University or a member of the Caroline University community.	2 or 3
3.2	Unauthorized Use	Unauthorized entry into, unauthorized use of, or misuse of property in the possession of, or owned by, the Caroline University or a	2 or 3

		member of the Caroline University community.	
3.3	Vandalism	Unauthorized alteration of any public or private property from its original condition, placement or presentation, including graffiti, paint, or alteration to landscaping. This behavior also includes malicious, harmful or provoking “pranks” anywhere.	2 or 3
3.4	Unsafe Skating	Skateboarding, roller-skating, in-line skating, or similar behaviors in any area that interferes with the safe operation of motor vehicles or the rights of pedestrians.	1 or 2
3.5	Unsafe Operation of Motor Vehicles	Use of motor vehicle, in such a way that the driver, passengers or others are harmed or put at risk of harm; failure to heed posted signs or written instruction; operating at a speed which is unsafe for the current driving conditions; any exhibition of speed or acceleration.	1, 2 or 3
3.6	Unauthorized Motorized Vehicles	No motorized recreational vehicles are permitted anywhere. Such vehicles include, but are not limited to: go-carts, mopeds, ATVs, mini-bikes, or a motorized vehicle or bike not licensed for use on public streets.	2
3.7	Improper Bicycle Storage	Bicycles are to be stored only in those facilities designated by the Residence Director.	1
3.8	Improper Postings and Solicitations	Posting flyers, posters, or advertisements without the approval of the Dean of Students. Solicitation of goods or services on Caroline University property without prior approval of the Dean of Students.	1

Safety and Security Policies			
Code	Prohibited Activity	Description	Level of Violation
4.1	Failure to Evacuate	Failure to evacuate a office building immediately upon the sound of an alarm, or to follow specific prescribed procedures or the on-site directives of a school representative.	2
4.2	Breaching Security Systems	Jeopardizing or interfering with the safety and security systems established within the school community, including the propping of locked doors, altering locking devices, or permitting unauthorized access to another.	2
4.3	Misuse or Tampering with Emergency Equipment	Illegitimately engaging alarm pull stations, discharging fire extinguishers, or disengaging smoke detectors. Individuals misusing or tampering with emergency equipment may be subject to fines and criminal charges.	2
4.4	Improper Storage or Use of Flammable Agents	Storage or use of flammable agents or materials in or near buildings, including gasoline, solvents, paint, propane, butane, moped or other machine fuels.	1 or 2
4.5	Unauthorized Fires	The unauthorized burning of any object, including charcoal or gas barbecues, in or adjacent to buildings.	2
4.6	Arson	Malicious and willful burning of buildings or other property.	3
4.7	Possession or Use of Weapons	Possession or use of an explosive, dangerous chemical, or deadly weapon on Caroline University property or at Caroline University function. The term “deadly weapon” includes, but is not limited to, any instrument or weapon of the kind commonly known as a blackjack, sling shot, billy-club, sand-club, sandbag, metal knuckles;	2 or 3

Safety and Security Policies			
Code	Prohibited Activity	Description	Level of Violation
		any dirk, dagger, or switchblade knife; any knife having a blade longer than five inches; any razor with an unguarded blade; and any metal pipe or bar used or intended to be used as a club. Potentially dangerous sporting equipment such as martial arts weapons, firecrackers, fireworks. Note that these may not be used anywhere or at Caroline University function.	
4.8	Throwing Objects from Structures	Unauthorized throwing, propelling, dropping or otherwise causing objects or substances to fall from balconies, windows, or rooftops.	2

Student Deportment

Because Caroline University functions as a community of believers, students are to demonstrate a respectful attitude in all encounters with administrators, professors, staff personnel, university guests, and other students. This standard applies to all areas of behavior, speech, and overall deportment. The same courtesy is to be returned to each student in the treatment they receive from others. Deviation from this standard will result in a review of the incident with the involved people by the Dean of Students. Following this review, the Dean of Students will make an appropriate restorative recommendation.

Each professor is responsible for maintaining a classroom environment that is conducive to learning. If a student is asked to refrain from a disruptive behavior or is asked to leave the classroom, the student must do so immediately and respectfully. If asked to leave the classroom the student must report to the Dean of Students. If necessary, the Dean of Students will meet with the involved people and assign additional restorative action as necessary. Should it become necessary, the Dean of Students will advise the Academic Dean and the President of allegations of faculty or staff misconduct.

The Dean of Students will review any incident of a student threatening the physical well being of a person or property. Following this review, the Dean of Students will assign a restorative action plan that could include reporting the incident to local law enforcement officials, imposing personal restrictions on the involved students, or recommending dismissal of the person from Caroline University. Should it become necessary, the Dean of Students will advise the Academic Dean and the President of allegations of faculty or staff misconduct.

International Students

Caroline University does not offer I-20 to non-immigrant alien students.

However, Caroline University offers programs in online. This means students can take classes from anywhere and anytime. For students who are registered in other institution wish to take class from Caroline University must consult their own admission office or registrar's office.

For more information, please contact our administrative office.

Denial of Admission

Caroline University reserves the right to deny admission to any applicant due to the following reasons:

1. The applicant does not meet the standard admission requirements.
2. The applicant is unable to participate or learn in class due to physical, mental, or emotional reasons.
3. The applicant is unable to meet financial commitments to the school.
4. The applicant exhibits lack of personal motivation or is incompatible with the philosophy of the school regarding learning.
5. The Administrator has the right to deny admission to any applicant to whom it is deemed the classes not to be

beneficial for the student.

Falsification of Official Documents

Upon the discovery of submission of forgery of official documents (Passport, Alien Registration card, Picture I.D, Social security number), the enrolled student shall be dismissed from the school and his forged documents reported to the appropriate state or federal authorities or agencies.

Transfer Credit Evaluation

Transfer applicants can receive academic credit completed prior to transferring to Caroline University. Credits earned at other institutions will be evaluated using the following criteria:

1. The maximum number of credits accepted for transfer credits permitted by the California Bureau for Private Postsecondary and Education (BPPE) at the time of admission.
2. Transcript copies must be forwarded to the Dean of Academics for evaluation.
3. Courses under consideration must have a grade of “C” or higher.
4. Only those courses that are substantially comparable to Caroline University courses will be considered for evaluation.
5. The majority of units must be taken at Caroline University. Therefore, students may have limited transfer of credit units.

Academic credit received from regionally and nationally accredited institutions are usually transferable to Caroline University, provided they satisfy the requirements for the particular program in which the student is enrolled.

In order to request this transfer, a transfer student should arrange for an official transcript (signed and sealed) to be mailed directly from the previous institution to Caroline University’s Registrar’s Office.

Transfer credit must be a grade of C or better (or pass, in pass/fail courses where a pass is equivalent to a C grade or better) and have been completed within the past 10 years.

Under exceptional circumstances and with the approval of the director of faculty meeting, transfer of credit may be possible from unaccredited institutions. The same procedures and requirements as previously noted apply.

Caroline University is on the semester system. Student transferring from an institution on the semester system can calculate the value of transferable credits at Caroline University by counting semester units as two-thirds of a semester unit.

In order to qualify for the transfer of general education courses, the course sought for transfer must be deemed sufficiently comparable to any such course taught at Caroline University. A course syllabus from the previous class may be required.

After review by the admissions officer and senior faculty in the program to which entry is desired, the final decision is at the discretion of the Academic Dean. This decision is dependent upon the accreditation status of the previous institution, the level of academic rigor involved in said courses, the grade received by the student, and the level of similarity between that course and those which our programs may offer.

Transfer credits are not computed in a student’s qualitative grade point average. Transfer credits are counted as credits attempted and earned for the purposes of calculating a student’s progress in the program.

Articulation Agreements

Caroline University does not currently have articulation or transfer agreements with other institutions.

Policy on Evaluation of Foreign Transfer Credits

The university conducts a complete evaluation of transcripts for foreign transfer credits submitted by the students who have received their degree at a college or university outside of the United States.

All applicants must provide one official transcript (in a sealed envelope) and an official certification of degree, with date awarded. If a student has attended more than one college or university, separate transcripts must be submitted.

To be official, transcripts and certificates must bear an original seal and/or signature of the school's registrar or of the appropriate school official or office. Photocopies are not acceptable.

Student records, including your transcripts and certification of degree, submitted to the university become the property of the university and cannot be returned to or copied for the student or released to a third party. Please do not send your only original copy of your transcripts/degree certificate. If you have questions about your documents prior to submission, please contact our registrar's office.

Course work completed at one institution but listed on the record of a second institution is not acceptable. A separate copy of the record from the first institution is required. If these documents are written in a language other than English, a certified translation in English must be provided together with the original language records. Any translated record should be a literal and not an interpretive translation.

All students are advised to submit all required documentation as early as possible so as to not delay the evaluation process. In the event that the university receives documentation that is questionable, or suspicious in any way, the university will verify authenticity with the issuing institution. If an institution must be contacted for verification, the evaluation process will be placed on hold until the university has received all necessary information.

In addition to official transcripts and certification of degrees, a course-by-course credential evaluation is required of all students who have attended a college or university outside the United States. Credential evaluations are accepted from World Education Services (WES) only. All documents required by World Education Services (WES) must be submitted directly by the applicant. The university is not responsible for forwarding any documents received by our office to these evaluating agencies.

Resources for International Transcript Evaluations

[World Education Services, Inc.](http://www.wes.org)

PO Box 01-5060, Miami, FL 33101

Telephone: 306-358-6688

Fax: 305-358-4411

www.wes.org

Grievance Policy

Caroline University, in the administration of discipline, guarantees procedural fairness to an accused person, whether the person is a Caroline University student, or staff/faculty member. In pursuit of its policy of openness, accountability, and responsiveness to students, the institution provides established grievance procedures. The President's Office or the office of Dean of Academics shall maintain a file on each grievance reported, including the procedures followed, and the final disposition of the case.

Definition of Grievance

A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights or privileges of a member of the student body. The burden of proof shall rest with the complainant. If a student has a grievance, and wishes it to be recognized as such, a written complaint must be submitted to Caroline University petition form, or in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

Steps toward Resolution

Based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions, headed by the Dean of Academics or Dean of Students. Resolution shall be attempted at the lowest possible level.

Procedures for Official Hearings

If informal recourse fails to resolve the grievance within a reasonable time after filing, then the President of Caroline University will schedule a Student Grievance Committee meeting. The voting members of this committee shall be comprised of the Dean of Academics, Dean of Students, and one faculty member who shall sit on the committee on a rotating basis.

A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought. The Committee shall review and consider documentary records, which relates to the case, including the grievance and its supporting documentation, and any documentary evidence or statement by the person(s) against whom the complaint was filed. Committee members shall arrive at a judgment in consultation among themselves. A majority vote of such members may make recommendation, as appropriate, for disciplinary actions, or for changes in policy.

Student Complaint Record Keeping Policy

A copy of the complaint and a summary of the process and resolution of the complaint shall be kept in the Office of the Dean of Academics for a period of 6 years from the date of final resolution of the complaint.

Complaints

Caroline University is a religious exemption school exempted by the California Bureau for Private Post-secondary Education (BPPE) The Bureau has a formal Policy on Complaints Against an Institution. As per the CEC § 94909 (a)(3)(C), "A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov."

Mediation Policy

In I Corinthians 6:1-8, Paul enjoins believers to avoid lawsuits before unbelievers. In the event that a student believes that he or she has a grievance with any member of the Caroline University community, and he or she is unwilling to "be wronged [or] defrauded" (I Corinthians 6:7) that student may opt to pursue mediation in accordance with the Grievance Policy. This Mediation Policy describes the process a student should follow if he or she and the other party both agree to mediation.

In the event that two or more parties desire to seek resolution through non-judicial mediation, each party will select a person who is willing to assist in the mediation process. (Caroline University recommends that students consider selecting a pastor or other leader in a local church.) The students will then advise the Dean of Students of their choice. These mediators will jointly select one additional mediator who is also willing to serve in assisting the students. The mediators will review the facts and allegations and will propose a solution to the parties in dispute. The resolution is not binding on the parties in dispute unless the parties have previously agreed that the decision is to be binding. Any costs associated with this mediation are to be shared by the persons desiring mediation. The formula for cost sharing will be determined by the mediators, and is binding upon the persons requesting mediation.

Spiritual Life

Every student at Caroline University is responsible for pursuing and nurturing his or her relationship with God. Caroline University attempts to facilitate the spiritual life of students through church meetings, small groups, and

other activities. Students should make use of every opportunity to grow closer to God and to each other through these activities.

Spiritual Enrichment

In the Gospel of Mark, Jesus said that the most important commandment is to love the Lord with all of your heart, soul, mind, and strength and to love your neighbor as yourself. Jesus was making it clear that every aspect of who we are should reflect our passion for the Lord. At Caroline University, we are endeavoring to live out this commandment.

We intend to promote the spiritual life at Caroline University through academic advising, mentoring, field education, chapel, bible study or any other form. We intend that prayer, worship, dialogue about God and His Word, and fellowship flow through the community of Caroline University.

Chapel Services

Through the convocation, chapel, and other services, we plan to offer services as dynamic times for responding to the Holy Spirit and the truth of the Word. We offer chapel in the first week of each semester.

Special Days

The administration and faculty of Caroline University seek to be sensitive to both the needs of the students and the direction of the Holy Spirit. Periodically, a special day of prayer and worship may be called for the purpose of spiritual reflection and renewal, with the entire school community praying together for the day.

Devotional Life

All members of the Caroline University community (administrators, faculty members, staff, and students) are encouraged to maintain a rich, daily devotional life. Times alone with God in Bible study, meditation, prayer, fasting, and praise are invaluable in forming the character of Jesus and in receiving the empowerment of the Spirit. In addition to private devotions, it is not unusual for students to meet regularly with other members of the university community for special times together in God's presence.

Faculty Advisor

Faculty members at Caroline University have a desire to walk alongside the students in a pastoral role as they grow through academic and ministry experiences. Faculty members have a variety of ministry and life experiences that can be a valuable resource for the students. Believing that this relationship between faculty members and each student can enhance the student's learning experience and help develop him or her as a sacrificial leader, each student will be assigned to a faculty advisor while enrolled at Caroline University.

Student Services

Caroline University is proud to have a team of faculty, staff and administration that are committed to help our students become leaders to serve communities and the world. To accomplish this, Caroline University endeavor to foster a learning environment in which your character can be nurtured, your life and professional skills can be developed, and where meaningful interaction and dialogue are always encouraged. We also work hard to cultivate a university atmosphere that supports this process.

The full list of student services is stipulated in the catalog and student handbook. Please be familiar with the policies presented in the handbook. Especially, students must be familiar with student code of conduct and sign the commitment statement indicating that they have read and understood it. We are here to help you. We are excited about your time of study and fellowship at Caroline University.

Students have access to the school and/or its instructors through online office from 9:00 a.m. to 6:00 p.m. Monday through Friday. In addition, our counselors, staff and faculty are available to students during the business hours. 9:00 a.m. to 6:00 p.m. Monday through Friday.

The advisors provide students with assistance in all matters such as important academic, financial and personal matters and concerns to ensure satisfactory progress through the program. The school coordinator also provides assistance to international students in adjusting to the school and to the new social environment and is available to

provide counseling on immigration matters.

Student Orientation

Once a student is admitted to the program, he or she will be assigned to an academic advisor who will advise the student with academic planning. New students will be given an orientation of the school, rules and regulations, and its programs before the start of the program

During orientation, a school administrator will familiarize the student with online programs, services, grading policies, graduation requirements, etc. as described in school catalog. Caroline University welcomes any suggestions as to ways in which any aspect of the school can be improved. Suggestions should be directed to the school's staff or dean's office.

Registration

Registration is processed through the Registrar's Office through online. Students are to register through online during the scheduled registration days. Registration forms and the schedule of class are available through online. Late Registration will be allowed through the first week of class and requires a late registration fee.

Whenever possible, the Registrar's Office will register new students. You will receive a copy of your registration form during New Student Orientation, and you can make changes at that time.

All current students are expected to register for the next semester on the dates designated by the Registrar; otherwise the Business Office adds a late registration fee to the student's account.

Registration is not complete until all necessary forms (including the textbook order form) are filled out, submitted, and signed by the appropriate persons. A student who has not completed registration may not be allowed to take final exams, unless the student has notified the Registrar of his or her intent to withdraw at the end of the semester.

Student Government

All registered students are members of the Student Association. The purpose of the student government is to promote Christian fellowship among students and to advance the kingdom of God and the mission of Caroline University. Activities of the Association are supported through a student fee and individual gifts. The officers of the Association—President, Vice President, Secretary, and Treasurer—are elected annually by the members. The Student Government consists of representatives from each class plus the student body president. These students serve as a "sounding board" for the administration regarding policies that affect the students.

Academic Advising

The Director of Admissions and Dean of Academics are available for academic counseling of the student. They are available during regular business hours for consultation with regard to academic or career planning. The scope of academic counseling includes: analyzing personal interests and goals, determining career paths, planning course loads, and developing an overall academic plan for course work and supplemental needs of the student

All students are provided with personal assistance regarding program requirements and scheduling. In addition, individual assistance and advising are readily available to students with special academic difficulties. Instructors and counselors are available for academic advising. Enrollees are encouraged to request an appointment with their instructor immediately if any scholastic problems arise. All students are urged to take advantage of this valuable assistance.

By interacting with the students and academic progress, instructors will advise students to follow certain methodology, which he/she finds most suitable. Students are encouraged to seek help or suggest any new ideas to the school.

Current Student Information

It is important that students notify the school be of any change in their residence or telephone numbers. Current and accurate personal information is necessary in the event of an emergency.

Telephone

Emergency calls will be forwarded to the student as received.

Student Activities and Programs

Caroline University provides a variety of services and programs designed to assist students during their matriculation. Recognizing that a well-rounded education demands attention to personal as well as professional growth, the School encourages students to include their families, friends, and significant others in the educational process.

Study Groups

Students are encouraged to form study groups with other students enrolled in the same program. Study groups strongly aid in the learning process through group discussion and exam preparation. Experience has shown that students who participate in study groups improve their overall academic performance and understanding of course subject matter.

Tutorial Program

Caroline University may provide tutorial assistance to students who indicate a need for such service. The instructors are the primary source for this assistance. The purpose is to encourage in-depth discussions on lessons when necessary. All instructors are advised to allot an additional 1-1/2 hours after each class session if tutoring services are necessary for students. This service is provided at no cost to the student. The school encourages students to take advantage of free tutoring services.

Health Services

Successful progression through a program of study requires sufficient sleep, exercise and a proper diet. If the student requires medical and/or dental appointments, it should be arranged on its own. If a student is in need of personnel psychological counseling, the staff or administrator of Caroline University may provide a listing of services in the community. Caroline University also strongly encourages students to carry health insurance coverage.

Counseling

Caroline University offers non-academic counseling to all currently enrolled students. The dean of students or designated staff may provide this personal counseling so that students can acquire the appropriate abilities and attitudes, which will enable them to cope with the stresses and challenges of student life.

You may contact our dean office or administration's office to schedule an appointment. At Caroline University, the available counseling issues include but are not limited to student's emotional, psychological, relational, and even spiritual problems and crises. And the counseling services may help students experience healing, support, guidance, coaching, and reconciliation in resolving their own concerns.

Individual counseling is offered in a confidential setting to assist students in achieving personal and educational goals. In order to maintain feelings of trust and safety, the basic information concerning services will be considered confidential.

Career Services

Caroline University can assist students with career exploration, resume creation and review, internship and job search strategies, interviewing skills and networking tactics, and more. If you have any questions, please contact us at any time. We will be more than happy to assist you.

Chapel

Through the convocation, chapel, and other services, we offer services as dynamic times for responding to the Holy Spirit and the truth of the Word. In each semester, students are encouraged to participate in our chapel and share their response through journaling.

Safety and Security

This section describes Caroline University policy related to safety and security on university.

Fire Alarms / Emergency Exits

When a fire alarm sounds on university head office it is imperative that you know what to do and where to go. In an emergency it could save your life and the lives of others. Remember to always exit buildings in a calm and orderly fashion. Failure to evacuate a university office building immediately upon the sound of an alarm is a Level Two Violation and will be dealt with accordingly. Following are basic instructions regarding your response to fire alarms.

If you are in our office when the fire alarm sounds:

- Remember to feel the door before opening it. If the door is hot, exit another way (e.g., the window) or wait for rescue.
- From a classroom you are to immediately exit the building according to posted exit routes and proceed together to the parking lot in front of the building.
- Professors are to take their roll books with them and take roll outside to ensure that every student is accounted for. Caroline University official will check with each professor before signaling “all clear.”
- From an office, you are to immediately exit the building according to posted exit routes and assemble in the parking lot in front of the Lobby entrance.
- No one is to reenter a building until Caroline University official has given an “all clear” indication.

In the Event of an Earthquake

Southern California is prone to earthquakes. If you are inside a building when an earthquake occurs, remember to “Duck, Cover, and Hold.”

1. DUCK down
2. Take COVER under a sturdy desk or table or against an interior wall.
3. HOLD this position until the earthquake is over.

During emergencies, tune to a local radio or television station for safety instructions and other official information, or wait for school officials to give the “all clear.” If are away from the school, tune to a Korean-language news station. (The frequency and name of such stations are posted on bulletin boards at the school.)

Fire Equipment

Tampering with any fire protection equipment, fire extinguishers or alarm systems is a violation of state law. Any pranks utilizing fire equipment or dangerously harmful substances may also be a violation of state law. Any person found to be in violation of these state laws may be subject to criminal fines and jail time. In addition to any potential prosecution resulting from the violation of these state laws, the Caroline University may impose a fine or administer disciplinary action in accordance with the Student Conduct Code.

Fireworks

Caroline University does not permit any member of the Caroline University community to possess, store or fire fireworks anywhere.

Airguns

Caroline University does not permit any member of the Caroline University community to fire air guns of any type (e.g., pellet, BB, paintball) anywhere on our office.

Unlawful Entry

Caroline University office is protected by an intrusion alarm system. The Caroline University considers any forced or otherwise unlawful entry into any Caroline University building or office a serious violation. As a result of violating the integrity of this security system or any unlawful entry into a locked building or office, the violator may be turned over to local authorities for prosecution. In addition to any potential prosecution by local authorities, the Caroline University may impose a fine or disciplinary action in accordance with the Student Conduct Code.

Identification of Strangers

All students are urged, for their own protection and for the protection of children and other community members, to politely ask any stranger to identify him or herself. Visitors who are uncooperative should be reported immediately to a staff member who will monitor the situation.

Security Tips

1. Avoid walking alone at night and stay in well-lit areas.
2. Walk with a friend. It is less likely that something would happen if there are two of you.
3. Never hitchhike, regardless of the time of day.
4. Always lock rooms and automobiles when they are unoccupied.
5. Always make sure that your apartment, office, or classroom door is locked if you are working or studying late. Remember to never prop doors open for someone else.
6. If you find a door unlocked that should be locked, immediately report this problem to a staff member (Residence Director, Residence Assistant, Dean of Students).
7. Have your key ready to open your car door, especially at night. Your keys can be used as a defensive weapon.
8. Look inside your car before entering; also check vehicle for possible break-ins. Assailants sometimes hide in the back seat of a vehicle.
9. Do not give your name, address, or other personal information (e.g., Social Security Number, credit card numbers, driver's license numbers) to strangers, either online, on the phone, or in person.
10. Keep money and other valuables locked in a secure place. Money should never be left unattended even in your room or apartment.
11. Record the numbers of all credit cards and bank accounts. Also keep the phone numbers of these companies or banks so that they can be notified if cards are lost or stolen.

Field Education or Community Service

At Caroline University, we believe that an education is not completed only by the acquisition of knowledge, but that a complete education also requires practical application. Therefore, involvement in field education or community service is a vital part of the education process at Caroline University. Students at Caroline University must satisfy specific community service activities in order to fulfill their program requirements for graduation. Students must pass field education as a part of community service requirement to fulfill their degree requirements.

Involvement in community service at Caroline University includes a variety of opportunities available through Caroline University outreaches and service in a local community. The goal and passion for each student's role in community service should be his or her service to the community. To instill this passion and to develop strong sacrificial leaders, the Student Community Service Program stresses personal growth in the following areas:

- Development of strong commitment to the community by active service in a local community;
- Development of personal character traits that are necessary for a sacrificial leader in community; and
- Continual development of personal skills, gifts, and abilities in the work of the community.

Each student must participate in an acceptable community service correlated with his or her specific program of study. To document this involvement, the student must complete a monthly field education report form and turn it in to the Dean of Students by the class session of each month.

Community Service is evaluated on a pass/fail basis. The grade for the semester is based upon the student's reports, a self-evaluation, and an evaluation by a field education supervisor. Students without transfer credit must pass Field Education for a minimum of two semesters for 2 years program or a minimum of three semesters for 4 years program in order to qualify for graduation with a Bachelors degree.

Specifics of the field education are provided in the Field Education Guidelines, distributed separately.

Resources and Information

This section describes various resources available to students.

Library

The Caroline University online library is connected to our website. Our librarian is also available through online. The Caroline University library contains a wide variety of resource materials for student use in addition to computer stations with Wi-fi internet access, and study tables. The library has online resources. Students may use textbooks, dictionaries, encyclopedias newspapers, and periodicals to research topics inside and outside of class and stay abreast of current events and industry trends. We have a professional librarian who is available to assist you with learning resources and data search.

Student Library Rules of Conduct

To maintain a professional atmosphere, please maintain the same rules elsewhere in the catalog and the following additional behaviors while using the library:

- 1 Accept assigned duties and responsibilities.
- 2 An act of dishonesty is the most serious violation of student conduct.
- 3 Cheating is the unauthorized use of study aids, examination files, and other related materials and receiving unauthorized assistance during any academic exercise.
- 4 Demonstrate a well-rounded personality and professional competence while completing their graduation requirements.
- 5 Demonstrate initiative and productivity.
- 6 Demonstrate sensitivity, compassion and a caring attitude towards your peers and patients.
- 7 Demonstrate strong ethical character.
- 8 Fabrication is the falsification or invention of any information in an academic setting.
- 9 Food or drink is NOT permitted in the classrooms, unless exception is granted by a member of management.
- 10 Maintain professional grooming and personal hygiene at all times.
- 11 Rules of conduct are based on the California Administrative Code.
- 12 Treat people as you would like to be treated.

Violation of the rules of conduct present in the catalog may lead to dismissal from the School and/or probation. All disciplinary matters will come before the administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting a recommendation from the School. The School reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/or the School.

Academic Computer Lab

Whenever possible, we encourage you to bring your own computer to Caroline University.

If you are to carry a computer, we recommend the following configurations:

Recommended Windows Configuration

- Dual-core CPU or higher
- 4 GB RAM
- Windows 7
- Microsoft Word 2010 or higher
- CD-RW drive
- 1000-Base-T Network Card
- For laptops, 802.11g wireless network card
- 200GB HDD or higher

Recommended Macintosh Configuration

- Dual-Core or higher
- 4 GB RAM
- Mac OS X
- Microsoft Word 2011 or MS Office 365
- Built-in Ethernet port
- Built-in Airport Extreme (802.11g) wireless network card
- 125GB HDD
- CD-RW drive

Additional Information

Additional information regarding student life at Caroline University is available in the Student Handbook.

You will receive a copy of this handbook with your letter of acceptance. The handbook is also available from the Dean of Students. Upon acceptance, you will be asked to sign a statement confirming that you have read the Student Handbook and are willing to comply with the policies it contains.

Internet Use

There is a great deal of content on the Internet that is not edifying and can become a point of real bondage. Students are strongly encouraged to establish safeguards that will protect them while using the Internet.

When using your personal computer consider installing an application designed to filter Internet access and leaving your room door open while logged on to the Internet. The strongest safeguard is to establish relationships of accountability with trusted friends and spiritual leaders. Those who violate pornography or entertainment policies while using the Internet will be subject to disciplinary action in accordance with the Student Conduct Code.

Facilities

Request for Use of Facilities

The Caroline University facilities exist for the students' benefit and use. Therefore, the facilities are always to be used in a manner that best serves the students. Any special use of Caroline University facility must be approved by the President's office at least two weeks in advance. Forms to request the use of facilities are available at the receptionist's office.

Facilities Guidelines

No unauthorized person is to set or tamper with alarms, clocks, or thermostats. Screens are never to be removed from windows. Cooperation in the conservation of water, heat, and electricity is everyone's concern. An Energy Maintenance System (EMS) is in operation to control heating and cooling.

Emergencies related to facilities must be immediately reported to the receptionist. Maintenance request forms for non-emergency repairs are available at the receptionist's office.

After using any facility, please ensure the room is clean and that trash is disposed of following the use of any room.

Equipment

Caroline University equipment may be loaned to students only if the equipment is to be used in the performance of an approved college-related activity. Caroline University equipment will not be loaned or rented to individuals other than students, faculty members, or staff members. No equipment belonging to the Caroline University may be used without the permission of the President's office.

Procedures for Privacy in Distance Education Students

Student Identification Number

Caroline University issues each student a student identification number at the time of initial registration and each staff and faculty upon date of employment. This student and each staff and faculty IDs become unique identifiers for all individuals throughout their academic and professional career at Caroline University. The user ID is required for both students and faculty to access Caroline University's online class environment.

Secure Login and Password

Each distance learning faculty and student enters his/her user ID and password into the Caroline University login portal. This combination of user ID and password identifies faculty and students to the system on each subsequent course visit.

- All parties accept responsibility for the security of their personal password
- Caroline University online system requires all passwords to be updated every 180 days
- Student information is individualized within Caroline University online system and protected from outside intruders
- Faculty information is protected from student views and from outside intruders

Proctored Examinations

Instructional policies or institutional expectations may require distance learning courses to implement supervised, proctored examinations. Students must identify themselves to the remote or on-campus testing place with a current picture ID card. A Caroline University ID is preferred.

Caroline University Community Commitment

At the beginning of each academic year, students are required to read the Student Handbook and sign the Caroline University Community Commitment. This Commitment is binding upon students as long as they are enrolled at Caroline University, even during times when school is not in session.

Please read the Student Handbook carefully, and feel free to ask clarifying questions of appropriate faculty and staff members. Once you have read the Student Handbook, please sign the Community Commitment below, and hand this signed page to the Registrar. This Commitment will be kept on record in your student file.

Please keep your copy of the current Student Handbook. You will find it a useful resource throughout the year.

Community Commitment

I, (please print your name here) _____, have read and understand all that is set forth within the current Caroline University Student Handbook. I commit myself to uphold in spirit and practice all Caroline University community codes, standards and policies as stated herein. I understand that this Commitment is binding upon me as long as I am enrolled as a student at Caroline University, even during times when school is not in session.

Signature of Student

Date