

# ST. LUKE UNIVERSITY

## ACADEMIC CATALOG

**AUGUST 1, 2018 – JULY 31, 2019**

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THIS CATALOG CONTAINS CURRENT INFORMATION REGARDING THE ADMISSION, DEGREE REQUIREMENTS, FEES, POLICIES, AND COURSE OF OFFERINGS. THE POLICY OF ST. LUKE UNIVERSITY IS TO GIVE ADVANCE NOTICE OF CHANGE, WHENEVER POSSIBLE, TO PERMIT ADJUSTMENT. HOWEVER, THE REGENTS AND THE FACULTY RESERVE THE RIGHT TO MODIFY, REVOKE, OR ADD POLICIES OR PROCEDURES AT ANY TIME. IF A STUDENT DROP OUT OF THE UNIVERSITY, OR BECOMES INACTIVE, AND LATER RETURNS, HE/SHE IS UNDER THE JURISDICTION OF THE POLICIES AND PROCEDURES OF THE CATALOG IN EFFECT AT THE TIME OF HIS/HER RETURN.

# MESSAGE FROM THE PRESIDENT

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Welcome!

**St. Luke University** was established to help students who want to accomplish their dreams through lifelong learning, healing for the self as well as neighbors, and providing a purpose for life.

It is never easy to begin a journey when the destination is unclear and is only more difficult without the necessary tools and equipment to assist you. However, life is about embarking on this journey, and you need to know where you are going must also equip yourself.

St. Luke University believes that it is the role of the university to help clarify your goals and give you the tools to complete your journey. I believe that we can equip you with the knowledge and the skills to realize your dreams.

Through the training experience at St. Luke University, you will be encouraged and prepared to become actively involved in the professional community of your chosen field of study. This will help you make professional contributions as well as seek continuing education.

St. Luke University will expect you to perform your best while we provide you with your education. Establish your dreams now as you prepare to embark upon this wonderful journey. Set your sights on graduation and a successful practice beyond.

Welcome again to St. Luke University, your doorway to an exciting and fulfilling future!

Rev. Young D. Kim, D.Min.  
Founder/President

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**ST. LUKE UNIVERSITY** is a private, non-profit institute of higher education and was founded in 2004 by Dr. Young Dae Kim, with the vision of educating future Christian leaders and medical practitioners who can treat the mind, body, and soul.

On the university's founding, the curriculum was designed to encourage students to follow in the steps of Luke, the author of the Gospel of Luke and the Acts of the Apostles in the New Testament of the Holy Bible. Luke was a doctor, evangelist, historian, and also bilingual. A well-learned man, the university strives to model Luke in his faith and knowledge through the education provided to our students.

Currently, the university offers three programs: Bachelor of Arts in Theology, Master of Divinity, and ESL.

### **MISSION STATEMENT**

In the spirit of Sola Scriptura, St. Luke University exists to equip students to be decisive leaders who impact the world for Christ through ministry, teaching, and mission.

### **INSTITUTIONAL OBJECTIVES**

Through this Mission Statement, the objectives of St. Luke University are as follows:

- The University is committed to maintaining a Bible-focused and Christ-honoring curriculum.
- The University seeks to produce competent persons in their fields of study.
- The University is devoted to developing servant leaders, exemplifying Christ-like character.
- The University is dedicated to actively engaging both the local community and various cultures through practical training within Christian education.

### **STATEMENT OF ETHICAL VALUES AND STANDARDS**

#### **Mutual Respect in Christ**

The ethical standards of St. Luke are guided by an understanding of Scripture and a commitment to its authority regarding all matters of Christian faith and living. All the members of St. Luke—

students, faculty, staff, and Board members—should internalize and practice all of the institution's published policies and ethical standards.

We affirm that the Bible encourages us to make every effort to live in peace and harmony within the Body of Christ. Accordingly, when unethical behaviors or conflicts arise, we are committed to the biblical process outlined in Matthew 18:15-20 towards positive solutions and restoration (1 Thess. 4:3-8; 1 Tim. 4:12).

"Mutual Respect in Christ" is a call to manifest ethical values and standards of St. Luke University. Conduct that denigrates or shows hostility or aversion toward an individual based upon an individual's race, color, religion, national origin, disability, age, sex, marital status, or veteran status or any other basis will not be tolerated. The following five standards demonstrate how it defines our values and conduct our behaviors at St. Luke University.

#### **Academic Integrity**

We as faculty and students alike commit to honesty in all aspects of our work. Faculty are responsible for modeling in their lectures and publications the same standards for use of oral and written sources that they expect of students in students' oral and written work.

Academic integrity requires that as faculty:

- we will carefully acknowledge our dependence on the ideas of others, including those of our students, in publications, and as appropriate in lectures and in materials distributed in class;
- we will follow accepted standards in the construction and grading of examinations;
- we will challenge academic dishonesty when it occurs;
- we will seek to assure consistency in applying these standards by consulting with colleagues as we deal with questions and issues about academic integrity within our professional work.

Academic integrity requires that as students:

- we will rigorously follow accepted standards of citation for quoting directly or indirectly from published or unpublished sources;

- we will avoid all forms of plagiarism;
- we will not, in take-home or in-class examinations,
  - copy from the examination papers of other students;
  - allow other students to copy our work on exams;
  - use materials such as notes or books, including dictionaries, without the express permission of the instructor;
  - have another student take an examination for us.

### **Sexual Harassment**

Sexual harassment is the conduct based on sex or of a sexual nature, whether directed toward a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendos, suggestive comments, sexually oriented jokes, displaying sexually explicit printed or visual material in the absence of a valid educational purpose, and physical contact such as patting, pinching, hugging, or brushing against another person's body.

St. Luke University accepts our responsibility to recognize, to refrain from, and to remedy acts of sexual harassment as stipulated by law. Any person who perceives that they have been a victim of sexual harassment or sexual assault must contact the Director of Student Affairs. The Director will investigate the allegations and take appropriate action to first protect the person who has claimed victim status and then to discipline the offender where proven.

### **Non-Discrimination**

St. Luke University is committed to providing and modeling a learning, working, and living community environment that is free of unlawful discrimination in all of its policies, practices, procedures, and programs.

The university does not discriminate on the basis of race, color, religion, national origin, disability, age, sex, marital status, or veteran status. The University shall adhere to all applicable state and federal regulations.

The university, however, does lawfully discriminate on the basis of sexual conduct that violates its biblically based Institution's Statement

of Faith. The university believes that sexual union must be reserved for marriage, which is the covenant union between one man and one woman. The university believes premarital, extramarital, and homosexual forms of explicit sexual conduct to be inconsistent with the teaching of Scripture. Therefore, the university expects members of its community to abstain from what it holds to be unbiblical sexual practices.

As a religious institution, the university is exempted from certain provisions of the above regulations relating to discrimination on the basis of religion. The university reserves the right to seek, hire, retain, and promote individuals who affirm the Statement of Faith of St. Luke, support the mission and goals of the institution, and whose conduct is consistent with its understanding of Scripture.

### **Respect for People and Property**

The University expects all the members to demonstrate the highest standard of respect for people and property. The following are examples of behaviors that are not acceptable:

- Dishonesty: The institution regards as unacceptable any lying, misrepresentation, or deception in representations an individual makes about one's self or others in any phase of academic life.
- Injurious or offensive action: Physical assault, infliction of psychological injury, and the spreading of malicious rumors are unacceptable. Prejudicial treatment, persistent profane, or obscene language is subject to disciplinary action.
- Stealing or destruction of property: Theft of or damage to the property of another person or of the institution is unacceptable.
- Purposeful violation of institutional policies: Purposeful violations include, but are not limited to, refusal to comply with contractual arrangements with the university offices or services.

### **Substance Abuse**

The University is committed to maintaining an alcohol and drug-free environment. The university will ensure that all of its campuses, workplaces, and activities are safe and free from the problems and risks associated with the unauthorized use

and abuse of alcohol and the illegal use and abuse of drugs.

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or illicit drugs by any member of the St. Luke community on the institution's property or as part of any of its activities is prohibited.

**Laws and Regulations of the U.S. Government**

The University also expects to meet and surpass basic laws and regulations of the U.S. government and the U.S. educational department.

**PHILOSOPHY OF EDUCATION**

The faculty, administrators, and staff of St. Luke University are committed to building a community of learning that educates the whole person for a life of service. We seek to develop our students within a holistic framework covering the spiritual, psychological, intellectual, and social aspects of the person. The education at St. Luke is designed to connect knowledge with action, learning with service.

Teaching and learning at St. Luke are centered on the teachings of the Scriptures and promote a worldview that emphasizes the creation, fall, and redemption of humanity. This worldview directs members of the St. Luke community to foster a concern for the local and global community and a clear sense of their calling in the world.

St. Luke University encourages the faculty, students, and staff to nurture spiritual life in formal and informal ways through the learning of the Gospel, meditating on God's word, and remembering Jesus' sacrifice in all that we do.

**STATEMENT OF FAITH**

We as faculty, administration, and Board of Directors of St. Luke University annually affirm their agreement with the following doctrinal statement.

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existing in three persons, Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious death and

atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal and visible return in power and glory.

- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life, and by whom the Church is empowered to carry out Christ's great commission.
- We believe that man was created in the image of God, and that he was tempted by Satan and fell, and that, because of the exceeding sinfulness of human nature, regeneration by the Holy Spirit is absolutely necessary for salvation.
- We believe in the bodily resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.

**FIELDS OF STUDY**

**School of Theology:**

- Bachelor of Arts in Theology (B.A.)
- Master of Divinity (M.Div.)

**School of Language:**

- English as a Second Language (Certificate)

**APPROVAL / ACCREDITATION STATUS**

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. For more information, please refer to the **Bureau for Private Postsecondary Education (BPPE)**

Physical Address:

2535 Capitol Oaks Drive  
Suite 400  
Sacramento, CA 95833

Mailing Address:

P.O. Box 980818  
West Sacramento, CA 95798-0818

Phone Number: (916) 431-6959

Fax Number: (916) 263-1897

### **Accreditation**

St. Luke University is a member of the Transnational Association of Christian Colleges and Schools (TRACS), [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org] having been awarded Candidate Status as a Category III institution by the TRACS Accreditation Commission on November 1, 2016. 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 Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

### **LOCATION AND FACILITY INFORMATION**

The institution is located at 1460 E. Holt Avenue, Suite 72 in Pomona, California. The institution leases space from The Village at Indian Hill. The Village allows for the institution to use classrooms, a clinic with treatment rooms, faculty offices, library space, student lounge, and kitchen. There are no dormitories in the building.

All class sessions are coordinated and conducted at this campus location in Pomona.

### **UNIVERSITY LIBRARY**

The purpose of the Library is to provide students, faculty, and staff with the bibliographic resources, research tools, and study environment necessary to develop students' professional acumen as experts in their specific field. The Library exists to facilitate and improve learning by supporting and expanding the instructional capabilities of St. Luke University and providing students with the opportunity to develop information-seeking skills for self-directed studies and lifelong learning. The university has available over 4,000 reference materials in the campus library. There is a dedicated Internet workstation and a desktop workstation available for students to access for research and academic purposes.

### **Hours of Operation**

The Library is open 9 a.m. – 5 p.m. Monday through Friday.

### **Mutual Use Agreements**

In addition, the institution maintains Reciprocal Borrowing Agreements with Evangelia University,

Grace Mission University, and the Presbyterian Theological Seminary in America. The institution also has an Inter Library Agreement with Western University of Health Sciences.

### **Online Library**

The institution contracts with the Library and Information Resources Network (LIRN) for an online virtual library

### **Public Libraries**

There are also three public libraries near the University – Pomona Public Library, and Los Angeles County Libraries in Claremont and La Verne. The University Librarian can provide directions to the libraries and assist in obtaining a library card. Students can also visit the nearby Claremont School of Theology Library to study and research, but cannot check out any materials.

### **EQUIPMENT INFORMATION**

Each classroom is equipped with student desks and appropriate whiteboards for use by instructors. Classrooms also contain a desktop computer connected to a projector for in-class presentations by the instructor and students.

The library contains two workstations with internet access to online research resources and desktop applications for completing and printing assignments.

The administrative office has a copier/printer/scanner which administrators, faculty, and students can use.

### **STATEMENT ON BANKRUPTCY**

St. Luke University does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

### **HOW TO CONTACT THE UNIVERSITY**

Phone number: (909) 623-0302.

Fax number: (909) 623-0480.

Website: <http://www.sluedu.us>

# ADMISSIONS INFORMATION

Admission decisions are based upon both objective and subjective criteria. An applicant's previous academic record is an important predictor of his/her ability to succeed in any educational program. A personal interview is required of all applicants.

Admission is granted to applicants who demonstrate the ability to successfully undertake study and research at the university level. Applications will be reviewed by the Chief Academic Officer's office. All factors will be considered in admitting students to the program. Notification of admission will be provided once the student has submitted the required documentation and demonstrates that they have met the minimum requirements.

To apply to the university, submit an application along with the non-refundable application fee.

## **Notice to Prospective Degree Program Students**

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

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

If this institution stops pursuing accreditation, it must:

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

An institution that fails to comply with accreditation requirements by the required dates

shall have its approval to offer degree programs automatically suspended.

## **SCHOOL OF THEOLOGY**

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### **Bachelor of Arts in Theology Admission**

#### **Requirements:**

1. High school graduate, GED, or equivalent.
2. Brief Admissions interview.
3. Pay non-refundable Application Fee: \$100.

### **Master of Divinity Admission Requirements:**

1. Bachelor's degree or equivalent.
2. Brief Admissions interview.
3. Pay non-refundable Application Fee: \$100.

## **SCHOOL OF LANGUAGE**

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### **English as a Second Language Requirements:**

1. High school graduate, GED, or equivalent.
2. English placement exam.
3. Pay non-refundable Application Fee: \$100.

## **TRANSFER POLICY**

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All transfer credits must have been earned with a minimum grade of C in undergraduate programs and a minimum grade of B in graduate degree programs.

The student must submit to St. Luke University an official copy of all transcripts of undergraduate or graduate education to be considered for transfer into their St. Luke University program. The student may also be required to submit catalogs from institutions to be used to clarify course work and academic equivalency of units earned for transfer. Once the institution has received official copies of transcripts and additional documents requested by the Program Director, the units will be considered for transfer. Course descriptions and objectives will be used where possible to determine course equivalency to St. Luke University courses. The student will be notified within 30 days of submission of documents on transferability of units.

Course work done at institutions that have been approved by the BPPE, or another appropriate and equivalent state agency, or institutions accredited by an accrediting agency recognized by the U.S.D.O.E. will be considered as equivalent to St. Luke University course work where the course descriptions and/or objectives are similar to St. Luke University courses.



For course work accomplished in institutions outside the U.S., St. Luke University may use standards established by a member of NACES (National Association of Credential Evaluation Service) such as the International Education Research Foundation, Inc., the American Association of College Registrars and Admission Officer, International Academic Evaluators Inc. or the World Educational Services, for institutional equivalency. Where outside institutions are deemed to be equivalent to St. Luke University, course work will be assessed on a similar equivalency level to courses at St. Luke University. Where international institutions are not up to the same level as U.S. institutions as determined by a member of NACES, coursework may be evaluated for transfer as appropriate.

The maximum number of transferable units in accordance 5CCR§71770(b) for each program offered is:

- **B.A.:** Up to 90 Semester units
- **M.Div.:** Up to 18 Semester units
- **ESL:** No transfer credits will be granted.

California Code of Regulations (5CCR§71770(b)) and the university's Transfer Credit and Assessment of Prior Learning for Credit Policy stipulates that (a) a maximum of 75% of the units of credit that may be applied to the award of a bachelor's degree may be derived from a combination of any or both of the following: Transferred Units and assessment of Prior Learning Credits. (b) No more than 20% of graduate semester units awarded by another institution may be transferred for credit toward a Master degree. (c) No more than 30 graduate semester credits awarded by another institution may be credited toward a doctoral degree.

Each request for a transfer of credits must be received by your Program Director no later than the commencement of classes for new students and by the last semester of their program for current students who have taken one of more courses at another institution, while working towards their degree at St. Luke University.

The Program Director will make the decision on the number of transfer units accepted for each student. Students may appeal any decision to the

Chief Academic Officer, and the Chief Academic Officer forms an academic committee consisting of the Chief Academic Officer, President, and the relevant Program Director. The academic committee makes the final decision on total number of transferable units.

#### **Experiential Credits**

No credit will be given for prior experiential learning.

#### **Articulation/Transfer Agreements**

St. Luke University currently has articulation agreements with the following three universities:

- Grace Mission University
- Evangelia University
- Presbyterian Theological Seminary in America

#### **Transferring Out**

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

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

#### **INTERNATIONAL APPLICANTS**

St. Luke University is authorized under the Student Exchange and Visitor Program (SEVP) to enroll non-immigrant alien students.

#### **Initial I-20**

In addition to the admission requirements, international students must also submit:

- Recent bank statement or Declaration of Financial Support.
- Copy of Passport.
- English proficiency exam (degree program).

- Initial I-20 Request form.
- Pay non-refundable Initial I-20 fee: \$200.

### **Transfer I-20**

For students who have already obtained F-1 Visa: In addition to the admission requirements, international students must also submit:

- Most recent I-20.
- Recent bank statement or Declaration of Financial Support.
- Copy of Passport.
- Copy of Student Visa or I-797A.
- No additional fees for Transfer I-20.

Once the university has confirmed the legitimacy of the student's transfer, the school will issue the Letter of Acceptance for students admitted. The university will contact the student's former school and send the Letter of Acceptance and Transfer Eligibility Form.

All international students must be aware of their responsibility of maintaining non-immigrant visa status. International students on F-1 visas are required to report to St. Luke University upon arrival to the United States. Additionally, students must maintain updated records with the university for the entire time of their stay at St. Luke University to be in compliance with immigration regulations.

For additional information on F-1 visas, please visit <http://www.uscis.gov/>

### **Instruction**

Instruction in the Bachelors and Masters programs are conducted in English.

Students who are unable to demonstrate sufficient proficiency in English will need to enroll in the ESL program.

### **SPECIAL ADMISSION REQUIREMENTS**

The university may allow for Provisional Admissions to students who have submitted evidence of high school completion or equivalent but have not yet submitted Official Transcripts or other required documents. Provisional admit students have until the start of their first term to fulfill all outstanding requirements. Failure to do so may result in the admission offer being rescinded.

Students who are unable to provide evidence of high school completion or equivalent will not be considered for admission.

### **ABILITY-TO-BENEFIT**

The university does not accept the Ability-to-Benefit examination.

### **REVIEW DOCUMENTS PRIOR TO SIGNING**

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

# ACADEMIC POLICIES

## GENERAL EDUCATION COURSES

Courses that qualify as general education are those that provide the student with a broad educational experience in the arts and sciences. St. Luke University offers general education in communications, humanities, social science, and natural science areas to provide a broad base of training in support of their bachelor program.

## GRADING SYSTEM

Student performance will be evaluated by examination, attendance, classroom participation, special projects, seminars, and research works, etc. Any student in danger receiving a “D+” grade or below for the course is responsible for arranging with the instructor a plan for improving his/her grade. Any student receiving an incomplete grade will be given up to one semester to complete the assignment. Failure to complete the course within the required time will result in an “F” for the course.

Grade points are based on the standard 4.0 scale. The following grades receive credits and incur grade points that impact the final grade point average.

| Grade | Point Rate | Grade | Point Rate |
|-------|------------|-------|------------|
| A+    | 4.00       | C+    | 2.30       |
| A     | 4.00       | C     | 2.00       |
| A-    | 3.70       | C-    | 1.70       |
| B+    | 3.30       | D+    | 1.30       |
| B     | 3.00       | D     | 1.00       |
| B-    | 2.70       | D-    | 0.70       |
|       |            | F     | 0.00       |

The following grades may appear on a transcript but do not incur grade points and do not impact the grade point average.

| Grade | Explanation |
|-------|-------------|
| CR    | Credit      |
| NC    | No Credit   |
| I     | Incomplete  |
| IP    | In Progress |
| W     | Withdrawal  |

## GRADING RUBRIC

The following rubric may be used in grading written assignments.

**Excellent.** The level of work submitted, research, thinking, and communication are superior. You understand and interact with the theories, integrate it with your topic, and have shown how it is applicable in the context you have chosen.

**Good.** The level of work submitted, research, thinking, and communication are satisfactory. You appear to have read the assigned literature and have made progress in showing how it is applicable in the context you have chosen, though your work could be stronger in both areas.

**Satisfactory.** The level of work submitted, research, thinking, and communication are acceptable. It appears you understand the reading and have made a start in showing how it is applicable in the context you have chosen.

**Poor.** The level of work submitted, research, thinking, and communication are not acceptable. You have read some of the theories and have started to consider how it is applicable in the context you have chosen, but you have not demonstrated either clearly.

## GRADE REPORT

At the end of each semester, students’ academic standing and report of grades achieved while in attendance at the university are available after the end of the semester on the student management system.

Grades submitted by instructors after completion of courses are considered final. Any petition for grade changes due to special circumstances must come from instructors and will be considered on case-by-case basis by the Chief Academic Officer and the concerning instructor. Completion of coursework and payment of fees does not guarantee graduation from the University.

## DEFINITION OF A CREDIT HOUR

Credit hours used in the context of the theology programs are defined in semester units and hours of instruction per week. One credit hour equals one semester unit and requires one hour of in-

class instruction per week and two hours of at-home work.

A typical full-time undergraduate student will enroll in 12 credit hours per semester which totals 12 semester units. A typical full-time graduate student will enroll in 8 credit hours per semester which totals 8 semester units.

### **AUDIT COURSES**

Students who wish to audit a class may do so if they have previously taken and passed a course at St. Luke University. Audit and other non-credit courses are not included in fulfilling the requirements for graduation.

### **EXAMINATION PROCEDURES**

Requirements for midterms and other examinations during the term (written and oral), term papers, reports, projects and other student activities are assigned by each instructor. Make-up examinations, re-tests, late submission of reports or other special arrangements are made only by the instructor, and only at the instructor's option. Either the instructor or the University can administer a make-up examination or re-test, after the student has received approval from the Chief Academic Officer and the concerning instructor.

No instructor is required to offer make-ups, re-tests, or to accept late submissions of work. It is fully within the instructor's authority to give a failing grade for any examination a student does not take on time, or for any report or other assignment a student fails to submit on time.

### **Failing an Examination**

An instructor may recommend that a re-test be permitted. The instructor must indicate, in writing, on the Grade Report to the Chief Academic Officer that a re-test is recommended based on compelling evidence that the student failed the examination due to extenuating circumstances. The re-test, if approved by the Chief Academic Officer, shall be scheduled in agreement with and at the convenience of, the instructor. The Registrar will notify the student of the decision of the Chief Academic Officer. The examination must be completed before the start of the next semester.

In the interim, a grade of Incomplete (I) will be recorded for the course.

### **Failure to Attend an Examination**

Without prior authorization by the instructor or without an excuse approved by the instructor, failing to attend any examination shall result in a failing grade. No make-up examination can be authorized. The student must repeat the course, paying full tuition.

A student may be excused from taking an examination as scheduled by reason of childbirth, documented illness or injury, death in the immediate family, or other emergency situations acceptable to the instructor. Students must request a make-up examination by speaking with the instructor of the course. The student will usually be required to submit acceptable proof of inability to attend the examination.

### **ATTENDANCE POLICIES AND ABSENCES**

All work missed due to absence or lateness must be made up to the satisfaction of the instructor in order to receive credit for the course.

Instructors may, at their own option, arrange for make-up examinations, in cases of excused absence. Instructors are not required to provide make-ups for examinations missed due to unexcused absence or lateness, and will normally assign a failing grade for that examination.

Attendance policy is determined, for the most part, by the individual faculty member for each course. Policy on class attendance shall be announced by the instructor at the first day of class. However, the university does maintain an Excessive Absence Policy. Excessive absence is defined as absences in excess of 40% of scheduled course meeting times. Instructors shall report excessive absences to the Chief Academic Officer. The student may be asked to appear before the Chief Academic Officer and the instructor. Failure to appear at the meeting may result in a failing grade and may also result in suspension or dismissal from the university.

If the excessive absences are classified as excused, the Chief Academic Officer may recommend to the instructor that make-up work be arranged, or that the student be suspended

from the class with no penalty grade assigned.

If the excessive absences are not classified as excused, the Chief Academic Officer may:

- Place the student on probation, giving provisions for return to good standing;
- Suspend the student for the remainder of the class meetings with no penalty grade assigned. Any tuition refund due shall be that provided for in university refund policies. The date of notice of termination of study, as required for all tuition refunds, shall be the date of the Chief Academic Officer's decision.
- Suspend the student for the remainder of the class meetings with a failing grade assigned.
- Recommend to the President that the student be dismissed from the University.

### **ACADEMIC DISHONESTY**

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Individual instructors, in cases of academic dishonesty in class, may fail a student for that examination, activity or course. The instructor may refer the circumstance to the Chief Academic Officer for review and further action. The Chief Academic Officer may fail a student in a test, fail a student in a course, or expel a student for cheating or plagiarism. Cheating includes, but is not limited to, looking at another person's examination paper, using unauthorized notes in an exam, and/or going to a restroom during an exam and consulting notes or references. Cheating includes plagiarism.

Plagiarism is the presentation or representation of another person's work as one's own, such as presenting ideas or words of a source without documenting the source. Cheating is inconsistent with the academic excellence St. Luke represents and will be dealt with vigorously.

### **LEAVE OF ABSENCE**

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Student desiring a Leave of Absence must contact the institution and request a leave in writing. Leaves will be granted on a case by case basis for a maximum of up to 1 year. Students who do not return to school from their leave of absence will be dropped from the institution and a refund will be calculated at that time. Students who do not return from their leave of absence must submit a new application for admission to the University.

### **ACADEMIC PROBATION AND DISMISSAL POLICIES**

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

1. A student who fails to meet these minimum standards for one semester is placed on academic probation.
2. If he/she fails to meet these minimum standards for two consecutive semesters, he/she is placed on academic suspension.

On Academic Probation: A student may continue at the University pending improvement in his/her academic standing.

On Academic Suspension: A student is required to remain out of the University for one regular semester. His/her record will be stamped academic suspension.

On Academic Dismissal: Students must respect the "Student Code of Conduct" policies stated in Appendix A.

The President of the University, at his/her discretion and prior to recommendations or action of the Chief Academic Officer, in the interests of the University may place on probation, suspend or dismiss a student for one or more of the causes stated in the "Student Code of Conduct". Any adjustment of fee or tuition shall be those required by law. Please consult Appendix A for more information on proper student conduct and behavior.

### **ACADEMIC GRIEVANCES**

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The University may seek informal resolution when allegations of unlawful discrimination or harassment or any other concern is brought to the administration's attention. If an informal resolution does not result, a formal process may be initiated by submitting a complaint/grievance to the Chief Academic Officer. Initially, concerns may be communicated orally; however, they should be submitted in writing before any formal

review takes place. The written complaint should specify the University policy violated and all relevant factual details.

The Chief Academic Officer shall read the complaint, and if it warrants further investigation, then a copy of the complaint should be forwarded to the person against whom the complaint is made ("respondent"). If the allegations would not constitute a violation of a University policy, then the Chief Academic Officer should inform the grievant in writing that the allegations are not subject to further investigation.

The respondent shall be given 14 calendar days from receipt of the complaint to return a written response to the Program Director, who then shall initiate a reasonable investigation into the matter. The investigation may include meeting with the parties, talking with witnesses, and reviewing any supporting documents. A grievant may elect to withdraw a formal complaint at any time; however, the University reserves the right to investigate all complaints in order to protect the interests of the University and its community.

Within a reasonable time, the Chief Academic Officer shall make a decision based on the formal complaint, response, and any other relevant information. This decision shall be in writing and shall consist of factual findings, conclusions, and a remedy if one is appropriate. All parties shall receive a copy of the decision.

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

All written decisions made and materials produced in a grievance conducted under this procedure shall be retained by the Chief Academic Officer for at least five years from the

date that the final decision was issued.

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 <http://www.bppe.gov>.

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Dr. Suite 400  
Sacramento, CA 95833

Students may also contact TRACS Accrediting Agency by completing the TRACS Complaint Form found on [http://tracs.org/TRACS\\_Publications.html](http://tracs.org/TRACS_Publications.html) and submitting it to:

President  
Transnational Associations of Christian Colleges and Schools  
15935 Forest Rd.  
Forest, VA 24551

### **DISTANCE EDUCATION**

The University currently does not offer any distance education programs or courses.

### **GRADUATION REQUIREMENTS: DEGREE PROGRAMS**

Students must satisfy the following requirements, file a petition and pay any outstanding debts owed to the university.

B.A. in Theology: requires 120 semester units of coursework to be completed with a minimum GPA of 2.0.

Master of Divinity: requires 96 semester units of coursework to be completed with a minimum GPA of 2.0 and the passage of the Comprehensive Bible Exam after completing all coursework.

### **Graduation with Honors**

Candidates for graduation whose work has been of superior quality are honored at the commencements exercise as indicated as follows:

|                 |                                 |
|-----------------|---------------------------------|
| Cum Laude       | Cumulative GPA of 3.5 or higher |
| Magna Cum Laude | Cumulative GPA of 3.7 or higher |
| Summa Cum Laude | Cumulative GPA of 3.9 or higher |

# FINANCIAL INFORMATION

## SCHEDULE OF CHARGES

All tuition and fees must be paid in U.S. dollars (\$). Students are required to pay tuition and fees at the time of registration for each term.

Tuition Information (Subject to annual revision)

| Program | Per unit | Per term<br>Full-Time Tuition | *Entire<br>Program |
|---------|----------|-------------------------------|--------------------|
| B.A.    | \$200    | \$2,400 (12 units)            | \$24,000           |
| M.Div.  | \$280    | \$2,240 (8 units)             | \$26,880           |
| ESL     | -        | \$1,500/level                 | \$9,000            |

\*Total charges for the entire education program are estimated as tuition is subject to annual revision.

The B.A. and M.Div. program students are charged tuition for each semester. ESL students are charged tuition for each level.

### Fees

|   |                |
|---|----------------|
| Application fee (non-refundable)              | \$150          |
| Textbooks                                     | varies         |
| Registration fee (each term)                  | \$30           |
| Library fee (each term)                       | \$10           |
| I.D. Card fee (each term)                     | \$20           |
| Late Registration fee (per occurrence)        | \$30           |
| Graduation fee                                | \$200          |
| Credit Transfer fee (per credit)              | \$15           |
| Official Transcript (Rush Fee add \$50)       | \$40           |
| Unofficial Transcript (Rush Fee add \$50)     | \$20           |
| Certificate of Attendance (Rush Fee add \$50) | \$30           |
| Record of Attendance (Rush Fee add \$50)      | \$30           |
| Degree/Certificate replacement fee            | \$50           |
| Returned Check fee                            | \$30           |
| Initial I-20 fee                              | \$200          |
| I-20 Reissue fee                              | \$30           |
| I-901 fee                                     | \$350          |
| Express/Overnight Mailing fee                 | Postage + \$30 |

### Fee Example – One Term

Bachelor of Arts in Theology

|                                  |         |
|----------------------------------|---------|
| Application fee (non-refundable) | \$150   |
| Tuition (12 units)               | \$2,400 |
| Registration fee                 | \$30    |
| Library fee                      | \$10    |
| STRF                             | \$0     |
| <b>Total = \$2,590</b>           |         |

Master of Divinity

|                                  |         |
|----------------------------------|---------|
| Application fee (non-refundable) | \$150   |
| Tuition (8 units)                | \$2,240 |
| Registration fee                 | \$30    |
| Library fee                      | \$10    |
| STRF                             | \$0     |
| <b>Total = \$2,430</b>           |         |

English as a Second Language

|                                  |         |
|----------------------------------|---------|
| Application fee (non-refundable) | \$150   |
| Tuition (1 level)                | \$1,500 |
| Registration fee                 | \$30    |
| Library fee                      | \$10    |
| STRF                             | \$0     |
| <b>Total = \$1,690</b>           |         |

### Fee Example – Entire Program

Bachelor of Arts in Theology (4 years)

|                                  |          |
|----------------------------------|----------|
| Application fee (non-refundable) | \$150    |
| Tuition (120 units)              | \$24,000 |
| Registration fee                 | \$300    |
| Library fee                      | \$100    |
| STRF                             | \$0      |
| <b>Total = \$24,550</b>          |          |

Master of Divinity (4 years)

|                                  |          |
|----------------------------------|----------|
| Application fee (non-refundable) | \$150    |
| Tuition (96 units)               | \$26,880 |
| Registration fee                 | \$360    |
| Library fee                      | \$120    |
| STRF                             | \$0      |
| <b>Total = \$27,510</b>          |          |

English as a Second Language (2 years)

|                                     |         |
|-------------------------------------|---------|
| Application fee (non-refundable)    | \$150   |
| Tuition (6 levels/1080 clock hours) | \$9,000 |
| Registration fee                    | \$180   |
| Library fee                         | \$60    |
| STRF                                | \$0     |
| <b>Total = \$9,390</b>              |         |

## **REFUND POLICY**

### **Student's Right to Cancel**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. To cancel the enrollment agreement, students must submit a written notice of cancellation to the University office.

### **Dropping a Course**

Students can drop courses from their schedule up to two weeks after the start of the semester without penalty. Refunds will be issued for the full difference in the change in tuition. After the first two weeks of the start of the semester, refunds will be prorated. Classes dropped after the 60% point of the semester are not eligible for refunds and the student will receive a grade of W (withdrawal) on their transcript. To drop a course, students meet with the Registrar to discuss and make changes to their schedule.

### **Withdrawing**

Withdrawing from the university may be either voluntary or involuntary.

Students who seek voluntary withdrawal must meet with the Registrar and submit a written notice indicating voluntary withdrawal. Students who have registered for the active term may be eligible for a refund. Prior to the start of the term, any tuition paid will be fully refunded. After the first two weeks of the start of the term and up to the 60% point of the term, refunds will be prorated based on the day of the term. After the 60% point, no refunds will be issued and the student will automatically receive a grade of W (withdrawal) on their transcript for their courses.

Involuntary withdrawals occur primarily for failing to register for courses for the active semester or for violations of the Student Code of Conduct. Other reasons may apply.

### **Refund Eligibility**

Students who are eligible for a refund will have their refunds processed and issued within five business days.

If the student has received federal student financial aid funds, the student is entitled to a

refund of the moneys not paid from federal student financial aid program funds.

### **Refund Example**

This refund example is based upon a student dropping a 4 unit course for a semester with a total tuition charge of \$180 per unit or \$720 for the course and the course offered for 16 weeks and the student dropping at the midpoint or 50% completion point of the course.

\$720 tuition paid for the course X 8 weeks/16 weeks in the semester = \$360 refund due for the course.

The student paid \$500 for the course on the total due of \$720 for the course. To determine the refund, subtract the refund due of \$360 from \$500 paid for the course and this equals the amount due to the student or \$140 due on a refund for the 4 unit course. If the amount is a negative number after subtracting the refund due from the total paid, that is the amount the student still owes for the course.

## **FEDERAL / STATE FINANCIAL AID**

St Luke University does not participate in federal or state student financial aid programs.

## **FINANCIAL ASSISTANCE**

The University awards scholarships or grants to students who require financial assistance or demonstrate academic excellence in both coursework and attendance. Scholarships and grants are awarded on a per term basis. A variety of factors including, but not limited to, academic merit, attendance, and availability of funds are considered.

## **STUDENT LOANS**

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

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax



refund to which the person is entitled to reduce the balance owed on the loan.

- The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid

### **STUDENT TUITION RECOVERY FUND (STRF)**

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

1. You are a student who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

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

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

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a

charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

To qualify for STRF reimbursement, you must file an STRF application within two years of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file an STRF application. If a judgment is obtained, you must file an STRF application within two years of the final judgment. It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to:

#### **Bureau for Private Postsecondary Education**

Physical Address:

2535 Capitol Oaks Drive Suite 400  
Sacramento, CA 95833

Mailing Address:

P.O. Box 980818  
West Sacramento, CA 95798-0818

Phone Number: (916) 431-6959

Toll Free: (888)370-7589

Fax Number: (916) 263-1897

E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

# STUDENT RESOURCES

St. Luke University seeks to foster a community of learning and faith. It is the University's vision to be a community that grows both in academic and spiritual life. The central focus of the University's leadership is to build and maintain a caring environment for all students as well as staff, faculty, and other members of the University community.

St. Luke University encourages students to nurture spiritual life in formal and informal ways through the practice of prayer, regular devotions, and expressions of faithfulness, justice, and mercy. The Director of Student Affairs is available to assist with all non-academic concerns students may have.

## **EQUIPMENT AVAILABLE**

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Each classroom is equipped with student desks and appropriate whiteboards for use by instructors. Classrooms also contain a desktop computer connected to a projector for in-class presentations by the instructor and students.

The administrative office has a copier/printer/scanner which administrators, faculty, and students can use.

## **UNIVERSITY LIBRARY**

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The purpose of the Library is to provide students, faculty, and staff with the bibliographic resources, research tools, and study environment necessary to develop students' professional acumen as experts in their specific field. The Library exists to facilitate and improve learning by supporting and expanding the instructional capabilities of St. Luke University and providing students with the opportunity to develop information-seeking skills for self-directed studies and lifelong learning. The university has available over 4,000 reference materials in the campus library.

### **Hours of Operation**

The Library is open 9 a.m. – 5 p.m. Monday through Friday.

### **Library Agreements**

In addition, the institution maintains Reciprocal Borrowing Agreements with Evangelia University, Grace Mission University, and the Presbyterian Theological Seminary in America. The institution also has an Inter Library Agreement with Western University of Health Sciences.

### **Online Library**

The institution contracts with the Library and Information Resources Network (LIRN) for an online library

### **Public Libraries**

There are also three public libraries near the University – Pomona Public Library, and Los Angeles County Libraries in Claremont and La Verne. The University Librarian can provide directions to the libraries and assist in obtaining a library card. Students can also visit the nearby Claremont School of Theology Library to study and research, but cannot check out any materials.

## **CHAPEL**

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The university chapel is open to all students from 9AM to 5PM Monday through Friday. The chapel is an area for private prayer and also provides space for faculty advising and counseling. This space may also be used as a classroom as needed.

## **COMPUTER LAB**

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The computer lab contains two desktop computers with programs to support students' academic work, including Microsoft Office.

## **STUDENT HOUSING**

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The institution does not have dormitory facilities under its control. Rent in the surrounding areas for a studio apartment is around \$1,000, one-bedroom around \$1,200, and two-bedroom housing is around \$1,500. The University does not aid students in finding housing and has no responsibility to find or assist students in finding housing.

## **PLACEMENT ASSISTANCE**

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St. Luke University seeks to provide special assistance to students who enrolled in the university courses. Although employment cannot be guaranteed, career placement assistance is

available through job search advice and referrals to prospective employers.

### **OPPORTUNITIES FOR MINISTRY AND SOCIAL OUTREACH/SERVICES OF STUDENTS**

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St Luke University offers student services programs designed to meet the needs and circumstances of predominantly working, commuter, adult students, typically engaged in substantial ministry and family commitments. Students services include:

1. New student orientation
2. Spiritual development through opportunities for worship, service, and fellowship
3. Student support including personal advising and prayer
4. Student government through SLU Student Council meetings
5. Academic advising
6. Career counseling in the form of professional development, ministry and employment opportunities, ministry internships and practicums
7. Registrar services
8. Financial aid including various scholarship opportunities
9. Copies of *Our Daily Bread* for daily devotionals

Spiritual development is a core function of our academic instruction, and is interwoven in our coursework and student interactions. Spiritual development is provided through scheduled opportunities for worship and fellowship (conducted twice a year at the beginning of each semester for each class) devotionals; ministry development through internships and supervised ministry; class potluck. Students are encouraged to volunteer in available ministry programs at the local or home church.

The Student Services page on the website provides all appropriate documents (including the Student Handbook), new student orientation presentation, ministry and employment opportunities, links to professional development resources, devotions and updates, Student Council updates, and links to student support and advising. These web-based services are available to all students regardless of location.

### **THE PURPOSE, ORGANIZATION, AND FUNCTION OF STUDENT GOVERNMENT**

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The student government is to be regarded as the singular voice for student concerns, to advocate for student rights, and to maintain a strong student body. Student government is provided through the St. Luke Student Council which meets once per semester. The Student Council provides student input, discussion, organization, concerns, and prayer regarding SLU functions and activities to the university administration. Council updates are posted on the SLU website.

### **STUDENT CLUBS AND ORGANIZATIONS**

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Students are encouraged to form student clubs and organizations. All clubs and organizations need to first be reviewed and approved by a Program Director and the Director of Student Affairs for appropriateness and to determine if its contribution to the mission and objectives of the university.

### **USE OF AUTOMOBILES ON CAMPUS**

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The campus is located within The Village of Indian Hill complex in Pomona, California. Use of automobiles is only permitted in the parking area and street ways. Any other unauthorized use of an automobile may be in violation of local, state, and federal laws.

### **HEALTH SERVICES AND STUDENT INSURANCE**

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The university houses an on-campus Asian medicine clinic that offers diagnosis, acupuncture, and herbal medicine at discounted rates for students in need of preventative or general checkup medical services.

In case where immediate medical attention is required:

Paramedics: 9-1-1 (**emergencies only**)

Rite Medical Clinic Urgent Care: (909) 620-8500  
502 W. Holt Ave.

Pomona, CA 91768

Acupuncturist (non-emergencies):

Dr. Young Kim, L.Ac.

Students are encouraged but not required to carry their own health insurance. The university does not offer health insurance at this time.

Students may obtain health insurance coverage

through Covered California at:  
<https://www.coveredca.com>.

International students may obtain health insurance coverage through ISO Insurance at:  
[https://www.isoa.org/st\\_luke\\_university](https://www.isoa.org/st_luke_university).

### **CAMPUS SECURITY**

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Pomona Police Department: 9-1-1 (**emergencies only**)

Campus Security (909) 784-6651

Director of Administration (non-emergencies):

Ms. Jung Kim

Director of Student Affairs (non-emergencies):

Rev. Naeyoun Cho

### **KEY ADMINISTRATIVE SERVICES**

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#### **Pastoral Care**

St Luke University seeks to build and maintain a community of learning and faith. Pastoral care is a responsibility of the entire University community. Supportive relationships among community members are the bedrock of holistic care in the seminary. All faculty members (most of whom are ordained pastors) are expected to be concerned with the student's spiritual and emotional life.

### **CULTURAL, EDUCATIONAL, AND RELIGIOUS OPPORTUNITIES**

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The university has a student body consisting of many students from China and Korea. There is an opportunity for cultural exchange within the university setting, in which stories of their faith can also be shared.

# CURRICULA AND COURSES

## SCHOOL OF THEOLOGY

The School of Theology currently offers two degree programs: Bachelor of Arts in Theology (B.A.) and Master of Divinity (M.Div.).

The School of Theology operates under a 15-week semester schedule.

### BACHELOR OF ARTS IN THEOLOGY (B.A.)

The Bachelor of Arts in Theology (B.A.) is a four-year academic undergraduate degree program with General Education and Biblical-Theological Studies that will enhance students' knowledge and effectiveness to prepare them to serve and lead in the church and the world.

#### Program Objectives

1. To equip students to develop a biblical worldview and to exhibit the Christian faith in contemporary culture.
2. To train students to analyze complex situations constructively through critical reflection.
3. To prepare students to provide instruction of the biblical texts based on the principle of Sola Scriptura.
4. To develop skills in interdisciplinary analyses and integration of various subjects in both written and oral presentations.
5. To prepare students to become servant leaders following the example of Christ.

#### Program Learning Outcomes

1. Define and articulate a Christian worldview in a multi-cultural and multi-religious environment.
2. Understand and explain the biblical text based on the principle of Sola Scriptura.
3. Practice servant leadership in their various professional fields and ministry contexts.
4. Communicate interdisciplinary and integrative analyses in both written and oral presentations.
5. Demonstrate problem-solving skills utilizing critical and constructive thinking.

Students who successfully complete this program should be prepared to serve as:

| Standard Occupational Classification |                                  |
|--------------------------------------|----------------------------------|
| Code                                 | Occupation                       |
| 21-2000                              | Religious Workers                |
| 21-2099                              | Religious Workers, All Other     |
| 21-2090                              | Religious Workers, Miscellaneous |

#### Notice to Prospective Degree Program Students

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

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

If this institution stops pursuing accreditation, it must:

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

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

#### Program Requirements

The program requires 120 semester units of coursework to be completed with a minimum GPA of 2.0.

#### General Education (44 semester units)

|                                   |    |
|-----------------------------------|----|
| Communications.....               | 8  |
| GE 101 English I                  | 4  |
| GE 102 English II                 | 4  |
| Humanities.....                   | 20 |
| GE 111 Literature I               | 4  |
| GE 112 Literature II              | 4  |
| GE 120 Introduction to Philosophy | 4  |
| GE 151 World History I            | 4  |
| GE 152 World History II           | 4  |
| Social Sciences .....             | 8  |
| GE 130 Introduction to Sociology  | 4  |
| GE 140 Introduction to Psychology | 4  |

|   |   |
|---|---|
| Natural Sciences .....                  | 8 |
| GE 160 Introduction to Physical Science | 4 |
| GE 170 Introduction to Health Science   | 4 |

**Biblical Studies (28 semester units)**

|  |   |
|--|---|
| BT 200 Introduction to the Bible         | 4 |
| OT 310 Introduction to Pentateuch        | 4 |
| OT 360 Introduction to the Holy Writings | 4 |
| OT 370 Introduction to the Prophets      | 4 |
| NT 310 Introduction to Gospels           | 4 |
| NT 330 Introduction to Pauline Epistles  | 4 |
| NT 340 Introduction to Common Epistles   | 4 |

**Theology (12 semester units)**

|  |   |
|--|---|
| TH 200 Foundations of Christian Theology | 4 |
| TH 350 Church History Survey             | 4 |
| TH 380 Christian Ethics                  | 4 |

**Ministrant Theology (4 semester units)**

|   |   |
|---|---|
| MN 410 Foundations of Christian Education | 4 |
|---|---|

**Electives – Choose any eight (32 semester units)**

|  |   |
|--|---|
| LT 201 Basic Biblical Hebrew                 | 4 |
| LT 202 Basic Biblical Greek                  | 4 |
| OT 200 Introduction to the Old Testament     | 4 |
| OT 320 Introduction to Historical Books      | 4 |
| OT 330 Wisdom Literature                     | 4 |
| OT 340 Introduction to Major Prophets        | 4 |
| OT 350 Introduction to Minor Prophets        | 4 |
| NT 200 Introduction to the New Testament     | 4 |
| NT 321 Acts                                  | 4 |
| NT 350 Introduction to Johannine Epistles    | 4 |
| NT 351 Survey of Revelation                  | 4 |
| TH 400 Gospel and Culture                    | 4 |
| TH 452 History of Christian Thought          | 4 |
| TH 460 Introduction to Comparative Religions | 4 |
| TH 470 Introduction to Hermeneutics          | 4 |
| MN 420 Introduction to Worship and Liturgy   | 4 |
| MN 421 Introduction to Spirituality Training | 1 |
| MN 430 Children’s Ministry                   | 4 |
| MN 440 Youth Ministry                        | 4 |
| MN 460 Principles of Homiletics              | 4 |
| MN 471 Evangelism Field Trip                 | 2 |
| MN 480 Field Ministry                        | 4 |
| MN 490 Christian Leadership                  | 4 |

**Course Descriptions**

**(each course is offered once every two years)**

**BT 200 Introduction to the Bible (4)**

**Lecture: 60 hours**

**Prerequisite: None**

This course is an introduction to the contents,

structure and history of the Bible. Students will learn a basic foundation for understanding and applying the message of the Bible. The importance of the Bible as a witness to the life and faith of ancient Israel and earliest Christianity will be emphasized.

**GE 101 English I (4)**

**Lecture: 60 hours**

**Prerequisite: None**

This course is designed to develop reading, speaking, and writing skills in English. It will teach students to engage in current issues through reading newspapers, magazine articles, the Bible, short stories, and nonfiction writings and participating in in-class discussions. It is an important skill to read, analyze, and engage in a discussion to express individual’s understanding of a particular topic. The dialectical learning is a crucial aspect of learning formation for any person that seeks to develop communication skills. Dialectical learning helps an individual to listen and respond accordingly to a discussion. Writing assignments are devised to help formulate and express students’ reflections on the issue in an organized way as a precursor to academic writing.

**GE 102 English II (4)**

**Lecture: 60 hours**

**Prerequisite: GE 101**

This course focuses on the conventions of academic writing, and the purpose of this course is to help students write convincing, well developed, and well-organized essays that synthesize, document, and respond to various sources on a given topic.

**GE 111 Literature I (4)**

**Lecture: 60 hours**

**Prerequisite: None**

This course is designed to engage students in careful reading and analysis of literary works from a range of genres including fiction, poetry, essay, and drama. Students will explore and discuss the themes, historical and cultural contexts, and specific strategies and techniques authors employ.

**GE 112 Literature II (4)**

**Lecture: 60 hours**

**Prerequisite: GE 111**

This course is designed to engage students in careful reading and analysis of literary works from a range of genres including fiction, poetry, essay, and drama. Students will explore and discuss the themes, historical and cultural contexts, and specific strategies and techniques authors employ. This course is a continuation of Literature I.

**GE 120 Introduction to Philosophy (4)****Lecture: 60 hours****Prerequisite: None**

This course introduces students to the major topics, problems, and methods of philosophy issued in the history of philosophy. Accordingly, this course is a study of the ideas/thoughts and techniques used by humans in their quest for reality through an analysis of the basic problems of metaphysics, epistemology, logic and ethics placed in historical perspective.

**GE 130 Introduction to Sociology (4)****Lecture: 60 hours****Prerequisite: None**

This course is an introduction to sociology as a way of understanding the world. Sociology is a field of study that explains social, political, and economic phenomena in terms of social structures, social forces, and group relations. We will examine the field by focusing on several important sociological topics, including socialization, culture, the social construction of knowledge, inequality, race and ethnic relations, poverty, and political sociology.

**GE 140 Introduction to Psychology (4)****Lecture: 60 hours****Prerequisite: None**

This course is designed to introduce students to the study of psychology. It is intended to provide broad coverage of the field by presenting basic theories, research, and applied use of psychology. Areas that will be covered include: research methods, biology of mind, human development, sensation, perception, learning, memory, intelligence, motivation, emotions, personality, psychological disorders and their treatment, and social psychology. These areas will be approached from both theoretical and applied perspective.

**GE 151 World History I (4)****Lecture: 60 hours****Prerequisite: None**

A survey of the evolution of civilization with an effort to show the interrelationship of all cultures from earliest times to the 15th century. It will investigate such areas of history as the cradles of civilization, the empires of Ancient Eurasia, Greece, Rome, China, India, Byzantium, Islam, Western Christendom, the Mongols, the Ottoman Empire, and the Renaissance. It will also attempt to assess the impact of these upon today's world.

**GE 152 World History II (4)****Lecture: 60 hours****Prerequisite: GE 151**

A survey of the evolution of civilization with an effort to show the interrelationship of all cultures in modern world from 1500 through the present. Students will study the origins and consequences of the Protestant Reformation, the Industrial Revolution, Political Reform throughout the World, Imperialism, the Great Depression, World Wars I & II, the Cold War, the Russian and Chinese Revolutions, Globalization, etc.

**GE 160 Introduction to Physical Science (4)****Lecture: 60 hours****Prerequisite: None**

This course provides a study of basic physical sciences. It covers the nature science, measurement, solids, liquids, gases, classification of matter, atomic structure, periodic table, chemical bonds, chemical reactions, solutions, acids, Bases, motion, forces, energy, nuclear energy, machines, waves, sound, light, electricity, and magnetism.

**GE 170 Introduction to Health Science (4)****Lecture: 60 hours****Prerequisite: None**

This is an Introduction to structures and functions of the human body with special attention to the basic components of the body and their functions. The course will examine normal structure and function of the human Integumentary and Musculoskeletal Systems at the gross and intra structural levels. It includes a detailed analysis of muscle actions, innervations, and clinically relevant origins and insertions.

**\*LT 201 Basic Biblical Hebrew (4)****Lecture: 60 hours****Prerequisite: None**

This course is an introduction to the basic principles of biblical Hebrew with emphasis on vocabulary, morphology, phonology and syntax.

**\*LT 202 Basic Biblical Greek (4)****Lecture: 60 hours****Prerequisite: None**

This course introduces the Greek alphabet, vocabulary and grammar in a systematic way using relevant examples from the New Testament. The students will learn the basics of Greek grammar and basic Greek verb paradigms with the skills for reading and translating the Greek New Testament.

**MN 410 Foundations of Christian Education (4)****Lecture: 60 hours****Recommended: BT 200**

This course is an introduction to the educational ministry of the church. Special attention will be given to five broad topics: the biblical, theological and philosophical foundations of education; emerging foundations of the teaching/learning process; responding to diverse needs of learners in the Church; the spirituality within a teaching ministry; and design of the Christian education ministries within the Church.

**\*MN 420 Introduction to Worship and Liturgy (1)****Lecture: 60 hours****Prerequisite: BT 200**

This course introduces the principles of Christian worship and liturgy, the ritual experience of the Church's spirituality. It explores the ordering of worship, the role of prayer and music, models of collaborative worship planning with an overview of the history of Christian liturgy, its sources, development, and rituals and symbols.

**\*MN 421 Introduction to Spirituality Training (1)****Practicum: 30 hours****Prerequisite: BT 200**

The purpose of this course is to provide students with rich spiritual experiences that promote intimacy with God and Christ-likeness in character with the goal of fostering ongoing personal spirituality and the ability to facilitate spiritual renewal and consistent discipleship in others. Each student will attend one spirituality program offered either by the school or another institution/church. This is to be done in consultation with the student's advisor before and after the experience, and a written report must be submitted. Introduction to Spirituality Training course can be taken up to four times for credit.

**\*MN 430 Children's Ministry (4)****Lecture: 60 hours****Prerequisite: MN 410**

This course is designed to provide students with an overview of many facets in ministering to children in today's world. We will draw on the Bible, history, and psychology to lay good foundations for understanding children. Examining diverse contextual realities and issues, individual child's spiritual styles, learning theories, and teaching methods will help students to formulate their personal ministry philosophy for children's ministry and also to develop effective ways to minister to

children in various settings.

**\*MN 440 Youth Ministry (4)****Lecture: 60 hours****Prerequisite: MN 410**

This course is designed to prepare individuals to minister effectively to youth primarily through the local church. This course gives a broad overview of contemporary culture, especially as it affects youth ministry, and provides foundational and biblical youth ministry concepts and philosophies. In addition, a broad spectrum of ministry programs and issues will be addressed, such as integration of ministry with parents as well as the inter-generational community of faith and organizing diverse ministry programs.

**\*MN 460 Principles of Homiletics (4)****Lecture: 60 hours****Prerequisite: BT 200**

This course is an introduction to theories and practices of preaching. Through this course, students will study the historical and theological background of Homiletics and learn how to prepare preaching in current context. Students will read, interpret, discuss, present, preach, write, and give and take feedbacks from colleagues and professor.

**\*MN 471 Evangelism Field Trip (2)****Practicum: 60 hours****Prerequisite: BT 200**

The purpose of this course is to provide students with evangelism experiences to equip them to share the Gospel, use church and para-church structures in evangelism, use apologetics, and be aware of current issues in evangelism. Students will participate in one evangelism trip/outreach program offered either by the school or another institution/church. This is to be done in consultation with the student's advisor before and after the experience, and a written report must be submitted. Evangelism Field Trip course can be taken up to two times for credit.

**\*MN 480 Field Ministry (4)****Practicum: 120 hours****Prerequisite: BT 200 and MN 410**

This course is focused on the important principles of spiritual formation and ministry training within a ministry setting. Students must be approved by the Program Director for choosing a church and mentor.



**\*MN 490 Christian Leadership (4)****Lecture: 60 hours****Recommended: BT 200**

This course will explore the nature of Christian leadership with particular focus on leadership styles, skills, and the dynamics of leadership. The course has two parts: one is for understanding Christian Leadership and the other is for developing the leadership.

**\*NT 200 Introduction to the New Testament (4)****Lecture: 60 hours****Recommended: BT 200**

This course touches basic, but indispensable subjects on the New Testament for its better understanding: How does the New Testament world look like in light of its culture, history, politics, religion, and society of the first century? Who wrote each book of the New Testament, where, why and under what circumstances? What are their main purposes to be written? etc.

**NT 310 Introduction to Gospels (4)****Lecture: 60 hours****Prerequisite: BT 200**

This course introduces students to the canonical Gospels of Matthew, Mark, Luke and John, with particular attention to the theological and literary purpose of each gospel, and to their historical value as sources for the life of Jesus of Nazareth. It will introduce the content, structure, and interrelationship of the four Gospels.

**\*NT 321 Acts (4)****Lecture: 60 hours****Prerequisite: BT 200**

This course is a general introduction of Acts with major emphasis given to the Holy Spirit which was of importance to early churches. We look at overture from Peter and Paul and Pauline studies for church-mission. Attention is given to the first-century contexts (Judaism, Roman Empire, and early church) of the documents, the methodological issues of interpretation, and the use of these texts in the church today.

**NT 330 Introduction to Pauline Epistles (4)****Lecture: 60 hours****Prerequisite: BT 200**

On an introductory level, this course studies the letters by Paul and considers their contemporary sociocultural backgrounds. In addition, it deals with how Paul's apostleship is expressed and demonstrated in these backgrounds in his attempt to solve the dynamic conflicts between the apostle

and his addresses.

**NT 340 Introduction to Common Epistles (4)****Lecture: 60 hours****Prerequisite: BT 200**

This course is an introduction to Hebrew, James, I, II, Peter, I, II, III, John, Jude. In addition to the traditional elements of "introduction," the methods of interpretation appropriate to some of the books will be discussed, and their theological content will be surveyed. The career of Peter, John, James, Jude as an evangelist and theologian will receive special attention.

**\*NT 350 Introduction to Johannine Epistles (4)****Lecture: 60 hours****Prerequisite: BT 200**

This course is an introduction study of John's works which unfold the practical solution to the issue of 1) fellowship among the brothers and sisters, and 2) falsehood within a Christian community.

**\*NT 351 Survey of Revelation (4)****Lecture: 60 hours****Prerequisite: BT 200**

This course is a study of the Book of Revelation with a focus on its literary genre, theological themes, and the various schools of interpretation. The course will also discuss the important questions regarding teaching and application of the book in our present-day.

**\*OT 200 Introduction to the Old Testament (4)****Lecture: 60 hours****Recommended: BT 200**

This course is an introduction to the study of the Old Testament (Hebrew Bible/First Testament/Tanakh). It will focus on the literature, history, and religious concepts of ancient Israel and Judah in attempt to understand the Bible in relation to its setting in the ancient Near Eastern world.

**OT 310 Introduction to Pentateuch (4)****Lecture: 60 hours****Prerequisite: BT 200**

This course is designed to introduce the first five books (Genesis to Deuteronomy) of the Old Testament. The course will explore the historical, literary, and theological interpretation of the Pentateuch.

**OT 320 Introduction to Historical Books (4)****Lecture: 60 hours****Prerequisite: BT 200**

This course focuses on 12 Historical Books (Joshua – Esther) and its interpretation in the context of the

Church. This means attention is given to the content of the Historical Books, its historical-cultural context, questions of interpretive method, and questions of contemporary application.

**OT 330 Wisdom Literature (4)**

**Lecture: 60 hours**

**Prerequisite: BT 200**

This course is designed to introduce the student to historical, literary, and theological aspects of Wisdom Literature in the Old Testament. Students will explore Ancient Near East (ANE) wisdom in general, and the books of Proverbs, Job, Ecclesiastes, and Song of Songs.

**OT 340 Introduction to Major Prophets (4)**

**Lecture: 60 hours**

**Prerequisite: BT 200**

This survey course studies the Hebrew prophetic literature, focusing on the books of Isaiah, Jeremiah, Ezekiel and Daniel. It examines the historical, theological, literary, and canonical perspectives of selected texts as well as the prophetic traditions that inform and shape the Hebrew Prophets.

**OT 350 Introduction to Minor Prophets (4)**

**Lecture: 60 hours**

**Prerequisite: BT 200**

This course studies the Hebrew prophetic literature, focusing on twelve minor prophets (Hosea-Malachi). It examines the historical, theological, literary, and canonical perspectives of selected texts as well as the prophetic traditions that inform and shape the Hebrew Prophets.

**OT 360 Introduction to Holy Writing (4)**

**Lecture: 60 hours**

**Prerequisite: BT 200**

This course is designed to introduce the student to historical, literary, and theological aspects of Writings in the Old Testament. Students will be introduced to Ancient Near East (ANE) wisdom and poetic literatures in general, and to the books of Poetics (Job, Psalms, Proverbs), Five Festival Scrolls (Song of Solomon, Ruth, Lamentations, Ecclesiastes, Esther), and Historical Books (Daniel, Ezra, Nehemiah, Chronicles I, II).

**OT 370 Introduction to the Prophets (4)**

**Lecture: 60 hours**

**Prerequisite: BT 200**

This survey course studies the Hebrew prophetic literature, focusing on four Major Prophets (Isaiah, Jeremiah, Ezekiel, and Daniel) and twelve Minor Prophets (Hosea-Malachi).

It examines the historical, theological, literary, and canonical perspectives of selected texts as well as the prophetic traditions that inform and shape the Hebrew Prophets.

**TH 200 Foundations of Christian Theology (4)**

**Lecture: 60 hours**

**Recommended: BT 200**

This course introduces the student to Christian theology. It begins with a study of the nature and necessity of studying theology with primary attention given to the authority of God's self-disclosure in Scripture. It will establish a foundation of concepts and terminology on which to build a theological framework. Subject matter includes: the doctrine of God, humanity, Christ, the Holy Spirit, and the church. Key concepts, issues, and the practical implications and integration of these doctrines in Church and Christian life are discussed.

**TH 350 Church History Survey**

**Lecture: 60 hours**

**Recommended: BT 200**

This course explores the development of the Christian church from Pentecost through the 20th century. It covers key people and events that God used throughout history to develop His church, and it also explores the negative influences that infected her. The goal of the course is to use lessons from church history to advance the kingdom of God in life and ministry.

**TH 380 Christian Ethics (4)**

**Lecture: 60 hours**

**Recommended: BT 200**

This course is an introductory study in Christian ethics which focuses on ethical methodology and application of Christian ethical principles to key issues in Christian church and society.

**\*TH 400 Gospel and Culture (4)**

**Lecture: 60 hours**

**Prerequisite: BT 200**

This course discusses the main features of the postmodern culture, the meaning of faithfulness to the gospel, the good news of God's salvation, and the nature and mission of the Church. It is to prepare missional leaders for serious examination of the ideologies and cultural milieu of postmodernism.

**\*TH 452 History of Christian Thought (4)**

**Lecture: 60 hours**

**Recommended: BT 200**

This course surveys some of the central events, ideas, and figures in the history of Christianity from

the early church to the present. The course will also discuss the significance of historical developments of Christian thoughts for the church today as well as selected contemporary issues.

**\*TH 460 Introduction to Comparative Religions (4)**

**Lecture: 60 hours**

**Recommended: BT 200**

This course is a comparative study of religion and religious traditions. Student will learn fundamentals of several religious traditions and also various approaches scholars use to understand religion.

**\*TH 470 Introduction to Hermeneutics (4)**

**Lecture: 60 hours**

**Prerequisite: BT 200**

This course provides an introduction to the process of investigating the meaning and significance of biblical texts. The goal of this course is to give the student not only an understanding of the principles of proper biblical interpretation but also the ability to apply those principles in sermon preparation, personal Bible study, and/or in writing.

**MASTER OF DIVINITY (M. Div.)**

The Master of Divinity (M.Div.) is a four-year professional graduate degree program with a traditional seminary curriculum including Exegetical, Historical, Systematic, and Practical Theology. It is designed to meet the needs of pastors or other full-time Christian workers, especially those who wish to enhance their knowledge and effectiveness to study, understand, and proclaim the Word of God, and eventually to serve in the church and the world. Upon the completion of this program, graduates are prepared for ministry in a variety of vocational settings including churches, parachurch organizations, social services, hospitals, military chaplaincy, and hospices.

**Program Objectives**

1. To equip students based on the principle of Sola Scriptura to serve the church and impact the world for Christ.
2. To prepare students for effective professional ministry as servant-leaders with the assurance of eternal salvation.
3. To train students to accurately interpret and apply Scripture based on sound exegetical methodology.
4. To encourage students to demonstrate both spiritual and personal maturity through an increasing awareness of the presence of Christ

and growing conformity to the character of Christ.

5. To prepare students for advanced education in doctoral studies, including Ph.D., D. Min., or D. Miss. programs.

**Program Learning Outcomes**

1. Apply the principle of Sola Scriptura in the historical context to Biblical interpretation
2. Develop an assurance of eternal salvation through Christ and apply this assurance in their ministry and service.
3. Demonstrate professional skills as servant leaders for effective practice and ministry within their selected field.
4. Prepare sermons based on an accurate knowledge and exegesis of Scripture, expressing the compassion of Christ.
5. Demonstrate spiritual and personal maturity through an increasing awareness of the presence of Christ and growing conformity to the character of Christ.
6. Conduct academic research and critical thinking skills necessary for post-graduate education.

Students who successfully complete this program should be prepared to serve as:

| Standard Occupational Classification |                                  |
|--------------------------------------|----------------------------------|
| Code                                 | Occupation                       |
| 21-2000                              | Religious Workers                |
| 21-2099                              | Religious Workers, All Other     |
| 21-2090                              | Religious Workers, Miscellaneous |
| 21-2021                              | Youth Ministry Directors         |
| 21-2021                              | Religious Activities Directors   |
| 21-2021                              | Religious Education Directors    |

**Notice to Prospective Degree Program Students**

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

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

If this institution stops pursuing accreditation, it

must:

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

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

**Program Requirements**

The program requires 96 semester units of coursework to be completed with a minimum GPA of 2.0 and the passage of the Comprehensive Bible Exam after completing all coursework.

**Exegetical Theology (40 semester units)**

|                         |   |
|-------------------------|---|
| BT 500 Bible Survey     | 4 |
| OT 510 Pentateuch       | 4 |
| OT 560 Holy Writings    | 4 |
| OT 570 Prophets         | 4 |
| NT 510 Gospels          | 4 |
| NT 530 General Epistles | 4 |
| NT 540 Pauline Epistles | 4 |
| LT 541 Biblical Hebrew  | 4 |
| LT 542 Biblical Greek   | 4 |
| TH 540 Hermeneutics     | 4 |

**Systematic Theology (8 semester units)**

|                               |   |
|-------------------------------|---|
| TH 531 Systematic Theology I  | 4 |
| TH 532 Systematic Theology II | 4 |

**Historical Theology (8 semester units)**

|                          |   |
|--------------------------|---|
| HT 551 Church History I  | 4 |
| HT 552 Church History II | 4 |

**Practical Theology (16 semester units)**

|                             |   |
|-----------------------------|---|
| PT 510 Pastoral Theology    | 4 |
| PT 520 Homiletics           | 4 |
| PT 540 Educational Ministry | 4 |
| PT 570 Church Internship    | 4 |

**Electives – Choose any six (24 semester units)**

|                                     |   |
|-------------------------------------|---|
| OT 500 Old Testament Survey         | 4 |
| OT 520 Poetic & Wisdom Literature   | 4 |
| OT 530 Historical Books             | 4 |
| OT 540 Major Prophets               | 4 |
| OT 550 Minor Prophets               | 4 |
| NT 500 New Testament Survey         | 4 |
| NT 521 Acts and Work of Holy Spirit | 4 |
| NT 550 Johannine Works              | 4 |
| NT 551 Revelation                   | 4 |
| TH 535 Reformation Theology         | 4 |

|   |   |
|---|---|
| TH 560 Comparative Religions                  | 4 |
| PT 511 Pastoral Counseling                    | 4 |
| PT 521 Expository Preaching                   | 4 |
| PT 530 Worship and Liturgy                    | 4 |
| PT 531 Spirituality Training                  | 1 |
| PT 550 Anthropological Perspective of Mission | 4 |
| PT 571 Mission Field Trip                     | 2 |
| PT 580 Pastoral Ethics                        | 4 |
| PT 590 Leadership Development                 | 4 |
| PT 680 Advanced Research and Writing          | 4 |

**Course Descriptions**

**(each course is offered once every two years)**

**BT 500 Bible Survey (4)**

**Lecture: 60 hours**

**Prerequisite: None**

This course is an introduction to the historical, literary, and theological aspects of the Bible. We will survey the central characters and events of biblical history, examine the variety of genres found in the Bible, and discuss key theological themes emphasized within the Bible. Students will be introduced to methods of biblical criticism and interpretation that integrate skills developed in other disciplines.

**HT 551 Church History I (4)**

**Lecture: 60 hours**

**Recommended: BT 500**

This course covers the Church history from the apostolic period to the Reformation. Emphasis is placed upon the central historical figures, movements, and theological issues, with attention given to their importance for Christian ministry today.

**HT 552 Church History II (4)**

**Lecture: 60 hours**

**Recommended: BT 500 and HT 551**

This course covers the Church history from the Reformation to the modern period. Emphasis is placed upon the central historical figures, movements, and theological issues, with attention given to their importance for Christian ministry today.

**LT 541 Biblical Hebrew (4)**

**Lecture: 60 hours**

**Prerequisite: None**

The course will engage in detailed exegesis of portions of the Hebrew text. In addition to the historical and critical issues, this course will pay special attention to the contemporary trends in the study of the Hebrew text as well as its unique

characteristics, theology, and life-setting. The course intends to build upon exegetical methods and solidify exegesis of the Hebrew text through intensive practice.

**LT 542 Biblical Greek (4)****Lecture: 60 hours****Prerequisite: None**

This course introduces Biblical Greek in the New Testament. The student will learn the essentials of grammar and basic vocabulary and be equipped to translate, interpret, and use Greek in their biblical studies. The student will solidify his or her understanding of the basic morphology, grammar, vocabulary, and syntax of the Greek New Testament.

**\*NT 500 New Testament Survey (4)****Lecture: 60 hours****Recommended: BT 500**

This course introduces students to the writings of the NT so that they can read, interpret, and apply the NT responsibly and enthusiastically. The students will also study the background and literature of the New Testament with historical and cultural factors of the inter biblical period and of pertinent political and geographical factors.

**NT 510 Gospels (4)****Lecture: 60 hours****Prerequisite: BT 500**

This course is an overview of the Gospels (Matthew, Mark, Luke and John) which give the accounts of the life and ministry of Jesus. The course will emphasize the Christological uniqueness of each gospel's portrait of Christ's history, ministry, person and work as well as application of certain basic truths taught and demonstrated by Jesus Christ to our lives. The course will also consider what can really be known about Jesus of Nazareth, in contrast to later legends and beliefs.

**\*NT 521 Acts and Work of Holy Spirit (4)****Lecture: 60 hours****Prerequisite: BT 500**

This course is an in-depth study of Acts with major emphasis given to the Holy Spirit which was of importance to early churches. We examine how the Holy Spirit work through Peter and Paul for church missions. Attention is given to the first-century contexts (Judaism, Roman Emperor, and early church) of the documents, the methodological issues of interpretation, and the use of these texts in the church today.

**NT 530 General Epistles (4)****Lecture: 60 hours****Prerequisite: BT 500**

This course includes a survey and study of the non-Pauline epistles Hebrews, James I & II, Peter I, II & III, John, and Jude. The major themes of each book will be considered with a discussion of structural features, historical setting, and theological emphasis, presenting the major themes and basic content and value of each individual book and their contribution to the whole Bible.

**NT 540 Pauline Epistles (4)****Lecture: 60 hours****Prerequisite: BT 500**

The course covers the ministry and teachings of the Apostle Paul as recorded in the Pauline Epistles. Special attention is given to Paul's theology as well as the pastoral needs of churches in both in Paul's day and ours. In addition, attention is given to thinking, valuing, and living biblically by learning how to apply Scripture to life and ministry.

**\*NT 550 Johannine Works (4)****Lecture: 60 hours****Prerequisite: BT 500**

This is a thematic approach to the study of John's Gospel and three epistles. Special consideration will be given to the historical and cultural context of these writings. Key passages will be analyzed and interpreted for their theological content.

**\*NT 551 Revelation (4)****Lecture: 60 hours****Prerequisite: BT 500**

This course is designed to guide the student in a study of the unique book of the canon, namely, Revelation. Special emphasis will be placed on the genre issue, the different hermeneutical approaches to the book, crucial interpretive issues, the book's literary structure and artistry, and its distinctively high Christology. The important question of teaching and applying the book in our present-day, apocalyptically fearful/sensitive setting will also be touched.

**\*OT 500 Old Testament Survey (4)****Lecture: 60 hours****Recommended: BT 500**

This course is designed to introduce the literature, history, and messages of the Old Testament. The Old Testament provides its readers with a history of the people of Israel and a picture of Israel's relationship with God. Yet, the Old Testament is far more than the story of ancient Israel. The material revealed in

its pages' functions as the theological and moral foundation for three of the world's major religious traditions: Judaism, Christianity, and Islam. As such, it has shaped the history of western civilization and continues to influence the world today. Thus, as we study the ancient text we will also consider its impact on ourselves and on people of other cultures today.

**OT 510 Pentateuch (4)****Lecture: 60 hours****Prerequisite: BT 500**

The course is concerned with the text and interpretation of the Pentateuch, Israel's foundational literature and the origin of her consciousness as the people of God. Matters of background (historical and cultural), content, structure and literary form (narrative and legal) will be covered, especially as they show the development of theological themes. Issues of critical methodology and interpretation will be addressed as they illumine our understanding of the text.

**\*OT 520 Poetic & Wisdom Literature (4)****Lecture: 60 hours****Prerequisite: BT 500**

This course is an overview survey of the wisdom books of the Old Testament, focusing primarily on the poetry of Job, Psalms, Proverbs, Ecclesiastes and Song of Solomon. The course content includes introductions to the various books, characteristics of Hebrew poetry, exegesis of selected passages and a broad overview of major theological themes in Old Testament wisdom literature. Students will learn the material through the course teaching, readings, discussion and assignments.

**\*OT 530 Historical Books (4)****Lecture: 60 hours****Prerequisite: BT 500**

This course consists of an in-depth exploration of the 12 Historical Books (Joshua-Esther) and their interpretation in the context of the Church in mission. Among the themes, students explore the meaning of "image of God", blessing and abundance, stewardship of cultural and redemptive mandates, covenant community and social ethics, justice and grace.

**\*OT 540 Major Prophets (4)****Lecture: 60 hours****Prerequisite: BT 500**

This course is a study of the structure and content of the Major Prophets (Isaiah, Jeremiah, Lamentations, Ezekiel, and Daniel), with emphasis on the prophetic

themes of each book. The student will learn how to take the prophetic utterance of the Major Prophets and interpret them according to normal rules of hermeneutics. The student will also be able to understand God's working through history and his chosen servant, "The Messiah" to manifest and revealing his visions of hope and salvation for his chosen people, Israel and ultimately the Church.

**\*OT 550 Minor Prophets (4)****Lecture: 60 hours****Prerequisite: BT 500**

This course is a study of the last 12 books of the Old Testament known as the Minor Prophets (Hosea, Joel, Amos, Obadiah, Jonah, Micah, Nahum, Habakkuk, Zephaniah, Haggai, Zechariah, and Malachi). The course will focus on the historical, political, religious, and social events that shaped the ministry of the Minor Prophets and provided the impetus for their preaching. Students will learn how the prophetic message explains the mission of God in the world.

**OT 560 Holy Writings (4)****Lecture: 60 hours****Prerequisite: BT 500**

This course is a survey of the Old Testament in its historical, canonical, geographical, and cultural contexts, focusing on 12 Historical Books (Joshua-Esther) and Wisdom Literature. Attention is given to distinctive features, main events and outstanding personalities, as well as literary structure, genre, and important theological themes in the history of ancient Israel. This study gives a comprehensive and panoramic view of Israel's progressive understanding of her election and covenantal relationship with God.

**OT 570 Prophet (4)****Lecture: 60 hours****Prerequisite: BT 500**

This course studies the Hebrew prophetic literature, focusing on major (Isaiah, Jeremiah, Ezekiel) and minor prophets (Hosea-Malachi). It examines the historical, theological, literary, and canonical perspectives of selected texts as well as the prophetic traditions that inform and shape the Hebrew Prophets. With this background, the class will study contemporary use of biblical prophecy in modern literature dealing with apocalyptic and eschatological issues.

**PT 510 Pastoral Theology (4)****Lecture: 60 hours****Prerequisite: BT 500**

This course explores the theological and practical dimensions of ministry so that men and women with a pastoral calling might know how to conduct themselves for caring the flock of God (1 Timothy 3:14-15, 1 Peter 5:2-4). Attention is given to the nature of a call to pastoral ministry or a staff position in church ministries, church leadership as a pastor, and the major areas of pastoral care (Holy Baptism, Confession and Absolution, Holy Communion, Christian Fellowship, Confirmation, Admonition, Marriage, Burial, Counseling, and Administration).

**\*PT 511 Pastoral Counseling (4)****Lecture: 60 hours****Prerequisite: BT 500**

This course is designed to study the special issues associated with the theory, practice, and administration of counseling in pastoral contexts. The student will learn general counseling principles applicable for the local church, practice basic counseling skills, examine models and methodology for counseling, and acquire expertise in specific problem areas commonly experienced by pastoral counselors.

**PT 520 Homiletics (4)****Lecture: 60 hours****Prerequisite: BT 500****Recommended: TH 531 and TH 532**

This course is a study in the preparation of preaching. Attention is given to various types of preaching, methods of interpretation, spiritual formation of the preacher, picture preaching, sermon preparation resources, formula of sermon outlines, techniques of public communication, and creation and presentation of a sermon. Practicum included.

**\*PT 521 Expository Preaching (4)****Lecture: 60 hours****Prerequisite: PT 520**

This course is designed to enhance the development of the student's expository ability through exercises in the critical explanation of scripture.

**\*PT 530 Worship and Liturgy (4)****Lecture: 60 hours****Prerequisite: BT 500**

This course will deal with the foundational importance of worship in the church. The course will focus on the principles of Christian liturgy, the ritual experience of the Church's spirituality. It will

consider present day experience and need for development in pastoral liturgical application. Key elements in the practice and leadership of worship will be explored including the ordering of worship, the role of prayer and music, and models of collaborative worship planning.

**\*PT 531 Spirituality Training (1)****Practicum: 30 hours****Prerequisite: BT 500**

The purpose of this course is to provide students with rich spiritual experiences that promote intimacy with God and Christ-likeness in character with the goal of fostering ongoing personal spirituality and the ability to facilitate spiritual renewal and consistent discipleship in others. Each student will attend one spirituality program offered either by the school or another institution/church. This is to be done in consultation with the student's advisor before and after the experience, and a written report must be submitted. Spirituality Training course can be taken up to four times for credit.

**PT 540 Educational Ministry (4)****Lecture: 60 hours****Prerequisite: None**

This course is designed to provide an overview of the Christian education function in the local church. The emphasis of this course is to give pastors, ministers of education and other Christian educators a general background of the history, philosophy, scope, and need for quality Christian education in the local churches of today.

**\*PT 550 Anthropological Perspective of Mission (4)****Lecture: 60 hours****Prerequisite: BT 500**

This course presents anthropological models of cross-cultural ministry, addressing theoretical and practical concerns. Topics include: Christianity and culture, cross-cultural interpretation of the Bible and the Gospel, contextualization of theology, and the missionary role, gifts and calling, support networks, ministry goals, leadership skills, second language acquisition, and models of interpersonal, ethical and spiritual reconciliation.

**PT 570 Church Internship (4)****Practicum: 120 hours****Prerequisite: BT 500 and PT 540**

This course is focused on the important principles of spiritual formation, spiritual leadership, and ministry training within a ministry setting. A student should enter into a church Internship with an approved church and mentor by the Program Director in order

to earn credit for the intern experience requirement of the M. Div. degree.

**\*PT 571 Mission Field Trip (2)**

**Practicum: 60 hours**

**Prerequisite: BT 500**

The purpose of this course is to provide students with mission experiences and to introduce the biblical, theological, historical, and practical bases for Christian mission. Special attention is given to contemporary issues in missions as well as current ways to do missions. Students will participate in one mission/outreach program offered either by the school or another institution/church. This is to be done in consultation with the student's advisor before and after the experience. Mission Field Trip course can be taken up to two times for credit.

**\*PT 580 Pastoral Ethics (4)**

**Lecture: 60 hours**

**Prerequisite: BT 500**

This course explores the terminology, major views, and problems in the study of ethics and to a biblical basis for morality. The ethical and legal concerns surrounding church discipline, leadership conflicts, and church divisions will also be presented with an emphasis on methods of conflict resolution.

**\*PT 590 Leadership Development (4)**

**Lecture: 60 hours**

**Recommended: BT 500**

This course explores the biblical principles and practices of developing leaders within the Christian community, including discussion of theological truth, spiritual character and practical skills. Student will gain insight into his/her leadership potential, gifts, values, preferences, style, and skill levels.

**\*PT 680 Advanced Research and Writing (4)**

**Lecture: 60 hours**

**Prerequisite: TH 531 and TH 532**

This course will provide the M.Div. student with research skills and methods needed to define a project topic and to complete the project.

**TH 531 Systematic Theology I (4)**

**Lecture: 60 hours**

**Prerequisite: BT 500**

This course is designed to give a concise introduction to the nature, history, and methodology of systematic theology. It will cover revelation, both general and special, inspiration, canonicity, authority and illumination of the Word of God as well as the doctrine of God, including His existence, attributes, and Trinitarian nature.

**TH 532 Systematic Theology II (4)**

**Lecture: 60 hours**

**Prerequisite: BT 500**

**Recommended: TH 531**

This course will provide introductory discussions to sin, the Person and Work of Christ, salvation and the Christian life, Christian eschatology, and the meaning and functions of the church. We will define the scriptural views while refuting other views. The goal of the course is to make relevance of theology to our lives in Christ and to our ministries within the Church and in the wider world.

**\*TH 535 Reformation Theology (4)**

**Lecture: 60 hours**

**Prerequisite: HT 551 and HT 552**

This course is designed to give an understanding and an appreciation for Reformation Theology. The class will focus on major issues and leading figures such as Luther, Melancthon, Zwingli, and Calvin. Special attention will be given to the doctrinal beliefs which drove the Reformation.

**TH 540 Hermeneutics (4)**

**Lecture: 60 hours**

**Prerequisite: BT 500**

**Recommended: LT 541 and LT 542**

This course is designed to familiarize the student with biblical interpretation. The general, historical, literary, and contextual principles of interpreting texts will be investigated through readings, lectures, discussions, assignments, and a research project. Topics will include essential steps in interpreting the Bible, various methods and approaches, historical and theological issues arisen out of the interpretive task, the relationship between the testaments, and word studies and literary genre.

**\*TH 560 Comparative Religions (4)**

**Lecture: 60 hours**

**Prerequisite: BT 500**

This course examines most of the major religious traditions of the world in terms of their history, worldviews, practices, goals and ideals. These include the religions of the Middle East (Judaism, Christianity, and Islam) and Europe (Protestant Christianity), and the religions of South Asia (Hinduism, Jainism, Buddhism) and East Asia (Confucianism). These religions are compared on several aspects: finding common ground, areas of tensions, and area of most difficulty. In addition, the class will contextualize world religions within the larger contours of human history and relevant issues from comparative religious studies.



**SCHOOL OF LANGUAGE**

The School of Language currently offers a certificate program in English as a Second Language (ESL).

**ENGLISH AS A SECOND LANGUAGE**

English, considered a Global Language, is the most widely spoken first and second language in the world, and also claims the most number of students studying the language. Though the United States of America does not have an official language, English comes the closest to playing that role. Learning English as a Second Language can be an enriching experience and might also open opportunities for a more rewarding adventure both here and abroad.

The purpose of the English as a Second Language program is to enhance the lives our students through helping them learn and acquire English as a language that can be used in their daily lives.

**Program Objectives**

1. Make English an integral part of our students' daily lives.
2. Create an environment where language learning is enjoyable and nonthreatening.
3. Utilize latest second language acquisition techniques in the classroom.

**Program Learning Outcomes**

1. Listen and comprehend verbal descriptions of moderate pace;
2. Read and understand advanced-level texts, articles, and books;
3. Speak and articulate narratives;
4. Carry a conversation of varying topics;
5. Write short, organized compositions ranging from a few paragraphs to a few pages;
6. Visually and aurally identify, write, and pronounce a list of 1,600 to 1,800 high frequency word families.

This program is not designed to lead to employment.

**Program Requirements**

The entire ESL program consists of a total of 1080 clock hours. Each level of the program is 180 clock hours. Completion of the ESL program is determined with the successful passage of a comprehensive exam at the conclusion of Level 6 coursework.

**ESL Beginning (360 clock hours)**

ESL 1A Level 1 180

ESL 1B Level 2 180

**ESL Intermediate (360 clock hours)**

ESL 2A Level 3 180  
 ESL 2B Level 4 180

**ESL Advanced (360 clock hours)**

ESL 3A Level 5 180  
 ESL 3B Level 6 180

**Course Descriptions  
 (courses offered on an as-needed basis)**

**ESL 1A Level 1 (180)**

**Lecture: 180 hours**

**Prerequisite: None**

This course is designed for the student without any English communication skills. The course introduces the student to basic vocabulary development of approximately 200 words and builds a beginning understanding of pronunciation.

**ESL 1B Level 2 (180)**

**Lecture: 180 hours**

**Prerequisite: ESL 1A or passing score on Placement exam**

This course is designed to introduce the student to basic sentence structure and conversation skills and will expand the student's vocabulary to approximately 500 words.

**ESL 2A Level 3 (180)**

**Lecture: 180 hours**

**Prerequisite: ESL 1B or passing score on Placement exam**

This course will introduce the student to sentence structures for beginning writing and will introduce the student to basic compound sentence construction, and verb tenses. The student will expand usable vocabulary to approximately 1,000 words.

**ESL 2B Level 4 (180)**

**Lecture: 180 hours**

**Prerequisite: ESL 2A or passing score on Placement exam**

The student will be required to learn sentence and grammar using more verb tenses and will further develop pronunciation skills. Additionally, the student will be required to practice communication skills within basic business settings and cultural settings.

**ESL 3A Level 5 (180)**

**Lecture: 180 hours**

**Prerequisite: ESL 2B or passing score on Placement exam**

The student will have expanded vocabulary of approximately 1500 words and will begin to read and interact with academic magazines and journals.

**ESL 3B Level 6 (180)**

**Lecture: 180 hours**

**Prerequisite: ESL 3A or passing score on Placement exam**

The student will expand English usage to demonstrate ability to interact with cultural activities such as news shows, talk programs, academic lectures and writing three- to five- page essays on selected topics.

# APPENDIX A

## **STUDENT CODE OF CONDUCT**

The Code of Conduct exists to protect the persons and property of the St. Luke community and the rights of the persons in the St. Luke community. It also fosters and enhances the academic mission of the institution. While the Code of Conduct does not include all of the activities that may adversely affect the St. Luke community, they do apply to the conduct of all registered students and registered student organizations within St. Luke University.

St. Luke premises include building and facilities. Persons are to report violations of the Code of Conduct to the Director of Student Affairs. As members of St. Luke, students are also subject to city, county, state, and federal laws. Legal action in addition to St. Luke disciplinary action may take place. The institution's decision in disciplinary matters is independent of off campus legal action. St. Luke has developed minimum and maximum sanctions in the disciplinary decision-making process in order to ensure fairness.

### **Behavioral Standards / Morality Policy**

The behavioral standards of St. Luke are based on Christian principles and are designed to benefit the St. Luke community as shown in Statements of Ethical Values. Therefore, each student, who joins the St. Luke community, agrees to accept the responsibility of maintaining a "Christian" lifestyle and demonstrate cooperation in adhering to the expectations of the university as they relate to behavior and discipline.

### **Unacceptable Standards of Conduct**

The following behaviors will not be tolerated on or off campus of St. Luke University:

- Intimidation/Harassment/Sexual Harassment
- Stalking
- Rape
- Aggravated assault/Fighting
- Arson
- Destruction of property
- Possession of an illegal weapon
- Alcohol or drug distribution/usage/sale or possession
- Physical violence towards another person

- Disrespect to a faculty member or staff
- Verbally abusive language
- Theft
- Smoking in room

The above items are not all inclusive. There may be additional items determined by the Director of Student Affairs.

### **Public Display of Affection Standards and of Lewd Behaviors**

- Couples are not to lie on the floor together, sit, stand, or strike any other pose that may be considered sexually suggestive or offensive
- Lewd/Indecent Behavior – The following behaviors are prohibited:
  - Public nudity.
  - Public viewing or displaying of pornography

### **Alcoholic Beverages**

Possession of alcoholic beverages either opened or unopened container, anywhere on St. Luke property, including cars is prohibited.

### **Drugs**

Students who are involved in any drug related violations are subject to criminal action, and it is the duty of St. Luke University to report these individuals to the legal authorities. The illegal possession or use of narcotics or drugs at the events sponsored by St. Luke, and in areas outside the campus also involves such related incidents that are subjected to prosecution under local, state, and federal laws.

### **Weapons Policy**

The possession of firearms, ammunition, explosives, incendiary devices, and other weapons anywhere on the St. Luke campus is prohibited.

A "weapon" shall include anything likely to be used, or designed to be used, in destroying, defeating, or injuring a person or property; or an instrument by the use of which a fatal wound may probably or possibly be given or damage to property may be inflicted.

### **Disruption of St. Luke Functions**

St. Luke promotes academic freedom and discussion. However, anyone who is disruptive to

St Luke operations, violates policies, or violates Southern California law, may be prohibited from coming on St. Luke premises, prohibited from attending St. Luke University and/or may be arrested, or criminally prosecuted.

**Theft**

Theft, regardless of where it occurred, stealing from another person, agency, institution, the taking of property belonging to another, with the intent of converting the property to one's personal use; unauthorized use of another's credit card; and acting as an accomplice to theft.

**Physical Abuse**

An encounter with blows or other personal violence, which includes rape, sexual assault, pushing, shoving, and other acts of physical abuse or contact which threatens or endangers the health or safety of another.

**Verbal Abuse or Harassment**

The use of verbally abusive language by any person on St. Luke is prohibited. This includes language which insult, or challenges another person to use a violent profanity, verbal assaults, sexist, or racist remarks or behavior.

**Tobacco-Free Policy**

Smoking and use of all tobacco products is prohibited in all buildings and all grounds of St. Luke. This policy applies to all faculty, staff, students and visitors at St. Luke.

**Fire Safety and Equipment**

The following behaviors are prohibited:

- Causing a false alarm, arson, and tampering with or obstructing the fire alarm system, smoke detectors, sprinkler system, emergency exits, fire extinguishers, exit signs, and other equipment.
- Failing to evacuate a University building during any fire and/or emergency alarms, including drills, or reentering the building before the all clear sign is given.
- Failing to report any instance of fire or smoke to Public Safety or other University official.

**Other Violations**

Other violations that not listed in this section but may be deemed to be disruptive to the university environment may be in violation of the Student

Code of Conduct and result in dismissal from the University.

**Disciplinary Policies**

A student who violates the university's policies and Student Code of Conduct will be subject to disciplinary action which can result in one of the following seven levels of disciplinary action: (1) official warning; (2) reprimand; (3) property restitution; (4) assignment of failing grade; (5) probation; (6) suspension; and (7) dismissal. Once dismissed students cannot be readmitted to St. Luke unless all faculty members would discuss about the issue and unanimously agree on the re-admission.

St. Luke University's rules of student conduct are based on the California Administrative Code, Title 5, Section 41301.

**STUDENT DUE PROCESS PROCEDURES**

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The Chief Academic Officer shall read the complaint, and if it warrants further investigation, then a copy of the complaint should be forwarded to the person against whom the complaint is made ("respondent"). If the allegations would not constitute a violation of a University policy, then the Chief Academic Officer should inform the grievant in writing that the allegations are not subject to further investigation.

The respondent shall be given 14 calendar days from receipt of the complaint to return a written response to the Program Director, who then shall initiate a reasonable investigation into the matter. The investigation may include meeting with the parties, talking with witnesses, and reviewing any supporting documents. A grievant may elect to withdraw a formal complaint at any time; however, the University reserves the right to investigate all complaints in order to protect the interests of the University and its community.

Within a reasonable time, the Chief Academic Officer shall make a decision based on the formal complaint, response, and any other relevant information. This decision shall be in writing and shall consist of factual findings, conclusions, and a remedy if one is appropriate. All parties shall receive a copy of the decision.

Any party may submit a written request for

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

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

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 <http://www.bppe.gov>.

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Dr. Suite 400  
Sacramento, CA 95833

Students may also contact TRACS Accrediting Agency by completing the TRACS Complaint Form found [http://tracs.org/TRACS\\_Publications.html](http://tracs.org/TRACS_Publications.html) on [http://tracs.org/TRACS\\_Publications.html](http://tracs.org/TRACS_Publications.html) and submitting it to:

President  
Transnational Associations of Christian Colleges and Schools  
15935 Forest Rd.  
Forest, VA 24551

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

In compliance with Family Educational Rights and Privacy Act of 1974 (FERPA), St Luke University will disclose information from a student's education records only with the prior written consent of the student – except that education records may be disclosed without consent to University officials having a legitimate educational interest in the records and to third parties

specifically authorized by FERPA.

Education records are defined as records, files, documents, data and other materials that contain information directly related to a student and are maintained by St Luke University. Students at the University have the following rights regarding their education records:

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

### **PRIVACY OF STUDENT RECORDS**

The University's policy is to maintain the confidentiality of student academic records. No one outside of the institution shall have access to, nor will the University disclose, any information from a student's academic records without the written consent of the student except: University personnel, officials of other institutions in which the student seeks to enroll, persons or organizations providing student financial aid, accrediting agencies, in compliance with a judicial order; In an emergency in order to protect the health or safety of a student or other persons.

The student's academic file is the sole property of the University. The University will not release copies of documents of course work from other institutions attended.

All information regarding student records will be protected under the Federal Right to Privacy Act.

All student records as required by CCR 71920 are maintained. CCR 71920 requires:

- (a) The institution shall maintain a file for each student who enrolls in the institution whether or not the student completes the educational service.
- (b) In addition to the requirements of California Education Code (CEC) 94900 ((a) An institution

shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution. (b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following: (1) The degree or certificate granted and the date on which that degree or certificate was granted. (2) The courses and units on which the certificate or degree was based. (3) The grades earned by the student in each of those courses), the file shall contain all of the following pertinent student records:

(1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following: (A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test; (B) Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program; (C) Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes; (D) All of the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit;

(2) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;

(3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;

(4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and

(5) In addition to the requirements of CEC 94900(b) ((b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following: (1) The degree or certificate granted and the date on which that degree or certificate was granted. (2) The courses and units on which the certificate or degree was based. (3) The grades earned by the student in each of those courses), a transcript showing all of the following:

(A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal; (B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit; (C) Credit for courses earned at other institutions; (D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes; (E) The name, address, website address, and telephone number of the institution.

(6) For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course;

(7) The dissertations, theses, and other student projects submitted by graduate students;

(8) A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;

(9) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;

(10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;

(11) Copies of any official advisory notices or warnings regarding the student's progress; and

(12) Complaints received from the student.

All records are maintained in accordance with CCR 71930:

(a) An institution shall maintain all records required by the California Private Postsecondary Education Act of 2009 (Act) and this chapter. The records shall be maintained in this state.

(b) (1) In addition to permanently retaining a transcript as required by CEC 94900(b) ((b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following: (1) The degree or certificate granted and the date on which that degree or certificate was granted. (2) The courses and units on which the certificate or degree was based. (3) The grades earned by the student in each of those courses), the institution shall maintain for a period of 5 years the pertinent student records described in Section

71920 from the student's date of completion or withdrawal.

(2) Notwithstanding (b)(1), the institution shall maintain records relating to federal financial aid programs as provided by federal law.

(c) A record is considered current for three years following a student's completion or withdrawal. A record may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all of the following apply:

(1) The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act;

(2) For a record that is current, the institution maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonably close proximity to the stored records at the institution's primary administrative location in California. For a record that is no longer current, the institution shall be able to reproduce exact, legible printed copies within two (2) business days.

(3) The institution has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized by the Act to inspect and copy records; and

(4) Any person authorized by the Act or this chapter to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse the institution for the reasonable cost of using the institution's equipment and material to make copies at a rate not to exceed ten cents (\$0.10) per page.

(d) The institution shall maintain a second set of all academic and financial records required by the Act and this chapter at a different location unless the original records, including records stored pursuant to subdivision (b) of this section, are maintained in a manner secure from damage or loss. An acceptable manner of storage under this subsection would include fire resistant cabinets.

(e) All records that the institution is required to maintain by the Act or this chapter shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.

(f) If an institution closes, the institution and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by the Act and this chapter for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge except as allowed under subdivision (c)(4) of this section, during normal business hours by any entity authorized by law to inspect and copy records.

#### **Student Record Retention Policy**

The following records are kept for five years:

Application for Admission

Transcripts from prior institutions

Grade Report forms

Complaint forms

The following records are kept permanently:

St. Luke University transcripts

St. Luke University degrees

St. Luke University certificates

#### **CATALOG ACCURACY AND EFFECTIVE DATES**

St. Luke University's catalog contains current information (Aug. 1, 2018 – Jul. 31, 2019) regarding the admission, degree requirements, fees, policies, and course of offerings. The policy of St. Luke University is to give advance notice of change, whenever possible, to permit adjustment. However, the administration and the faculty reserve the right to modify, edit, and/or otherwise correct the catalog.

The catalog is updated a minimum of once every year for release by August 1 and is available for download on the St. Luke University website at [www.sluedu.us](http://www.sluedu.us). Updates to the catalog may be made throughout the year. The latest update is immediately available on the university website.

#### **QUESTIONS**

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, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897.

# APPENDIX B

## BOARD OF DIRECTORS

Dr. Jong Un Lee – Chairman  
 Dr. Kyung Sook Min – Vice Chairwoman  
 Dr. Christina Chun  
 Mr. Seong Soo Han  
 Dr. Young D. Kim – Ex Officio

## ADMINISTRATORS

Dr. Young Dae Kim – President  
 Dr. Sungyi Choi – Chief Academic Officer  
 Mr. David Kim – Chief Financial Officer / ESL  
 Director / Director of Compliance  
 Dr. Jung Ja Kang – M.Div. Director  
 Rev. Taehoon Lee – B.A. Director  
 Rev. Naeyoun Cho – G.E. Director / Director of  
 Student Affairs  
 Ms. Jung Kim – Director of Administration

## STAFF

Richy Strobel – Librarian  
 Christine Kim – Assistant Librarian  
 Kun Kwak – Registrar  
 Yanhu Jin – Bursar  
 Meiyan Quan – Admissions Officer  
 Lihua Jin – International Students Counselor

## SCHOOL OF THEOLOGY FACULTY

### Full-Time

#### Cho, Naeyoun – G.E. Director

Ph.D. (Cand.) Claremont School of Theology,  
 Claremont, CA.  
 M.Div. Seoul Theological University, Bucheon,  
 Korea.  
 B.A. Handon Global University, Gyeongbuk,  
 Korea.  
 Field of Specialization: Biblical Studies, Biblical  
 Language, Exegetical Theology (Old  
 Testament).

#### Lee, Taehoon – B.A. Director

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B.Th. Methodist Theological University, Seoul,  
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Field of Specialization: Biblical Studies, Biblical  
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### Adjunct

#### Choi, Sungyi

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 Christian Theology, Psychology, English.

#### Han, David Sang Chan

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 S.T.M.. Philips University, Marburg, Germany.  
 M.Div. Presbyterian College and Theological  
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 B.A. Chung Ang University, Seoul, Korea.  
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 Theology, Systematic Theology.

#### Jeon, Jin Won

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 IN.  
 D.Min. Trinity Theological Seminary, Newburgh,  
 IN.  
 Th.M. Asian Center for Theological Studies and  
 Mission, Seoul, Korea.  
 M.Div. Korea Baptist Theological  
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 B.S. Sogang University, Seoul, Korea.  
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 Ministerial Theology, Natural Science.

#### Jeong, Seongeun

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 Th.M. Candler School of Theology, Atlanta, GA.  
 M.Div. Korea Methodist Theological University,  
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B.A. Kon Kuk University, Seoul, Korea.  
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**Kim, Christine**

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Field of Specialization: World History.

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Ed.D. Talbot School of Theology, La Mirada, CA.  
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**Kim, Kyung Hwan**

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D.Miss. Midwest Theological School, St. Louis, MO.  
M.A. Korean Presbyterian Mission Graduate School, Seoul, Korea.  
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**Kim, Soo J.**

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M.T.S. Calvin Theological Seminary, Grand Rapids, MI.  
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**Kim, Young Dae**

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M.A.Th. Concordia University, Irvine, CA.  
M.CE. International Theological Seminary, El Monte, CA.  
M.Div. Presbyterian Theological Seminary in America, Santa Fe Springs, CA  
B.S. Dan Kook University, Seoul, Korea.  
Field of Specialization: Biblical Theology, Historical Theology, Christian Education, Natural

Science, Health Science.

**Park, Dong-Sik**

Ph.D. Claremont Graduate University, Claremont, CA.  
M.A.P.T. Columbia Theological Seminary, Decatur, GA.  
M.Div. Columbia Theological Seminary, Decatur, GA.  
B.A. Keimyung University, Daegu, Korea.  
Field of Specialization: Systematic Theology, Literature, Philosophy.

**SCHOOL OF LANGUAGE FACULTY****Full-Time****Kim, David – ESL Director**

M.A. California State University, Fullerton, CA.  
B.A. University of California, Los Angeles, CA.

**Part-Time****Clark, Cynthia**

B.A. California Polytechnic University, Pomona, CA.

**Strobel, Richy**

M.L.I.S. California State University, San Jose, CA.  
B.A. California State University, Fullerton, CA.

# ACADEMIC CALENDAR

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## SCHOOL OF THEOLOGY

### 2018 – 2019

#### Fall Semester

|                                       |                        |
|---------------------------------------|------------------------|
| New Student Orientation .....         | August 23, 2018        |
| First day of classes .....            | September 1, 2018      |
| Labor Day (campus closed).....        | September 3, 2018      |
| Thanksgiving break (no classes) ..... | November 19 – 24, 2018 |
| Last day of classes .....             | December 18, 2018      |

#### Spring Semester

|                                 |                     |
|---------------------------------|---------------------|
| New Student Orientation .....   | January 24, 2019    |
| First day of classes .....      | February 2, 2019    |
| Easter break (no classes) ..... | April 15 – 20, 2019 |
| Last day of classes .....       | May 21, 2019        |

#### Summer Session

|                                       |               |
|---------------------------------------|---------------|
| First day of classes .....            | June 1, 2019  |
| Independence Day (campus closed)..... | July 4, 2019  |
| Session ends .....                    | July 31, 2019 |

**The academic calendar is subject to change.**

# ACADEMIC CALENDAR

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## SCHOOL OF LANGUAGE

### 2018 – 2019

#### Fall Term

First day of term ..... October 1, 2018  
Thanksgiving break (no classes) ..... November 19 – 23, 2018  
Last day of term..... December 14, 2018

#### Winter Term

First day of term ..... January 7, 2019  
Martin Luther King, Jr. Day (campus closed) ..... January 21, 2019  
Last day of term..... March 15, 2019

#### Spring Term

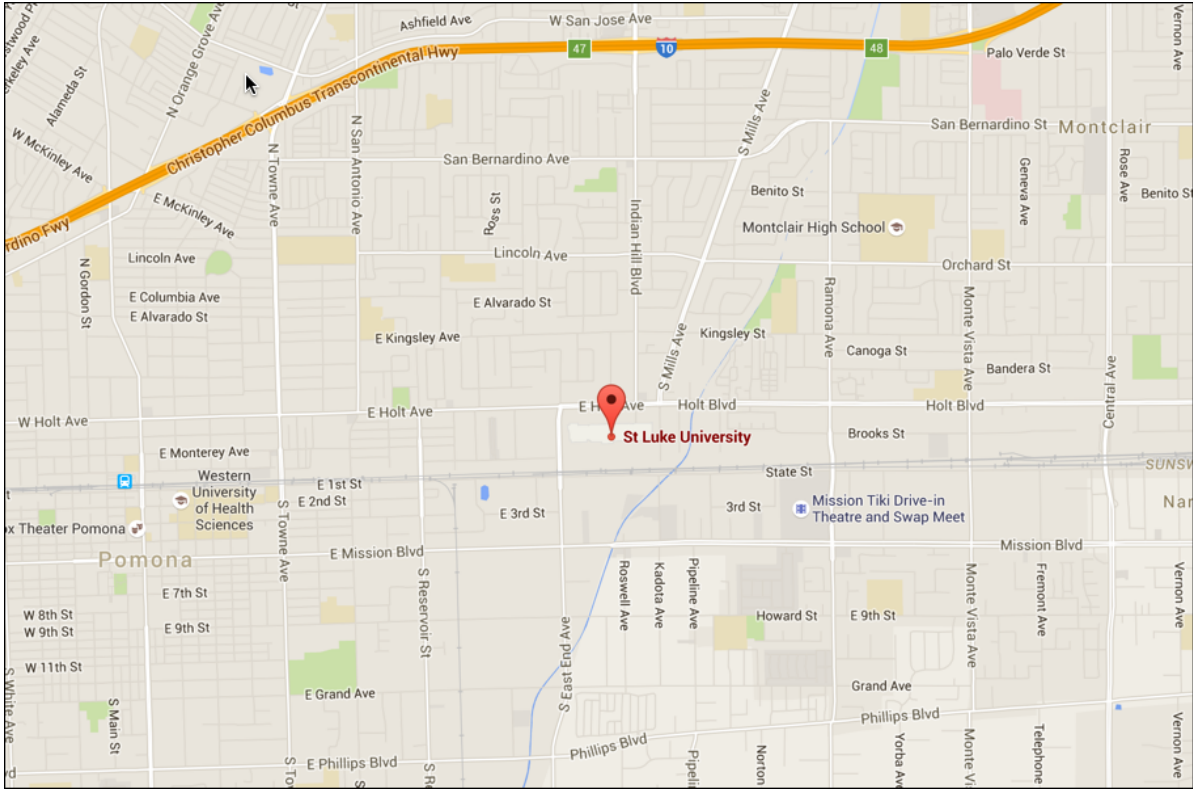
First day of term ..... April 1, 2019  
Memorial Day (campus closed) ..... May 27, 2019  
Last day of term..... June 7, 2019

#### Summer Term

First day of term ..... July 8, 2019  
Labor Day (campus closed)..... September 2, 2019  
Last day of term..... September 13, 2019

**The academic calendar is subject to change.**

# CAMPUS LOCATION AND MAP



St. Luke University is located at:  
1460 E. Holt Ave., Suite 72  
Pomona, CA 91767

Tel: (909) 623-0302  
Fax: (909) 623-0480  
Web: [sluedu.us](http://sluedu.us)  
Email: [info@sluedu.us](mailto:info@sluedu.us)

# EMERGENCY PLAN

## MEDICAL CARE

|                                 |  |                    |
|---------------------------------|--|--------------------|
| Paramedics                      | 9-1-1 (emergencies only)                         |                    |
| Rite Medical Clinic Urgent Care | (909) 620-8500 (emergencies and non-emergencies) |                    |
| 502 W. Holt Ave.                |  |                    |
| Pomona, CA 91768                |  |                    |
| Acupuncturist                   | Dr. Young Kim, L.Ac.                             | youngkim@sluedu.us |

## CAMPUS SECURITY

|                             |  |                       |
|-----------------------------|--|-----------------------|
| Pomona Police Department    | 9-1-1 (emergencies only)                         |                       |
| Campus Security             | (909) 784-6651 (emergencies and non-emergencies) |                       |
| Director of Administration  | Ms. Jung Kim                                     | jungkim@sluedu.us     |
| Director of Student Affairs | Rev. Naeyoun Cho                                 | naeyoun.cho@sluedu.us |

