

ST. LUKE UNIVERSITY

# **Student Handbook**

**AUGUST 1, 2018 – JULY 31, 2019**

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## **History of St. Luke University**

St. Luke University was founded in a church in La Puente, California 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. The university quickly outgrew the church facilities and within three years of its establishment, the university found a new home in Pomona, California.

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. The university sought to model Luke by offering educational programs in Bachelor of Arts in Theology, Master of Divinity, Doctor of Ministry, Doctor of Theology, Master of Science in Asian Medicine, and ESL on its founding. Currently, the university offers three programs: Bachelor of Arts in Theology, Master of Divinity, and ESL.

The university is approved to operate by the State of California's Bureau for Private Postsecondary Education (BPPE) and has Candidate Status with the Transnational Association of Christian Colleges and Schools (TRACS) accreditation commission.

## **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.

## **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**

The 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.

## **Statement of Ethical Values**

### **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.

## **Approval and Accreditation Status**

### **BUREAU OF PRIVATE POSTSECONDARY EDUCATION**

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. The University received approval to operate on February 19, 2004 by the Bureau for Private Postsecondary and Vocational Education (BPPVE). The University was fully approved on October 18, 2011 by Bureau for Private Postsecondary Education (BPPE). And on July 11, 2018, the BPPE renewed the approval to operate.

For more information, please refer to the Bureau for Private Postsecondary Education (BPPE). More information about BPPE can be obtained at <http://www.bppe.ca.gov>

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Sacramento, CA 95798-0818

Phone Number: (916) 431-6959

Fax Number: (916) 263-1897

### **TRANSNATIONAL ASSOCIATION OF CHRISTIAN COLLEGES AND SCHOOLS**

St. Luke University's degree programs are not accredited. A degree and degree program from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

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](mailto: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).

More information about TRACS can be obtained at <http://www.tracs.org>

## Procedures for Dropping/Adding Classes

The Registrar is responsible for the adding and dropping of all classes. To add or drop classes, meet with the Registrar and complete the necessary paperwork.

### ADDING A COURSE

Students can add courses to their schedule up to two weeks after the start of the semester. To add courses, students meet with the Registrar to discuss and make changes to their schedule. Once classes are added, fees are recalculated with the additional units and are payable immediately. The most recent fee schedule and academic calendar are available in 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 courses, students meet with the Registrar to discuss and make changes to their schedule. Fees are adjusted and the difference refunded. The refund table and academic calendar are available in the university office.

## Institutional Grading System

### GRADING SYSTEM

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.

Letter Grade	Grade Point	Letter Grade	Grade Point
A+	4.0	C+	2.3
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.0
		F	0.0

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

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

Note: A course with an incomplete grade must be completed within six months of the last day of the semester in which the course was taken to receive a letter grade or credits for the course. Failure to complete the course within the required time will result in an F for the course.

### **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.

### **ACADEMIC WARNING, PROBATION, AND DISMISSAL**

Students whose semester G.P.A. falls below 2.0 the first time will be placed on academic warning by the registrar, with a copy sent to the Chief Academic Officer. The third time a student's semester G.P.A. falls below 2.0, whether or not in consecutive semesters, the student will be placed on academic probation. If the semester G.P.A. falls below 2.0 a fourth semester, the student will be subject to academic dismissal.

Students whose cumulative G.P.A. falls below 2.0 will be placed on academic probation for the next semester. A student will remain on probation as long as his or her G.P.A. is below 2.0. A student who continues on probation for three consecutive semesters will be subject to academic dismissal. Summer and winter session courses are not considered semesters for this purpose.

Students who fail a course in any term will be contacted in writing concerning their performance, with copies to the Chief Academic Officer, the Director of Student Affairs, and the student's adviser. Students who fail the same course a second time will be automatically placed on academic warning. Students who fail the same course a third time will be subject to academic dismissal.

## **Information on Enrolling and Withdrawing from the Institution**

Students are responsible for completing the enrollment or withdrawal of a student from the university. To enroll or withdraw, meet with the Registrar and complete the necessary paperwork.

### **ENROLLING**

Initial registration of a term begins two weeks prior to the start of the term. Students who plan on attending need to complete their registration form with the Registrar's office. After registration, students will then pay tuition with the Cashier's office. Course registration is available up to two weeks after the start of the term.

### **WITHDRAWING**

Withdrawing from the university may be either voluntary or involuntary.

Students who seek voluntary withdrawal must meet with the Registrar and complete the Voluntary Withdrawal Form. 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 term begins 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.

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

## **Academic Advising**

Academic advising has several purposes:

- Academic advising regarding degree requirements
- Vocation guidance and career planning
- Personal and spiritual counsel as needed

The Chief Academic Officer serves as the primary academic advisor of the university. Students who seek academic advising may come to the administrative office to meet with and make an appointment with the Chief Academic Officer. Faculty may also serve as academic advisors. Students who prefer to have a faculty advisor should meet and ask the faculty if he or she would serve in that role.

## **Library Services and Provisions for Learning Assistance**

The university library holds a reference collection of physical books for on-campus use. The university also contracts with Library and Information Resources Network for access to a wide variety of online journals and ebooks. Access to these online resources are available to all students, faculty, and staff of the university. Computers are available in the library for easy access to the materials. The library is open from 9AM to 5PM Monday through Friday. The university also maintain reciprocity agreements with other universities in the area. There are also public and academic libraries located within a few miles of the campus. Questions and concerns about library usage should be directed to the University Librarian.

## **Worship Chapel**

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.

## **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.

## 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 Life**

### **GENERAL PURPOSE STATEMENT FOR STUDENT AFFAIRS**

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.

### **REGULATION REGARDING STUDENT CONDUCT (INCLUDING THE 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.

### **UNACCEPTABLE STANDARDS OF CONDUCT**

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

- Sexual Harassment
- Stalking
- Rape
- Aggravated assault/Fighting
- Arson
- Destruction of property
- Possession of an illegal weapon
- Alcohol or drug distribution/usage/sale or possession
- Resisting arrest
- Intimidation/Harassment
- Indecent behavior, such as exposure of sexual organs
- Physical violence towards another person
- Disrespect to a faculty member or staff person
- Verbally abusive language

- Breaking and Entering
- Theft
- Unauthorized use/possession of keys.
- Smoking in room

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

#### **BEHAVIORAL STANDARDS / MORALITY POLICY**

St. Luke University is a Christian Institution. 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. It is assumed that each student, who joins the St. Luke Community, will participate constructively in the life of St. Luke University observing the rules and aiding in any way the purpose of the institution. Therefore, the student agrees to accept the responsibility of maintaining a “Christian” lifestyle and demonstrate cooperation in adhering to the expectations of St. Luke University as they relate to behavior and discipline. At no time are any school facilities and/or property to be used for ‘sexual’ relations between two individuals. Any student who does not comply with the behavioral standards set forth by St. Luke University will be subject to indefinite suspension.

#### **PUBLIC DISPLAY OF AFFECTION AND OF LEWD BEHAVIORS**

- Chairs shall be occupied by one person.
- Couples are not to lie on the floor together, sit, stand, or strike any other pose that may be considered sexually suggestive or offensive
- Kissing and hand holding are not permitted in public at any time.
- Students violating these standards are subject to indefinite suspension from the school.
- Lewd/Indecent Behavior – The following behaviors are prohibited:
  - Urinating or defecating in areas other than toilets and urinals (including lawns, lounges, elevators, stairwells, balconies, parking lots, etc.).
  - Public nudity.
  - Engaging in intimate sexual contact in or within plain sight of common or public areas.
  - Public viewing or displaying of pornography

#### **VIOLATIONS**

##### **Alcoholic Beverages:**

Possession of alcoholic beverages either opened or unopened container, anywhere on St. Luke property, including cars and other vehicles is prohibited. This also includes drinking alcoholic beverages in classrooms, administrative building, lawn, and at campus activities. This also inclusive of possessing empty alcohol cans and/or bottles.

Being under the influence of an impairing substance, including alcohol or other substances which means one who has loss normal use of mental or physical faculties including but not limited to slurred speech, aggression, black-outs, or abusive behaviors.

Drugs:

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. Reasonable suspicion includes the presence of odor of marijuana and other drugs in any form.

**WEAPONS POLICY**

General:

The possession of firearms, ammunition, explosives, incendiary devices, and other weapons anywhere on the St. Luke campus is inconsistent with and seriously undermines the academic mission of St Luke. Such possession creates a threat to the safety and welfare of students, employees and visitors on the St. Luke campus, threatens the tranquility of the educational environment on the campus in an intimidating way, and contributes in an offensive manner to an unacceptable climate of violence.

Therefore, the possession of firearms, ammunition, explosives, incendiary devices, or other weapons 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; an instrumentality designed or likely to produce bodily harm or property damage; or an instrument by the use of which a fatal wound may probably or possibly be given or damage to property may be inflicted. This policy is not intended to include standard cosmetic, wardrobe or convenience items such as tweezers, nail clippers, scissors, pocket knives with blades three and half inches in length or less, or belts and belt buckles.

The following is also expressly included within the meaning of a "weapon" under this policy: (1) An unloaded firearm or gun of any sort, or (2) a harmless instrumentality designed to look like a firearm, explosive, or other weapon which is used by or is in the possession of a person with the intent to cause fear in or assault to another person. This policy applies to all St. Luke students, employees (faculty and staff) and contractors or visitors on the St. Luke campus and to all property, facilities, buildings, and motor vehicles on the St. Luke campus. In addition, this policy applies to all St. Luke vehicles—whether on or off campus.

Exceptions:

The only exception to this policy is for St. Luke Security Officers. Persons doing security work must obtain prior approval from the Office of Student Affairs.

**Failure to Comply with Weapons Policy:**

This policy is intended to clearly state expected standards of personal conduct for employees, students, and visitors on the St. Luke campus. The consequences of any violation of this policy may include, but are not limited to, the following actions: Termination and/or disciplinary action (faculty and staff), suspension or expulsion (students), removal from the campus.

Disorderly Conduct which is offensive or annoying to others or disruptive of the rights of others are all violations. This includes excessive noise, loud music, loud stereo, radio, or television sets, practical jokes and misuse of musical instruments, in a way that violates the rights of others.

**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.

**MORAL OFFENSE, INDECENT, OR OBSCENE CONDUCT OR EXPRESSION**

All members of the University should contribute to the University's pursuit of a community of academic learning and an evangelical Christian faith. It is therefore prudent for the student body to maintain certain exemplary standards of conduct and appearance.

Violations include but is not limited to indecent exposure, indecent language on a telephone, and crimes against nature.

**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; the unauthorized taking or consumption of food from the cafeteria or from a campus event; unauthorized use of another's credit card; and acting as an accomplice to theft. Misappropriation, the taking of other property by mistake and without the owner's permission but with no intent to convert the property to one's personal use. This also includes unauthorized moving or relocation of St. Luke furniture to one's room or to some other area.

**FAILURE TO COMPLY**

This policy refers to students that fail to comply with the directions of St. Luke Officials that act in the performance of their duties: fail to promptly identify oneself to St. Luke Officials when requested or fail to comply with disciplinary sanctions. The failure to allow St Luke Officials to enter the classrooms for checks, inspection and reasonable suspicion of wrong doings.

**PHYSICAL ABUSE**

An encounter with blows or other personal violence, which includes rape, sexual assault, pushing, shoving, and other acts of physical abuse, between two or more persons, or contact which threatens or endangers the health or safety of another, including assault and battery on or off the campus.

**VERBAL ABUSE OR HARASSMENT**

The use of verbally abusive language by any person on St. Luke is prohibited owned or controlled property or at St. Luke sponsored or supervised events. 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**

As a Christian institution of higher education, St. Luke recognizes its responsibility to present education to our students on matters of good health. Consequently, the entire campus environment is designated as Tobacco-Free to thereby provide a healthier environment for the St. Luke community. 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. Students, faculty and staff not adhering to this policy are subject to disciplinary sanctions.

**FIRE SAFETY AND EQUIPMENT**

The following behaviors are prohibited:

- a. Causing a false alarm, arson, and tampering with or obstructing the fire alarm system, smoke detectors, sprinkler system, emergency exits, carbon monoxide detectors, fire extinguishers, exit signs, and other equipment.
- b. 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.
- c. Failing to report any instance of fire or smoke to Public Safety or other University official.

**CONDUCT AND APPEARANCE**

All members of the University should contribute to the University's pursuit of a community of academic learning and an evangelical Christian faith. It is therefore prudent for the student body to maintain certain exemplary standards of conduct and appearance.

### **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. We ask that all students use good judgment in their words and actions, not only within University grounds but also without in their day-to-day lives.

### **DISCIPLINARY POLICIES**

Students are expected to observe the university's Student Code of Conduct and demonstrate a cooperative and respectful attitude towards all. Students should strive to develop a strong ethical and upright character, professional competence, and compassion.

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.

### **CAMPUS SAFETY AND EMERGENCY PROCEDURES**

St. Luke University is committed to providing a safe and healthy work and learning environment, and is pleased to obey laws that seek the same objective, chiefly among them, the Crime Awareness and Campus Security Act of 1990, now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (or Clery Act); the Safe and Drug-Free Schools and Communities Act of 1986 as amended; and the Campus Sex Crimes Prevention Act of 2000.

The University's goal is to provide safe areas, equipment and materials. To protect their own safety, all members of the University community are expected to observe safety rules and immediately correct or report unsafe conditions. All students are asked to submit to complete an emergency contact form. In an emergency, the information is used to notify next-of-kin and medical personnel.

The campus and the surrounding offices are under 24 hour surveillance with security personnel present at all times. All members of the campus community must immediately report criminal activity or suspicious persons.

Campus Security personnel and School employees have authority to ask persons for identification and to determine whether individuals have lawful business at St Luke University. Security personnel have authority to issue parking tickets and initiate vehicle towing, the costs of which are billed to financial accounts of students, faculty, and staff. Security personnel and School employees do not possess arrest power. Criminal incidents are referred to local law enforcement agencies.

Prompt reporting will assure timely Crime Alert Bulletins on-campus and timely disclosure of crime statistics. Report any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around dormitories. You may also report a crime to the following Designated Campus Authorities:

Pomona Police Department  
Campus Security

9-1-1 (**emergencies only**)  
(909) 784-6651 (**emergencies and non-emergencies**)

Director of Administration  
Director of Student Affairs

Ms. Jung Kim                      jungkim@sluedu.us  
Rev. Naeyoun Cho                naeyoun.cho@sluedu.us

### **STUDENT COMPLAINT PROCEDURES**

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.

### **STUDENT DUE PROCESS PROCEDURES**

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.

### **SUGGESTION BOX**

Students have an opportunity to provide any suggestions, comments, questions, concerns, or complaints in the suggestion box located in the library/student lounge area. Students may use the suggestion form provided to leave a named or anonymous note for the administration. All suggestions will be reviewed and may have an impact on future university policies and budget.

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

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 Student Council updates. These web-based services are available to all students regardless of location.



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).

## **KEY ADMINISTRATIVE SERVICES**

### **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**

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.

## **Instructions on Filing a Complaint with TRACS and any Relevant Government Agencies**

### **BUREAU OF PRIVATE POSTSECONDARY EDUCATION (BPPE)**

St Luke University is approved to operate by the State of California's Bureau for Private Postsecondary Education (BPPE). Students who have grievances that have not been settled at the institutional level may contact the Bureau at:

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

(916) 431-6959; toll free, (888) 370-7589.

### **TRANSNATIONAL ASSOCIATION OF CHRISTIAN COLLEGES AND SCHOOLS (TRACS)**

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

## 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

