



Student Handbook 2018-2019

WASHINGTON UNIVERSITY
of VIRGINIA

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CERTIFICATION AND ACCREDITATION

Certification

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

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

WUV is authorized to offer programs in Maryland by the Maryland Higher Education Commission (MHEC).

Maryland Higher Education Commission (MHEC)
6 N Liberty St, 10th Floor
Baltimore, MD 21201
Tel: (410) 767-3301; Fax: (410) 332-0250
Web site: mhec.maryland.gov

Accreditation

WUV is accredited by The Association for Biblical Higher Education (ABHE):

The Association for Biblical Higher Education (ABHE)
5850 T. G. Lee Blvd., Suite 130,
Orlando, FL 32822
Tel: (407) 207-0808; Fax: (407) 207-0840
Web site: www.abhe.org

WUV is accredited by The Commission on Accrediting of the Association of Theological Schools (ATS):

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

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

The Commission on Accrediting has approved the Maryland extension site (8950 Old Annapolis Road, #223, Columbia, MD 21045) as a complete degree-granting site for the Master of Divinity and Master of Christian Counseling degrees.

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

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

The BBA, BSA, and MBA programs at WUV is an Educational Member of the International Accreditation for Business Education (IACBE), and has affirmed its commitment to excellence in business education.

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

OUR MISSION

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

GENERAL POLICIES

RIGHTS, PRIVILEGES, AND RESPONSIBILITIES

Rights

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

Privileges

Freedom from Harassment

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

Freedom of Speech and Action

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

Responsibilities

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

CONDUCT

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

Code of Conduct: Biblical Foundations

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

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

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

Code of Conduct

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

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

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

5. **Assault:** The use of physical force against another person or that which places the person in danger or in apprehension of bodily harm.
6. **Harassment:** Threats of violence directed to an individual or group, cyber bullying, intimidation, coercion. Examples: Stalking, false imprisonment, intimidation and domestic abuse.
7. **Hate Crimes Incidents:** A hate crime incident is an act motivated by a bias against a member of a federally protected class of people¹. The incidents are coupled with overt actions motivated by bigotry and bias including, but not limited to a threatened, attempted or completed overt act motivated at least in part by racial, religious, ethnic, disability, gender or sexual orientation prejudice, or which otherwise deprives another person of his or her constitutional rights by threats, intimidation or coercion, which seek to interfere with or disrupt a rights through harassment or intimidation.
8. **Retaliation:** any adverse actions (by an organization or any individual) against another individual that has the effect of making an individual afraid to assert their rights or participate in the student conduct process in cases that involve a federally protected class under the University's Non-Discrimination Policies. It also includes adverse actions (by an organization or any individual) against another because of their participation in the student conduct process that involves a federally protected class. Retaliation includes adverse actions against all participants in the student conduct process.

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

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

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

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

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

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

- d. Students must evacuate a building or residence hall during a fire alarm.
- e. Students must comply with all official safety drills on campus.

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

- a. Non-consensual sexual intercourse, defined as any sexual penetration (anal, oral, or vaginal), however slight, with any body part or object by any person upon any person without consent.
- b. Non-consensual sexual contact, defined as any intentional sexual touching, with any body part or object by any person upon any person without consent.
- c. Sexual exploitation (a form of sexual harassment), defined as taking non-consensual, unjust or abusive sexual advantage of another. Examples include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as knowingly allowing another to surreptitiously watch otherwise consensual sexual activity), engaging in non-consensual voyeurism, and knowingly transmitting or exposing another person to a sexually transmitted infection (STI) without the knowledge of the person.
- e. Indecent exposure, defined as the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the respondent may be readily observed.

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

- a. Consent or lack of consent may be expressed or implied.
- b. Consent **cannot** be given by:
 - i. A person who has been **incapacitated**** by mental disability, alcohol, drugs, or any other reason is manifestly unable or known by someone to be unable to make a reasonable judgment about consent (*e.g., a person is asleep or unconscious*).
 - ii. A person under force, threat, duress, coercion, or deception.
 - iii. A person under the legal age of consent in VA (currently under 18 years of age; 16 MD).
 - iv. **"No"** means **"No."**
 - v. **"Yes" or "No"** can be expressed or implied (**can be given verbally or by actions**).
 - vi. **"Yes"** means **"No"** if conditions **2a, 2b, or 2c** listed above exist.
- c. Individuals that engage in sexual activity or behavior must understand that:
 - i. Consent must be mutually understood:
 - ii. Past consent does not imply future consent;

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

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

24. **Hazing:** Willful act occurring on or off campus directed against a student or a prospective member of a registered student organization, athletic or band program. Acts of hazing shall include the following:

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

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

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

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

ON-CAMPUS HARASSMENT AND SEXUAL HARASSMENT

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

Harassment

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

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

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

Sexual Harassment

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

For example, sexual harassment occurs:

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

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

Reporting Harassment or Sexual Harassment

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

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

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

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

GRIEVANCE PROCEDURES

The Informal Procedure Process

Students who believe that they have been aggrieved either academically or non-academically must first attempt to seek an informal resolution with the other party in the dispute, e.g., a grade dispute with the instructor.

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

The Formal Process

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

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

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

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

Maryland Higher Education Commission
6 N Liberty St, 10th Floor
Baltimore, MD 21201
Tel: (410) 767-3301; Fax: (410) 332-0250
Web site: mhec.maryland.gov

Association for Biblical Higher Education
5850 T.G. Lee Blvd., Suite 130
Orlando, FL 32822
Tel: (407) 207-0808, Fax: (407) 207-0840
Web site: www.abhe.org

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

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

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

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

First Appeal

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

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

Final Appeal

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

DISCIPLINARY ACTION POLICY AND PROCEDURES

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

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

Any member of the WUV community may bring a claim that a WUV student has engaged in an act of disruptive behavior², disorderly conduct³, trespassing⁴, or other conduct which disrupts the educational environment, such as an act of harassment, intimidation, violence or physical force, dishonesty, theft, interference with University functions, disruption of the academic process, disruption of the campus

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

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

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

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

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

A student may be expelled from school after written notice of the proposed action and the reasons for the expulsion, and the right to a hearing before WUV's Disciplinary Action Committee in accordance with WUV's regulations. The written notice shall include notification of the length of the expulsion and shall state whether the student is eligible to return to school.

The student has the right to appeal the decision. The appeal must be in writing and presented to the Dean of Students within 10 days of the decision. The Disciplinary Action Committee will notify the student of the final outcome in the matter within 15 days of receipt of the appeal.

DRESS CODE

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

ACADEMIC POLICIES

WUV consists of five divisions: Seminary, College of Arts and Sciences, School of General Education, and School of Business.

The Seminary, Neal T. Jones Seminary (NTJS), offers five degree programs: Master of Divinity (M.Div.), Master of Religious Education (MRE), Master of Christian Counseling (MCC), Doctor of Ministry (D.Min.) and Doctor of Clinical Pastoral Counseling (DCPC).

The College of Arts and Sciences offers three degree programs: Bachelor of Arts in Biblical Studies (BAB), Bachelor of Science in Family Studies (BSF), and Bachelor of Arts in Computer Science (BCS).

The School of Business offers three degree programs: Bachelor of Business Administration (BBA), Bachelor of Science in Accounting (BSA), and Master of Business Administration (MBA).

The School of General Education (G.E.) provides general education courses required for all degrees.

STUDENT CLASSIFICATIONS

Degree Students

Full-Time Students for fall and spring semester

A student who works toward a degree and enrolls in 12 or more credits for the undergraduate level and 9 or more credits for the graduate and seminary level per semester is considered a full-time student. Students can take maximum 18 credits (undergraduate) or 13 credits (undergraduate on warning, probation, or returning from suspension), 15 credits (graduate), and 12 credits (non-degree).

Full-Time Students for J-Term

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

Part-Time Students

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

College of Arts and Sciences (and all Undergraduate)

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

School of Business (Graduate)

M.B.A.

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

Seminary (Graduate)

M.Div.

First Year	00-24 credits
Second Year	25-48 credits
Third Year	48-72 credits
Fourth Year	73-94 credits

M.R.E.

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

M.C.C.

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

D.Min.

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

D.C.P.C.

First Year	00-15 credits
Second Year	16-30 credits
Third Year	6credits for Thesis and 6 credits for internship

POLICIES ON GRADES

Evaluation Procedures

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

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

Incomplete	To be completed within 4 weeks after the deadline of final grade submission
W/Grade	Voluntary withdrawal within 5 weeks after beginning of semester
W/F	Voluntary withdrawal after 5 weeks of beginning of semester
CR/NCR	Passing in Pass/Fail class
AU	Audit; no credit

Grade Forgiveness

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

Grade Point Average

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

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

Dean's List

Each semester the Dean's List names full-time students who have shown outstanding academic performance. To qualify for the Dean's List, a student must enroll in a full-time capacity, achieve a 3.8 grade point average or higher within the semester, and maintain a 3.7 cumulative grade point average or higher throughout enrollment in his or her current degree program.

Non-Academic Grading

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

Course Audit

Regularly enrolled students wishing to audit classes may do so by permission of the instructor, subject to the applicable tuition. No credit is given. Students may not change from audit to credit.

Change of Grades

Appeal for a change of grade may be made within 6 weeks from the end of the semester in which the course was taken. This includes all the grade points including "I". After 6 weeks of period, change of grade is impossible. For the "F" that received in the required course, a student must retake the course to get a proper

grade. The “F”, however, remains in the transcript and new grade is recorded separately. For electives, it is okay to take different relevant course. The “F”, however, remains on the record. **With an initial failing grade of “F”, a student may receive a grade no greater than B through a change of grade.**

TRANSFER CREDITS

Disclaimer Regarding Transfer Credit

It is solely at the discretion of the receiving institution which credits and/or coursework, if any, will be accepted.

Transfer Credit Policy

- The transfer credit review will be made under the supervision of the School Director.
- Transfer credits may be allowed for the courses that are equivalent to the courses in WUV programs and in which students have made a letter grade of C or above for undergraduate courses and B or above for graduate courses. Credits may also be accepted if the courses previously taken are judged to be comparable to the courses offered by WUV. No credit transfer may be finalized until the application process is completed and the student is officially accepted.
- **Credit can be transferred only if they have been taken within ten years of enrollment at WUV.**
- If the originating institution is not accredited, its credits will not be accepted. Students must submit the transfer credit application within their first semester at WUV.
- In case of credit transfer from an unaccredited institution, the Registrar, in consultation with the School Director, evaluates the transcript under the guidelines established by the Academic Committee. The decision as to what previous academic work may be transferable into programs at WUV will be determined on a case-by-case basis. Factored into the analysis will be a course-by-course analysis of the previous academic work and an examination of the academic catalog of the institution (including faculty qualifications) and the student’s performance in these courses.
- Up to 60 credit hours of work completed in accredited schools will be transferred and applied toward the bachelor level degrees at WUV, provided the grade is C or above. Up to 45 credit hours will be allowed to transfer for the master level, provided the grade is B- or above. A student must take at least three semesters of classes (minimum 45 credits) at WUV in order to receive a degree or certificate.
- In the event WUV chooses not to accept transfer credits from another institution, students may request a re-consideration of the decision.

COURSE WAIVERS

A student may qualify for a waiver for the same courses taken from another school or another program. Up to 50% of the credits earned may be waived. A course waiver doesn’t reduce the total number of credits required for graduation from any program. A course waiver is different from a course exemption. The

waived courses can be replaced by the same or similar courses to meet the student's required credits. The course waiver application should be submitted within their first semester at WUV.

CHANGE OF MAJOR FIELD OF STUDY

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

Process

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

CORRESPONDENCE COURSE CREDITS

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

INDEPENDENT STUDY

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

Process

1. **Submit an Application for Independent Study to the Registrar's Office. Program director reviews and gives permission for independent study course. Register the course.**
2. In case the enrollment for an independent study course is bigger than is allowed by WUV's policy on large classes, and as a result the course is offered as a regular on-campus course, the student is required to re-register for the course as a regular course.

AUDIT STUDENTS

Auditing a course allows a student to take a class without getting a grade or credits for the course. The academic life and schedule of auditing students are the same as those of the regular students.

GRADUATION REQUIREMENTS

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

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

Graduate: A minimum cumulative grade point average (GPA) of 2.5; the student must complete all *major* requirements.

RECORDS RETENTION

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

TRANSCRIPTS

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

DOCUMENT REQUESTS

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

CONFIDENTIALITY

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

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

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

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

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

FACULTY ACCESSIBILITY

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

In addition, access to those persons who serve as instructors for the courses are also available for discussion regarding class requirements as well as other academic matters outside the course's regularly scheduled class hours throughout the period during which the course is offered. Full-time faculty place their office

hours on their door. All faculty include access time for their students on course syllabi. Students are encouraged to take advantage of the time when needed.

ACADEMIC HONOR SYSTEM

ACADEMIC HONORS

President's List

Each semester the President's List names full-time students who have completed course work by the end the semester with a semester grade point average of 3.90 or higher.

Dean's List

Each semester the Dean's List names full-time students who have completed course work by the end the semester with a semester grade point average of 3.80 or higher.

Academic Good Standing/Probation

A student is considered to be in Good Standing, if the student's term GPA is 2.0 or higher for undergraduates or 2.5 or higher for graduates, with no Fs or Incompletes. Failure to maintain these GPAs will result in Academic Probation for the first offense. Academic Probation puts you into "Not Good Standing" with the college. After two consecutive semesters OR three times in total over the course of your program, you will not be able to register for the following semester. Academic Probation letters will be sent after grades are due when the semester is completed. You may also receive an email from the Dean of Enrollment and/or your DSO requesting a meeting. Please respond to this email.

CHEATING AND PLAGIARISM

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

Cheating

Definition of Cheating

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

Examples of Cheating

Examples of cheating include, but are not limited to:

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

Plagiarism

Definition of Plagiarism

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

Examples of Plagiarism

There are several forms of plagiarism:

- A student could copy the exact words from a book, article, or Web page on the Internet and put them in their paper without making a note where they got the quote. Instead, you *must* do two things when borrowing someone else's words: put the quote in quotation marks (*like this*: "The President spoke today on the mortgage crisis ...") Next, you *must* include a note, usually a footnote, saying where you got this quotation (*for example*: ¹ Taken from the *New York Times*, 2008-09-24).
- A student could borrow an idea from another writer and pretend that he/she came up with it on his/her own. Instead, you *must* include a note stating that you borrowed this idea from another author. Give the author's name and title of his/her work (*like this*: "Argumentation, as Perelman states in his/her book *The Realm of Rhetoric* (page 49) is ...").
- The point is that you must *always* give a reference to any information that is not your own. For more information on plagiarism and how to avoid it, please ask your professor and he/she can direct you to additional resources on this subject.

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

ATTENDANCE POLICY

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

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

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

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

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

WITHDRAWALS AND LEAVES OF ABSENCE

Withdrawals

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

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

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

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

Leaves of Absence

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

A leave of absence is an approved leave of absence if the student has followed WUV's policy in requesting the leave of absence and has submitted a signed, dated request with the reasons for the leave of absence; and WUV determines that there is a reasonable expectation that the student will return to the school. When the student's request is approved in accordance with the published policy, WUV does not impose additional charges to the student as a result of the leave of absence.

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

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

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

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

Medical Leave of Absence

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

INCLEMENT WEATHER POLICY

1. A weather cancellation is decided on the morning of a scheduled program. Weather cancellations will only be made for extremely severe weather.
2. Students, Faculty and Staff should observe official announcements. The decision will be announced on the home page of the WUV website.

INFORMATION LITERACY REQUIREMENT

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

Process

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

ONLINE CLASSES

Online classes are comparable in content, faculty, and resources to those offered in residence. They include regular student-faculty interaction by computer, telephone, mail, or face-to-face meetings.

Online classes at WUV shall adhere to the following minimum standards:

1. The educational objectives for each program or course shall be clearly defined, simply stated, and of such a nature that they can be achieved through telecommunications.

2. Instructional materials and technology methods meet the stated objectives of the program or course. WUV considers and implements basic online navigation of any course or program, an information exchange privacy and safety policy, a notice of minimum technology specification for students and faculty, proper system monitoring, and technology infrastructure capabilities sufficient to meet the demands of the programs being offered.
3. WUV shall provide faculty and student training and support services specifically related to telecommunication activities.
4. WUV shall provide for methods for timely interaction between students and faculty.
5. WUV shall develop standards that ensure that accepted students have sufficient background, knowledge, and technical skills to successfully undertake an online class.

POLICIES ON STUDENT LIFE

STUDENT HANDBOOK

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

COMMUNITY SERVICE REQUIREMENT

(UNDERGRADUATES ONLY)

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

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

Placement

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

ORGANIZATIONS AND ACTIVITIES

STUDENT GOVERNMENT ASSOCIATION

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

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

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

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

ALUMNI ASSOCIATION

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

Chapel Services

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

Mondays or Tuesdays: Chapel

Thursdays: Chapel (English)

In the center of campus life stand the chapel services as the main sources of spiritual guidance. Attendance will be checked and will be considered as the basis for determining benefits.

WORK-STUDY PROGRAM

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

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

(If the Office is not able to reach you, your turn will be transferred to the next available applicant.)

Available Job Positions: Food Service, Campus Cleaning, Department Assistant

HEALTH SERVICES

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

COUNSELING SERVICES

Counseling services are offered at the WUV through Washington Multicultural Counseling Center (WMCC) for students and their family members, as well as the community at large. WMCC is housed within the counseling department of WUV. The center is a state of art clinical facility dedicated to quality counseling education and training and seeks to address the whole person aspects - physical, psychological, social and spiritual. All counseling services are provided by our graduate level counselors and their licensed clinical supervisors. The counselors are from diverse language and cultural background including Turkey, Nepal, Peru, Brazil, and South Africa. They serve with the highest cultural competency and many of them are adult learners who serve already as leaders in their respective communities. As part of their education at WUV, the students seek to broaden their experience through internship/externship and volunteer work. Students who want to receive counseling service can contact the Center by calling [703-333-5904](tel:703-333-5904) (Ext. 300), or emailing wmccounselors@wuv.edu.

LIBRARY AND INSTRUCTIONAL RESOURCES CENTER

The Library is a vital part of the educational program at WUV. The library supports the WUV institutional missions. It is home to the qualified collection of Korean material that fits to the bilingual research in addition to English written collection.

The library serves a variety of academic disciplines in the humanities and social services, especially concentrating on theology, Bible commentary, church ministries, multi-cultural immigrant related resources, small business and conflict transformation. The collection of the library numbers over 33,000 items including books, journals, videos, tapes, DVDs, and sound recordings. The main collection is in open stacks and arranged according to the Dewey Decimal Classification System. It provides our students, faculty, and staff free access to resources that reflect depth and diversity of opinions, and provides knowledge of the disciplines associated with the WUV class offerings and with developing lifelong interests and skills.

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

COMMUTER RESOURCES

Student Parking

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

Food Services

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

POLICIES AND REGULATIONS ON TUITION AND FINANCIAL AID

FINANCIAL RESPONSIBILITIES

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

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

BILLING POLICY

WUV expects student to meet their financial obligations to the University. All payments are due by first day of class for the corresponding registered semester, unless the student has set up the Multi-Installment Payment Plan at registration.

TUITION PAYMENT PLAN

Students may choose to make payments in a single installment or by using the Multi-Installment Payment Plan. The Multi-Installment Payment Plan allows students to pay their tuition in three installments over the duration of installments period that is set by university. Installment plan dates are established and posted on the Multi-Installment Payment Plan application and school calendar.

METHODS OF PAYMENT

Payment may be made by any combination of personal payments and/or installment payment plan that covers the entire balance due. Personal payments may be made by a combination of personal check, cash, money order, cashier's check, and credit card (Visa, Master, and Discover). There is a \$35 fee for each check returned due to non-sufficient funds or stop-payment. Dishonored credit card or debit card payments that are transacted but disputed in the future by the bank shall incur a handling fee of \$35. Declined credit or debit card payments for Automatic Withdrawal due to dishonored by card issuer or Not Sufficient Fund (NSF) shall be subjected for a handling fee of \$35. If credit or debit card is declined more than once for any reason, credit or debit card can no longer be used to make a payment on a same day.

REGISTRATION FEE

University requires the payment of a nonrefundable registration fee of \$100 for full-time student, regardless of degree level. For part-time students, a nonrefundable registration fee of \$25 for undergraduate program or \$35 for graduate program is required, per three credit class. One credit class requires \$15 for a nonrefundable registration fee, regardless of program level.

MULTI-INSTALLMENT FEE

University requires the payment of a multi-installment fee of \$20 for the university to compensate additional efforts to maintain and process the multi-installment account. Students are exempted from this fee, only if multi-installment is set up before the first payment due date.

COURSE OVERLOAD FEE

Students enrolled in greater or equal to 18 credits for undergraduate and 15 credits for graduate level, will be billed for course overload fee of \$30.

LATE CHARGES

Late Registration

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

Late First Payment

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

Late Payment

Students who fail to make payment according to their arrangement will be charged a late fee of \$20 per incident.

Delinquent Payment

Students with outstanding debts are denied any registration activity and access to transcript of their grades until all debts are paid in full. If a student fails to pay the remaining balance on or before the last day of payment period, the student shall pay an additional fee equal to six percent of the unpaid balance, in order to compensate the university for the added expense of processing the delinquent account. Once an account is 45 days past due, final notice will be sent out and a student will have 15 consecutive days (including holidays and weekends) to contact the university. After this period, once an account is total 60 days past due, unpaid balance is subject to transfer to a collection agency. Repayment arrangements must be made with the collection agency, not university, and account holder is responsible for the additional fees associated with collection efforts. The fee associated with collection efforts is thirty percent of the outstanding balance.

Financial Information and Disclosure Statement

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

REFUND AND CANCELLATION POLICY

WUV follows the minimum refund policy for a school that financially obligates the student for a semester, which is set by the State Council of Higher Education for Virginia (SCHEV) 8 VAC 40-31-160 (N). Full refunds, minus non-refundable registration fee (\$100), will be made up to 72 hours after midnight of the date of acceptance. Other refunds are based on the following schedule:

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

Add & Drop Refund

A student who withdraws during the add/drop period shall be entitled to 100% refund for the period.

Cancellation Refund

WUV shall provide three business days, excluding weekends and holidays, during which a student applicant may cancel his/her enrollment without financial obligation other than the nonrefundable fee.

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

FINANCIAL AID

Applicants who apply for financial aid or deferred payments must complete a Payment Plan Agreement prior to the first day of class. A partial payment may be arranged during the approval process for deferred payment, which will enable the student to attend the class. If the student's financial aid is not approved, the student will be required to make a full payment before taking or continuing courses.

Multi-Installment Payment Plan Agreement

- Scheduled automatic credit/debit card withdrawals are strongly recommended.
- If a student uses the Automatic Withdrawal Option (AWO), the AWO authorization agreement must be completed.
- Late registration will incur a \$50 processing fee.
- Failure to make a payment or arranging to make a payment following other terms of the Payment Plan Agreement may also result in an additional late fee of \$20 per incident.
- Requests to change any of the terms of the original agreement are also subject to a fee of \$20 per incident.

SCHOLARSHIPS

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

Competitive Scholarships	Community Scholarships
<i>Merit-based Scholarships</i>	

VSBC Scholarship	Legacy Scholarship
Academic Achievement Scholarship	Employee Scholarship
Board Chairman Scholarship	Pastoral Scholarship
President’s Scholarship	Pastoral Family Scholarship
Alumni Association Scholarship	Missionary Scholarship
	Student Leadership Scholarship
<i>Need-based Scholarships</i>	Disability Scholarship
Benevolent Fund Scholarship	Work Study Scholarship
<i>Designated Scholarships (Donor Specific)</i>	
J&J Scholarship	

APPEALS PROCESS RELATING TO FINANCIAL MATTERS

First Appeal

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

The Dean will consult with staff, including the Registrar and the Vice President of Business Affairs.

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

Final Appeal

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

Agencies of Last Resort

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

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

Maryland Higher Education Commission
6 N Liberty St, 10th Floor
Baltimore, MD 21201
Tel: (410) 767-3301; Fax: (410) 332-0250
Web site: mhec.maryland.gov
Association for Biblical Higher Education
5850 T.G. Lee Blvd., Suite 130
Orlando, FL 32822
Tel: (407) 207-0808, Fax: (407) 207-0840
Web site: www.abhe.org

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

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

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

REGULATIONS SPECIFIC TO INTERNATIONAL STUDENTS

I-20

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

CPT (Curricular Practical Training)

Requirements

- Undergraduate students can apply for CPT only if they have enrolled for last two semesters.
- Graduate students can apply for CPT any time after enrollment.
- Job positions must be related with applicant's major subject of study.
- Student should register related class (if the class is not offered, then student should appeal the School Director to open a related course for zero credit).
- The student should submit an evaluation report from the supervisor by the CPT due date.

Caution

- Students should apply for CPT two weeks prior to the first day of work.
- Students should apply every semester or every vacation to maintain their CPT status, if they are willing to work for a long period of time.
- Students can apply for CPT each term (spring, summer, fall and winter).
- Students are allowed to work only in specific period as written in request form.
- Students are not supposed to start before or after the approved term for CPT.
- CPT shall be authorized for a part-time basis while school is in session, and a full-time basis during summer & winter breaks.
- Students should not exceed 12 months of full-time CPT for the same degree level.

OPT (Optional Practical Training)

Requirements

- OPT must be related to student's major field of study.
- Students can apply for 12 months of OPT at each degree level (i.e., student may have 12 months of OPT at the bachelor's level and another 12 months of OPT at the master's level).
- Students may apply up to 90 days before, or up to 60 days after graduation.
- Students must complete required coursework before starting OPT (complete all degree requirements before graduation).

Caution

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

INFORMATION TECHNOLOGY (IT) SERVICES

WUVGOOGLE APPS SERVICES

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

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

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

Start Using WUV Google Apps

Start Using WUV

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

About WUV Google Apps Passwords

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

Access Problems

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

MOODLE: HOW TO USE

Three things you need to know

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

What is Moodle?

Moodle is a Virtual Learning Environment (VLE). It has become very popular among educators and academic institutions as their platform to conduct online courses and is only expanding everyday with new features and more room for innovations.

WUV's decision to adopt Moodle as the platform for its online learning is the result of concerted efforts of staff and faculty members who are continuously striving for higher academic environment for our students and teachers.

How to access Moodle

Log in

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

What you can do with Moodle

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

1. What is Wi-Fi?

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

2. Connecting via Wi-Fi

SSID: WUV, WUV AP or WUV AP1

Password: WUV12345

1) If Window 7 is your OS system, click on the signal bar as shown below on your desktop display.



2) Double click on SSID “WUV”, “WUV AP” or “WUV AP1”

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



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

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

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

CAMPUS FACILITIES

LIBRARY

The Washington University of Virginia Library is one of the largest bilingual (English and Korean) research libraries in the country. Our library serves a variety of academic disciplines in the humanities, social sciences [especially concentrated on theology], Bible commentary, church ministries, multi-cultural immigrant related resources, small business and conflict transformation. The WUV Library collection numbers over 30,000 items that includes books, journals, videos, tapes, DVD and sound recordings. The main collection is in open stacks and arranged according to the Dewey Decimal Classification System.

Open Hours

Fall & Spring Semester	Monday - Friday	10:00 AM- 08:00 PM	Saturday, Sunday
Summer & Winter Break	10:00 AM – 05:00 PM		Close

Loan Policy

	No. of Loan Books	Length of Loan	Frequency of Renewal
Undergraduate	10 Volumes	21 Days	2 Times
ESL			
Graduate	15 Volumes	21 Days	2 Times
Th. M & D. Min	25 Volumes	60 Days	2 Times
Alumni	10 Volumes	21 Days	2 Times
Visitor			
Other Materials	No. of Loan Books	Length of Loan	Frequency of Renewal
CD & DVD	5 Volumes	7 Days	No renewal
Periodical	No allowed to lend	-	-
Reserved Materials	No allowed to lend	-	-

Other Services

- Copy & Print
- Small group activities in Group Study Room (projects, group paper assignments, independent study, etc.)
- Christian Periodical Index <<https://www.ebscohost.com/academic/>> (English) (ATLA)
- DBpia.co.kr

Please contact Library Assistants to reserve, postpone, or cancel reservation.

- Commentary Room
- Newspapers & Journals
- Wireless Internet & 10 Guest Computers

PARKING LOTS

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

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

COPY ROOM

Copy and print services are available at the Library from 10:00 AM to 8:00 PM, Monday through Friday. The charge is 10 cents per page.

STUDENT LOUNGE

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

HEALTH AND SAFETY

Student Health Services

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

Campus Emergency

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

Calling 911

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

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

Fire

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

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

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

Communicable Disease

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

Activities

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

Nondiscrimination

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

Admissions

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

Drug-Free Campus

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

On-Campus Crimes

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

Notice to Students, Faculty, Staff and Visitors

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

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

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

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

Unauthorized Entry

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

Faculty and Staff Directory

Name (EN)	Position / Department	Ext	Email
Peter M. Chang	President	311	mchang@wuv.edu
Joyce G. Park	Vice President / Administrations	212	ghpark@wuv.edu
Wonho Jung	Academic Dean	138	whjung@wuv.edu
David Y. Lee	Dean / Enrollment, Student Life, PDSO	132	dylee@wuv.edu
Abraham Kim	Director / BCS Program	137	aykim@wuv.edu
Brian Jeong	Manager / IT, Software Developer	142	dev@wuv.edu
Chris W. Kim	Manager / Online	369	wykim@wuv.edu
Deanna D'Arcy	Director / ESL, DSO	314	ddarcy@wuv.edu
Eric D. Yoon	Manager / Admission	113	djyoon@wuv.edu
Eunchong Ham	Assistant / Registrar	242	eham@wuv.edu
Gemma Sohn	Director / Counseling Center	301	gisohn@wuv.edu
Hana Choi	Student Account, Finance Payable	223	hchoi@wuv.edu
Hoon Kwon Kim	Manager / Facility	126	hkkim@wuv.edu
Hyokyung Yea	Assistant / Admission	102	hkyea@wuv.edu
Hyunjin Lee	Assistant Operations	222	hlee@wuv.edu
Isaac Choi	Assistant / Admission, Student Life	117	ichoi@wuv.edu
Jae Kyung Cho	Director / MRE, M.Div, D.Min	133	jkcho@wuv.edu
Ju Hee Kim	Designer / Operations	141	jhkim@wuv.edu
Juan Choi	Assistant / Registrar	143	jachoi@wuv.edu
Jung Chu Moon	Director / BAB Program	234	jcmoon@wuv.edu
Keylla Karoline De Andrade Cornelio	Assistant / Library	242	keyllak@wuv.edu
Koung Min Kim	Manager / Registrar	127	kmkim@wuv.edu
Peter Ro	Assistant / IT	333	pro@wuv.edu

Petya Nikolova	Director / BBA, BSA Program	315	pnikolova@wuv.edu
Robert Rose	Librarian	242	rrose@wuv.edu
Sakhawat Hossain	Assistant / Admission	113	shossain@wuv.edu
Samira Karki	Assistant / Library	242	skarki@wuv.edu
Suraj Shrestha	Assistant / Admission	102	sshrestha@wuv.edu
William Y. Jin	Director / BSF Program	304	wjjin@wuv.edu
Won Eog Kim	Academic, School of Business	136	wekim@wuv.edu
Yo Seob Kim	Education Counsellor - MD Site	103	yoseob16@wuv.edu
Young C. Yoo	Director / Counseling Department	134	ycyoo@wuv.edu
Young Soon Lee	Coordinator / Counseling Center	304	yslee@wuv.edu

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

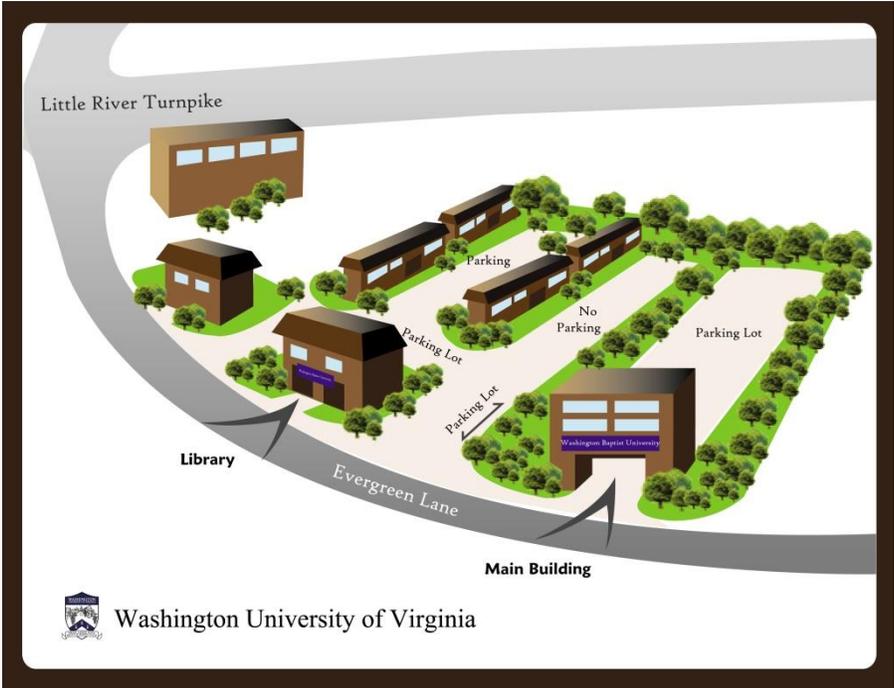
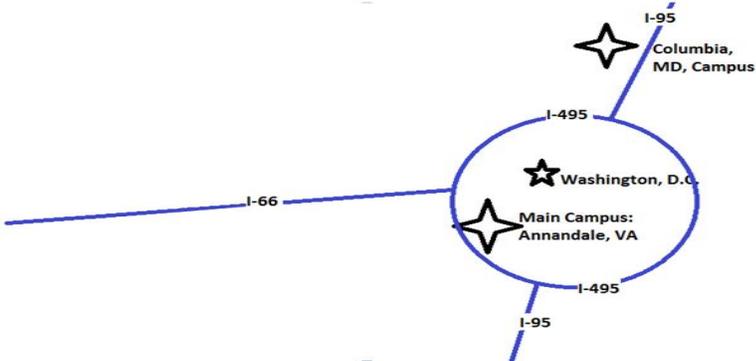
Tel: 410-730-0114 Fax. 410-740-1357 (MD)

Campus Map

Addresses:

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

Maryland Site
8950 Old Annapolis Road #223
Columbia, MD 21045
(410) 730-0114



BUILDING DIAGRAM

