

Vine University

Catalog

August 2020 – July 2021



2120 W. 8th St., Suite 270

Los Angeles, CA 90057

Tel: (213) 378-0433

www.vine.ac

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Introducing Vine University

Vine University was established in 2004 by a group of Korean American pastors and missionaries committed to the fulfillment of the Great Commission. Our faculty, students and staff are compelled by Christ's command to *make disciples of all nations* (Matthew 28:19). Vine University is an institution of higher learning that focuses on the study of theological disciplines. Our students seek to grow as competent Christian leaders through the Master of Arts in Intercultural Studies-Missiology and Doctor of Intercultural Studies-Missiology.

University Mission

The mission of Vine University is to equip Christian leaders for intercultural ministry through theological higher education.

University Outcomes

We carry out our mission by focusing on these institutional outcomes:

- University Outcome 1: We strive to grow as Christian leaders, demonstrating a personal and spiritual maturity.
- University Outcome 2: We strengthen our call to ministry as we enhance our ministry vision and competencies.
- University Outcome 3: We train to communicate and work in intercultural settings to impact the world for Christ.
- University Outcome 4: We engage in the study of theology to be competent in articulating changeless truths.

Degree Programs

Vine University currently offers two graduate programs for Christian leaders who are engaged in the practice of ministry in intercultural contexts.

Master of Arts in Intercultural Studies-Missiology

The master's degree requires 42 semester credits which may be completed within two years of full-time study. Student learning includes a biblical and theological foundation, leadership development, intercultural and missiological studies, and thesis. Our master's students work toward achieving these learning outcomes:

- An understanding of the mission of God and the ministries of the global church.
- An understanding of the gospel of Jesus Christ from an intercultural perspective.

- Sensitivity to cultural and ethnic diversity for building relationships and ministry.
- A high competence in communication and leadership in intercultural settings.
- A personal and spiritual development with competence in theological reflection.
- Commitment and capacities to pursue vocations that engage the mission of God globally.

Doctor of Intercultural Studies-Missiology

Primarily for professional missionaries, the doctoral degree requires 62 semester credits which may be completed within three years of full-time study. Student learning includes advanced research on biblical and theological themes and leadership and missiological issues and writing dissertation. Our doctoral students work toward achieving these learning outcomes:

- Integrate missiological disciplines related to the subject areas of their research.
- Apply missiological research methods to their ministry contexts.
- Enhance cultural and ethnic understanding through missiological research.
- Engage in spiritual formation for their own growth and for the growth of others.

Online Learning

Students may complete all degree programs offered by Vine University by taking online courses. Online learning is designed to promote an intentional learning experience for students who are not physically present with the instructor for the entirety of the course. Online courses are traditionally defined as those in which 100% of the delivery takes place in the online environment through asynchronous activities, synchronous meetings, or a combination of both asynchronous and synchronous methods. The objective of Vine online courses is to contribute to the mission of the university by creating learning opportunities for Christian leaders serving in different parts of the world.

Faith and Learning

As a theological institution Vine University is committed to providing a nurturing Christian atmosphere for promoting spiritual formation, academic competence, theological reflection, and vocational preparation. In the pursuit of truth, individuals are encouraged to integrate Christian thought into all fields of inquiry. In teaching the faculty seek to contribute to the development of a Christian worldview for their students. Though they adhere to the Statement of Faith, they seek to represent diverse views on theological and moral issues fairly, so that students can decide for themselves in an academic culture.

Vine Campus

Vine University is located in the vicinity of Los Angeles Koreatown at 2120 West 8th Street, Suite 270, Los Angeles, California 90057. Our campus is housed in a multi-story commercial building with ample parking spaces. The facilities include administrative and faculty offices, classrooms, a library, a chapel, and a common area.

Vine University is open Monday through Thursday, from 10:00 a.m.–12:00 p.m. and 1:00 p.m.–4:00 p.m.

Vine Library

The mission of the Vine University library is to provide the learning and research materials to students such that they are able to effectively attend to their extra classroom study and related coursework assignments. To further achieve our institutional mission, the university has developed a learning resources program to facilitate and enhance student learning by providing tutorial, research, and other forms of academic support. All students are invited to a library resources tour and are encouraged to request assistance in developing learning and resource finding skills.

The library is open from Monday through Thursday, at 1:00 pm to 9:00 pm. The library is closed on Fridays, except during the week before and week of final examinations. The library will assist you with any reference request made by a student. A reference librarian is available on Monday thru Thursday, from 1:00 am to 6:00 pm. Students may also utilize the card catalogue for a comprehensive listing of all the holdings available at the Vine University library.

Most of the circulating materials may be checked out for two weeks and can be renewed for another two weeks unless requested by another student. Bound periodical volumes may circulate for three days. But unbound periodical issues and reference materials do not circulate outside the library. Students may access any of the library computers during any of the above hours of operation.

General Information

Vine University Catalog

This catalog and the requirements listed in it for any given degree do not constitute a contract between the University and its students. While every effort is made to ensure the accuracy of the information in this catalog, Vine University has the right to make changes at any time without prior notice.

Vine University has established certain academic requirements which must be met before a degree is granted. This catalog summarizes the total requirements which the student must presently meet before academically qualifying for a degree from Vine University. All prospective students should review this catalog prior to signing an enrollment agreement.

Transferability of Credits

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

Statement of Compliance

Vine University complies with the provisions of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

We seek a diverse student body. Everyone has equal opportunity and access to our educational programs and activities. We do not discriminate on the basis of race, color, age, sex, physical condition, or national origin. Non-discriminatory policies apply to the admissions policy, educational programs, employment, and all other activities that Vine University provides.

Financial Disclosure

Vine University does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Statement of Integrity

As a community of faith and learning, Vine University is committed to institutional integrity in all aspects of the university. We demonstrate our integrity by

- Carrying out its educational objectives and programs and its institutional activities in conformity with its mission and vision.
- Striving to treat students, faculty, administrators, and staff according to the established ethical guidelines.
- Being good stewards of human, financial, and other resources.
- Pursuing honesty and transparency in its relationships with accrediting and governmental agencies.

Educational Effectiveness

Graduation rates, the percentage of graduates who completed their degrees within a typical timeframe (150 percent) of the minimum time required for the degree, for MAICS and DICS in 2020 were 68% and 62% respectively.

Placement rates, the percentage of graduates who were employed upon graduation in the field for which they were trained, were 100% in 2020 for both MAICS and DICS.

Authorization and Accreditation

As a private, nonprofit institution dedicated to theological education, Vine University holds an Exempt Status with the Bureau for Private Postsecondary Education (BPPE) under the California Education Code, section 94874(e).

Vine University or any of its degree programs is not accredited by an accrediting agency recognized by the U.S. Department of Education. A student enrolled in an unaccredited institution is not eligible for federal student aid. An unaccredited degree program or a degree from an unaccredited school is not recognized for some employment positions, including positions with the State of California.

Questions and Complaints

Any question a student may have regarding this catalog that has not been satisfactorily answered by Vine University may be directed to the Bureau for Private Postsecondary Education. The BPPE has a formal complaint process. A student or any member of the public may file a complaint about Vine University with the BPPE by calling toll-free telephone number or by completing a complaint form, which can be obtained on the BPPE's website.

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
P.O. Box 980818,
West Sacramento, CA 95798-0818
Phone: (916)431-6959
Toll Free: (888) 370-7589
Fax: (916) 263-1897
Online: <https://www.dca.ca.gov/webapps/gencomplaint.php>

Academic Calendar

Fall Semester 2020

August 10-21	Registration for Fall Semester
August 17	New Student Orientation and Faculty Day
August 24	Fall Semester begins
September 7	Labor Day – no classes
September 4	Last day to add a class and to complete late registration
September 4	Last day to withdraw with full refund
October 23	Last day to withdraw without refund
October 26	University Forum
November 23-27	Thanksgiving Break (Reading Week) – no classes
December 7-11	Final Examinations
December 11	Fall Semester ends

Spring Semester 2021

January 11-22	Registration for Spring Semester
January 18	New Student Orientation and Faculty Day
January 25	Spring Semester begins
February 5	Last day to add a class and to complete late registration
February 5	Last day to withdraw with full refund
March 22	University Forum
March 26	Last day to withdraw without refund
March 29 – April 2	Spring Break (Reading Week) – no classes
May 10-14	Final Examinations
May 14	Spring Semester ends

Academic Programs

M.A. in Intercultural Studies-Missiology (MAISM)

The purpose of Master of Arts in Intercultural Studies-Missiology (MAISM) is to equip students for a variety of Christian ministries in cross-cultural contexts, enabling them to be competent in leadership and communication with intercultural sensitivity. The MAISM program seeks to develop students with varied levels of cross-cultural exposure by

- emphasizing both scholarship and practice.
- providing foundational knowledge and skills to pursue advanced studies in missiology.
- nurturing commitment to pursue Christian ministry in global context.

MAISM Learning Outcomes

Students will have demonstrated

- a firm understanding of the mission of God and the ministries of the global church.
- a clear understanding of the gospel of Jesus Christ from an intercultural perspective.
- sensitivity to cultural and ethnic diversity for building relationships and for ministry.
- a high level of competence in communication and leadership in intercultural settings.
- a personal and spiritual development with competence in theological reflection.
- commitment and capacities to pursue vocations that engage the mission of God globally.

MAISM Degree Requirements

Students must complete at least 42 semester credit hours with a minimum grade point average (GPA) of 2.5 on a scale of 4.0. In addition, students must complete a master's thesis. Students accepted into the master's program will have five years to complete degree requirements.

MAISM Curriculum

Bible and Theology (12 Credit Hours)

BI 500 Old Testament Survey (3)

BI 501 New Testament Survey (3)

TH 500 Survey of Church History (3)

TH 502 Systematic Theology (3)

Practical Theology (6 Credit Hours)

MN 552 Lifelong Leadership Development (3)

MN 581 Mentoring & Developing Giftedness (3)

Missiology (18 Credit Hours)

MS 501 Biblical Principles of Mission (3)

MS 502 Biblical Strategies of Mission (3)

MS 534 Pauline Theology of Mission (3)

MS 546 Asia Mission History (3)

MS 565 Intercultural Communication (3)

MS 580 Mission Project (3)

Master's Thesis (6 Credit Hours)

Master's Thesis

Students in the MAISM are required to complete a thesis, which serves as the culminating project for the degree program. Designed to demonstrate the student's competence in global mission, thesis should be marked by its integrative quality, drawing together the student's learning across the MAISM curriculum. The thesis proposal must be approved by the program director.

The normal length of the thesis is between 120 and 150 pages. The thesis is examined by the program director/mentor. The student must demonstrate competence in these areas: independent inquiry; mastery of the field of study, use of appropriate scholarly literature; and clear and coherent presentation.

The maximum time limit for completion of the MAISM is five years. This time limit may only be extended in special circumstances by petition to the academic dean.

Doctor of Intercultural Studies-Missiology (DISM)

The purpose of Doctor of Intercultural Studies – Missiology (DISM) is to equip professional missionaries for further research and future teaching opportunities. The DISM program seeks to develop students with foundational knowledge and extensive experience of cross-cultural ministry by

- advancing their knowledge of missiology as an interdisciplinary study combining theological, historical, and contextual studies.
- engaging them in critical and constructive interaction with existing scholarship in an area of missiology through original research.
- fostering an understanding of the vocation of theological scholarship in its dimensions learning, teaching, and research.

DISM Program Learning Outcomes

Students will have demonstrated

- ability to integrate missiological disciplines related to the subject areas of their research.
- competence in applying missiological research methods to their ministry contexts.
- sensitivity to cultural and ethnic diversity as they engage in missiological research.
- commitment to spiritual formation for their own growth and for the growth of others.

DISM Degree Requirements

Students must complete at least 62 semester credit hours with a minimum grade point average (GPA) of 3.0 on a scale of 4.0. In addition, students must complete a doctoral research dissertation. Students accepted into the doctoral program will have ten years to complete degree requirements. This time limit may only be extended in special circumstances by petition to the academic dean.

DISM Curriculum

Bible and Theology (9 Credit Hours)

BI 500 Old Testament Survey (3)

BI 501 New Testament Survey (3)

TH 502 Systematic Theology (3)

Practical Theology (6 Credit Hours)

MN 552 Lifelong Leadership Development (3)

MN 581 Mentoring & Developing Giftedness (3)

Missiology (39 Credit Hours)

MS 501 Biblical Principles of Mission (3)

MS 502 Biblical Strategies of Mission (3)

MS 503 Worship and Mission (3)

MS 510 Contemporary Theology of Mission (3)

MS 514 Folk Religions and Mission (3)

MS 533 Missiology of Acts (3)

MS 534 Pauline Theology of Mission (3)

MS 546 Asia Mission History (3)

MS 565 Intercultural Communication (3)

MS 575 Mission Field and Evangelism (3)

MS 577 Missionary's Cooperative Ministry (3)

MS 580 Mission Project (3)

MS 587 Relationship-Centric Mission and Communication (3)

Dissertation (8 Credit Hours)

Doctoral Dissertation

Students in the DISM program must submit an acceptable scholarly dissertation as the final requirement for graduation. As the centerpiece of the doctoral study at Vine, the topic of dissertation should be chosen wisely, after extensive appropriate reading, and the research should be done carefully and thoroughly.

A carefully designed dissertation proposal (10 pages in length) shall be submitted to the mentor for approval after completion of coursework. The proposal must demonstrate that the research topic is chosen thoughtfully, appropriate methodology is applied, the chapter-by-chapter outline is logical and coherent, and the bibliography is relevant and reasonably comprehensive.

The normal length of the dissertation is between 150 and 200 pages. The dissertation is examined by the student's doctoral committee consisting of the primary mentor (chair) and two other members of the Vine faculty. The student will work with the primary mentor to identify the remaining committee members on the basis of ability to contribute to the research topic. The dissertation prepared by the DISM candidate must demonstrate:

- Competence in independent academic inquiry.
- Mastery of missiological theory and knowledge.
- Critical interaction with the pertinent literature.
- Intellectually and methodologically rigorous scholarship.

Course Descriptions

Foundational courses provide the student with a comprehensive course of study, integrating basic elements of a given discipline. Advanced courses help students progress to deeper levels of learning through an in-depth exploration, research and evaluation.

Bible (BI)

BI 500 Old Testament Survey 3 Credits

A broad survey of the Old Testament including overall theological themes, major divisions, literary features, and historical backgrounds. Students will be introduced to basic methodology and bibliographical tools used in the study of the Bible.

BI 501 New Testament Survey 3 Credits

A broad survey of the New Testament including overall theological themes, major divisions, literary features, and historical backgrounds. Students will be introduced to basic methodology and bibliographical tools used in the study of the Bible.

Theology (TH)

TH 500 Survey of Church History 3 Credits

A broad survey of the major movements within Christian history from the beginnings of the church to the Reformation. Students will be introduced to basic methodology and bibliographical tools used in the study of the past.

TH 502 Systematic Theology 3 Credits

A comprehensive study of Christian theology including the character and activities of the triune God and the character and function of Scripture. Students will be introduced to the integrative nature and methods of systematic theology.

Ministry/Practical Theology (MN)

MN 552 Lifelong Leadership Development 3 Credits

An in-depth study of the development of a leader's life with emphasis on God's formative activity, the context of time, and the leader's response to God's formation. Students will master perspectives that enable them to assist others in their lifelong development.

MN 581 Mentoring and Developing Giftedness 3 Credits

An in-depth study of mentoring as a life-shaping relationship between mentor, mentee, and the Holy Spirit; and of the doctrine of spiritual gifts, with an emphasis on leadership gifts. Students will have the opportunity to create a model for mentoring the emerging generation and developing gifted people.

Missiology (MS)**MS 501 Biblical Principles of Mission 3 Credits**

A comprehensive study of the mission of God as a central theme of the Scriptures. Students will be introduced perspectives on the mission in both the Old and New Testaments

MS 502 Biblical Strategies of Mission 3 Credits

A general study of the concept of strategy and its importance in mission. Students will be introduced biblical perspectives to understand and assess contemporary mission strategies.

MS 503 Worship and Mission 3 Credits

A comprehensive understanding of the role and character of Christian worship across diverse cultural contexts. Students will be introduced a biblical, theological and historical foundation and practical framework for contextualizing meaningful Christian worship and witness.

MS 510 Contemporary Theology of Mission 3 Credits

An overview of various theologies of mission with special emphasis on current issues in missiology.

MS 514 Folk Religions and Mission 3 Credits

A comprehensive study of folk religions including the character and function of the 'excluded middle' in cultural beliefs. Students will be introduced to issues of spiritual warfare and syncretism in communicating the Christian gospel.

MS 533 Missiology of Acts 3 Credits

An in-depth study of the book of Acts leading students toward a mastery of the book's missiological character, themes, and issues. Students will sharpen their missiological thinking by using the book's perspectives to assess contemporary mission approaches.

MS 534 Pauline Theology of Mission 3 Credits

An in-depth study of Paul's integrated approach to mission. Students will enhance their missiological thinking by both analyzing Paul's paradigm and using it as a standard for assessing contemporary mission approaches.

MS 546 Asia Mission History 3 Credits

A thorough exploration and examination the missionary movements in Asia with special emphasis on biographies, types of mission field, and missionary strategy.

MS 565 Intercultural Communication 3 Credits

An in-depth examination of factors contributing to effective communication in diverse cultural settings. Students will draw implications for teaching and evangelizing in specific cultural settings with attention to particular outcomes.

MS 575 Mission Field and Evangelism 3 Credits

An evaluation of various non-Christian worldviews with the aim of articulating the Christian gospel as truly good news. Students will develop missional strategies to reach people from different religious or cultural backgrounds.

MS 577 Missionary's Cooperative Ministry 3 Credits

An applied study of the methods of cooperative ministry among missionaries. Students will explore in depth the challenges, rewards and methods of forming a strategic cooperation among missionaries local and abroad.

MS 580 Mission Project 3 Credits

A cumulative project course for students involving research in a specific area of interest to the student while demonstrating an integration of the program learning outcomes.

MS 587 Relationship-Centric Mission and Communication 3 Credits

An advanced study of the roles of communication in mission with special attention to the development of relationships across cultures.

Thesis/Dissertation

Master's Thesis 6 Credits

Students will be enabled to complete the basic research for a thesis and prepare a draft. The process will be supervised by the student's adviser and entail independent work.

Dissertation 8 Credits

Students will be introduced to the dissertation process, including a researchable dissertation topic, strategies in library research, mapping a literature review, research design, and issues of form and style.

Admissions

Admission Criteria

Vine's degree programs are open to students who wish to pursue graduate missiological education and meet Vine's requirements for admission. As an evangelical Christian institution, Vine University seeks to build a community of faith and learning. However, Vine does not discriminate on the basis of race, color, national origin, gender, age or disability in the admission of students and in the educational programs.

When all application documents are received and the applicant's file is created, the admissions committee finalizes the admission on the basis of academic records, assessment of three references, involvement in Christian service, and educational and vocational goals.

Each applicant will be asked to participate in an online interview with the admissions committee. The interview will focus on compatibility of the applicant's educational and vocational goals with the intended program of study as well any special needs (financial, personal, emotional).

Academic Requirements

Students who apply for the master's program at Vine University must hold bachelor's degree from an accredited institution or its academic equivalent. Students who apply for the doctoral degree program must hold a master's degree from an accredited institution or its academic equivalent.

Technology Requirements

Since Vine uses Moodle to deliver online courses, it is important that students have appropriate technology and technical skills.

Students need to have access to the following technology:

- Desktop or laptop computer (Mobile devices are not recommended.)
- High speed internet connection
- Web browser (Chrome, Safari, or Firefox)
- Zoom (Instructor provides a link to Zoom sessions.)
- Microsoft Office (Microsoft Word, Excel and PowerPoint)
- Adobe Reader (for viewing and printing PDF documents)

Students should be proficient in the following:

- Basic computer skills

- Using email
- Conducting Internet searches
- Writing and editing with a word processor
- Using Moodle tools
- Conducting searches from databases
- Learning new technology tools

Application

Students interested in attending Vine should submit an application. Admission information including application form may be requested by email (admissions@vine.ac) or by phoning 213-378-0433. Decisions are made only on completed applications. The following documents must be submitted.

1. The application form
2. A non-refundable application fee of \$50
3. Letters of recommendation from three individuals (pastor, professor, supervisor)
4. Official transcripts from all colleges and universities attended.
5. A statement of Christian faith and service
6. One recent photograph

Students are encouraged to apply at least three months before the anticipated enrollment date. The following dates represent Vine priority deadlines: for the fall semester, July 1; for the winter session and spring semester, November 1; and for summer session, April 1.

Korean Language Proficiency

Korean is the language of instruction at Vine. Applicants who are not native speakers of Korean must demonstrate their language proficiency by submitting documents showing that some secondary or postsecondary education was completed in Korean.

Foreign Transcript Evaluation

Vine requires all transcripts from institutions outside the United States and Korea, submitted for admissions purposes or transfer credit review, to be evaluated by a professional evaluation service approved by the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluator (AICE). Applicants must submit the evaluation report and an original copy of the transcript to Vine University.

Transfer of Credits

Vine University accepts transfer credits from an institution accredited by a regional or national accrediting body recognized by the U.S. Department of Education. Vine may accept transfer credits from an institution authorized by the education department of a foreign country. For both master's and doctoral students, the maximum transfer credit is 9 semester hours.

If a student wants to transfer credits, an official transcript stating the courses and grades must be submitted to the Registrar's Office. Only course work completed within the last ten years may be credited toward degree programs. Course credits with a minimum grade of C earned at accredited institutions are accepted at full value to the extent that the courses are comparable to Vine University's stated requirements.

Financial Information

Tuition and General Fees

Tuition and fees, set annually by the board of directors of Vine University, are subject to change without notice. The cost for each semester for the 2020-2021 academic year is as follows.

Tuition and General Fees	MAISM 1 Credit	MAISM 3 Credits	DISM 1 Credit	DISM 3 credits
Tuition (refundable)	\$140	\$420	\$240	\$720
Registration Fee (non-refundable)	\$20	\$20	\$20	\$20
Library and IT Services Fee (refundable)	\$25	\$25	\$25	\$25
STRF Fee* (non-refundable)	\$0	\$0	\$0	\$0
Total Cost Per Semester	\$185	\$465	\$285	\$765

* The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

Special Fees

The following fees are not refundable.

Application Fee	\$50
Late Registration Fee	\$20
Audit Fee	\$140 per master's course; \$240 per doctoral course
Transcript Fee	\$20 per copy
Graduation Fee	\$200 per master's degree; \$300 per doctoral degree
Master's Thesis	\$500
Doctoral Dissertation	\$600

Payment Information

Vine University does not offer a payment plan. A student's account must be paid in full by the end of late registration. Transcripts are withheld if a student has an outstanding obligation to the university.

Financial Assistance

Vine University does not participate in federal or state student financial aid programs. However, the university has limited scholarship funds available for full-time students who require financial assistance. Students are encouraged to discuss their financial needs with the director of administration.

Cancellation

Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. A student who wish to cancel the enrollment agreement or withdraw from the university must submit a written notice, dated and signed by the student, to the registrar's office of Vine University by email.

Refund Policy

Cancellation is effective on the date written notice of cancellation is sent. The university will make a refund within 30 days after the effective date. Registration and STRF fees are nonrefundable. If the notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, the university will refund 100 percent of the amount paid for tuition and refundable charges. If the student has completed more than 60 percent of the period of attendance, there will be NO refund. If the student has completed 60 percent or less of the period of attendance, the student will receive a pro-rated refund for the unused portion of the tuition and other refundable charges.

For example: If the student paid \$1,260 in tuition and additional \$45 in registration and services fees, and then cancels full term classes during the ninth week, the student would receive a refund up to 40 percent of the tuition and nonrefundable fees paid only, which would amount to \$514.

Academic Information

Credit Hour

Vine University operates on a semester calendar. There are two regular 16-week semesters (fall and spring) and two shorter sessions (winter and summer) in the academic year.

Normally semester credit hours are assigned to regular courses. One credit hour at graduate level represents 15 hours of instructional engagement – one instructional hour is equivalent to 50 minutes – and 30 hours of academic preparation. Instruction means faculty-led learning experience in a classroom, online, or other setting. Preparation means academic work performed in preparation for the instructional engagement.

In general, Vine’s graduate courses are assigned three credit hours, requiring 45 hours of substantive instructional engagement and additional 90 hours of preparatory work.

Student Identification Verification

In compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA), Vine University is committed to ensure that a student registered for an online course or program is the same student that participates in and completes the course or program and receives academic credit. According to the HEOA, an institution must use a secure login and password, proctored examinations, and/or other technologies or practices that are effective in verifying student identification.

All Vine students are assigned a unique username and password for secure access to Vine systems, including Vine’s learning management system (currently Moodle). Students are responsible for providing appropriate information in any identification verification process and should never allow others to use their accounts. Faculty teaching online courses hold primary responsibility for verifying student identify and ensuring academic integrity and employ, when feasible and pedagogically sound, technologies and practices that support academic integrity.

Registration

Students will construct their schedules in cooperation with their assigned advisor. A student may enroll in approved courses until the add/drop date as identified in the academic calendar. In each semester, the add/drop date is fourteen calendar days after the first day of classes. Students may also drop a course before the add/drop date and there will be no grade recorded on the transcript or official record. After the add/drop date, withdrawals from a course before the end of the eighth week of a semester will

result in a “W” on the transcript. A student who “unofficially withdraws” by not attending classes of instruction will be given an “F” grade for that course.

Satisfactory Academic Progress

Students must maintain the adequate standard for graduation: cumulative grade point average of 2.5 for master’s and 3.0 for doctoral students. Students are responsible for knowing at the end of a term whether or not they are making satisfactory academic progress.

Appeal of academic probation or dismissal may be made in writing to the Academic Committee. Appeal of the Academic Committee’s decision may be made in writing to the president of Vine University.

Academic Probation

Students whose academic work is unsatisfactory (cumulative grade point average of below 2.5 for master’s students; 3.0 for doctoral students) will be placed on academic probation. In addition, students may be placed on probation for violations of the academic integrity policy.

As information becomes available, a notice of probation will be given both to the student and the program director, and the notation will be placed on the student’s transcript. The student must meet with program director to develop a plan to return to satisfactory academic standing.

Students will be removed from academic probation when their cumulative grade point average reaches the standard required for graduation. Any student who remains on academic probation for two consecutive semesters may be recommended for dismissal.

Academic Dismissal

Academic dismissals occur when a student has either failed to maintain the adequate standard for graduation or violated the academic integrity policy. Academic dismissal will be recorded on the student’s official transcript.

A student who has been so dismissed may qualify for readmission as a degree student only after completing two consecutive terms (at least a total of twelve semester hours) as a nondegree student with permission from the academic dean.

Academic Integrity

We at Vine University are committed to building a community of faith and learning and regard academic fairness and integrity as integral to the community life. We seek to practice fairness in evaluating all academic work that represents the student’s own

academic efforts and is in keeping with regularly accepted standards of academic integrity.

At the beginning of each course, the instructor and students are expected to reaffirm their commitment to academic fairness and integrity. The instructor and students are encouraged to establish a community which values serious intellectual engagement and personal faithfulness. Therefore, any work submitted that violates the standards of academic integrity may be subject to a disciplinary action.

Student examination. Students are expected to complete all examinations, including those that are not proctored, with integrity. The instructor may require students to agree to an integrity statement upon taking an exam.

Cheating. Students may not use any resources that are not expressly permitted by the instructor. When cheating occurs, the student will receive a grade of zero for the work involved, and the case will be reported to the academic dean, who may take an additional action.

Plagiarism. Students may not use ideas from published, unpublished or electronic sources without proper quotations; and may not submit as their own work material obtained from another source. When plagiarism occurs, deliberately or naively, the student will receive a grade of zero for the work involved, and the case will be reported to the academic dean, who may take an additional action.

Grading Policies

The Registrar records student grades when they are submitted by faculty after the conclusion of a term. Once recorded, they become a part of the student's permanent record and may not be altered.

Grading Scale

Grade points are determined according to the following scale:

Grade	Scores	Grade Points	Description
A	96+	4.00	Work of excellent quality
A-	90-95	3.70	
B+	87-90	3.30	Work of commendable quality
B	83-86	3.00	
B-	80-82	2.70	
C+	77-79	2.30	Work of acceptable quality
C	73-76	2.00	
C-	70-72	1.70	
D	60-69	1.00	Work of minimal but passing quality
F	0-59	0.00	Failure to do minimal passing work

Incomplete and Pass/Fail

All work for each semester must be submitted by the last day of the semester to avoid receiving a failing grade for the course. A student must request an I (Incomplete) if all work for the course will not be completed by the end of the semester. A student who does not request an I (Incomplete) may receive an F for the class. The work is to be completed before the end of the following semester.

A student may complete up to 9 credit hours for a degree on a Pass/Fail basis, rather than for a letter grade. These courses would apply toward graduation requirements as earned credits, but would not affect the cumulative grade point average. In order to receive a Pass grade, the student must do at least the equivalent of C-minus work in the course.

Repeating a Course

If a student fails a course, he or she may repeat it until a passing grade is received or attempt a different course in its place. When a student retakes a course, both grades will be included in the student's cumulative grade point average.

Appeal of Grades

If a student feels that his or her final grade in a given course is not equitable, the student should discuss the grade with the course professor. If the student is not satisfied, he or she may then appeal to the academic dean by filing a written statement including the reason for the appeal. The dean will confer with the professor involved and seek a satisfactory resolution of the problem.

Student Records

Privacy is maintained with respect to student records, defined as academic and non-academic information relating to a current or former student. In general, Vine retains those records necessary for substantiating the academic history of the student including any notification of disciplinary action. The registrar's office is designated as custodian of academic records of students. Vine adopted the following procedures for maintaining student records.

- Students may review their educational records and if they believe that there is any inaccurate information in their records, they may ask the registrar to change or delete such information.
- Transcripts may be released to other educational institutions to which a student may be applying.

- Transcripts will not be released if a student has requested that they not be released, or if there is a financial hold on the student's account.
- Vine faculty and staff may access student records on a need-to-know basis.
- The student dean is designated as custodian of student conduct records.
- Student files supporting transcripts and disciplinary action remain permanently; all other student files are retained for seven years after the student's last enrollment at Vine.

Confidentiality of Educational Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. "Directory Information" however, is generally available to third parties unless otherwise requested by the student.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Directory Information Public Notice

Under the standard protection of FERPA, a signed consent of release is necessary for the release of any non-directory information. Certain information designated as "Directory Information" may be disclosed without the consent or knowledge of the student unless the student has notified Vine University in advance that such information is not to be released. "Directory Information" at Vine University is defined as:

- Photo
- Name
- Telephone Listing

- E-Mail Address
- Date and Place of Birth
- Major Field of Study
- Student Status (e.g. Enrolled, Withdrawn, Graduated, etc.)
- Dates of Attendance
- Degrees and Awards Received

Student Life

Vine Community

Vine University seeks to build a community of learning and faith guided by biblical principles. Being a part of the Vine community means being accountable first to God and then to one another in Christ. Our community will grow in Christ as we seek to glorify God through our thoughts, through our words, and through our actions. Students, along with the rest of the community, must demonstrate personal moral integrity in all the areas of their lives and work as part of that community.

New Student Orientation

Orientation is designed to help entering students adjust to Vine by providing necessary information about the many facets of academic life. This time also allows new students to get to know one another as well as faculty members. Orientation is held just prior to the fall and spring semester.

Student Advising

Vine University provides support for students through the appointment of a faculty advisor. The goal of faculty advising is to provide each student a one-to-one relationship with a member of the faculty. The faculty advising relationship has several purposes:

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

Students will meet with their advisor before each semester in order to evaluate progress, courses and academic program for the next semester.

The program director is available to provide advising for current students regarding career goals and planning, job search, resume writing, and interview skills. The director is normally available for advising during regular office hours.

Student Conduct

Students are expected to observe Vine university's student code of conduct and demonstrate a cooperative and respectful attitude towards all. Students should strive to develop a strong Christian character and compassion as well as academic and professional competence.

A student who violates the university's student code of conduct will be subject to disciplinary action which can result in one of the following seven levels of disciplinary action: official warning; reprimand; property restitution; assignment of failing grade; probation; Suspension; dismissal.

Student Code of Conduct

1. No practice of cheating or plagiarism in connection with an academic or internship program.
2. No sale or possession of dangerous drugs, restricted drugs or narcotics, except when lawfully prescribed.
3. No unauthorized use or misuse of University property.
4. No destruction of campus property or property belonging to the university's administrative personnel, faculty or students.
5. No theft of university property or property owned by a member of the administration, faculty, staff or student.
6. No obstruction or disruption, on or off campus, of the educational aims and processes of the university.
7. No entrance to campus in intoxicated or drugged states.
8. No possession or use of explosives, dangerous chemicals or deadly weapons on campus property without prior authorization of the president of the university.
9. No physically abusive or disrespectful behavior toward a member of the university's administrative personnel, faculty, staff, or students.
10. No engaging in lewd, indecent or obscene behavior on campus.

Student Discipline

The faculty of Vine University is responsible for policy decisions regarding student conduct and discipline while the dean is responsible for the implementation of policy and normally will handle all cases of student discipline. The dean will investigate any problems that may arise and determine the nature of the problem and possible courses of action.

The academic committee of the university will review all decisions made by the dean. An appeal of a decision by the dean may be made in writing to the academic committee. Such an appeal must be received within five calendar days of the date on the written notice of the decision. The committee will hold a formal hearing and will decide the case by a simple majority of committee members present.

The dean and/or the academic committee may give a warning to the student, which may include special conditions for the student to meet. In certain cases, the student may be given a disciplinary probation, with special conditions, for a specified time period. In extreme cases or when a student receives a probation for a third time, the

student may receive a dismissal – the termination of the student’s relationship with the university.

The dean or the academic committee will give a written notification of the decision to the student. Disciplinary dismissal is noted on the student’s official transcript from the university and becomes a part of the student’s permanent record. Other disciplinary actions are kept in the student’s file until the issue is resolved.

Non-Discrimination and Anti-Harassment Policy

Vine University does not discriminate against any person on the basis of race, color, religion, national origin, disability, age, veteran status, sex, marital status, sexual orientation, or gender identity. The university shall adhere to all applicable state and federal regulations. Consistent with its mission, Vine University seeks to assure all community members are able to learn and work in an atmosphere free from harassment. Harassing conduct is contrary to the nurturing community of faith and learning the university wishes to foster. Harassment threatens the well-being of the university community.

This policy applies to all community members, including faculty, staff, and students. The university will take appropriate action when this policy is violated. For the purpose of determining whether particular conduct constitutes a violation of this policy, the following definition will be used:

Harassment is conduct that is based on race, color, religion, national origin, disability, age, sex, marital status, sexual orientation, gender identity, or veteran status and interferes with a person’s employment or educational experience or creates an intimidating, hostile, offensive working, educational or living environment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including sexual assault. Sexual harassment, including sexual assault, can involve persons of the same or opposite sex.

In accordance with state and federal law, sexual harassment occurs when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, academics or participation in a Vine University program or activity, or (2) submission to or rejection of such conduct by an individual is used as the basis for a decision affecting such individual’s employment, academics, or participation in a Vine University program or activity.

Student Complaints

Members of the Vine University community may bring complaints or concerns about harassing or discriminatory behavior to the academic dean. The dean may seek informal

resolution when allegations of unlawful discrimination or harassment are received. If an informal resolution does not result, a formal process may be initiated by submitting a complaint or grievance to the dean. Initially, concerns may be communicated orally; however, they should be submitted in writing before any formal review takes place. The written complaint should specify the university policy violated and all relevant factual details.

1. The dean shall read the complaint, and if it warrants further investigation, then a copy of the complaint should be forwarded to the person against whom the complaint is made (“respondent”). If the allegations would not constitute a violation of a policy, then the dean should inform the grievant in writing that the allegations are not subject to further investigation.
2. The respondent shall be given 14 calendar days from receipt of the complaint to return a written response to the dean, who then shall initiate a reasonable investigation into the matter. The investigation may include meeting with the parties, talking with witnesses, and reviewing any supporting documents. A grievant may elect to withdraw a formal complaint at any time; however, the university reserves the right to investigate all complaints in order to protect the interests of the University and its community.
3. Within a reasonable time, the dean shall make a decision based on the formal complaint, response, and any other relevant information. This decision shall be in writing and shall consist of factual findings, conclusions, and a remedy if one is appropriate. All parties shall receive a copy of the decision.
4. Any party may submit a written request for appeal of the decision to the president of the University within 14 calendar days from receipt of the decision. The request for appeal must specifically set forth all grounds for appeal. The non-appealing party must be given the opportunity to respond in writing to the request for appeal. Within a reasonable time, the president shall make a decision based on the complaint, response, decision, request for appeal, any response to the appeal, and any meeting the president held in regard to the appeal. The decision of the president shall be final. All parties shall receive a copy of the president's decision.
5. All written decisions made and materials produced in a grievance conducted under this procedure shall be retained by the academic dean for at least two years from the date that the final decision was issued.

If the student believes that the complaints have not been satisfactorily resolved by the institution, the student may contact the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Clubs

Vine University students are encouraged to establish and facilitate clubs that provide outlets for their special interests. All clubs must, however, be sanctioned by the student dean to receive funds, conduct fund-raising, or advertise events on campus. The general requirements of the club are that

- it must have accountability (faculty/staff adviser);
- it must build unity (membership is open to all applicable persons); and
- it must serve the greater community (one community event per year).

Personnel Information

Board of Directors

The Board of Directors of Vine University assumes full authority to ensure that the Vine mission and goals are achieved in ways that demonstrate educational quality and financial sustainability.

Byeong Yeoul Son, *Board Chair, Senior Pastor*

Chong Moo Park, *Vine University President*

Eunice Park, *Board Secretary, Teacher*

Soon Young Park, *Board Treasurer, Retired Missionary*

Daniel Yongjip Yang, *Board Member, Senior Pastor*

Soon Hak Kim, *Board Member, Business Owner*

Eun Park, *Board Member, Education Pastor*

Advisory Board

Kwang Kil Lee, *President, Soma University*

Sang Meyng Lee, *President, Presbyterian Theological Seminary in America*

Seon Mook Shin, *Vice President and Dean, World Mission University*

Administration

Chong Moo Park, *President (CEO)*

Edmund Rhee, *Academic Dean (CAO)*

Eun Su Kim, *Director of Administration and Admissions (COO)*

Eun Ji Park, *Business Manager and Director of Distance Education*

Dou Ho Im, *Librarian (MLIS) and IT Director*

Angela Lee, *Registrar*

Resident Faculty

Ho Jin Jun, *Professor of Missiology*

PhD, Wales Evangelical School of Theology; DMiss, Fuller Theological Seminary; ThM, Westminster Theological Seminary; MDiv, BA, Korea Presbyterian Theological Seminary

Chong Moo Park, *Professor of Practical Theology, President*
ThD (2004), Faith Theological Seminary; DMin (1985), Fuller Theological Seminary; MDiv (1975), MA (1973), Presbyterian Theological Seminary; BA (1971), Kook Min University; BTh (1966), Young Nam Theological Seminary

Benjamin Lee, *Professor of Intercultural Studies, Director of DISM Program*
PhD (2006), ThM (2001), Fuller Theological Seminary; MDiv (1994), Southeastern Baptist Theological Seminary; BA (1986), Busan National University

Daniel Lee, *Professor of Missiology, Director of MAISM Program*
DMiss (1988), ThM (1983), Fuller Theological Seminary; MDiv (1972), Presbyterian Theological Seminary; BA (1968), Han Nam University

Edmund Rhee, *Professor of Theology, Dean*
PhD (2016), ThM (2002), MDiv (1994), Fuller Theological Seminary; BA (1986), University of California, Berkley

Adjunct Faculty

Hyung Dong Kim, *Adjunct Professor of Biblical Studies*
PhD (1998), Drew University; STM (1990), Yale University; MDiv (1988), Presbyterian Theological Seminary; BA (1982), Keimyung University

Jung Hun Ahn, *Adjunct Professor of Communication*
PhD (1981), Pennsylvania State University; MA, Yonsei University

Shin Sung Yum, *Adjunct Professor Theology*
PhD (1998), ACTS Seminary; ThM (1992), Yonsei University; MDiv (1987), BA (1983), Presbyterian Theological Seminary

Jong Dae Seo, *Adjunct Profess of Intercultural Studies*
PhD (2002), ThM (1995), Fuller Theological Seminary; MDiv (1988), BA (1980), Chongshin University

Joseph Oh, *Adjunct Professor of Theology*
ThD, Asia Baptist Graduate Theological Seminary; ThM, MDiv, Korea Baptist University and Theological Seminary; BA, Hannam University