



# **IVY CHRISTIAN COLLEGE**

## **CATALOG**

**2018-2023**

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## History and Development

Ivy Christian College (ICC) was founded by Jane Kim, under the leadership of Dr. David Y. Pak, on March 2006 for the purpose of training qualified ministers wholly committed to the Word of God. The hope of the College is to launch a true ethnic Christian Theological training College with the aim of reforming Lord Jesus' churches in the USA.

Ivy Christian College's primary purpose is to provide religious training and theological education. Ivy Christian College is certified to operate in Virginia by the State Council of Higher Education for Virginia (SCHEV). The State Council of Higher Education for Virginia is located at James Monroe Building, 101 North Fourteenth Street, Richmond, VA 23219

Ivy Christian College is accredited by **Transnational Association of Christian Colleges and Schools (TRACS)** which is a national accrediting body for Christian institutions. TRACS is located at 15935 Forest Road, Forest, Virginia 24551; phone (434) 525-9539; fax (434) 525-9538.

ICC is authorized by the **United States Immigration and Customs Enforcement (ICE)** to enroll non-immigrant students.

Currently, Ivy Christian College offers **Bachelor of Arts in Biblical Studies (B.A.B.S.)**, **Bachelor of Arts in Business Administration (B.A.B.A.)**, **Associate of Arts in Biblical Studies (A.A.B.S.)**, **Associate of Arts in Business Administration (A.A.B.A.)** and **English as a Second Language (E.S.L.)** programs.

## **Statement of Purpose**

Ivy Christian College (ICC) is a postsecondary faith-based institution that strives to be a leader in the academic development of men and women that can make a significant impact on the world through their academic and professional excellence as well as their Christian values. Ivy Christian College seeks to fulfill its mission by providing a variety of lifelong learning opportunities for both individuals and churches that include Associate and Bachelor level undergraduate education courses, adult continuing education classes, seminars, publications, as well as providing theological leadership for the Christian community and world at large.

## **Mission Statement**

*Ivy Christian College exists to integrate academic excellence and Christian values, providing a community where its students are educated to think and act as ethical leaders and responsible citizens.*

## **Philosophy of Education**

1. Ivy Christian College is a Bible College; the Bible is the heart of the curriculum, in contrast to a program that is essentially philosophical or sociological. The absolute inerrancy and authority of the Scripture are paramount. Because we emphasize the primacy of the Word of God, we believe that the tools of exegesis are essential in preparing students for the ministry, so that they may become capable expositors of the Word of God.

2. We are aware that teaching sound doctrine alone is not enough. This doctrine must be translated into practical Christian service. Therefore, our faculty must not only be highly qualified in academics and instructional methodologies, but they also must be excellent spiritual and moral examples.

3. Recognizing the limitations of a primarily academic setting, we seek to instill within the student a deep love for God and His Word, a heart for evangelism and missions, and the integration of biblical teaching and values into every aspect of life. We also believe that it is imperative for students to be involved in practical "hands-on" ministry and mission to complement their College studies.

4. The primary mission of Ivy Christian College is to provide a quality education. The Ivy Christian College is a Christian academic community in the tradition of evangelical institutions of higher education. As such, Ivy Christian College continues the philosophy of education which first gave rise to the College, summarized in the following proposition:

a. God, the infinite source of all things, has shown us truth through Christ in nature, history, and, above all, in Scripture. Persons are spiritual, rational, moral, social and physical, created in the image of God. They are, therefore, able to know and to value themselves and other persons, the universe and God.

b. Education as the process of teaching and learning, involves the whole person, developing the knowledge, values, and skills that enable the individual to change freely.

## **Distinctive of the 'ICC'**

Bible and the Confessional Standards of the church, the ICC is dedicated to the following distinctive principles:

1. Belief in the plenary verbal inspiration of Scripture resulting in an inerrant Word as it was originally given by God, and, therefore, the only infallible rule of faith and practice.

2. Belief that the biblical form of Church government is the Christian form, which is essential to the well-being of the Church, though not necessary to its being. Belief in the Great Commission is the one and only mission of the Church. The Christian individually and in association with others, has obligations to function in all spheres of life by developing and practicing the full implications of the Christian world and life view in every human relationship and in all aspects of life and society under the Lordship of Christ.

The Church, on the other hand, should not presume to enter into spheres of activity where it has neither calling nor competence. Christ gave but one Great Commission to the Church, namely to evangelize the world and to teach all things that He has taught us.

3. Belief in Dynamic Spiritual Emphasis as a student must be walking in fellowship with God (the Holy Spirit) so that he or she can be taught by the Holy Spirit. The cultivation of the spiritual life is inseparably fused with the scholarly study of biblical and related subjects, thus providing an unusual classroom climate and a distinct theological education. All this is designed to prepare students to communicate the Word of God in the power of the Holy Spirit.

4. Belief in a Strong Commitment to Missions; ICC is firmly committed to promoting the missionary enterprise throughout the world. This Commitment is demonstrated in a variety of ways that provide exposure for students to the diverse nature of missions and the unique opportunities for career service in missions.

5. Emphasis on the practical as well as the theological aspects of ministry. The ICC believes that learning “how” to minister is as important as learning “what” to minister, and therefore trains as well as instructs.

“Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you always, [even] unto the end of the world. Amen” (Mat. 28: 19-20).

## **Institutional Goals (Objectives) of the College**

Based on its Mission Statement, Ivy Christian College will endeavor:

1. To instruct students in biblical knowledge based on the authoritative, inerrant Word of God.
2. To help students integrate biblical principles into the personal, social and professional areas of their lives.
3. To train students to communicate effectively to impact their world.
4. To stimulate within students a spirit of inquiry, investigation and critical thinking so as to equip them to be lifelong learners.
5. To equip students for various kinds of service in the context of the local church and other Christian ministries.
6. To challenge all students at the College to understand and believe the gospel of Jesus Christ.
7. To identify fundamental concepts of administration and to understand the ethical and behavioral concerns.
8. To demonstrate skills needed to utilize and leverage technology relevant within the community



## **Statement of Faith**

### **1. The Holy Scriptures**

We believe the Holy Scriptures of the Old and New Testaments to be the verbally inspired Word of God, the final authority for faith and life, inerrant in every matter in the original writing, infallible and God-breathed (2 Timothy 3:16-17).

### **2. The Godhead**

We believe in one Triune God, eternally existing in three persons- Father, Son, and Holy Spirit- co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections (Deuteronomy 6:4; 2 Corinthians 13:14).

### **3. The Person and Work of Christ**

We believe that the Lord Jesus Christ, eternally God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary, in order that He might reveal God and redeem sinful men (Luke 1:35; John 1:1,2, 14).

We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, substitution sacrifice; and that our justification is made sure by His literal, physical resurrection from the dead (Romans 3:24-25; Ephesians 1:7; 1 Peter 1:3-5; 2:24).

We believe that the Lord Jesus Christ ascended to heaven and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate (Acts 1: 9-11; Romans 8:34; Hebrews 7:25; 9:24; 1 John 2:1-2).

### **4. The Person and Work of the Holy Spirit**

We believe that the Holy Spirit is a person who convicts the world of sin, of righteousness, and of judgment; revealing Christ to men and enabling them to believe; and, that He is the supernatural agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption (John 16:8-11; Romans 8:9; 1 Corinthians 12:12-14; 2 Corinthians 3:6; Ephesians 1:13-14).

We believe that He guides believers into all truth, anoints and teaches them, and that it is the privilege and duty of all the saved to be filled with the Spirit (John 16:13; Ephesians 5:18; 1 John 2:20, 27).

### **5. The Creation and Man**

We believe that the book of Genesis presents a historically accurate account of the origin of man, the fall of Adam and Eve, and consequently the entire human race, the worldwide flood, the call of Abraham, and the origin of God's chosen people, Israel. Included in this is our belief that special creation of the existing universe, consisting of time, space, and matter, was accomplished in six literals, twenty-four-hour days, as detailed in Genesis chapter one.

We believe that man was created in the image and likeness of God, but that when man sinned the human race fell and became alienated from God. Man, thus, is totally depraved and of himself, utterly unable to remedy his lost condition. (Genesis 1:26-27; 5:2; Psalm 51; Romans 3:22-23; 5:12; Ephesians 2: 1-3, 12).

## **6. Salvation**

We believe that salvation is the gift of God brought to man by grace and received by personal and purposeful faith in the death and resurrection of the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of sins (1 Corinthians 15:1-5; Ephesians 1:7; 2:8-10; 1 Peter 1:18-19).

We believe that while the death and resurrection of Christ is sufficient provision for the salvation of all men, only those who exercise saving faith will have forgiveness of sin and receive eternal life. Those who so exercise faith are then regenerated, baptized by the Holy Spirit into Christ, and granted every spiritual blessing in Christ (Romans 6:3-4; 1 Corinthians 12:13; Ephesians 1:3-4; 2:8-9; Philippians 2:13; Titus 3:5; 1 John 2:2).

## **7. The Eternal Security and Assurance of Believers**

We believe that all the justified, once saved, are kept by God's power and are thus secure in Christ forever (John 6:37-40; 10:27-30; Romans 8: 1, 38; 1 Corinthians 1 :4-8; 1 Peter 1 :5).

We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word; which, however, clearly forbids the use of Christian liberty as an occasion to the flesh (Romans 13: 13-14; Galatians 5: 13; Titus 2: 11-15; 1 John 5: 10-13).

## **8. The Two Natures of the Believer**

We believe that the regenerated person retains his corrupt, sinful, depraved nature, but at the moment of salvation also becomes a partaker of the divine nature, capable of pleasing God through the ministries of the indwelling Holy Spirit (Romans 6:13; 8:12-13; Galatians 5:16-25; Ephesians 4:22-24; Colossians 3:9-10; 1 Peter 1:14-16; 1 John 3:5-9).

## **9. Separation**

We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord; and, that separation from all religious apostasy, all worldly and sinful pleasures,

practices and associations is commanded by God (Romans 12: 1-2, 14: 13; 2 Corinthians 6:14-7:1; 2 Timothy 3:1-5; 1 John 2:15-17; 2 John 9-11).

## **10. Missions**

We believe that it is the obligation of the saved to witness by life and by word to the truths of Holy Scripture and to seek to proclaim the 9 Gospel to all mankind (Matthew 28: 19-20; Mark 16: 15; Acts 1 :8; 2 Corinthians 5: 19-20).

## **11. Ministry and Spiritual Gifts**

We believe that God is sovereign in the bestowing of all His gifts; that the gifts of evangelist and pastor-teacher are given to the church for the equipping of the saints today; that each believer has a spiritual gift for the purpose of ministry to others, such as the gifts of ministry, helps, leadership, administration, exhortation, giving, mercy, and teaching; that the gifts of prophecy, speaking in tongues, and the working of sign miracles ceased as the New Testament Scriptures were completed and their authority became established (Romans 12:6-8; 1 Corinthians 12:4-11; 2 Corinthians 12:12; Ephesians 4:7-12; 1 Peter 4:10).

We believe that God does hear and answer the prayer of faith, in accord with His own will, for the sick and afflicted (John 15:7; James 5: 14-15; 1 John 5: 14-15).

We believe in the autonomy of the local church (Acts 13: 1-4; 20:28; Romans 16:1; 1 Corinthians 3:9, 16; 5:4-7; 1 Peter 5:1-4).

We recognize the ordinances of water baptism and the Lord's Supper as a scriptural means of testimony for the church today (Matthew 28: 19-20; Acts 2:41-42; 18:8; 1 Corinthians 11:23-26).

## **12. The Personality of Satan**

We believe that Satan is a person, the author of sin and cause of the fall; that he is the open and declared enemy of God and man; and, that he shall be eternally punished in the lake of fire (Job 1 :6-7; Isaiah 14:12-17; Matthew 4:2-11; Revelation 20:11).

## **13. The Second Advent of Christ**

We believe in that "blessed hope," the personal, imminent, pre-tribulation and premillennial coming of the Lord Jesus Christ for the church; and in His subsequent return to earth, with His saints, to establish His Millennial Kingdom, which will begin only after the second advent (Zechariah 14:4-11; 1 Thessalonians 1: 10; 4: 13-18; 5:9; Revelation 3: 10; 19:11-16; 20:1-6).

## **14. The Eternal State**

We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment (Matthew 25:46; John 5:28-29; 11:25-26; Revelation 20:5-6; 22:12).

We believe that the souls of the justified are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when soul and body are reunited to be glorified forever with the Lord {Luke 23:43; 2 Corinthians 5:8; Philippians 1:23; 3:32; 1 Thessalonians 4:16-17; Revelation 20:4-6).

We believe that the souls of unbelievers remain, after death, in conscious misery until the second resurrection, when with soul and body reunited they shall appear at the Great White Throne Judgment, and shall be cast into the lake of fire, not to be annihilated, but to suffer everlasting conscious punishment (Matthew 25:41-46; Mark 9:43-48; Luke 16:19-26; 2 Thessalonians 1: 7-9; Jude 6- 7; Revelation 20: 11-15).

### **How should we then live in view of the biblical message about the future?**

We should live according to Scripture, live as though we would appear before our Lord God in a matter of minutes or hours. As we so live, we should view every opportunity as though it might be the last one, we will ever have. The Bible does not teach God's people to fold their hands and wait idly for Christ's return. Rather, it emphasizes the need to be actively serving while we wait for God.

## **The Code of Conduct**

Traditionally, a code of conduct is a list of rules with consequences. The Board has stated the code of conduct of ICC in a way that reflects the grace of God. It is included in official publications. Trustees, administrators, faculty, staff, and students must agree to abide by the code and so state in writing. Ivy Christian College affirms that:

1. 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 (Romans 12:12; Philippians 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 Corinthians 3:18; Philippians 2: 12-13, 1 John 1:47).

2. Believers are to glorify God in their bodies and are to live holy lives (1 Corinthians 6:19-20; 1 Peter 1:13-16). Love toward God is evidenced by love for those without Christ (note Paul's example in 2 Corinthians 5:14 and Acts 18:5) and by love for fellow believers (1 John 3:16; 4:78).

3. Living by God's grace, believers are to avoid even the appearance (every form) of wrongdoing (1

Thessalonians 5:22). Believers are called to freedom, but this is not to be an opportunity for the works of the flesh (Galatians 5:13).

4. Individuals who, after spiritual instruction (Galatians 6:1), continue to dishonor the Lord by persisting in un-Christ like behavior or unruly conduct may, after due process, be dismissed from ICC (1 Thessalonians 5:14).

## **The Main Campus**

The campus is located in Fairfax County, Virginia. We are located at 9401 Mathy Dr. Fairfax, VA 22031. All academic and administrative activities occur at this site.

## **Hours of Operation**

The campus is located at 9401 Mathy Drive, Fairfax, Virginia 22031. School offices are open from 8:30am – 6:00pm, Mondays through Thursdays; and Fridays, 9:00am – 6:00pm. The school is closed on holidays and weekends. The school’s telephone number is (703) 425-4143 and the fax number is (703) 425- 4148.

## **Admissions**

### **Admissions Policies**

Non-Discrimination Policy:

In accordance with Title IV of the Civil Rights Act of 1964, Title IX of Educational Amendments of 1972, Section 5 of the Rehabilitation Act of 1973 and Age Discrimination Act of 1975, IVY Christian College (ICC) admits all qualified applicants regardless of age, sexual preference, gender, marital status, religion, national origin, creed, mental limitation, disability, or ethnic origin. ICC recruits and admits those students who have the potential to successfully complete their educational programs. The prospective student’s motivation and interest in succeeding in his/her chosen field of study are important factors for admission consideration as well as the student’s academic background and qualifications

### **Admission Requirements**

Items	Admission Materials	ESL	Undergraduate
1	Application form (fee \$100)	✓	✓

2	Previous Degree	High School	High School
3	Official Transcript	N/A	N/A
4	English Proficiency*	✓	✓
5	Financial Documents*	✓	✓
6	ID or Passport	✓	✓

*\*Not Required for domestic students who attended/graduated from an accredited U.S. based institution.*

#### Admissions Requirements for ESL Programs:

- 1) Complete the Online Application Form, which includes a credit card payment for a non-refundable application fee of \$100.
- 2) Submission of a Government issued photo ID (Passport or Driver's License)
- 3) Mail or email of a copy of a high school transcript, college transcript, or a signed self-attestation noting the completion of education at the high school degree level or above.
- 4) Sign and submit Enrollment Agreement.

#### Admissions Requirements for Undergraduate Programs:

- 1) Complete the Online Application Form, which includes a credit card payment for a non-refundable application fee of \$100.
- 2) Submission of a Government issued photo ID (Passport or Driver's License)
- 3) Mail or email of a copy of a high school transcript, college transcript, or a signed self-attestation noting the completion of education at the high school degree level or above.
- 4) Sign and submit Enrollment Agreement
- 5) Ability-To-Benefit Policy
  - a. Definition of an Ability-To-Benefit Student - A student who is beyond the age of compulsory education, lacks a high school diploma or its equivalent, and has the ability to benefit from the education or training offered at an institution.
  - b. Test - Upon submitting an application for admission, applicants will be required to take a Wonderlic Basic Skills Test - Ability to Benefit. Applicants achieving the minimum score as established by the U.S. Department of Education (Accuplacer – Reading: 55;

Sentence Skills: 60) will be admitted to undergraduate programs and will be permitted to matriculate.

### **Notification of Acceptance for Admission**

Notification of Acceptance for Admissions: When the applicant is accepted for admissions and given final approval by the Director of Admissions, the candidate is sent an acceptance package, which includes:

1. Acceptance letter
2. Summary of transfer credit (if applicable)
3. Enrollment Agreement
4. Any additional admission forms

## **Admission of International Students**

ICC issues I-20 forms to international students. As a result, each prospective international student must contact the Office of Admissions regarding preparation of the student VISA. After processing your completed application, the Admissions Office will inform you of its decision. It is wise to start the process well in advance of the term for which you are applying. Any questions about applications, important dates or any other part of the admissions process should be directed to:

IVY Christian College  
Attn: Office of Admissions  
9401 Mathy Dr. Fairfax, VA 22031  
info@ivy.edu

### Financial Statement Requirement

International applicants must submit financial statements showing evidence of financial support to attend school full-time. All documentation must be dated within 3 months of the date of initial enrollment at ICC. The Office of Admissions has provided you with an estimate of annual educational and living expenses for international students for an academic term. You must document financial support equal to or greater than this amount. This estimate is subject to change without notice and will usually increase each year.

### International Student Visa Information

All international students must enter the US on a student (F-1) visa. ICC can issue the Form I-20 for eligible students. All F-1 students are entered into the computerized Student and Exchange Visitor Information System (SEVIS), which monitors the immigration status of international student. Details of requirements to obtain the Form I-20 and student visa are in the **How to Apply for International Applicants** section below. Students should carefully follow proper immigration procedures in order to maintain legal status in the US. Students on other visas may be eligible to study full-time or part-time, depending on the visa. Contact the Admissions Office or any US Embassy or Consulate for more information.

### **How to Apply for International Applicants (I-20 Required)**

- 1) Complete the Online Application Form, which includes a credit card for a non-refundable application fee of \$100.
- 2) Submission of a Government issued photo ID (i.e., Passport).
- 3) Mail or email of a copy of a high school transcript, college transcript, or a signed self-attestation noting the completion of education at the high school degree level or above.
- 4) English language proficiency: If English is not your first language, you are required to submit official scores from an English proficiency examination, regardless of citizenship.



\*English language competency requirements must be met for all degree-granting programs. Requirements may be fulfilled through any one of the following options:

- A. English Language Competency (TOEFL): TOEFL Score of at least 61 iBT OR a level 6 IELTS exam score, OR
- B. Satisfactory completion of at least two academic years (60 semester credits/90 quarter credits) of education at the baccalaureate level from an institution accredited by an agency recognized by the U.S. Secretary of Education, OR
- C. Achieve B2 level in the Oxford English Test or a minimum completion of “EAP/ESP 060” Level in the ICC ESL Program.

- 5) A copy of a bank statement that shows available funds to afford the program and the cost of living. (Note: All financial information must be statements with dates no older than 3 months prior to the I-20 application date.)
- 6) Mail or email the Affidavit of Support Form signed by the sponsor (if applicable).
- 7) Transfer students only: A photocopy of the most recent I-20 form from the previous U.S. based institution that was attended to [info@ivy.edu](mailto:info@ivy.edu)
- 8) Transfer students only: A photocopy of the current visa and I-94.
- 9) A Non-Refundable tuition deposit of \$600. Note: Other forms of payment (Cash, Debit Cards, Money Orders or Certified Bank Checks) are accepted as well.

All required documentation, excluding the application, which is submitted online through the school’s website, must be submitted via email (note: scanned documents must be readable) or mailed into campus. The mailing address and phone numbers are:

IVY Christian College  
Attn: Office of Admissions  
9401 Mathy Dr. Fairfax, VA 22031  
[info@ivy.edu](mailto:info@ivy.edu)

### **Important Information for Students in F-1 Status**

1. All F-1 students should be enrolled as full-time (at least 12 credits in undergraduate degree program). Full-time status must be maintained and verified to avoid being out of proper USCIS status.
2. Students are responsible for notifying the International Student Office of any change in their personal information no later than 10 days after the change is implemented. (Example: address, telephone number, etc.)

3. A student may be recommended for off campus employment after the student has completed one year in his/her program of study and proves the need for financial assistance. F-1 students with a work permit may work twenty (20) hours per week while classes are in session and forty hours per week during vacation period.

**Note:** If the prospective student is a current student at another institution and already has an F-1 visa, the prospective student needs a new I-20 issued by ICC. Therefore, the prospective student must submit the I-20 application packet: transfer form, a copy of current passport, visa, I-20, and I-94, along with all other admissions requirements.

## **Transfer Credit Policy**

Transfer credit may be awarded by ICC for equivalent coursework completed at a regionally or nationally accredited institution recognized by the Department of Education. Credits will be evaluated from other institutions only upon receipt of official transcripts along with publications that contain course descriptions. Credit will be given for courses completed at other accredited institutions when such courses are comparable to those offered in this institution.

The following also apply:

1. Transfer credit requests must be submitted upon program application.
2. Equivalency will be determined through examination of published course descriptions and / or syllabi and is at the discretion of ICC's Academic Dean. These documents cannot be returned to the applicant or forwarded to another institution or agency.
3. A minimum grade of —Pass or —C (2.0) is required for transfer.
4. Credit must have been earned within the last ten (10) years unless the applicant provides acceptable evidence of continuous activity within the last two years in the specific field for which transfer credit is requested. At the discretion of the Academic Dean, a student, under these circumstances may take a challenge exam, which may award credit for the corresponding course if a score of 70% is achieved on the exam.
5. Transfer credit is granted only when the total hours for any given course have been documented.
6. Course work taken at another institution after admission to ICC is not transferable unless approved in advance in writing by the Registrar at the discretion of the Academic Dean. Transfer credit awarded is officially recorded on the student's ICC transcript. Course work transferred into the program is not included when computing Grade Point Average (GPA).

7. Bachelor's degrees must complete at least two full years of work (60 semester credit hours) at ICC to be eligible for graduation.
8. Students must complete a minimum of 30% of course work at the institution in order to be granted a degree from Ivy Christian College.
9. Ivy Christian College does not issue life or work experience credit; credit will not be offered by the institution for life or work experience.

## **Transferability of Credits and Credentials earned at Ivy Christian College**

The transferability of credits you earn at Ivy Christian College is at the complete discretion of an institution to which you may seek to transfer to. Acceptance of the degree or certificate you earn in any Ivy Christian College program is also at the complete discretion of the institution to which you may seek to transfer to. If the credits, degree, or certificate that you earn at our College 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 transferring to another institution will meet your educational goals. This may include contacting any institution to which you may seek to transfer after attending Ivy Christian College to determine if your credits, degree, or certificate will transfer. Currently, the College does not have any articulation or transfer agreements with any other college or university.

## **ACADEMIC PROGRAMS**

### **Undergraduate Programs**

#### **Bachelor of Arts in Biblical Studies (B.A.B.S.)**

##### **Program Description and Objectives**

This program focuses more depth on historical geography and relevant ancient cultural contexts in the interpretation of the Old and New Testaments. The students develop written research works and evaluate modern cultural trends. The objective of the program is to help the student attain a fundamental grounding in Biblical Studies, including an introduction to the theory, major Christian doctrines and practice of Church ministry. The program allows students to master enabling skills for autonomous learning and to develop a deep understanding in a specific area of knowledge. Bachelor of Arts in Biblical Studies (B.A.B.S.) program is based on 180 quarter credits, which consists of 80 quarter credits of major courses, 68 quarter credits of General Education courses and 32 quarter credits of elective (business major) courses. The program lasts four academic years.

## Student Learning Outcomes

At the successful completion of the Bachelor of Arts in Biblical Studies (B.A.B.S.) program the student will be able to:

1. Explain the canonical and theological significance of select biblical books.
2. Evaluate the exegetical and theological soundness of recent perspectives.
3. Analyze the development of central biblical-theological themes.
4. Be proficient in biblical exposition for teaching/preaching in professional.

## Method of Education

Classes incorporate lectures, instructional work in class, demonstrations, one-on-one tutorials, library research, and comprehensive examinations on the Bible. Instruction for courses is conducted on campus in a classroom setting.

## Graduation Requirements

The College confers an Associate Degree on those students who have fulfilled the following conditions:

1. Completion of one of the programs offered by the College with a Grade Point Average of a 2.0 or above. A minimum of 90 quarter credits must have been taken at ICC.
2. Evidence of dependability and progress in Christian ministry as mutually evaluated by the directors of student ministries and of the candidate's chosen program.
3. Evidence of approved Christian character
4. Approval of the faculty and board of trustees.

In addition to the course work, the student must be examined on his/her knowledge of the Bible by a written examination. To pass, a student must correctly answer a minimum of 100 out of 150 questions (75 from the Old Testament and 75 from the New Testament).

## Program Outline (180 Credits)

### General Education Courses (68 Credits)

#### Communication Courses:

CE 100 Introduction to English Composition	4 Credits
CE 101 Introduction to English Writing & Research	4 Credits
CE 102 Speech Communication	4 Credits
CE 103 Introduction to Literature	4 Credits

#### Humanities and Fine Arts Courses:

HA 100 World Literature	4 Credits
HA 101 U.S. History	4 Credits
HA 102 World History	4 Credits

HA 103 History of World Religions	4 Credits
HA 104 Introduction to Philosophy	4 Credits
HA 105 Introduction to Ethics	4 Credits
HA 106 Greek I	4 Credits
HA 108 Introduction to Archaeology	4 Credits

**Behavior and Social Science Course:**

SB 100 Introduction to Business	4 Credits
SB 101 Introduction to Law	4 Credits
SB 102 Introduction to Sociology	4 Credits
SB 103 Introduction to Psychology	4 Credits
SB 104 U.S. Government	4 Credits
SB 105 Introduction to International Relations	4 Credits
SB 106 Critical Thinking	4 Credits
SB 109 Introduction to Economics	4 Credits
SB110 Introduction to Personal Finance	4 Credits
SB111 Introduction to Law II	4 Credits
SB112 Introduction to Administration	4 Credits

**Science and Mathematics Courses:**

SM 101 College Algebra	4 Credits
SM 102 College Statistics I	4 Credits
SM 103 College Calculus	4 Credits
SM 104 Introduction to Health Science	4 Credits
SM 106 Introduction to Alternative Medicine	4 Credits
SM 107 Biology	4 Credits
SM 108 Chemistry	4 Credits

**Major Courses (80 Credits)**

NT 101 Introduction to the New Testament	4 Credits
NT 102 New Testament History	4 Credits
NT 104 Synoptic Gospels	4 Credits
NT 105 Pauline Epistles I	4 Credits
NT 201 Pauline Epistles II	4 Credits
OT 101 Introduction to the Old Testament	4 Credits
OT 115 Major Prophets	4 Credits
OT 202 Old Testament History	4 Credits
OT 205 Pentateuch	4 Credits
OT 215 Minor Prophets	4 Credits
TH 201 Systematic Theology I	4 Credits
TH 202 Systematic Theology II	4 Credits
BI 201 Introduction to Christian Education	4 Credits
BI 202 Introduction to Church Administration	4 Credits
BI 301 Romans	4 Credits
BI 302 Hermeneutics	4 Credits

BI 303 History of the Christian Church	4 Credits
BI 310 Homiletics	4 Credits
BI 311 Introduction to Missions	4 Credits
BI 312 Evangelism	4 Credits

### **Elective Courses (32 Credits)**

Choose 8 courses from the Business Administration major. See the course list of Business Administration for more information.

## **Associate of Arts in Biblical Studies (A.A.B.S.)**

### **Program Description and Objectives**

This program is designed to equip students to study more effectively the scriptures of the Old and New Testament, as well as offering training in general studies areas. The students will develop solid biblical and theological foundation and identify the values necessary to guide ethical conduct and social responsibility.

Associate of Arts in Biblical Studies (A.A.B.S.) program is based on 96 quarter credits, which consists of 48 quarter credits of major courses, 36 quarter credits of General Education courses and 12 quarter credits of elective (business major) courses. The program lasts two academic years.

### **Student Learning Outcomes**

At the successful completion of the Associate Degree program the student will be able to:

1. Demonstrate a sound knowledge of the Scriptures, as evidenced by successful completion of the coursework within the program and improved scores on a standardized Bible test.
2. Define and systematically summarize one's theological understanding as evidenced by a comprehensive, personal statement of faith.
3. Present a reasoned defense of one's beliefs that is intellectually and rationally sound.
4. Apply biblical principles in his lifestyle and ministry internship.
5. Effectively communicate the Gospel through sermons, Bible studies, and/or witnessing, in the context of his gifts and calling, whether at home or on the mission field.

### **Method of Education**

Classes incorporate lectures, instructional work in class, demonstrations, one-on-one tutorials, library research, and comprehensive examinations on the Bible. Instruction for courses is conducted on campus in a classroom setting.

### **Graduation Requirements**

The College confers an Associate Degree on those students who have fulfilled the following conditions:

1. Completion of one of the programs offered by the College with a grade point average of a 2.0 or above. A minimum of 45 credits must have been taken at ICC.
2. Evidence of dependability and progress in Christian ministry as mutually evaluated by the directors of student ministries and of the candidate's chosen program.
3. Evidence of approved Christian character
4. Approval of the faculty and board of trustees

## **Program Outline (96 Credits)**

### **General Education Courses (36 Credits)**

#### **Communication Courses:**

CE 100 Introduction to English Composition	4 Credits
CE 101 Introduction to English Writing & Research	4 Credits
CE 102 Speech Communication	4 Credits
CE 103 Introduction to Literature	4 Credits

#### **Humanities and Fine Arts Courses:**

HA 100 World Literature	4 Credits
HA 101 U.S. History	4 Credits
HA 102 World History	4 Credits
HA 103 History of World Religions	4 Credits
HA 104 Introduction to Philosophy	4 Credits
HA 105 Introduction to Ethics	4 Credits
HA 106 Greek I	4 Credits
HA 108 Introduction to Archaeology	4 Credits

#### **Behavior and Social Science Course:**

SB 100 Introduction to Business	4 Credits
SB 101 Introduction to Law	4 Credits
SB 102 Introduction to Sociology	4 Credits
SB 103 Introduction to Psychology	4 Credits
SB 104 U.S. Government	4 Credits
SB 105 Introduction to International Relations	4 Credits
SB106 Critical Thinking	4 Credits
SB109 Introduction to Economics	4 Credits
SB110 Introduction to Personal Finance	4 Credits
SB111 Introduction to Law II	4 Credits
SB112 Introduction to Administration	4 Credits

#### **Science and Mathematics Courses:**

SM 101 College Algebra	4 Credits
SM 102 College Statistics I	4 Credits
SM 103 College Calculus	4 Credits
SM 104 Introduction to Health Science	4 Credits
SM 106 Introduction to Alternative Medicine	4 Credits

SM 107 Biology	4 Credits
SM 108 Chemistry	4 Credits

### **Major Courses (48 Credits)**

NT 101 Introduction to the New Testament	4 Credits
NT 102 New Testament History	4 Credits
NT 104 Synoptic Gospels	4 Credits
NT 105 Pauline Epistles I	4 Credits
NT 201 Pauline Epistles II	4 Credits
OT 101 Introduction to the Old Testament	4 Credits
OT 115 Major Prophets	4 Credits
OT 202 Old Testament History	4 Credits
OT 205 Pentateuch	4 Credits
OT 215 Minor Prophets	4 Credits
TH 201 Systematic Theology I	4 Credits
TH 202 Systematic Theology II	4 Credits

### **Elective Courses (12 Credits)**

BI 201 Introduction to Christian Education	4 Credits
BI 202 Introduction to Church Administration	4 Credits
BI 301 Romans	4 Credits
BI 302 Hermeneutics	4 Credits
BI 303 History of the Christian Church	4 Credits
BI 310 Homiletics	4 Credits
BI 311 Introduction to Missions	4 Credits
BI 312 Evangelism	4 Credits

OR Choose 3 courses from the Business Administration major. Please see the course list of Business Administration for more information.

## **Bachelor of Arts in Business Administration (B.A.B.A.)**

### **Program Description and Objectives**

The program is designed to give a broad knowledge of the functional aspects of a company and interconnection, to develop practical managerial skills, communication skills and business decision-making capability. The program also develops It also emphasizes human values and a sense of responsibility to employers, employees and community.

Bachelor of Arts in Business Administration (B.A.B.A.) program is based on 180 quarter credits, which consists of 80 quarter credits of Business Administration courses, 68 quarter credits of General Education courses and 32 quarter credits of elective (Biblical Studies major) courses. The program lasts four academic years.



## Student Learning Outcomes

At the successful completion of the Associate Degree program the student will be able to:

1. Understand knowledge of business practices and their impact on global business and society.
2. Develop writing, oral communication, leadership and interpersonal skills
3. Demonstrate skills needed to utilize and leverage technology prevalent within the business community.
4. Employ critical thinking skills to evaluate the practical implications of organizational policies, decisions, and strategy.

## Method of Education

Classes incorporate lectures, instructional work in class, demonstrations, one-on-one tutorials, library research, and comprehensive examinations. Instruction for courses is conducted on campus in a classroom setting.

## Graduation Requirements

The College confers bachelor's degree to those students who have fulfilled the following conditions:

1. Completion of one of the programs offered by the College with a grade point average of a 2.0 or above. A minimum of 90 quarter credits must have been taken at ICC.
2. Approval of the faculty and board of trustees.

## Program Outline (180 Credits)

### General Education Courses (68 Credits)

#### Communication Courses:

CE 100 Introduction to English Composition	4 Credits
CE 101 Introduction to English Writing & Research	4 Credits
CE 102 Speech Communication	4 Credits
CE 103 Introduction to Literature	4 Credits

#### Humanities and Fine Arts Courses:

HA 100 World Literature	4 Credits
HA 101 U.S. History	4 Credits
HA 102 World History	4 Credits
HA 103 History of World Religions	4 Credits
HA 104 Introduction to Philosophy	4 Credits
HA 105 Introduction to Ethics	4 Credits
HA 106 Greek I	4 Credits
HA 108 Introduction to Archaeology	4 Credits

**Behavior and Social Science Course:**

SB 100 Introduction to Business	4 Credits
SB 101 Introduction to Law	4 Credits
SB 102 Introduction to Sociology	4 Credits
SB 103 Introduction to Psychology	4 Credits
SB 104 U.S. Government	4 Credits
SB 105 Introduction to International Relations	4 Credits
SB106 Critical Thinking	4 Credits
SB109 Introduction to Economics	4 Credits
SB110 Introduction to Personal Finance	4 Credits
SB111 Introduction to Law II	4 Credits
SB112 Introduction to Administration	4 Credits

**Science and Mathematics Courses:**

SM 101 College Algebra	4 Credits
SM 102 College Statistics I	4 Credits
SM 103 College Calculus	4 Credits
SM 104 Introduction to Health Science	4 Credits
SM 106 Introduction to Alternative Medicine	4 Credits
SM 107 Biology	4 Credits
SM 108 Chemistry	4 Credits

**Business Administration Courses (80 Credits)**

BA 201 Principles of Administration	4 Credits
BA 202 Principles of Economics	4 Credits
BA 203 Introduction to e-Commerce	4 Credits
BA 204 Marketing Management	4 Credits
BA 211 Principles of Accounting I	4 Credits
BA 212 International Business Management	4 Credits
BA 215 Principles of Accounting II	4 Credits
BA 221 Business Statistics	4 Credits
BA 231 Business Communications	4 Credits
BA 271 Business Law & Ethics	4 Credits
BA 281 Management Information Systems	4 Credits
BA 291 Human Resources Administration	4 Credits
BA 292 Monetary Theory	4 Credits
BA 331 Financial Management	4 Credits
BA 341 Labor Relations	4 Credits
BA 342 Organizational Administration	4 Credits
BA 351 Marketing Administration	4 Credits
BA 361 Management Science	4 Credits
BA 362 Production & Operations Management	4 Credits
BA 371 Strategic Management	4 Credits

## **Elective Courses (32 Credits)**

BA 410 Cost Accounting	4 Credits
BA 411 Intermediate Accounting (Accounting III)	4 Credits
BA 420 Real Estate Transaction	4 Credits
BA 430 Taxation	4 Credits
BA 440 Commercial Paper	4 Credits
BA 450 Corporation	4 Credits
BA 460 Negotiation & Conflict Management	4 Credits
BA 470 Audit (Accounting)	4 Credits
BA 480 Drafting Contracts	4 Credits

OR choose 8 courses from the Biblical Studies major. See the course list of Biblical Studies for more information.

## **Associate of Arts in Business Administration (A.A.B.A.)**

### **Program Description and Objectives**

This program provides lower division preparation for students who wish to broaden business administration. The students learn about effective communications strategies and use the latest technical tools to perform the job duties.

Associate of Science in Business Administration (A.A.B.A.) program is based on 96 quarter credits, which consists of 48 quarter credits of Business Administration courses, 36 quarter credits of General Education courses and 12 quarter credits of Elective courses. The program lasts two academic years.

### **Student Learning Outcomes**

At the successful completion of the Associate Degree program the student will be able to:

1. Demonstrate a sound knowledge of Administration, as evidenced by successful completion of the coursework within the program.
2. Develop excellent communication and interpersonal effectiveness.
3. Identify fundamental concepts of business administration and apply basic business knowledge to different situations.
4. Understand the ethical and behavioral concerns and effectively solve problems.

### **Method of Education**

Classes incorporate lectures, instructional work in class, demonstrations, one-on-one tutorials, library research, and comprehensive examinations regarding Business Administration. Instruction for courses is conducted on campus in a classroom setting.

## Graduation Requirements

The College confers an Associate Degree on those students who have fulfilled the following conditions:

1. Completion of one of the programs offered by the College with a grade point average of a 2.0 or above. A minimum of 45 credits must have been taken at ICC.
2. Approval of the faculty and board of trustees.

## Program Outline (96 Credits)

### General Education Courses (36 Credits)

#### Communication Courses:

CE 100 Introduction to English Composition	4 Credits
CE 101 Introduction to English Writing & Research	4 Credits
CE 102 Speech Communication	4 Credits
CE 103 Introduction to Literature	4 Credits

#### Humanities and Fine Arts Courses:

HA 100 World Literature	4 Credits
HA 101 U.S. History	4 Credits
HA 102 World History	4 Credits
HA 103 History of World Religions	4 Credits
HA 104 Introduction to Philosophy	4 Credits
HA 105 Introduction to Ethics	4 Credits
HA 106 Greek I	4 Credits
HA 108 Introduction to Archaeology	4 Credits

#### Behavior and Social Science Course:

SB 100 Introduction to Business	4 Credits
SB 101 Introduction to Law	4 Credits
SB 102 Introduction to Sociology	4 Credits
SB 103 Introduction to Psychology	4 Credits
SB 104 U.S. Government	4 Credits
SB 105 Introduction to International Relations	4 Credits
SB106 Critical Thinking	4 Credits
SB109 Introduction to Economics	4 Credits
SB110 Introduction to Personal Finance	4 Credits
SB111 Introduction to Law II	4 Credits
SB 112 Introduction to Administration	4 Credits

**Science and Mathematics Courses:**

SM 101 College Algebra	4 Credits
SM 102 College Statistics I	4 Credits
SM 103 College Calculus	4 Credits
SM 104 Introduction to Health Science	4 Credits
SM 106 Introduction to Alternative Medicine	4 Credits
SM 107 Biology	4 Credits
SM 108 Chemistry	4 Credits

**Business Administration Courses (48 Credits)**

BA 201 Principles of Administration	4 Credits
BA 202 Principles of Economics	4 Credits
BA 203 Introduction to e-Commerce	4 Credits
BA 204 Marketing Management	4 Credits
BA 211 Principles of Accounting I	4 Credits
BA 212 International Business Management	4 Credits
BA 215 Principles of Accounting II	4 Credits
BA 221 Business Statistics	4 Credits
BA 231 Business Communications	4 Credits
BA 271 Business Law & Ethics	4 Credits
BA 291 Human Resources Administration	4 Credits
BA 292 Monetary Theory	4 Credits

**Elective Courses (12 Credits)**

BA 331 Financial Management	4 Credits
BA 341 Labor Relations	4 Credits
BA 342 Organizational Administration	4 Credits
BA 351 Marketing Administration	4 Credits
BA 361 Management Science	4 Credits
BA 362 Production & Operations Management	4 Credits
BA 371 Strategic Management	4 Credits
BA 410 Cost Accounting	4 Credits
BA 411 Intermediate Accounting (Accounting III)	4 Credits
BA 420 Real Estate Transaction	4 Credits
BA 430 Taxation	4 Credits
BA 440 Commercial Paper	4 Credits
BA 450 Corporation	4 Credits
BA 460 Negotiation & Conflict Management	4 Credits
BA 470 Audit (Accounting)	4 Credits
BA 480 Drafting Contracts	4 Credits

Or choose 3 courses from the Biblical Studies major. Please see the course list of Biblical Studies for more information.

## **English as a Second Language (E.S.L.) Program**

### **Program Description**

The ICC ESL Certificate Program is geared to provide quality English language instruction to people with other native languages. The ESL program has an emphasis on teaching the language skills necessary for academic and professional success and growth in English speaking societies. The Program accomplishes this through classes taught by dedicated and professional faculty. A certificate is awarded upon completion.

### **Program Objectives**

English as a Second Language provides comprehensive English skills for non-native English speakers to acquire fluency to communicate in English and support their academic and professional success. The ESL program begins very simply for true beginners in English language, and then gradually progresses to a more advanced level. The curriculum covers basic conversational English, reading, writing, and more.

Specifically, ICC's ESL Program aims to achieve a high level of English proficiency in these four areas:

1. Fundamental English language skills such as listening, speaking, reading, writing and grammar.
2. Regular academic activities such as reading and using academic literature and writing college-level essays.
3. Communicative skills necessary for everyday situation and for academic settings.
4. Communicative competence necessary for general professional activities such as presentation, meetings, and consultation.

### **Program Overview**

ESL students at Ivy Christian College build practical English skills for general, academic, or professional purposes. The program consists of three categories; six-level core ESL program, optional two-level Proficiency/Fluency Program, and Test Preparation Program.

The program offers four quarters yearly. Each quarter lasts 10 weeks followed by a 3-week break. Classes meet for 22.5 hours of classroom instruction/week.

In two years, students should be able to progress through the six-level core ESL program. Upon completion of ESL program at IVY, students will receive a Certification of Completion that will include the name of the courses, the hours of study.

## E.S.L. Program Outline and Course Descriptions

### Six-Level Core ESL

Course Level	Description of Level
<b>EAP/ESP 010</b> <i>Literacy</i> (225 hours/quarter)	This course introduces students to the fundamentals of the English language. It is designed to help students learn the alphabet, the English number system, basic pronunciation skills, vocabulary development and basic spelling of simple words. Students will obtain the basics of English.
<b>EAP/ESP 020</b> <i>Beginning</i> (225 hours/quarter)	This course is designed to help students learn important English phrases, greetings, spelling and the fundamental grammatical concepts. It familiarizes students with expressing important needs and wants in English, to give simple requests and to use questions in order to acquire new information. This course is designed to assist students with listening comprehension and speaking.
<b>EAP/ESP 030</b> <i>Low-Intermediate</i> (225 hours/quarter)	This course emphasizes sentence structure, paragraph organization and usage of formal English grammar. It is designed to help students select/write about the main idea, supporting details and conclusion. This course will help students use the correct form of grammar in paragraph organization.
<b>EAP/ESP 040</b> <i>High-Intermediate</i> (225 hours/quarter)	This course is designed to provide practice in a variety of sentence structure, complex verb forms and the writing of sentence in context expanding the gap between the study of English as a second language and the effective use of English in the college classroom. It is designed to improve and practice all 4 skills-listening, speaking, reading and writing and pronunciation skills
<b>EAP/ESP 050</b> <i>Low-Advanced</i> (225 hours/quarter)	This course is designed for students who are learning advanced level English reading, writing, listening, speaking, and grammar. It deepens students' ability to comprehend, respond and use appropriately to authentic spoken and written English in a variety of academic, social and professional settings.
<b>EAP/ESP 060</b> <i>High-Advanced</i> (225 hours/quarter)	This course builds upon the EAP/ESP050 course. This course expands students' ability to comprehend and analyze authentic texts in English as well as synthesize and organize information to discuss and produce essays and reports.

In addition to the above courses, students have the opportunity to enroll in the following additional advanced level courses to seek more proficiency and fluency in English.

### Proficiency/Fluency ESL

<b>EAP/ESP 070</b> <b>Proficiency</b> (225 hours/quarter)	This course develops students' career-related language proficiency, enhances students' awareness of and confidence in career-related and cross-cultural communication and workplace technology, and develops students' proficiency and confidence in business situations including presentations.
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**EAP/ESP 080**  
**Fluency**  
(225 hours/quarter)

Students master the language of international affairs and keep pace with today's changing political climate. Practice English through debates on politics, economics, law and other issues.

The TOEFL preparation course is available as an optional advanced course for students enrolled in the ESL program.

### **TEST Preparation**

**TFL**  
**TOEFL Preparation**  
(225 hours/quarter)

This course familiarizes students with the format of the Internet-based TOEFL (iBT). The course also trains students to apply appropriate test-taking strategies in the skill areas of reading, listening, speaking and writing.

## **Course Information and Description**

### **COURSE NUMBERING SYSTEM**

#### **Course Number**

100 – 200: Introductory Courses for the freshmen and sophomores in undergraduate program.

300 – 400: Advanced Courses for the juniors and seniors in undergraduate program.

#### **Course Category**

BA	Business Administration
BI	Biblical Studies
CE	Communication (General Education)
HA	Humanities and Fine Arts (General Education)
NT	New Testament
OT	Old Testament
SB	Behavior and Social Sciences (General Education)
SM	Science and Mathematics (General Education)
TH	Theology

#### **General Education Courses:**

##### **Communication Courses:**

CE 100 Introduction to English Composition	4 Credits
CE 101 Introduction to English Writing & Research	4 Credits
CE 102 Speech Communication	4 Credits
CE 103 Introduction to Literature	4 Credits



**Humanities and Fine Arts Courses:**

HA 100 World Literature	4 Credits
HA 101 U.S. History	4 Credits
HA 102 World History	4 Credits
HA 103 History of World Religions	4 Credits
HA 104 Introduction to Philosophy	4 Credits
HA 105 Introduction to Ethics	4 Credits
HA 106 Greek I	4 Credits
HA 108 Introduction to Archaeology	4 Credits

**Behavior and Social Science Course:**

SB 100 Introduction to Business	4 Credits
SB 101 Introduction to Law	4 Credits
SB 102 Introduction to Sociology	4 Credits
SB 103 Introduction to Psychology	4 Credits
SB 104 U.S. Government	4 Credits
SB 105 Introduction to International Relations	4 Credits
SB106 Critical Thinking	4 Credits
SB109 Introduction to Economics	4 Credits
SB110 Introduction to Personal Finance	4 Credits
SB111 Introduction to Law II	4 Credits
SB 112 Introduction to Administration	4 Credits

**Science and Mathematics Courses:**

SM 101 College Algebra	4 Credits
SM 102 College Statistics I	4 Credits
SM 103 College Calculus	4 Credits
SM 104 Introduction to Health Science	4 Credits
SM 106 Introduction to Alternative Medicine	4 Credits
SM 107 Biology	4 Credits
SM 108 Chemistry	4 Credits

**General Education Course Descriptions****Communications Courses (4 credits for each course)****CE 100: Introduction to English Composition**

This course is a general introduction to the principles of academic writing with emphasis on writing process, thesis, context, purpose, and audience. We write to communicate and convince others that our position has validity. For that matter, the process of writing is epistemological – a way of coming to know. Writing can become a medium for self-reflection, self-expression, and communication, a means of coming to know for both the writer and reader. During the course, we will read four types of essay samples, discuss the topics, learn structures and mechanics relevant to each style, and finally create each type of essays on various topics.

### CE 101: Introduction to English Writing & Research

This course is an introduction to writing a research paper by further developing writing skills acquired from ENG 101. During the course, we will read “Unchristian” which shows what non-Christians think about Christians. We will discuss why they have such impressions and how churches should approach non-Christians.

### CE102: Speech Communication

This course is an introduction to speech communication that emphasizes the practical skill of public speaking, including techniques to lessen speaker anxiety, and the use of visual aids to enhance speaker presentations. Civility and ethical speech-making are the foundations of this course. Its goal is to prepare students for success in typical public speaking situations and to provide them with the basic principles of organization and research needed for effective speeches.

### CE 103: Introduction to Literature

The short story, poetry, and drama are introduced through a basic study of each genre. This course focuses on how to read critically, the importance of identifying the writer’s worldview, and how to critically analyze each of these genres.

## **Humanities and Fine Arts Courses (4 credits for each course)**

### HA 100: World Literature

This course discovers many myths and archetypes of different cultures such as African, Asian, European, Latin American, and Middle Eastern.

### HA 101: U.S. History

This course examines the cultural, economic, political and social history of the United States since the Colonial period. The student gains historical facts and better understanding of historical consequences with the world history.

### HA 102: World History

This course briefly introduces the cultural, economic, political and social history of the world from the first civilization.

### HA 103: History of World Regions

This course examines most of the major religious traditions of the world in terms of their history, worldviews, practices, goals and ideals. Primary emphasis is placed on historical and geographical origin. This class will contextualize world religious within the larger contours of human history and relevant issues from comparative religious studies.

### HA 104: Introduction to Philosophy

This course is specifically designed to help you meet core competency requirements in Critical Thinking and Christian Worldview and a sincere desire to understand and communicate with contemporary culture and thought patterns as Christians.

### HA 105: Introduction to Ethics

This course focuses on improving ethical behavior and reasoning skills of the students. The course

consists of several moral case studies and group discussions.

#### HA 106: Greek I

An introductory study concentrating on frequent vocabulary and a basic analysis of the grammar and syntax of New Testament Greek

#### HA 108 - Introduction to Archaeology

This course will explore the nature, goals, and methods of archaeology. A survey will be made of the most important sites and finds that have given us a new understanding of the world.

### **Behavior and Social Sciences Courses (4 credits for each course)**

#### SB 100: Introduction to Business

This course is designed to understand major business terminology, concepts, and current issues. The basic information of accounting, financing, administrating, marketing is introduced.

#### SB 101: Introduction to Law

This course gives a general overview of law and legal systems. It covers the nature and sources of law, court systems, and the substantive areas of constitutional law, contracts, torts, criminal law, contracts, agency, and property. This course is geared towards providing students with the basic knowledge of all aspects of the law, critical legal thinking, and a comparative approach to the civil and common law systems.

#### SB 102: Introduction to Sociology

This course is a study of the basic principles concerning the understanding of social relationships.

#### SB 103: Introduction to Psychology

The course discovers the academic and applied discipline involving the scientific study of mental processes and behaviors. This course would explore the topics such as decision-making, religion, fiction, and perception.

#### SB 104: U.S. Government

This course studies the origins, development, structure, and functions of U.S. government. Lectures teach the constitutional framework, federalism, the three branches of government, including the bureaucracy, civil rights, political participation, and behavior.

#### SB105: Introduction to International Relations

Analyzes the nature of international society and of the forces affecting the behavior of states in their relations with one another.

#### SB106: Critical Thinking

Critical Thinking is the process by which we develop and support our beliefs and evaluate the strength of arguments made by others in real-life situations. This semester we will practice some of the most central and important skills of critical thinking and focus on applying those strategies to understanding current issues, belief systems, and ethical positions. We will analyze media, the

current political environment, and our own beliefs and moral inclinations. You will learn to appraise information and influences, discuss controversial topics intelligently, and construct well-reasoned arguments on a variety of topics. The course will focus on group discussion and written analysis. This is a writing course. You will be expected to produce and share rough drafts before turning in your final version.

#### SB 109 - Introduction to Economics

Introduces both micro- and macroeconomic principles; problems associated with resources and product markets; money, banking, and monetary policy; fiscal policy; government and business; labor; international trade; and economic growth.

#### SB 110 - Introduction to Personal Finance

This course is designed for students who are learning the basic concepts of personal finance and the best methods for making financial decisions. Students enrolled will learn budgeting strategies; short, medium, and long-term financial goals, and learning to make good choices when considering their income and expenses. Students will learn about what money is and its larger role in the economics of today's societies.

#### SB 111: Introduction to Law II

This course will cover various areas of the law in depth, including the civil and criminal procedure in courts, the law of torts, and traffic laws. We will have a more in-depth discussion on immigration matters as well.

#### SB 112 - Introduction of Administration

This course is designed to guide students through an understanding of administration principles, organizational structure and function, and issues that confront managers in today's workplace. Particular emphasis will be given to elements of responsibility and authority, delegation, communication, change management, ethics, decision-making, organizational strategy and growth, teamwork, motivation, and principles of leadership.

### **Science and Mathematics Courses (4 credits for each course)**

#### SM 101: College Algebra

The students learn about the basic functions of algebra, the language that describes patterns such as writing, solving, and graphing linear and quadratic equations. The terms and application of polynomial expressions, inequalities, exponents, functions, proportion, and rational expressions will be introduced.

#### SM 102: College Statistics I

This course introduces the basic statistical methods such as reasoning, sampling, and data analysis. Random variables, normal and binomial distributions will also be introduced. This course focuses on mathematical part of statistics, while BA 221 focuses more on applications, situations and

examples of the real world.

#### SM 103: College Calculus

This course focuses on core functions and skills of calculus such as modeling a physical situation with a function, understanding the meaning of differentiation and integration, determining the reasonable solutions.

#### SM 104: Introduction to Health Science

This course is designed to assess career possibilities in health and healthcare industry. The course includes fun and essential knowledge of anatomy, physiology, medical terminology, medical ethics, diseases and disorders.

#### SM 106: Introduction to Alternative Medicine

This course will present the study of health traditions in the field of folklore and folklife. It is designed to explore the value of this approach to disciplines and individuals as they simultaneously bear upon all human experience with, communication about, and understanding of illness, disease, and healing.

#### SM 107: Biology

This course introduces the principles and concepts of biology. Emphasis is on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels.

#### SM 108: Chemistry

This course offers a rigorous, foundational treatment of atoms and molecules. We study the nature of chemical bonding and how bonding gives rise to the three-dimensional structure of matter. We explore how the macroscopic properties of substances can be interpreted in terms of atomic and molecular structure. We also learn mathematical and conceptual tools for quantifying chemical equilibrium, with an emphasis on the reactions of acids and bases.

### **Major Course Descriptions**

#### **Biblical Studies Courses (4 credits for each course)**

##### BI 201: Introduction to Christian Education

This course is designed to help to the field of Christian Education in the local church. The study will focus the theological roots of Christian education, the education principles and practices, the various types of educational setting and structures.

##### BI 202: Introduction to Church Administration

A study of the church administration designed to provide biblical foundation, purpose, organization, method and leadership for church administration. This study provides the students to practice in their church through various projects for developing their ability of church administration.

### BI 301: Romans

An exegetical study of the New Testament's most organized, thorough exposition of the Christian faith, its relations to human history, and implications for Christian living. Special attention given to the personal application of the message, and principles of biblical interpretation are applied to the study of this book.

### BI 302: Hermeneutics

A study of the transmission and the translation of the Scriptures as well as the principles and procedures of their interpretation and application.

### BI 303: History of the Christian Church

Church history is the heart of the story of God's kingdom work on earth. This course explores the development of the Christian church from Pentecost through the 20<sup>th</sup> century. It covers key people and events that God used throughout history to bolster His church, and it also explores the negative influences that infected her.

### BI 310: Homiletics

This course will be examined the organization, style, and delivery of the sermon. This course will analyze various forms and their weakness and strengths. Particular attention will be given to practical techniques of effective delivery.

### BI 311: Introduction to Missions

This course provides the student with a foundational theological, historical, and practical perspective on Christian missions, with special emphasis on mission activities within SBC. It endeavors to lead the student to an understanding and appreciation of the distinct character of Lutheran missions, and to help each student find his or her place of active involvement in God's mission.

### BI 312: Evangelism

A study of the evangelism designed to provide biblical reasons and foundations for evangelism, methods to lead the lost who has various views in the world to Christ. This study provides the students to practice evangelism to unbelievers. Their results and presentation will be considered.

## **New Testament Courses (4 credits for each course)**

### NT 101: Introduction to the New Testament

This course intends to develop the students to know a historical-social, canonical-textual, and theological consciousness of the New Testament writings.

### NT 102: New Testament History

This course is designed to introduce to the student the meaning and significance of the New Testament, know the historical setting, major events, and church history in the first century AD.

### NT 104: Synoptic Gospels

This course is designed to deal an expository and historical study of the life of Christ in three Gospels: Matthew, Mark and Luke. Major issues for the study of gospel literature will be

introduced. Jesus' life and His teaching are analyzed and studied.

#### NT 105: Pauline Epistles I

A Study of the Pauline Epistle I is designed to provide a biblical understanding of six books of the Pauline Epistles: Romans, Galatians, Ephesians, Philippians, 1 Thessalonians, and 2 Thessalonians.

#### NT 201: Pauline Epistles II (Prerequisite: NT 105)

A study of the Pauline Epistles II designed to provide a biblical understanding of the Pauline Epistles. This study deals with the multiple personal and institutional problems of the first century Gentile church.

### **Old Testament Courses (4 credits for each course)**

#### OT 101: Introduction to the Old Testament

An evaluative, critical, and in-depth study of the authorship, dated, literary style, and each book's relative place within the entire Old Testament will be learned. Various theories of the origin and nature of each book are examined in depth. This course will survey the historical, literary, cultural, and theological heritage in ancient Israel from its earliest beginnings to the start of the Christian era. Special attention will be paid to the geographical and historical contexts in which the Jewish Scriptures arose, their social settings, political biases, and theological message.

#### OT 115: Major Prophets

The study of the role of the Old Testament prophets in their historical setting, their messages to the nation and their impact on the development of the Judeo-Christian thought.

#### OT 202: Old Testament History

This course deals a historical study of the national and religious life of the Hebrew and includes reading of the source material on the Old Testament on the history of the people from the earliest times to the period of restoration.

#### OT 205: Pentateuch

This course considers the particular Pentateuch problems of evolution and high criticism in light of its archeological background, and explores such historical events as the Creation, the Flood, and the Exodus, and highlights the lives of the Patriarchs and Moses. Students will also examine the content, meaning, and applicability of the laws that form foundation of Israel's theocracy.

#### OT 215: Minor Prophets

This course is an expositional study of the Minor Prophets (Hosea, Joel, Amos, Obadiah, Jonah, Micah, Nahum, Habakkuk, Zephaniah, Haggai, Zechariah, Malachi).

### **Theology Courses (4 credits for each course)**

#### TH 201: Systematic Theology I

An introductory study of Christian theology with emphasis on the methodology includes an



examination of Systematic Theology. This course will cover Prolegomena, Bibliology, Doctrine of God, Christology, and Holy Spirit.

TH 202: Systematic Theology II (Prerequisite: TH 201)

An introductory study of Christian theology with emphasis on the methodology includes an examination of Systematic Theology. This course will cover soteriology, anthropology, hamartiology, the doctrine of angels, ecclesiology, and eschatology.

**Business Administration Courses (4 credits for each course)**

BA 201: Principles of Administration

This course is designed to guide students through an understanding of administration principles, organizational structure and function, and issues that confront managers in today's workplace. Particular emphasis will be given to elements of responsibility and authority, delegation, communication, change management, ethics, decision-making, organizational strategy and growth, teamwork, motivation, and principles of leadership.

BA 202: Principles of Economics

This course presents the basic interactions of individuals, firms, and government in a market-oriented economy. It includes analysis of market prices, interest rates, international trade, and the role of monetary and fiscal policies in promoting economic growth and stability. Also, it covers markets, demand, consumer behavior, nature of firms, measuring economic activity, inflation unemployment, money and banking, and the role of the government.

BA 203: Introduction to e-Commerce

This course is designed to familiarize individuals with current and emerging electronic commerce technologies using the Internet. Topics include Internet technology for business advantage, managing electronic commerce funds transfer, reinventing the future of business through electronic commerce, business opportunities in electronic commerce, social, political, and ethical issues associated with electronic commerce, and business plans for technology ventures.

BA 204: Marketing Management

In this comprehensive and practical introduction to marketing management, students improve their ability to make effective marketing decisions, including assessing marketing opportunities and developing marketing strategies and implementation plans. Course topics include market-oriented strategic planning, marketing research and information systems, buyer behavior, target market selection, competitive positioning, product and service planning and management, pricing, distribution, and integrated communications, including advertising, public relations, Internet marketing, social media, direct marketing, and sales promotions. Through a combination of interactive discussions, cases, practical examples, individual assignments, and a group project, the course applies marketing topics to consumer and business-to-business products, services, and nonprofit organizations. Students gain significant experience in communicating and defending their marketing recommendations and building on the ideas of others.



### BA 211: Principles of Accounting I

Accounting concepts and methods, transaction analysis and recording, double entry bookkeeping, adjustment and closing procedures, uses of data processing. Formation and operation of partnerships and corporations.

### BA 212: International Business Management

The purpose is to develop skills in identifying, analyzing, and developing solutions for current management issues in the international environment. This course explores the issues of marketing, finance, and management as they exist in the international business environment from both a multinational corporate perspective and single businessperson orientation.

### BA 215: Principles of Accounting II (Prerequisite: BA 211)

Development of accounting theory and practice in accordance with generally accepted accounting principles (GAAP). Major topics include the accounting process, income statement, balance, and statement of cash flows. Additional topics include revenue recognition, cash and marketable securities, receivable, inventory, plant and equipment, intangible assets, and current liabilities.

### BA 221: Business Statistics

The course covers the principles of Statistics. Topics include interpretation of statistical data with and without use of probability, random sampling, confidence limits, and hypothesis tests. This course focus on applications, situations and examples of the real world, while SM 102 focuses more on mathematical part of statistics.

### BA 231: Business Communications

This course introduces the students to the basic concepts in communication, particularly in the business environment. The course emphasizes communication and writing skills in real-world business situations, so the students are able to develop their ability to write and speak effectively.

### BA 271: Business Law & Ethics

This course introduces ethical concepts that are relevant to resolving legal and moral issues in business; the reasoning and analytical skills needed to apply ethical concepts to legal and business decisions; and identifying moral issues involved in specific areas in business.

### BA 281: Management Information Systems

This course focuses on the use of information systems resources from a strategic perspective and integrates topics of management, organization, information, communication, and systems theories relevant to managing an organization's information resources.

BA 291: Human Resources Administration (Prerequisite: BA 201)

Principles, methods, and procedures in management of human resources; development and objectives of human resources management, planning, legal compliance, job analysis, recruitment, selection, training and development, compensation, and employment relations. Students develop a human resource budget, a recruiting plan, an organizational chart, and a plan for human resource development for their business plan.

BA 292: Monetary Theory (Prerequisite: BA 202)

This course is to study money and related variables such as inflation and interest rates. This includes study of the banking system and various institutions such as the Federal Reserve.

BA 331: Financial Management

This course provides an intelligent direction to the flow of funds for maximizing firm value and introduces techniques and concepts necessary to effectively manage the financial resources of any organization in order to achieve strategic goals. Topics include the time value of money, stock and bond valuation, risk and return, capital investment decisions, analysis of financial statements, financial forecasting, working capital management, the investment banking process, and the sources of funding for a business.

BA 341: Labor Relations (Prerequisite: BA 291)

This course focuses on the development and methods of organized groups in industry with reference to the settlement of labor disputes. The topics cover an economic and legal analysis of labor union and employer association activities, arbitration, mediation and conciliation collective bargaining, trade agreements, strikes, boycotts, lockouts, company unions, employee representation and injunctions.

BA 342: Organizational Administration (Prerequisite: BA 201)

This course studies approaches to developing and maintaining coherent group functioning within organizations, and to implementing planned organization change. Techniques are examined for improving individual and group behavior within organizations on the levels of communication, attitudes, motivation, and decision making; and for coordinating the introduction and implementation of change within an organization.

BA 351: Marketing Administration (Prerequisite: BA 201, BA 231)

This course introduces the student to marketing management's role in an organization's total business strategy. Intensive study of marketing management; emphasis on marketing environment; development of marketing strategies and formulation of policies; integration of marketing with other functional areas of business through case studies.

BA 361: Management Science (Prerequisite: BA 342, BA 221)

The course will provide an introduction to various operations management functions; organizational structure, product selection, process design, capacity and location management, quality management, forecasting, inventory management, and job design. Survey of current topics in Production, Operations Research, and Statistics. Emphasis will be placed on current literature and computer applications.

BA 362: Production & Operations Management (Prerequisite: BA 342, BA 221)

Analysis and applications of concepts and techniques of the quantitative approach, systems analysis, and operations analysis to managerial functions, with emphasis on production. Operations management is concerned with the process of transforming inputs into higher- value outputs with maximum efficiency.

BA 371: Strategic Management (Prerequisite: BA)

This course focuses on some of the important current issues in strategic management. It will concentrate on modern analytical approaches and on enduring successful strategic practices. It is consciously designed with a technological and global outlook since this orientation in many ways highlights the significant emerging trends in strategic management. The course is intended to provide the students with a pragmatic approach that will guide the formulation and implementation of corporate, business, and functional strategies.

BA 410 Cost Accounting (Prerequisite: BA 211)

Cost accounting is an essential management tool that can uncover profitability improvements and provide support for key business decisions. The Cost Accounting Fundamentals course shows how to improve a business with constraint analysis, target costing, capital budgeting, price setting, and cost of quality analysis.

BA 411 Intermediate Accounting (Accounting III) (Prerequisite: BA 211, BA 311)

Intermediate Accounting I is the study of accounting principles and procedures essential to the preparation of financial statements with particular emphasis on the corporate form. Topics of coverage include financial statements, current assets, inventory, property, plant, and equipment, and intangible assets.

BA 420 Real Estate Transaction (Prerequisite: BA 271)

Study of the Contracts for the Sale and Purchase of Real Property, Duties of Buyer and Seller, Disclosure Requirements, and Brokerage Relationships: A detailed study of the contracts customarily used in a transaction involving the sale and purchase of real property, the obligations upon the Buyer and Seller, and the requirements of disclosure imposed upon the Seller.

#### BA 430 Taxation (Prerequisite: BA 211)

This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the use of technology for the preparation of individual and business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax laws, and complete federal tax returns for individuals, partnerships, and corporations.

#### BA 440 Commercial Paper

The purpose of this course is to expose the student to the principal doctrines on which commercial law is based and particularly the mercantile notions embodied in the doctrine of negotiability. Although it focuses on commercial paper, the bank collection process, and funds transfers, the course incidentally covers related aspects of personal property, secured transactions, letters of credit, and documents of title. The theme of the course is the process by which sound commercial jurisprudence evolves.

#### BA 450 Corporation (Prerequisite 271)

This course provides a basic understanding of both closely held and publicly traded for-profit corporations, with coverage of other types of business entities added for contrast. The course focuses on how corporations take form and operate, and includes coverage of such issues as the powers, responsibilities, and liabilities of shareholders, directors, and officers, corporate litigation and regulation under key portions of the Securities Exchange Act of 1934, and the rules and regulations of the S.E.C.

#### BA 460 Negotiation and Conflict Management

Negotiation and Conflict Management presents negotiation theory – strategies and styles – within an employment context. 15.667 meets only eleven times, with a different topic each week, which is why students should commit to attending all classes. In addition to the theory and exercises presented in class, students practice negotiating with role-playing simulations that cover a range of topics, including difficult situations such as cross-cultural mentoring and an emergency. Other special cases discussed include abrasiveness, dangerousness, racism, sexism, whistleblowing, and ethics. The course covers conflict management as a first party and as a third party: third-party skills include helping others deal directly with their conflicts, mediation, investigation, arbitration, and helping the system change as a result of a dispute.

#### BA 470 Audit (Accounting) (Prerequisite: BA 211, BA 311)

This course is designed to provide an introduction to auditing. The objectives include principles and practices used by public accountants and internal auditors in examining financial statements and supporting data. Special emphasis is given to assets and liabilities.

### BA 480 Contract Drafting

This course will focus on skills employed in evaluating and drafting contract documents. Students will examine specific types of clauses and learn their purposes as well as their advantages and disadvantages. Students will review and draft a variety of contracts, addressing issues regarding compliance with law, risk allocation, protection of client's interests, logical organization, presentation, and clarity of language. The emphasis in this course is on the substantive aspects of contract drafting, although writing skills are necessarily a part of good drafting and will also be included. Written assignments will include revising proposed agreements as well as drafting agreements from scratch. These writing assignments will satisfy the Writing Intensive Experience (WIE) writing requirement.

## **ACADEMIC DEFINITIONS, POLICIES AND PROCESSES**

### **Quarter Credit/Clock Hour**

1 quarter credit is equivalent to 10 clock-hours of lecture. For every hour of instruction, a minimum of 2 hours of homework/reading/preparation is assigned.

U.S. Federal Government defines a credit-hour as follows:

*Except as provided in 34 CER 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than – (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory works, internship, practice, studio work, and other academic work leading to the award of credit hours.*

### **ICC Credit Hour Policy**

Following the Carnegie and ICC Credit Hour Policy, to meet the identified course learning outcomes of this course, the expectations are that this 4-unit course, delivered over 10-week term will approximately 4 hours/week classroom or direct faculty instruction. In addition, out-of-class student work will approximate 8 hours/week.

## Examinations

Final examinations, or the equivalent, are required for each course. Mid-term examinations, as well as quizzes and/or other classroom assignments, are administered at the discretion of the instructor.

ESL Program students must pass each course in order to advance to the next higher level and complete the program.

## Enrollment Status

Full-time = A minimum of 12 quarter credits, but not more than 25 quarter credits without approval by the Academic Dean

Part-time = Less than 12 quarter credits

## International Students - Reduced Course Load Policy

International students on F-1 visa are required to take full course load of 12 quarter hours during ALL registered quarters. In the event the student does not intend to take a full course load, he/she must get prior approval from the Academic Dean and the Registrar.

A student who drops below a full course of study without prior approval of the Academic Dean and the Registrar will be considered “out of status”. An International Student must “Petition for a reduced course load”.

## Grading Scale

**ESL Program:** The ESL program is graded on a pass/fail basis. The minimum passing score is 70% or C. Only when students pass the course are they advanced to a higher course level.

**Undergraduate Programs:** ICC employs the following didactic course grading scale:

Letter Grade	Grade Points	Grade Scale	Description
A	4	90-100%	Superior
B	3	80 to 89%	Excellent
C	2	70 to 79%	Average
D	1	60-69%	Acceptable
F	0	lower than 60%	Failed (Undergraduate)
F	N/A	lower than 70%	Failed (E.S.L.)

P	N/A	N/A	Pass
I	N/A	N/A	Incomplete
R	N/A	N/A	Retake
WF	N/A	N/A	Withdrawn, with penalty
FN	N/A	N/A	Failure For Non-Attendance
IP	N/A	N/A	In Progress
AUD	N/A	N/A	Audit (Not offered for ESL courses)

### Cumulative Grade Point Average Calculation (CGPA)

The CGPA is calculated by multiplying the course credits by the quality points. The total of quality points is then divided by the credits earned to represent the CGPA. For example,

Letter Grade	Quality Points	Credits Attempted	Total Quality Points Earned
A	4.0	4	16
B	3.0	4	12
F	0	4	0
	TOTAL	12	28

28 Quality Points earned divided by 12 credits (28/12), represents a CGPA of 2.33.

### Auditing Courses Policy

Persons who do not wish to register for credit may be permitted to register for audit under the following condition: that they meet admissions requirements, pay the regular audit fee, obtain the consent of the instructor, audit only courses for which there are adequate classroom facilities. In the case of full-time students, obtain the consent of the Academic Dean. Students may audit courses for no credit upon payment of the Audit Fee. Auditing students must give deference to credit students by allowing them primary access to instructors and priority during any question-and-answer periods. Disruptive behavior will result in withdrawal. E.S.L. courses may not be audited.

### Grade Appeal

Grades, which are given at the discretion of faculty, reflect the academic achievement of the student. Any students wishing to appeal a grade awarded must initiate the appeal in writing and submit the appeal to the instructor who issued it. If the student is not satisfied with the instructor's explanation or action, the appeal should be presented to the chief academic officer in writing. No one other than the faculty member can issue or change a grade, unless the faculty member is no longer working for the College and cannot be located, is incapacitated, or is deceased. Under those circumstances, the chief academic officer will make the final determination.

## Repeat Courses

Student may choose to repeat a course for several reasons, such as:

- To meet the graduation requirements, and/or
- Earn a better grade, and/or
- Gain a better understanding of the subject.

Tuition is charged for each repeated course. Multiple failure grades may result in academic warning, probation and/or academic dismissal.

## Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) ensures that students are progressing through their program of study both academically and in a timely manner. In order to be considered to be making satisfactory progress toward a degree or certificate, a student must both maintain specified cumulative grade point averages and a specified completion rate. To determine satisfactory progress, a student's cumulative grade point average and completion rate will be evaluated at the end of every quarter after grades are posted, approximately 14 days after the end of the quarter. The maximum time frame that a student is allowed to complete a program is 1.5 times the program length.

The minimum cumulative grade point average (CGPA) and completion rate required based on program and quarter progression is as follows:

### Program: Degree Programs

Quarter(s)	Minimum Percentage of Cumulative Credit Hours Completed that were attempted	Minimum CGPA
1	60%	1.0
2	60%	1.5
3	60%	1.5
4 <sup>th</sup> and beyond	60%	2.0



**Program:** English as a Second Language Certificate Program

<b>Quarter(s)</b>	<b>Minimum Percentage of Cumulative Clock Hours Completed that were attempted</b>	<b>Minimum CGPA</b>
1	60%	N/A*
2	70%	N/A*
3 and beyond	80%	N/A*

\* ESL courses are offered on a Pass/Fail basis.

Students are expected to complete the requirements for their program in the scheduled time frame, but in no case may the credits attempted exceed 1.5 times the credits required to complete the program.

### **Satisfactory Academic Progress Warning**

At the end of each quarter, if the student has not earned the minimum CGPA and/or has earned less than the minimum percentage of cumulative credit hours completed that were attempted as described in the chart above (required to complete the program within 150% of the program length), he or she will be notified and placed on Academic Warning for the remainder of the current quarter (i.e. if you are placed on academic warning for your first quarter's performance, five days after the quarter ends you will be placed on warning for the next quarter, quarter two). If a student fails to achieve satisfactory progress by the end of the quarter in which they are on Academic Warning, the student will be notified and placed on Academic Probation. If the student regains SAP by the end of the quarter, they will be notified and removed from Academic Warning. If the students while on probation fail to regain SAP during the time they were given, they will be withdrawn from the program (unless the student files and is granted an appeal as defined below).

### **Satisfactory Academic Progress Appeals, Probation, and Academic Plans**

At the end of the probationary quarter, the student's progress will be evaluated based upon the academic plan. If the student is meeting the SAP standards, or he or she has met all of the terms of the academic plan, the student will be eligible to remain in school. In all subsequent quarters the student must again meet the SAP standards or the terms of the academic plan.

If the student fails to meet the terms of the academic plan at the end of the probationary quarter (a maximum of 3 quarters), the student will be terminated. Appeals in this situation will only be granted at the discretion of the Academic Dean and based upon very exceptional circumstances. These might include the death of a relative, an illness of or injury to the student or other extraordinary situations. The student's appeal must be received within 10 days from the notice was written to be eligible to continue in the quarter.

The appeal must contain, 1) an explanation of why the student failed to meet the SAP standards; and 2) a description of what has changed in the student's situation that will enable him or her to again meet the satisfactory progress standards. Supporting documentation should be submitted if possible.

The Academic Dean will review the information submitted in the context of the student's entire academic record and notify the student of his or her decision within 24 hours. This decision is final. If the appeal is granted, then the student will be placed on a second probation for the quarter, and the Academic Dean's notice to the student will outline the requirements of the academic plan the student must follow. The terms of the academic plan must ensure the student will be able to complete the program within the maximum timeframe (1.5 times the program length) and with the required CGPA for graduation.

### **Procedure for re-establishing Satisfactory Academic Progress**

A student who is placed on Academic Warning and re-establishes SAP at the end of the Academic Warning period will be notified and removed from Academic Warning.

A student who is placed on Probation and re-establishes SAP at the end of the Probation period will be notified and removed from Probation.

### **The effect on SAP for all courses with a grade assignment (including Withdrawal and Incomplete Grades)**

<b>Grade Assignment</b>	<b>Description</b>	<b>Included as Credits Attempted</b>	<b>Included as Credits Earned</b>	<b>Included in CGPA</b>
A	Superior achievement	Yes	Yes	Yes
B	Excellent achievement	Yes	Yes	Yes
C	Average achievement	Yes	Yes	Yes
D	Acceptable	Yes	Yes	Yes
F	Unacceptable achievement	Yes	No	Yes
I	Incomplete coursework	Yes	No	No
WF	Withdrawn, with penalty	Yes	No	No
R	Course failed and repeated	Yes	No	No
Transfer Credits	Credit granted through transfer	Yes	Yes	No
AUD	Course audited—no credit awarded	No	No	No

**The effect on SAP for repeated courses:** The higher of the two grades earned for a repeated course will be used in calculating the CGPA. The credits attempted for both courses are included in the calculation of the completion rate.

**The effect on SAP for non-punitive grades and non-credit or remedial courses:** The College does not offer remedial courses. The grade assignments AUD, Transfer Credits are non-punitive grades that do not impact CGPA or completion rate calculations.

**The effect on SAP when a student seeks to earn an additional credential:** If a student seeks an additional credential, the credits and grades attempted in the original credential that apply to the new credential are included in the determination of a student's satisfactory academic progress, both in CGPA and completion rate.

**The effect on SAP for Extended-Enrollment Status:** The College does not offer extended-enrollment status.

**The effect on SAP when student changes programs or is re-admitted to the same program:** If a student is re-admitted into the College or changes program of study, the credits and grades that are applicable to the student's current program of study will be included in determining the student's satisfactory academic progress and the appropriate evaluation level for the quarter.

**The effect on SAP for Transfer Credits:** Transfer credits are included as both credits attempted and earned for determining the completion rate, but do not impact the CGPA.

**Re-entry for students dismissed due to failure to meet SAP:** Students who have been dismissed for lack of satisfactory progress may apply to be readmitted into the same curriculum, as the class schedule permits, after 6 months. Such a student will be enrolled for a probationary quarter upon reentry. This procedure applies only to dismissals caused by lack of satisfactory progress and when the student is reentering the same curriculum. It does not apply to voluntary withdrawals.

## **Grade Report**

At the end of each quarter, notification of the student's academic standing and report of grades achieved while in attendance at the College are available for review to students on Populi (a web-based student management program).

Grades are normally available within two weeks following the last day of the term. If there are any unpaid charges or other penalties on record against a student, request for transcripts and class grades will be withheld unless arrangements to the contrary have been made in advance with the administration. Questions regarding grades, academic credit, or transcripts should be referred to the Office of Admissions and Registrar office.

## **Add/Drop Policy**

During the first week of each quarter, students may add or drop classes (Degree – granting programs only). After the add/drop period, all withdrawals will be recorded on the student's transcript as a grade of "WF". Students will be assessed a drop fee.

## **ESL Level Change Policy**

Only new ESL students are given a level change opportunity with the teacher's and the program director's written recommendation in the period of first 3 days in the beginning of the quarter.

## **Attendance Policy**

Most classes meet for four hours, once a week for ten weeks with a final examination during the 10<sup>th</sup> week of each quarter. Instructors are required to take attendance for each class session on Populi. Students are marked absent when arriving 30 minutes late or leaving 30 minutes early. The students are required to meet at least 80% of the total attendance a quarter. If the students fail to meet the minimum attendance requirement, they automatically fail the course.

ESL Program students are required to meet at least 80% (180 clock hours) of the total attendance a quarter (225 hours). Only students who satisfy this requirement will be given a program completion certificate. Failing to keep good attendance will result in termination for international students, which means they will lose their status in the U.S. For more information, please see the requirements of our Satisfactory Academic Progress policy.

Students who are absent for 14 or more consecutive days and do not contact the Academic Dean as to their expected return date may be withdrawn.

Absences or tardiness may be excused only when a proper official document is provided to the Registrar that explains the students were under special circumstances (i.e. an emergency room visit, a court order, etc.) A make-up quiz or exam can be given to a student who had an excused absence on the testing day at the discretion of the instructor.

## **Leave of Absence Policy – Standard**

A leave of absence refers to a specific period during a student's ongoing program of study when they are not in academic attendance. It does not include non-attendance for a scheduled break in a student's program. Ivy Christian College will usually decline to treat an approved Leave of Absence as a withdrawal from school by the student. A student on an approved Leave of Absence is permitted to complete the coursework he or she began prior to their Leave of Absence.

Only one Leave of Absence may be granted during any twelve (12) month period and cannot exceed one hundred and eighty (180) days, including Summer Quarter. The twelve-month period will begin on the first day of the student's recent Leave of Absence. For the Leave of Absence to be approved, the student must do all of the following: Provide a written, signed, and dated request for the Leave of Absence, prior to the time period the leave is to occur unless unforeseen circumstances prevent the student from doing so. The Academic Dean and Admissions Director must approve the request if students explain proper reasons and circumstances.

## **Leave of Absence Policy - International Students**

Foreign students may apply for limited leave of absences as long as all Governmental and College requirements are complied with. Students must file a Leave of Absence Request Form and obtain approval. (Please see "Leave of Absence" policy above). In addition, foreign students must attend Ivy Christian College for one academic year before they may apply for a Leave of Absence. Only one Leave of Absence may be granted during any twelve (12) month period and cannot exceed one hundred and fifty (150) days, including Summer Quarter.

### **Exceeding the Leave of Absence Period**

If the Leave of Absence period exceeds 180 days (150 days for international students), the student is automatically withdrawn from the program. After automatic withdrawal, the student must re-apply following the new student application process to enter the program.

### **I-20 Program Extension**

In order to obtain a program extension, students must show that they have continually maintained status and that the extension is needed for compelling academic or medical reasons, or a documented illness. Delays in completing your program caused by academic probation or suspension are not acceptable reasons for program extension approval.

Extension of stay can be granted only for documented academic or medical reasons. You may be eligible for an I-20 extension if the following criteria are met:

- The delay was caused by documented academic or medical circumstances.
- You have sufficient financial resources to fund your studies and living expenses, and the extension is requested in a timely manner, with sufficient time for processing before the current expiration (international students only).

\*Note for International Students: if your program end date (I-20, section #5) has expired or you do not meet the eligibility requirements to apply for a program extension, it will be necessary to file for reinstatement to F-1 status with USCIS, for which you will have to pay a substantial fee. In addition, failure to apply for an extension of stay in a timely manner is a violation of F-1 regulations, which can carry heavy penalties.

### **Required Documentation for Program Extension**

The request for an extension of an I-20 consists of several required forms, which must be completed and submitted during an appointment with the Academic Dean:

I-20 Request Form for Extension to Complete Program Requirements, Recommendation Form for I-20 Extensions, and Financial Resources Statement for Issuance of Form I-20 with supporting financial documents.

### **How to Request an Extension**

First, fill out the Program Extension Request form and meet with the Academic Dean to obtain his/her recommendation. Once you have prepared all the extension request materials, you must submit them in person to an international student advisor, and an appointment is required. We strongly recommend that you submit the extension request at least 1-2 months prior to the expiration of your current I-20 form.

Be sure to keep this new I-20 and all previous I-20 forms that you have been issued. They must be submitted upon request to an immigration officer when you travel outside the U.S. for future immigration petitions.

## **The Powers, Duties and Responsibilities of the Governing Board**

ICC is a private, postsecondary proprietary schools incorporated in the State of Virginia.

ICC also has Advisory Board that provides strategic advice to the management of the institution.

The Board receives recommendations from the College President. The Board regularly reviews the College's administrative procedures and provides recommendations to the Board on various relevant matters, including the implementation of state and federal educational requirements in such areas as tuition and fees, refund policies, personnel qualifications, institutional facilities, and immigration regulations, etc.

ICC President oversees academics and operations of the institution. Biblical Studies and Business Administration Programs are managed and supervised by Academic Dean of each program, and ESL Program is managed and supervised by Director of ESL Program.

### **Reservation of Rights to modify curriculum, fees, and policies**

Upon approval by the State Council of Higher Education for Virginia (SCHEV), Ivy Christian College reserves the right to change the required number of course credits/hours necessary to graduate. Ivy Christian College holds the right to change the curriculum in order to meet the regulations or guidelines of SCHEV, TRACS, or any other agency accrediting the institution. Students will not be asked to forfeit credit hours or pay any additional tuition resulting from the change that may be above what was agreed upon in their enrollment agreement. However, a student will be moved into the new curriculum. Upon SCHEV approval and official implementation into the program, all changes to the curriculum will be announced to the entire student body and faculty.

### **Academic Freedom Policies**

In an institution of higher education like Ivy Christian College, the principle of Academic Freedom is essential (distinctive) to the search for truth and its exposition. Freedom in research is fundamental to the advancement of knowledge and the right to Academic Freedom in its teaching

aspect is fundamental for the protection of the rights of the faculty and of the students in the educational process.

These concepts of Academic Freedom are promoted at Ivy Christian College, and they are elaborated as follows:

The faculty, staff and students of ICC are entitled to full freedom in research and in publication of the results, subject to the adequate performance of Faculty's other academic duties. The faculty member may take on additional employment, including research for pecuniary return, without the approval of the College's officer or President of the College, provided it does not interfere with his/her duties at the College. The faculty and the students of ICC are entitled to freedom in the classroom to discuss their subject but should exercise this freedom in a responsible manner.

The faculty, staff and the students of ICC may exercise their rights as citizens when speaking or writing as citizens and should be free from institutional censorship or discipline, but the faculty members' special position in the community imposes special obligations. As a member of the teaching profession, and as a representative of an educational institution, the faculty member should remember that the public may judge his/her profession and his/her institution by his/her utterances.

Hence, the faculty member, staff and students should always be accurate; should exercise appropriate restraint; should show respect for the opinion of others; and should make every effort to indicate that he/she is not speaking for the ICC. Any faculty member and students who believes that his/her rights have been abridged or ignored by an administrative officer or employees of Ivy Christian College and who is unable to obtain redress which is satisfactory to the faculty member within his/her own department, shall have the right to appeal to the President of the College.

### **Student Participation**

Individual students and informal student groups participate in the curriculum development process by completing course evaluations at the end of each quarter and periodic student/administration discussion forums. Students may also speak to members of the faculty and/or administration about individual concerns or suggestions for the program.

### **Program Evaluation Committee**

At the end of each quarter, the Academic Dean and the faculty members hold a meeting to evaluate the program and courses based on the students' achievement in each course and course evaluations.

### **Right to Review the Academic Record**

### **Family Educational Rights and Privacy Act (FERPA).**

Students have the right to review their own academic records on file on Populi (a web-based student management program) or submit a request form to the Registrar to obtain an official record.



The students can review their final grade for each quarter on Populi after two weeks from the last of day of each quarter.

ICC requires written permission from the family or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

### **Retention of School Records**

The permanent records of students at ICC shall consist of files in the Academic Office, and the Office of Student Affairs, and placement folder. All information collected on students during attendance at the college shall be retained during the time of attendance at ICC and for five years thereafter. Students' records are located in a fireproof cabinet in the Office of Registrar, and only the Registrar has access to the cabinet. Student may examine their academic records by contacting the Registrar to make an appointment.

After five years the ICC will maintain only the following: (1) the application for admission; (2) the academic records, including a listing of courses attempted, credits, grades, quality points earned; (3) the transcripts, which will list courses attempted, credits earned, grades, and quality points, date of graduation, degree awarded; (4) the placement file; (5) the student financial account.

### **Students' Rights, Privileges & Responsibilities**

#### **Rights and Privileges**

Members of the ICC community are entitled to the following privileges:

##### **Freedom from harassment**

All members of the ICC community may pursue their educational opportunities free from harassment, including physical abuse, threats, or intimidation. ICC provides equal educational opportunities to its students without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability, or veteran status. The College prohibits



discrimination on any of these bases and will take steps necessary to remedy any instances of such discrimination.

#### Freedom of speech and action

ICC 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 College functions and impeding access to any part of the campus and violations of the Code of Student Conduct. The College 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.

Within these limits, members of the ICC community may engage in such specific activities as demonstrating, picketing and other public expressions of beliefs, feelings or opinions, as well as other activities which are not specified here, but which are consistent with their obligations and responsibilities to their fellow community members.

#### **Responsibilities**

All members of the ICC community are subject to local, state and federal laws. Specific College rules governing student life are given elsewhere in this handbook. Additionally, members of the ICC community have the following general responsibilities:

- To refrain from deliberately violating the privileges of any other member, and to consider all actions carefully to ensure that they do not unintentionally violate others' privileges. All members of the ICC community are responsible for their own actions. Participation in a group, the influence of alcohol or drugs or "acting without thinking" does not diminish this responsibility.
- To remind others of their responsibility for their actions and to counsel and educate other members of the community whose conduct violates the privileges of others, whether deliberately or inadvertently.
- When necessary, to report to the proper authorities any non-academic conduct that violates the privileges of others. "Necessary" in this instance includes situations which are severe (such as physical assault), situations in which negotiation has failed and the violations continue, or any case in which the public discussion or law has been broken. Organizations and individuals who might be contacted in these circumstances include:

- College officers
- Academic Dean
- Various other groups trained to deal with victims' rights, as appropriate

#### **Student Conduct and Discipline Policies**

## **Student Code of Professional Conduct**

The College and its staff of faculty and administration rely on students to conduct themselves in a manner that upholds the College's student code of professional and academic conduct. Students who act in a manner that violates this code will be subject to disciplinary actions. Under no circumstances will any of the following be tolerated or excused:

### **Academic Dishonesty**

Academic dishonesty includes providing or receiving answers from other students during an examination, plagiarizing the works of others, using informational aids such as "crib sheets" or other types of notes during examination, or anything else that might be construed as cheating. The use of any technology in an inappropriate manner is also considered cheating and will not be tolerated.

Students who are found to be academically dishonest will automatically receive "F" in that particular course and are subject to disciplinary sanctions ranging from suspension to permanent disqualification, to revocation of degree, and/or more, at the discretion of the College. Students are hereby placed on notice of the seriousness with which Ivy Christian College treats academic dishonesty, as well as with the wide latitude of positive action(s), as set forth more fully below, which the College may take.

### **Inappropriate Conduct**

All students are to conduct themselves in a manner that is not injurious to College's name, reputation, property or other individuals. Any act that disrupts or prevents the College staff and faculty from performing their duties will be grounds for immediate disciplinary action.

Violation of rules and regulations include but are not limited to the following: violation of any local, state, and federal law, furnishing false and misleading information, unauthorized use of facilities, forgery, or misuse of college documents, disruption of classes or administration, theft or damage to College property, disorderly, or offensive act, any use or threat of force, sexual harassment, use or possession of alcohol, narcotics, or being under their influence on campus.

### **Drug and Alcohol Abuse Policy**

It is the policy of the Board of Trustees of Ivy Christian College that the learning environment be free of addictive substances. Specifically, all members of the College community, which includes the administration, faculty, and staff, students, and guests, will abstain from the consumption/use of alcohol, narcotics, and/or misuse of prescription drugs while on the College property.

Violation of this policy could lead to suspension, expulsion, termination, and within the context of criminal activity, referral to law enforcement agencies. Employees and students having difficulties with addictive substances can seek confidential counseling from the College or referrals to agencies providing assistance to individuals with alcohol-or-drug-related problems.

## **Administration of Student Discipline**

The executive council may impose discipline for violations of College policies or regulations whether or not such violations are also violations of law, and whether or not proceedings are or have been pending in the courts involving the same acts.

If an alleged violation of College policies occurs in connection with an official College function not on campus, the student accused of the violation shall be subject to the same disciplinary procedures. The loss of College employment shall not be a form of discipline under these policies. However, when student status is a condition of employment, the loss of student status will result in termination of the student's employment. In imposing discipline other than suspension or dismissal, access to housing and health services shall not be restricted unless the act that predicated the discipline is appropriately related to the restriction.

If as a result of an official appeal, it is determined that the student was improperly disciplined, the president shall, if requested by the student, have the record of the hearing sealed, and have any reference to the disciplinary process removed from the student's record. In such case, the record of the hearing may be used only in connection with legal proceedings. The president also may take other reasonable actions to ensure that the status of the student's relationship to the College shall not be adversely affected.

The results of any disciplinary action by the College that alleged a forcible or non-forcible sex offense, as defined in The Code of Virginia (Section 23-9.2:3), must be disclosed to both the alleged offender and the alleged victim, the scope of information to be provided under this section shall be: (1) the College's final determination with respect to the alleged sex offense; and (2) any sanction that is imposed against the alleged offender. It is the alleged victim's obligation to keep the results of the disciplinary action or appeal confidential, consistent with the doctrine of reasonableness.

Whether or not a hearing is conducted, the College may provide written notice to a student that his or her alleged behavior may have violated College policy or regulations and that, if repeated, such behavior will be subject to the disciplinary process. Evidence of the prior alleged behavior as detailed in the written notice may be introduced in a subsequent disciplinary action in order to enhance the penalty.

## **Student Grievances and Grievance Procedure**

Any student may file a complaint about any issue, question, problem or anything else which they reasonably believe impedes their academic studies or which they find objectively questionable about any instructor, staff member or administrator, either orally or in writing, to any Ivy Christian College administrator. Any such administrator will then transmit the concern in writing to the Student Affairs Director who also serves as the Compliance Designee. The Compliance Designee will then review the matter, and if more information is required before attempting to unilaterally

recommend a resolution of the matter, the Compliance Designee will investigate the matter thoroughly, including interviewing all individuals, the reporting student, and reviewing all documents that relate or may potentially relate to the matter in question. Once the Compliance Designee has concluded his/her investigation, the Compliance Designee will report the matter to the Executive Office (The President and the Academic Dean) along with a recommendation for resolution.

If the Executive Office concurs with the Compliance Designee's recommendation, then the matter will be accordingly disposed of. If not, then further discussion will be held until a majority of the Executive Office agrees on a particular resolution of the matter.

Depending on the parties involved, the nature and seriousness of the issues concerned, and any other factors which must be taken into account in order to properly resolve the matter, a wide variety of actions or inactions may be taken. In the event the reporting student, or others involved, is displeased with the manner for disposition arrived at by the Executive Office, they may petition any member of the Executive Office to request that the matter be re-opened and reviewed as though it had been first reported to the entire Executive Office. If no member of the Executive Office will make such a request, then the matter shall stand as originally disposed of.

Once the matter is final, written notice of the Executive Office's decision will be transmitted within a reasonable time not to exceed thirty (30) days to the reporting student and any other appropriate parties. The matter shall, however, remain a private one and no publication of the matter shall be made, even with the consent of all non-ICC parties involved, unless not doing so, would constitute a serious breach of justice. Should the reporting student, or any other affected party remain displeased with the outcome of the matter, an appeal may always be made to the:

**(Students will not be subject to unfair treatment by the school as a result of initiating a complaint and the student may contact SCHEV about the school as a last resort.)**

The State Council of Higher Education for Virginia  
James Monroe Building, 10th Floor  
101 North Fourteenth Street  
Richmond, Virginia 23219  
Tel: (804) 225-2600  
Fax: (804) 225-2604  
Website: [www.schev.edu](http://www.schev.edu)

Transnational Association of Christian Colleges and Schools (TRACS)  
15935 Forest Road  
Forest, Virginia 24551  
Tel: (434) 525-9539  
Fax: (434) 525-9538  
Email: [info@tracs.org](mailto:info@tracs.org)



## **Student Services**

The Student Affairs advisor assists students directly or through referral. Direct services offered by the Directors include letters of recommendation, explanation of policies and procedures relating to student records, admission policies, evaluation & credentials, transfer credit, academic probation, disqualification and disciplinary matters, publication of class schedules and approval of academic petitions. Many of these activities will be done with or through the Academic Dean.

### **Faculty Availability and Course Advising**

Ivy Christian College ensures that instructional faculty are accessible to students for academic or course advising at stated times outside a course's regularly scheduled class hours. This information is noted on the Syllabus for each class.

#### **Expectations for Office Hours and Course Advising:**

- Students are expected to attend each class, participate in class, take notes, read your course materials, and study. In order to improve your chances of doing well in a class, you should study about three hours per week per credit. Example: For a 3-credit class, you should expect to study about 9 hours per week outside of class.
- Students should come prepared to any office hour or tutoring session scheduled with a professor. Not only does this mean bringing all the required materials, such as the textbook, workbook, handouts, etc., but also having read the given material and attempted the homework. Faculty are available to answer questions on the material covered in class, not to reteach the course.

## **Housing**

ICC does not have dormitory facilities under its control. The College has no responsibility to find or assist in finding housing. The Director Student Affairs/International Students may assist in finding suitable housing in the area.

## **Student Advising**

Ivy Christian College offers Student Advising during normal business hours. All ICC students are able to receive advisement about any subject such as academic, financial, course advising and college application advising.

## **Orientation**

The ICC offers academic orientation each quarter for all new students. The orientation sessions are designed to introduce new student's school life, policies, regulations, faculty members, administration, and the surrounding community.

## **Student Fellowship**

Every student enrolled in the Ivy Christian College is a member of the Student Fellowship. The student activity fee funds student activities.

## **Student Government Council**

Comprised of students elected annually by the general student body, the Student Government Council promotes students' interests and conducts activities, which directly relate to student life. For example, the Student Government Council nominates students to serve on various faculty/student committees, presents the needs and desires of students to the seminary, and organizes social events for fellowship during the school year.

## **Worship and Spiritual Life**

The students, faculty and staff at the ICC meet regularly for worship. Chapel services are held once a week during the school year. The Student Government Council arranges a time and place for mountain prayer.

## **Facilities**

The Ivy Christian College campus is located at 9401 Math Dr. in Fairfax, Virginia 22031. The classrooms, offices, computer laboratory, auditorium, and library are housed in a modern building of approximately 13,000 square feet. The Ivy Christian College is close to the Washington DC, Fairfax, and 495 freeways, for the easy access from all the cardinal points.

The classrooms are spacious, carpeted, and air-conditioned for the students' comfort. The building, equipment, and other learning resources being used for instructional purposes comply fully with all applicable federal and state regulations and local ordinances for safety and public health.

## **First Aid Kit**

The first aid kit is provided at the school office. It may be utilized free of charge.

## **Emergency and Campus Crime**

Any student in an emergency situation must call 911. If anyone has a language problem in English, the VAPD Korea town police is available. On campus, crime is very scarce. However, to prevent any crime attempts, it is recommended that you walk in a group and watch one another.

## **Emergency Plan**

Case of Fires

If a fire occurs, GET OUT, STAY OUT and CALL for help.

- a. Remain calm
- b. If you smell smoke, activate fire alarm
- c. Follow exit route procedures for your location. Make sure to feel a door before opening. If it is hot, do not open it. Look for an alternate exit. If there is none, remain in the room and call for help. Close the door on your way out to help isolate the fire.
- d. Assist those who are unable to exit the building on their own if it will not put you at additional risk
- e. Do not use elevators
- f. If the area you are in fills with smoke, drop to the floor and crawl to nearest exit or smoke free area
- g. If your clothes catch on fire immediately STOP, DROP and ROLL
- h. Once you are in a safe area, call for help

### **Hospital Information**

Name: INOVA Fairfax Hospital

Address: 3300 Gallows Rd, Falls Church, VA 22042

TEL: (703) 776-4001

### **In case of Emergency Dial 911**

### **Conversation Partner Program**

In ESL Program, Conversation Partner Program is offered for students who wish to practice spoken English with other advanced English speakers. For more information, please contact the Director of Student Affairs.

### **Career Services**

The Career Services office provides employment assistance to degree graduates. The services provided include:

1. Maintenance of a Job Board
2. Workshops in resume writing, interview techniques, and cover letter writing.

Placement assistance is offered to all degree graduates. Employment is not guaranteed, and students are encouraged to become active participants in their job search and readiness to secure employment opportunities as they arise.

### **Student Right-to-Know and Campus Security Act**

Student Right-to-know and Campus Security Act information is available on the school website: [www.ivy.edu](http://www.ivy.edu)



## Library

The College recognizes a library to be a vital part of a student's education and an important element in the overall effectiveness of the College. The ICC Library offers an excellent collection of research and learning materials. Our Library holdings consist of a core collection of books, periodicals, and media resources. Additionally, the Library has an excellent collection of Korean language materials. The library holds about 8,000 volumes and participates in the Library Network, which is a computerized system of shared cataloguing. A Library Policy Handbook will be available at on the library web pages and at orientation.

Library hours: Mon-Sat: 9am to 5pm on Sundays and holidays, it is closed.

### Online Public Access Catalog (POPULI LIBRARY)

All of our books (except a few journals and magazines) are being entered into a new library computer database, POPULI LIBRARY. This system has user interface designed specifically for searching the collection. It provides basic and advanced searching with multiple display modes, items status and book jacket display. Simply click "Library" in your Populi screen on the top.

The Library staff is available for OPAC assistance.

OPAC 24/7 Access

The Populi Library can be found at <https://icc.populiweb.com/library/catalog/index.php>. The Populi Library extends the library's hours-of-operation. The Populi Library enables researchers to review the school's book and journal inventory (including e-journals and e-books) at anytime from anywhere.

### LIBRARY RESOURCES

- A. EBSCO host eBook Collection Database
- B. Emerald insight  
Students have access to books and journals for all different subjects such as Accounting, Business Management, Marketing, Economics, and Sociology, etc.
- C. ProQuest Databases for literature, philosophy, religion, and history.
- D. ProQuest Literature Online for English Literature
- E. Cornell University Library Open Access in Physics, Mathematics, and Computer science

### LEARNING RESOURCES

#### Academic Resources

**Khan Academy (Youtube)**: Salman Khan covers a diverse array of subjects from art chemistry, psychology to biology.

**SparkNotes**: This site offers more than just literature explanations; it gives answers to basically every subject you will ever encounter at school. All the information is organized, succinct, and comprehensible.

**Crash Course**: It is created by the famous vlog brothers, John and Hank. Their mini lectures on history (U.S., World), literature, and science (biology, ecology, chemistry) are literally crash courses on everything you learn in class, condensed in short 10-minute videos, filled with many colorful animations. It's a great resource to utilize because it makes learning a lot more interesting.

**Open Yale Courses**: Another awesome site suggested by Elizabeth; Open Yale Courses provide online introductory college courses for a variety of subjects. The website is easy to navigate through and all the lectures for a course are labeled according to topic and posted on YouTube.

**Educreations**: You can search for a particular concept, and a video will pop up if someone created a video lesson regarding that concept. It's even available on the app store!

**Purdue Owl**: It provides so many great tips on the different steps when it comes to writing.

**ScienceDaily**: This is basically the science version of NY Times. It's great for researching different topics and definitely a go to resource for science related research papers or projects.

#### *Chemistry*

**chemistNATE**: chemistNATE explains everything slowly and clearly about Chemistry.

**MIT Fundamentals of Biology**: MIT provides awesome lectures to introductory biology that all biology students can use.

### **Resources for Technical Skills**

- Digital Learn.org: tutorials between five and seven minutes on: email basics, web search, basics of Windows or Mac operating systems, and navigating a website
- Teach-ease (University of South Florida) how to use a web browser, and Internet basics
- Overview of Google Drive: Video tutorials and basic instructions on the features of Google documents, sharing, storing and collaborating.
- Chat and real-time collaboration, Google Drive

### **Resources for Academic Skills**

- OWL The Purdue Writing Lab: Purdue is the mother-of-all sources for writing help of any kind—from grammar help, to developing thesis statements, to report writing, citation help and more. The site features over 200 free resources, all of which are available to anyone.

- [Guide to Grammar and Writing](#) by Capital Community College Foundation. Very good site covering a breadth of topics to support various aspects of writing including essays, outlines and reports. Includes a section on grammar.
- [e-Tutoring.org](#) is a collaborative online tutoring program and platform for writing skills that provides one-on-one, online support to students from numerous subscribing colleges within the US.

### **Resources for Study Skills**

- [What Makes a Successful Online Learner?](#) by [iseek education](#) with Minnesota Department of Education and Minnesota Online High School
- [Effective Habits for Effective Study](#), Study Guides and Strategies Website
- [Five-Step Strategy for Student Success with Online Learning](#), Online Learning Insights
- [HowtoStudy.com](#): A clean, clutter-free site dedicated only to study skill development, and though it's geared to college students, any student may benefit from the concise and focused information provided. The site features twelve chapters, ranging from time management, to creating a study plan, note-taking, etc.
- [My Study Life](#), a new [and free] app—an online student planner designed for students to plan and manage their learning time.

### **Study Tips and Resources**

Students can also find the following assisting materials in the school's website.

#### **Study tips**

- [College Success Skills \(Powerpoint\)](#): College can be a tough time for many students. See what we have to say about being successful in college.
- [How To Study.org](#): Provides helpful tips for a variety of subjects.
- [Academic Success Videos](#): Dartmouth College provides an innovative and interactive way to learn new study skills.

#### **Taking notes**

[Taking Good Notes / The Cornell Method](#): From Princeton's McGraw Center for Teaching and Learning

## Time management

- [Time Management \(PowerPoint\)](#): Struggle with time management? Review our PowerPoint presentation to discover a better way to manage your time.
- [Weekly Academic Schedule Plan](#)
- [Weekly / Monthly appointment book](#): A great example of a planner that will help you schedule assignments, projects, exams, and meetings.
- [Monthly Assignment Planner](#): A downloadable template for Microsoft Word to help you plan your assignments ahead of time.
- [Project Management to avoid procrastination](#): From the University of Pennsylvania.
- [Weekly goals worksheet](#): Set your weekly goals on Sunday night and never miss another assignment.
- [Weekly and hourly planner](#)
- [Weekly Schedule Plan](#): Plan out your week.

## Writing

- [The Purdue Online Writing Lab \(OWL\)](#): Provides more than 200 free resources, including APA / MLA formatting guides, avoiding plagiarism, researching, grammar and mechanics, and developing a resume.
- [Materials for Writers](#): Detailed information covering steps in the writing process. From Dartmouth College's Institute for Writing and Rhetoric.
- [How to Write an A+ Paper](#): A free step by step guide from AResearchGuide.com to help you write an A+ research paper.
- [Write Well Mini-Lectures](#): Macalester College has created a series of video lectures that cover each step in the writing process.

## FINANCIAL INFORMATION/POLICY

The generosity of individual donors and churches helps students receive quality professional training at a cost less than charged by many institutions. The Ivy Christian College strives to help every student receive the education he/she desires in love of Our Lord Christ for the Kingdom of God and His glory.

The ICC strives to maintain a fair and reasonable financial policy that meets the needs of both the institution and the students. This policy is expected to be observed according to the biblical standards

of ethics. The funds are usually generated from the tuition, gifts and also contributions from students, alumni, friends, and churches.

## TUITION AND FEES

<b>Initial fees (Non-Refundable)</b>	
Application fee	\$100

<b>Tuition</b>	
Degree Programs*	\$125 per Credit
ESL Program*	\$1,100 per Quarter

<b>Other Fees</b>	
Registration per Quarter	\$50
<b>Late Registration Fee</b> (one-time fee)	\$200
Course Audit per Quarter	\$50
Official Transcript	\$20
Commencement Ceremony Fee	\$100
<b>Cap and Gown Rental Fee</b>	\$20
ESL Certificate	\$20
I-20 Re-issue*	\$10
Add/Drop Fee per Course (After the Add/Drop Period)	\$50
Payment Plan Set-up Fee	\$40
Late Fee for Payment Plans	3% of Balance per week
Returned Check	\$35
Student ID Card (Replacement)	\$10
Express Mail (Domestic)	\$35
Express Mail (International)	\$75
English Proficiency Test	\$20
Challenge Exam	\$50

\*Tuition and fees are subject to change on an annual basis.

### Tuition Payment Policy

Full payment of tuition and fees is due by the registration deadline, which is posted each quarter. Payments may be made in cash, check or by credit card. All Tuition and fees owed must be paid in full before registering for the following quarter unless other arrangements have been made with the Registrar. No student is allowed to participate in any class without full payment of tuition or

an agreed upon payment plan. A payment plan is offered to students who are in good financial standing with the College. Students should not send cash through the mail.

### **Tuition Payment Plans**

The payment plan allows student to divide the total tuition for each quarter into 2 payments. The first payment is due as specified in the agreement, as the tuition payment due date. The remaining payment is due within 30 days. The setup fee is due at time of initial payment. This is the only payment plan currently available. Late payments on this plan will incur additional fees. Students may pay by cash, check, money order or credit cards.

### **Late Payments and Courses Added or Dropped After the Add & Drop Period**

Payments received after the start of late registration are considered late and subject to a late registration fee. Courses added during the late registration period are subject to late fees.

### **Cancellation and Refund Policy**

#### **Cancellation Policy**

Students have the right to cancel the Enrollment Agreement up to three (3) business days or before the first day of instruction by written notice to the Registrar and receive a refund of all fees paid, less a maximum tuition fee of 15% of the costs of the course or program or \$100 whichever is less and non-refundable fees. Other forms of notice such as phone calls, verbal comments, or failure to attend classes, do not constitute cancellation. Email notice is applicable.

An enrollee may cancel enrollment before the first day of class in any given quarter or special session and receive a full refund of all tuition and refundable fees paid toward that quarter or session.

#### **Withdrawal after the Commencement of Classes**

Students wishing to withdraw from individual classes after the beginning of class must complete an Add/Drop Form, which must be approved by the Academic Dean and Registrar. Never assume your class will be dropped automatically or by someone else. There are no refunds for books or other supplies. Tuition refund policies also apply to any student who may be dismissed from the program by the administration. The tuition refund for any given course, quarter or special session is based on the pro-rata percentage of instruction days of courses conducted by the College before official cancellation of enrollment up until fifty percent of the course has been conducted.

Please note that the following is the minimum refund policy pursuant to 8 VAC 40-31-160 (N) of the Virginia Administrative Code.

**Tuition refunds will be determined as follows:**

Proportion of Total Program Taught by Withdrawal Date	Tuition Refund
Less than 25%	75% of program cost
25% up to but less than 50%	50% of program cost
50% up to but less than 75%	25% of program cost
75% or more	No Refund

**Disbursement of Tuition Refunds**

All tuition refunds will be disbursed through the College’s main office, unless the refund recipient requests in writing that it be mailed. In such cases, the recipient must provide in writing a current mailing address, or other address to which the refund should be sent. Refunds will be made within 45 calendar days after receipt of a written request or the date the student last attended classes whichever is sooner.

**Limitation on Cost**

The College makes every effort to avoid increases and to hold costs to a necessary minimum. Normally, tuition and fee changes are announced at least one full quarter before becoming effective. Since the economy does not stay constant and generally leading to taxes and managing costs increase, rather than decrease, the College reserves the right to change tuition and fees when necessary without notice.

**FINANCIAL ASSISTANCE**

A student’s church, corporation, friends, or relatives may desire to pay a full or partial amount of student tuition and fees. The amount of the payment will be credited to their account after proper authorization has been received by the ICC.

Proper authorization is understood to be an official document from a church or corporation stating the persons being sponsored and the amount to be credited. It must be signed by an officer who is not receiving any part of the sponsorship.

For sponsorships from individuals, a formal letter is required. Such designated funds are not tax deductible. Sponsorships from individuals must be collected in full prior to acceptance into a class.

Sponsorship monies will be held available for use or refund for one year from date of last activity. Sponsorship monies will be refunded only to the sponsor and only on written request within a 1-

year limit. Beyond the specified time, any unused and no refunded monies will be applied to the ICC general fund.

Note! If payments are not current, the student may be placed on “Financial Hold.” Further, the student is responsible for any balance due should the sponsor fail to pay. This means that the student may be suspended from classes and may not enroll in any further courses until his/her account becomes current.

Because of its low tuition rate, the ICC believes that all students are enjoying financial assistance to some extent. In addition, faithful stewards underwrite the expense of ministerial students by providing scholarship, which is applied toward tuition assistance.

## **Scholarships**

Ivy Christian College offers scholarships to students in degree programs. These aids are granted to students on the basis of need or merit-based and availability of funds. Students desiring financial assistance should submit a Scholarship Application Form to the Registrar. Available Scholarships are as follows:

(1) Academic Scholarship (Up to 50 % of the tuition)

This scholarship is for students who have earned all A’s. It is limited up to five (5) students per quarter and is no more than one half of the quarterly tuition. Academic Scholarship is awarded to a qualified student only once during the program.

Applicants submit a letter of recommendation from faculty and a 400-word essay about **“Using specific examples, describe your spiritual growth.”**

(2) President’s Scholarship (Up to 100% of the tuition)

The President's Scholarship is not limited by the number of recipients, and the President appoints scholarship recipients. Students who maintain a 3.5 -4.0 GPA every term is eligible to apply.

Applicants submit a letter of recommendation from the President. You must submit a testimony of at least 400 words. **Your testimony should describe your relationship with Jesus Christ.**

(3) Evangelical Scholarship (Up to 50% of the tuition) – If you are in one of the categories listed below, you are eligible to apply Evangelical Scholarship.

- (a) A pastor or an evangelist of a local church
- (b) A missionary.

Applicants submit a proof of the ordination certificate and a 400-word essay on **“How to serve God”**.



(4) Alumni Scholarship (10% of the tuition) – This scholarship is awarded to a child of ICC alumni or a student referred by ICC alumni.

Applicants submit a proof of family relationship with an ICC alumnus, or a reference letter from the ICC alumnus and a 400-word essay on **“If you could spend an evening with any person, other than Jesus Christ, who would it be and why?”**

All scholarship applicants are required to submit the required documents by the deadline. For more information, please contact the Director of Student Affairs. The recipients will be notified through Populi.

### **Financial Aid**

ICC does not participate in the federal student aid program.

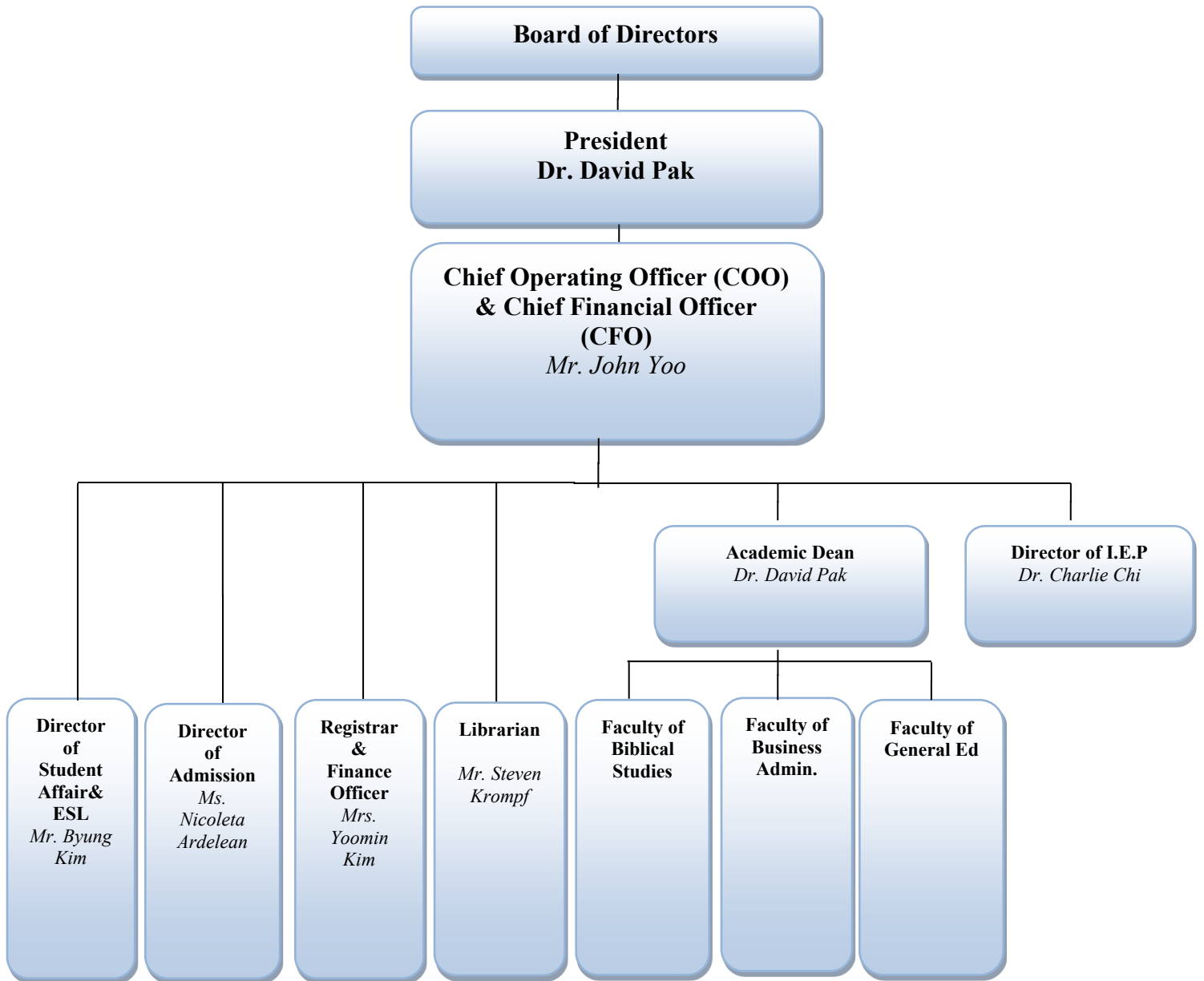
## **FINANCIAL APPEALS**

Any student desiring to appeal a financial decision of their account may do the following:

1. Contact the Finance Officer to discuss the issue.
2. After discussing the issue with the Finance Officer, the student must submit a written request to the Academic Dean for re-evaluation of the financial decision in question.
3. Tuition and fees are due by the Due Date indicated on your ICC Academic Calendar.
4. If financial responsibilities have not been met, a student will be placed on financial hold. Students on financial hold are not eligible for registration for future terms and are also prevented from obtaining records such as transcripts and grades. In addition, students whose accounts are not paid in full at the time of graduation will not receive a diploma or any other certification of program completion.

# COLLEGE LEADERSHIP

## ORGANIZATIONAL CHART



## Board of Directors

<b>Title</b>	<b>Name</b>
<b>Member</b>	Jane Kim
<b>Member</b>	John Shin, J.D.
<b>Member</b>	Dr. David Pak
<b>Member</b>	Cindy Choi
<b>Member</b>	Tae Cheong Choo
<b>Member</b>	Chang Hee Kim

## Senior Administrators

<b>Title</b>	<b>Name</b>
<b>President</b>	Dr. David Pak Dr. Min. Southwestern Baptist Theological Seminary
<b>Academic Dean</b>	Dr. David Pak Dr. Min. Southwestern Baptist Theological Seminary
<b>Chief Operating Officer</b>	John Yoo MBA, Columbia University

## Administrative Staff

<b>Title</b>	<b>Name</b>
<b>Director of Student Affairs and E.S.L. Program</b>	Byung Kim Bachelor of Science in Carnegie Mellon University
<b>Director of Admissions</b>	Nicoleta Ardelean
<b>Director of Business Administration Program</b>	Charlie Chi JD, MBA
<b>Director of Finance and Registrar</b>	Yoomin Kim Bachelor of Science, Pratt Institute

<b>IEP (Compliance Officer)</b>	Charlie Chi J.D., MBA
<b>Librarian</b>	Steven Krompf Master of Library Science, Syracuse University Bachelor of Arts, Queens College

**ICC Faculty**

The faculty of the Ivy Christian College is committed to the Bible faith& beliefs as an accurate expression and application of the inspired and infallible Word of God, the final authority for faith and life. In equipping students for ministry, it seeks to instill and encourage fidelity to the Word of God, soundness of theology, and appreciation for academic excellence, coupled with the warmth and compassion of genuine piety and fervent concern for evangelism and missions, and for the building up of God’s people toward maturity in Christ.

**Biblical Studies Program**

**Dr. David Y. Pak**

Doctor of Ministry, Southwestern Baptist Theological Seminary  
 Master of Divinity, Southwestern Baptist Theological Seminary  
 Master of Science in Computer Information Systems, Kyung-Hee University  
 Bachelor of Science in Computer Sciences, Kwang Woon University

**Dr. Ronnie Blankenship**

Doctor of Ministry in Theology, Southern Baptist Theological Seminary  
 Master of Divinity in Theology, Southern Baptist Theological Seminary  
 Master of Arts in Christian Education, Southern Baptist Theological Seminary

**Robert Eagy**

Master of Science in Biblical Counseling, Liberty Baptist Theological Seminary  
 Bachelor of Science in Pastoral Studies, Liberty University

**Michael Mattar**

MSA, Liberty Baptist Theological Seminary  
 BA, Washington Bible College  
 BA in Economics and Banking, George Mason University

## **Business Program**

### **Charlie Chi**

Western State University, School of Law, JD  
Howard Taft University, MBA  
University of Southern California, BA

### **John Yoo**

MBA Columbia University  
Bachelor of Arts, Foreign Affairs from the University of Virginia.

### **Hyong Ju Lee**

MBA, Virginia International University  
MBA, So Gang University, Korea  
Bachelor of Business Administration, So Gang University, Korea

## **General Education**

### Gandolfo Corradino

Ed.D. Counseling Psychology, George Washington University  
Master of Art in College Student Development, George Washington University  
Bachelor of Art in History, Seton Hall University, NJ

### Shelese Castilla

M.A. Writing, Johns Hopkins University  
B.A. English, University of Virginia

### Dara Mathis

Master of Arts, English Literature  
Bachelor of Arts, in English

### Irma Matic

Graduate School in Ecology and Conservation, Behavioral Biology.  
Bachelor of Science in Biology, University of Maryland

### Yolonda S. Sales

Master of Analytical Chemistry, Illinois Institute of Technology  
Bachelor of Chemistry, University of Pittsburgh

### Munsuk Yoo

Doctor of Philosophy, University of Maryland  
Bachelor of Science in Chemistry, SookMyungWomens University, Korea

## **ESL Program**

Nourin Kazmi  
Master of Art, University of Peshawar  
Bachelor of Art, University of Peshawar  
TESOL Certificate from International Language Institute

Lowell Usedo  
International Graduate School of English, University of Cambridge CELTA in ESL  
Bachelor of Science in Finance, Fairfield University  
CELTA certified ESL teacher

Elisa Lee  
Bachelor of Public Health, Johns Hopkins University  
TESOL Certificate

Byung Y. Kim,  
Carnegie Mellon University, B.S. in Business Administration

## **FERPA**

Our school's procedures and the Family Educational Rights and Privacy Act (FERPA) prohibit the unauthorized release of confidential information about individual students. However, rectory information is not considered to be confidential and may be published or otherwise released. Directory information includes: name; addresses, including permanent, campus, local (off-campus), email, and campus computer network (IP) address; net ID; associated telephone numbers; date and place of birth; school or college; major and/or minor fields of study; degree sought; expected date of completion of degree requirements and graduation; degrees conferred (including dates of conferral); awards and honors (e.g., dean's list); full- or part-time enrollment status; dates of attendance; previous institutions attended; participation in officially recognized activities and sports; weight and height of members of an athletic team; and photographic or videotaped images of the student. Students may opt to have their directory information withheld. To exercise this option, the appropriate form must be obtained from the Office of the Registrar, completed, and returned to that office.

### **Rights with Respect to Education Records**

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

1. **Access to Education Records:** Students have the right to inspect and review their education records within 45 days of the day the College receives a written request for access. Students should submit their request to the Office of the Registrar and specify the record(s) they wish to inspect.

Arrangements will be made for access and the student notified of the time and place where the records may be inspected.

**2. Request for Amendment of Education Records:** Students have the right to request amendment of their education records if they believe the records are inaccurate. They should write the Registrar; clearly identify the part of the record they want changed and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.

**3. Disclosure of Education Records:** Students have the right to consent to disclosures of personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records—including your Social Security Number, grades, or other private information—may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to students' records and PII without students consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to students' education records and PII without students consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without students' consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about students that they obtain from other Federal or State data sources, including workforce development,

unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

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

**Right to File a Complaint:** Students have 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 Ave., SW  
Washington, DC 20202-4605



## Academic Calendar 2021-2022

This Catalog is issued to supply information and is subject to edits and revisions at any time. The ICC reserves the right to advance and revise requirements for admissions, degrees, and schedules, charges for tuition and other fees, and all regulations affecting students, whether incoming or previously enrolled.

### 2021

#### Winter Quarter

<i>First day of class</i>	<i>Jan 04, 2021</i>
<i>Last day of class</i>	<i>Mar 12, 2021</i>
Registration	Nov 23 – Dec 11, 2020
Last day to pay tuition	Dec 11, 2020
New student Orientation	Dec 21, 2020
<i>Martin Luther King, Jr. Day (Holiday)</i>	<i>Jan 18</i>
<i>Presidents' Day</i>	<i>Feb 15</i>
Winter Recess	Mar 15 – Apr 02

#### Spring Quarter

<i>First day of class</i>	<i>Apr 05, 2021</i>
<i>Last day of class</i>	<i>Jun 11, 2021</i>
Registration	Feb 22 – Mar 12
Last day to pay tuition	Mar 12
New student Orientation	Mar 25
<i>Memorial Day (Holiday)</i>	<i>May 31</i>
Spring Recess	Jun 14 – Jul 02

#### Summer Quarter

<i>First day of class</i>	<i>Jul 05, 2021</i>
<i>Last day of class</i>	<i>Sep 10, 2021</i>
Registration	May 24 – Jun 11
Last day to pay tuition	Jun 11
New student Orientation	Jun 24
<i>Labor Day (Holiday)</i>	<i>Sep 06</i>
Summer Recess	Sep 13 – Oct 01

#### Fall Quarter

<i>First day of class</i>	<i>Oct 04, 2021</i>
<i>Last day of class</i>	<i>Dec 10, 2021</i>
Registration	Aug 23 – Sep 10
Last day to pay tuition	Sep 10
New student Orientation	Sep 23
<i>Columbus Day (Holiday)</i>	<i>Oct 11</i>
<i>Thanksgiving Day (Holiday)</i>	<i>Nov 25</i>
<i>New Year's Eve (Holiday)</i>	<i>Dec 31</i>
Fall Recess	Dec 13 – Dec 31

### 2022

#### Winter Quarter

<i>First day of class</i>	<i>Jan 03, 2022</i>
<i>Last day of class</i>	<i>Mar 11, 2022</i>
Registration	Nov 22 – Dec 10, 2021
Last day to pay tuition	Dec 10, 2021
New student Orientation	Dec 21, 2021
<i>Martin Luther King, Jr. Day (Holiday)</i>	<i>Jan 17</i>
<i>Presidents' Day</i>	<i>Feb 21</i>
Winter Recess	Mar 14 – Apr 01

#### Spring Quarter

<i>First day of class</i>	<i>Apr 04, 2022</i>
<i>Last day of class</i>	<i>Jun 10, 2022</i>
Registration	Feb 21 – Mar 11
Last day to pay tuition	Mar 11
New student Orientation	Mar 22
<i>Memorial Day (Holiday)</i>	<i>May 30</i>
Spring Recess	Jun 13 – Jul 02

#### Summer Quarter

<i>First day of class</i>	<i>Jul 05, 2022</i>
<i>Last day of class</i>	<i>Sep 09, 2022</i>
Registration	May 23 – Jun 10
Last day to pay tuition	Jun 10
New student Orientation	Jun 21
<i>Independence Day (Holiday)</i>	<i>Jul 04</i>
<i>Labor Day (Holiday)</i>	<i>Sep 05</i>
Summer Recess	Sep 12 – Sep 30

#### Fall Quarter

<i>First day of class</i>	<i>Oct 03, 2022</i>
<i>Last day of class</i>	<i>Dec 09, 2022</i>
Registration	Aug 22 – Sep 09
Last day to pay tuition	Sep 09
New student Orientation	Sep 27
<i>Columbus Day (Holiday)</i>	<i>Oct 10</i>
<i>Thanksgiving Day (Holiday)</i>	<i>Nov 24</i>
Fall Recess	Dec 12 – Dec 30