IVY College

CATALOG

2022-2023

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www.ivy.edu

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History and Development

IVY College was founded by Jane Kim, under the leadership of Dr. David Y. Pak, in 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 U.S.A.

IVY College's primary purpose is to provide religious training and theological education. IVY 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 College is accredited by the **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.

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

Currently, IVY College offers a **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.), **Bachelor of Science in Data Science** (B.S.D.S), **Bachelor of Science in Computer Science – Cybersecurity** (B.S.C.S.), **Bachelor of Arts in Criminology and Law Studies** (B.A.C.L.) **Associate of Arts in Criminology and Law Studies** (A.A.C. L) and **English as a Second Language** (E.S.L.) programs.

Statement of Purpose

IVY College 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 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 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 College is a Christian 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 College is to provide quality education. The IVY College is a Christian academic community in the tradition of evangelical institutions of higher education. As such, IVY College continues the philosophy of education that 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 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 'IVY College'

Bible and the Confessional Standards of the church, the IVY College 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 obligation 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 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; IVY College 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 IVY College 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" (Matt. 28: 19-20).

Institutional Goals (Objectives) of the College

Based on its Mission Statement, IVY 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 the special creation of the existing universe, consisting of time, space, and matter, was accomplished in six literal, 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 IVY College 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 stated in writing. IVY 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 Christlikeness 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 2:1213). 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: 1213, 1 John 1:47).

  2. Believers are to glorify God in their bodies and are to live holy lives (1 Corinthians 6:1920; 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 IVY College (1 Thessalonians 5:14).

The Main Campus

The campus is located in Fairfax County, Virginia. We are located at 1980 Gallows Road, Vienna, VA 22182. All academic and administrative activities occur at this site.

Hours of Operation

The school's offices are open from 9:00 am – 6:00 pm, Mondays through Fridays. 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 College all qualified applicants regardless of age, sexual preference, gender, marital status, religion, national origin, creed, mental limitation, disability, or ethnic origin. IVY College 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 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 the 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 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 the 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

IVY College issues I-20 forms to international students. As a result, each prospective international student must contact the Office of Admissions regarding the preparation of the F1 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 College
Attn: Office of Admissions
1980 Gallows Road, 2nd Floor, Vienna, VA 22182
admissions@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 IVY College. 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 F1 Visa. IVY College can issue Form I-20 for eligible students. All F1 students are entered into the computerized Student and Exchange Visitor Information System (SEVIS), which monitors the immigration status of international students. 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 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 a B2 level in the Oxford English Test or a minimum completion of the "EAP/ESP 060" Level in the IVY College 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 before 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 admissions@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 to campus. The mailing address and phone numbers are:

IVY College
Attn: Office of Admissions
1980 Gallows Road, 2nd Floor, Vienna, VA 22182
admissions@ivy.edu

Important Information for Students in F1 Status

1. All F1 students should be enrolled full-time (at least 12 credits in the 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 due to economic hardship. F1 students with a work permit may work twenty (20) hours per week while classes are in session and forty hours per week during the vacation period.

Note: If the prospective student is attending another institution and already has an F1 visa, the prospective student needs a new I-20 issued by IVY College. 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 IVY College 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 IVY College'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 IVY College 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 IVY College 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 (90 quarter credit hours) at IVY College 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 College.
9. IVY 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 College

The transferability of credits you earn at IVY College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in any IVY College program is also at the complete discretion of the institution to which you may seek to transfer. 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 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 an institution to which you may seek to transfer after attending IVY 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.

Credit for Life Experience Learning
IVY College does not recognize the life experience learning credits.

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 of 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 professional teaching/preaching.

Method of Education

Classes incorporate lectures, instructional work in class, demonstrations, one-on-one tutorials, library research, and comprehensive examinations of 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 2.0 or above. A minimum of 90 quarter credits must have been taken at IVY College.
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 offer training in general studies areas. The students will develop a 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 witnesses, 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 of 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 2.0 or above. A minimum of 45 credits must have been taken at IVY College.
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 the 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 strategies.

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 2.0 or above. A minimum of 90 quarter credits must have been taken at IVY College.
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 their business administration. The students learn about effective communications strategies and use the latest technological 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 for Business Administration courses, 36 quarter credits for General Education courses, and 12 quarter credits for 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 2.0 or above. A minimum of 45 credits must have been taken at IVY College.
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.

Bachelor of Science in Computer Science – Cybersecurity (B.S.C.S)

Program Description & Objective

IVY College's cybersecurity degree program is designed to provide necessary cybersecurity education and produce well-trained students equipped with knowledge on protecting cyber assets. Fundamental topics to be covered in the program are listed in the following:

- Data Security: protection of data at rest, during processing, and in transit.
- Software Security: development and use of software that reliably preserves the security properties of the protected information and systems.
- Component Security: the security aspects of the design, procurement, testing, analysis, and maintenance of components integrated into larger systems.
- Connection Security: security of the connections between components, both physical and logical.
- System Security: security aspects of systems that use software and are composed of components and connections.
- Human Security: the study of human behaviors in the context of data protection, privacy, and threat mitigation.
- Organizational Security: protecting organizations' assets from cybersecurity threats and managing risks to support the successful accomplishment of their missions.
- Societal Security: aspects of cybersecurity that broadly impact society.

Student Learning Outcomes

To combat the growing cyber threat, the government, private, and public sectors are promoting the cybersecurity field and encouraging education to gain the necessary qualifications and knowledge to begin a computer security career. As cyber threats and attacks continue to escalate in the nation, expert cybersecurity professionals are in high demand and play a crucial role in our future safety. IVY College has access to some of the best and brightest training resources and is a proud leader

in this growing technology sector. Our newly designed courses integrate biblical principles to ensure the highest good is applied as you work in the digital world. Our main goal is to have our students gain the required technical skills in areas such as network security, systems security, identity management, network defense, information assurance compliance, strategic planning, and cybersecurity ethics.

Students who graduate with a BS in cybersecurity will be able to:

- Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.
- Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.
- Communicate effectively in a variety of professional contexts.
- Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.
- Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.
- Apply security principles and practices to maintain operations in the presence of risks and threats.
- Identify, assess, and manage cybersecurity risks across the organization.
- Integrate regulations and compliance requirements with cybersecurity strategies.
- Apply current technical tools and methodologies to secure systems.
- Measure and assess risk management practices and policies for an enterprise network.
- Maintain confidentiality, integrity, and availability of information systems.

The proposed program, Computer Science Cybersecurity, is consistent with the Ivy College's purpose that *"IVY 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."*

Program Outlines (180 Credits)

BS in Cybersecurity: Core (100 Credits), Elective (32 Credits), General Ed. (48 Credits)

Computer Science Core Courses (32 Credits)

CS 101 Foundations of Computing	4 Credits
CS 102 Intro to Programming (Lec+Lab)	4 Credits
CS 103 Computer Science I (Lec+Lab)	4 Credits
CS 201 Computer Science II (Lec+Lab)	4 Credits
CS 202 Data Structures	4 Credits
CS 301 Operating Systems	4 Credits
CS 302 Artificial Intelligence	4 Credits

CS 303 Data Science	4 Credits

Cybersecurity Major Courses (68 Credits)

CY 101 Computer Data, Communication, Networking Protocols, and Management 4 Credits	
CY 102 Ethics in Cyber Security	4 Credits
CY 201 IT Systems Components Security	4 Credits
CY 202 Introduction to Computer and Mobile Forensic	4 Credits
CY 203 Principle of Cyber Security and Security Management	4 Credits
CY 204 Introduction to Cryptography	4 Credits
CY 301 Network Security	4 Credits
CY 302 Reverse Engineer	4 Credits
CY 303 Cyber Security Planning	4 Credits
CY 304 Principle and Practices of Network Defense and Applied Network Security Monitoring	
	4 Credits
CY 401 Advanced Cryptography	4 Credits
CY 402 Secure Software Engineer	4 Credits
CY 403 Mobile Device & Wireless Security	4 Credits
CY 404 Cloud Computing Security	4 Credits
CY 405 Cyber Security Capstone I	4 Credits
CY 406 Threat Intelligence and Cyber Defense	4 Credits
CY 407 Cyber Security Capstone II	4 Credits

Computer Science Elective Courses (32 Credits)

CS 304 Software Engineering	4 Credits
CS 305 Human-Computer Interaction	4 Credits
CS 401 Computer Architecture	4 Credits
CS 306 Database Administration	4 Credits
CS 402 Theory of Computing	4 Credits
CS 307 Advanced Object-Oriented Programming	4 Credits
CS 308 Database Systems Design	4 Credits
CS 403 Analysis of Algorithms	4 Credits
CS 309 Unix System Programming	4 Credits
CS 310 Computer Networks	4 Credits
CS 404 Parallel and Distributed Computing	4 Credits
CS 405 Independent Study	4 Credits

General Education Courses (48 Credits)

Communication Courses:

CE 100 Introduction to English Composition	4 Credits
CE 103 Introduction to Literature	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 109 Introduction to Physical Science	4 Credits

Humanities and Fine Arts Courses:

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

Behavior and Social Science Courses:

SB 102 Introduction to Sociology	4 Credits
SB 103 Introduction to Psychology	4 Credits
SB 111 Introduction Law II	4 Credits
SB 106 Critical Thinking	4 Credits

Bachelor of Science in Computer Science Data Science (B.S.D.S.)

Program Description & Objective

Data science is a wide-ranging field that demands academic preparation spanning diverse concepts related to data mining, business intelligence and strategy-making, data engineering, data warehousing, data visualization, database management and architecture, machine learning, cognitive specialist, market data analytics, management for data-intensive projects.

Data science has become the top priority for science, industry, and government dealing with complex and rich data to identify trends, devise solid strategies for their clients, and assist in high-level decision-making. Data science degrees feature coursework in computer science, mathematics, statistics, and research methods. Although these programs are interdisciplinary, they tend to focus more on science and engineering topics. IVY College's data science degree program is designed to provide necessary data science educations and produce well-trained students equipped with knowledge on collecting and analyzing data.

Fundamental topics to be covered in the program are listed in the following:

- Data Science: An interdisciplinary field that uses scientific methods, processes, algorithms, and systems to extract knowledge and insights from structured and unstructured data
- Data Engineering: An architectural approach for planning, analyzing, designing, and implementing applications.

- Machine Learning: Systems of hardware and/or software that mimic the human brain neurons operation.
- Data Analytics: The science of analyzing raw data in order to make conclusions about that information
- Data Mining: An iterative process that involves discovering patterns in large data sets. It includes methods and techniques such as machine learning, statistics, database systems and etc.
- Data Visualization: Decision-makers of all levels to see data and analytics presented visually, so they can identify valuable patterns or trends

Student Learning Outcomes

The core competencies in multiple areas—programming, statistics, data analytics, machine learning, data wrangling, data visualization, communication, business foundations, analysis of financial market, bioinformatics, and ethics—will increase marketability in the fast-paced data science industry. With a working knowledge of these in-demand technical skills, as well as the soft skills employers seek, students can apply data science and analytics-related positions to a wide range of industries and government.

Students who graduate with a BS in data science will be able to:

- Obtain, clean, process and transform data
- Analyze and interpret a complicated data using an ethically responsible approach.
- Use appropriate models of analysis, assess the quality of input, derive insight from results and investigate potential issues.
- Communicate effectively in a variety of professional contexts.
- Apply computing theory, language, and algorithms as well as mathematical and statistical models, and the principles of optimization to appropriately formulate and use data analyses.
- Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.
- Formulate and use appropriate models of data analysis to solve hidden solution to business-related challenges.
- Interpret data findings effectively to any audience, orally, visually and in written formats.

Program Outlines (180 Credits)

BS in Data Science: Core (100 Credits), Elective (32 Credits), General Ed. (48 Credits)

Computer Science Core Courses (32 Credits)

CS 101 Foundations of Computing	4 Credits
CS 102 Intro to Programming (Lec+Lab)	4 Credits

CS 103 Computer Science I (Lec+Lab)	4 Credits
CS 201 Computer Science II (Lec+Lab)	4 Credits
CS 202 Data Structures	4 Credits
CS 301 Operating Systems	4 Credits
CS 302 Artificial Intelligence	4 Credits
CS 303 Data Science	4 Credits

Data Science Major Courses (68 Credits)

DS 101 Statistics for Data Science	4 Credits
DS 102 Data Science Ethics	4 Credits
DS 103 Optimization for Decision Making	4 Credits
DS 104 Numerical Methods	4 Credits
DS 201 Relational Database systems	4 Credits
DS 202 Data Warehousing	4 Credits
DS 301 Digital Image Processing	4 Credits
DS 302 Data Engineering	4 Credits
DS 303 Deep Learning	4 Credits
DS 401 Data Visualization and Analytics	4 Credits
DS 402 Reinforcement Learning	4 Credits
DS 403 Natural Language Processing	4 Credits
DS 404 Time-Serie Data Prediction	4 Credits
DS 405 Data Science for Fintech	4 Credits
DS 406 Clinical Data Science	4 Credits
DS 407 Data Science Capstone I	4 Credits
DS 408 Data Science Capstone II	4 Credits

Computer Science Elective Courses (32 Credits)

CS 304 Software Engineering	4 Credits
CS 305 Human Computer Interaction	4 Credits
CS 401 Computer Architecture	4 Credits
CS 306 Database Administration	4 Credits
CS 402 Theory of Computing	4 Credits
CS 307 Advanced Object-Oriented Programming	4 Credits
CS 308 Database Systems Design	4 Credits
CS 403 Analysis of Algorithms	4 Credits
CS 309 Unix System Programming	4 Credits
CS 310 Computer Networks	4 Credits
CS 404 Parallel and Distributed Computing	4 Credits
CS 405 Independent Study	4 Credits

General Education Courses (48 Credits)

Communication Courses:

CE 100 Introduction to English Composition	4 Credits

CE 103 Introduction to Literature	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 109 Introduction to Physical Science	4 Credits

Humanities and Fine Arts Courses:

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

Behavior and Social Science Courses:

SB 102 Introduction to Sociology	4 Credits
SB 103 Introduction to Psychology	4 Credits
SB 111 Introduction Law II	4 Credits
SB 106 Critical Thinking	4 Credits

Bachelor of Arts in Criminology and Law Studies (B.A.C.L)

Program Description

The major in Criminology, Law and Society is designed to provide students with an overview of the American legal system and in-depth focus on the regulation of behavior, the problem of crime, and responses to crime within this system. Students explore these topics through multiple disciplinary perspectives, including anthropological, economic, historical, political, and sociological approaches to the study of law, behavior, and institutions of social control.
In addition to learning to apply social science techniques to analyzing social problems, students in this course of study will be especially well-prepared for careers in criminal justice and regulatory agencies, public policy organizations, and direct service provision to people involved with the legal system.

Learning Objectives/Outcomes

Students should know and comprehend:
1. The various types and sources of law
2. The role of various legal and societal institutions in promoting, creating, and reforming the law
3. The elements of major socio-legal theories
4. How crime is measured
5. The elements of major classical and contemporary theories of crime and criminality

6. The basic structure, organization, history, and processes of the American legal system
7. Major mechanisms of social control

   Students should develop the research skills needed to identify and analyze original and secondary source materials in the fields of criminology and law & society, including:
8. Government data and reports
9. Scholarly articles
10. Legislation, court opinions, and administrative regulations

    Students should develop the skills of evaluation and synthesis needed to prepare written papers that:
11. Explain, criticize, and evaluate criminological and socio-legal theories and/or
12. Explain, criticize, and evaluate policies, proposals, and practices of the justice system and explain how they apply in specific contexts
13. Students should develop a sufficient familiarity with empirical research methods to be able to:
14. Design research studies in the area of criminology, law & society
    Comprehend and interpret empirical data related to Criminology and Law Studies
15. Evaluate and critique empirical studies related to Criminology and Law Studies

Course Outlines (180 Credits)

Bachelor of Arts in Criminology & Law Studies: Core (80 Credits), Elective (32 Credits), General Ed. (68 Credits)

Criminology & Law Studies Core Courses (76 Courses)

CL 100 Fundamentals of Criminology, Law, and Society	4 Credits
CL 101 American Law	4 Credits
CL 103 US Legal Thought	4 Credits
CL 105 Criminal Procedure	4 Credits
CL 106 Crime and Public Policy	4 Credits
CL 107 Criminal Law	4 Credits
CL 108 Criminological Theory	4 Credits
CL 109 Juvenile Delinquency	4 Credits
CL 111 Theories of Punishment	4 Credits
CL 112 Legal Sanctions and Social Control	4 Credits
CL 114 Criminal Justice Ethics	4 Credits
CL 115 Prisons, Punishment, and Corrections	4 Credits
CL 116 Race, Ethnicity, and Social Control	4 Credits
CL 120 Law and Inequality	4 Credits
CL 122 Constitutional Law	4 Credits
CL 123 Family Law	4 Credits
CL 139 Policy and Change	4 Credits
CL 174 Immigration and Crime	4 Credits

CL 180 Power, Constructions of Deviance   4 Credits

Criminology & Law Studies Elective Courses (32 Credits)

CL 102	Introduction to the Comparative Study of Legal Cultures	4 Credits
CL 104	Sociology of Law	4 Credits
CL 114	Miscarriages of Justice	4 Credits
CL 124	Mental Health and Justice System	4 Credits
CL 178	Critical Race Theory	4 Credits
CL 113	Gender and Social Control	4 Credits
CL 164	Social Control of Delinquency	4 Credits
CL 134	Victimless Crimes	4 Credits
CL 175	Psychology of the Law	4 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 104 Introduction to Philosophy   4 Credits
HA 105 Introduction to Ethics   4 Credits

Behavior and Social Science Course:
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 106 Critical Thinking   4 Credits
SB 109 Introduction to Economics   4 Credits
SB 110 Introduction to Personal Finance   4 Credits
SB 111 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 107 Biology   4 Credits

Associate of Arts in Criminology and Law Studies (A.A.C.L.)

Program Description

The major in Criminology and Law Studies is designed to provide students with an overview of the American legal system and an in-depth focus on the regulation of behavior, the problem of crime, and responses to crime within this system. Students explore these topics through multiple disciplinary perspectives, including anthropological, economic, historical, political, and sociological approaches to the study of law, behavior, and institutions of social control.

In addition to learning to apply social science techniques to analyzing social problems, students in this course of study will be especially well-prepared for careers in criminal justice and regulatory agencies, public policy organizations, and direct service provision to people involved with the legal system.

Learning Objectives/Outcomes

Students should know and comprehend:

1. The various types and sources of law
2. The role of various legal and societal institutions in promoting, creating, and reforming the law
3. The elements of major socio-legal theories
4. How crime is measured
5. The elements of major classical and contemporary theories of crime and criminality
6. The basic structure, organization, history, and processes of the American legal system
7. Major mechanisms of social control

Course Outlines (96 Credits)

Associate of Arts in Criminology & Law Studies: Core (48 Credits), Elective (12 Credits), General Ed. (36 Credits)

Criminology & Law Studies Core Courses (48 Credits)

CL 100 Fundamentals of Criminology, Law, and Society	4 Credits
CL 101 American Law	4 Credits
CL 103 US Legal Thought	4 Credits
CL 105 Criminal Procedure	4 Credits
CL 106 Crime and Public Policy	4 Credits

CL 108 Criminological Theory	4 Credits
CL 109 Juvenile Delinquency	4 Credits
CL 111 Theories of Punishment	4 Credits
CL 115 Prisons, Punishment, and Corrections	4 Credits
CL 120 Law and Inequality	4 Credits
CL 122 Constitutional Law	4 Credits
CL 123 Family Law	4 Credits

Criminology & Law Studies Elective Courses (12 Credits)

CL 112 Legal Sanctions and Social Control	4 Credits
CL 124 Mental Health and Justice System	4 Credits
CL 139 Police and Change	4 Credits
CL 127 Hate Crimes	4 Credits
CL 174 Immigration and Crime	4 Credits
CL 178 Critical Rate Theory	4 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 104 Introduction to Philosophy	4 Credits
HA 105 Introduction to Ethics	4 Credits

Behavior and Social Science Course:

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 106 Critical Thinking	4 Credits
SB 109 Introduction to Economics	4 Credits
SB 110 Introduction to Personal Finance	4 Credits
SB 111 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 107 Biology	4 Credits

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

Program Description

The IVY College 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 the English language, and then gradually progresses to a more advanced level. The curriculum covers basic conversational English, reading, writing, and more.

Specifically, IVY College'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 are necessary for the everyday situation and academic settings.
4. Communicative competence is necessary for general professional activities such as presentations, meetings, and consultations.

Program Overview

ESL students at IVY College build practical English skills for general, academic, or professional purposes. The program consists of three categories: a six-level core ESL program, an 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 the ESL program at IVY, students will receive a Certification of Completion that will include the name of the courses, and the hours of study.

E.S.L. Program Outline and Course Descriptions

Six-Level Core ESL

Course Level	Description of Level
EAP/ESP 010 *Literacy* (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.
EAP/ESP 020 *Beginning* (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.
EAP/ESP 030 *Low-Intermediate* (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.
EAP/ESP 040 *High-Intermediate* (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
EAP/ESP 050 *Low-Advanced* (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.
EAP/ESP 060 *High-Advanced* (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

EAP/ESP 070 **Proficiency** *(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.
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 the undergraduate program.
300 – 400: Advanced Courses for the juniors and seniors in the undergraduate program.

Course Category
- BA   Business Administration
- BI   Biblical Studies
- CE   Communication (General Education)
- CL   Criminology and Law Studies
- CY   Cybersecurity
- CS   Computer Science
- DS   Data Science
- 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
SB 106 Critical Thinking	4 Credits
SB 109 Introduction to Economics	4 Credits
SB 110 Introduction to Personal Finance	4 Credits
SB 111 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 an emphasis on the 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 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 essay 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 a better understanding of the historical consequences of 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 origins. This class will contextualize world religion 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 the 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 on accounting, financing, administrating, and marketing is introduced.

SB 101: Introduction to Law
This course gives a general overview of the 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 the U.S. government. Lectures teach the constitutional framework, federalism, and the three branches of government, including the bureaucracy, civil rights, political participation, and behavior.

SB 105: Introduction to International Relations
Analyzes the nature of international society and the forces affecting the behavior of states in their relations with one another.

SB 106: 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 learn 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. 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 basic statistical methods such as reasoning, sampling, and data analysis. Random variables and normal and binomial distributions will also be introduced. This course focuses on the 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, and determining reasonable solutions.

SM 104: Introduction to Health Science
This course is designed to assess career possibilities in the 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 an 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 the field of Christian Education in the local church. The study will focus on the theological roots of Christian education, the education principles, and practices, and the various types of educational settings 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 in 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 is 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 20th 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 evangelism designed to provide biblical reasons and foundations for evangelism, methods to lead the lost who have 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, and know the historical setting, major events, and church history in the first century AD.

NT 104: Synoptic Gospels
This course is designed to deal with 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 was 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 of 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 Judeo-Christian thought.

OT 202: Old Testament History
This course deals with a historical study of the national and religious life of the Hebrews and includes reading the source material in 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 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 the 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 the 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 governments in a market-oriented economy. It includes an 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, and the use 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 a single businessperson orientation.

BA 215: Principles of Accounting II (Prerequisite: BA 211)
Development of accounting theory and practice by 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 the use of probability, random sampling, confidence limits, and hypothesis tests. This course focuses on applications, situations, and examples of the real world, while SM 102 focuses more on the mathematical part of statistics.

BA 231: Business Communications
This course introduces the students to the basic concepts of communication, particularly in the business environment. The course emphasizes communication and writing skills in real-world business situations, so the students can 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 the 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 the 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 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 the industry concerning 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 study approaches developing and maintaining coherent group functioning within organizations and implementing planned organizational 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 the marketing manager'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: BA 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 the 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.

Cybersecurity Core and Elective Courses (4 credits for each course)

Core Courses

CS 101: Foundations of Computing
Survey of computer science topics. Features applied concepts of iteration, induction, and recursion; functions and relations; propositional logic and predicate logic; graph and tree data structures; Boolean and computer logic; finite state machines; and algorithmic problem-solving.

CS 102: Intro to Programming (Lec+Lab)
Introduction to program development using Python on Jupyter and Visual Studio Code. Topics cover a basic understanding of programming concepts and constructing numbers, strings, assignments, sequential vs. selective execution, nesting, loops, functions, arrays, and lists.

CS 103: Computer Science I (Lec+Lab) (Prerequisite: CS 102)
Covers algorithm and program development using a higher-level programming language. Use of control structures, class, and arrays. Objects are introduced.

CS 201: Computer Science II (Lec+Lab) (Prerequisite: CS 103)
Continuation of computer science I. Emphasis on object-oriented programming Topics include multi-dimensional arrays, searching and sorting algorithms, data abstraction, file operations including random access files, classes, and data collection and processing.

CS 202: Data Structures (Prerequisite: CS 201)
This course covers the design and implementation of data structures including arrays, stacks, queues, linked lists, binary trees, heaps, balanced trees, and graphs. Other topics include sorting, hashing, memory allocation, and garbage collection.

CS 301: Operating Systems (Prerequisite: CS 202)
In this course theoretical and implementation aspects of operating system design are presented from both developer and user perspectives. Parallelism or concurrency aspects are explained using the concepts of process management, synchronization, deadlocks, job, and process scheduling. Detailed techniques of real and virtual storage management are discussed for a variety of processing environments such as multiprogramming, multi-processing, etc.

CS 302: Artificial Intelligence (Prerequisite: CS 202)
This course will introduce the basic principles, techniques, and applications of Artificial Intelligence. The course also touches on more recent developments in natural language processing, visual processing, machine learning, robotics, and philosophical foundations.

CS 303: Database Administration (Prerequisite: CS 202)
This course covers the concepts and tools needed for the entire data science pipeline, from asking the right kinds of questions to making inferences and publishing results. Students will learn how to apply the skills to real-world problems.

CS 304: Software Engineering (Prerequisite: CS 202)
Explores issues in design, development, documentation, coding, and implementation of large software projects. The tools and techniques required for all stages are addressed. The functional requirements and decomposition of model problems are discussed. Validation, test, and maintenance of large software systems are also covered.

CS 305: Human-Computer Interaction (Prerequisite: CS 202)
This course provides an introduction to the field of human-computer interaction (HCI) that concentrates on the study of the interaction between humans (users) and computers. From this

course, students learn a body of knowledge and a practical set of well-known, tested, and necessary skills related to HCI.

CS 306: Database Administration (Prerequisite: CS 202)
This course focuses on the function of managing the operational aspects of database systems and maintaining them. Database administrators work to ensure that applications make the most efficient use of databases and that physical resources are used adequately and efficiently. This course will cover database management systems design philosophy and design considerations for satisfying both availability and integrity requirements.

CS 307: Advanced Object-Oriented Programming (Prerequisite: CS 202)
This is advanced programming that focuses on introducing an object-oriented programming language. Especially, it covers object-oriented principles such as classes, interfaces, inheritance, and polymorphism. Also, various programming concepts such as program structure, block, storage types, console and file I/O, functions, arrays, strings, pointers, call-by-reference, call-by-value, and dynamic memory allocation will be discussed.

CS 308: Database Systems Design (Prerequisite: CS 306)
This course covers database design, entity-relationship and relational model, relational algebra, query language SQL, storage and file structures, query processing, and database system architectures.

CS 309: Unix and System Programming (Prerequisite: CS 201)
This course focuses on introducing tolls for program development and efficient use of a workstation environment. Topics include UNIX commands, C programming, process/threads, inter-process communication, process scheduling, and Kernel compile.

CS 310: Computer Networks (Prerequisite: CS 202)
This course aims to provide data communication fundamentals and the principles governing computer communication networks. It provides an understanding of the components of networks, how they have connected as well as the basics of the design and implementation of network protocols. Several techniques and protocols concerning addressing, subnetting, routing, multicasting, and the interconnection of heterogeneous networks are discussed.

CS 401: Computer Architecture
This course will provide students with a solid understanding of fundamental architectural techniques including high-performance processors, pipelining, system aspects of computer memory and access control functions, input-output, and system organization.

CS 402: Theory of Computing (Prerequisite: CS 202)
Introduction to the theory of computing including Regular languages, finite automata, transition graphs, and Kleene's theorem. Finite automata with output. Context-free languages, derivation trees, normal form grammars, pumping lemma, pushdown automata, and Turing machines.

CS 403: Analysis of Algorithms (Prerequisite: CS 202)

Introduction to theoretical algorithm analysis, including the study of growth rates of functions, worst-case and average behavior, and divide and conquer. Topics will include graphs, strings, and dynamic programming. Prerequisite: Data Structure.

CS 404: Parallel and Distributed Computing (Prerequisite: CS 301)
This course covers the fundamental concepts of multithreaded, parallel, and distributed computing by emphasizing the practice and application of parallel systems, using real-world examples.

CS 405: Independent Study
This course provides an opportunity for students to get research experience in the analysis of selected problems or topics in computer science. The topic must be arranged with the instructor and approved by a department chair before registering.

Cybersecurity Major Courses (4 credits for each course)

CY 101: Computer Data Communication, Networking Protocols, and Management
This course covers topics closely related to the Computer Network Fundamentals, and more importantly, it will prepare the students for the CompTIA Network+ Certification. This course will enable the students to understand the TCP/IP protocols and their functions in addition to the lab sessions where they will have hands-on experience on how to create, review, update, and troubleshoot different network topologies, and secure the network infrastructure. The lab sessions will also learn the command line network administration tools, configuring and setting different network security tools. Moreover, they will be able to learn and apply the best network security policies and practices to support the business continuity plans.

CY 102: Ethics in Cybersecurity and Cyberlaw
This course offers an accessible introduction to the topic of cybersecurity ethics consisting of three parts. Part I introduces the field of ethics, philosophy, philosophy of science, ethical frameworks, and the notion of ethical hacking. Part II applies these frameworks to issues within the field of cybersecurity, including privacy rights, intellectual property and piracy, surveillance, and cyber-ethics about military affairs. Part III concludes by exploring current codes of ethics used in cybersecurity

CY 201: IT Systems Components Security
This course provides students with a basic understanding of an information technology system's core components and their roles in system operation. It also covers the high-level introduction of endpoint protection, storage devices, system architectures, alternative environments, network security components, intrusion detection and prevention systems, incident response, software security, and configuration management. It also focuses on vulnerability scanning, vulnerability windows, physical and environmental security concert he ns, Internet of Things, and cyber defense.

CY 202: Intro to Computer and Mobile Forensic
This course presents methods to properly conduct a computer forensics investigation beginning with a discussion of ethics, while mapping to the objectives of the International Association of

Computer Investigative Specialists (IACIS) certification. The provides an overview of digital investigations and data recovery with emphasis on data presentation techniques and chain-of-evidence procedures. Current computer forensics tools are presented along with controls required for digital evidence acquisition.

CY 203: Principles of cybersecurity and security management
This course covers the policies and practices adopted to prevent and monitor unauthorized access, misuse, modification, or denial of a computer network and network-accessible resources. It includes the topics related to Administering a Secure Network, understanding the basic and core concepts of information security, and identifying different types of cyber-attacks including, Malware and Social Engineering Attacks, Networking and Server Attacks.

CY 204: Introduction to Cryptography
This course is an introduction to modern cryptography describing the basic principles of cryptography and general cryptanalysis. It covers the concepts of symmetric encryption and authentication, as well as public key encryption, digital signatures, and key establishment. It also includes common examples and uses of cryptographic schemes, including the AES, RSA-OAEP, the Digital Signature Algorithm, and the basic Diffie-Hellman key establishment protocol.

CY 301: Network Security
This course provides a comprehensive overview of fundamental network security concepts, techniques, and issues such as types of cyber-attacks, attacker profiles, and hardware/software defense solutions. It includes fundamental principles and basic concepts of data communications and networking, and the various network components. It also enables students to build a comprehensive security strategy and differentiate between intrusion prevention and intrusion detection systems.

CY 302: Reverse Engineering and Malware Analysis
This course offers a systematic approach to reverse engineering with plenty of hands-on exercises and real-world examples. Students will use reverse engineering tools to thwart potential threats to stop hackers in their tracks. This course also covers the static and dynamic analysis of malware, Malware functionalities and Persistence, Code injections and hooking, and Malware Obfuscation Techniques. Students will learn how to hunt and detect malware using Memory forensics. This course also covers the static and dynamic analysis of malware, Malware functionalities and Persistence, Code injections and hooking, and Malware Obfuscation Techniques. Students will learn how to hunt and detect malware using Memory forensics.

CY 303: Cybersecurity Planning, Operation, and Incident Response Management
This course addresses the basic cybersecurity planning techniques, the different components of cybersecurity operations, and the purpose of incident response management systems. Moreover, it enables the students to learn the application of cybersecurity planning, the main properties of cybersecurity Operation, and how Incident management helps in resolving issues related to different cyber threats in the daily operation and administration of enterprise computer systems. It also describes ethical considerations, as per the (ISC)2 code of ethics guidelines and provides a clear understanding of the information security principles and how an SSCP candidate must be

able to apply them in all situations. Additional topics to be covered include privacy, least privilege, non-repudiation, and the separation of duties.

CY 304: Principles of cybersecurity and security management
This course covers the policies and practices adopted to prevent and monitor unauthorized access, misuse, modification, or denial of a computer network and network-accessible resources. It includes the topics related to Administering a Secure Network, understanding the basic and core concepts of information security, and identifying different types of cyber-attacks including, Malware and Social Engineering Attacks, Networking and Server Attacks.

CY 401: Advanced Cryptography
This course will cover advanced cryptographic concepts and practical hands-on activities. Cryptographic Boolean functions (bent functions and APN-functions (Almost Perfect Nonlinear Functions)), artificial intelligence and machine learning for cryptography, information entropy, symmetric cryptography, asymmetric/public-key cryptography, hash functions, and message authentication codes will be discussed.

CY 402: Secure Software Engineering
This course will enable students to identify and understand common software vulnerabilities and threats by exposing them to secure programming concepts, techniques, and preventative measures. Students will get some hands-on experience in the effective use of design patterns for secure code. This course is also designed to enable a student to take a proactive approach to software security. This course also provides expert perspectives and techniques to build security-compliant software by considering threats and vulnerabilities early in the development cycle. Additional topics to be covered include risk management and security testing.

CY 403: Mobile Device and Wireless Security
This course will cover the wireless network structure, data transmission methods, transport formats, and the security measures used to maintain the integrity, availability, authentication, and confidentiality of the information being transmitted. Concepts for both public and private wireless communication networks and mobile device management will be discussed.

CY 404: Cloud Computing Security
This course provides an overview of cloud computing essentials such as cloud computing models, services, the establishment of cybersecurity fundamentals, and data segregation security. It also covers and discusses cloud security and privacy, trust baselines, and the major components of cloud infrastructure. Moreover, it focuses on risk analysis by describing how to manage risk on the cloud, the role of risk management on cloud security, and securing cloud risk management processes. It finally discusses the best practices to secure critical infrastructure, including cloud-based access control policies, key management, and security architectures.

CY 405: Cybersecurity Capstone I
This course covers the first part of the Cybersecurity Capstone coursework. Students are expected to work with their project advisor (instructor) to come up with a cybersecurity project topic,

prepare a white paper of their project review, project plan, design, and presentation of prototype, and the direction and expectation of the remaining project work.

CY 406: Threat Intelligence and Cyber Defense
This course prepares students to be aware of network attack strategies and common countermeasures and prepares students to use various penetration testing tools to analyze networks for vulnerabilities. It also enables the students to exploit vulnerabilities and weaknesses in various systems and Knowledge of these vulnerabilities also helps students to understand how to counter these vulnerabilities and improve network security. This Course prepares the students to be certified ethical hackers and penetration testers.

CY 407: Cybersecurity Capstone I
This course covers the second and major part of the Cybersecurity Capstone course work and it is the continuation of Cybersecurity Capstone I. Students are expected to work with their project advisor (instructor) to complete the cybersecurity project by discussing their research results, achievement, challenges, limitations, and any other future work. They are expected to submit the final research paper.

Data Science Course

DS101: Statistics for Data Science
This course is designed to introduce students to the basic principles of statistical methods and procedures used for data analysis. Students will have practical knowledge of crucial topics in statistics including data gathering, summarizing data using descriptive statistics and probability distributions, expected values, and hypothesis testing.

DS102: Data Science Ethics
This course provides a framework to analyze these concerns as you examine the ethical and privacy implications of collecting and managing big data. Students gain a deeper understanding of the importance of a shared set of ethical values and will examine the need for voluntary disclosure when leveraging metadata to inform basic algorithms and/or complex artificial intelligence systems while also learning best practices for responsible data management, understanding the significance of the Fair Information Practices Principles Act and the laws concerning the "right to be forgotten."

DS103: Optimization for Decision Making
This course will introduce students to the basic principles of linear optimization for decision-making. Using practical examples, this course teaches how to convert a problem scenario into a mathematical model that can be solved to get the best outcome. Students will learn to identify decision variables, objective function, and constraints of a problem, and use them to formulate and solve an optimization problem using Excel and python. Its prerequisite is the intro to programming.

CS104: Numerical Methods

This course covers the most important numerical methods for data science and engineering. This course focuses on basic algorithms in root finding, matrix algebra, integration and interpolation, and ordinary, and partial differential equations. Students learn how to use R and Python to solve numerical problems.

DS201: Relational Database systems
The topics of this course will include all the steps to design, test, and implement analytical, transactional, or NoSQL database systems according to business requirements by programming reliable, scalable, and maintainable applications and resources using SQL and Hadoop ecosystem. This course will use MySQL on Workbench.

DS202: Data Warehousing
This course will cover the core concepts of data warehousing. Students will learn about the primary components of data warehousing and the common data warehousing architectures -- data modeling, database design, database access data warehouse planning, design, implementation, and administration.

DS301: Digital Image Processing
This course introduces to basic concepts, methodologies, and algorithms of digital image processing focusing on the following two major problems concerned with digital images: (1) image enhancement and restoration for easier interpretation of images, and (2) image analysis and object recognition. Some advanced image processing techniques such as computer vision systems, biomedical image analysis, and multimedia processing & retrieval using OpenCV will be discussed.

DS303: Data Engineering
This course will provide a range of tools and databases to design, deploy, and manage structured and unstructured data. Students will use python programming, Linux shell scripts, and Relational Database to extract, transform and load structured and unstructured data, and hands-on experiences with big data engines like Hadoop and Spark.

DS303: Deep Learning
The topic of this course includes neural network architectures such as Convolutional Neural Networks, Recurrent Neural Networks, LSTMs, Transformers, and learn how to make them better with strategies such as Dropout, BatchNorm, Xavier/He initialization, and more. Students will learn master theoretical concepts and their industry applications using Python and TensorFlow and tackle real-world cases such as speech recognition, music synthesis, chatbots, machine translation, natural language processing, and more.

DS401: Data Visualization and Analytics
This course will focus on how to leverage a software tool to visualize data and enable students to extract information, better understand the data, and make more effective decisions. Students will use several data visualization libraries in Python, namely Matplotlib, Seaborn, and Folium and analyze unstructured data (textual comments) for sentiments expressed in them and structured data using methods involving correlation, regression, and classification to derive insights.

DS402: Reinforcement Learning
Students will learn how Reinforcement Learning (RL) solutions help solve real-world problems through trial-and-error interaction by implementing a complete RL solution from beginning to end. Also, students will understand advanced machine learning -- machine consciousness and attention networks and apply machine learning techniques and ideas to real-world problems.

DS403: Natural Language Processing
This course uses algorithms to understand and manipulate human languages (NLP). It is one of the most broadly applied areas of machine learning. Students will learn NLP applications such as performing question/answering and sentiment analysis, translating languages and summarizing text, and even building chatbots.

DS404: Time-Serie Data Prediction
In this course, students will learn how to build time series models with deep learning libraries. Students will first implement best practices to prepare time series data and explore how advanced machine learning techniques can be used for prediction and apply everything students have learned throughout this course.

DS405: Data Science for Fintech
This course combines both python coding and statistical concepts and applies to analyzing financial data such as stock (futures, options) market data and data for company valuation. Students will learn to pre-process and visualize financial data using Python and automatic algorithm trading based on decision models.

DS406: Clinical Data Science
This course provides students with hands-on experience in the use of electronic health records and informatics tools to perform clinical data science. This course is designed to augment students' existing skills in statistics and programming to provide examples of specific challenges, tools, and appropriate interpretations of clinical data.

DS407: Data Science Capstone I
This course covers the first part of the Data Science Capstone coursework. Students are expected to work with their project advisor (instructor) to come up with a data science project topic, prepare a white paper of their project review, project plan, design, and presentation of prototype, and the direction and expectation of the remaining project work.

DS408: Data Science Capstone II
This course covers the second and major part of the Data Science Capstone course work and it is the continuation of Data Science Capstone I. Students are expected to work with their project advisor (instructor) to complete the data science project by discussing their research results, achievement, challenges, limitations, and any other future work. They are expected to submit the final research paper.

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 a 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.

IVY COLLEGE Credit Hour Policy

Following the Carnegie and IVY COLLEGE Credit Hour Policy, to meet the identified course learning outcomes of this course, the expectations are that this 4-unit course, delivered over a 10-week term will approximately 4 hours/week of classroom or direct faculty instruction. In addition, out-out-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-l visas are required to take a 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: IVY College 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 student 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

A 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 an 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 are 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
4th and beyond	60%	2.0

Program: English as a Second Language Certificate Program

Quarter(s)	Minimum Percentage of Cumulative Clock Hours Completed that were attempted	Minimum CGPA
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 to 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 on 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 or injury to the student, or other extraordinary situations. The student's appeal must be received within 10 days from the notice 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 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 graded assignment (including Withdrawal and Incomplete Grades)

Grade Assignment	Description	Included as Credits Attempted	Included as Credits Earned	Included in CGPA
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, and 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 a 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, requests 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's 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 the first 3 days at 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 10th 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 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 the students explain the 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 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 F1 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 F1 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

IVY College is a private, postsecondary proprietary school incorporated in the State of Virginia.

IVY College also has an 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.

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

Reservation of Rights to modify curriculum, fees, and policies

Upon approval by the State Council of Higher Education for Virginia (SCHEV), IVY College reserves the right to change the required number of course credits/hours necessary to graduate. IVY 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 of 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 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 College, and they are elaborated as follows:

The faculty, staff, and students at IVY College are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of the 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 at IVY College are entitled to freedom in the classroom to discuss their subjects but should exercise this freedom in a responsible manner.

The faculty, staff, and the students at IVY College 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 IVY College. Any faculty member and student who believes that his/her rights have been abridged or ignored by an administrative officer or employees of IVY 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 day of each quarter.

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

After five years the IVY College will maintain only the following: (1) the application for admission; (2) the academic records, including a listing of courses attempted, credits, grades, and 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 IVY College community are entitled to the following privileges:

Freedom from harassment
All members of the IVY College community may pursue their educational opportunities free from harassment, including physical abuse, threats, or intimidation. IVY College 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

IVY College 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 IVY College 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 IVY College 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 IVY College 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 IVY College 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, report to the proper authorities any non-academic conduct that violates the privileges of others. "Necessary" in this instance includes situations that 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 the 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 an "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 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 College that the learning environment is free of addictive substances. Specifically, all members of the college community, which includes the administration, faculty, 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 the 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 because 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 a 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 with 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, and the scope of information to be provided under this section shall be: (I) 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 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 considered 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, are 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-IVY College 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

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

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 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 for 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

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

Student Advising

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

Orientation

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

Student Fellowship

Every student enrolled in the IVY 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 IVY College 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 College campus is located at 1980 Gallows Road, Vienna, VA 22182. The classrooms, offices, computer laboratory, auditorium, and library are housed in a modern building of approximately 13,000 square feet. The IVY College is close to the Washington DC, Fairfax, and 495 freeways, for 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 the fire alarm
   c. Follow exit route procedures for your location. Make sure to feel a door before opening it. 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 the 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

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 IVY College 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 cataloging. A Library Policy Handbook will be available on the library web pages and at orientation.
Library hours: Mon-Sat: 9 am to 5 pm 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 a 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" on 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://IVY College.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 hosts eBook Collection Database
B. Emerald insight
    Students have access to books and journals for all different subjects such as Accounting, Business Management, Marketing, Economics, 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 and 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 the 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 the 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 on 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 source 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. A 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 the 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 create 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 on 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 College strives to help every student

receive the education he/she desires in the love of Our Lord Christ for the Kingdom of God and His glory.

The IVY College 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 contributions from students, alumni, friends, and churches.

TUITION AND FEES

Initial fees (Non-Refundable)	
Application fee	$100

Tuition	
Degree Programs*	$125 per Credit
ESL Program*	$1,100 per Quarter

Other Fees	
Registration per Quarter	$50
Late Registration Fee (one-time fee)	$200
Course Audit per Quarter	$50
Official Transcript	$20
Commencement Ceremony Fee	$100
Cap and Gown Rental Fee	$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 students 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 the 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 card.

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. An email notice is applicable.

An enrollee may cancel an 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 the 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 leads to taxes and managing costs increasing, rather than decreasing, 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 IVY College.

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 the date of the 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 IVY College 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 IVY College 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 College offers scholarships to students in degree programs. These aids are granted to students on the basis of need or merit-based 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 to up to five (5) students per quarter and is no more than one-half of the quarterly tuition. An 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 for an Evangelical Scholarship.

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

Applicants submit 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 IVY College alumni, or a student referred by IVY College alumni.

Applicants submit a proof of family relationship with an IVY College alumnus, a reference letter from the IVY College 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

IVY College 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 IVY College 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

Ivy Christian College Organizational Chart
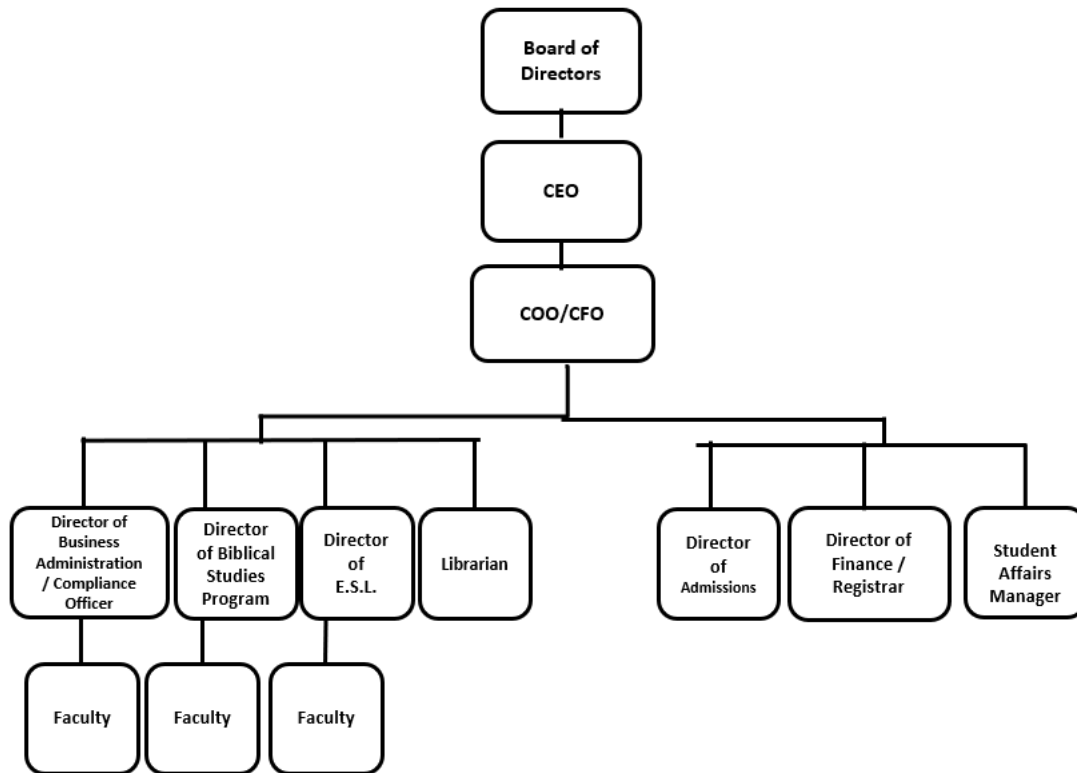
Board of Directors

Title	Name
Member	Jane Kim
Member	Byung Yun Kim
Member	Kang Kun Lee
Member	Cindy Choi
Member	Chang Hee Kim

Senior Administrators

Title	Name

President	Byung Yun Kim Bachelor of Science, Carnegie Mellow University
Chief Operating Officer & Chief Financial Officer	John Yoo MBA, Columbia University

Administrative Staff

Title	Name
Director of Admissions	Nicoleta Ardelean
Director of Business Administration Program & Criminology and Law Studies Compliance Officer	Charlie Chi JD, MBA
Director of Computer Science	Junwhan Kim Ph.D. in Computer Science
Director of Biblical Studies	Solomon Lee
Director of Finance and Registrar	Yoomin Kim Bachelor of Science, Pratt Institute
Director of ESL program	Byung Kim
Student Affairs Manager	Yejin Shim
Librarian	Steven Krompf Master of Library Science, Syracuse University Bachelor of Arts, Queens College

IVY College Faculty

The faculty of the IVY 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

Computer Science – Data Science/ Cybersecurity

Dr. Junwhan Kim
Ph.D. in Electrical and Computer Science, Virginia Tech
M.S. in Computer Science, Texas A&M University
B.S. in Computer Science, Dankook Univeristy, Korea

Dr. Thapaliya Rajan
Ph.D. in Data Science, Northcentral University
Master in Data Science, Northcentral University
B.S. in Health Science, Southern New Hampshire Univ.

Dr. Ammar Kamel
Ph.D. in Computer Science, Western Michigan University
MSc in Computer Science, Western Michigan University
MSc in Computer Science, School for Information Technology (KASIT), Jordan

Daniel Yoo

M.S. in Quantitative Finance, Fordham University
Sep-2011to Aug -2012

M.S. in Statistics, American University,
Dec-2004to Dec -2007

M.S. in Economics, American University,
Sep-2002to Dec -2004

Criminology and Law Studies

Dr. Charlie Chi
J.D., Western State University
MBA, Howard Taft University
BS, University of Southern California

Dr. Carlos Urquilla-Diaz
J.D., University of Kansas
M.S. in Human Resource & Administration, Central Michigan University

Dr. Steven Stoddard
Doctorate in Strategic Leadership, Liberty University
M.S. in Criminal Justice, Troy University
B.S. in CJ & Psychology, Troy University

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, the 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 an 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 to be 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 are:

<div align="center">

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202-4605

</div>

Distance Education Policy

IVY College offers Distance Education courses only for lecture-based classes. All labs will be conducted on campus; all students must physically attend all on-campus labs.

Are You Ready for a Distance Education Course?

Distance Education courses require self-discipline, motivation, and the ability to work independently. We have created a short self-assessment that will help you determine if you will be successful in a Distance Education course. You can take a Self-Evaluation Test (Appendix A) to see your readiness for the online learning environment.

Required Orientation for Distance Education Courses
The on-campus or online orientation is required for all distance education courses. It is the responsibility of the student to attend one of the sessions for each enrolled distance education course. Students who have not attended an orientation session or contacted their instructor will be dropped from the course by their instructor.

LMS (Learning Management System)

To provide the same academic quality as the traditional face-to-face version of the courses, we use Zoom Virtual Classroom Learning Management System. All of our online courses will be synchronous.
Zoom Virtual Classroom LMS is a synchronous eLearning video conferencing tool that brings students and instructors a face-to- face contact together in real time. This tool gives students and instructors the opportunity to communicate, collaborate and learn from wherever they are.
Features of the Zoom Virtual Classroom LMS are as follows:
- Instant HD video conferencing
  Synchronous Learning – In a synchronous online classroom environment, many of the learning activities and expectations are identical to those found in a traditional classroom.
- Interactive participation of students in class sessions
  This learning environment offers meaningful interactions similar to that of face-to-face settings. Lectures, discussions, and lesson presentations occur at a specific point in time with the expectation that all students will be present and available to participate. The synchronous learning environment supports learning and teaching by offering students and instructors with multiple ways of interacting, sharing, and the ability to collaborate and ask questions in real-time through synchronous learning technologies.
- Recording the online classes for review

- Performance analytics of students

- Notification (reminders for upcoming events by scheduling notifications through emails and calendar sync.)

- Chat

  The chat function allows participants to have a real-time synchronous discussion during a course, facilitating Faculty–Student as well as Student-Student interactions and communication.

To supplement the effective online program, we also use Populi Learning Management System and Populi Administration Management System.

Populi Administration and Management System offer the following functions:
- Admissions Management
- Academic Reporting
- Bookstore Management
- Enrollment Management
- Faculty/ Staff Management
- Library Management
- Student Information/ Records
- Student Portal

Populi Learning Management System offers the following features:
- Learning Resources – Displays of electronic course content, including PowerPoint files, Flash, Video, sounds, etc. will be available.
- Different types of Group Forums (e.g., for students only, teachers only)
- Automatic Grading of Assignments
  - Automatically graded assignments may constitute: Short Answers, Multiple Choice, True-False questions, Matching questions, Random questions, Embedded answer questions, embedded descriptive, text, and graphics
- Assignments

  - Teacher feedback- An active report may be generated for each student. Feedback is provided to the student on their results as compared to the class average.
  - Chat Mode – Synchronous text interaction
  - Course News – Consists of a Discussion Forum
- Assessment: built-in surveys for analyzing online classes including graphs and polls.
- Course evaluation by students
- Attendance Tracking

Hardware Requirement

These requirements refer specifically to your computer hardware. Remember, it is okay if you satisfy or exceed the "Recommended" settings. "Minimum requirements" are meant for basic use of Moodle. If you require any additional plug-in software applications, always check with the appropriate vendors as the "minimum requirements" may change.

You should also check with your instructor for any other hardware/software requirements specific to your course. Remember, always be prepared for your online class before it begins for the best learning experience!

Minimum System Requirements: Windows
Operating System – Windows XP SP 2 Home or Professional Processor – 1 GHz
RAM – 256 MB
Free Hard Disk Space – 100 MB

Minimum System Requirements: Macintosh
Operating System – OS X (10.2)
Processor – G3 800 MHz
RAM – 256 MB
Free Hard Disk Space – 100 MB

Recommended System Requirements: Windows
Operating System Windows XP SP 2 (Home or Pro) or Windows Vista
Processor 2 GHz or higher
RAM 768 MB or more
Free Hard Disk Space – 500 MB or greater
Recommended System Requirements – Macintosh
Operating System OS X (10.4) or OS X (10.5)
Processor G4 1.25 GHz or higher
RAM 768 MB or more
Free Hard Disk Space – 500 MB or greater

Computer Skills Requirement

Students are required to have the computer operation skills as listed:

- Start up and shut down your computer system and peripherals
- Identify and use icons, windows, and menus
- Download and install helper applications such as Real Media players, etc.
- The point, click, double-click, and click and drag with a mouse
- Use pull-down menus
- Select, open, move and close a window
- Scroll up/down and left/right
- Start an application and create a document
- Name, save, retrieve and revise a document
- Name a document
- Save a document using the save and save as command
- Use printing options
- Cut and paste between applications
- Use and correctly size graphics for use on the Internet (including PowerPoint files uploaded to the Internet)

Students are required to have the basic internet skills as listed:

- Connect to the Internet through an Internet Service Provider
- Access and use resources on the Worldwide Web Use browser software and set appropriate Options for Popups, Cookie access, etc.
- Navigate to a specific Web site
- Navigate to a search engine site and perform a specific search using Boolean techniques
- Complete and submit online forms
- Utilize email effectively
- Send, open, reply to and forward messages
- Send, open, and save attachments
- Use signatures
- Utilize search engines
- finding websites
- online research
- Participate in online discussions and forums

Interaction Between Students and Faculty

At IVY College online courses, interactions can occur in three ways:

- Students interacting with course content
- Students interacting with one another
- Students interact with the instructor.

Interacting with course content

Our Zoom Virtual Classroom LMS and Populi LMS include the following functionality to enhance interactions between students and faculty as well as those between students:

a. Zoom Virtual Classroom LMS is a synchronous eLearning video conferencing tool that brings students and instructors face-to-face contact together in real-time. This tool gives students and instructors the opportunity to communicate, collaborate and learn from wherever they are.

b. Recorded video lectures are available for students to view lectures at their own pace and as many times as they need.

c. Discussion Board

- Synchronous Discussion during the live lecture
- Asynchronous Discussion – using Blogs, Email, and the Course Discussion Board

d. Chat Function

- The chat function allows participants to have a real-time synchronous discussion during a course, facilitating Faculty–Student as well as Student-Student interactions and communication.

e. Synchronous individual consulting with faculty and support staff using our web-conferencing tools.

Interaction with One Another

Student to student interactions will be developed in the following ways:

- The first week of an online class will be accompanied by an icebreaker activity that is meant to establish individual presence, open the lines of communication between and amongst students, and allow students an opportunity to practice using tools within the learning management system. It is during this first exercise/icebreaker activity when faculty will help students build a learning community in which they feel accepted and supported.
- A variety of communication options will be offered to students: email, discussion forums, chat, web-conferencing, and telephone are examples.
- Students will be engaged through collaborative learning assignments. In the case of classes with larger enrollments, they will be divided into small online groups where they will:
  - Give and receive feedback on individual papers
  - Locate, share, and critique resources and report group findings to the entire class
  - Work through a case study online
  - Debate a topic
  - Creation of a "Help or Assistance" discussion forum and encourage students to post questions or problems for their classmates to answer. This allows students to help one another.

Creation of a social forum for students to use for discussions not directly related to the assigned course discussion. We will make it a place where casual conversation and sharing can occur.

Interaction with the Instructor

Many of the techniques used to engage students with the content as well as one another will ultimately lead to communication with the instructor.

Instructors will make time to periodically communicate with students on an individual basis via

Zoom, Google Meet, web-conferencing, and email. Some exchanges with students may also take place via telephone. Instructors will use Populi to post their contact information so students may have access to it anytime they need it.

Faculty will be explicit in how they expect students to communicate with them and state how and when they will communicate with students.

Instructors' Feedback for Students

Feedback that will be offered through the online courses include:

- Clear direct feedback to each student, periodically using email or in comments attached to digital assignments links on Populi.

- Informing students of the method(s) to be used for providing individualized feedback and stating how often they can expect to hear from the instructor.

- Tracking student progress weekly to identify and assist at-risk students promptly.

- Using the grade book in Populi to record student progress. Encourage students to refer to the grade book to track their own progress.

- When possible, return exams, papers, and assignments within one week of submission.

Instructors will also respond to students' discussion board postings in a timely manner. While not necessary to respond to every single posting, the instructor will acknowledge when students have posted exemplary work, are headed in the wrong direction, or are having an interesting discussion about the course content. Acknowledging students' posts will demonstrate teaching presence.

Instructors will also create assignment links in Populi so that students can confirm successful submission of their assignments and easily receive files and comments from the instructor. Assignment links are meant to improve efficiency by reducing email messages from students and providing persistent links to student work and instructor feedback.

When practical, upon submission of assignments via email, the instructor will reply to each student confirming receipt of the assignment. When possible, instructors will also let students know when they can expect to receive a grade on the assignment. This is meant to reduce student anxiety about whether or not their work has been received and creates a realistic timeframe for when students can expect to receive a grade and formal feedback.

Office Hours

Online office hours are offered using Zoom, Google Meet, web-based conferencing tools, or a live chat function. If a physical meeting is necessary, faculty can make an arrangement with students for the meeting.

Student's Feed for Instructor

With regard to student feedback for instructors, each course will have a forum in Populi where students can post questions for the instructor related to course materials, content, or assignments. These questions should pinpoint problem areas and identify where further explanation may be necessary.

The survey / poll features in Populi will be used to conduct periodic anonymous surveys of students so that continuous improvements can be made to the course for the coming weeks and future terms of instruction.

Academic Calendar 2022-2023

This Catalog is issued to supply information and is subject to edits and revisions at any time. The IVY College 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.

2022

Winter Quarter	
First day of class	*Jan 3, 2022*
Last day of class	*Mar 11, 2022*
Registration	Nov 22 – Dec 10, 2021
Last day to pay tuition	Dec 10, 2021
New student Orientation	Dec 29, 2021
Martin Luther King, Jr. Day (Holiday)	Jan 17
Presidents' Day	Feb 21
Winter Recess	Mar 14 – Apr 1

Spring Quarter	
First day of class	*Apr 4, 2022*
Last day of class	*Jun 10, 2022*
Registration	Feb 21 – Mar 11
Last day to pay tuition	Mar 11
New student Orientation	Mar 30
Memorial Day (Holiday)	May 30
Spring Recess	Jun 13 – Jul 1

Summer Quarter	
First day of class	*Jul 5, 2022*
Last day of class	*Sept 9, 2022*
Registration	May 23 – Jun 10
Last day to pay tuition	Jun 10
New student Orientation	Jun 29
Independence Day (Holiday)	Jul 4
Labor Day (Holiday)	Sept 5
Summer Recess	Sept 12 – Sept 30

Fall Quarter	
First day of class	*Oct 3, 2022*
Last day of class	*Dec 9, 2022*
Registration	Aug 22 – Sept 9
Last day to pay tuition	Sept 9
New student Orientation	Sept 28
Columbus Day (Holiday)	Oct 10
Thanksgiving Day (Holiday)	Nov 24
Fall Recess	Dec 12 – Dec 30

2023

Winter Quarter	
First day of class	*Jan 2, 2023*
Last day of class	*Mar 10, 2023*
Registration	Nov 21 – Dec 9, 2022
Last day to pay tuition	Dec 9, 2022
New student Orientation	Dec 28, 2022
Martin Luther King, Jr. Day (Holiday)	Jan 16
Presidents' Day	Feb 20
Winter Recess	Mar 13 – Mar 31

Spring Quarter	
First day of class	*Apr 3, 2023*
Last day of class	*Jun 9, 2023*
Registration	Feb 21 – Mar 10
Last day to pay tuition	Mar 10
New student Orientation	Mar 29
Memorial Day (Holiday)	May 29
Spring Recess	Jun 12 – Jun 30

Summer Quarter	
First day of class	*Jul 3, 2023*
Last day of class	*Sept 8, 2023*
Registration	May 22 – Jun 9
Last day to pay tuition	Jun 9
New student Orientation	Jun 28
Independence Day (Holiday)	Jul 4
Labor Day (Holiday)	Sept 4
Summer Recess	Sept 11 – Sept 29

Fall Quarter	
First day of class	*Oct 2, 2023*
Last day of class	*Dec 8, 2023*
Registration	Aug 21 – Sept 8
Last day to pay tuition	Sept 8
New student Orientation	Sept 27
Columbus Day (Holiday)	Oct 9
Thanksgiving Day (Holiday)	Nov 23
Fall Recess	Dec 11 – Dec 29