

# **Consumer Information**

## **Guide to Student Consumer Information**

In accordance with federal regulations set forth by the Higher Education Act of 1965, this guide contains a brief description of important information about Reformed University, financial assistance, athletic participation, graduation rates, campus security, study abroad, student rights and responsibilities and the Family Educational Rights and Privacy Act (FERPA). Specific information about programs and services is available from the University departments. The guide is available on line or by requesting a paper copy from the Financial Aid Office.

## **ACCREDITATION, APPROVAL AND LICENSURE**

Reformed University is a member of the Transnational Association of Christian Colleges and Schools (TRACS), having been awarded Accredited Status as a Category III institution by the TRACS Accreditation Commission on November 1, 2016. This status is effective for a period of up to five years and is subject to renewal in 2021. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Transnational Association of Christian Colleges and Schools

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<http://www.tracs.org/>

[info@tracs.org](mailto:info@tracs.org)

Reformed University is authorized to operate in the state of Georgia by the Georgia Nonpublic Postsecondary Education Commission (GNPEC). This authorization must be renewed annually.

Georgia Nonpublic Postsecondary Education Commission

2082 East Exchange Place, Suite 220

Tucker, Georgia 30084-5305

770-414-3300

# **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent 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:
  - 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.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

In order to comply with federal regulations, the Reformed University has adopted institutional policies and procedures to be followed with regard to disclosure of information from the education records of current and former students. The student record policy of Reformed University conforms to the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380). Education records are in the custody of the Registrar. A student's Reformed University academic transcript is permanently maintained. Other documents are retained pursuant to administrative policies.

Copies of the student's official Reformed University transcript are released only on the written request of the student, and only after all obligations to the university, financial and otherwise, have been fulfilled. Transcripts received from other schools are the property of the university and are not copied or released.

Grades cannot be released to parents or guardians without written permission from the student. The university does not permit access to or the release of education records without the written consent of the student except when required. Students are encouraged to review the policy and understand what is considered directory information as defined at Reformed University.

Students not wanting their directory information released may file a Directory Restriction form in the Registrar's Office. The Directory Restriction form restricts all information on a student. For example, the university, if contacted, cannot acknowledge whether or not a student is enrolled nor can it include the student in Dean's List notifications or on graduation lists. Students may revoke the restriction at any time by submitting a written request to the Registrar's Office.

Students wishing to release non-directory information to parents or other specified individuals may file a FERPA Release Form indicating what information may be released and to whom. Students must sign the form in the presence of a Reformed University staff member or, if mailing it in, have the form notarized. Forms will not be accepted if they:

1. Are not filled out completely
2. Are not notarized if signed outside the presence of a Reformed University staff member

# ADMISSIONS

When all required information and fees have been received by the Office of Admissions, the application will be reviewed by the Admissions Committee. The Admissions Committee will notify the applicant of its decision within 10 business days. An approved student application to Reformed University is valid for the duration of the student's time at the university.

**All Applicants** must submit the following information and agreements at the time of application for admission without any exceptions:

- a) Enrollment Agreement, signed and dated
- b) Student Disclosure Agreement, signed and dated
- c) Statement of Faith, signed and dated

**Undergraduate Degree Program Applicants** must submit the following:

- a) An application form completed in full for the program for which you seek admission;
- b) Enrollment Agreement
- c) Non-refundable application fee
- d) Proof of high school graduation or equivalency is required (i.e. a certified copy of high school diploma, transcript or GED certificate)

**Graduate Degree Program Applicants** must already possess a bachelor's degree (or its equivalent) from an accredited institution and must submit the following:

- a) An application form completed in full for the program for which you seek admission
- b) Enrollment Agreement
- c) Non-refundable application fee
- d) Official transcripts mailed directly to Reformed University of all college, university, or seminary records, showing all courses pursued, grades received, and degree(s) earned

## **International Student Applicants**

For an international student to be able to study in the U.S., there is a well-defined procedure that must be followed. It includes following several required steps, such as taking tests, applying for admission, securing an I-20, getting an F-1 visa, and then doing the actual studies in the US. Since March 2017, Reformed University has been approved and certified by the United States Immigration and Customs Enforcement to issue I-20s to qualifying international students who are admitted to study at Reformed University.

**Applicants must submit the following documents to the admissions department in addition to the documents required for all applicants:**

- a) Application form for international applicants
- b) Non-refundable application fee
- c) F-1 Student Proof of Financial Support
- d) F-1 Student Agreement
- e) Copy of passport and current visa
- f) Copy of high school diploma, GED certificate and/or accredited institution transcripts with certified English translation
- g) TOEFL iBT score of 60 or any equivalency to show the English proficiency (i.e., ESL certificate)
- h) Transfer Clearance Form (for Transfer-In students only)
- i) International Student Immunization Records form
- j) International Student Health Insurance Waiver form
- k) Financial Statement with Affidavit of Support (\$22,000/\$25,000)

Please consult the Appendix to the Reformed University Catalog or speak to the International Student Advisor for complete information on international student admission. For all other information regarding International Students, please consult the Student Handbook.

### **English Language Proficiency Requirements**

Incoming initial-entry students (those who are not currently in the U.S.) to the Bachelor of Arts in Business Administration (BABA) program must possess a Test of English as a Foreign Language Internet-based Test (TOEFL iBT) score of at least 60 or have completed a nationally or regionally accredited English Language program in the U.S. in order to enroll at Reformed University. Applicants who do not have the required TOEFL score will be required to take the English Placement Test on campus. Reformed University does not currently offer English as a Second Language (ESL) classes. Students who have earned a high school or college degree from within the United States or completed at least a year of credit-bearing academic study at an accredited U.S. university are considered to have met English Language Proficiency requirements. Contact the International Student Advisor with questions regarding the English proficiency test requirements.

Regarding the admission policy and procedure, please see the below website:

[How to Apply](#)

## FINANCIAL AID

The Financial Aid Office administers federal and University financial assistance programs. Our office awards financial assistance for Undergraduate and Graduate students. We communicate with our students through the Populi student system and University email accounts.

### Financial Aid Admission - FAFSA Applicants

For a financial aid process, a student needs to begin the financial aid process.

1. Go online to [www.fafsa.gov](http://www.fafsa.gov), complete and submit the FAFSA application.  
**Reformed University's FSA school code: # 04256700**
2. After completing FAFSA online, you must do an interview at Reformed University  
[www.reformeduniversity.vfao.com](http://www.reformeduniversity.vfao.com)
3. Once your interview is complete, the financial aid office will confirm your registration by email.

**Please note: Applying for Financial Aid is not applying to the University. You must complete an Admissions application to be admitted to Reformed University.**

4. If you are applying for Federal Direct Loans, you must go online to [www.studentloans.gov](http://www.studentloans.gov) by using the same FSA (FAFSA) login information to access it.  
\*You must complete Entrance Counseling, sign the Master Promissory Note, and submit the confirmation page to the Office of Financial Aid. Must sign the
5. If you have any questions, please contact Mr. Eric Weems, Director of Financial Aid at [eric.weems@runiv.edu](mailto:eric.weems@runiv.edu).

## COST OF ATTENDANCE

Cost of attendance may vary based on your program of study and fees for that program. Annual increases are often necessary to provide the highest quality instruction, facilities, programs and services, and the University strives to keep those increases reasonable.

The total of your student financial assistance cannot exceed the cost of attendance.

[Apply for financial aid](#)

There are two types of expenses that make up the cost of attendance:

### Direct Expenses

These are costs that you pay directly to Reformed University through the Bursar's Office: tuition and fees.

### Indirect Expenses

These are expenses that are not billed by Reformed University but are included in the Cost of Attendance to help you plan your budget. Books, supplies, transportation and personal and living expenses are in this category.

### 2022-23 Cost of Attendance

Costs for an upcoming school year are determined and approved by our Board of Trustees in March, prior to the start of the school year. All costs for an upcoming school year are estimates and subject to change prior to this approval.

## FEDERAL PELL GRANT RECIPIENTS

Below is the categories of gender and ethnicity of enrolled full-time Federal Pell Grant recipient:

### Pell Grant Recipients

2018-2019

	<u>Male</u>	<u>Female</u>	<u>Total</u>
White	0	0	0
Black	0	0	0
Hispanic	0	0	0

Asian	1	7	8
Pacific Islander	0	0	0
American Indian	0	0	0
Multi-Racial	0	0	0
Non-Resident Alien	0	0	0
Race Not Reported	0	0	0
<b>Total</b>	<b>1</b>	<b>7</b>	<b>8</b>

**SATISFACTORY ACADEMIC PROGRESS (SAP)**

Reformed University (RU) evaluates students for compliance with the [Satisfactory Academic Progress \(SAP\) policy](#) for financial aid eligibility at the end of each academic year. Those students who do not meet the SAP standard will be placed on Financial Aid Suspension and will no longer be eligible to receive financial aid. Students who lose their financial aid eligibility may submit an appeal to the Office of Financial Aid (OFA) for reinstatement of financial aid.

**NET PRICE CALCULATOR (NPC)**

The Net Price Calculator provides an estimate of typical expenses and financial aid to attend the Reformed University. The estimates may be used to help students determine “net cost”—likely

out-of-pocket expenses to attend the Reformed University. For additional information contact the Office of Student Financial Aid, office 210; phone (312) 315-7429; or email : [eric.weems@runiv.edu](mailto:eric.weems@runiv.edu)

Regarding net price calculator, please visit [Net Price Calculator](#).

## VOTER REGISTRATION

**Applications for voter registration for Georgia residents are available at the Information Desk, office 205 phone (770) 232- 2717. Detailed voter information is also located at the Secretary of State web site <http://sos.ga.gov/index.php/elections>. Nonresident students may find voter information about their specific states through the U.S. Election Assistance Commission at <https://www.eac.gov/>.**

## CONSTITUTION DAY

Constitution Day (or Citizenship Day) is an American federal observance that recognizes the adoption of the United States Constitution and those who have become U.S. citizens. It is observed annually on Sept. 17, the day the U.S. Constitutional Convention signed the Constitution in 1787.

The law establishing the present holiday was created in 2004 with the passage of an amendment by Senator Robert Byrd to the Omnibus spending bill of 2004. Before this law was enacted, the holiday was known as “Citizenship Day”. In addition to renaming the holiday “Constitution Day and Citizenship Day,” the Act mandates that all publicly funded educational institutions provide educational programming on the history of the American Constitution on that day. In May 2005, the United States Department of Education announced the enactment of this law and that it would apply to any school receiving federal funds of any kind.

When Constitution Day falls on a weekend or another holiday, schools and other institutions observe the holiday on an adjacent weekday. This was the case in 2005 and 2011, when Constitution Day was generally observed on Friday, Sept. 16 and 2006 when the holiday was observed on Monday, Sept. 18.

Universities and colleges nationwide have created “U.S. Constitution and Citizenship Weeks” in order to meet the requirements of the law. Constitution Day also serves as a reminder to participate in the political process by exercising our right to vote.

To view an interactive version of the U.S. Constitution, go to the National Constitution Center : <https://constitutioncenter.org/>

## REFUND POLICIES

Students who withdraw or are withdrawn from class may be entitled to partial/full tuition refund, (**usually fees are not refundable**) and refunds will be disbursed in full (**NOTE: Not attending classes does NOT constitute a formal withdrawal**). Students will receive refunds for overpayments and/or withdrawal from classes or institutions without any additional constituted administrative fees charged. Students may receive refunds on late registration fees, any private scholarships, late payment fees, deferred payment fees, or application fees within three business days of the initial application filing. After three business days, no refunds of fees will be issued, even if matriculation or registration does not occur. Students are accountable for charges for non-payment, default payment fees, and any charges for returned checks.

In a case of course cancellation, the institution will notify each student of the cancellation and recommend other coursework as a replacement. However, if this process is not satisfactorily implemented and the course change is not completed prior to the first day of a class, the institution will refund the full tuition for the canceled course to the student, without the need to file a Tuition Refund Request. Otherwise, a dated and signed Tuition Refund Request form **must be submitted** to the Registrar's Office in order to begin the process of refunding tuition. The Office of Business Affairs may consider refunds on an individual basis where extenuating circumstances exist, such as student injury, prolonged illness or death, or other circumstances which prohibit completion of the course or program of study.

### Terms of Refunds

Refunds are calculated based upon the date on which the student began the official withdrawal or drop process by submitting a dated and signed Tuition Refund Request Form to the Registrar's Office. Refunds are determined based on the proportion of tuition and the percentage of programs completed at withdrawal, as described below. If the student has begun the official withdrawal process and the Tuition Refund Request Form is received and recorded by the Registrar's Office, the refund policy is as follows:

- within three business days after the initial application:  
*100% of tuition and fees (with the exception of non-refundable application fees)*
- after 3 days of initial registration and during the first week of a semester:  
*90% of tuition (no fees refunded after this point)*
  - during the second week of a semester: *80% of tuition*
  - during the third week: *70% of tuition*
  - during the fourth week: *60% of tuition*
  - during the fifth week: *50% of tuition*

***\*NOTE: NO REFUNDS WILL BE ISSUED AFTER THE FIFTH WEEK OF A SEMESTER\****

Reformed University may charge fees for books and supplies which are in addition to tuition. Refunds of these charges will include any unused portion of the fees except for:

- items that were special-ordered for a particular student and cannot be used or sold to another student
- items that were returned in a condition that prevents them from being used by or sold to new students
- non-refundable fees for goods and/or services provided by third-party vendors

For all students, refunds will be available within thirty calendar days of the refund request. However, any students leaving the U.S. or with a permanent address in a foreign nation should allow extended delivery time, as the refund check may be delivered within ten to fifteen business days, depending on the country and region of the desired mailing location. While every effort will be made to mail refunds and other information in a timely manner, Reformed University is not responsible for the delivery of any refund or other material sent to addresses outside the U.S.

*Full Refund if Called to Active Duty*

Reformed University will refund 100% of ALL tuition and fees for U.S. military personnel who receive orders calling them into active duty and who must discontinue studies during the academic semester.

*Appeal/Complaint*

Students who are not satisfied with the regulations regarding the refund policy may appeal to the Registrar. If the students are still dissatisfied, they may appeal either to the president or to the Academic Standing Faculty Committee. The president or the committee may make a recommendation for resolution, but when a decision being made is not just and fair, in the opinion of the complainant, he or she may make a final appeal to the Georgia Nonpublic Postsecondary Education Commission (GNPEC).

## **FINANCIAL AID AND THE REFUND POLICY**

Reformed University has a federally mandated Return of Funds Policy that governs the return of Title IV funds disbursed to students who completely withdraw from the University. The Return of Title IV Funds policy is separate from the University's refund policy. A student who withdraws from the semester may be required to return unearned Title IV financial aid funds and may still owe Reformed University for institutional charges.

Any student who does not complete at least one course within an academic semester for which financial aid is received, or could have been received, will be reviewed for a Return of Title IV Funds calculation. This includes students who drop, officially or unofficially withdraw, are dismissed or take a leave of absence during a semester.

The Return of Title IV Funds is based on the premise that students "earn" financial aid for each calendar day that they attend classes. For example, if a student attends 32 days of a semester that is 80 calendar days in length, the student will have "earned" 40 percent of his or her aid.

Students who complete more than 60 percent of the semester are considered to have earned 100 percent of their financial aid.

Return of Title IV Funds does not apply to federal work-study, scholarships, state or institutional awards.

If a student is required to return Title IV funds grant funds as a result of his or her drop, withdrawal or dismissal or is eligible for a late disbursement, the student will receive a letter from the Financial Aid Office. The student should follow the instructions in the letter carefully to repay any funds due or to accept a late disbursement. Students with "unearned" financial aid funds must repay these funds to the University within 45 days of notification or they will lose eligibility for future Title IV aid.

Students who drop one or more of their classes may fail to maintain Satisfactory Academic Progress which may result in ineligibility for financial aid in the future. Students are encouraged to contact the Financial Aid Office for more information on the consequences of dropping classes on financial aid eligibility.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Parent PLUS Loans
- Federal Pell Grants for which a return of funds is required
- Federal Supplemental Opportunity Grants for which a return of funds is required

The University returns any required funds directly to the appropriate program. For loan programs, they are electronically sent to the loan servicer or mailed via check depending on the servicer. The federal grant programs are electronically transferred back to the program through the college's G5 system with the Department of Education.

If a student is required to pay loan funds back the policy is consistent with their MPN terms. If the student is required to pay grant funds back, the college will inform the student by U.S. mail

where to make the required payment (Department of Education). The University will send the grant overpayment referral information to the Department of Education for reporting.

## UNIVERSITY WITHDRAWAL POLICY

During a semester or session of enrollment, withdrawal is the appropriate action if a student wants/needs to drop all the credits he/she has scheduled. Withdrawal drops all courses in which a student is currently enrolled and cancels enrollment in courses the student scheduled for an upcoming semester or session regardless of the delivery systems.

**Note: Once a student has been informed that he/she is suspected of a violation of the academic integrity policy, the student may not withdraw from the course during the adjudication process.**

- A student may decide to withdraw for medical, military, or other reasons.
- Before the tenth business day of the semester, withdrawal is not necessary. Instead, a cancellation of registration may be processed through a course add/drop form. After the 10th day of the semester, if the student has not attended any classes the procedure for administrative course cancellation may be followed.
- A student who has scheduled courses but has not completed the registration process by paying tuition is in "scheduled status".
- When a student is not registered, he/she cannot withdraw.
- Students in "scheduled status" who decide not to attend should contact the Registrar's office to cancel their semester/session registration.

**Note: A student who stops attending classes without officially withdrawing may receive grades of "F" in all courses scheduled for that semester or session.**

### Deadline

Withdrawals can be processed until 5:00 pm on the last day of classes (before the final exam period begins). If the student is unable to be on campus to process a withdrawal and cannot process the withdrawal using the Student Portal system, he/she should complete a withdrawal form and send it to the appropriate program director to initiate the withdrawal process. If mailing the form, it is advisable to do a phone follow-up to be sure the form was received and processed.

### Consultation

Because the decision to withdraw has far-reaching ramifications, the student should receive advice from the assigned faculty advisor when considering withdrawal. In addition, the following students **MUST** consult with the indicated office prior to withdrawing due to the risk to immigration status.

- **Financial aid recipients** must contact the Financial Aid office, by email, phone, or the student aid representative. Current and future financial aid may be at risk.
- **International students** must contact the international student advisor to avoid the risk of status.

### **Impact on the Student's Record**

Official withdrawal results in a "W" symbol recorded on the student's transcript for courses in session on the date of withdrawal. No credit is earned. The student's grade-point average is not affected. In cases where a course was completed (e.g., a part-semester course) before a withdrawal was processed, a grade or the appropriate symbol is recorded.

### **Impact on Future Enrollment at Reformed University**

Any classes for which the student has registered in future semesters/sessions are canceled when a student withdraws (except in the case of a summer-only withdrawal). If the student plans to resume degree candidacy after withdrawing, he/she should understand the re-enrollment procedure. Re-enrollment will be necessary unless the student withdraws for the summer session only.

### **Alternatives to Withdrawal**

The student should consider a schedule adjustment or deferred grade before withdrawing. A leave of absence for the following semester should be considered if time off is desired.

### **Student Action**

To withdraw from a summer session, follow the steps below.

1. Contact an academic advisor to discuss the impact of withdrawal on your future academic plans and the possibility of alternatives to withdrawal.
2. Consult with the appropriate offices.
3. Contact the Office of Business Affairs regarding any outstanding account balances.
4. Print and submit the completed withdrawal form to the Registrar's office before the last day of classes in the semester from which you are withdrawing.

Students who withdraw receive a tuition adjustment in accordance with Reformed University's Refund Policy. Be advised that some fees are non-refundable. The Office of Business Affairs will determine the amount of the refund if any is owed to the student.

### **Summer Withdrawal**

If a student who withdrew from one summer session chooses to enroll in a session offered later in the summer, he/she can register (or re-register) for the session. A student who has completed course work in a single summer session may withdraw from later sessions. Course grades or the appropriate symbols for the courses the student completed in the earlier session are retained.

### **Disciplinary Withdrawal**

At the written request of a student, the Director of Student Affairs may approve a disciplinary withdrawal in cases when the student is charged by the University and is (or maybe) criminally charged for the same incident. A disciplinary withdrawal will be approved, if appropriate, to delay the University's conduct process until the pending criminal matter has been resolved or until another agreed upon time frame has elapsed. The disciplinary withdrawal may include a specific time limit so that the University's discipline process will not be jeopardized. When a request for a disciplinary withdrawal is approved, the student may not register for or attend classes, reside on campus, or use or visit University facilities. A hold will be placed on the student's registration for the period of the disciplinary withdrawal. The student may not re-enroll until the hold is removed.

### **Medical Withdrawal**

Students withdrawing for medical reasons do not need any special verification to do so but must use the withdrawal form. A medical withdrawal is not used for the illness of a family member. When processing a medical withdrawal, the student should check the box titled "Medical" on the withdrawal form. In some cases, when there is significant concern about individual or community health, the Director of Safety and Security can require students who have processed a medical withdrawal to obtain medical clearance for re-enrollment.

### **Military Withdrawal**

Military withdrawal is available only to students who are actively serving members (Active Duty and Reserve Duty Components) of the U.S. armed services (not a contractor or civilian working for the military) who are unable to meet class requirements (attendance and other participation requirements, including web-based activities) due to orders to relocate. A student enrolled in a semester or session who qualifies for a military withdrawal should contact the Registrar and present a copy of his/her military orders with formal correspondence on unit letterhead signed by the commander requesting military withdrawal from Reformed University due to orders. The formal correspondence must include the unit commander's contact information and verification of the duration and location of the student's pending assignment.

Students must complete a withdrawal form, citing "Military" as the reason for withdrawal. In addition to the offices normally contacted by the Registrar when a withdrawal is processed, the Student Financial Aid Office and the Office of Business Affairs will be notified. If the timing does not permit a student to complete a withdrawal form and present his/her military orders to the Registrar's office prior to leaving campus, the student may withdraw by sending a personally signed written request for a military withdrawal to the Registrar's office by mail or fax (770-232-2750). A copy of his/her military orders and formal correspondence, as described above, must accompany the request.

- Students processing a military withdrawal will not be charged tuition and fees for the semester/session for which the withdrawal was processed. Students who reside on campus will only be charged for room and board expenses incurred prior to withdrawal.

- Student financial aid and costs for students who process a military withdrawal will automatically be adjusted, as appropriate.
- Students processing a military withdrawal are eligible for military re-enrollment.

### **Unofficial Withdrawal**

Students are defined as unofficially withdrawn for Title IV Federal Aid purposes when they do not have any grades for the semester other than “U”, a failing grade due to non-attendance.

### **Identification Process**

A final grade of “U” is assigned by instructors failing students due to non-attendance or non-completion of coursework. When instructors assign a “U” grade they are asked to report the last known date of attendance, if possible.

At the end of each semester, a report is generated of all students who have Title IV federal aid and who have a semester GPA of 0.00. Students who have all “U”s are assumed to be ‘unofficially withdrawn’.

### **Administrative Action**

The report is reviewed for those students with federal and state aid who are assumed to have unofficially withdrawn from the University. The last date of attendance as reported by any of the instructors is determined and used in the *Return of Title IV Funds* calculation. If a last day of attendance cannot otherwise be determined, the student is assumed to have attended 50% of the enrollment period and the formula is calculated based on that length of attendance. Students will be billed for resulting institutional charges and repayments of federal and/or state financial aid. A grade of “U” is treated as an ‘F’ for all other policy purposes.

## **INFORMATION ABOUT THE INSTITUTION**

Reformed University currently offers the following postsecondary degree programs, which are approved and authorized by the Georgia Nonpublic Postsecondary Education Commission (GNPEC) and the Transnational Association of Christian Colleges and Schools (TRACS):

### **Graduate Degree Programs**

Master of Divinity (MDiv)  
 Master of Business Administration (MBA)  
 Master of Leadership Studies (MALS)  
 Master of Theological Studies (MATS)  
 Master of Intercultural Studies (MAICS)

## **Undergraduate Degree Programs**

Bachelor of Arts in Theological Studies (BATS)

Bachelor of Arts in Business Administration (BABA)

## **DISABILITIES SERVICES**

In accordance with Section 504 of the Rehabilitation Act of 1973, Reformed University seeks to give equal opportunity and access to students with disabilities. The Office of Student Affairs coordinates accommodation requests of students with disabilities for the university. A student with a disability who requires special attention or accommodation should contact the Office of Student Affairs as soon as possible to establish his/her disability and make “reasonable accommodation” requests.

Students should submit, in writing, the following information:

- 1) The nature of the disability and/or special requests
- 2) Any documents establishing the disability or special need
- 3) A formal request for special accommodation

## **RETENTION RATES**

Retention rates of degree-seeking first-time full-time undergraduate students has been published on the website: [Retention Rates](#)

## **GRADUATION RATES**

Retention and graduation rates for RU first-time full-time freshman cohorts are published on the website: [Graduation Rates](#)

## **COPYRIGHT INFRINGEMENT**

The Office of Information Security oversees the policies and sanctions related to copyright infringement and liabilities students may face for unauthorized distribution of copyrighted materials.

The Information Technology Officer is the designated agent to receive notifications of alleged copyright infringement at the Reformed University. To report an information security incident at the Reformed University contact IT Services at (770) 232-2717; or email Prof. Jered Stills, at [jered.stills@runiv.edu](mailto:jered.stills@runiv.edu)

## **IMMUNIZATIONS**

All new students (freshman, transfers, and others) attending regularly scheduled classes or receiving resident credit will be required to submit a Certificate of Immunization prior to attending classes. The certificate will be kept on file and will be valid throughout the tenure of the student's enrollment.

Effective Spring Semester 2005, the list of required immunizations for new students entering a state, public college/university has been updated as required by Georgia Board of Regents policy. The purpose of this new policy is to ensure that students are protected against communicable diseases that are preventable and to reduce the likelihood of an epidemic or threatened epidemic on a Georgia public college/university campus.

The Georgia Board of Regents/University System of Georgia, in conjunction with the Division for Public Health of the Georgia Department of Human Resources and the Centers of Disease Control, has created guidelines for implementing the new immunization standards on Georgia's public college campuses.

Students who have previously attended a state public college/university are not exempt from this updated, revised immunization requirement.

## **INSTITUTIONAL DRUG AND ALCOHOL POLICY**

Georgia law prohibits possession or consumption of alcoholic beverages by those under the legal drinking age and prohibits making alcoholic beverages available to persons under the legal drinking age. Reformed University supports a program of alcohol education and expects those who choose to use alcohol to do so responsibly. All students and members of the University under the age of 21 are prohibited from possession and consumption of alcohol. All students are prohibited from the use and possession of drugs, except as permitted by law (such as prescription

medications). Any use, possession, distribution, or sale of alcoholic beverages, narcotics, or other controlled substances within the University premises is strictly prohibited.

It is the objective of Reformed University (RU) to establish and maintain a drug and Alcohol - free workplace and campus. Employees and students are forbidden to unlawfully manufacture, distribute, dispense, possess or use a controlled substance on campus grounds or in any of RU's facilities.

## **ANNUAL SECURITY REPORTS, INCLUDING CLERY CRIME STATISTICS**

The Reformed University is committed to providing the university with a safe environment conducive to the goals of education and research.

The Annual Security and Crime Report contains information regarding campus safety and security including topics such as: campus law enforcement authority; crime reporting policies; campus alerts (timely warnings and emergency notifications); fire safety policies and procedures; programs to prevent dating violence, domestic violence, sexual assault and stalking; the procedures the university will follow when one of these crimes is reported; and other matters of importance related to security on campus. The report also contains information about crime statistics for the three most recent calendar years concerning reported crimes that occurred on campus; in on-campus student housing facilities; in non-campus buildings or property owned or controlled by the University or a recognized student organization; and on public property within, or immediately adjacent to and accessible from, the campus.

[Annual Security Report](#)

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

Effective communication is one of the major challenges in emergency management. The Reformed University has a comprehensive emergency notification system including sirens, emergency notification system, and campus-wide email system. Details about these methods of communication are available through the Office of Student Service office 205, (770) -232-2717.

## EXTERNAL RESPONSE CONTACTS

### External Agencies for Crisis Assistance

Lawrenceville Police – Fire – Ambulance	911
Gwinnett County Sheriff's Office	(770) 619-6500
Georgia State Patrol	(404) 624-6077
Georgia Bureau of Investigations	(404) 244-2600
Federal Bureau of Investigations	(770) 679-9000
Georgia Emergency Mgmt. Agency	(800) 879-4968
FEMA – Region IV (Atlanta)	(770) 220-5200
Centers for Disease Control and Prevention	(404) 639-2888
Georgia Power Company	(888) 660-5890
Gwinnett County Water Resources	(678) 376-6700
Georgia Natural Gas	(770) 850-6200
National Response Center	(800) 424-8802
Emergency Clean Up Services	(800) 624-5301

### Hospitals

Gwinnett Medical Center	(678) 442-3600
Joan Glancy Memorial Hospital	(678) 584-6800
Wellstar Cobb Hospital	(770) 732-4000
Decatur Hospital	(404) 501-6700
Emory University Hospital	(404) 712-2000
Dekalb Medical Center	(404) 501-1000
Children's Healthcare at Scottish Rite	(404) 256-5252
Children's Healthcare at Egleston	(404) 325-6000
Crawford Long of Emory	(404) 686-4411
Grady Memorial	(404) 616-4307
Northside Hospital	(404) 851-8000
Piedmont Hospital	(866) 605-5111
St. Joseph's Hospital	(404) 851-7001