



REFORMED UNIVERSITY

**STUDENT HANDBOOK
2024-2025**

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2024-2025



REFORMED UNIVERSITY

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MESSAGE FROM THE PRESIDENT

Dear Prospective Student:

We are pleased that you are considering Reformed University.

We want your biblical leadership educational experience to be enjoyable and productive. At Reformed, you will be in an environment that will encourage you to learn, live, and lead...by the Book. We strive to be a biblical beacon of light in the nation's Reformed by providing quality education to prepare men and women with sound theological principles based on inspired Scripture. Our desire is to teach God's word effectively and in a manner that allows the practical application of Scripture to the challenges of daily life.

As you study, you will acquire knowledge to enhance your ministry and service to the Lord.

These are just a few of the many exciting opportunities that await you at Reformed University. Our program offerings will challenge you and stretch your intellectual ability. Nevertheless, the experience you gain through shaping and sharpening your theological knowledge and ministerial skills will exceed your investment of time and energy. God has a perfect plan for your life, and we at Reformed University are thankful to have the opportunity to be a channel of blessing to you. We believe your decision to join our Reformed family could be one of the most important decisions you'll ever make. I look forward to having you learn, grow, and serve with us for His glory!

His servant and yours,

Dr. David Y PAK



President

2 Cor. 4:5

ABOUT REFORMED UNIVERSITY

All information in this catalog is subject to change. Please ensure that you are using the latest version of the catalog by downloading it from the Reformed University website, www.runiv.edu

OUR VISION

To be a premier Christian institution of learning offering students a path into the future as they discover their calling in this world

MISSION STATEMENT

The Mission of Reformed University is to make Christ known through quality Christian education, to advance learning, scholarship, and service of humanity by equipping students from all walks of life to make their mark on this world. We aim to transform knowledge into wisdom and skills that can be applied in life, ministry, and business.

STATEMENT OF FAITH

Reformed University holds firmly to the inerrancy of Scripture and to the Reformed Faith as summarized in the Westminster Confession of Faith and Catechisms as well as in the Apostles' Creed. We believe in:

THE BIBLE

As the divine inspiration to atone for the sins of mankind, the infallible written Word of God, inerrant, and the primary standard for our faith; both the Old and New Testaments.

GOD

One true and living God, the Creator of all things, one eternal, transcendent, omnipotent, existing in three same Persons - Father, Son, and Holy Spirit, but all of one essence and all having the same nature, perfections, and attributes, and each is worthy of precisely the same worship and obedience. God the Father, the first person of the Divine Trinity, is infinite Spirit - sovereign, eternal, and unchangeable in all His attributes who is eternally worthy of honor, adoration, and obedience.

JESUS CHRIST

The perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ, indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth. In God's Son incarnation in flesh both in divine and human natures, in His miracles, in His atoning death on the cross for the sins of all to reconcile with our God, in His resurrection in three days, in His ascension from the grave to the right hand of the Father according to the Scriptures, and in His return in power and glory. We believe in the substitutionary and redemptive sacrifice of Jesus Christ for the sin of the world, through His literal physical death, burial, and resurrection, followed by His bodily ascension into heaven.

HOLY SPIRIT

The Holy Spirit is the third person of the Godhead who convicts, regenerates, indwells, seals all believers in Christ who was crucified and resurrected to redeem our sins, and fills those who yield to Him. The Holy Spirit gives spiritual gifts to all believers, and in the present and active of the Holy Spirit in the world, by whom the gospel is proclaimed and the kingdom of God is manifested in the world. The Holy Spirit comes from God the Father and the Son and causes people to be saved and to realize their sin and misery, enlightens their hearts to know Jesus Christ, strengthens their will, encourages, empowers them, causes them to receive Jesus Christ and bear fruits of righteousness, and protects us until we enter into the eternal heaven.

HISTORICITY

We believe in the full historicity and perspicuity of the biblical record of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel.

THE CHURCH

The Church, of which Christ is the head, is established by God to gather and nurture the believers to grow into the body of Christ, which is the fullness of Him that fills all in all. This Church is the kingdom of the Lord Jesus Christ, the house and family of God, out of which there is no ordinary possibility of salvation. God has given the visible Church the ministry and the ordinances of God for the gathering and the perfecting of the believers.

SALVATION

Personal salvation from the eternal penalty of sin provided solely by the grace of God on the basis of the atoning death and resurrection of Christ, to be received only through personal faith in His person and work.

LAST THINGS

The future, personal, bodily return of Jesus Christ to the earth to judge and purge sin, to establish His Eternal Kingdom, and to consummate and fulfill His purposes in the works of creation and redemption with eternal rewards and punishments. Both the saved and the lost will be resurrected; the saved unto the resurrection of life and the lost unto the resurrection of damnation.

CREATION

God created man according to His image, in knowledge, righteousness, and holiness, and made them rule over the other creatures. Adam, the first man, sinned by disobedience. This act resulted in the fall of mankind and incurred both physical and spiritual death for all. We believe the triune God created the universe apart from pre-existing materials and without any evolutionary process, the creation of the existing space-time universe and all its basic systems and kinds of organisms in the six literal days of the creation week.

SATAN

We believe in the existence of a personal, malevolent being called Satan who acts as tempter and accuser, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity. We believe that Satan was originally created as a perfect being. He rebelled against God. As a result, he became depraved, the Devil and adversary of God and His people, and leader of a host of angels who fell with him. Satan has been judged and defeated at the cross and awaits his ultimate doom at the Second Advent of Jesus Christ.

PHILOSOPHY OF EDUCATION STATEMENT

Reformed University believes that God calls every individual to prepare intellectually and spiritually to share Jesus Christ throughout the world. Reformed University affirms that its curriculum is designed to reflect the Spirit of Christ, and is:

Christ-centered, Bible-based

1. Academically relevant to degree and non-degree programs that satisfy the needs of the world
2. Pursuing academic excellence
3. Taught by faculty who are Christians and comply with the institution's doctrinal beliefs
4. Taught by faculty who are dedicated to quality higher education
5. Taught by faculty who hold appropriate academic credentials
6. Taught in an environment conducive to academic and spiritual growth

7. Designed to integrate the academic training with Christian commitment
8. Based on Christian belief in God's mission for the world.

INSTITUTIONAL GOALS

GOALS

1. To expand the identity and influence of the Reformed Church and the Global Reformed University Network
2. To identify and nurture future global leaders with a Christian worldview who will facilitate a global presence with a unifying message embracing multi-racial diversity with a new paradigm resulting in creative convergence in the workforce.
3. To commit to the biblical principles revealed by God through Christ "in whom are hidden all the treasures of wisdom and knowledge"
4. To relate Christian liberal arts education to the changing needs of postmodern society
5. To combine knowledge and spirituality, thereby enhancing the wholeness of our existence and perspective in life
6. To equip students from both the US and abroad with the ability to lead with integrity in a global community
7. To be of service in the world through academic excellence, critical reflection, lifelong learning, spirituality, and accountability in the use of knowledge for the benefit of society and the goal of global evangelism

OBJECTIVES

To fulfill these goals, Reformed University has established several teaching objectives:

1. To encourage students to live in God's love and grace, and enjoy happy and healthy lives at school
2. To guide students to a faithful and practical application of the contents of their studies in accordance with biblical principles
3. To encourage students to demonstrate their abilities through academics so that they can succeed in society after graduation
4. To provide students with curricula that reinforce a Christian paradigm and worldview empowering them to become influential global leaders
5. To provide students with appropriate classes and programs designed to develop the skills to be future leaders in society

ETHICAL VALUES AND STANDARDS

We as Reformed University constituencies including Board of Trustees members, Faculty, Staff, and Administrators have the responsibilities and privilege to:

1. Dedicate ourselves to the missions and objectives of Reformed University;

2. Prepare current and future leaders to influence their communities with a Christian mindset and worldview;
3. Hold firmly to the inerrancy of Scripture and to the Reformed Faith as summarized in the Westminster Confession of Faith and Catechisms and the Apostles' Creed;
4. Seek an understanding and articulation of how the Word of God directs the search for truth; pursuit of excellence in the performance of work; and concern for those under our care and instruction;
5. Promote consciousness of social responsibility and dedication to the advancement of the welfare of the people in the community;
6. Maintain an adequate balance between effective vocational ministries training and academics as members of an educational institution which solely glorifies God;
7. Fulfill our commitment to meet the educational needs of culturally, racially, and socioeconomically diverse people;
8. Integrate a biblical worldview into all aspects of their professional lives;
9. Demonstrate godly lives in personal growth and the interaction of college life;
10. Honor business practices and advertising standards to build the credibility and integrity of the institution; and
11. Comply with policies and procedures established and practiced by the University.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

All academic programs offered at Reformed University are consistent with its statement of faith, mission, and goals, and the following learning outcomes are expected of all programs:

1. Throughout the graduate and undergraduate level programs.
2. Degree program graduates will possess a broad perspective of theological training and students will be given opportunities to be formed as leaders in church and society through academic excellence, critical reflection, and faithful witness.
3. Graduates will gain advanced leadership skills that engage them critically in global issues (ecclesiastical or business) and show an ability to make informed choices toward positive changes and the welfare of humankind, thus meeting the challenges marked by multiple and complex cultural, socioeconomic, political, and spiritual realities and relationships.

EFFECTIVENESS

Reformed University's primary goal is to bring about effectiveness and growth in every facet of campus life for all constituencies including its students and faculty members. We conduct ongoing cycles of assessments, strategic planning, and budget planning in all areas in order to help the institution focus on its mission and goals. Assessment of institutional effectiveness engages academic services, administrative services, facilities management services, and student services since all these services influence the quality of education. Reformed University strives for successful institutional effectiveness by engaging continuously in assessment, strategic planning, and budget planning. The Office of Institutional Effectiveness has been inaugurated to conduct this cycle of assessments, and the Office of Academic Affairs ensures that the educational goals, the philosophy, and stated objectives are in line with the mission of the school and that overall outcomes of learning are in alignment with the mission of the school, and that each program is based on the stated objectives. To gauge the general effects of instruction, each faculty member is required to submit a well-organized syllabus, an exit interview of every

graduate and of non-completing students, and to maintain a dialogue with the local ministries and organizations that hire graduates from our institution. Also, each student in each class is given an opportunity to evaluate their instructors at the end of each semester. Each faculty member evaluates students through direct assessment methods, such as examinations, reports, etc.

FAIR BUSINESS PRACTICE AND TRUTH IN ADVERTISING

Reformed University honors fair business practices and advertising standards to build credibility and the integrity of the institution. Reformed University, therefore, pledges:

1. To honor the Federal Trade Commission Act, by being truthful and non-deceptive, and fair in its advertising
2. To avoid any deceptive elements in the institution's business practices, Reformed University follows the FTC's deception policy statement regarding misleading, misinforming, or otherwise deceptive advertising. This policy applies to all marketing media, whether online, in print, or televised. Reformed University recognizes that advertisement or promotional claims on the Internet must be truthful and substantiated.

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."

1. 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.
2. 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.
3. 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:
 - 1) School officials with legitimate educational interest;
 - 2) Other schools to which a student is transferring;
 - 3) Specified officials for audit or evaluation purposes;
 - 4) Appropriate parties in connection with financial aid to a student;
 - 5) Organizations conducting certain studies for or on behalf of the school;
 - 6) Accrediting organizations;

- 7) To comply with a judicial order or lawfully issued subpoena;
- 8) Appropriate officials in cases of health and safety emergencies; and
- 9) 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.

HISTORY

The Seminary of Jung Lib Presbyterian General Assembly, Seoul, Korea was established in September of 1984 as a denominational institution and this led to the founding of Reformed Theological University, and then to the establishment in Atlanta, GA, of Reformed University:

- 1984 - Founding of Jung Lib Presbyterian General Assembly Theological University, Seoul, Korea, which has since graduated approximately 1,700 students and ordaining 1,200 pastors. In South Korea alone, these graduates have founded more than 800 churches, and 130 missionaries are currently serving in all nations of the world.
- 1992 - Reformed Theological University, founded in Chicago Illinois, USA, was authorized to operate as an educational seminary.
- 1998 - RTU became a full member of the Pacific Union Accrediting Association of Christian College & Seminaries, and the seminary's transfer credits were accepted and acknowledged internationally.
- 2006 - The institution moved to Georgia, USA, and was authorized to operate by the state. The institution acquired a 17- acre lot with three structures and operated the facilities as an office space with lecture rooms, a chapel, and dormitories.
- 2009 - Procured a new, 10,000-square-foot facility in Duluth, GA, USA, where there is a strong Korean community. The new facility accommodated the main chapel, three lecture halls, several offices, a fellowship hall, and a library.
- 2011 - Acquired formal recognition as a religiously-exempt post-secondary educational institution by the Georgia Nonpublic Postsecondary Education Commission (GNPEC)
- 2013 - Moved to a new facility at 1724 Atkinson Rd., Lawrenceville, GA 30043
- 2014 - Authorized to offer degree programs by GNPEC to offer graduate programs in Divinity, Christian Education, Theological Studies, and Intercultural Studies and Ministry, and undergraduate programs in Christian Education, Theological Studies, and Intercultural Studies and Ministry
- April 2014 - The name of the institution was officially changed to "Reformed University"
- April 2015 - Reformed University became a member of the Transnational Association of Christian Colleges and Schools (TRACS), having been awarded Candidate Status as a Category III institution by the TRACS Accreditation Commission
- November 2016 - Reformed University became a full member of TRACS, having been awarded Accredited Status as a Category III institution by the TRACS Accreditation Commission

- January 2017 – Reformed University was approved to offer Federal Student Financial Aid under the Title IV program
- March 2017 – Reformed University was approved by SEVP (Student Exchange Visitor Program) to issue Form I-20 to international students, enabling them to obtain F-1 visas.
- July 2017 – TRACS approved Reformed University’s new Bachelor of Arts in Business Administration program, and Reformed University began accepting students into the program.
- July 2018 – TRACS approved a Teaching Site for Reformed University at 128 Bangchuk-gil, Aewol-eup, Jeju-do from TRACS.
- October 2018 – TRACS approved the MBA program for Reformed University.
- April 2020 – TRACS approved the MALS program for Reformed University.
- July 2020 – TRACS approved the MATS and MAICS programs for Reformed University.
- April 2021 - TRACS approved the reaffirmation.
- August 2022 - Dr. Jin O Jeong is elected as the second President
- June 2023 – Closed Jeju Teaching Site
- August 2024 - Dr. David Pak is elected as the third President.

ACCREDITATION

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 2031. 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

15935 Forest Road, Forest, Virginia 24551

Phone:(434) 525-9539

Fax:(434) 525-9538

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

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

CAMPUS LOCATION

Reformed University is located in the City of Lawrenceville, a northeastern suburb of Atlanta. The population of the greater Atlanta metropolitan area continues to grow. Atlanta is an energetic and growing city, with major centers of international immigration, the busiest airport in the world, a vibrant arts scene, and many beautiful parks and landmarks. It is home to the world headquarters of several major Fortune 100 companies, including Coca-Cola, Home Depot, Delta Airlines, AT&T Mobility, and Newell Rubbermaid, as well as many other major companies and corporations. Atlanta is located close to major areas for recreation, including Lake Lanier, the Chattahoochee-Oconee National Forest, and the beautiful Northeast Georgia Mountains, home to the southern end of the Appalachian Trail and many other hiking trails, camping sites, rivers, and lakes. Many historic sites and points of interest are in and around the city, including Civil War landmarks, the Margaret Mitchell House, Fernbank Natural History Museum, the High Museum of Art, the Georgia Aquarium, CNN Center, and a number of historic churches and landmarks of the US Civil Rights Movement, much of which was centered in the city.

FACILITIES

Reformed University's main administration and teaching facilities are located at 1724 Atkinson Rd in Lawrenceville, Georgia. The main campus has a two-story state-of-the-art facility with over 17,000 square feet of space and an additional 3,600 square-foot building for extra-curricular activities. The facility sits on more than eight acres of land and has some 400 parking spaces. It is equipped with a kitchen, a dining area, and storage space.

The facility is conveniently located at Sugarloaf Parkway and I-85. The building itself is highly conducive to academic purposes. It has space for an auditorium, classrooms of different sizes, a library, offices for student advising and testing, faculty and executive administration offices, and an information services desk. There are computer/internet stations available to students in the computer lab, and wireless internet access throughout the campus.

REFORMED UNIVERSITY LIBRARY

There are approximately 24,000 printed titles in the Reformed University Library. The materials are closely tied to the curriculum and aim to support the subject areas covered by Reformed University's academic programs. The library catalog and electronic databases are accessible around the clock through Populi (Reformed University's Academic Portal).

Library Contact : library@runiv.edu

For mor information, please visit the website. <https://runiv.edu/library/>

COMPUTER LAB

The computer lab has 20 computers with word-processing capability and Internet access. Computers are available for students to use on a first-come, first-served basis during regular Library hours except when the lab is closed

for classroom purposes. During class time, access to the room is prohibited to everyone other than class participants. A Printer and a scanner are available for anyone's use in the Computer Lab.

Students are encouraged to bring their own paper for printing purposes.

ADMISSIONS INFORMATION

ADMISSION POLICY

When all the 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 one year from the date of approval.

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

- Enrollment Agreement, signed and dated
- Student Disclosure Agreement, signed and dated
- Statement of Faith, signed and dated

INTERNATIONAL STUDENT APPLICANTS

For an international student to be able to study in the US, 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 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 in addition to the documents required for all applicants:

- Application form for international applicants
- Non-refundable I-20 application fee
- F-1 Student Proof of Financial Support
- F-1 Student Agreement
- Copy of passport and current visa
- Copy of high school diploma, GED certificate and/or accredited institution transcripts with certified English translation
- TOEFL IBT score of 60 or any equivalency to show the English proficiency (i.e., ESL certificate)
- Transfer Clearance Form (for Transfer-In students only)
- International Student Immunization Records form
- International Student Health Insurance Waiver form
- Financial Statement with Affidavit of Support

Please consult the Appendix to the Reformed University Catalog or speak to the International Student Advisor for complete information on international student admission.

ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

Incoming initial-entry students (those who are not currently in the US) 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 completed a nationally or regionally accredited English Language program in the U.S. in order to enroll at Reformed University. Applicants who do not meet the required TOEFL score must take the English Placement Test on campus. Reformed University does not currently offer English as a Second Language (ESL) classes.

*** English language proficiency test only waived for applicants from English language educational systems.**

- Applicants 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.
- Applicants who primarily educated in the English-speaking countries/territories.

For all other information regarding International Students, please contact the office of admission at admins@runiv.edu.

TRANSFER CREDIT

Reformed University (RU) welcomes the transfer of course work from accredited institutions. Such institutions have been accredited by an agency that is, in turn, recognized by the Council for Higher Education Accreditation or CHEA.

To request this transfer, the student should submit a transfer credit request form and attach the official transcript. Credit is evaluated on a course-for-course basis, requiring that course descriptions and credit values be comparable.

Only work earned with a grade of “C” or higher is transferable for the undergraduate program, and a grade of “B” or higher is transferable for the graduate program. Grades from transfer credits do not compute into the student’s RU GPA.

Transfer of credit may be possible from recognized but unaccredited institutions. The same procedures and requirements as previously noted apply. In addition, RU takes steps to ensure that course work taken from previous institutions is comparable to course work offered by RU.

These steps include one or more of the following:

- 1) Demonstration of achievement by means of comprehensive examinations
- 2) Review of syllabi, faculty credentials, grading standards, and other relevant learning resources at the sending institution

RU Undergraduate and graduate students must complete at least 50 percent of the total credit requirement at Reformed University.

RESIDENCY REQUIREMENT

For degree-seeking students, an enrollment residence requirement (or credit hour residency requirement) indicates the number of credits you must complete through Reformed University in order to graduate. Please refer to the Enrollment Residency Requirement for each program in the Reformed University Catalog.

TRANSFER TO ANOTHER INSTITUTION

Students seeking to transfer to another post-secondary educational institution must complete the current semester at our school and submit the withdrawal form by the deadline of registration for the next semester.

STATEMENT OF NON-DISCRIMINATION

Reformed University does not discriminate based on race, color, religion, national origin, sex, sexual orientation, age, genetics information, disability, or status as a protected veteran. The University's nondiscrimination policy applies to all phases of its employment process, its admission, and to all other aspects of its educational programs and activities. Further, this policy applies to sexual violence and sexual harassment (forms of sex discrimination) occurring both within and outside of the University context if the conduct negatively affects the individual's educational or work experience or the overall campus environment. Retaliation directed to any person who pursues a discrimination complaint or grievance participates in a discrimination investigation or otherwise, opposes unlawful discrimination is prohibited.

Title IX of the Education Amendments of 1972*Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, or other civil rights laws should be submitted to the Reformed University Office of Academic Affairs. Any inquiries concerning Reformed University's application of Title VI of the Civil Rights Act of 1964 should be addressed with the human resources office.

ACADEMIC INFORMATION

EDUCATIONAL PROGRAMS

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)

DEFINITION OF CREDIT HOURS

For all Reformed University degree programs and courses bearing academic credit, the "credit hour" is defined as "the 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 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 #1 for other academic activities as established by the institution, including laboratory work, internships, practicum, and other academic work leading to the award of credit hours."

A credit hour is assumed to be a fifty-minute (not sixty-minute) period for 15 weeks in a semester. In courses, a credit hour may be measured by an equivalent amount of work, as demonstrated by student achievement.

SEMESTER SYSTEM

For GNPEC authorized programs of undergraduate and graduate degrees, Reformed University operates on the semester system. The academic year consists of a fall and a spring semester, and a summer term. Each semester constitutes a minimum of fifteen weeks of classes, including the final exam week. In accordance with the decision of each school's faculty, term papers may be submitted in place of exams. Course examinations or assessments are given at least twice a semester (mid-term and finals) in addition to occasional quizzes and term papers. A student whose class attendance is less than 80% of all the classes held is not eligible for taking the final exam. Those who have missed any final exams due to circumstances beyond their control are entitled to take make-up exams.

SPECIAL SUMMER & WINTER TERMS

During these special terms, carefully selected and scheduled continuing education courses are offered for community education, in addition to regular courses. Students may enroll in these terms for the purpose of making up lost credits or adjusting Grade Point Averages. Schedules for these terms may vary per term. Students can

access special term schedule information at Reformed University's website and in other published material. Students must be enrolled in a minimum of 3 credit hours to be considered full-time for the Summer semester.

INDEPENDENT STUDY

An Independent Study is a course for academic credit which offers a student an individualized educational experience and is equivalent to the semester hour of credits. Special exceptions to any or all of the above criteria MAY be granted in exceptional cases, upon approval of the Program Director and the Office of Academic Affairs, who may choose to add other individual requirements for a particular student.

REGISTRATION PROCEDURE

During the semester, all students currently enrolled at Reformed University will be informed by text message or Email of the details of registration dates and procedures. The annual Academic Calendar is published in the official Catalog and on the Reformed University website at www.runiv.edu.

All registration is conducted over the portal system. New undergraduate students may register as a part of an orientation group or during registration for the term. Continuing students may register during the registration period in the preceding term or during the early or regular registration period.

Any course adjustments (dropping and adding classes) should be completed during the add/drop period. Academic Advisors can help you make the right decisions in selecting a major and defining a path toward earning your degree.

NOTE: Specific dates can be found on the academic calendar located on the RU Web page, <https://www.runiv.edu>.

FULL TIME STATUS

Full Time Course Load - for undergraduate students, twelve (12) semester hours and for graduate students, nine (9) semester hours - is a full-time load in determining such things as international students on F-1 visas and financial aid.

All international students are legally required to maintain full-time student status. Only when the I-20 student is in the last semester prior to graduation may he/she possess a less than full-time enrollment status. Full-time for a Bachelor student is 12 credit hours (4 classes), Master of Divinity is 9 credit hours (three classes), and other Master's are 9 credit hours (3 classes).

Note: Students must be enrolled in a minimum of 3 credit hours to be considered full-time for the summer semester.

ATTENDANCE POLICY

Academic credit for a course requires regular class attendance. Class attendance means being present in the class for the entire scheduled class meeting. The physical presence is crucial in any class meeting regardless of whether or not the assignments are completed. In the event of absence for any reason, the student is responsible for any information or class content missed. In some cases, additional work may be required to make up for an absence. If not made up, missed work may result in a lower grade or even a failing grade for the course.

For any online courses offered by Reformed University, attendance is carefully monitored through many learning management system tools such as automatic log-in checks; daily quiz taking records; VOD time checks; and such other methods as may be specified by the instructors or technicians monitoring the attendance and academic progress of each individual student.

A student attending on-campus is required to attend at least 80% of the class meetings for each course in which he/she is enrolled. For semester-long on-campus courses, this means that a maximum of three (3) class periods may be missed, since the Reformed University semester schedule is usually 15 weeks. Any student who misses more than 20% of class meetings may receive an "F" or be forced to withdraw from the course. Exceptions may be made only in extreme circumstances and then only with the approval of the Dean of Academic Affairs.

LEAVE OF ABSENCE

A Leave of Absence allows RU students to temporarily suspend their studies. A Leave of Absence is a period of time when a student is not enrolled in classes but typically intends to reenroll. Reasons can include studying abroad, medical conditions, death in the family, or other emergencies. In terms of Leaves related to mental health, schools have different policies and procedures depending on the circumstances. They can be considered Leaves of Absence, Medical Leaves of Absence, Emergency Leaves, or, in some cases, involuntary Leaves of Absence.

LEAVE DUE TO MEDICAL REASONS

F-1 students are eligible to take a LOA due to medical reasons. Students have the option to return to their home country or remain in the U.S. to receive medical treatment if recommended by a doctor. Students who wish to remain in the U.S. must obtain a doctor's letter recommending the LOA for medical reasons.

If your leave is for medical reasons, you can be authorized for a reduced course load based on medical conditions. In this situation your SEVIS record will remain active and you will be allowed to stay in the US.

You must have documentable proof that you cannot physically attend classes from a medical physician recommending leave for a specific period or semester.

MAXIMUM LENGTH OF A LEAVE

Leaves of absence are granted for one academic term only. Requests for additional terms must be provided in writing to the Office of Registrar prior to the end of the first academic term on leave. Extensions for one additional term will be granted only upon presentation of exceptional circumstances (i.e., LOA form, letter of explanation and supporting documents officially provided).

STUDENT ACTIONS REQUIRED FOR LEAVE OF ABSENCE REQUESTS

Submit the Leave of Absence Request Form. >>> [Go to Leave of Absence Request Form](#)

Complete the form and submit it with supporting documents in the LOA request form.

Please note: Students are responsible for submitting the LOA Request Form in a timely manner with supporting documents accurately. Please note that any form of evidenced medical documents must be from a licensed medical doctor, doctor of osteopathy or licensed clinical psychologist.

VERIFYING A LEAVE

Students do not receive notification when a leave is approved. Authorized advisors can check the Information System to see if the student's leave of absence has been recorded. The student's first semester on leave and his/her first semester back are noted under the letters LOA (Last date of Attendance).

Please visit the registrar web page: www.runiv.edu/registrar

WITHDRAWAL

Unforeseen circumstances may require a student to withdraw from the university. In the event that withdrawal becomes necessary, the student should talk with the Director of Student Services or the Director of Academics. If the situation does indeed warrant a withdrawal and there are no other acceptable options, the student will be directed to the registrar's office to initiate the formal withdrawal process.

A withdrawal form is used to withdraw from a class or all classes at Reformed University.

Please visit the registrar web page: www.runiv.edu/registrar

NOTE: There may be financial aid and/or academic consequences of withdrawal. You may wish to consult with your instructor, advisor, counselor, or international student advisor prior to withdrawal. Please reference the Refund Policy for complete details.

ACADEMIC DEGREE COMPLETION TIME LIMITS

BATS - 7 calendar years from date of first enrollment

BABA- 7 calendar years from date of first enrollment

MDiv - 5 calendar years from date of first enrollment.

MBA - 5 calendar years from date of first enrollment.

MATS – 4.5 calendar years from date of first enrollment.

MAICS – 4.5 calendar years from date of first enrollment.

MALS - 4 calendar years from date of first enrollment.

GRADUATION

In order to receive a degree, students must be registered in the academic year they graduate and must apply for graduation. Students must have met all financial obligations to the University at least two weeks prior to graduation. Any student unable to attend commencement must notify the registrar in writing no later than two weeks prior to graduation. A minimum grade point average of 2.0 is required for graduation in the Bachelor's degree programs and 3.0 in the Master's degree programs.

Degrees are conferred only once a year. If a student applies for graduation but has not completed the requirements for the specified conferment date, the student must re-apply for the next graduation and pay an additional graduation fee.

GRADUATION HONORS

Reformed University confers three levels of academic honors:

- Summa Cum Laude (GPA 3.95-4.00)
- Magna Cum Laude (GPA 3.75-3.94)
- Cum Laude (GPA 3.40-3.74)

ACADEMIC DEGREE COMPLETION TIME LIMITS

GRADING AND EVALUATION

Reformed University's grading scale is shown below. Grades are given in letter and equivalent number values. Every student is responsible for knowing and understanding current academic policies and regulations. Ignorance of a policy that appears in the Student Handbook or in the Catalog is not a valid reason for granting an exception to any policy.

Letter Grade	Numerical Grade	GPA	Description
A	95-100	4.0	Outstanding work; Exceeding All Standards
A-	90-94	3.7	
B+	87-89	3.3	Good work; Meeting Most Standards
B	84-86	3.0	
B-	80-83	2.7	

C+	77-79	2.3	Fair work; Meeting Minimum Standards
C	74-76	2.0	
C-	70-73	1.7	
D	60-69	1.3	Poor work; Not Meeting Minimum Standards
F*	0 -59	0.0	Failed to complete the course
I**			Incomplete work
W			Withdrawal from a course prior to receiving grade
U			Unofficial Withdrawal
CR/NC			Credit (CR) is in place of grades 'A' through 'C-'. No-credit (NC) is in the place of grade 'D' or 'F'.

* **F (FAILURE)** – Indicates failure to complete the course, meaning loss of course credit.

** **I (INCOMPLETE)** – Indicates that part of the course requirements has not been completed. Within **TWO** weeks after the end of the semester, students must have made up any uncompleted work and will be assigned a letter grade by the instructor. If all required work is still incomplete after this period, the grade of "I" will automatically become "F."

GOOD STANDING

For Reformed University certification or admission purposes, an undergraduate student with a cumulative GPA of 2.0 or above; or a graduate student with a cumulative GPA of 3.0 or above; and who is making satisfactory progress toward the completion of degree requirements within the time limits of the degree program, including approved extensions, is considered to be in good academic standing. For purposes of reports and communications to other institutions, and in the absence of any further qualifications of the term, a student is considered in good standing unless the student has been dismissed, suspended or dropped and not readmitted.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

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.

APPEAL PROCESS

After an Unsatisfactory Academic Warning, students who are no longer eligible to continue the program due to unsatisfactory academic progress are advised immediately following the determination. Students may submit a written appeal to the office of registrar or Dean of Academic Affairs.

This appeal must be filed within ten (10) business days of notification of the decision and must, at a minimum, explain in writing the circumstances that led to their unsatisfactory academic performance and why they feel that these circumstances will not be a factor going forward.

The Academic Review Committee will consider all information, including potential mitigating circumstances such as illness or other personal medical issues, family situations, financial obligations, or other circumstances presented by the student. The Academic Review Committee will advise the instructor of its' decision and make recommendations to the registrar or instructor to the possible adjustment of the grade. However, if the committee decides that the appeal is invalid, the process will end.

Students appealing for reinstatement of eligibility for financial aid must adhere to the following procedures:

1. Set up an appointment with Academic Affairs to discuss the appeals process, requirements, and options;
2. Obtain a SAP Appeal Form from the OFA;
3. Obtain and attach appropriate documentation that substantiates the condition(s) related to the circumstances;
4. Visit with an academic advisor to develop an academic plan that addresses specifically academic deficiencies and how they will be addressed. For example, the advisor and the student may agree on a reduced course load; different courses; tutoring options; or other approaches the student and adviser might consider to be appropriate.
5. Submit a written statement indicating under which of the above conditions to support the appeal and provide a copy of the academic plan.

The review of the appeal can take up to two to four weeks from the date the form is submitted. Students wishing to submit an appeal should do so in ten business days upon receipt of failure to meet SAP requirements notification.

The OFA adheres to the following procedures once a student submits an SAP Appeals Form:

1. The OFA will only review complete appeal documentation.
2. The Academic Review Committee (OFA and Academic Affairs) will review the appeal with particular consideration given to the nature of the appeal together with program regulations to determine approval status.
3. If the appeal is approved, students will be notified in writing, placed on financial aid probation, and continue to receive financial aid.
4. If the appeal is denied, the student will be notified in writing within ten business days of the decision.

Students are notified in writing of the results of their appeal. The possible appeal results are listed below.

Approved Appeals - Probationary Status

Students who appeal may be granted a probationary period. At the end of a probationary period, students must be meeting the satisfactory academic progress requirements or must be successfully meeting requirements of an academic plan in order to continue to receive financial assistance.

Denied Appeals - Reinstatement of Eligibility

Students who choose to attend Reformed University while on suspension, at their own expense, will not be automatically eligible for financial aid upon seeking reinstatement. Students must be meeting the academic progress standards in order to regain eligibility for subsequent enrollment periods. A minimum of six units earned at Reformed University must be completed in order to be considered for reinstatement.

ACADEMIC PROBATION POLICY

ACADEMIC WARNING

A student whose cumulative grade point average falls below the adequate cumulative grade point average at the end of a semester may be warned toward academic probation in the subsequent semester unless it is mended above the adequate cumulative grade point. It is currently 2.0 (C) or higher for all bachelor's degrees; and 3.0 (B) for graduate degrees.

ACADEMIC PROBATION

A student whose cumulative grade point average falls below the adequate cumulative grade point average at the end of two semesters may be placed on academic probation toward academic suspension in the subsequent semester unless it is mended above the adequate cumulative grade point.

ACADEMIC SUSPENSION

A student whose cumulative grade point average falls below the adequate cumulative grade point average at the end of three semesters may be placed on academic suspension toward academic dismissal in the subsequent semester unless it is mended above the adequate cumulative grade point.

Students accepted on academic warning may not be permitted to take more than 12 credit hours following semester.

Students who expect to discontinue their work at Reformed University are expected to notify their academic advisor and the Office of Academic Affairs. The situations below are considered valid reasons for withdrawal or dismissal:

- Lengthy illness (physician's verification is required)
- Violations of school regulations that demand discipline
- Disqualification by failure to meet all the requirements of classes and graduation

DISMISSAL

Students whose cumulative grade point average falls below 2.0 after three semesters may be subject to academic dismissal. Students may be dismissed from the University for academic or other reasons. Reformed University may administer academic dismissal if a student

- has been on academic suspension and has failed to lift his/her grade point average to the
- adequate cumulative grade point average of each degree during the following semester
- fails to register during the prescribed period
- develops an illness requiring extensive hospitalization
- commits a violation of school regulations governing discipline and misconduct
- commits a felony or crime of a serious nature

A student who receives a term GPA of 2.0 but does not raise the institutional GPA enough to meet above standards, will remain on Academic Warning. A student who fails to achieve a semester grade point average of 2.0 while on Academic Warning will be placed on Academic Probation.

Does academic warning affect financial aid?

Yes, during the Financial Aid Warning semester you can be awarded financial aid (if otherwise eligible). You can only be granted a 'warning' status for one semester. You are not allowed to receive consecutive “warning” semesters of financial aid.

UNIVERSITY CODE OF CONDUCT

STUDENT CODE OF CONDUCT

This section contains the details of the Student Code of Conduct. Enrolled students who are married or have dependents visiting campus are responsible and accountable for the conduct of all those in their household.

Administrative Policy			
Code	Prohibited Activity	Description of Violation	Level of Violation
1.1	Non-compliance	Failure to comply with any written or verbal request of a campus official or representative acting within his or her official capacity. This includes the failure to respond to a request for an appointment.	2 or 3
1.2	Abuse of Investigative Process	Behaviors, active or passive, intended to impede the investigative process, including failure to obey a summons, the withholding or misrepresentation of information, attempts to influence the testimony of another, or failure to comply with a sanction	2 or 3
1.3	Misrepresentation	Misrepresentation of oneself to be an agent of Reformed University. Misrepresentation of an organization to be an agent of the University.	2 or 3

1.4	Forgery	Forgery, alteration or misuse of the University documents, records, or identification or knowingly furnishing false information to the university officials	2 or 3
1.5	Complicity with Another's Violation	Behaviors, active or passive, that encourages or fails to confront the misconduct of fellow community members	1, 2 or 3
Social, Moral or Biblical Policies			
Code	Prohibited Activity	Description	Level of Violation
2.1	Unlawful Acts	Willful participation in an unlawful activity. Students convicted of a crime during continued enrollment or residential status at Reformed University must report this information to the Director of Student Services	2 or 3
2.2	Cheating	Cheating or plagiarism in connection with an academic program, during which the work of another is passed on as one's own, or unapproved methods are employed to complete an assignment	2 or 3
2.3	Lying	Willful and deceptive communication to a school official or another community member	2 or 3
3.4	Tobacco Products	Possession, storage, distribution, or use of tobacco products at any time, on or off campus, including cigarettes, cigars, chew, snuff, or smoking substitutes such as electronic cigarettes. Reformed University is a tobacco-free campus	1 or 2
2.5	Alcoholic Beverages	Possession, storage, distribution, or consumption of alcoholic beverages at any time, on or off campus	2
2.6	Restricted Drugs	Possession, storage, distribution, or use of dangerous, illegal, or restricted drugs or narcotics at any time, on or off campus, including marijuana or hallucinogenic substances. Possession of drug paraphernalia is also prohibited.	3
2.7	Sexual Misconduct	Sexual behavior, on or off campus, that falls outside biblical intentions or explicit guidelines, such as sexual intimacies outside of a heterosexual marriage including any type of intercourse, sensual nakedness, fondling of sexual organs, or sleeping intimately with one another	2 or 3
2.8	Inappropriate Dating or Living	Single students dating married persons, married students dating anyone other than their spouse,	2 or 3

		homosexual activity, or cohabitation with members of the opposite sex.	
2.9	Inappropriate Displays of Affection	Casually sleeping or laying in physical contact with another person, or public display of affection that might be deemed inappropriate	1 or 2
2.10	Sexual Assault	Acts of sexual aggression including rape, attempted rape, sexual battery, or assault	3
2.11	Sexual Harassment	Harassment as described in the section entitled Sexual Harassment.	2 or 3
2.12	Pornography	Possession, display, or distribution of pornographic materials or images at any time, on or off campus. Use of pornography for personal entertainment, including Internet and telephone services that provide pornographic images, sounds or sensual conversation	2 or 3
2.13	Inappropriate Entertainment	Entertainment (e.g., music, movies, television), on or off campus, that contains levels of violence, profanity, and sex that conflict with university standards. Students are to use discretion at all times. The University reserves the right to deem any entertainment material inappropriate	1,2 or 3
2.14	Profanity and Obscenity	Use of language, or the depiction of activity, that is vulgar, coarse, crude or indecent.	1,2 or 3
2.15	Fighting, Violence, or Selfinflicted Harm	Any conduct or behavior that threatens or endangers the health or physical or emotional safety of an individual, including oneself. Any threatening or intimidating actions or language whether acted upon or not.	2 or 3
2.16	Inappropriate Classroom Behavior	Any willful conduct that disrupts a class. This conduct includes disrespectful communication to the instructor or other students, as well as inappropriate joking, talking or other disturbances.	1 or 2
2.17	Inappropriate Pranks	Any mischievous act directed toward a community member, or which is done on university property, that is malicious, derogatory, destructive, or potentially dangerous.	1 or 2
2.18	Hazing	Any act of hazing, whether voluntary or involuntary, in which the activity is deemed dangerous or harmful, an individual's dignity is compromised, an individual is ridiculed, or an illegal act is intended or enacted.	2 or 3
2.19	Harassment	Intimidating another individual through the threat of physical or emotional harm, by means	2 or 3

		of an unwelcome advance, verbal abuse, written communication, telephone call, Internet message, or other communication. Continued harassment might be considered “stalking,” and may be subject to criminal charges by state law	
2.20	Racist Activity	Any derogatory or intimidating speech or other harmful or unwelcome action that is based upon racial or ethnic origins. Racism in any form will not be tolerated and racist activity may be subject to criminal charges by state or federal law	2 or 3
2.21	Gambling	Any activity that involves betting, wagering, raffles, or games of chance in which there exists the potential of personal or financial loss. (“Drawings” are permitted when entry into the drawing is free, an entry fee is optional or is a donation, or a gift of equal or greater value is received upon paying an entry fee.)	1 or 2
Property, Facilities, and Grounds Policies			
Code	Prohibited Activity	Description	Level of Violation
3.1	Theft	Theft of campus property, or property in the possession of, or owned by, Reformed University or a member of the University community	2 or 3
3.2	Unauthorized Use	Unauthorized entry into, unauthorized use of, or misuse of property in the possession of, or owned by, the University or a member of the university community	2 or 3
3.3	Vandalism	Unauthorized alteration of any public or private property from its original condition, placement, or presentation, including graffiti, paint, or alteration to landscaping. This behavior also includes malicious, harmful, or provoking “pranks” anywhere on campus.	2 or 3
3.4	Unsafe Skating	Skateboarding, roller-skating, in-line skating, or similar behaviors in any area that interferes with the safe operation of motor vehicles or the rights of pedestrians.	1 or 2
3.5	Unsafe Operation of Motor Vehicles	Use of motor vehicle, on or off campus, in such a way that the driver, passengers or others are harmed or put at risk of harm; failure to heed posted signs or written instruction; operating at a speed which is unsafe for the current driving conditions; any exhibition of speed or acceleration.	1, 2 or 3
3.6	Unauthorized Motorized Vehicles	Such vehicles include, but are not limited to: go-carts, mopeds, ATVs, mini-bikes, or a motorized	2

		vehicle or bike not licensed for use on public streets.	
3.7	Improper Bicycle Storage	RU allows one to bring his or her bicycle on campus. The bicycle rider should park it in the designated spot (bicycle rack) with his or her own locks. Overnight parking is not permitted nor is parking inside the building, including the courtyard. Once any violation or complaint due to a bicycle is reported, the person will be given a warning from the Campus Security Personnel the first time, but if it is repeated, he or she cannot bring it on campus. All the risk falls on the owner of the bicycle; RU does not have any responsibility for any damage or theft.	1
3.8	Improper Postings and Solicitations	Posting flyers, posters, or advertisements is not allowed without the approval of the Director of Student Services. Solicitation of goods or services on university property is not allowed without the prior approval of the Director of Student Services	1
Safety and Security Policies			
Code	Prohibited Activity	Description	Level of Violation
4.1	Failure to Evacuate	Failure to evacuate a campus building immediately upon the sound of an alarm, or to follow specific prescribed procedures or the on-site directives of a campus representative.	2
4.2	Breaching Security Systems	Jeopardizing or interfering with the safety and security systems established within the campus community, including the propping of locked doors, altering locking devices, or permitting unauthorized access to another	2
4.3	Misuse or Tampering with Emergency Equipment	Illegitimately engaging alarm pull stations, discharging fire extinguishers, or disengaging smoke detectors. Individuals misusing or tampering with emergency equipment may be subject to fines and criminal charges	2
4.4	Improper Storage or Use of Flammable Agents	Storage or use of flammable agents or materials in or near buildings, including gasoline, solvents, paint, propane, butane, moped or other machine fuels	1 or 2
4.5	Unauthorized Fires	The unauthorized burning of any object, including charcoal or gas barbecues, in or adjacent to buildings.	2
4.6	Arson	Malicious and willful burning of buildings or other property	3
4.7	Possession or Use of Weapons	Possession or use of an explosive, dangerous chemical, or deadly weapon on Reformed	2 or 3

		University property or at a university function. The term “deadly weapon” includes, but is not limited to, any instrument or weapon of the kind commonly known as a blackjack, sling shot, Billy-club, sand-club, sandbag, metal knuckles; any dirk, dagger, or switchblade knife; any knife having a blade longer than five inches; any razor with an unguarded blade; and any metal pipe or bar used or intended to be used as a club. Potentially dangerous sporting equipment such as martial arts weapons, firecrackers, fireworks. Any exceptions must be approved by the Director of Student Services	
4.8	Throwing Objects from Structures	Unauthorized throwing, propelling, dropping or otherwise causing objects or substances to fall from balconies, windows, or rooftops.	2

ACADEMIC INTEGRITY

At Reformed University, we believe that academic and personal integrity is based upon values such as honesty, trust, fairness, respect and responsibility. In an environment that recognizes and honors these values, standards of academic excellence must be maintained. An atmosphere of academic integrity enhances ethical and moral development among college students.

TYPES OF ACADEMIC INTEGRITY VIOLATIONS

Below are some common types of violations related to academic integrity:

1. **Cheating:** Cheating means using, attempting to use or aiding others in using unauthorized materials, information, or study aids. This behavior also means excessive collaboration or gaining unauthorized access to unauthorized materials.
2. **Plagiarism:** Plagiarism means representing the words or ideas of another as one’s own. Direct quotations must be indicated and ideas of another must be appropriately acknowledged. Plagiarism also includes “self-plagiarism” which includes the reuse of one’s own work without acknowledging that one is doing so or citing the original work.
3. **Fabrication:** Fabrication means falsification or unauthorized invention of any information or citation.
4. **Excessive Collaboration:** Excessive collaboration means the end result of all idea swapping, sharing, brainstorming, and conferring has obliterated one student’s voice and replaced it with that of another. Student writers collaborate excessively when they abandon, wittingly or unwittingly, their own words and adopt, claiming them as their own, the ideas or exact phrasing of their collaborator.
5. **Other Acts of Academic Dishonesty:**
 - Submitting the same work, or essentially the same work, for more than one course without explicitly obtaining permission from all instructors. A student must disclose when a paper or project builds on work completed earlier in his or her academic career.

- Requesting an academic benefit based on false information or deception. This includes requesting an extension of time, a better grade, or a recommendation from an instructor.
- Making any changes (including adding material or erasing material) without the express permission of the instructor, on any test paper, problem set, or class assignment being submitted for re-grade.
- Willfully damaging the efforts or work of other students.
- Stealing, defacing, or damaging academic facilities or materials.
- Collaborating with other students planning or engaging in any form of academic misconduct.
- Submitting any academic work under someone else's name other than your own. an understanding of the methods by which people pursue knowledge

The instructor should communicate with the student whom they suspect of violating the Honor Code. The instructor should inform the student of the academic penalty they intend to institute per the syllabus. Each incidence of academic dishonesty is subject to review and consideration by the instructor and is subject to a range of academic penalties including, but not limited to failing the assignment and/or failing the course. The instructor will notify the Program Director or Academic Committee in which the alleged incident took place. Academic penalties imposed by instructors may be appealed through Appeal Process (See page 23). The Academic Committee will consider the facts of each particular case and make a recommendation as to its disposition. Penalties for academic misconduct range from failing the piece of work in question to expulsion from the university. The Committee's decision in these cases will be final.

DISORDERLY CONDUCT

"Disorderly conduct" refers to behavior that is disruptive to normal University operations, such as

- Physical violence/endangerment of any person or persons.
- Harassment or threat of harm, whether physical, verbal, oral, or written that is beyond the bounds of protected speech, directed at a specific individual(s), and is so severe, pervasive, and objectively offensive that it denies or limits an individual's ability to work, or to participate in or benefit from an educational program or activity. See the University policy governing Electronic Communication and Sexual Misconduct in Rights and Regulations.
- Interfering with or failing to cooperate with any properly identified University official(s).
- Failure to comply with the request of a University officer acting within the scope of their responsibility.
- Retaliation in any form against someone who exercises their right to make a complaint, or against any individual who provides information related to any such complaint.
- Engaging in obscene or indecent conduct that is beyond the bounds of freedom of expression and damages, befouls, or disturbs public property or the property of another so as to create a hazardous, unhealthy, or physically offensive condition.

SEXUAL HARASSMENT

Sexual Harassment is defined as unwelcome conduct of a sexual nature that is severe or pervasive, and that creates a hostile or abusive learning, working, or living environment, thereby unreasonably interfering with a

person's ability to learn or work, and the conduct has no legitimate relationship to the subject matter of an academic course or research. Sexual harassment also includes behavior not sexual in nature, but behavior directed toward a person because of the person's sex and/or gender, including harassment based on the person's nonconformity with gender norms and stereotypes. The university takes harassment very seriously and any reported incident is reviewed, and disciplinary action will be taken in cases where culpability rests.

WEAPONS POLICY

The possession or use of firearms or other weapons on Reformed University premises by any employee, student, vendor, or other visitor is strictly prohibited. Any exception to this policy must be authorized in advance by the Director of Student Services or the President.

DRUG AND ALCHOL ABUSE POLICY AND PREVENTION PLAN

The Drug Free Schools and Communities Act Amendments of 1989 requires institutions who participate in federal student aid programs to provide information to its students, faculty, and employees to prevent drug and alcohol abuse. Please click here [for our Drug and Alcohol Abuse and Prevention Program policy](#). Information about programming opportunities and assistance programs are available to students and employees with suspected drug or alcohol problems at Student Services. Possible repercussions of violating state and institutional drug and alcohol policies is available in the Student Code of Conduct.

CAMPUS SAFETY & SECURITY POLICY

Reformed University (RU, School or University), a Christ-centered university that offers undergraduate and graduate programs, is committed to providing all administrators, staff, students, volunteers, visitors, vendors and contractors with a safe and secure workplace and an environment for learning. Detailed information regarding this may be found in [the Campus Safety and Security Policies](#).

STUDENTS WITH DISABILITIES

Reformed University is an Equal Opportunity Educational institution and is committed to providing access to students with disabilities in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990 (ADA). Students are encouraged to disclose and submit a special needs request for any disability requiring accommodation immediately following enrollment and prior to starting classes. Once the university's review has been completed and reasonable accommodations have been determined, an appropriate start date can be determined for the student to begin his/her education. Once formal approval of your accommodation has been approved, you are encouraged to talk with your professor(s) about your accommodation options. The granting of any accommodation will not be retroactive and cannot jeopardize the academic standards or integrity of the course. If you would like additional information, you should visit the Registrar's Office to speak with the university Registrar.

GRIEVANCES POLICY

At Reformed University complaints made by students are taken seriously and are resolved in a timely and satisfactory manner. Below is the RU grievance procedure:

INFORMAL COMPLAINTS

Students should always seek to resolve their complaints informally by first approaching the faculty or staff member involved in the grieved incident directly (in person or over school e-mail). This needs to be timely. A complaint should be voiced within seven (7) business days from the date of the incident. If a discussion with the faculty or staff member is not appropriate or possible, a student should proceed to contact their Program Director or appropriate University Administrator about the matter.

Complaints about non-academic matters should be brought to the attention of the Director of Student Affairs.

Grievances about academic issues should be brought to the attention of the Program Director first, and then if unresolved to the Academic Dean.

If the faculty, a staff member, and their immediate supervisors received the complaint and the matter was not resolved to the student's satisfaction within seven (7) days, the student may proceed to file a formal complaint as described below.

FORMAL COMPLAINTS

Within fifteen (15) business days of the informal complaint, the student must file a written letter of grievance at the University Administrative Office. (If the grievance is against the Director of Student Affairs or the Academic Dean, the student shall file the grievance in the Office of the Vice President.)

The Director of Student Affairs or the Academic Dean will investigate the matter and supply a written response to the student within fifteen (15) business days.

APPEAL PROCESS

If a student is not satisfied by the decision or response, it can be appealed to the Vice President. A student shall file a written appeal request within 5 business days of receiving the official response to their formal complaint. The student must provide all relevant documents with his appeal.

The Vice President will review the information provided by the student and make a final decision. The decision of the Vice President shall be made within 10 business days of the appeal receipt.

The decision on the grievance appeal is final. Retaliation against a student for filing a grievance is strictly prohibited at Reformed University. After the internal procedures have been exhausted the student may contact the State of Georgia Nonpublic Postsecondary Education Commission (GNPEC)

Georgia Nonpublic Postsecondary Education Commission Standards Administrator

2082 East Exchange Place – Suite 220, Tucker, GA 30084-5305

Phone (770)414-3300 | Fax (770)414-3309 gnpec.georgia.gov

STUDENT SERVICES

The purpose of student life service at Reformed University is committed to providing an inclusive environment enabling each student to develop and enhance personal health and wellbeing, leadership skills, social responsibility, critical thinking, and a spirit of service. Through RU student life services, students can be strong Christian leaders who will selflessly serve their Church and communities.

CHAPEL SERVICES

Worship is the spiritual center of seminary life, and Reformed University is dedicated to train Christian leaders whose lives reflect the conviction that both individual and corporate prayer is essential in the pursuit of God’s purposes for holy living and fruitful ministry.

During each academic term, Reformed University offers noncredit courses of worship service (INS101 through INS112) to provide the university community with opportunities for worship and spiritual enrichment.

All students are encouraged to register and attend these worship courses each semester. The students studying in the theological department are required to attend the Chapel courses to be eligible for graduation.

STUDENT ASSOCIATION (SA)

The SA responds to the concerns of the student community, with the understanding that all university activities consist of three major groups of participants: faculty, administration, and students. The association coordinates the activities of Reformed University students as the elected student governing body. The whole student body, through due process, as outlined in the student handbook and in the Constitution of SA, elects officers and members of the Student Association. Its primary functions are to initiate discussion and make decisions concerning student wellbeing and learning environments, coordinate prescheduled and approved student activities throughout the academic year, improve the educational environment of the University, and aid students with the various hardships and difficulties that may arise during the pursuit of their academic goals. The Association helps students to be active in serving the community and to participate in the University programs, provides information regarding student welfare, and acts as a mediator between the University administration and the student body.

ADVISING AND GUIDANCE

Some students may experience academic difficulties not because they do not understand the specific course material, but rather due to other factors such as excessive anxiety, poorly developed study skills or unrealistic expectations about how much they can handle. Reformed University provides a friendly setting in which students

may explore concerns of a personal, academic or career related nature. In addition, counseling and guidance services can enrich the lives of students by guiding their educational path and empowering them to make mature choices; thus, allowing the student responsibility for their academic success.

Several counseling options are available to students at Reformed University.

First, Program Directors are available by appointments for academic advisement regarding academic and career planning. The scope of this activity includes:

1. Analyzing interests related to academic and career planning or
2. Selecting courses and student activities that maximize potential and opportunities
3. Developing an academic plan that encompasses both the course work and the supplemental needs of the student

Second, the Office of Student Services provides confidential and personal discussions concerning life situations, which may affect the student's learning or personal development. If necessary, referrals are made to professional counselors in governmental agencies or private settings.

PLACEMENT SERVICES

Reformed University makes no explicit or implied guarantee of job placement, starting salary, and income expectations for current students or graduates. The school assists students in their attempts to secure employment from prospective hiring companies in their field of study through career coaching, workshops, or seminars.

Services provided include, but are not limited to resume writing workshops, interview preparation, etc. The school also provides various resources for job opportunities, such as career fairs held in local communities.

CAREER SERVICES

In Career Services, our aim is to support Reformed University students as they extend their learning beyond the classroom by equipping them with resources and opportunities to help them discern their unique life calling and ultimately to enable them to make their visions a reality through service in fulfilling careers.

Our staff is dedicated to assisting students in creating, evaluating, and effectively implementing personal career goals. We provide many valuable services to help you prepare for a meaningful career including:

- Career Counseling
- Assessment Tools and Instruments
- Graduate School Informa
- Reformed University does not guarantee employment to graduates.

CAMPUS JOB

I. Introduction

Student employees are a vital part of our educational community, contributing to their own growth while supporting the functioning of our institution. This document outlines the comprehensive policies and procedures applicable to all student employees (including work-study), excluding graduate teaching fellows and those in student government positions, within our institution's unclassified service.

II. Eligibility

To be eligible for student employment, individuals must fulfill the following criteria:

- Active student status with at least two semesters of enrollment in an undergraduate or graduate program.
- Maintaining a minimum GPA of 2.5 for undergraduate students and 3.0 for graduate students.

III. Application

To apply for student positions, interested individuals can find position descriptions posted on our official website. Applicants must complete the provided application form, which will then be thoroughly reviewed by our dedicated Student Service Team.

IV. Classifications and Wage Rates

Student workers are employed under an agreement that stipulates the following:

- Hourly payment for their services.
- Compensation will be disbursed as tuition credit applicable to the upcoming semester.
- Mandatory timekeeping; students must record their hours accurately by clocking in and out using the designated system.
- Detailed classifications and wage rates should be made available and transparent to all student employees.
- Should there be any technical issues corresponding to the clock in and out, it must be notified to the Student Service Team.

V. Termination

Termination of a student worker may occur if:

- Their job performance falls below acceptable standards.
- Their behavior is inconsistent with the values and expectations of our institution.
- Financial aid implications of termination, if applicable, should be clearly communicated to the student.

Supervisors are strongly encouraged to provide students with the opportunity to address and improve any performance issues before considering termination. While written notification is not mandatory, it is advisable as a best practice in the interest of clear communication and fairness.

VI. Work Hours and Scheduling

- Work hours for student employees should be clearly defined and agreed upon at the start of their employment.
- Overtime policies, if applicable, must be communicated and adhered to.
- Flexibility in scheduling to accommodate academic commitments should be considered where possible.

VII. Training and Development

- All student employees should receive appropriate training and orientation related to their roles.
- Opportunities for skill development and advancement within the organization should be encouraged.

VIII. Confidentiality and Ethical Conduct

- Student workers must adhere to all institutional policies related to the confidentiality of sensitive information.
- Ethical conduct and professionalism are expected at all times during employment.

IX. Grievance Procedures

- A clear procedure for addressing grievances and disputes should be provided to student employees.
- A designated point of contact for grievance resolution should be established.

X. Safety and Health

- Student employees should be provided with a safe working environment.
- Reporting mechanisms for accidents or unsafe conditions should be clearly communicated.

XI. Communication

- Regular communication channels, such as team meetings or updates, should be established to keep student workers informed.
- Open lines of communication between supervisors and student employees should be encouraged.

XII. Records and Documentation

- Proper records of hours worked, evaluations, and other relevant documentation should be maintained.
- Records should be easily accessible to both the student employee and the institution for reference and future use.
- Documentation should be made available via google drive or one drive for easy access.

XIII. Non-Discrimination

- The institution is committed to providing equal employment opportunities to all student workers and prohibits discrimination based on race, gender, religion, disability, or other protected characteristics.

XIV. Review and Revision

- These policies and procedures should be periodically reviewed and updated to ensure their relevance and effectiveness.
- Feedback from student employees and supervisors should be considered in the revision process.

These comprehensive policies and procedures are designed to create a positive and productive working environment for our student employees while upholding the values and standards of our institution. A student worker must have a clear understanding that any employment on campus is strictly based on their acceptance of the terms and conditions set in the employment and student agreement form.

The nature of employment on campus as a student worker does not allow the students to receive any additional benefit such as CPT/OPT, and the university does not hold the right to provide students with social security or any other government documentation.

HOUSING ASSISTANCE

The university does not operate a dormitory or other housing facility under its control but will assist students in locating adequate housing near the campus. Some students find housing in a local residence or hotel, while others share an apartment or rent a room from members of a local church. Students are responsible for their own housing arrangements.

PARKING AND CARS ON CAMPUS

Students who have a vehicle on campus should register their vehicle and have liability insurance on each vehicle titled in their name at the time of enrollment. Vehicles must always be parked within marked parking spaces. Reserved parking has been designated for visitors and for the handicapped. Parking in a restricted space without permission is not permitted and may subject the violator to traffic or criminal penalties in accordance with state and local law.

Reformed University takes no responsibility for any damage or loss of property as a result of the driving or parking of vehicles on any of its sites. If you expect to drive to the university and park your vehicle, we encourage you not to leave any valuables in your vehicle and especially not in clear view. We would also encourage you to use steering lock devices (such as a "club lock"), car alarm/immobilizer systems and park your vehicle in frequently used and well-lit area. All vehicles parked on site do so at the owner's risk.

EMERGENCY SITUATION

IMMEDIATELY notify Reformed University Security at 770-232-2717 and report the incident. Reformed University Security will determine if the building will need to be evacuated and will conduct a detailed search. Employees will

make cursory inspections of their area for suspicious objects or packages and report the location to Reformed University Security.

OUTAGES, CATASTROPHIC EVENTS, AND DISASTERS

Distance Education operates via internet and personal computing devices and occasional disruptions due to natural disasters, loss of electricity, and network connectivity can impede normal program operations. In the event of a temporary outage that prevents students from completing a time-sensitive class assignment, students should inform their instructors and request an extension. Since online courses are asynchronous most classes and assignments can be accessed around the clock, so temporary disruptions do not affect the overall class operations. In the event of a prologued outage, online course students should alert the University administration. Class deadlines may be deferred on a case-by-case basis. Reformed University may pause and temporarily suspend all operations due to a state of national emergency and in such case will follow FEMA and State authorities' recommendations on resuming normal campus and online operations.

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

FINANCIAL INFORMATION

Full tuition payment is required before classes begin unless prior arrangement is made with the Registrar. Any arrangement or agreement with any faculty members or other administrative staff regarding tuition payment will be considered null and void. A student will receive an official transcript, Certificate of Enrollment, Certification of Graduation, and/or a degree, only if the student has met the required academic standards and requirements and has paid all financial obligations in full.

TUITION

Undergraduate Program (per credit) (12 credits = \$2,400)	\$200
Graduate Program (per credit) (9 credits = \$2,970)	\$330
MBA Program (per credit) (9 credits = \$3,870)	\$430
Technology Fee (per semester)	\$122
Student Activity Fee (per semester)	\$50
Facility Fee (per semester)	\$50
Registration Fee	\$100
(per Semester)	\$322

FEES (NON-REFUNDABLE)

ADMINISTRATIVE FEES (WHEN APPLICABLE)

Application Fee (Domestic & International)	\$150
I-20 Students Application Fee	\$50
New Students Orientation Fee	\$50
Placement Test (per appointment)	\$30

EXTRA FEES

Installment Fee (2 payment plan)	\$100
Graduation Fee	\$250
Late Registration Fee	\$100
Late Payment Fee	\$100
Change of program Fee	\$100

OFFICIAL DOCUMENT FEES

Official Transcript Verification of Enrollment/ Travel authorization/	\$ 10
Certificate of Graduation/ Certificate of Completion/ On-campus Employment Verification letter	\$ 5
I-20 Reproduction or Extension	\$20
Student ID Replacement charge	\$35
Insufficient Fund Charge	\$50
FAFSA application	\$100

*These fees are subject to be changed without prior notifications. * Full-time student status for Reformed University is as follows:

- For Bachelor’s degree program: twelve credit hours (four courses) per semester
- For Master’s degree program: nine credit hours per semester or a combination of classes and nine clock hours per week toward research and writing.
- Reformed University students mainly use non-cash payment options that include E-payment, check, and money orders. If you have cash, you can deposit your cash into your bank account and use any of these methods to pay the University.

* Note: No student will be allowed to register for a new semester and no transcripts or final grades will be released unless all unpaid bills to the university have been paid in full.*

Note: The application fee is charged only once unless the applicant has completed one program of study and is applying to enter an unrelated program, or the applicant previously withdrew from the institution.

REFUND POLICY

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 application 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**

Intensive Course

- First week - 90% of Tuition (no fees refunded after this point)
- Second Week - 70% of Tuition
- Third Week - 50% of Tuition
- Thereafter: 0% 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).

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).

SCHOLARSHIPS

Reformed University is proud to honor academically talented and exceptionally skilled students with a variety of scholarships and awards. Limited scholarships are available to students based on their academic records and service to community. Applicants must fill out a Scholarship Application Form. The following are the available scholarships from Reformed University:

- President's Scholarship
- Academic Achievement Scholarship
- Need-Based Tuition Assistance

* The Academic Committee makes a scholarship award decision, amount, and additional scholarship. The Scholarship will be awarded to the students as a tuition credit.

PRESIDENT'S SCHOLARSHIP

The Presidential Merit Scholarship was established to honor students who have exhibited or have the potential to exhibit extraordinary abilities and contributions.

ACADEMIC ACHIEVEMENT SCHOLARSHIP

Scholarship is awarded to full-time students with at least two semesters records at Reformed University. Students have demonstrated excellent performance in academic activities. Students must be pursuing a degree in Reformed University and must demonstrate exceptional talent and contribution at their major field.

NEED-BASED TUITION ASSISTANCE

Scholarship is awarded to full-time continuing students who demonstrate their leadership and financial need of this scholarship.

FINANCIAL AID

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

- 1) Go online to www.fafsa.gov, complete and submit the FAFSA application.
Reformed University's FSA school code: # 04256700
- 2) 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 a candidate for Reformed University. The Undergraduate application fee is \$100.

- 3) If you are applying for Federal Direct Loans, you must go online to 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. You must sign the Admissions application to be a candidate for Reformed University.

If you have any questions, please contact Mr. Eric Weems, Director of Financial Aid at eric.weems@runiv.edu.

***Title IX prohibits sex discrimination, including sexual harassment and sexual violence in all educational programs and activities. For more information, please see [the Financial Aid policy and procedure](#)**