



IVY CHRISTIAN COLLEGE

CATALOG

2017-2018

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A Word from the President

Dear Student

I am delighted to welcome you to Ivy Christian College. This new millennium of the 21st Century offers us both challenges and opportunities. There is an oriental saying that crisis means opportunities.

We, Ivy Christian College, exist to help you take opportunities and turn them to meaningful success.

Our mission is to provide you with a higher education, which is innovative, superb, and real-world, fulfilling the changing workforce needs of the society. Ivy Christian College equips you with professional knowledge and skills you need for your area of specialty.

Our quality education serves to make a significant and meaningful difference in your life and then to prepare you for successful career in the future. Above all, your perspective and purpose in life shall be formed and shaped by the eternal truth of the Bible. You, who desire to become Christian professionals or ministers, will appreciate how to serve and benefit the world with the truth and love of Christ Jesus. We earnestly want to see our students to serve as leaders with genuine Christian character in the community they engage.

Our highly qualified faculty and staff are committed to serving and working together for you to project and fulfill your dream. We recognize that you are so significant and valuable for the advancement of the Kingdom of God as well as for the enrichment of the society you involve. I invite you to Ivy Christian College and begin your meaningful preparation for your gratifying future.

We welcome you sincerely and look forward to meeting you soon.

Cordially in Christ



David Pak
President

History and Development

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

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

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

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

ICC is related to the Baptist Churches in America through its church courts. Presently, the ICC is sponsored by and responsible to several Korea Church of the Baptist Churches in America. The ICC also works very closely with the Theological Seminary Program of the Southern Baptist Churches in the USA.

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

Statement of Purpose

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

publications, as well as providing theological leadership for the Christian community and world at large.

Mission Statement

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

Philosophy of Education

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

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

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

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

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

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

Distinctive of the 'ICC'

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

1. Belief in the plenary verbal inspiration of Scripture resulting in an inerrant Word as it was originally given by God, and, therefore, the only infallible rule of faith and practice.
2. Belief that the biblical form of Church government is the Baptist form, which is essential to the well-being of the Church, though not necessary to its being. Belief in the Great Commission is the one and only mission of the Church. The Christian individually and in association with others, has obligations to function in all spheres of life by developing and practicing the full implications of the Christian world and life view in every human relationship and in all aspects of life and society under the Lordship of Christ.

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

3. Belief in Dynamic Spiritual Emphasis as a student must be walking in fellowship with God (the Holy Spirit) so that he or she can be taught by the Holy Spirit. The cultivation of the spiritual life is inseparably fused with the scholarly study of biblical and related subjects, thus providing an unusual classroom climate and a distinct theological education. All this is designed to prepare students to communicate the Word of God in the power of the Holy Spirit.
4. Belief in a Strong Commitment to Missions; ICC is firmly committed to promoting the missionary enterprise throughout the world. This Commitment is demonstrated in a variety of ways that provide exposure for students to the diverse nature of missions and the unique opportunities for career service in missions.
5. Emphasis on the practical as well as the theological aspects of ministry. The ICC believes that learning “how” to minister is as important as learning “what” to minister, and therefore trains as well as instructs.

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

Institutional Goals of the College

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

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

Statement of Faith

ICC stands firmly on the Baptist Faith and Belief, following the theological tradition of Anabaptist. The entire family of ICC confesses the following according to the Canonical Bible.

To guarantee that ICC will maintain its theological position, each member of Board of Trustee, Faculty, and Teaching Staff is required initially and annually to engage in and subscribe to the following Statement of Faith. Also every board, administration, staff and faculty member must sign it

1. The Holy Scriptures

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

2. The Godhead

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

3. The Person and Work of Christ

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

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

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

4. The Person and Work of the Holy Spirit

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

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

5. The Creation and Man

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

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

6. Salvation

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

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

7. The Eternal Security and Assurance of Believers

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

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

8. The Two Natures of the Believer

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

9. Separation

We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord; and, that separation from all religious apostasy, all worldly and sinful pleasures, practices and associations is commanded by God (Romans 12: 1-2, 14: 13; 2 Corinthians 6:14-7:1; 2 Timothy 3:1-5; 1 John 2:15-17; 2 John 9-11).

10. Missions

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

11. Ministry and Spiritual Gifts

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

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

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

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

12. The Personality of Satan

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

13. The Second Advent of Christ

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

14. The Eternal State

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

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

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

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

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

The Code of Conduct

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

1. Each Christian is to be Christ like in attitude and action. This is neither automatic nor instantaneous, but a growth process. This Christ likeness does not come by observing certain outward expectations, but comes from within as the indwelling Spirit of God energizes the believer submitted to God (Romans 12:12; Philippians 2:12-13). As believers walk in fellowship with the Lord, being controlled and enabled by the Holy Spirit, they are changed to be more and more like Him (2 Corinthians 3:18; Philippians 2: 12-13, 1 John 1:47).

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

3. Living by God's grace, believers are to avoid even the appearance (every form) of wrongdoing (1 Thessalonians 5:22). Believers are called to freedom, but this is not to be an opportunity for the works of the flesh (Galatians 5:13).

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

The Main Campus

The campus is located in Fairfax. We are located at 9401 Mathy Dr. Fairfax, VA. 22031. All academic and administrative activities occur at this site. ICC does not offer distance education.

Hours of Operation

The campus is located at 9401 Mathy Drive, Fairfax, Virginia 22031. School offices are open from 9:00 A.M.– 7:00 P.M., Monday through Thursday. On Friday, the office hours are from 9:00 A.M. – 6:00 P.M. The school is closed on holidays and weekends. The School telephone numbers (703) 425-4143 and the fax number is (703) 425- 4148.

Transfer Credit Policy and Requirements

NOTICE: CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR COLLEGE

Currently, Ivy Christian College does not have any agreements or plan with any other college or university regarding mutual recognition of academic credits, degrees or certificates. The transferability of credits taken at Ivy Christian College and acceptance of the degree or certificate earned in any Ivy Christian College program are at the complete discretion of institutions to which you may seek to transfer to. You may be required to repeat some or all the coursework completed at our College. For these reasons, you are advised to make certain that transferring to another institution will meet your educational goals. This may include contacting any institution to which you may seek to transfer to determine the transferability of the credits, degree, or certificate.

Undergraduate Program Admissions

Admissions

Ivy Christian College's academic programs and facilities are open to students who meet the standard requirements for admission. However, ICC does not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of educational policies, admission policies, scholarships, or any other programs and activities.

It is recommended that applicants apply early and complete this application process at least a month before the year of enrollment.

How to Apply and Admissions Requirements

In order to apply for our program, go to our website, www.ivy.edu, and click "Online Application." Then a link to the online application will be sent to the applicant. The required documents and the application steps are as following:

1. Complete the Online Application Form, including credit card payment (Visa, Master, Diner's Club, or Discover) for non-refundable application fee, \$100.
2. Submit a photocopy of the front page of a valid passport (with the picture, the name and the birth date) or ID card online.
3. Mail a copy of a high school transcript or college transcript, or sign a self-attestation.
4. Mail a proof of English language proficiency: If English is not your first language, you are required to submit official scores from an English proficiency examination, regardless of citizenship.
 - I. English language competency requirement may be fulfilled through any one of the following options:
 - A. English Language Competency (TOEFL): TOEFL Score of at least 61 iBT or a level 6 IELTS exam score
 - B. Satisfactory completion of at least two academic years (60 semester credits/90 quarter credits) of education at the baccalaureate level from an institution accredited by an agency recognized by the U.S. Secretary of Education
 - C. Achieve B2level in Oxford English Test or a minimum completion of "Expanding" Level in ICC ESL Program.
5. Biblical Studies taught in Korean: Korean language competency requirement maybe fulfilled through an interview with the Academic Dean.
6. Complete all spiritual requirements.

Spiritual Requirements for Biblical Studies

The spiritual requirements for Biblical Studies prepares its students for a spiritual ministry,

it must seek certain spiritual quality studies at the College have equal priority with all academic requirements. Therefore, each applicant for admission is required to submit the following items:

- (1) A statement of personal interest in Christianity or of Christian experience and service.
- (2) A signed Code of Conduct.
- (3) The name and address of at least one person who can testify to the applicant's Christian or moral character and suitability for undergraduate study.

Notification of Acceptance for Admissions

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

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

Applicants must sign #3 and #4 and return them to the Office. Applicants will be provided with a copy of the signed Enrollment Agreement, and Code of Conduct. The original copies will be kept in the Registrar's office.

Transfer Students

Transfer credit may be awarded by ICC for equivalent coursework completed at a regionally or nationally accredited institutions recognized by the Department of Education. Credits will be evaluated from other institutions only upon receipt of official transcripts and publications that contain course description and in accordance to the following standards:

Credit will be given for courses completed in other accredited institution when such courses are comparable to those offered in this institution. The following also apply:

1. Transfer credit requests must be submitted upon program application.
2. Equivalency will be determined through examination of published course descriptions and / or syllabi and is at the discretion of ICC's Director of Biblical Studies. These documents cannot be returned to the applicant or forwarded to another institution or agency.
3. A minimum grade of —Pass or —C (2.0) is required for transfer.
4. Credit must have been earned within the last ten (10) years unless the applicant provides acceptable evidence of continuous activity within the last two years in the specific field for which transfer credit is requested. At the

discretion of the Academic Dean, a student, under these circumstances may take a challenge exam which may award credit for the corresponding course if a score of 70% is achieved on the exam.

5. Transfer credit is granted only when the total hours for any given course have been documented.
6. Course work taken at another institution after admission to ICC is not transferable unless approved in advance in writing by the Registrar at the discretion of the Academic Dean. Transfer credit awarded is officially recorded on the student's ICC transcript. Course work transferred into the program is not included when computing Grade Point Average (GPA).
7. Bachelor degrees must complete at least two full year of work (90 credit hours) at this College to be eligible for graduation.

Challenge Exams

Students who have been admitted to ICC in selected programs may take an exam to “challenge” a course in the curriculum, if an exam exists for the course, and thereby receive credit for the course. Typically, the challenge exam for a course will be an exam similar but different than the course's final exam that is designed and administered by a faculty member teaching that course. The student must pass the challenge exam by the Grade Point Average of C (70%) and above in order to receive credit for the course. There are limits as to the amount of credit a student can earn through challenge exams. For undergraduates, no more than 25 percent, or 45 quarter credits, of the bachelor's curriculum can be challenged. The course taken by challenge exam can be counted as one of the courses normally taken in the school quarter. The transcript of any student successfully challenging a course will list the course, the exam grade as the final grade, and will carry a designation that the course was met through challenge. Any student wishing to challenge a course must apply in writing to the Academic Dean and list the course they would like to challenge, the preferred date, and the amount of credit they wish to receive if they successfully challenge the exam. A non-refundable \$50 challenge exam fee must be paid at the time the challenge exam is taken.

International Student Admissions

ICC issues I-20 forms to international students. As a result, each prospective international student must contact the Office of Admissions regarding preparation of the student VISA.

After processing your completed application, the Admissions Office will inform you of its decision. It is wise to start the process well in advance of the term for which you are applying. Any questions about applications, important dates or any other part of the admissions process should be directed to:

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

Financial Statement Requirement

International applicants must submit financial statements showing evidence of financial support to attend school full-time. Original (not copies) bank verification of funding must substantiate financial statements. The statement must be original and on the institution's letterhead/stationery.

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

International Student Visa Information

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

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

1. Complete the Online Application Form, including credit card payment (Visa, Master, Diner's Club, or Discover) for non-refundable application fee, \$100.
2. Submit a photocopy of the front page of a valid passport (with the picture, the name and the birth date) online and

3. Mail a copy of a high school diploma or college transcript, translated in English and notarized, or sign a self-attestation.
4. Mail a proof of English language proficiency: If English is not your first language, you are required to submit official scores from an English proficiency examination, regardless of citizenship.
 - I. English language competency requirement may be fulfilled through any one of the following options:
 - A. English Language Competency (TOEFL): TOEFL Score of at least 61 iBT OR a level 6 IELTS exam score, OR
 - B. Satisfactory completion of at least two academic years (60 semester credits/90 quarter credits) of education at the baccalaureate level from an institution accredited by an agency recognized by the U.S. Secretary of Education, OR
 - C. Achieve B2 level in Oxford English Test or a minimum completion of “Expanding” Level in ICC ESL Program.
5. Biblical Studies in Korea: Korean language competency requirement may be fulfilled through an interview with the Academic Dean.
6. Mail an original copy of a bank statement that shows available funds to afford the program and the cost of living. (Note: All financial information must be statements with dates no older than 3 months prior to the I-20 application date.)
7. Complete all spiritual requirements.
8. Mail the Affidavit of Support Form signed by the sponsor (if applicable).
9. Transfer students only: email a photocopy of all I-20 forms from previous schools in the U.S. to info@ivy.edu
10. Transfer students only: email a photocopy of the current visa and I-94. Note: Other forms of payment (Cash, Debit Cards, Money Orders or Certified Bank Checks) are accepted as well.

The student must apply an application at least one month ahead before the start day of every quarter. All required documents except the application form must be submitted via email (scanned documents must be readable) or mail. The mailing address and phone numbers are:

Ivy Christian College
9401 Mathy Dr. 380, Fairfax, VA 22031
Phone: (703) 425-4143
Email: info@ivy.edu

Important Information for Students in F-1 Status

(1) All F-1 students should be enrolled as full-time (at least 12 credits in undergraduate degree program). Full-time status must be maintained and verified to avoid being out of proper USCIS status.

(2) Students are responsible for notifying the International Student Office of any change in their personal information no later than 10 days after the change is implemented. (Example: address, telephone number, etc.)

Note: If you are currently a student at another institution and already have an F-1 visa, you need a new I-20 issued by ICC. Therefore, you must submit the I-20 application packet, transfer clearance form, a copy of current visa, I-20, passport, and I-94, along with all other admissions requirements

Undergraduate Programs

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

Program Description and Objectives

This program focuses more depth on historical geography and relevant ancient cultural contexts in the interpretation of the Old and New Testaments. The students develop written research works and evaluate modern cultural trends. The objective of the program is to help the student attain a fundamental grounding in Biblical Studies, including an introduction to the theory, major Christian doctrines and practice of Church ministry. The program allows students to master enabling skills for autonomous learning and to develop a deep understanding in a specific area of knowledge.

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

Student Learning Outcomes

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

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

Method of Education

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

Graduation Requirements

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

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

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

Program Outline (180 Credits)

General Education Courses (68 Credits)

Students in B.A.B.S. program must choose at least one course in each category of general education: communications, humanities and fine arts, behavior and social sciences and science and mathematics. See the general education information for details.

Major Courses (80 Credits)

NT 101	Introduction to the New Testament	4 Credits
NT 102	New Testament History	4 Credits
NT 104	Synoptic Gospel	4 Credits
NT 105	Pauline Epistles I	4 Credits
NT 201	Pauline Epistles II	4 Credits
OT 101	Introduction to the Old Testament	4 Credits
OT 115	Introduction to the Old Testament Prophets	4 Credits
OT 202	Old Testament History	4 Credits
OT 205	Pentateuch	4 Credits
OT 215	Minor Prophets	4 Credits
TH 201	Systematic Theology I	4 Credits
TH 202	Systematic Theology II	4 Credits
BI 201	Introduction to Christian Education	4 Credits
BI 202	Church Administration	4 Credits
BI 301	Romans	4 Credits
BI 302	Hermeneutics	4 Credits
BI 303	History of the Christian Church	4 Credits
BI 310	Homiletics	4 Credits
BI 311	Introduction to Missions	4 Credits
BI 312	Evangelism	4 Credits

Elective Courses (32 Credits)

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

ASSOCIATE OF ARTS IN BIBLICAL STUDIES (A.A.B.S.)

Program Description and Objectives

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

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

Student Learning Outcomes

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

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

Method of Education

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

Graduation Requirements

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

1. Completion of one of the programs offered by the College with a Grade Point Average of a "C" or above. A minimum of 48 credits must have been taken at ICC.
2. Evidence of dependability and progress in Christian ministry as mutually evaluated by the directors of student ministries and of the candidate's chosen program.
3. Evidence of approved Christian character
4. Approval of the faculty and board of trustees

Program Outline (96 Credits)

General Education Courses (36 Credits)

Students in A.A.B.S. program must choose a least one course in each category of general education: communications, humanities and fine arts, behavior and social sciences and science and mathematics. See the general education information for details.

Major Courses (48 Credits)

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

Elective Courses (12 Credits)

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

BACHELOR OF ARTS IN BUSINESS ADMINISTRATION (B.A.B.A.)

Program Description and Objectives

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

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

Student Learning Outcomes

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

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

Method of Education

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

Graduation Requirements

The College confers a Bachelor's Degree on those students who have fulfilled the following conditions:

1. Completion of one of the programs offered by the College with a Grade Point Average of a "C" or above. A minimum of 45 quarter credits must have been taken at ICC.
2. Approval of the faculty and board of trustees.

Program Outline (180 Credits)

General Education Courses (68 Credits)

Students in B.A.B.A. program must choose a least one course in each category of general education: communications, humanities and fine arts, behavior and social sciences and science and mathematics. See the general education information for details.

Business Administration Courses (80 Credits)

BA 201	Principles of Administration	4 Credits
BA 202	Principles of Economics	4 Credits
BA 203	Introduction to e-Commerce	4 Credits
BA 204	Introduction to Internet Marketing	4 Credits
BA 211	Principles of Accounting I	4 Credits
BA 212	International Business Management	4 Credits
BA 221	Business Statistics	4 Credits
BA 231	Business Communications	4 Credits
BA 271	Business Law & Ethics	4 Credits
BA 281	Management Information Systems	4 Credits
BA 291	Human Resources Administration	4 Credits
BA 292	Monetary Theory	4 Credits
BA 311	Principles of Accounting II	4 Credits
BA 331	Financial Management	4 Credits
BA 341	Labor Relations	4 Credits
BA 342	Organizational Administration	4 Credits
BA 351	Marketing Administration	4 Credits
BA 361	Management Science	4 Credits
BA 362	Production & Operations Management	4 Credits
BA 371	Strategic Management	4 Credits

Elective Courses (32Credits)

Choose 8 courses from other major courses. See the course list of Biblical Studies for more information.

ASSOCIATE OF ARTS IN BUSINESS ADMINISTRATION (A.A.B.A.)

Program Description and Objectives

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

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

Student Learning Outcomes

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

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

Method of Education

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

Graduation Requirements

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

1. Completion of one of the programs offered by the College with a Grade Point Average of a "C" or above. A minimum of 48 credits must have been taken at ICC.
2. Approval of the faculty and board of trustees.

Program Outline (96 Credits)

General Education Courses (36 Credits)

Students in A.A.B.A. program must choose a least one course in each category of general education: communications, humanities and fine arts, behavior and social sciences and science and mathematics. See the general education information for details.

Business Administration Courses (48 Credits)

BA 201	Principles of Administration	4 Credits
BA 202	Principles of Economics	4 Credits
BA 203	Introduction to e-Commerce	4 Credits
BA 204	Introduction to Internet Marketing	4 Credits
BA 211	Principles of Accounting I	4 Credits
BA 212	International Business Management	4 Credits
BA 221	Business Statistics	4 Credits
BA 231	Business Communications	4 Credits
BA 271	Business Law & Ethics	4 Credits
BA 281	Management Information Systems	4 Credits
BA 291	Human Resources Administration	4 Credits
BA 292	Monetary Theory	4 Credits

Elective Courses (12 Credits)

Choose 3 courses in other major courses. Please see the course list of Biblical Studies for more information.

Course Information and Description

COURSE NUMBERING SYSTEM

Course Number

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

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

Course Category

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

General Education Courses

Communications

CE 100	English Composition	4 Credits
CE 101	English Writing & Research	4 Credits

Humanities & Fine Arts

HA 100	English Literature	4 Credits
HA 102	U.S. History	4 Credits
HA 103	World History	4 Credits

Behavior & Social Sciences

SB 100	Introduction to Business	4 Credits
SB 101	Introduction to Law	4 Credits
SB 102	Introduction to Sociology	4 Credits
SB 103	Introduction to Psychology	4 Credits
SB 104	U.S. Government	4 Credits
SB 105	International Relations	4 Credits

Science and Mathematics

SM 101	College Algebra	4 Credits
SM 102	College Statistics	4 Credits
SM 103	College Calculus	4 Credits
SM 104	Introduction to Health Science	4 Credits
SM 105	General Physics	4 Credits
SM 106	Introduction to Alternative Medicine	4 Credits

General Education Course Descriptions

Communications Courses (4 credits for each course)

CE 100: English Composition

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

CE 101: English Writing & Research

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

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

HA 100: English Literature

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

HA 102: U.S. History

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

HA 103: World History

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

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

SB 100: Introduction to Business

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

SB 101: Introduction to Law

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

SB 102: Introduction to Sociology

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

SB 103: Introduction to Psychology

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

SB 104: U.S. Government

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

Science and Mathematics Courses (4 credits for each course)

SM 101: College Algebra

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

SM 102: College Statistics

This course introduces the basic statistical methods such as reasoning, sampling and data analysis. Random variables, normal and binomial distributions will also be introduced. This

course focuses on mathematical part of statistics, while BA 221 focuses more on applications, situations and examples of the real world.

SM 103: College Calculus

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

SM 104: Introduction to Health Science

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

SM 105: General Physics

General Physics is designed to present concepts and applications of the following topics: kinematics, dynamics, gravitation, energy, momentum and heat.

SM 106: Introduction to Alternative Medicine

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

Major Course Descriptions

Biblical Studies Courses (4 credits for each course)

BI 201: Introduction to Christian Education

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

BI 202: Introduction to Church Administration

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

BI 301: Romans

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

interpretation are applied to the study of this book.

BI 302: Hermeneutics

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

BI 303: History of the Christian Church

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

BI 310: Homiletics

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

BI 311: Introduction to Missions

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

BI 312: Evangelism

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

New Testament Courses (4 credits for each course)

NT 101: Introduction to the New Testament

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

NT 102: New Testament History

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

NT 104: Synoptic Gospel

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

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

NT 105: Pauline Epistles I

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

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

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

Old Testament Courses (4 credits for each course)

OT 101: Introduction to the Old Testament

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

OT 115: Introduction to the Old Testament Prophets

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

OT 202: Old Testament History

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

OT 205: Pentateuch

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

OT 215: Minor Prophets

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

Theology Courses (4 credits for each course)

TH 201: Systematic Theology I

An introductory study of Christian theology with emphasis on the methodology includes an examination of Systematic Theology. This course will cover Prolegomena, Bibliology, Doctrine of God, Christology, and Holy Spirit.

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

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

Business Administration Courses(4 credits for each course)

BA 201: Principles of Administration

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

BA 202: Principles of Economics

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

BA 203: Introduction to e-Commerce

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

BA 204: Introduction to Internet Marketing

This course introduces the students on how organizations can use the Internet to support their marketing activities. Building on traditional marketing theory and concepts together with emerging academic literature, the course details a structured approach to applying the Internet for marketing.

BA 211: Principles of Accounting I

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

BA 212: International Business Management

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

BA 221: Business Statistics

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

BA 231: Business Communications

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

BA 271: Business Law & Ethics

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

BA 281: Management Information Systems

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

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

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

BA 292: Monetary Theory(Prerequisite: BA 202)

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

BA 311: Principles of Accounting II(Prerequisite: BA 211)

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

BA 331: Financial Management

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

BA 341: Labor Relations(Prerequisite: BA 291)

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

BA 342: Organizational Administration(Prerequisite: BA 201)

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

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

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

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

The course will provide an introduction to various operations management functions; organizational structure, product selection, process design, capacity and location management, quality management, forecasting, inventory management, and job design.

Survey of current topics in Production, Operations Research, and Statistics. Emphasis will be placed on current literature and computer applications.

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

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

BA 371: Strategic Management(Prerequisite: BA 361, BA 342)

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

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

How to Apply for E.S.L. Program

For students requiring an I-20 Form and F-1 student visa, we recommend applying *at least ten (10) weeks before the beginning of the study term.*

For 10-week students not requiring student visas, we recommend applying at least 6 weeks before the beginning of the study term.

In order to apply for our program, go to our website, www.ivy.edu, and click "Online Application." Then a link to the online application will be sent to the applicant. The required documents and the application steps are as following:

***For U.S. Resident Applicants**

1. Complete the Online Application Form, including credit card payment (Visa, Master, Diner's Club, or Discover) for non-refundable application fee, \$100.
2. Submit a photocopy of the front page of a valid passport (with the picture, the name and the birth date) or ID card online.
3. Mail a copy of a high school diploma or college transcript, translated in English and notarized or submit self-attestation.
4. Complete the Oxford English Test for placement.

*** For International Applicants (I-20 Required)**

1. Complete the Online Application Form, including credit card payment (Visa, Master, Diner's Club, or Discover) for non-refundable application fee, \$100.
2. Submit a photocopy of the front page of a valid passport (with the picture, the name and the birth date) online and
3. Mail an original copy of a bank statement that shows available funds to afford the program and the cost of living. (Note: All financial information must be statements with dates no older than 3 months prior to the I-20 application date.)
4. Mail the Affidavit of Support Form signed by the sponsor (if applicable).
5. Transfer students only: email a photocopy of all I-20 forms from previous schools in the U.S. to info@ivy.edu
6. Transfer students only: email a photocopy of the current visa and I-94.
Note: Other forms of payment (Cash, Debit Cards, Money Orders or Certified Bank Checks) are accepted as well.
7. Complete the Oxford English Test for placement

Mailing Address for Application Items:

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

Applicants must sign #3 and #4 and return them to the Office. Applicants will be provided with a copy of the signed Enrollment Agreement, Code of Conduct and Doctrinal Statement. The original copies will be kept in the Registrar's office.

***SEVIS Payment**

After receiving the Form I-20 from ICC, and in order to be issued a student visa, new students are required to pay a SEVIS processing fee of US\$200. The payment must be made online (<http://www.FMJfee.com>) with a credit card.

***Personal Interview at the U.S. Embassy**

After receiving the I-20 and making the SEVIS payment, each student must make an appointment for a personal interview at the nearest US Embassy or Consulate. Students should be prepared to explain their study plans and show evidence of intention to return home upon completion of the program. If approved, the F-1 visa is issued. For more information on visa issuance, please consult the [USCIS website \(http://www.uscis.gov\)](http://www.uscis.gov)

Additional Requirement upon Arrival

All new students must come to the ICC office before the beginning of the study term to complete the placement test (for ESL), final registration and to attend new student orientation. Students will need to bring their passport (international students only) or an ID card (U.S. resident only).

Important Information for Students in F-1 Status

(3) All F-1 students should be enrolled as full-time (225 hours in ESL Program). These hours must be maintained and verified to avoid being out of proper USCIS status.

(4) Students are responsible for notifying the International Student Office of any change in their personal information no later than 10 days after the change is implemented. (Example: address, telephone number, etc.)

Note: If you are currently a student at another institution and already have an F-1 visa, you need a new I-20 issued by ICC. Therefore, you must submit the I-20 application packet, transfer clearance form, a copy of current visa, I-20, passport, and I-94, along with all other admissions requirements.

Notification of Acceptance for Admissions

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

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

Program Description

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

Program Objectives

English as a Second Language provides comprehensive English skills for non-native English speakers to acquire fluency to communicate in English and support their academic and professional success. The ESL program begins very simply for true

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

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

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

Program Overview

ESL students at Ivy Christian College build practical English skills for general, academic, or professional purposes. The program consists of 6 levels.

The program offers four quarters yearly. Each quarter lasts 10 weeks followed by a 3-week break. Classes meet four and a half hours daily, five days per week (22.5 hours of classroom instruction/week).

E.S.L. Program Outline and Course Descriptions

Course Level	Description of Level
ENG085 Foundation (225 hrs/quarter)	This course introduces students to the fundamentals of the English language. This course is designed to help students learn the alphabet, the English number system, basic pronunciation skills, vocabulary development and basic spelling of simple words. Students will obtain the basics of English.
ENG 086 Emerging (225 hrs/quarter)	This course is designed to help students learn important English phrases, greetings, spelling and the fundamental grammatical concepts. This course familiarizes students with expressing important needs and wants in English, to give simple requests and to use questions in order to acquire new information. This course is designed to assist students with listening comprehension and speaking.
ENG 087 Developing (225 hrs/quarter)	This course emphasizes sentence structure, paragraph organization and usage of formal English grammar. This course is designed to help students select/write about the main idea, supporting details and conclusion. This course will help students use the correct form of grammar in paragraph organization.

ENG 088 Expanding (225 hrs/quarter)	This course is designed to provide practice in a variety of sentence structure, complex verb forms and the writing of sentence in context expanding the gap between the study of English as a second language and the effective use of English in the college classroom. This course is designed to improve and practice all 4 skills-listening, speaking, reading and writing and pronunciation skills
ENG 089 Bridging (225 hrs/quarter)	This course is designed for students who are learning advanced level English reading, writing, listening, speaking, and grammar. This course deepens students' ability to comprehend, respond and use appropriately to authentic spoken and written English in a variety of academic, social and professional settings.
ENG 090 Conversant (225 hrs/quarter)	This course is designed for students who are learning advanced level English reading, writing, listening, speaking, and grammar. This course deepens students' ability to comprehend, respond and use appropriately to authentic spoken and written English in a variety of academic, social and professional settings. This course expands students' ability to comprehend and analyze authentic texts in English as well as synthesize and organize information to discuss and produce essays and reports.

In addition to the above courses, students have the opportunity to substitute the following courses for the Advanced level courses.

ENG 091 Business English (225 hrs/quarter)	This course develops students' career-related language proficiency, enhances students' awareness of and confidence in career-related and cross-cultural communication and workplace technology, and develops students' proficiency and confidence in business situations including presentations.
ENG 092 English Through Current Issues (225 hrs/quarter)	Students master the language of international affairs and keep pace with today's changing political climate. Practice English through debates on politics, economics, law and other issues.

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

TFL TOEFL Preparation (225 hrs/quarter)	This course familiarizes students with the format of the Internet-based TOEFL (iBT). The course also trains students to apply appropriate test-taking strategies in the skill areas of reading, listening, speaking and writing.
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ACADEMIC DEFINITIONS, POLICIES AND PROCESSES

Quarter Credit/Clock Hour

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

Examinations

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

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

Enrollment Status

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

Part-time = Less than 12 quarter credits

International Students - Reduced Course Load Policy

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

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

Grading Scale

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

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

Letter Grade	Quality Points	Grade Scale	Description
A	4	90-100%	Superior
B	3	80 to 89%	Excellent
C	2	70 to 79%	Average
D	1	60-69%	Acceptable
F	0	lower than 60%	Failed (Undergraduate)
F	N/A	lower than 70%	Failed (E.S.L.)
P	N/A	N/A	Pass
I	N/A	N/A	Incomplete
R	N/A	N/A	Retake
WF	N/A	N/A	Withdrawn, with penalty
IP	N/A	N/A	In Progress
AUD	N/A	N/A	Audit (Not offered for ESL courses)

Cumulative Grade Point Average Calculation (CGPA)

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

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

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

Auditing Courses Policy

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

Grade Appeal

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

Repeat Courses

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

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

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

Satisfactory Academic Progress

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

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

Program: Degree Programs

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

Program: English as a Second Language Certificate Program

Quarter(s)	Minimum Percentage of Cumulative Clock Hours Completed that were attempted	Minimum CGPA
1	60%	NA*
2	70%	NA*
3 and beyond	80%	NA*

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

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

Satisfactory Academic Progress Warning

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

withdrawn from the program(unless the student files and is granted an appeal as defined below).

Satisfactory Academic Progress Appeals, Probation, and Academic Plans

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

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

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

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

Procedure for re-establishing Satisfactory Academic Progress

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

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

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

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

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

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

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

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

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

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

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

Grade Report

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

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

Add/Drop Policy

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

ESL Level Change Policy

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

Attendance Policy

Most classes meet for four hours, once a week for ten weeks with a final examination during the 10th week of each quarter. Instructors are required to take attendance for each class session on Populi. Three marks of early departure (15-minute-early departure) or tardiness (15-minute-arrival) count as one absence. Students are marked absence when arriving 30 minutes late or leaving 30 minutes early. The students are required to meet at least 80% of the total attendance a quarter. If the students fail to meet the minimum attendance requirement, they automatically fail the course.

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

Students who are absent for 14 or more consecutive days and do not contact the Academic Dean as to their expected return date may be withdrawn. Absences or tardiness may be excused only when a proper official document is provided to the Registrar that explains the students were under special circumstances (i.e. an emergency room visit, a court order, etc.) A make-up quiz or exam can be given to a student who had an excused absence on the testing day at the discretion of the instructor.

Leave of Absence Policy – Standard

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

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

Leave of Absence Policy - International Students

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

Exceeding the Leave of Absence Period

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

I-20 Program Extension

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

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

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

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

Required Documentation for Program Extension

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

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

How to Request an Extension

First, fill out the Program Extension Request form and meet with the Academic Deanto obtain his/her recommendation. Once you have prepared all of the extension request materials, you must submit them in person to an international student advisor, and an

appointment is required. We strongly recommend that you submit the extension request at least 1-2 months prior to the expiration of your current I-20 form.

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

The Powers, Duties and Responsibilities of the Governing Board

ICC is a private, postsecondary proprietary schools incorporated in the State of Virginia. ICC is 100% owned by Byung Yun Kim who is also the sole member of the Board of Trustees (Board) that governs the campus and senior administrators.

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

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

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

Reservation of Rights to modify curriculum, fees and policies

Upon approval by the State Council of Higher Education for Virginia (SCHEV), Ivy Christian College reserves the right to change the required number of course credits/hours necessary to graduate. Ivy Christian College holds the right to change the curriculum in order to meet the regulations or guidelines of SCHEV, TRACS, or any other agency accrediting the institution.

Students will not be asked to forfeit credit hours or pay any additional tuition resulting from the change that may be above what was agreed upon in their enrollment agreement. However, a student will be moved into the new curriculum. Upon SCHEV approval and official implementation into the program, all changes to the curriculum will be announced to the entire student body and faculty.

Academic Freedom Policies

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

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

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

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

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

Student Participation

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

Program Evaluation Committee

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

Right to Review the Academic Record

Family Educational Rights and Privacy Act (FERPA).

Students have the right to review their own academic records on file on Populi (a web-based student management program) or submit a request form to the Registrar to obtain an official record. The students can review their final grade for each quarter on Populi after two weeks from the last day of each quarter.

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

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

Retention of School Records

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

After five years the ICC will maintain only the following: (1) the application for admission; (2) the academic records, including a listing of courses attempted, credits, grades, quality points earned; (3) the transcripts, which will list courses attempted, credits

earned, grades, and quality points, date of graduation, degree awarded; (4) the placement file; (5) the student financial account.

Students' Rights, Privileges & Responsibilities

Rights and Privileges

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

Freedom from harassment

All members of the ICC community may pursue their educational opportunities free from harassment, including physical abuse, threats or intimidation. ICC College provides equal educational opportunities to its students without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability or veteran status. The College prohibits discrimination on any of these bases and will take steps necessary to remedy any instances of such discrimination.

Freedom of speech and action

Rice students may express their beliefs, feelings and opinions so long as the manner of expression does not violate another community member's rights. Specific examples of such violations include, but are not limited to, disrupting College functions and impeding access to any part of the campus and violations of the Code of Student Conduct. The College reserves the right to impose "reasonable regulations" as to the time and place for some activities and, in certain circumstances, to require written permission before they may be undertaken.

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

Responsibilities

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

- To refrain from deliberately violating the privileges of any other member, and to consider all actions carefully to ensure that they do not unintentionally violate others' privileges. All members of the ICC community are responsible for their own actions. Participation in a group, the influence of alcohol or drugs or "acting without thinking" does not diminish this responsibility.

- To remind others of their responsibility for their actions and to counsel and educate other members of the community whose conduct violates the privileges of others, whether deliberately or inadvertently.
- When necessary, to report to the proper authorities any non-academic conduct that violates the privileges of others. "Necessary" in this instance includes situations which are severe (such as physical assault), situations in which negotiation has failed and the violations continue, or any case in which the public discussion or law has been broken. Organizations and individuals who might be contacted in these circumstances include:
 - College officers
 - Academic Dean
 - Various other groups trained to deal with victims' rights, as appropriate

Student Conduct and Discipline Policies

Student Code of Professional Conduct

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

Academic Dishonesty

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

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

Inappropriate Conduct

All students are to conduct themselves in a manner that is not injurious to College's name, reputation, property or other individuals. Any act that disrupts or prevents the

College staff and faculty from performing their duties will be grounds for immediate disciplinary action.

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

Drug and Alcohol Abuse Policy

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

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

Administration of Student Discipline

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

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

If as a result of an official appeal, it is determined that the student was improperly disciplined, the president shall, if requested by the student, have the record of the hearing sealed, and have any reference to the disciplinary process removed from the student's record. In such case, the record of the hearing may be used only in connection with legal

proceedings. The president also may take other reasonable actions to ensure that the status of the student's relationship to the College shall not be adversely affected.

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

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

Student Grievances and Grievance Procedure

Any student may file a complaint about any issue, question, problem or anything else which they reasonably believe impedes their academic studies or which they find objectively questionable about any instructor, staff member or administrator, either orally or in writing, to any Ivy Christian College administrator. Any such administrator will then transmit the concern in writing to the Student Affairs Director who also serves as the Compliance Designee. The Compliance Designee will then review the matter, and if more information is required before attempting to unilaterally recommend a resolution of the matter, the Compliance Designee will investigate the matter thoroughly, including interviewing all individuals, the reporting student, and reviewing all documents that relate or may potentially relate to the matter in question. Once the Compliance Designee has concluded his/her investigation, the Compliance Designee will report the matter to the Executive Office (The President and the Academic Dean) along with a recommendation for resolution.

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

Depending on the parties involved, the nature and seriousness of the issues concerned, and any other factors which must be taken into account in order to properly resolve the matter, a wide variety of actions or inactions may be taken. In the event the reporting student, or others involved, is displeased with the manner for disposition arrived at by the Executive Office, they may petition any member of the Executive Office to request that the matter be re-opened and reviewed as though it had been first reported to the entire

Executive Office. If no member of the Executive Office will make such a request, then the matter shall stand as originally disposed of.

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

(Students initiation of a complaint with the State Council of Higher Education for Virginia will not be subject to retaliatory actions.)

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

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

Student Services

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

Housing

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

Student Advising

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

Orientation

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

Student Fellowship

Every student enrolled in the Ivy Christian College is a member of the Student Fellowship. The student activity fee funds student activities. It seeks to stimulate prayer and fellowship among students and organizes the mountain prayers and "Praise the Lord" program.

Student Government Council

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

Worship and Spiritual Life

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

Facilities

The Ivy Christian College campus is located at 9401 Math Dr. in Fairfax, Virginia 22031. The classrooms, offices, computer laboratory, auditorium, and library are housed in a modern building of approximately 13,000 square feet. The Ivy Christian College is close

to the Washington DC, Fairfax, and 495 freeways, for the easy access from all the cardinal points.

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

First Aid Kit

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

Emergency and Campus Crime

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

Emergency Plan

Case of Fires

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

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

Hospital Information

Name: INOVA Fairfax Hospital

Address: 3300 Gallows Rd, Falls Church, VA 22042

TEL: (703) 776-4001

Emergency Dial 911

Conversation Partner Program

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

Career Services

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

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

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

Student Right-to-Know and Campus Security Act

Student Right-to-know and Campus Security Act information is available on the school website: www.ivy.edu

Library

The College recognizes a library to be a vital part of a student's education and an important element in the overall effectiveness of the College. The ICC Library offers an excellent collection of research and learning materials. Our Library holdings consist of a core collection of books, periodicals, and media resources. Additionally, the Library has an excellent collection of Korean language materials. The library holds about 8,000 volumes and participates in the Library Network which is a computerized system of shared cataloguing. A Library Policy Handbook will be available at on the library web pages and at orientation. Library hours are from 10 am – 7:30 pm on Monday-Thursday, and on Friday, the hours are 10 am – 6 pm. On weekends and holidays, it is closed.

FINANCIAL INFORMATION/POLICY

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

The ICC strives to maintain a fair and reasonable financial policy that meets the needs of both the institution and the students. This policy is expected to be observed according to the biblical standards of ethics. The funds are usually generated from the tuition, gifts and also contributions from students, alumni, friends, and churches.

TUITION AND FEES

Initial fees (Non-Refundable)	
Application fee	\$100
Tuition	
Undergraduate Programs	\$120 per Credit
ESL Program	\$980 per Quarter
Other Fees	
Registration per Quarter	\$50
Course Audit per Quarter	\$50
Official Transcript	\$20
Graduation Fee (Undergraduate Program Only)	\$100
ESL Certificate	\$20
I-20 Re-issue*	\$10
Add/Drop Fee per Course (After the Add/Drop Period)	\$50
Payment Plan Set-up Fee	\$40
Late Fee for Payment Plans	3% of Balance per Week
Returned Check	\$35
Student ID Card (Replacement)	\$10
Express Mail (Domestic)	\$35
Express Mail (International)	\$75
English Proficiency Test	\$20
Challenge Exam	\$50

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

Tuition Payment Policy

Full payment of tuition and fees is due by the registration deadline, which is posted each quarter.

Payments may be made in cash, check or by credit card. All Tuition and fees owed must be paid in full before registering for the following quarter unless other arrangements have been made with the Registrar. No student is allowed to participate in any class without full payment of tuition or an agreed upon payment plan. A payment plan is offered to students who are in good financial standing with the College. Students should not send cash through the mail.

Tuition Payment Plans

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

Students may pay by cash, check, money order or credit cards.

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

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

Cancellation and Refund Policy

Cancellation Policy

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

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

Withdrawal after the Commencement of Classes

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

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

Tuition refunds will be determined as follows:

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

Disbursement of Tuition Refunds

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

Limitation on Cost

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

FINANCIAL ASSISTANCE

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

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

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

Sponsorship monies will be held available for use or refund for one year from date of last activity. Sponsorship monies will be refunded only to the sponsor and only on written request within a 1-year limit. Beyond the specified time, any unused and no refunded monies will be applied to the ICC general fund.

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

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

Scholarships

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

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

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

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

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

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

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

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

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

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

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

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

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

Financial Aid

ICC does not participate in the federal student aid program.

FINANCIAL APPEALS

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

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

COLLEGE LEADERSHIP

Ownership / Board of Trustees

Title	Name
Owner	Byung Kim Bachelor of Science in Business Administration, Carnegie Mellon University

Advisory Board Members

Title	Name
Member	Woong Sun Yoo
Member	John Shin, J.D.
Member	Dr. David Pak
Member	Philip Lee

Senior Administrators

Title	Name
President	Dr. David Pak D. Min. Southwestern Baptist Theological Seminary
Academic Dean of Business Program	Dr. Jorge Gonzalez D. of Science, University Central Del Este MBA, Everest Univesrity
Academic Dean of Biblical Studies Program	Dr. YounSik Lee D. Min., Liberty University MRE., M. Div., Liberty University

Administrative Staff

Title	Name
Director of E.S.L. Program	HyoJeong Cho M.Ed. in Curriculum and Instruction with K-12 TESOL Cert. University of Maryland, Bachelor of Arts in English Linguistics, Chung Ang University
Director of Admissions	Jong Hyuk Ro Master of Laws in General Studies, Georgetown University M.B.A. in Finance/International Business New York University
Director of Finance	Dae C. Kim Bachelor of Business Administration in Accountancy, Bernard M. Baruch College
Registrar	Yoomin (Holly) Kim Bachelor of Industrial Designing, Pratt Institute
Director of Student Affairs	Joonhong Kim Bachelor of Science in Information Science, Cornell University
Compliance Officer	Dr. YounSik Lee D. Min., Liberty University MRE., M. Div., Liberty University
Librarian	Venetia Demson Master of Library and Information Science, University of Wisconsin Bachelor of Arts in French Literature, Smith College

ICC Faculty

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

Biblical Studies Program

Dr. David Y Pak

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

Dr. YounSik Lee

Doctor of Ministry, Liberty University
Master of Divinity, Liberty University
Master of Religious Education, Liberty University

Dr. Ronnie Blankenship

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

Jacob Kim

Master of Divinity in Practical Theology, Regent University
Bachelor of Arts in Social Sciences Interdisciplinary, SUNY at Stony Brook

Business Program

Jong Hyuk Ro

Master of Laws in General Studies, Georgetown University
M.B.A. in Finance/International Business New York University
Bachelor of Laws, Korea National Open University

David Callahan

Master of International Administration, School for International Training
Bachelor of Arts in Political Science, Cert. in Asian Studies, University of Massachusetts

Charles Kim

Certification in Data Science, Johns Hopkins University
Master of Science in Information System, Strayer University
Bachelor of Science in Management, Virginia Polytechnic Institute

Meena Bhinge

Master of Business Administration in Human Resources, Mumbai University
Master of Arts in Economics, Mumbai University
Bachelor of Arts in Economics, Mumbai University

Dae C. Kim

Bachelor of Business Administration in Accountancy, Bernard M. Baruch College

Jian Zhang

Ph.D in Economics, University of Hawaii at Manoa
Master of Science in Computer Science, University of Hawaii at Manoa
Master of Arts in Economics, University of Hawaii at Manoa

General Education

Dr. Ravi Rathnam

M.B.A., Stratford University
Medical Doctor, PSG Institute of Medical Sciences and Research

Dr. Christopher Bloss

Ph.D in English (Writing), University of South Dakota
Master of Arts in Information Science, University of Missouri at Columbia
Master of Arts in English, Missouri State University, Springfield

Dr. Sung-Taek Chun

Ph.D in Nuclear Engineering, University of Wisconsin, Madison
Master of Science in Nuclear engineering, University of Wisconsin, Madison
Bachelor of Science in Nuclear Engineering, Hanyang University

Dr. Saligrama K. Aithal

Ph.D in English and Certificate in Applied Linguistics, Indiana University

Master of Arts in English, Indiana University
Master of Arts in English, University of Mysore

Stuart Smith III

Master of Science in History, Central Connecticut State University
Bachelor of Science in Education, Central Connecticut State University

Robert Fagan

Master of Arts in International Relations, Boston University
Master of Arts in National Security Studies, Army War College
Master of Business Administration in Global Management, University of Phoenix

ESL Program

Ms. HyoJeong Cho

M.Ed. in Curriculum and Instruction with K-12 TESOL Cert. University of Maryland,
Bachelor of Arts in English Linguistics, Chung Ang University

Kekey Johnson

Master of Science in Special Education, Johns Hopkins University
Bachelor of Science in Mental Health Technology, Morgan State University

Fatima Haris

Bachelor of Science in Psychology, George Mason University

Jacob Kim

M.Div. in Practical Theology, Regent University

Academic Calendar 2017-2018

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

2017	
Winter Quarter	
First day of class	Jan. 03, 2017
Last day of class	Mar. 10, 2017
Registration	Nov. 14 – Nov. 25, 2016
Last day to pay tuition	Dec. 16, 2016
New student Orientation	Dec. 27, 2016
New Year's Day (Holliday)	Jan. 02
Martin Luther King's Day (Holiday)	Jan. 16
Winter Recess	Mar. 13 – Mar. 31
Spring Quarter	
First day of class	Apr. 03, 2017
Last day of class	Jun. 09, 2017
Registration	Feb. 13 – Feb. 24
Last day to pay tuition	Mar. 17
New student Orientation	Mar. 30
Memorial Day (Holiday)	May 29
Spring Recess	Jun. 12 – Jun. 30
Summer Quarter	
First day of class	Jul. 03, 2017
Last day of class	Sep. 08, 2017
Registration	May 15 – June 02
Last day to pay tuition	Jun. 09
New student Orientation	Jun. 29
Independence Day (Holiday)	Jul. 04
Labor Day (Holiday)	Sep. 04
Summer Recess	Sep. 11 – Sep. 29
Fall Quarter	
First day of class	Oct. 02, 2017
Last day of class	Dec. 08, 2017
Registration	Aug. 14 – Sep. 01
Last day to pay tuition	Sep. 08
New student Orientation	Sep. 28
Columbus Day (Holiday)	Oct. 09
Thanksgiving Day (Holiday)	Nov. 23
Christmas Day (Holiday)	Dec. 25
Fall Recess	Dec. 11 – Dec. 29

2018	
Winter Quarter	
First day of class	Jan. 02, 2018
Last day of class	Mar. 09, 2018
Registration	Nov. 13 – Dec. 01, 2017
Last day to pay tuition	Dec. 08, 2017
New student Orientation	Dec. 26, 2017
New Year's Day (Holliday)	Jan. 01
Martin Luther King's Day (Holiday)	Jan. 15
Presidents' Day	Jan. 19
Winter Recess	Mar. 12 – Mar. 30
Spring Quarter	
First day of class	Apr. 02, 2018
Last day of class	Jun. 08, 2018
Registration	Feb. 12 – Mar. 03
Last day to pay tuition	Mar. 09
New student Orientation	Mar. 29
Memorial Day (Holiday)	May 28
Spring Recess	Jun. 11 – Jun. 29
Summer Quarter	
First day of class	Jul. 02, 2018
Last day of class	Sep. 07, 2018
Registration	May 14 – June 01
Last day to pay tuition	Jun. 08
New student Orientation	Jun. 28
Independence Day (Holiday)	Jul. 04
Labor Day (Holiday)	Sep. 03
Summer Recess	Sep. 10 – Sep. 28
Fall Quarter	
First day of class	Oct. 01, 2017
Last day of class	Dec. 07, 2017
Registration	Aug. 13 – Aug. 31
Last day to pay tuition	Sep. 07
New student Orientation	Sep. 27
Columbus Day (Holiday)	Oct. 08
Thanksgiving Day (Holiday)	Nov. 22
Christmas Day (Holiday)	Dec. 25
Fall Recess	Dec. 10 – Dec. 29