

# KERNEL UNIVERSITY PHILADELPHIA

## STUDENT HANDBOOK



Kernel University is dedicated to equipping students with academic, professional and spiritual resources so that they will express and represent Christ – that is to be God-men – who function effectively in their careers, communities and lives.

Equipping students with:

- Academic resources
- Professional resources
- Spiritual resources

## STUDENT HANDBOOK INTRODUCTION

Welcome to Kernel University!

We are pleased to have each one of you join us for your educational journey. During your time in your respective program, you will build the educational foundation for a challenging and rewarding career. This *Handbook* has been developed by the Kernel Faculty to assist you in reaching your goal and completing the program.

This Handbook will be a resource for you throughout your career as a student in this program. You should also refer to the *Catalog* made available online at [www.kernel.edu](http://www.kernel.edu) along with the other publications. Please use these resources to discover any semester related information including courses, schedules, and dates. This handbook will focus on student requirements, activities, academic criteria, grading scales, and student forms that are useful for your needs.

The policies listed in this handbook should act as guidelines for your career as a student in pursuit of higher education learning founded in biblical principles. Keep your handbook throughout the course of your years at Kernel and you will surely be equipped with all the necessary information and resources required to succeed in completion of this program. If you have any questions, your administration, faculty, professors, and staff are all here for the students.

These policies are in compliance with both BPPE and TRACS standards. Kernel University is committed to implementation of its policies and is open to suggestions from students to improve the program.

We are here for you, the students of this program. We challenge you to take full advantage of every resource we have to offer.

For further information or clarification on the contents of this handbook, please see your Academic Counselors and Deans.

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# I. Welcome

What is Kernel University? A kernel is a seed. It grows into something more significant. We want to plant seeds in your life so that you may grow into everything God can make you. Come study with us. Become significant.

## Vision

Equipping to be God-men who function effectively in their careers, communities and lives

God-men: Persons who express God's attributes through human virtues

The cornerstone of Kernel University was laid on and dedicated with these words, “*Equipping to Be God-men.*” To enable you to become more effective in your life, the mission of Kernel University is as follows:

## Mission

Kernel University is dedicated to equipping students with academic, professional and spiritual resources so that they will express and represent Christ – that is to be God-men – who function effectively in their careers, communities and lives.

## The School & Its Programs

Kernel is a professional Christian university approved by the State of California’s Bureau for Private Post-Secondary Education (BPPE) as a religious exempt institution. It currently offers two degrees:

***Bachelor of Theology***

***Master of Divinity***

Kernel University also is also approved by the US Department of Homeland Security (SEVP) to grant I-20 for student visas. Would you feel at home at Kernel University? We have students from all over the world (e.g., China, Japan, Korea, Mongolia, Latin America). Since the year 2000, Kernel University has trained more than 800 students. Come join this happy group.

## Philosophy of Education

Education is a journey of learning and of learning to learn, of gaining skills, and of becoming all that God intends a man or woman to be.

- A good education should introduce a student to the thinking in a variety of fields, but it is more than acquiring information.
- A good education equips a person with skills to serve, whether in the workplace or as a volunteer.
- A good education takes into account that a person who does not experience the work of God in his or her life will be incomplete and feel unfulfilled. Too many academic institutions ignore the spiritual part of a person's being. As a Christian institution, we believe that God designed each individual with unique gifts and a unique calling. Since God has a plan for good things in the life of each individual, part of our calling is to assist individuals in understanding their gifts and calling.

Therefore, the subjects taught and the instructional methods used at Kernel University address all three of these areas: knowing, doing and being.

## Objectives

### *Equipped with Academic Resources*

1. Academic enrichment as demonstrated by satisfactory academic progress in current and in more advanced degrees

### *Equipped with Professional Resources*

1. Professional development as demonstrated on alumni surveys by professional and volunteer work in students' fields of study
2. An enhanced understanding of the purposes for which God designed them as demonstrated by a capstone project based on various assessments (e.g., career and personality tests, spiritual gifts tests, 30 Personality Assessment), a study of opportunities in their field of study, and an overview of the work in their field.

### *Equipped with Spiritual Resources*

1. Biblical and theological knowledge as demonstrated by seniors correctly answering, on average, 25 more questions than freshmen on the ABHE Bible Knowledge test
2. An understanding of biblical principles related to meeting and seeking God as demonstrated by a capstone portfolio essay and an interview with a faculty member
3. A growing commitment to spiritual growth as demonstrated by freshmen, senior and alumni Spiritual Disciplines surveys

## Statement of Faith

We believe that the Holy Bible is the complete divine revelation verbally inspired by the Holy Spirit.

We believe that God is the only one Triune God-the Father, the Son, and the Spirit-co-existing equally from eternity to eternity.

We believe that the Son of God, even God Himself, became incarnated to be a man by the name of Jesus, born of the virgin Mary, that He might be our Redeemer and Savior.

We believe that Jesus, a genuine man, lived on this earth for thirty-three and a half years to make God the Father known to men.

We believe that Jesus, the Christ anointed by God with His Holy Spirit, died on the cross for our sins and shed His blood for the accomplishment of our redemption.

We believe that Jesus Christ, after being buried for three days, resurrected from the dead physically and spiritually and that, in resurrection, He has become the life-giving Spirit to impart Himself into us as our life and our everything.

We believe that after His resurrection Christ ascended to the heavens and that God has made Him the Lord of all.

We believe that after His ascension Christ poured down the Spirit of God to baptize His chosen members into one Body and that the Spirit of God, who is also the Spirit of Christ, is moving on this earth today to convict sinners, to regenerate God's chosen people, to dwell in the members of Christ for their growth in life, and to build up the Body of Christ for His full expression.

We believe that at the end of this age Christ will come back to take up His members, to judge the world, to take possession of the earth, and to establish His eternal kingdom.

We believe that the overcoming saints will reign with Christ in the millennium and that all believers in Christ will participate in the divine blessings in the New Jerusalem in the new heaven and new earth for eternity.

## **II. Academic Matters**

### **Procedures for registration, dropping, or adding courses**

(TRACS 9.11-a)

#### *Registration*

Registration opens three weeks before the new semester. Within the preceding weeks, current students receive class schedules and registration information. They are to compare the new class schedules with their Student Progress Worksheets (see below). After deciding the courses in which to enroll, and during the registration period, a student is to meet with an academic advisor for academic counseling. After the first day of class, a \$50 late registration fee will be charged. Registered students may drop or add classes without fees during the first and second week of the semester. During the third week, a \$10 fee will be charged for dropping or adding each course. Thus, dropping or adding two classes would incur a charge of \$20. However, replacing a class (i.e. dropping one and adding one) will only incur a fee of \$10. After three weeks, no new classes can be added.

#### *Adding and Dropping Courses*

To add or drop a course, students must submit a "Course Add and Drop Form" to the school registrar. Students may add a class anytime during the first three weeks of semester or drop a class anytime during the first five weeks of a semester. After the fifth week, a student may withdraw from a class, but the class will be listed on the transcript with a "W". Refunds for dropped courses will be calculated based on the number of weeks remaining (see Refund Policy in the school catalog). A Course Add Drop Form is in the appendix of this handbook.

## Scholarships

Students who have financial needs are invited to discuss their financial situation with the CFO.

(TRACS 10.24)

## Transfer Credit Policies

Academic work done at accredited institutions in the US and Canada, or at schools in Korea that have recognition from the ministry of education, may be transferred into Kernel University programs if the work fits into our curriculum (i.e. there is no room for 55 credits of engineering classes in the electives and general education portions of our curriculum). In some cases, work from an unaccredited school may be transferred. See evaluation procedures below.

A student should not merely assume that previous credits will transfer. Among other considerations, Kernel University requires that previously earned credits have earned a minimum grade of “C”, have been earned within the past 10 years, and that the courses meet the curriculum requirements of the degree being attempted. If the coursework meets these requirements, and is from an accredited school, transferability is likely.

To request transfer of credits, students must arrange for their previous schools to send official, sealed transcripts to the student. The student must not open the envelope or disturb the official seal. Bring the transcripts to the academic dean for evaluation. If the student believes that denied credits should have been approved, he or she may inform the academic dean that the student wishes to appeal the decision. In such a case, the academic dean will ask two faculty members to review the decision.

### *Evaluation Procedures*

Students can help facilitate the credit evaluation process, and make approval more likely, by bringing syllabi, textbooks or other materials from the courses he or she wishes to transfer. The evaluator(s) may contact the school to explore information such as faculty credentials, library volumes, accredited schools accepting their credits, etc. This is especially important for any work to be considered from an unaccredited school in the US, Canada or Korea. For work from other countries, the student may need to pay a fee for Kernel University to have credits evaluated by an outside agency.

It is very important that a student who wishes to transfer credits bring a transcript of past work when he or she first starts to study at Kernel University. It is crucial that before a student starts to take courses here, the student knows which courses will or will not be transferred into this school. Otherwise a student may take courses again that were not needed, or may not be planning to take course here that will still be required.

It is also important to recognize that no school is required to accept credits from any other school. Credits from an unaccredited school tend to be harder to transfer. Especially before KU is accredited, students should not merely assume KU credits will transfer to another particular school. Instead, the student should contact the registrar of the other school to inquire whether they will take KU credits. Students are invited to talk to the academic dean about the likelihood of transfer to another higher education institution.

## Differences between Graduate and Undergraduate Expectations

Graduate studies are fundamentally different than undergraduate studies. This is not merely a matter of reading more pages and writing longer papers. Graduate students are expected to take significant



responsibility in determining what to learn, how to learn it, and in finding learning resources. In addition to submitting course work to professors, graduate students will often submit or orally present work to their peers for comments, suggestions, and ideas for improvement. Sometimes this involves team projects. A research paper at the undergraduate level may primarily require that a student report what authors have said. Instead of simply reporting what authors say, graduate students will often be required to evaluate an author's work, identify presuppositions and biases, or suggest applications to their ministries. In short, graduate students are responsible to take initiative – they are partners with their professors in their own equipping.

Therefore, each graduate syllabus must explain how the above philosophy will be implemented and what activities will be used to implement the graduate guidelines. To fulfill graduate quality studies, a graduate syllabus must describe how the class will implement any of the following:

- Oral presentations
- Original quantitative or qualitative research (i.e. not just library research)
- Evaluation assignments (e.g. of an author, peer review of other students')
- Group projects
- Experiential learning from a ministry context
- Other (specify)

Description of how this class will implement the Philosophy of Graduate Education	
# Oral Presentations expected	
Original Research Expectations	
Evaluation assignments (e.g., evaluate a liberally biased paper, identify the un-provable assumptions of a writer, peer evaluation of first draft of term paper)	
Three term-paper outlines with references cited for each point -- references roughly evenly divided between books, serials (i.e. magazines, newspapers, journals) and electronic resources. This assignment may be in place of a term paper unless the course description indicates that this class includes a major term paper.	
Group Projects	
Experiential Learning from a Ministry Context	

Other assignment that implements our philosophy of graduate education (please describe)	
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### *Graduate and Undergraduate Assignment Requirements*

In addition to qualitative differences between graduate and undergraduate studies, there are also differences in the quality of work required. The following table helps illustrate some quantifiable differences between graduate and undergraduate expectations. Faculty need to review our expectations (see below), but we are working toward requirements similar to the following.

	<b>Undergraduate</b>	<b>Graduate</b>
Average Number Of Pages To Read Per Course	175-600	300-1000
Number Of Pages Expected In Major Term Papers (double spaced, 12 pt font)	8-12	15-30
References Cited (different books, articles, websites, online databases)	Minimum 8 citations with at least 2 from books and 2 from periodicals or full-text data bases	Minimum 12 citations w at least 4 from books and 4 from periodicals or full-text data bases
Number Of Major Term Papers In Degree Program	5 (listed below) <ul style="list-style-type: none"> <li>• Hermeneutics</li> <li>• Systematic Theology III</li> <li>• Homiletics</li> <li>• Research and Writing</li> <li>• Church History II</li> </ul>	5 (listed below) <ul style="list-style-type: none"> <li>• Christian Apologetics</li> <li>• Homiletics</li> <li>• Hermeneutics</li> <li>• Spiritual Formation</li> <li>• Intro to Missiology</li> </ul>

### **Attendance Policy**

Active participation is expected from the students because of their interest on the subject and timely quizzes that will give incentive for studies. Any one missing class, unless it is an excused absence, will cause the deduction of 5% per absence.

Instructors are obligated at the beginning of each semester or session to announce to their students their policy regarding excessive absences. When unexcused absences exceed the number of hours that the class meets in one week or the instructor judges a student's absences to be so excessive as to make it impossible for the student to complete the course successfully, the instructor must drop the student from the class.

This class attendance policy is predicated on the belief that enrollment in the University assumes maturity, seriousness of purpose and self-discipline. Each student is expected to attend the classes for

which he/she is registered, to arrive on time and to stay the full class period. The University recognizes that absences occur as a result of circumstances beyond a student's control, as well as from a student's failure to accept the responsibility for attending class regularly.

### *Emergency Leave of Absence*

If an extreme emergency makes it impossible for a student to attend classes for a short period of time, the student may petition the instructor for a leave of absence. *Leaves of Absence Forms* can be obtained from the school office. Absences incurred while on a leave of absence are not counted toward excessive absence. Approval is at the discretion of the instructor and may be for periods not to exceed five days. Instructors will be asked to give make-up assignments for all work missed during the leave of absence. Under no circumstances will emergency leaves be granted at the end of the quarter when finals would be missed or course requirements not fulfilled.

### *Extended Leave of Absence (Planned Educational Leave)*

Any continuing Kernel University student who is eligible to register may maintain registration priority during an absence of two years or six consecutive semesters by taking an extended official leave of absence. When a student finds it necessary to interrupt progress toward a degree for a reason that is related to his other educational objective and that is acceptable to the appropriate university authorities, the student may be granted a leave of absence.

A student on a leave of absence may, upon return from the leave, continue in the same program that the student had prior to the leave. The student retains the right to elect requirements in effect at the time of entrance or reentrance into the curriculum. Only students in good standing are eligible for a leave of absence. A leave of absence will be granted when the student has filed an approved petition with the Office of Registrar. The leave petition, which must be approved by the Dean, shall specify the reasons for the leave and the duration of the leave.

A student granted a leave of absence has a commitment from the University to be reinstated in good standing. The reason(s) for requesting a leave must be stated completely and clearly.

Reason students may petition for a leave of absence are, but are not limited to, the following:

- a. Professional or academic opportunities—such as travel or study abroad, employment related to educational goals and major fields of study, or participation in field study or research projects;
- b. Medical reasons—including pregnancy, major surgery, or other health-related circumstances; and,
- c. Financial reasons—such as the necessity to work for a specified period in order to resume study with adequate resources.

Approval will depend upon the significance of the leave in furthering the student's educational objective. It is the student's responsibility to demonstrate that there is a significant relationship between the leave of absence and progress toward their educational objective. *Leaves may be granted for a maximum of two years or six consecutive semesters.* A request for a leave of absence must be filed prior to the period of absence. Retroactive leave requests will not be approved.

Failure to return from a leave of absence, as specified in the approved petition, will be considered as a withdrawal from the University. Under such circumstances, reenrollment will require a full application for readmission under the same circumstances as any new or returning applicant including enrollment in the curriculum in effect at the time of reenrollment.

### Academic Probation

Students must maintain a 1.7 cumulative GPA to remain in good academic standing and to be eligible for graduation. A student whose GPA falls below 1.7 will be placed on academic probation. While on probation, the student will be required to meet monthly with either the student dean or academic dean. If the student's GPA does not reach 1.7 within two semesters, the student will be dismissed from the school or be prevented from graduating.

(TRACS 9.11-c)

### Procedures for Withdrawing from Kernel University

A student requesting to withdraw from the university may use *WITHDRAWAL FORM* located in the appendix. Once the student fills out the form, it should then be submitted to the Registrar's office. The student's request to withdraw will be completed once all financial responsibilities are cleared, library books are returned, and there are no remaining issues between the student and the school.

(TRACS 9.11-b)

## III. Institutional Grading System

### Grading Scale and Grade Points

Letter Grade	Numerical Grade	Grade Points	Performance
A+	99-100	4.3	Outstanding+
A	94-98	4.0	Outstanding
A-	91-93	3.7	Excellent
B+	87-90	3.3	Good +
B	83-86	3.0	Good
B-	79-82	2.7	Good -
C+	75-78	2.3	Satisfactory +
C	71-74	2.0	Satisfactory
C-	68-70	1.7	Satisfactory -
D	61-67	1.0	Barely Passing
F	60 or lower	0	Failure

For a student to remain in good standing, he or she must maintain a minimum GPA of 1.7.

## Incompletes

We must remember that students who need a grade of “incomplete” for courses must first obtain permission from the academic dean’s office. A form is provided in the student handbook appendix. Before the form can be submitted to the academic dean, it must be signed by the student and professor. After obtaining a signature from the academic dean, the students will give the form to the professor. The student is to attach a course syllabus and submit one copy (of Incomplete Request Form and course syllabus) to the professor, one to the academic dean, and keeps one himself or herself. If the student does not complete the requirements within one semester, the “I” will be turned into an “F”. To erase the “F”, a student must take the course again.

(TRACS 9.11-d)

## IV. Academic Advising

The academic dean and various staff members are happy to give academic advising at any time during a semester.

### Academic Advising During Registration

Before registration, request an updated copy of your Student Progress Worksheet. Take this worksheet and the course schedule to the advisor on duty before registering for classes. The registrar will not enroll you in classes before meeting with an advisor.

### Student Progress Worksheet

Depending on your program, you will use one of the following worksheets to keep track of your progress toward your degree. A similar worksheet is kept in your student file and is consulted by the person who advises you during registration. After you complete (and pass) a course, use the blank to record the semester and year (e.g. F06, Sp05, Su07). For electives, you will also have to write the course number and course title. The unmarked courses are the requirements you still need to fulfill in order to graduate. At registration time, check whether each course offered is one of your yet unfulfilled requirements. Since a required course might not be offered again for another two or more years, make sure to register for your required courses. If a course is not a required course, it is an elective. You only have room for a few electives. You may choose to take additional electives for your own personal benefit, but additional electives do not help you graduate. Use pencil when marking your Student Progress Worksheet. Changes may have to be made for various reasons.

## Student Progress Worksheet: B.Th. (123 Credits)

Name: \_\_\_\_\_

Date Entered: \_\_\_\_\_

<p><b><i>Biblical / Theological Studies - 45 Credits</i></b></p> <p>___ BI 100 Intro to Bible</p> <p>___ BI 202/ST202 Hermeneutics</p> <p>___ OT 102 Pentateuch</p> <p>___ OT 212 Poetic &amp; Wisdom Books</p> <p>___ OT 321 Conquest, Judges, and United Kingdom</p> <p>___ OT 322 Divided Kingdom, Prophets &amp; Kings of the Assyrian Crisis</p> <p>___ OT 411 Prophets &amp; Kings of the Babylonian Crisis</p> <p>___ OT 412 Exile &amp; Restoration</p> <p>___ NT 103 Gospels</p> <p>___ NT 201 Book of Acts</p> <p>___ NT 303 Johannine Writings</p> <p>___ NT 402 Pauline Epistles</p> <p>___ ST 271 Systematic Theology I</p> <p>___ ST 372 Systematic Theology II</p> <p>___ ST 403 Systematic Theology III</p>	<p><b><i>General Studies - 39 Credits</i></b></p> <p>___ GS 150 Academic, Professional &amp; Personal Development</p> <p>___ GS 210 Cultural Anthropology</p> <p>___ GS 304/CC302 Intro to Christian Psychology</p> <p>___ GS 499 Capstone</p> <p>___ GE 102 Grammar &amp; Composition</p> <p>___ GE 212 Christian Literature</p> <p>___ GE 240 Research and Writing</p> <p>___ HIST 101 Western Civilization</p> <p>___ CH 102 Church History I</p> <p>___ CH 202 Church History II</p> <p><i>Math or Science</i></p> <p>___ _____</p> <p><i>Two Additional General Studies Electives</i></p> <p>___ _____</p> <p>___ _____</p>
<p><b><i>Professional Studies - 24 Credits</i></b></p> <p>___ PT 201 Evangelism &amp; Outreach</p> <p>___ PT 360 Christian Education</p> <p>___ PT 380 Principles of Leadership</p> <p>___ PT 420 Biblical Counseling</p> <p>___ PT 442 Homiletics &amp; Preaching</p> <p>___ MI 230 History of Missions</p> <p><i>Two Professional Studies Electives (e.g., Practical Theology, Missions)</i></p> <p>___ _____</p> <p>___ _____</p>	<p><b><i>Electives - 15 Credits</i></b></p> <p>___ _____</p> <p>___ _____</p> <p>___ _____</p> <p>___ _____</p> <p>___ _____</p>

## Student Progress Worksheet: M.Div. (95 Credits)

Name: \_\_\_\_\_

Date Entered: \_\_\_\_\_

<p><b><i>Biblical/Theological Studies – 36 Credits</i></b></p> <p>___ BI 500 Intro to Bible</p> <p>___ BI 531 Biblical Hermeneutics</p> <p>___ OT 510 Pentateuch</p> <p>___ OT 540 Major Prophets</p> <p>___ OT 555 Minor Prophets</p> <p>___ OT 610 Historical and Poetic Books</p> <p>___ NT 510 Gospels</p> <p>___ NT 525 Acts &amp; Pauline Epistles</p> <p>___ NT 540 General Epistles &amp; Revelation</p> <p>___ ST 502 Systematic Theology I</p> <p>___ ST 503 Systematic Theology II</p> <p>___ ST 504 Systematic Theology III</p>	<p><b><i>Practical Theology – 30 Credits</i></b></p> <p>___ PT 502 Spiritual Formation</p> <p>___ PT 517 Evangelism and Outreach</p> <p>___ PT 535 Discipleship and Cell Groups</p> <p>___ PT 550 Pastoral Ministry</p> <p>___ PT 580 Principles of Leadership                     &amp; Faith Integration</p> <p>___ PT 680 Homiletics</p> <p>___ ED 505 Christian Education</p> <p>___ CC 544 Biblical Counseling</p> <p>___ MI 500 Intro to Missiology</p> <p>___ PH 552 Christian Apologetics</p>
<p><b><i>General Studies – 17 Credits</i></b></p> <p>___ GS 550 Academic, Professional &amp; Personal                     Development</p> <p>___ GS 599 Capstone</p> <p>___ BL 531 Greek I</p> <p>___ BL 551 Hebrew I</p> <p>___ CH 501 Church History I</p> <p>___ CH 503 Church History II</p>	<p><b><i>Electives - 12 Credits</i></b></p> <p>___ _____</p> <p>___ _____</p> <p>___ _____</p> <p>___ _____</p>

**M.Div. Notes:**

- GS 550 is 2 credits. All other courses are 3 credits.
- If a student completed a bachelor's from a Bible college, he or she may replace up to 15 required credits with electives if he or she made at least a "B" in those subjects.

## **V. Library Services and Provisions for Learning Assistance**

The library is open on Mondays through Thursday from 9:00 AM until 1:00 PM and Saturday from 9:00 PM. to 6:00 PM. Up to 5 books may be checked out in one visit and be kept for three weeks. When studying in the library, you will remove books from the shelves. Please do *not* place these books back on the shelves when you are done. This is because we must keep records of how many of our books are used. We report this data to our accrediting agency. For learning assistance, contact the academic dean. If the academic dean is not available, ask the receptionist in the main office.

(TRACS 9.11-f)

## **VI. Overview of the Family Educational Rights and Privacy Act (FERPA), including Amendments**

(TRACS 9.11-g)

From time-to-time parents and others request information from KU about a particular student. With few exceptions, Federal law (the Family Educational Rights and Privacy Act, or FERPA) prevents the school from disclosing academic records, student disciplinary matters, student finances, and other personally identifiable educational records without the student's express written permission. Students also have the following rights under FERPA.

1. The right to inspect and review the student's education records within 45 days of the day KU receives a request for access. Students should submit to the Registrar, Dean of Students, or Academic Dean written requests that identify the record(s) they wish to inspect. KU official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by KU official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. The student should write KU official responsible for the record, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading. If KU decides not to amend the record as requested by the student, KU will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided at that time.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by KU in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom KU has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review



an education record to fulfill his or her professional responsibility. Upon request, KU discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by KU to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

In accordance with Section 99.37 of the FERPA regulations, KU reserves the right to publish directory information about students, including the student's name, local address and phone number, academic program (including major, minor, and concentration), and home church.

## **VII. Student life**

### **A General Purpose Statement for Student Services**

The general purpose of student services is to meet the social/emotional, health, spiritual and logistical needs of students.

### **Scheduling Facilities, Obtaining Equipment and Supplies**

To avoid double scheduling any room, facility or equipment, contact the CFO and submit a School Building/Equipment Usage Request Form. Any reservations must be approved by the CFO. A copy of the form is provided in the appendix.

Supplies may be requested from the CFO.

### **Disability and Access**

For any employee or student whose disability would make it difficult to access any part of the facilities, they should speak to the CFO. All possible efforts will be made to accommodate persons with disabilities. A student whose disability would make climbing stairs difficult should meet with the academic dean before registration so that necessary classes might be scheduled on the ground floor. Any need for accessing equipment or materials (e.g., part of our library collection) on the second floor should be arranged with the office for delivery downstairs.

## Student Conduct

### *Standards of Conduct*

Failure to maintain standards of conduct appropriate to the mission of our school may result in suspension, expulsion, or denial of graduation (even if all academic requirements have been met). To graduate, students must not use illegal drugs, must not be involved in sexual immorality, or must not in other ways bring shame on the name of Jesus Christ. A student struggling with character issues is encouraged to meet with the student dean. A student who struggles with character issues (e.g. addiction) may still graduate if he or she shows satisfactory progress in dealing with the problems.

### *Sexual Harassment*

Sexual harassment is a violation of a person's privacy and dignity. It creates a hostile and intimidating work or learning environment and it is illegal. It is our policy that all employees and students have a right to work or learn in an environment free of discrimination, which encompasses freedom from sexual harassment. Kernel University prohibits sexual harassment of its employees and students in any form.

Sexually harassing conduct, whether physical or verbal, committed by supervisors, non-supervisory personnel or faculty members, is prohibited. This includes repeated offensive sexual flirtation, advances, propositions, continued or repeated abuse of a sexual nature, sexually oriented humor, graphic verbal comments about an individual's body or clothing, sexually degrading words to describe an individual, the display in the workplace or learning environment of sexually degrading objects or pictures, and any undesired physical contact. Overwhelmingly, the victims of sexual harassment are women, however, men are also victims of sexual harassment by women, and same sex harassment occurs.

For students, sexual harassment occurs when it is indicated, explicitly or implicitly, that sexual interactions will have an effect on grades, performance evaluations, letters of recommendation, customary referrals or references. Sexual harassment experience can affect all aspects of a student's life. It can threaten a student's emotional well-being, impair academic progress and inhibit the attainment of career goals.

Students, faculty or staff of Kernel University who believe that they have been subjected to any form of sexual harassment should promptly contact the Office of Academic Dean. The complaints will be reviewed and investigated in accordance with the provisions of this policy.

### *Student Discipline*

Students are required to maintain standards of behavior that are consistent with the teachings of the Bible and the stated intentions (e.g. mission statement, goals, and policies) of Kernel University. Students who do not maintain such standards may be denied the opportunity to continue in this school or to graduate from it.

### *Student Dispute Resolution (Rights and Due Process)*

The student is encouraged to pursue academic studies and other school sponsored activities that will promote intellectual growth and personal development. In pursuing these ends, the student should be free of unfair and improper action by any member of the academic community.

A grievance may be initiated when a student believes there has been an unjust action or denial of rights as stipulated in school policies and in the state education code. Such action may be instituted by the student against: another student, a faculty member, an administrator, or other school staff.

Students may initiate a grievance for any of the following reasons:

1. Prejudicial action in the evaluation of the student's academic performance.
2. Intimidation, assault, battery, or harassment (including sexual harassment).
3. Arbitrary action or imposition of sanctions by a school representative without proper regard to procedural due process as specified in school guidelines for due process.

Kernel University encourages students, faculty, and staff members to resolve differences informally. If a difference cannot be resolved informally, a formal grievance may be filed. Complaints under this policy may be brought for alleged discrimination based on, but not limited to, race, creed, color, national origin, gender, marital or parental status, physical or mental disability, veteran status, or age. It is also appropriate to use this policy to file complaints about grades, academic procedures, student behavior, and other concerns except sexual harassment.

Information on the procedure to be followed in the case of grievance may be obtained from the Office of Academic Dean or Director of Student Services. Procedural due process is the method established to resolve faculty, staff, and student conduct issues in a clear, fair and orderly manner. These procedures apply to actions that interfere with or exert a harmful affect upon the functions of the University. Due process is intended to achieve an equitable solution that will resolve the issue with due regard for the rights of the accused, the protection of the student body, and the interest of the University.

- The student has a right to know the charges against him and to receive them in writing.
- The student has a right to have a hearing consisting of a committee of two disinterested faculty and one student and the student dean. This committee will make a recommendation to the administrative council, which will make the final decision. The final decision will be signed by the president and a copy will be given to the student.
- The student also has a right to confront his or her accusers (e.g., explain his or her side of the story, cross-examine witnesses, bring his or her own witnesses)
- A student may be represented or assisted (e.g. a character witness's testimony) by anyone he or she chooses
- The student has a right to the minutes of the proceedings and a written copy of the decision.
- The student may appeal this decision by requesting another hearing before the administrative council. The final decision will be signed by the president and a copy will be given to the student.

## *Disciplinary Procedures*

The primary goals of discipline at Kernel University are restorative (i.e., not punitive) and the physical, emotional, and spiritual protection of the community.

The first step in student discipline is a meeting with the student dean to make sure the student understands the offence (admonition) and to evaluate the student's attitude. At that meeting, the student dean will provide the student a written statement concerning the suspect behavior. If the student does not evidence a change of behavior, the process will go forward through probation, suspension and expulsion. At the point that the later three steps begin, a student may appeal his case to a committee of disinterested faculty, the student dean and a student (see Student Rights and Due Process). A final appeal can be made to the administrative council.

Legal restrictions can cause exceptions to the above procedures. In an event where the administration believes a crime has been committed, the administration will report the matter to the proper law enforcement agency. Legal requirements, such as INS I-20 requirements, may result in immediate termination if INS requirements are not being met (however, a student who believes the administration made a mistake and that requirements were met should communicate with the administration immediately).

## **Suggestions, Complaints, and Grievances**

The student dean welcomes you to discuss various types of concerns. If you have a complaint or grievance with an employee or fellow student, please refer to the pattern outlined in Matthew 18. If appropriate, go to the offending party. If that fails (or does not seem appropriate), write out the concern on the Complaint, Concern and Suggestion Form (below) and submit this to the student dean. The dean will schedule an appointment to explore the facts (and write a report), further investigate (and write a report) and either offer satisfactory resolution or refer the problem to the administrative council (with final report). If the complaint involves the student dean, the student should submit the written complaint to the president.

If your concern is not with a particular individual, you are welcome to discuss your concern with the student dean. If you prefer to make a confidential complaint, you may mail your complaint to:

Kernel University - Student Services  
905 South Euclid Street, Suite 213,  
Fullerton, CA 92832

We will make every effort to satisfy any legitimate concern.

COMPLAINT, CONCERN, AND SUGGESTION FORM

Date	Suggestion or Concern	Name of Person Expressing Concern (not required)	Action Requested

## Student Rights and Due Process

If a student feels that he or she has a grievance that has not been properly handled, he or she is invited to schedule a meeting with the president. If an informal discussion does not satisfy the student, he or she is welcome to request a formal meeting with the administrative council. The council will listen to the student's concerns, offer solutions if appropriate, and make a recommendation to the president.

A student who believes that disciplinary procedures are unwarranted or unfair, or has a grievance, has the right to due process. The sequence of steps starts with a meeting with the Director of Student Services (or another designated administrator) to make sure the student understands the offence and to evaluate the student's attitude. At that meeting, the administrative representative will provide the student a written statement concerning the suspect behavior. If the student does not evidence a change of behavior, the process may go forward through probation, suspension and expulsion. At the point that the later three steps begin, a student may notify the administrator that he or she wants to appeal his or her case to a committee of disinterested faculty, administrators and students (i.e. members of the student government unless they are somehow involved). A final appeal can be made to the administrative council. In regard to discipline and due process, the student has the following rights:

- The student has a right to know the charges against him and to receive them in writing.
- The student has a right to have a hearing consisting of a committee of disinterested faculty, students (preferably one or two members of the student government) and the Director of Student Services. This committee will make a recommendation to the administrative council, which will make the final decision. The final decision will be signed by the CEO and a copy will be given to the student.
- The student also has a right to confront his or her accusers (e.g. explain his or her side of the story, cross-examine witnesses, bring his or her own witnesses)
- A student may be represented or assisted (e.g. a character witness's testimony) by anyone he or she chooses
- The student has a right to the minutes of the proceedings and a written copy of the decision.
- The student may appeal this decision by requesting another hearing before the administrative council. The final decision will be signed by the CEO and a copy will be given to the student.

## Campus Safety and Emergency Procedures.

### *Fire Drills*

Fire drills are explained during new student orientation. Expect at least one fire drill per semester. In the event of a fire drill or fire, walk to the nearest exit and wait at the outskirts of the front parking lot. Be careful to stay out of the way of fire engines or other emergency vehicles.

## *Earthquakes*

Southern California is prone to earthquakes. If you are inside a building when an earthquake occurs, remember to “Duck, Cover, and Hold.”

1. DUCK down
2. Take COVER under a sturdy desk or table or against an interior wall.
3. HOLD this position until the earthquake is over.

During emergencies, tune to a local radio or television station for safety instructions and other official information, or wait for school officials to give the “all clear.”

## *Reporting Possible Hazards, Suspicious Activities, and Suspicious Strangers*

If you notice any needed repair (especially if it poses a safety hazard), suspicious activity, or suspicious stranger, please inform the office.

## *Security Tips*

1. Avoid walking alone at night and stay in well-lit areas.
2. Walk with a friend. It is less likely that something would happen if there are two of you. If you would like an escort to the parking lot across the street, please inform the office.
3. Always lock rooms and automobiles when they are unoccupied.
4. Always make sure that your apartment, office, or classroom door is locked if you are working or studying late. Remember to never prop doors open for someone else.
5. Have your key ready to open your car door, especially at night. Your keys can be used as a defensive weapon.
6. Look inside your car before entering; also check vehicle for possible break-ins. Assailants sometimes hide in the back seat of a vehicle.
7. Do not give your name, address, or other personal information (e.g., social security number, credit card numbers, driver’s license numbers) to strangers, either online, on the phone, or in person.
8. Keep money and other valuable locked in a secure place. Money should never be left unattended even in your room or apartment.
9. Record the numbers of all credit cards and bank accounts. Also keep the phone numbers of these companies or banks so that they can be notified if cards are lost or stolen.

## Key Administrative Services

### *Health Services and Student Insurance*

#### Health Insurance

We ask all students to acquire medical insurance. If you need help contacting an insurance agent, please ask the student dean for assistance.

#### Medical Provisions

If you have a minor accident, a first aid kit is kept in the office to help you. If you have a more serious medical need that demands immediate attention, the office will arrange for your transportation to a doctor, urgent care clinic or hospital. If you have a medical need that does not require immediate attention, please discuss the issue with the student dean.

### **Medical Facilities near Philadelphia Campus**

- The nearest ***emergency room*** is Jefferson Abington Hospital (3.4 miles away)  
1200 Old York Rd. Abington, PA 19001 • (215) 481-2000
- The nearest ***urgent care*** provider is AFC Urgent Care (1.2 miles away)  
2401 W Cheltenham Ave, Wyncote, PA 19095 • (215) 935-6777

### *Student Counseling*

#### Personal Needs

All faculty members are available to discuss personal concerns with any student. Many faculty members are experienced pastoral counselors. However, the student dean is especially available to discuss such matters. Please do not suffer quietly. If you are experiencing stress, have concerns for safety, have difficulty with relationships, or are otherwise concerned, please meet to talk and pray with the student dean.

#### Academic Counseling

Students are required to meet with an academic advisor during registration. However, students are invited to discuss academic plans with the academic dean at any point in the semester. Please make an appointment.

(TRACS 9.11-h)

## Listing of Cultural, Educational and Religious Opportunities

### *Opportunities for Ministry and Social Outreach/Services by Students*

\*\*pending



## *Student Government*

Student government elections are held each September for the academic year. Two weeks before student elections, the student dean announces the date of the election meeting. To qualify as a candidate, a student must have completed 24 credits by the end of previous academic year, must not be planning to graduate before the end of the upcoming academic year, and must submit to the student dean a petition with signatures of ten current students. Once a petition has been submitted, a student may engage in campaigning activities (e.g. submit a poster to the school office for display, distribute literature, request from the school office the use of a room for a meeting). At the election meeting, each qualified candidate will be given five minutes to make a presentation. Voting will take place by means of written ballots.

The student government consists of six members (i.e. president, a vice president, a general secretary, a treasurer and two other members). The president and vice presidents are elected annually. The general secretary and treasurers are appointed by the president.

The activities of the student government include:

- Promotion of spiritual, social, and academic development of the student body
- Arrangement of social events for students
- Contribution to the development of the school
- Communicating to the administration on behalf of students

To accomplish their duties, the student government is provided with a budget that is generated by a student registration fee. This money is kept in a special account that requires signatures of the student dean and the student government treasurer. At the beginning of the semester, the student government is to propose a budget. Once this budget is approved by the student dean, the student government may request funds. For each request, the student dean will see whether there is adequate money in that budget category. If so, the money will be released to the student government. In return, the student government is to report a receipt for the expense. Typical student government expenses include:

- Social events for the student body
- New student welcoming party
- Graduation party
- Field trips
- Gifts for new students
- Gifts for graduating students
- Honoring and thanking alumni at an annual alumni meeting

The student dean supervises the student government.

## *Student Clubs and Organizations*

Students are encouraged to form or join official student organizations. Such clubs have the right to meet in unused classroom or other campus space (after receiving approval from the student dean to meet in a particular location and at a particular time) and to promote their clubs by posting flyers (after receiving approval from the school office).

To apply for official recognition of a student organization, a minimum of three charter members (i.e. students who plan to join) must find a faculty advisor, and submit an Application for Recognition of a Student Organization to the student dean.

APPLICATION FOR RECOGNITION OF A STUDENT ORGANIZATION

Name of Organization	
Purpose of Organization	
Proposed Activities	
Proposed On-Campus Meeting Times	
Faculty Advisor	
First Charter Member Name, Address, Phone Number, E-mail Address	
Second Charter Member Name, Address, Phone Number, E-mail Address	
Third Charter Member Name, Address, Phone Number, E-mail Address	
Will the standards of behavior, meetings, and activities of this	

organization be consistent with the calling to ministry, the teachings of the Bible, and the stated intentions (e.g. mission statement, goals, policies) of Kernel University?	
--	--

### *Social Activities*

A balanced life includes recreation and opportunities to build friendships. Therefore, a variety of activities are planned by the student government. These activities are funded through student fees. Additional social activities are provided through student clubs.

### *Spiritual Activities*

A balanced life includes spiritual activities. Various spiritual activities are provided for all students. Chapel services are held occasionally. Students are also encouraged to be active members of a local church.

### **Automobiles on Campus**

Students are welcome to park their vehicles on campus during classes. No vehicles may be left in the parking lot overnight. Cars are to be locked when on campus. KU is not responsible for theft or damage to vehicles.

## **VIII. Instructions on filing a complaint with TRACS and government agencies**

The student dean welcomes you to discuss various types of concerns. If you have a complaint or grievance with an employee or fellow student, please refer to the pattern outlined in Matthew 18. If appropriate, go to the offending party. If that fails (or does not seem appropriate), write out the concern and submit this to the student dean. The dean will schedule an appointment to explore the facts (and write a report), further investigate (and write a report) and either offer satisfactory resolution or refer the problem to the administrative council (with final report). If the complaint involves the student dean, the student should submit the written complaint to the president.

We will make every effort to satisfy any legitimate concern. If you feel your rights have not been upheld, you may contact the BPPE or TRACS:

<b>TRACS</b>	<b>BPPE</b>
15935 Forest Road Forest, Virginia 24551 info@tracs.org (434) 525-9539	<a href="http://www.bppe.ca.gov/enforcement/complaint.shtml">http://www.bppe.ca.gov/enforcement/complaint.shtml</a>



# KERNEL UNIVERSITY

7848 Old York Rd. Elkins Park, PA 19027.  
T.267-551-3600 F.267-551-3599

[www.kernel.edu](http://www.kernel.edu)  
[Info.Phila@Kernel.edu](mailto:Info.Phila@Kernel.edu)

## INCOMPLETE REQUEST FORM

Name of Student	
Address	
Phone Number	
E-mail Address	

Course Number and Title	
Semester	
Professor	

Required Assignments that Were Completed	Percent of Total Course Grade for this Assignment	Student Grade for this Assignment

Required Assignments that Were <u>NOT</u> Completed (Name and Describe)	Percent of Total Course Grade for this Assignment

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Professor's Signature

\_\_\_\_\_  
Academic Dean's Signature

Attach a course syllabus to this form! Submit one copy the completed form to the academic dean, one to the professor, and one to the student. Remember that this work must be completed within one semester or the Incomplete grade will be turned into a failing grade (i.e. "F").



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## COURSE ADD AND DROP FORM

### 1. Personal Information

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. Program of Study

☐ Bachelor of Theology (B.Th.) ☐ Master of Divinity (M.Div.)

### 3. Applying for

☐ Spring ☐ Summer ☐ Fall ☐ Winter Year (20 )

Add on following subjects

Course No.	Course Title	Instructor	Unit

Drop on following subjects

Course No.	Course Title	Instructor	Unit

This form may only be used for Add/Drop made prior to the 3rd week of the term for Seminary students.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Academic Dean or Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dir. Adm. Reg. Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## WITHDRAWAL FORM

### 1. Personal Information

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. Program of Study

☐ Bachelor of Theology (B.Th.) ☐ Master of Divinity (M.Div.)

### 3. Applying for

☐ Spring ☐ Summer ☐ Fall ☐ Winter Year (20 )

Course No.	Course Title	Instructor	Unit

\* Authorized withdrawal carries no penalty—does not affect GPA. Transcript Grade 'W' mark.

\* Unauthorized withdrawal carries a penalty—equivalent to an "F" in GPA.

\* The terms and conditions for withdrawal from any courses are given in the current Kernel University Catalog, in Academic Regulations section. Please refer to school catalog or contact Office of Registrar if you have any questions.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

- ☐ Authorized Withdrawal  
☐ Unauthorized Withdrawal

#### - Withdrawal Reasons (F-1 Student Only)

- ☐ SEVIS Transfer Out ☐ Student Out of Country ☐ Change of Status Approved  
☐ Student's Request to Withdrawal  
☐ SEVIS Terminate – Reasons:

Dir. Adm. Reg. Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## SCHOOL BUILDING/ EQUIPMENT USAGE REQUEST FORM

### Meeting Room Request:

Date Submitted: \_\_\_\_\_ Requested By: \_\_\_\_\_

Person responsible: \_\_\_\_\_ Contact No: \_\_\_\_\_

Email : \_\_\_\_\_ Date of Meeting: \_\_\_\_\_

Room No. \_\_\_\_\_ Chapel \_\_\_\_\_ Library \_\_\_\_\_ Counseling Room: \_\_\_\_\_

Type/ purpose of meeting: \_\_\_\_\_

Time of meeting: From \_\_\_\_\_ To \_\_\_\_\_

Number of People expected: \_\_\_\_\_

### Equipment Usage Request:

Tables (Quantity) \_\_\_\_\_ Chairs (Quantity) \_\_\_\_\_

Microphone (Quantity) \_\_\_\_\_ Projectors (Quantity) \_\_\_\_\_

TV: \_\_\_\_\_ Others \_\_\_\_\_

**Signature of Person requesting:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Rules and Regulations:

Our School Building only permits the activities pertaining the classroom and educational activities purpose only. Any equipments used must be returned to the main office right after the use. Please report any missing equipments or damages on the equipments used to the administration office personnel immediately.

\_\_\_\_\_  
**Signature of School Administrator**

\_\_\_\_\_  
**Date**



## **LEAVE OF ABSENCE, SUSPENSION, DISMISSAL, OR TEMPORARY WITHDRAWAL FROM KERNEL UNIVERSITY CONCERNING STUDENTS IN F1 STATUS**

While in the United States, students in F-1 non-immigrant status must be continuously enrolled full time during the academic year until the completion of their programs of study. If you take a non-medical leave of absence, withdraw voluntarily, or are suspended or required to withdraw from the University, you are required to leave the United States within 15 days of this action. The only exception to these rules is a medical leave of absence.

If you take a leave of absence, withdraw from your program, or are given a suspension, you must contact Kernel University Admissions Office immediately to discuss your immediate plans and any plans you may have to return. F-1 students are discouraged from taking a leave of absence. Students are not normally granted an approved leave of absence unless you are eligible for a Medical/Personal Leave of Absence. See below for more information.

### **Suspension, Dismissal, or Withdrawal**

For any of these reasons, F-1 students are required to depart the United States. Your current F-1 status is “terminated” in the SEVIS database. You must depart the U.S. within 15 days of your termination.

If you are taking a leave of absence for less than five months (one semester), you may return to the U.S. using your current SEVIS record. You must contact Kernel University no later than one month prior to your re-entry so that we can request that your F-1 record be reactivated. Please make sure before you travel that you have a valid travel signature on your current I-20, as well as a valid F-1 visa. To request information about receiving a Travel Packet, please contact your International Student Coordinator to help prepare the necessary documents that will make travel and return much more convenient for you and for the school.

If you are taking a leave for more than five months, you will need to request a new initial I-20 upon your return to the U.S. You will also need to pay a new SEVIS fee and have a valid F-1 entry visa to return. When you return to the U.S. using your new initial I-20, you must report in person to Kernel Admissions Office so that your return to KU can be reported to SEVIS. Bring the new I-20, your passport, and I-94 card within the first week of your entry to the U.S. This is very important as you will lose your F-1 status if SEVIS is not updated in a timely manner.

### **Medical Leave of Absence**

The only exception that allows you to stay in the United States without transferring to another school or changing to another non-immigrant status is a medical leave of absence. Once your school has approved a medical leave of absence, you must also receive approval from the International Student Coordinator's Office which requires a letter from your physician stating 1) your medical condition, and 2) advising the ISCO that you are unable to register as a student. We do not accept letters from Chiropractic Clinics or acupuncturists. If the doctor's letter meets immigration regulations, you are allowed to stay in the United States during the quarter as long as you register for the following semester. Under immigration regulations, only one year of medical leave is allowed per degree level and may be authorized in quarterly increments only.

If you are on a medical leave and depart the United States, you may return using your current documents (valid passport, valid F-1 entry visa and recertified I-20). Please make sure to maintain communication with your International Student Coordinator throughout your entire leave and return. Plan accordingly and responsibly as to not lose your F-1 status.

### **Important Considerations:**

- If you have not registered during the academic year for any reason other than a sanctioned medical leave of absence, you will not be eligible for practical training until you have completed one academic year in F-1 status.
- If you wish to make short-term, temporary visits to the U.S. during the period that you are on leave, suspended or withdrawn from the University, you should not enter in F-1 status but rather on a different visa, such as a B-2 visitor's visa. You may enter in Student Status only if you are returning for the purpose of resuming your studies.

- If you have taken a medical leave in the United States, you are not permitted to engage in any student-based employment in the U.S. whether on-campus or off-campus, until you have been cleared to return to your studies.

## LEAVE OF ABSENCE FORM

Students planning a leave of absence must schedule an appointment to meet with an International Student Advisor the semester before the planned leave. Please note that you must be physically outside of the U.S. for the duration of leave. Be sure you withdraw from any classes you may have registered for during your planned leave. Graduate students must also file a petition for leave of absence with Graduate Division. You must attach a copy of your airline ticket or flight itinerary showing planned departure date.

### STUDENT INFORMATION

Name: \_\_\_\_\_

*Last/Family Name*

*Middle Name*

*First/Given Name*

SEVIS ID: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Program of Study: ☐ Bachelor of Theology(B.Th.) ☐ Master of Divinity(M.Div.)

Reason for Leave: \_\_\_\_\_

### LEAVE OF ABSENCE INFORMATION

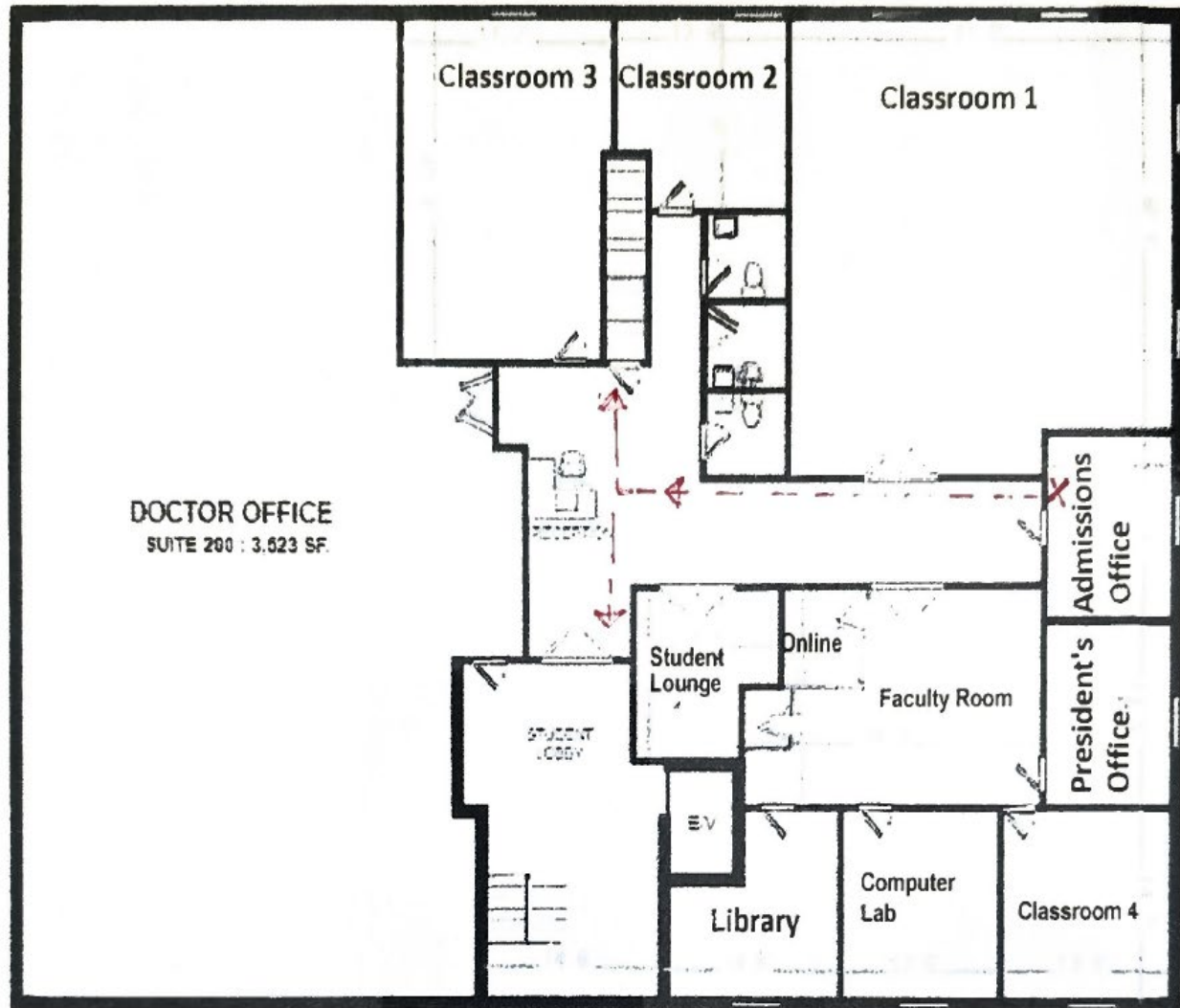
<p>I am taking a leave for less than 5 months (one quarter)</p> <ul style="list-style-type: none"> <li>• Attach a copy of your airline ticket. <u>Your departure from the USA must be within 15 days of submitting this form or before the start of the next quarter (whichever is sooner).</u></li> <li>• Make sure that you have a valid travel signature on your current I-20 prior to your departure.</li> </ul> <p>F-1 students only: You must submit an I-20 Request Form to request a SEVP Data Fix to change your SEVIS Record from Terminated to Active 2 months before your intended semester of return. This change must be completed before your return to the USA or you will not be granted entrance into the country.</p>	<p>Date of Departure: _____</p> <p>Semester of Departure: _____</p> <p>Semester of Return: _____</p>
<p>I am taking a leave for more than 5 months (two quarters or more).</p> <ul style="list-style-type: none"> <li>• Attach a copy of your airline ticket</li> </ul> <p>If you are outside of the U.S. for more than 5 months, your current I-20 will be Terminated. To receive a new I-20, you will need to submit the following at least 2 months prior to your return:</p> <ul style="list-style-type: none"> <li>• Authorized Early Withdrawal Form and Fee (\$250 for reactivation of existing account, most convenient for current students who must take a personal leave of absence)</li> <li>• Proof of Financial Eligibility</li> </ul> <p>Once you are issued a new I-20, you:</p> <ul style="list-style-type: none"> <li>• May not enter the U.S. in F-1 or J-1 status earlier than 30 days before start date on I-20</li> <li>• Pay a new SEVIS Fee upon returning to the US</li> <li>• Apply for a new US Visa</li> <li>• Must be enrolled for one full academic year</li> <li>• Must check in, register, and fulfill orientation requirements upon return to the U.S.</li> </ul>	<p>Date of Departure: _____</p> <p>Semester of Departure: _____</p> <p>Semester of Return: _____</p>

*I certify that the above information is accurate to the best of my knowledge. I am aware that I must provide documentation to support my request/claim and it is my responsibility to meet with advisors and other campus offices as appropriate: the International Students & Programs Office, my department, the Graduate Division, my undergraduate College, Financial Department, etc.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Kernel University Philadelphia Map

## Evacuation Route



KERNEL UNIVERSITY Philadelphia  
7848 OLD YORK ROAD  
ELKINS PARK, PA 19027  
SUITE 210 : 4,277 SF.

## STUDENT SIGNATURE PAGE

This page will be placed in the student's file as verification of being informed of all student policies. Sign both sides, date and return this page to your instructor as directed.

Student Policies:

I have received a copy of the Student Handbook. I am fully aware that it is my responsibility to read and abide by Kernel University policies.

Initial \_\_\_\_\_

I acknowledge and understand that digital recording may be made during the simulation experiences which are strictly used for educational and research purposes only by the Kernel University faculty or the simulation coordinator. Use of all photography or any recording by students is prohibited. .

Initial \_\_\_\_\_

I acknowledge I have read all of the above:

Print Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT COPY---KEEP THESE PAGES**

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Print Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS COPY TO BE FILED IN THE STUDENT FILE**