

Jones International University



STUDENT HANDBOOK 2022 – 2023

Jones International University: Modern Learning!

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Table of Contents

I.	Foundational Values, Beliefs, and Purposes	3
	Purposes and objectives	3
	Mission Statement	3
	Institutional Objectives	3
	Philosophy of Education	4
	Statement of Faith	5
	Jones International University Statement of Ethics	6
II.	Academic Matters.....	7
	Authorization and Accreditation	7
	Procedures for registration, dropping, or adding courses.....	7
	Registration.....	7
	Adding and Dropping Courses	7
	Transfer Credit Policies	8
	Attendance Policy	9
	Emergency Leave of Absence	9
	Academic Probation	9
	Procedures for Withdrawing from Jones International.....	10
III.	Institutional grading system	11
	Grading Scale and Grade Points	11
	Incompletes	11
IV.	Academic advising	12
V.	Library services	13
VI.	Overview of the Family Educational Rights and Privacy Act (FERPA), including amendments.	14
VII.	Student life	16
	A general-purpose statement for student affairs	16
	Disability and Access.....	16
	Student Conduct.....	16
	Standards of Conduct	16
	Sexual Harassment	17
	Student Discipline.....	18
	Suggestions, Complaints, and Grievances	18
	Student Rights	21
	Reporting Possible Hazards, Suspicious Activities, and Suspicious Strangers	21
	Security	22
	Key administrative services.	22
	Emergency Procedures.....	22
	Student Counseling.....	22
VIII.	Instructions on filing a complaint	23
APPENDIX.....		24
	Incomplete Grade Request Form.....	24
	Certification of Transfer Credit	26
	Course Add and Drop Form	27
	Withdraw/Cancellation Form	28
	School Building/ Equipment Usage Request Form	30

I. Foundational Values, Beliefs, and Purposes

Purposes and objectives

Mission Statement

Jones International University is a Christian institution of higher learning that seeks to empower students to live out their faith in the pursuit of academic and personal excellence. Our mission is to provide a rigorous and intellectually stimulating education that is grounded in the Christian worldview, and that prepares students to make a positive impact in the world through service, leadership, and the promotion of social justice.

Institutional Objectives

To achieve its stated Mission Statement, Jones International:

1. Provide a rigorous and intellectually stimulating education that is grounded in the Christian worldview, and that prepares students for success in their chosen fields while encouraging them to pursue excellence in all areas of life.
2. Foster a supportive and inclusive community that is rooted in love, grace, and truth, and that encourages students to grow in their faith and develop meaningful relationships with one another.
3. Instill in students a commitment to service and social justice and provide opportunities for them to engage in meaningful service projects and advocacy efforts that promote human flourishing.
4. Develop and maintain a curriculum that is responsive to the needs of a diverse student body and that prepares graduates to be leaders in their communities and professions.
5. Cultivate a faculty and staff who are committed to the mission and values of the institution, and who model the values of Christ in their teaching, research, and service.
6. Build partnerships and collaborations with other Christian institutions, churches, and organizations, and promote a culture of dialogue and engagement with the broader Christian community.
7. Ensure financial stability and sustainability through responsible stewardship of resources and a commitment to sound fiscal management practices.

Philosophy of Education

The Religious Character of Education

The Word of God indicates very explicitly that the education Must be fundamentally religious. In religion, there is no place for neutrality. Education is by logical necessity either Christian or non-Christian. Also, because there is no such human being as an irreligious person, since all persons fall into either the true-religion or false-religion category, we can now go on to assert that there is no such thing as an uneducated person. All men are educated, not only to greater or lesser degrees, but most significantly along either true or false lines.

Consequently, it becomes of great importance that we distinguish between Christian and non-Christian, between true and false (pseudo- or mis-) education rather than between the educated and the uneducated.

The Christian accepts Christ's claim that He is the Truth. All those understandings and all those relationships, finally, must be focused on Him if they are to be true. Any process, any growth, and any development which takes place apart from the Truth is false. Any education which is not Christian is ultimately not education. It is pseudo- or miseducation. All education, then, is religious, but not all religion is Christianity.

Theology Must be central to the educational ministry of the church if the ministry is to be true: Bibliology, the doctrine of God, Christology, Pneumatology, Anthropology, Soteriology, Ecclesiology and Eschatology.

The Unity of Education

The soul is a unit and education is a unitary process, aiming at the development of man's essential nature into a harmonious life, full and rich and beautiful.

It is utter folly to think that you can inform the intellect without giving direction to the will, that you store the head with knowledge without affecting the emotions, the inclinations, the desires, and the aspirations of the heart. The training of the head and of the heart go together, and in both the fundamental fact that the student is the image-bearer of God Must be a determining factor.

Curriculum in theological education should be comprehensive in dealing with the whole counsel of God.

Education is Covenantal

Life is covenantal from the very beginning. God made a covenant with Adam. But man became a covenant breaker. We are all covenant breakers in that we "fall short of the glory of God."

But in Christ God has established a new covenant. In distinction from the first covenant, a covenant of works, it is a covenant of grace. In Christ God is reconstructing the human race. A

new racial continuity is established; that of the redeemed. The redeemed, they who accept Jesus Christ as Savior and Lord, are one in Him, who is the Head of the new covenant.

To the redeemed and their children is the promise, "I will establish my covenant between me and thee and thy seed after thee throughout their generations for an everlasting covenant, to be a God unto thee and thy seed after thee." Likewise, "For to you is the promise, and to your children, and to all that are afar off, even as many as the Lord our God shall call unto him." In all covenants, however, there are contained two parts. In this case the promise of God and the obligation that promise brings with it constitute these parts. The obligation is the life of the new obedience, namely, that we cleave to this one God, Father, Son, and Holy Spirit; that we trust in him, and love him with all our heart, with all our soul, with all our mind, and with all our strength; that we forsake the world, crucify our old nature, and walk in a godly life.

Christ is the Master Teacher.

God is the first and great Educator. God's revelation is the content of our teaching (truth, salvation and the will of God.)

Jesus was the quintessential Teacher. Jesus was both rabbinic and non-rabbinic. He brought a new paradigm to the rabbinic tradition. Jesus taught using new and distinctive instructional content and methodology in a multicultural setting. He provides the teaching template, the paragon of pedagogy. He was the ultimate authority and the prototype for teaching though He never discussed the subject.

Education is an essential part of Christ's Great Commission to disciple the nations. Pauline epistles are in agreement with the teaching in the gospels. Pastoring is never separated from teaching. Pastor and teacher (Eph. 4:11) is one and the same office.

Statement of Faith

Jones International believes in the following statement of faith:

At Jones International University, we affirm that our institution is founded on Christian principles and values. We believe in the triune God, who is the Father, Son, and Holy Spirit, and who created the universe and all that is in it. We recognize that Jesus Christ is the Son of God and the Savior of the world, who died on the cross for the forgiveness of sins and rose again from the dead to give us eternal life.

As a Christian institution, we seek to foster a community that is rooted in love, grace, and truth. We believe that every person is made in the image of God and has inherent dignity and worth.

We affirm that all members of our community are called to serve one another and to pursue excellence in all areas of life, guided by the teachings of Jesus Christ.

We recognize that the pursuit of knowledge is a sacred endeavor, and that education can be a means of growing closer to God and fulfilling our calling in life. We are committed to providing a rigorous and intellectually stimulating curriculum that is grounded in the Christian worldview, and that encourages students to engage with complex issues from a faith-based perspective.

Moreover, we believe that our education must be informed by a deep sense of compassion and concern for others. We seek to instill in our students a commitment to social justice, service to the marginalized and oppressed, and the promotion of human flourishing in all its forms.

In all that we do, we strive to honor God and to fulfill the mission of our university to prepare students to make a positive impact in the world, guided by the values of Christ.

Jones International University Statement of Ethics

As a Christian university, JIU is committed to upholding the highest standards of ethics and integrity in all areas of its operations. The university seeks to provide a learning environment that fosters personal and spiritual growth, academic excellence, and a deep commitment to serving others.

In line with this mission and faith statement, JIU is committed to the following ethical principles:

1. **Respect for the dignity and worth of every individual:** JIU recognizes that each person is created in the image of God and therefore deserving of respect and dignity. The university is committed to treating all members of its community with fairness, respect, and compassion.
2. **Honesty and integrity:** JIU values honesty and integrity in all academic, professional, and personal endeavors. The university expects all members of its community to uphold the highest standards of academic and intellectual integrity, and to conduct themselves in an honest and ethical manner in all aspects of their lives.
3. **Service to others:** JIU encourages its students, faculty, and staff to use their gifts and talents to serve others and make a positive difference in the world. The university seeks to instill in its community a deep sense of social responsibility and a commitment to making a meaningful impact in the lives of others.
4. **Stewardship of resources:** JIU recognizes that all resources are gifts from God, and as such, should be used wisely and responsibly. The university is committed to using its

resources in a manner that reflects its values and mission, and to being good stewards of the environment and the communities it serves.

5. Continuous learning and improvement: JIU is committed to the pursuit of knowledge and the continuous improvement of its programs and services. The university recognizes that learning is a lifelong process and seeks to foster a culture of curiosity, exploration, and innovation that inspires its community to grow and develop as individuals and professionals.

II. Academic Matters

Authorization and Accreditation

Jones International is a 501(c)(3) private, for-profit institution operating under exemption from the Division of Private Occupational Schools (“Division”) as set forth in the provisions of Title 23, Article 64 of the Colorado Revised Statutes.

Procedures for registration, dropping, or adding courses

Registration

Registration is the process whereby students sign up for specific classes and pay all assessed fees. All students will not be admitted into classes without formal registration. Registration instructions for students are included in the Class Schedule issued prior to the beginning of each semester.

A student who does not register during the official registration period will be assessed a Late Registration Fee.

Adding and Dropping Courses

Any changes after a student and an advisor have arranged the student's semester program are discouraged. No course can be added after the third week of classes. Any course dropped during the first three weeks will not be recorded on the student's permanent record. From the beginning of the fourth week of classes through the end of the fifth week of instruction, all drops will be recorded as a "W," Withdrawal. No course is considered officially added or dropped until the proper form is submitted to the Registrar in order that the student's schedule may be properly changed.

Transfer Credit Policies

Course credits with passing grades earned at other graduate schools are accepted at full value to the extent that the courses are comparable to Jones International's stated requirements. The maximum amount of credit transferable is listed under each degree description. Jones International does not offer or award credits for prior experiential learning.

Academic work completed at accredited institutions, or international schools that have recognition from the ministry of education, may be transferred into Jones International programs if the work fits into 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. No university guarantees acceptance of credits from another university. Accreditation greatly enhances the likelihood of appropriate credits to be transferred. Among other considerations, Jones International requires that previously earned credits have earned a minimum grade of "B" for graduate degrees, 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 Dean of Academic Affairs for evaluation. If the student believes that denied credits should have been approved, he or she may inform the Dean of Academic Affairs that the student wishes to appeal the decision. In such a case, the Dean of Academic Affairs will ask two faculty members to review the decision.

EVALUATION PROCEDURES: Students can help facilitate the credit evaluation process 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 Jones International 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 Jones International. It is crucial that before a student starts to take courses at Jones International, 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 at Jones International that will still be required in order to graduate.

See the Catalog for more information under the section “Transfer Credits”.

Attendance Policy

All students are expected to attend all classes, except under extenuating circumstances. Excusable circumstances include illness, injury, childbirth, death of a family member, or other serious events.

Three (3) instances of tardiness are also counted as an absence. Tardiness would be left to the discretion of each professor. All students Must have 80% attendance of all courses, regardless of the nature of the absences. Those students who fail to maintain satisfactory class attendance in any subject shall not be permitted to take the final exam in that particular subject. If attendance fails to improve, the instructor, at his/her discretion, may dismiss a student for unsatisfactory attendance.

Emergency Leave of Absence

If a student cannot maintain progress on a degree program for more than one term, then he or she Must request a leave of absence from the Dean of Academic Affairs. A leave of absence may be granted for reasons relating to family or economic hardship, and allows one to resume his or her studies without having to apply a new for admission. The student Must request to the Dean of Academic Affairs in writing, either via email or mailing address. The student will then be notified directly by the Dean within a week from the time the student made a request. A response will be determined by the level of immediacy it requires.

Academic Probation

If students who do not maintain a cumulative grade point average of 2.0, they will be placed on academic probation for one semester and will be notified in writing. Students will still be able to attend school and can always check the status of their GPA. They also have a right to ask the Instructor/Professor on how they are doing in each respective class. However, at the end of the probationary semester, if the student has not achieved the required minimum grade point average, the student will be suspended from Jones International. If suspended for this reason, the student is encouraged to seek remedial instruction and then meet with the Dean of Academic Affairs to show evidence that he or she may be ready to do academic work at the required level.

Under extenuating circumstances, the student may appeal the suspension in writing to the Admissions Committee. All decisions made by the committee shall be final. Requests for an appeal Must be made within the first five days of the semester of suspension. The results of an appeal are conveyed to the student as soon as possible. In the event that the appeal is denied, the student will be dismissed from the school, and will receive a "W" in all courses for the semester. Dismissals are considered final.

Procedures for Withdrawing from Jones International

Students have the right to cancel the enrolment agreement. Non-attendance does not constitute withdrawal. Withdrawing without prior approval will result in a failing grade which will forfeit any financial refunds otherwise due.

To cancel enrolment/registration or withdraw completely from Jones International University, the student Must deliver or send via certified mail a signed and dated “Withdrawal/Cancellation Form” to:

Office of the Admissions and Records

Jones International University

3400 Cottage Way, STE G2 #8658 Sacramento, CA 95825

The effective date of cancellation/withdrawal will be the date delivered or sent/ postmark date.

III. Institutional grading system

Grading Scale and Grade Points

Grade	Description	GPA	Percentage
A	Excellent	4.00	93-100
A-		3.70	90-92
B+		3.30	87-89
B	Good	3.00	83-86
B-		2.70	80-82
C+		2.30	77-79
C	Satisfactory	2.00	73-76
C-		1.70	70-72
D+		1.30	67-69
D	Poor	1.00	63-66
D-		0.70	60-62
F	Fail	0.00	0-59
FN	Fail for Not Enough Attendance		
I	Incomplete		
W	Withdrawal		
AU	Audit		
P	Pass (70% or above)		
NP	No Pass (below 70%)		
R	Retake		

Incompletes

The grade of "I" will be assigned by the instructor only if the student has been unable to complete the course on time due to extenuating circumstances, including illness, but not, for example, time conflicts with work. Students Must submit a petition for an Incomplete grade to

the instructor and must be approved by the Office of Admissions and Records prior to the deadline for grades for all work submitted, which is two weeks after the close of the term.

Each Incomplete Must be made up by the end of the semester following the semester for which it was granted. If the work is not completed and submitted by the deadline, the grade designated by the instructor at the time the request for the "I" was made will be recorded. Extensions of Incompletes are rarely granted, only in exceptional circumstances.

IV. Academic advising

Students are required to meet online with an academic advisor before registration. However, students are invited to discuss academic plans with the Dean of Academic Affairs at any point in the semester. Please make an appointment.

Students may make an appointment with the Dean of Academic Affairs for any academic advising and counselling matters.

V. Library services

Library

The online library is available to all registered students. The library has a collection of materials that adequately under girds the curriculum. It is the centre for scholarly pursuits and has the responsibility to help faculty and students develop intellectually, culturally and spiritually. Therefore, it provides materials and services necessary for research and study. The library has thousands of catalogued volumes, including adequate theological, biographical, reference, and computer/digital materials, which are all catalogued in Jones International's online library system Populi.

If a student would like to access a book, they would need use their library ID provided after registration as well as their unique password.

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

From time-to-time parents and others request information from Jones International 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 Jones International University receives a request for access. Students should submit to the Registrar, Dean of Students, or Dean of Academic Affairs written requests that identify the record(s) they wish to inspect. Jones International University 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 Jones International University 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 Jones International University 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 Jones International University decides not to amend the record as requested by the student, Jones International University 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 Jones International University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom Jones International University 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 in order to fulfill his or her professional responsibility.

Upon request, Jones International University 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 Jones International University 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, Jones International University 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 affairs.

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

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 Dean of Administration & Business Affairs. All possible efforts will be made to accommodate persons with disabilities. Any need for accessing equipment or materials should be arranged with the office.

Student Conduct

Standards of Conduct

1. No practice of cheating or plagiarism in connection with an academic and/or internship program.
2. No sale or possession of dangerous drugs, restricted drugs or narcotics, except when lawfully prescribed.
3. No unauthorized use or misuse of the school's property.
4. No destruction of school's property or the property belonging to the school's administrative personnel, faculty, staff or student.
5. No theft of the school's property or property owned by a member of the school's administrative personnel, faculty, staff or student body.

6. No obstruction or disruption, on or off campus, of the educational aims and processes of the school.
7. No entrance to campus of intoxicated or drugged states.
8. No possession or use of explosives, dangerous chemicals or deadly weapons on campus property without prior authorization of the President of the school.

The term “deadly weapons” used herein includes but is not limited to pistol, handgun, revolver or any other firearm, switchblade, dagger, or any knife having a blade longer than five inches, or any object that can be used as a club, except canes or crutches needed by the disabled.

9. No physically abusive or disrespectful behavior toward a member of the school’s administrative personnel, faculty, staff or students.
10. No engaging in lewd, indecent or obscene behavior on campus.

Sexual Harassment

Harassment and sexual harassment are reprehensible and will not be tolerated by Jones International. 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 a form of gender discrimination prohibited by Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, state regulations and Jones International’s policy on sexual harassment.

Sexual or other forms of harassment of a Jones International student towards any person, or Jones International employee will not be tolerated. Harassment by a non-employee, for example a contractor, vendor, supplier or visitor, is prohibited.

Sexual harassment subverts the mission of Jones International and threatens the careers, educational experience, and well-being of the students, staff and faculty. Jones International is committed to maintaining an environment that is free of sexual harassment.

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.

Jones International University's students, faculty or staff who believe that they have been subjected to any form of sexual harassment should promptly contact the office of the President, the Dean of Student or Dean of Administration regarding complaint resolution or grievance procedures.

Student Discipline

Students are expected to observe the School's student code of conduct and demonstrate a cooperative and respectful attitude towards all. Students should strive to develop a strongly ethical and upright character, well-rounded personality and professional competence and compassion.

A student who violates Jones International's policies and Student Code of Conduct (see above) will be subject to disciplinary action which can result in one of the following seven levels of disciplinary action: (1) official warning; (2) reprimand; (3) property restitution; (4) assignment of failing grade; probation; (6) suspension; and (7) dismissal. Student Code of Conduct adopted by Jones International are based on the California Administrative Code, Title 5, Section 41301.

The administrators of Jones International would prefer that discipline be redemptive rather than punitive. Even with a suspension or dismissal, the administration is willing to consider reinstatement if the student evidences a likelihood of behavior and character consistent with the institutional mission.

If a student feels discipline was unreasonable, or that later developments can be considered, he or she may make a formal appeal. First the student should contact the student dean or vice president for an informal meeting. If the student does not feel this brought a satisfactory outcome, he or she may request that the student dean or vice president arrange for the formal grievance process. (See Suggestions, Complaints and Grievances below.)

Suggestions, Complaints, and Grievances

For simple suggestions or complaints, a student may either use the suggestion box (located in the student lounge) or go to the student dean. (If the student dean is not available, the vice president will be happy to take your complaint. He will keep a record (see the Complaint, Concern and Suggestion Form below) and will either address the issue himself or will take the issue to the administrative council.

The student grievance procedure at Jones International is intended to provide a formal, standardized means for students to seek redress concerning the actions of faculty members, administrators, or staff members of the school-actions that are unauthorized or unjustified and that adversely affect the status, rights, or privileges of the students. Further, the purpose is to

establish due process and safeguards that will be followed by the institution in the adjudication of grievances.

A grievance filed under this policy Must be initiated within one year of the alleged violation. A grievance may not be filed on the basis of a student's judgment of an instructor's or administrator's competence; such judgments are solely the province of the academic department involved or of the administrator's supervisor.

The grievance procedure is not designed to replace open communication and understanding, which are vital to the academic process. The student may withdraw the grievance at any stage, at which point the process will immediately terminate. During all stages of the grievance, the burden of proof will be on the student.

First the student should contact the student dean or vice president to call for an informal meeting. If after ten instructional days beyond the initial informal meeting a satisfactory resolution is not reached, the Dean of Academic Affairs or President shall meet with the student grievant and the respondent. Within fifteen instructional days of that meeting, the appropriate authority will complete an investigation of the allegations and will reach conclusion. The investigation shall promptly communicate the decision to the student and the respondent. If the grievant is not satisfied with the results of the informal process, he or she may initiate a formal grievance procedure by contacting the appropriate authority within fifteen instructional days of the decision.

To initiate the formal grievance procedure, the student is required to submit a written "statement of grievance" – a clear, concise, signed, and dated statement of events from the student's perspective. The statement should provide enough information to present a complete understanding of the situation and of the remedy sought by the student.

A student initiates the formal procedures by submitting the statement of grievance to the appropriate director: Dean of Academic Affairs, Dean of Student or Dean of Administration. The dean or appropriate administrator has a period of ten instructional days to review the case, during which he or she may opt to seek additional information from the parties involved or from witnesses. By the end of that ten-day period, the dean or administrator will either (1) render a decision or (2) convene an Institution Hearing Committee to investigate further. The student shall have the right to request that an Institution Hearing Committee be convened.

All members of Jones International University's administrators, faculty, and staff are dedicated to providing their students with highest quality undergraduate and graduate educational programs. They strive to guide and assist students so that they can complete their graduation

requirement as expeditiously and successfully as possible. However, problems may arise, necessitating disciplinary action.

Students who are disciplined as a result of serious violation of student code of conduct shall have the right to appeal to the Grievance Committee composed of administrators, faculty and academic counselors. It is the aim of Jones International to resolve all complaints, grade disputes, and other problems in a manner that is most fair and just to all parties involved. When submitting a formal appeal to the Grievance Committee, students are advised to assemble the following supportive evidence: (a) the nature of the problem or dispute; (b) the date that the alleged problem or dispute occurred; (c) the name of the individuals involved in the dispute; (d) a brief statement concerning the ruling sought from the Grievance Committee and copies of all relevant supportive documents.

Students have the rights to appeal to the state regulatory agency during any time the event of the complaint or dispute occurs.

Complaint, Concern, and Suggestion Form

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

Student Rights

Students at Jones International University are entitled to and have the following rights:

1. The right to receive quality educational programs instructed by competent and qualified faculty.
2. The right to receive professional, prompt and friendly services from the school's administrative personnel and faculty concerning academic, financial, personal or any other matters that may require consultation by the students.
3. The right to receive informed, factual and prompt responses to all questions that are related to Jones International and its educational programs.
4. The right to cancel enrollment/registration and receive 100 percent of the tuition paid, (less non-refundable application, registration, and student association fees if applicable), if notice of cancellation/withdrawal has been delivered or mailed to the Registrar's Office in through attendance at the first class session, or the seventh day after enrollment, whichever is later.
5. The right to discontinue his or her academic program at any time and receive a refund for the part of the course not taken, subject to the applicable regulations clearly stated in this catalog, and in accordance with the pro-rated refund policy, also stated in this catalog, which is in compliance with the statutory and regulatory requirements.
6. The right to inspect and review his or her records during the normal business hours and seek correction of errors in records through the established administrative procedures.
7. The right to participate in all the student activities, school sponsored meetings and seminars, and other co-curricular activities.
8. The right to call for a hearing in accordance with the procedures established for this purpose if student is subject to the school's disciplinary action; and
9. The right to contact or write to federal or state regulatory agencies to register complaints and seek remedial action.

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

Jones International has several security surveillance cameras that record events 24 hours a day. Furthermore, the main entrance door automatically locks after 7:00pm and can only be opened from the inside. This is to ensure that no unauthorized persons can enter the campus at night hours.

Key administrative services.

Emergency Procedures

In the unlikely event that there is an emergency (e.g., fire, active shooter, etc.), a group text will be sent to all students, staff, and faculty. For most emergency situations, you would be asked to proceed to the nearest exit and leave the building and walk to the police facility.

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 Dean of Academic Affairs at any point in the semester. Please make an appointment.

Spiritual Activities

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

VIII. Instructions on filing a complaint

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.

APPENDIX

Incomplete Grade 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

Dean of Academic Affairs's Signature

Attach a course syllabus to this form! Submit one copy the completed form to the Dean of Academic Affairs, 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").

Certification of Transfer Credit

Date:

Student Name:

Date of Birth: / /

Student ID #:

Program Name:

This is to certify that Jones International University (Jones International) gives _____ semester units in transfer credits to the above-named student based on the following evaluation criteria: (The original transcript was attached)

1. The type of degree granted from the previous educational institute:
2. The educational institution's name and location:
(Institution's Name) _____

(Location) _____
3. The period of coursework taken: Starting Date _____
Ending Date _____
4. Total semester units earned from the previous educational institute: _____
5. Total semester units awarded in transfer credits: _____

Dean of Academic Affairs

Office of the Admissions and Records

I confirm the transfer credits awarded with my full recognition.

Student Name (print)

Signature

Course Add and Drop Form

Student Information

Last Name: _____ First Name: _____
Student ID: _____ Program: _____
Term/Year: _____

Add Course

Course #	Course Title	Instructor	Units	Notes

Drop Course

Course #	Course Title	Instructor	Units	Notes

Student's Signature _____ Date _____

Advisor's Signature _____ Date _____

OFFICE USE ONLY

INTENDED UNITS BEFORE CHANGE: _____

PREVIOUS TUITION: \$ _____

INTENDED UNITS AFTER CHANGE: _____

CURRENT TUITION: \$ _____

REG. INITIALS: _____

OTHER FEES: \$ _____

DATE: _____

REMAINING BALANCE/CREDIT: \$ _____

Withdraw/Cancellation Form

IMPORTANT: The deadline for submission is the last date to withdraw. The effective date of withdrawal used in determining the amount of tuition to be refunded is the date on which the student submits his or her withdrawal form to the Office of Admissions and Records. Complete all the required signatures and return to the Office of Admissions and Records. Tuition refunds are paid or credited to a student within 60 days of filing the withdrawal form.

Student Information

Name: _____ Student ID: _____
(Last) (First)

Program of Study

Degree Programs:

- Master of Business Administration
 Doctor of Business Administration

Indicate the semesters in which you wish to withdraw:

- Fall
 Spring of _____
(year)

Do you plan to return to Jones International University?

- Yes, in the _____ semester of 20
 No, I do not plan to return

My reason for the withdrawal:

- Employment Financial Reasons Grades
 Medical/Health
 Transfer to Other School Military Other: _____

I hereby petition for a complete withdrawal from the school and have read and understand the following terms:

- I understand this petition will not be processed until I have secured the necessary signatures and returned the petition to the Office of Admissions and Records.
-

- I understand that any registration I may have completed for a future semester will be canceled. I understand that I Must file s separate readmission application prior to returning to Jones International in accordance with the published deadlines.
- The date this completed petition is received by the Office of Admissions and Records and this is the official withdrawal date.

Student Signature _____ Date _____
 Dean of Academic Affairs
 Signature _____ Date _____
 Dir. Of Admissions & Records
 Signature _____ Date _____

Office Use Only:		
Received Date:	Received By:	Effective Date:

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 admistration office personel immediately.

Signature of School Administrator Date