



**WESTGATE**  
**CHRISTIAN UNIVERSITY**

**7505D South Freeway**

**Houston, TX 77021**

# *Greetings from the Chancellor*

*Greetings! I welcome you on the beginning of this spirit led journey with us here at Westgate Christian University!*

*May God bless and keeps you while working toward your degree!*

*Yours Truly,*

*Dr. Sandra Hall Chancellor*

## **University Status**

Texas Higher Education Coordinating Board recognizes Westgate Christian University, a State of Texas based and registered non-Profit as having complied with Section 1005.06(1)(t), Texas. Statutes pursuant to religious institution. Degree programs of study offered by Westgate Christian University, have been declared exempt from the requirement for licensure, under provisions of Texas State General Statutes. Westgate Christian University is accredited by the National Bible College Association. The NBCA provides non-government recognition and certification by providing accreditation to small, private, independent Christian institutions of higher learning. Their goals and purpose are to recognize, endorse and accredit institutions of higher learning that are dedicated to the principles of the Kingdom of God throughout the United States. Westgate Christian University is not only dedicated to offering rigorous education through certificate and bachelor's degree programs, while providing valuable expertise and fostering relationships among educators in post-secondary Christian training. Furthermore, WCU is actively pursuing accreditation recognized with the DOE, but currently does not guarantee the acceptance of credits by other colleges or universities.

## **Accredited by:**

Westgate Christian University is currently accredited through the NBCA-National Bible College Association.

## **University Catalog | Effective January 1, 2024**

7505D South Freeway Houston, Texas 77021 Main Phone: 713 766 9051 | [WESTGATECUNIVERSITY.COM](http://WESTGATECUNIVERSITY.COM)

## **Policy Disclaimer**

At Westgate Christian University, we are committed to ensuring that our students are kept informed of the latest principles, theories, and applications pertaining to their studies. However, Westgate Christian University reserves the right to make changes, as deemed appropriate and without prior notification, in our course offerings, curricula, academic policies, and other rules and regulations affecting students.

### Catalog Disclaimer

This publication is not a contract between the student and Westgate Christian University or any party or parties and should not be regarded as such. Reasonable effort was made at the time this document was created to ensure that all policies and provisions of this publication were correct. Westgate Christian University reserves the right to make changes and addenda to current policy as necessary and will post these changes on the Westgate Christian University website at [westgateuniversity.com](http://westgateuniversity.com). Any student affected by policy changes will be contacted by the appropriate Westgate Christian University faculty or staff member to discuss the student's options under the new policy.

# **Welcome to Westgate Christian University**

## **History & Founding**

### **The Journey to Advancing Students Academically and Spiritually**

#### **History**

Westgate Christian University was founded in 2022 as a Christ-centered university in city of Houston, TX. The first classes at Westgate Christian University will be held in the Spring of 2024 as a university with the main campus, administrative offices, and computer labs located at 7505 D South Freeway, Houston, Texas 77058.

Westgate Christian University was founded on faith, education, freedom, and community.

#### **Three Major Problems with Higher Education**

1. Lack of Insight: Families are picking colleges without understanding exactly what they are getting in return for their educational investment. Many universities are focused more on recruiting to increase enrollment without focusing on the quality instruction necessary to ensure the successful advancement of the graduates.
2. Lack of Opportunities: Due to current college athletes receiving an extra year of eligibility and the passing of the One-Time transfer rule, there are now limited opportunities for high school student-athletes.
3. Lack of Christian Influence: The lack of Christian inclusion and the increased push of political opinions by instructors are destroying the ethics of higher education. The good news is that the founders of Westgate Christian University understand what is happening on campuses worldwide and are ready to meet the challenges they face. David and Jean believe these challenges are amazing opportunities to elevate Westgate Christian University to a new normal where creativity and innovation lead the way to

limitless possibilities. WCU will be a Christ-centered, online, and hybrid course campus that is the gateway to success for countless scholars, athletes, and industry leaders. The WCU board of advisors has over 20 years of experience building communities and successful businesses while developing industry leaders in religion, education, business, healthcare, management, and the sports Industry. We believe that “doing is learning.” Whether you attend classes in person or online, your experience at WCU will be enlightening, immersive, and hands-on. Smaller class sizes allow students more opportunities for active engagement, development, and growth. Finally, Westgate Christian University is committed to building a brighter community. Every community wants to become a great place to live and work. Our intention to create a place our children and grandchildren will want to be. We want to attract investments to our community, provide good jobs, and create areas throughout the city where citizens will want to work, live, shop, and play. The founders realize that a strong education system creates a strong talent base and appeals to investors and business professionals. Westgate Christian University is committed to volunteering time with local youth sports programs, local schools, local hospitals, and local businesses to help others grow and succeed. As a small, non-traditional private institution dedicated to creating leaders, Westgate Christian University empowers students from diverse backgrounds by providing transformative educational experiences. As a non-denominational inclusive university, we specialize in cultivating relationships among students, faculty, staff, alumni, and other partners, while providing opportunities for every student to advance academically, athletically, and spiritually.

# Westgate Christian University Statement of Faith

\*We believe in one God, Creator and Lord of the Universe, the co-eternal Trinity; Father, Son, and Holy Spirit.

\*We believe that Jesus Christ, Gods Son, was conceived by the Holy Spirit, born of the Virgin Mary, lived a sinless life, died a substitutionary atoning death on the cross, rose bodily from the dead and ascended to heaven where, as truly God and truly man, He is the only mediator between God and man.

\*We believe that the Bible is Gods authoritative and inspired Word. It is without error in all its teachings, including creation, history, its own origins, and salvation. Christians must submit to its Divine authority, both individually and corporately, in all matters of belief and conduct, which is demonstrated by true righteous living.

\*We believe that all people are lost sinners and cannot see the Kingdom of God except through the new birth. Justification is by grace through faith in Christ alone.

\*We believe in one holy, universal Church. Its calling is to worship God and witness concerning its Head, Jesus Christ, preaching the Gospel among all nations and demonstrating its commitment by compassionate service to the needs of human beings and promoting righteousness and justice.

\*We believe in the necessity of the work of the Holy Spirit for the individuals new birth and growth to maturity, and for the Churches constant renewal in truth, wisdom, faith, holiness, love, power, and mission.

\*We believe that Jesus Christ will personally and visibly return in glory to raise the dead and bring Salvation and judgment to completion. God will fully manifest His kingdom when He establishes a new heaven and new earth, in which He will be glorified forever, and exclude all evil, suffering, and death.

## **MISSION STATEMENT**

“To provide a transformative education rooted in Christian values, empowering students to lead lives of faith, wisdom, and service in a diverse and changing world”.



# Goals

**Spiritual:** To motivate and lead students to maturity and spiritual depth.

**Academic:** To engage students with opportunities to integrate Biblical faith and life-long learning by challenging and supporting students to pursue intellectual, personal, and professional development.

**Integrity:** To exhibit ethical behavior in and beyond the academic setting, and be good stewards of our resources, acting as persons of high character guided by a commitment to transparency, fairness, and honesty.

**Respect:** To embrace the doctrines of Faith, Family, Freedom, and Community, which ensure inclusiveness and diversity, understanding that every individual should be treated with professionalism, courtesy, and kindness.

**Responsibility:** To be responsible and accountable for our actions in every situation, as it relates to our university, our community, and our nation.

**Christian Ethics:** To emphasize that the spiritual path provides an ethical code that, when followed, will make for a better person, a better University, a better community, and a better world.

**Professional:** To produce competent graduates in their professional training.

**Social:** To cultivate a culture that redefines how we learn and live in a way that honors God and has a positive impact on our community for generations to come.

## **Governance**

Westgate Christian University Board of Directors has over 20 years of experience building communities in the Houston area and beyond.

### **Board of Directors**

**Dr. Sandra Hall** - Chancellor / Texas Southern University/Prairie View A&M University/Southern Methodist University/University St. Thomas

**Dr. Leslie Rodriguez McClellon** – Chair President/ Langston University,

**Emil Sargent**-Vice Chair/Texas Southern University/Thurgood Marshall School of Law

**Lalita Jenkins**- Secretary/University of Louisville

**Jill Hall** – Treasurer/University of Houston

**Mike Tatum** - Board Member

## **Holidays**

The University observes the following holidays, in which our administrative offices will be closed:

- \* New Year's Day (January 1)
- \* Martin Luther King Day (the third Monday in January)
- \* President's Day (the third Monday in February)
- \* Memorial Day (last Monday in May)
- \* Independence Day (July 4<sup>th</sup>)
- \* Labor Day (the first Monday in September)
- \* Columbus Day (2nd Monday in October)
- \* Veteran's Day (November 11)
- \* Thanksgiving Day (the fourth Thursday in November)
- \* Christmas Eve & Christmas Day (December 24-25)
- \* \*A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.
- \*\*Good Friday + following week.

## **SPRING, 2024\***

January 11 – May 5

New Student Orientation January 8

Deadline to Pay Tuition/Fees and Retain Schedule January 10

Student Classes Dropped for Nonpayment of Tuition/Fees January 10

Classes Begin

\$50 Late Registration Fee Begins

January 10

Holiday: Martin Luther King (University Closed) January 15

Last Day for Dropping or Adding Classes

Note: Last day for dropping a class without a grade of “W”

January 17

Last Day to Drop a Class, or Resign from the University, with Grade of ‘W’ March 20

Holiday: Easter (University Closed) March 25-29

Last Day of Classes April 26

Final Exams April 29 – May 3

Semester Ends May 6

Last Day for Faculty to Submit Final Grades to Registrar’s Office (noon deadline) May 9

## **Admission to Westgate Christian University**

Admissions criteria ensure that students who enroll are capable of successfully completing educational requirements. The following requirements must be met prior to the student’s start date:

### Admission Procedures

- Students must be 18 years old or have written permission from a parent/legal guardian.
- Interview with an Admissions Representative in person, via telephone, or through video conference
- Completed Application for Admission
- Application forms are available on the University website: [wcu.education](http://wcu.education)
- A \$50.00 non-refundable application fee is required and due at the time of application

- Completed online learning self-evaluation form
- Completed Enrollment Agreement

In addition to the above requirements, students must also submit the following:

**Undergrad Programs Applicants must provide one of the following:**

- An official HS transcript, showing proof of graduation, from an institution accredited by an agency recognized by the US Department of Education.
- GED Certificate or Transcript
- ACT Transcript
- An official post-secondary transcript from an institution accredited by an agency recognized by the US Department of Education. This transcript must indicate completion of an Associate Degree or higher.
- Foreign Credentials must be evaluated for equivalency to a United States HS diploma. A professional evaluator must perform the evaluation and be an original document sent directly to the campus. The evaluation must be performed by an organization with membership in NACES (National Association of Credential Evaluation Services).

**Undergraduate program admissions requirements are:**

- High School GPA of at least 2.2;
- Composite ACT Score of at least 18; or
- SAT score of at least 980

NOTE: Any students registered for and assigned to sixteen-week courses must have all High School transcripts and any additional identified missing documents turned in to the Westgate Christian University registrar's office (westgatecu@gmail.com) by the Friday of midterm week. Students in eight-week courses will have until the Friday of final exam week. If this deadline is not met, the student will be removed from the course without receiving credit, and Westgate Christian University will follow the identified refund policy set in place.

**Admission Exception Policy**

Any student NOT meeting the enrollment requirements for WCU must agree to probation expectations.

**Students admitted by "exception" must:**

- Complete the first term with a minimum of 12 credit hours earned
- Complete the first term with a GPA of at least 2.2

- Complete a college-level English or Math course with a grade of “C” or higher

Students admitted by “exception” must also attend two 30-minute study hall sessions in addition to the required study hall schedule set in place and participate in all instructor-led Zoom sessions unless traveling for their respective sport.

### **Homeschooled Applicants**

Applicants who have been homeschooled will be required to self-certify that they have completed the minimum high school course of study and other legal requirements established by their state. If/when a transcript is needed to verify homeschool completion beyond the self-certification, the transcript must include the student’s name, date of birth, courses taken at levels 9-12, the grade earned in each course, and the date of graduation. A signature must also be included from the homeschool administrator to certify the homeschool program's validity, accuracy, and completion. Note that while a homeschool transcript may be used to verify completion when required, for employment purposes, some employers and government agencies may require a GED score in place of a homeschool diploma or transcript.

Homeschooled applicants are also expected to meet all other admissions requirements expected of other applicants based on program choice and level of entry.

### **English Proficiency**

Any student applying for admission whose native language is not English and have not earned a degree from an appropriately accredited institution where English is the principal language must have a Test of English Foreign Language (TOEFL) score as indicated below.

- A minimum internet-based score of 80 (minimum of 17 for each section)
- A minimum computer-based score of 213
- A minimum paper-based score of 550

### **Submission of Required Documentation**

Required documentation must be submitted to the Admissions office in one of the following ways: Electronic copies should be sent directly from the institution to: [westgatecu@gmail.com](mailto:westgatecu@gmail.com) (Type REGISTRAR in subject line)

Physical copies should be mailed from the institution to: Westgate Christian University Attn: Admissions, 7505 D South Freeway Houston, TX 77021

### **Rolling Acceptance Policy**

There is no deadline to apply for admission. The University has a rolling admissions policy, and those who apply first tend to be accepted first. It is best to apply as early as possible before the anticipated start date. See applicable academic calendar(s) for start dates.

### **Tuition Balances**

Students with overdue and outstanding tuition balances will not be permitted to receive official transcripts. A student with an overdue or outstanding balance will not be permitted to enroll in new courses until the overdue fees or outstanding balances have been paid or settled satisfactorily. Upon satisfactory settlement of financial accounts, students will receive any services previously withheld.

### **Cancellation and Refund Policy**

Students who are not accepted by the University or cancel enrollment within five (5) business days of Westgate Christian University's receipt of a signed enrollment agreement are entitled to a 100% refund of tuition and fees (0% tuition and fees charged).

Students who have not visited Westgate Christian University prior to enrollment will have the opportunity to cancel all courses without penalty (0% of tuition and fees charged) within three (3) business days following either the regularly scheduled orientation or following a tour of the school. Under any other circumstances, the \$50 registration fee is retained by Westgate Christian University.

### **Refunds Due to Withdrawal**

- students who withdraw prior to the first day of classes are entitled to a full refund of tuition and fees.
- administrative fees retained by the institution upon the early withdrawal of a student is 15 percent of the total cost of tuition and fees paid by the student;
- students withdrawing during the first 10 days of classes shall receive a minimum refund of 75 percent of total tuition and fees paid, excluding any nonrefundable application fees, less the maximally allowable administrative fees retained by the institution (15% administrative fees);
- students withdrawing from day 11 through day 24 of classes shall receive a minimum refund of 50 percent of total tuition and fees paid, excluding any nonrefundable application fees, less the maximally allowable administrative fees retained by the institution (15% administrative fees);

- students withdrawing from day 25 through the end of the quarter, semester, or similar time period may be ineligible to receive a refund;

Students must submit an official withdrawal form to the admissions department. Refunds will be made within forty-five (45) days of the date that Westgate Christian University determines that the student has officially withdrawn. Refund checks will be mailed to the student's address on file. In the event of a student's prolonged illness, accident, death in the family, or other circumstances that make completion of the semester impossible or impractical, the school will attempt to make a fair and reasonable settlement. Westgate Christian University reserves the right to modify these policies in order to remain in compliance with any changes in the applicable laws and regulations.

## General Information

### Basic Technology Requirements

If you are taking online, virtual, or hybrid courses at the University, you **MUST** have access to appropriate technology to access course materials. It is strongly recommended that you have access to a personal computer when you register for a distance education course. Students may use computers in the open computer labs, but that access will be limited since computer availability is on a first-come basis during regular operating hours. Therefore, it is not recommended that you rely solely on access through the lab. Additionally, some students plan to use computers at their worksite, but you should be aware that some classes may require downloading additional software that your employer may not allow.

Technology requirements for individual courses may vary, and your course may require more hardware or software. See the course syllabus or contact the instructor for additional technology requirements.

In addition to these technical requirements, online students must possess specific Technical Skills to succeed in an online class. Students who enroll in an online course are responsible for having enough computer skills (and access to technology) to accomplish the tasks that will be expected of them. Online instructors are not responsible for teaching these skills within the course. If you do not possess the following skills, you may want to take a computer class to increase your computer knowledge before you attempt an online class.

### Here are some essential skills required:

- Knowledge of computer terminologies, such as browser, operating system, application, software, files, documents, and icon.



- Understanding of basic computer hardware and software with the ability to perform computer operations, such as:

- Using keyboard and mouse
- Managing files and folders: save, name, copy, move, backup, rename, delete, check properties
- Software installation, security, and virus protection
- Using software applications, such as Word, PowerPoint, Excel, and email
- Knowledge of copying and pasting, spell-checking, and saving files in different formats
- Uploading and downloading attachments
- Internet skills (connecting, accessing sites, using browsers)
- Ability to use online communication tools, such as email (create, send, receive, reply, print, send/receive attachments), discussion boards (read, search, post, reply, follow threads), chats, and messengers
- Perform online research using various search engines and library databases
- Create online accounts

### **Other Required Components**

- Adobe Reader: Adobe Reader software is the free global standard for viewing and printing PDF documents. It is the only PDF file viewer that can open and interact with all types of PDF content. Get the Free Reader Download.
- Zoom: Many virtual classes (online classes with scheduled meetings) require using Zoom. In most cases, you will access your Zoom meeting through a link provided by your instructor, or the instructor may instruct you to use the Zoom link in your Moodle course. The student may be required to enable or install a browser extension before accessing Zoom on the computer for the first time

### **Acceptable Use Policy**

This policy aims to define standards, procedures, and restrictions for end users connecting a personally owned device to the University's organization network for educational purposes. This policy is intended to provide freedom for students to use their preferred personal devices while protecting the security and integrity of the University's data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms.

This device policy applies, but is not limited to, all devices and accompanying media (e.g., USB thumb and external hard drives) that fit the following classifications:

- Smartphones
- Tablet computers

- Portable media devices
- Laptop/notebook computers, including home desktops
- Any personally owned device capable of storing organizational data and connecting to a network The policy applies to hardware and related software that is not organizationally owned or supplied but could be used to access organizational resources. Access to and continued use requires that each user reads, respects, and follows policies concerning the use of these resources or services.

### **Expectation of Privacy**

The University will respect your device's privacy while protecting the integrity of the confidential data that resides within the technology infrastructure. University students using personally owned devices and related software for network and data access will, without exception, use secure data management procedures. Students must keep their passwords confidential which means never disclosing passwords to anyone. To ensure privacy and security and prevent unauthorized access, the following is required:

- The device must be password protected.
- Sharing of passwords, PINs, or other authentication information is prohibited.

### **Protection**

All computers must have anti-virus and anti-malware software installed, updated, and currently enabled. If your software is not up to date or disabled, it may lead to an infection. Students are responsible for updating their computers with security patches/ fixes. The updates include applications like MS Office, Adobe, iTunes, and Chrome. Network access will be restricted if your computer is not up to date.

### **Student's Code of Conduct**

Students are expected to conduct themselves by the university's goals as an educational institution. This means that students should treat all members of the university community with courtesy, and their behavior should reflect the basic principles of respect for persons and property. To maintain a learning environment that is safe and inviting for every member of the university community, instructors may, with the approval of the Director of Student Services, exclude from class any student who exhibits unbecoming conduct. Improper conduct includes but is not limited to:

- Non-compliance with rules and regulations.
- Conduct that reflects unfavorably upon the school or its students.
- Unsatisfactory academic progress.
- Excessive absences or tardiness.
- Failure to pay fees when due.

- Cheating.
- Falsifying records.
- Breach of the University's enrollment agreement.
- Failure to abide by the rules and regulations of clinical sites.
- Entering the institution while under the influence or effects of alcohol, drugs, or narcotics of any kind.
- Carrying a concealed or potentially dangerous weapon.
- Sexual harassment.
- Harassment of any kind including intimidation and discrimination.

### **Student Obligations**

Should a student in any university program fail to meet his or her obligations with respect to all tuition, fees, and charges when due, or fail to make satisfactory payment arrangements with the Director of Student Accounts regarding tuition, fees, and charges, or the repayment of loans, the University may bar a student's registration, refuse admittance to classrooms, restrict library privileges, or withhold certificates and diploma until such obligations are met. Continued failure to meet student obligations may result in suspension from the university.

The University encourages professionalism in all its constituents. Each student is expected to be an example of proper conduct during all phases of academic life. The management of the University has the authority to take appropriate action or apply disciplinary measures where blatant violation of the University's Code of Conduct occurs.

University members are responsible for protecting academic excellence and ensuring that scholarly standards of conduct are always maintained. Furthermore, faculty and staff are responsible for coordinating and supervising students' academic work to encourage honest and individual effort and taking appropriate action if instances of academic dishonesty are reported or discovered. Upholding academic honesty is primarily the responsibility of each learner. The University views any violation of academic probity (cheating, plagiarism, and falsification) as a voluntary act for which there is no acceptable excuse.

### **Student's Rights and Responsibilities**

The University is committed to maintaining fair and reasonable practices in all matters affecting students: the delivery of educational programs, provision of support services, and timely resolution of disciplinary matters, as well as the handling of student grievances.

The University endorses and supports the basic principles of the Codes of Ethics issued by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Student understanding and cooperation are essential to successfully implementing this legal structure. Students are protected against impulsive, subjective, unreasonable, unauthorized, false, malicious, unfair, or inappropriate evaluations or unacceptable behavior from a faculty member.

## **Disability Services**

Westgate Christian University provides equal access to individuals with disabilities, including intellectual disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973, Title III of the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008. The University prohibits unlawful discrimination based on disability and takes action to prevent such discrimination by providing reasonable accommodations to eligible individuals with disabilities.

As soon as you become aware of a disability, we encourage you to contact the Director of Student Services to discuss accommodations for which you may be qualified. Reasonable accommodations are established through an interactive process between the student and the Director of Student Services. Note that accommodations are not retroactive and that disability accommodations are not provided until an accommodation letter has been processed.

## **Family Educational Rights and Privacy**

Westgate Christian University complies fully with the provisions of the Family Educational Rights and Privacy Act (FERPA), 20 USC 1232g to protect the privacy of student information in distance education by requiring, with certain limited exceptions, that the student's consent must be obtained before disclosing any personally identifiable information in the student's education records.

## **Sexual Harassment Policy**

Sexual harassment is unlawful and unacceptable behavior. It is unlawful to retaliate against an employee or student for filing a complaint of sexual harassment or for cooperating in an investigation of such a complaint. As part of the University's overall non-discrimination policy, the University prohibits all forms of harassment of others because of race, color, religion, gender, age, national origin, ancestry, sexual orientation, physical or mental handicap, veteran, or other protected status. An atmosphere of tension created by inappropriate sexual advances, discriminatory remarks, or discriminatory animosity does not belong at the University and will not be tolerated.

## **Drug-Free Learning and Working Environment**

The unlawful possession, use, distribution, dispensation, or manufacture of a controlled substance, including both illegal drugs and unauthorized use of alcohol or prescription drugs, is prohibited anywhere on the premises of the University. Violations of this policy will result in disciplinary procedures with criminal prosecution under state and federal laws. Students or employees concerned about substance abuse are encouraged to consult with the Director of Student Services for confidential advice on available resources.

## **Grievance Policy**

Student complaints are considered as grievances that can be classified as Academic (dealing with term Grades or Grade Point Average), Non-Academic, and Discriminative Complaints (dealing with sexual

harassment, illegal discrimination, or violation of University Regulations or Policies). Students, staff, and Academic Advisors must act in ways that promote the safety of self and others and report any serious crimes and emergencies to the administration as soon as they are known or discovered.

The University is responsible for upholding its students' rights and ensuring that the non-discrimination policy is applied to students who file a grievance against the institution for reasons involving discrimination, harassment, or violation of a policy. Students are not subject to unfair action/treatment for initiating a complaint.

**Students must use the following procedure to file a grievance:**

1. Students should first attempt to address the issue with the responsible party.
2. If a satisfactory solution cannot be found, the student may submit a grievance form to the Director of Student Services within ten calendar days of the alleged incident. The grievance form is available upon request from the Registrar. It is also available under the Webpage.
3. The Director of Student Services shall issue a decision within two weeks of the grievance submission.
4. The student may appeal the decision, and the Chief Academic Officer will make a final decision within two weeks of the student's appeal.

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student or any public member may file a complaint with the Westgate Christian Board of Regents.

**Board of Regents Student Complaint Procedure**

1. The student sends a letter to the school director addressing the complaint(s) and indicates desired remedy; the student maintains a copy of the letter; the school director has fifteen (15) days to respond to the student.
2. If a complaint has not been resolved after 15 days, the student sends a copy of the letter previously mailed to the school director to the Board of Regents, Proprietary Schools Section.
3. Proprietary Schools Section staff send a letter to the school director, enclosing a copy of the student's letter previously mailed to the director, requesting that the director communicates with the student, either in person or in writing, within ten (10) days of receipt of the letter to resolve the complaint; the student is copied on this letter.
4. If, after ten days, the complaint has not been resolved, the student may contact this office to request a mediation conference; the Board of Regents contracts with the Division of Administrative Law to mediate between the student and the school official.
5. If a complaint has not been resolved at this point, the student can request to come before the Proprietary Schools Advisory Commission, which will render a decision.
6. If the student's complaint has not been resolved, the student can appeal to the district court

### **Academic Engagement Defined**

Westgate Christian University defines academic engagement as a student having done one or more of the following:

- Submitted an assignment during class or via the learning management system (LMS) and/or other means of electronic submission.
- Completed an exam or quiz during class or via the LMS and/or other means of electronic submission or a tutorial or computer-based instructional module (Instructor must be able to verify and document completion).
- Participated in a documented synchronous web conference (e.g., live lecture) or exam, quiz, or assignment in the LMS.
- Posted an academically relevant activity to an online discussion board in the LMS or another university-approved platform.
- Attended a residential/face-to-face class or an academically relevant event (e.g., assigned clinical hours or a class field trip (with a student sign-in sheet

### **Course Load**

Students enroll for a minimum of three credits each semester to maintain their status as current students. Except in case transfer credits are applied, course orders within a program or semester should be followed to ensure proper learning progression and sequencing through cumulative learning.

### **Learning Environment**

Westgate Christian University provides students with a rich and diverse learning environment. Our unparalleled teaching methods help to launch students into the successful future they have always dreamed of while following God's plan. We encourage staff and students alike to grow, learn and create more daily.

We believe that an effective education does not just come from memorizing or exercising; actively participating in the learning process entails analyzing information, discussing, and collaborating to comprehend and retain it. All our courses encourage deep mental processing and student engagement with the class material.

**Westgate Christian University offers courses in both Online Learning (OL), and Hybrid Learning (HL) formats.**

### **Online Learning (OL)**

Allows students to work at their own pace. These classes never meet in person, and you are not expected to be available at any specific time or day for classroom instruction from your professor. These courses are taught asynchronously with no pre-assigned meeting times. Students will have access to class materials online using the Westgate Christian University LMS and contact their instructor and (or) teaching assistant(s) at any point during the course.

### **Hybrid Learning (HL)**

Hybrid Learning classes require in-person attendance. You are expected to be available for instruction when the class is scheduled.

### **Attendance**

The University cares that students regularly attend and academically engage in their course(s). Doing so is essential for mastering the concepts, theories, and skills necessary for completing each course. Every effort should be made to attend and engage in every class.

### **Academic Advising**

Westgate's Office of Academic Advising offers support for students through each area of the concentration of study. WCU advising premise places students at the forefront of their education by offering the student a shared responsibility with their advisors. Students at WCU will be able to have a relationship with their advisors so that they can work closely with them to achieve all their academic endeavors. The students will be able to review their program of study with an academic advisor to assist them through their coursework at WCU. WCU advisors are here to assist students with decisions that will benefit their academic journey.

Students must meet with academic advisors for any changes to their program of study. Academic advisors will provide the students with an Academic Advising Program checklist which includes an advising form and degree course prescription checklist. This will help them follow their basic requirements needed to select core courses as well as the electives necessary to obtain their degree. Any changes to the program of study will require an advising form to be filled out and submitted to their advisors to fulfill their request.

### **Process**

Incoming freshmen or new students to WCU after receiving acceptance into the university and completing the enrollment process will be referred to the Director of Advising who will conduct a ZOOM or in-person advising session which will address scheduling concerns, provide career major counseling, offer degree planning support, direct students to support services.

First-year students will remain with the same advisor for one calendar year. The Director of Advising will assign second-semester students prior to early registration each semester to the dean of their respective colleges. The Director of Advising will meet through Zoom with all deans and explain the process. The process includes all students before advising complete:

1. Academic Degree Schedule Planning Sheet
2. Review the Student Advising Form (submitted by the dean) for correction
3. All student schedules until further notice will be completed by the registrar's office.
4. Advisors will conduct advising sessions through ZOOM.
6. Advisors will document concerns on the Advising Form and direct any student concerns to the necessary department. Reported schedule change requests or conflicts need to be sent to the registrar's/enrollment office.

Second-year students will be advised by the dean of their respective degrees. The dean of each individual college will be responsible for the following areas of focus:

- Program Declaration and Scheduling
- Undeclared advising
- Concentration Exploration
- Grade Assistance
- Graduation Preparation

### **Academic Assistance**

The Director of Advising will conference daily with on-site students and email students off-campus concerning problems with student academic progress. Student Services submits teacher concerns to the Office of Academic Advising to address academic concerns and provide academic assistance. The office of Academic Advising has developed an Academic Intervention Alert electronic program that tracks students' progress and sends out warnings and messages for those seeking assistance. Students are responsible for their role in the academic process. Academic advisors can help clarify university policies and procedures to enrich the student's ability to participate in the academic process.

### **Academic Engagement Defined**

The University defines academic engagement as a student having done one or more of the following:

- Submitted an assignment during class or via the learning management system (LMS) or other means of electronic submission



- Completed an exam or quiz during class or via the LMS
- Completion of electronic submissions or a tutorial or computer-based instructional module (Instructor must be able to verify and document completion)
- Participated in a documented synchronous web conference (e.g., live lecture), exam, or quiz
- Posted an academically relevant activity to an online discussion board in the LMS or other University approved platform
- Attended a residential/face-to-face class or an academically relevant event

Students are requested to call their instructors in advance if they are going to be absent. Attendance is monitored on both a cumulative and term basis. Non-school days in the school calendar will not be considered days of absence.

If a student fails to actively participate in a class for a period that exceeds ten (10) calendar days, the student will be dropped from the course. Examples of active participation include completing online material by the deadline, participating in cooperative group assignments, and breakout sessions, and meeting all assignment deadlines.

Students in danger of being dropped should contact their instructor to determine if they can complete any past-due work. Students are responsible for contacting their campus registrar to determine reinstatement, if applicable.

Attendance cannot be earned in advance of the class date. Attendance make-up will only be allowed at the discretion of the Director of Student Services or designee. All attendance make-up hours must be completed within two weeks of the end of the grading period during which the absence occurred. Make-up hours are not used to calculate Last Day Attended.

Make-up Work Make-up will only be granted with the approval of the Director of Student Services in mitigating circumstances.

# Grading System

## Course Grading

LETTER GRADE	%	QUALITY	QUALITY POINTS
A	90-100	Superior	4.0
B	80-89.9	Excellent	3.0
C	70-79.9	Satisfactory	2.0
D	60-69.9	Unsatisfactory	1.0
F	Withdraw during 1 <sup>st</sup> 10 weeks	Failure	0.0
W	Withdraw after 10 weeks or dropped for absences	Withdrawal	Not computed in GPA
WF	n/a	Withdrawal Failing	Not computed in GPA
I**	n/a	Incomplete	Not computed in GPA
T	n/a	Transfer	Not computed in GPA
AU	n/a	Audit	Not computed in GPA
R	n/a	Repeat	Not computed in GPA
L	n/a	Leave of Absence	Not computed in GPA

\*Below University standards for graduation, the class must be repeated. \*\*Becomes an "F" if not removed by the end of the 1st week of the following term.

A student wishing to challenge a grade must do so by the end of the 1st week of the following term.

All attempted hours are reflected on the student transcript. Student grade point averages are reviewed at the end of each term.

## Class Repeat Requirements/Policy

Any student must repeat any required course in his or her program in which a non-passing grade has been earned. Once the student repeats the course and receives a passing grade, the non-passing grade will remain on the student's transcript and will not be calculated in the Cumulative GPA. The non-passing grade will be calculated as hours attempted during the Satisfactory Academic Progress (SAP) review. The student will receive the grade and grade points earned in the higher grade earned. In repeating a class in which a non-passing grade was earned, the student agrees to accept for the record the grade earned for the course repeated. Students will be recharged for tuition and fees for each repeated course.

## **Incompletes**

To receive an Incomplete (“I”) grade, the student must petition the instructor to receive an extension to complete the required coursework. This request must be submitted by the end of the last day of class. Should a student fail to complete the coursework requirements by the end of the 1 st week of the following term, the “I” will be converted to an “F”.

## **Course Add/Drop Policy**

A student who wishes to terminate enrollment in one or more courses must notify the Registrar and may do so by completing a course withdrawal form or notifying a university official in writing. The course withdrawal form is available electronically via the University website. Courses may be dropped during the add/drop period without tuition or fee penalty.

Course addition requests during the add/drop period require approval by the student’s Academic Advisor or appropriate official to ensure desired classes are available and all academic prerequisites have been met.

## **Auditing Courses**

Students may request to register for the course using an audit status. Courses audited must have been successfully completed in a previous term, and no additional credit is awarded toward graduation. Courses no longer offered or whose context has changed are excluded and must be taken for credit. To audit a course(s), students must indicate their request at the time of registration. Requests to convert a course to audit status are not accepted after the drop/add period has ended.

## **Reentries**

The University encourages students who previously withdrew to return to school to complete their education. Reentry is contingent on space availability and program schedules and requires final approval from the Director of Academic and Student Affairs or designee.

Applicants may reenter their original program of study; or, with approval, into a new program.

- Reentry date must be within 12 months of the last date of attendance.
- Any student who is terminated or withdraws without meeting the requirements of Satisfactory Academic Progress or for failing to meet Attendance Requirements must sit out at least one term. ○ Students will need to submit an appeal to be considered for re-entry.
  - If it is determined that the student will be unable to meet SAP, the student will not be eligible for re-entry.
  - If the appeal is approved, the student will need to meet with the Director of Student Services or designee to review the reasons for the previous withdrawal and actions taken to help ensure the student can complete the program is re-entered.

Students who are readmitted will sign a new Enrollment Agreement and will be charged tuition consistent with the existing published rate. Students will also re-enter under the program requirements at the time of admission.

### **Leave of Absence**

A Leave of Absence (LOA) is for the student during a time of exceptional need.

LOA, including military leaves, shall be reasonable in duration, a student may have no more than two LOAs in a 12- month period not to exceed a total of sixty calendar days and must be for specific and extreme circumstances. A student who requests an LOA for a reason not determined to be an extreme circumstance will not be granted that LOA. A written request for LOA, properly completed, dated, and signed by the student and approved by the Director of Student Services should be received on or before the beginning of the leave. A student who fails to return from an approved LOA on or before the scheduled return date will be immediately terminated, making the last scheduled date of the LOA the effective date of termination for refund purposes.

In most instances, students who take an LOA will not complete their program as originally scheduled.

The student will receive a grade of L (Leave of Absence) for courses in progress where a final course grade has not been issued at the time of the LOA. Upon their return, students are required to repeat any partially completed courses, as well as courses missed during the leave. All academic classwork must be completed before a student is considered to have completed their program. Students taking an LOA must be aware that they can only obtain the missed class work or lecture material on the next occasion the course is taught. Tuition payments must continue to be made during this period.

Students on LOA may be allowed to audit classes (for no credit), for preparation to be re-admitted. This is on a space-available basis and with the approval of the Director of Student Services. Requests to audit any class must be made in writing and approved by the Director of Student Services.

### **Academic Integrity**

Cheating and plagiarism are serious offenses against the University's Academic Integrity Policy and are consequently strictly prohibited. All students must familiarize themselves with the University policy on academic integrity. Regardless of the medium in which they are submitted, the University expects that all assignments, research projects, lab reports, papers, theses, dissertations, examinations, and any other work submitted for academic credit will be the result of the student's own intellectual efforts. Similarly, work submitted for a course or for any other academic purpose is expected to have been generated specifically for that course and that course only. For collaborative work, the cohort's or group's efforts are expected.

Plagiarism can take several forms: it is the practice of taking someone else's work or ideas and passing them off as one's own. This use may be either intentional or unintentional. NOTE: It is incumbent upon the student to be able to properly cite the private intellectual property utilized as research sources in

their papers. Consequently, unintentional plagiarism is still plagiarism. Students should be aware that all professors have access to antiplagiarism software. Therefore, students should discuss any potential plagiarism issues with their instructors before submitting their work.

**Cheating and Plagiarism may also manifest as:**

- failing to cite an author whose ideas have been incorporated into a student's paper.
- cutting and pasting different internet web site or database text on paper or using a purchased paper.
- facilitating another student to use your work.
- copying other work with or without their knowledge.
- using a hand-held device such as a calculator to store notes, formulae, etc. when an instructor does not allow such aid on an exam.
- using notes and/or other aids that are prohibited on an exam.
- submitting the same work to different classes (AKA self-plagiarism); and
- gaining an unfair advantage by any other method

**The procedure for dealing with academic misconduct and dishonesty is as follows:**

● First Offense: The student will be assigned a grade of "0" for the test or assignment. The instructor keeps a record in course files and notes of the first offense. The instructor will notify the student's program advisor, Director of Academic and Student Affairs, and Registrar. The Registrar will input the incident into the student file for tracking purposes.

● Second Offense: The student is given a grade of "F" for the course in which the offense occurs. The instructor will notify the student's program advisor, the Director of Academic and Student Affairs, and the Registrar indicating an "F" has been issued for a second offense. The Registrar will input the incident into the student file for tracking purposes.

● Third Offense: The student is given a grade of "F" for the course in which the offense occurs and faces suspension. The instructor will notify the student's program advisor, Dean, and Registrar. The Director of Academic and Student Affairs, or designee, will notify the student of suspension from the University for at least one term. The Registrar will input the incident into the student file for tracking purposes.

**Satisfactory Academic Progress**

All students must meet the following minimum standards of academic achievement and successful course completion while enrolled. Students will be evaluated at the end of each semester. Failure to meet the requirements of this Satisfactory Academic Progress (SAP) Policy may result in punitive actions such as academic warning, academic probation, academic suspension, or academic dismissal termination from the University. The student's progress will be evaluated at the end of every semester to determine Satisfactory Academic Progress (SAP).

**SAP is measured in the following ways:**

1. Qualitative (Cumulative GPA): Students must maintain a minimum CGPA of 2.0 on a 4.0 scale.
2. Quantitative (Completion Rate): This rate is measured by comparing the number of credit hours attempted with the number of credit hours earned (those attempted hours where an acceptable passing grade was received). Students must earn a minimum of  $\frac{2}{3}$  (66.67%) of credit hours attempted to remain in good standing.
3. Maximum Timeframe: Students are expected to complete their program of study within the normal timeframe allotted. However, there is a maximum timeframe in which students must complete their program of study. The maximum timeframe is 150% of the credit hours required to complete their program. This maximum timeframe is determined by using the total credit hours in a program of study multiplied by one and one-half (1.5) or 150%. For example, a student enrolled in an Associate degree program (60 credit hours) must have completed the program once the total hours attempted are equal to 90 credit hours, calculated as follows:

$$1.5 \times 60 \text{ credit hours} = 90 \text{ credit hours}$$

Academic Warning is given to a student who does not meet SAP standards at the end of a term. Academic Warning status is a notice to the student that continued failure to achieve SAP standards will result in punitive action by the University.

Academic Probation is given to a student who fails to satisfy the requirements for the term immediately after being placed on Academic Warning. The student must satisfy the academic standard for that term or face academic suspension. If the student meets the requirements for that term but is still under the standard, they will be placed back on Academic Warning. If the student meets the requirements for that term and is now in good standing, they will be removed from Academic Probation.

Academic Suspension is given to a student who, after being on Academic Probation, does not satisfy the requirements after the end of the period of probation.

Academic Dismissal is given to a student if it is determined the student cannot meet satisfactory requirements by the end of their program of study.

**SAP Appeal**

Students who are academically suspended may submit an appeal. The student must fill out the SAP appeal form and submit it to the Registrar. The appeal must include supporting documentation and a copy of the academic improvement plan.

### **Evaluating SAP Appeal**

Upon submission of an appeal, the University's Academic Review Committee will review the appeal to determine if it is complete and supports approval. If the Appeal is denied, the student will be dismissed from the University. If the SAP Appeal is accepted, the student will be placed on Academic probation. This is to ensure that a satisfactory status can be met. It also includes the assessment, by the Registrar, if it is mathematically possible to meet SAP within the required timeframe.

### **Course Evaluations**

The University allows the students to participate in an evaluation of the courses and faculty at the end of each term. These evaluations provide a way for the students to voice their opinion about the quality of education and services they are receiving. This information is used to improve instruction and services for future quarters.

### **Student Support**

Prior to beginning programs at the University, students must attend an orientation session. Orientation facilitates a successful transition into the University. New students are encouraged to attend regardless of their prior college experience. At orientation, students are acquainted with policies and procedures. They are also introduced to the administrative staff, the faculty, and their peers. The directors of the campus departments explain how they assist students and clarify students' rights and responsibilities.

### **Orientation**

Orientation is provided for students who are registered for classes. Orientation is completed online. Orientation classes provide students with an introduction to the University's learning platform and reinforce the skills needed to be successful learners. Videos covering time management and how to avoid procrastination are presented to students to help them be successful during their school years. After the videos, students are asked to complete a short assessment pertaining to the information that they just watched. Students are also given the school's Academic Integrity Statement during online orientation and a signature is required to show that they have read it and understand it.

### **Program Start Changes (No-Shows)**

Students are responsible for informing their advisors if they are unable to start or continue their program as scheduled. Students who wish to change or cancel their schedules must inform the Registrar no later than two (2) business days prior to their scheduled start date. Students who fail to attend the preliminary instructional orientation with their instructor during the first week of the program will be administratively dropped and may be responsible for paying for the class.

### **Transcripts**

A transcript is a permanent and official record of a student's University courses and grades. No official transcript or diploma will be released until all financial obligations are met. It is the responsibility of the student to provide the University with an official copy of any transcript of grades for all postsecondary

classes taken prior to attending the University. These documents should be mailed directly from the institution to the Registrar's Office. Once received, transcripts become the property of the University and may not be released.

### **Housing and Residence Life**

Our administrative team is dedicated to helping you find the perfect living arrangements to suit your needs and preferences. Although Westgate Christian University does not offer on-campus housing or dorms, several housing options are available for our students.

Each student is encouraged to help develop a responsible, intelligent community. The University demands high standards of personal conduct from each student. Students are encouraged to maintain integrity through self-discipline. The University adopts only such reasonable rules and regulations applicable to a student as are necessary for the orderly, harmonious, and beneficial functioning of the entire community. Accordingly, each student must respect the rights of others and should abide by the spirit as well as the letter of regulations of the University, and the laws of the community, state, and nation.

### **Graduation Requirements**

A diploma will be issued to students upon successful completion of all attendance and academic requirements. Successful completion of all courses listed in the program must meet the minimum grade equivalent of 2.0. Students must satisfy outstanding financial obligations before the University will issue an official transcript.

### **Westgate Christian University Athletics**

Westgate Christian University will offer collegiate sports programs that use athletic competition as an integral component of education, faith, and encouragement. We currently offer fourteen team sports programs with the long-term goal of adding additional future programs. All Westgate Christian University athletes will be held to high academic standards. The purpose of Westgate Christian University athletics is to put a group of young men and women on a field or court and let them represent the values of their school with pride. Westgate Christian University athletics provides a sense of community and entertainment and is essential to the university and student retention.

### **Program Overview**

Our programs are designed to empower students to start their careers, solve real-life problems, and become competent in their fields within a reasonable period. Our courses offer hands-on experiences, project-based, and application-focused. Students will be able to apply learning concepts through dynamic classroom engagement while acquiring career-based knowledge to work within and in support of faith communities, and beyond.



**Westgate Christian University**

Bachelor of Theology

Degree Program (126 Units)

Biblical Theology Concentration

Course No.	Course Name	Instructor	Units
BT105	Back to Basics		3
BT510	Laying the Foundation		3
BT108	Theology: Attributes of God		3
BT451	Developing Sound Hermeneutics		3
BT502	Systematic Theology		3
BT505	Introduction to Biblical Studies	Dr. Lisa Talley	3
BT547	Applied Hermeneutics: Ministry of the World		3
BT580	The Trinity		3
BT945	Ecclesiology II		3
BT901	Introduction to Christian Evidence		3
<b>Core Curriculum</b>			
CC	Christian Counseling course		3
HT	Historical Theology course		3
NT	New Testament course		3
OT	Old Testament course		
PT	Practical Theology course		
<b>Electives</b>			
	27 courses of your choice		81
		<b>Total Units</b>	<b>126</b>

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