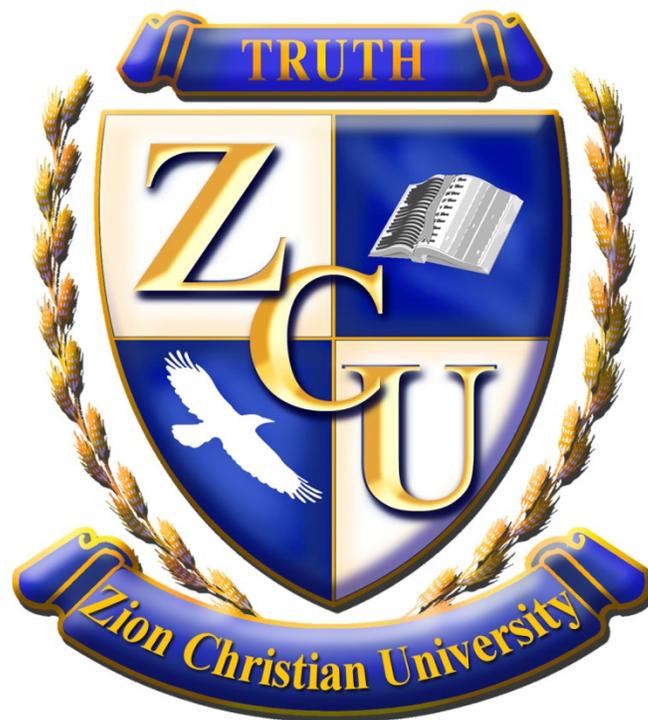# ZION CHRISTIAN UNIVERSITY

Preparing Leaders to be used by God

STUDENT HANDBOOK 2015-2016

Email: zcudep@zionph.com • website: www.zionph.com/zcu • Phone: +63-2-880 4558

B6 Florida St, Joyous Heights, Hinapao San Jose, Antipolo City, Rizal 1870, Philippines

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I.   About ZCU

AFFILIATION & ACCREDITATION

Zion Christian University Distance Education Program is an affiliate of Zion Christian University, Clearwater, Florida, and a ministry of Zion Fellowship, Inc., a Pentecostal association of pastors, missionaries, churches, and Bible schools, whose headquarters are located in Waverly, New York. Over the past 20 years Zion Fellowship's ministry has spread to nearly every continent of the world. For more information about Zion Fellowship, Inc. please visit www.zionfellowship.org.

Zion Christian University, Clearwater, Florida is a sustaining member of the Council of Private Colleges of America (CPCA) and the Florida Council of Private Colleges, Inc. (FCPC), which represents its member independent colleges and universities before any government or educational agency.

ZCU is an affiliate institution of the Association of Biblical Higher Education (ABHE) and as such, participates in and contributes to collegial and professional development activities of the association. Affiliate status does not, however, constitute, imply, or presume ABHE accredited status at present or in the future.

CONTACT INFORMATION

Zion Christian University's Distant Education Program's office is located in Antipolo, Rizal.

The University's contact information is:

Email: zcudep@zionph.com

Website: www.zionph.com/zcu

Phone Number: +63-2-880 4558

Physical Address: ZCUDEP Philippines
                            Block 6 Florida St Joyous Heights Subdv.
                            Hinapao, San Jose, Antipolo City
                            1870, Rizal, Philippines

II. University Policies

Statement of Christian Character & Service

It is the firm conviction of ZCUDEP that enrolled students should endeavor to exemplify Christian character and Christian service. The university holds a standard of excellence not just in instruction but also in encouraging godly character. Students of ZCUDEP should seek to honor the Lord through living a holy life and true godliness as set forth in Scripture. Therefore, students are to abstain from adultery, fornication and all sexual uncleanness, witchcraft, drunkenness, tobacco, and illegal drugs. They should be actively involved in their local church and encourage others in the pathway of righteousness and holiness by their words and actions.

Academic Honesty

At ZCUDEP, students are expected to maintain high levels of academic honesty. Academic dishonesty (plagiarism, passing another's work as your own, cheating, enabling others to cheat, etc.), will not be tolerated. By virtue of integrity, all work submitted must be completed by the student. Submitting another individual's work as one's own (without proper citations, identifying particular research) is dishonest. Repetitive offenses may result in student dismissal.

Academic Probation

When a student's cumulative grade point average falls below 3.00, the student will be placed on academic probation. Students will receive a notice regarding academic warning.

Academic Dismissal

Students on academic probation whose grade point average for the probationary term falls below 3.00 are subject to academic dismissal. Students who are dismissed may reapply after one year. Those who choose to reapply may be asked to present evidence of potential academic success.

Withdrawal from Enrollment

Students may withdraw from enrollment at any time by notifying the ZCUDEP Office. Students who desire to withdraw from enrollment must follow the official Withdrawal Procedure as follows:

1. Notification to the ZCUDEP Philippines Office via email. The withdrawal date is the day the email is sent.

2. The student's transcript will reflect official withdrawal, "W".

Any student who withdraws without notifying the ZCUDEP Philippines Office will be considered as having an unofficial withdrawal. As a result a "UW" will be permanently noted on their records and transcripts will not be sent to other schools.

Adding & Dropping Courses

Additional courses can be added by students at any time upon successful payment. However, it is advisable for students not to exceed their course load so that they can complete the enrolled courses during the four month term. Students can always check with ZCUDEP Philippines office or the E-Learning Portal on the number of their present enrolled courses.

Courses can only be dropped during the given term by contacting ZCUDEP Philippines office. Dropped courses will be locked and inaccessible by students. Please note that NO refund will be given for any dropped courses. In the event that students would like to re-enroll to the courses, they need to pay the full enrollment fee and finish the course within 4 months.

Course Re-Enrollment

If students are unable to complete their course(s) before the term end date, they have the option of re-enrollment. Re-enrollment is only available one (1) time per term. Re-enrollment allows students to transfer the incomplete course(s) into a new term, with the option of adding course(s) if they wish. A re-enrollment fee of PHP 750 (for students residing in the Philippines) or USD 25.00 (for International students) is required.

III. General Academic Information

Term System

Zion Christian University operates on a four-month term system. The four-month term begins the date of course registration. This allows the students flexibility and the opportunity to study at their own pace. If students complete the term's course work before the four months have expired, they may register at any time for the next term. If students cannot complete the courses within the four-month term, they will need to contact the registrar's office.

Method of Study

Zion Christian University seeks to provide an education that is accessible to all students who are unable to attend a residential college or university. Due to the nature of distance education, students are able to study at home, work, or even during travel. ZCUDEP offers the following mode of study:

Self-Study: This mode of education is very flexible and tailored according to the individual student's schedule. Self-study courses normally require listening to audio lectures, reading various textbooks, and doing assignments based on the audio, textbooks, and research. The student has 4 months from the date of enrollment to complete all course assignments.

Undergraduate Credit Hour System

At Zion Christian University, one credit/unit hour of study at the undergraduate level is 15 academic hours or its equivalent.

Audio or Online Instruction: Each course requires approximately 12 hours of audio or online instruction for one (1) credit/unit hour of study. The instruction requirement will be identified in the course syllabus and may vary according to the nature of the materials being studied.

Writing: Normally a course requires a total of 10-15 pages of written work to provide evidence of the original content and originality. All written assignments must conform to the format of the MLA Handbook for Writers of Research Papers, 6th edition.

Graduate Credit Hour System

On the graduate level, one credit/unit hour of study is 15 academic hours or its equivalent. The university uses the following guidelines:

Reading: The reading requirement will be identified in the course syllabus. Each course will require chapter summariesfor each required textbook as well as a personal application from one (1) chapter. Normally, this involves 1-2 sentences about each chapter.

Audio or Online Instruction: Each course requires approximately 12 hours of audio or online instruction for one (1) credit/unit hour of study. The instruction requirement will be identified in the course syllabus and may vary according to the nature of the materials being studied.

Writing: Normally a course requires a total of 20-25 pages of written work to provide evidence of the original graduate-level content and originality. All written assignments must conform to the format of the <u>MLA Handbook for Writers of Research Papers, 6th edition</u>.

Course Weighing

The Core Faculty has adopted an official school-wide grading scale that is to be used in calculating the final scores and alphabetic grades. The scale is as follows:

Undergraduate & Graduate Self-Study Courses

Assignment 1: Textbook Questions OR Chapter Summaries	25%
Assignment 2: Audio Notes	25%
Assignment 3: Research Paper(s)	40%
Assignment 4: Monthly Reports	10%

Course Textbooks

The course textbooks utilized by Zion Christian University were written by the University faculty, who are comprised of primarily ordained ministers with a wealth of spiritual experience.

An E-book copy of the enrolled course(s) can be downloaded from the Document folder in the E-Learning portal.

IV.   Academic Expectations

Course Evaluation

Course work will be evaluated for clarity, grammar, punctuation, and proper MLA citation. While points will not be deducted for disagreement with an idea being conveyed, the students will be expected to properly support his or her viewpoint with proper research, Scriptural validation, and reasoning. Course work will be carefully graded upon set criteria as outlined below:

Grade	Content	Sentence Structure
100% A+ (Exceptional) 95-99% A, A- (Honor)	Skillfully evaluates information gathered; demonstrates some independent thought and ideas; exhibits a depth of knowledge based on research; clearly articulated; viable conclusions	Content is well organized; clear intro, body, and conclusion; essentially error free; presentation is neat and professional; proper citation; excellent command of English
86-92% B+, B, B- (Good)	Content is fairly clear and accurate; good awareness of issues and knowledge; offers solid but less accurate reasoning and detail; contains some appropriate details and/or examples	Some minor errors, rare major flaws, generally clear and concise; essay looks fairly neat; minor errors in citation; good command of English.
78-83% C+, C (Average) 75-77% C- (Poor)	Average awareness of issues and display of knowledge; content somewhat vague; some signs of logical organization; generally acceptable conclusions;	Generally coherent, several minor errors, occasional major flaws; several minor errors in citation; relatively good command of English
70-74% D+, D, D-(Poor)	Difficulty understanding issues, limited clarity and logical organization of thought; insufficiently supported conclusions; off topic	Somewhat coherent, numerous minor flaws; Several major flaws; several errors in citation; relatively good command of English
Below 70% F (Fail)	Demonstrates lack of knowledge and grasp of subject, insufficient reasoning, undeveloped and unsupported ideas	Often incoherent, numerous minor flaws, numerous major flaws

Grading Scale

Letter Grade	Numerical Equivalent	Grade Point Average	Standing
A+	100	1.00	Excellent
A	97-99	1.25	Honor
A-	94-96	1.5	Honor
B+	91-93	1.75	Good
B	88-90	2.00	Good
B-	85-87	2.25	Good
C+	82-84	2.5	Average
C	79-81	2.75	Average
C-	75-78	3.00	Average
D+	73-74	3.25	Below Average
D	71-72	3.5	Below Average
D-	70	3.75	Below Average
F	69 and below	4.00	Failure
I		0.00	Incomplete
W		0.00	Official Withdrawal
UW		0.00	Unofficial Withdrawal

Grade of "I" Incomplete

A grade of "I" (Incomplete) is given if students are unable to complete course work by the term end date. In such cases, students have four (4) months, unless otherwise stated, to complete and submit any outstanding assignments. If the outstanding assignments are not completed and submitted within the designated amount of time, it becomes an "F" on the student's record. The student is responsible for requesting and completing an "I." Students who register in a course and do not submit coursework but do not officially withdraw are normally assigned a failing grade for that class.

Assignment Resubmission

Students who receive returned assignments that need revision, must revise and resubmit the work for a passing grade before proceeding with the course.

Guidelines for Research Writing

Learning to write clearly is a skill that will aid you for many years to come. This is especially true in regards to church ministry. The following are some general steps involved in writing a good theological essay:

- Requirements: Read the assignment description and identify the main points that the syllabus is asking you to discuss. This can make the difference between a confusing and a well written paper. The evaluators will examine each essay to see if you have met the specific requirements of the syllabus and will take off points for each requirement that is not met. It helps to write down the specific requirements of the essay before you start to write and continually refer back to them to ensure that you have met each requirement.

- Research: It is vital that you properly research the topic using the assigned and suggested reading in order to present a proper depth of knowledge. While you are not expected to be an expert in the subject, you do need to have a proper background in the subject that only thorough reading of the textbooks, Scripture, and other reference books can bring.

- Thesis Statement: It is important that you develop a concise idea that you are trying to convey and present it in the opening paragraph. The purpose of the rest of the essay will be to prove and defend that thesis.

- Outline: Sketching out the skeleton of your essay before you start writing the main body can be very helpful in preventing you from getting stuck on tangents that do not properly support your thesis statement.

- Introduction: Develop an opening paragraph that will not only introduce the reader to your subject but will grab his or her attention, leading him or her into the essence of your argument.

- Body: Each paragraph should support your thesis. Provide supporting evidence in the form of reasoning, logical evidence, Scriptural examples, and citations in a clear and sensible presentation.

- Conclusion: Without offering any new evidence, present the reader with a short summary of your thesis topic, with perhaps a memorable thought, quotation, or call to action that will impact the reader.

- MLA: Essays must be formatted according to the standards of the Modern Language Association (MLA). Please refer to the MLA example in your course syllabus as well as the *MLA Handbook for Writers of Research Papers* (6th Edition) by Gibaldi).

- Evaluator Comments: Pay close attention to the evaluator comments on your returned assignments. Evaluators may be initially lenient as you begin to learn the writing process and MLA requirements. However, as you progress, the evaluators will deduct an increasingly higher amount of points if it is observed that you are not addressing their comments.

Monthly Reports

Self-study students are required to submit a monthly report during the duration of each four (4) month term. The purpose of the monthly report is to reflect student progress throughout a term. A monthly report form is emailed to students upon course registration. The first report should be submitted one (1) month after the commencement of a given course. One monthly report form may be used for multiple courses in a given term. Monthly reports are worth 10% of the overall grade.

Course Materials

Upon course registration, ZCUDEP students must log in to the E-Learning portal to retrieve course materials, obtain downloadable course audio, and view the required textbooks through the registered course page. Instructions regarding this will be emailed to the student upon course registration. Throughout the term, ZCU students should log in to the E-Learning portal at least once a week, to check for announcements, updates, changes, etc.

Course Submission

Upon course completion, students may submit one (1) or more assignments for grading in each assignment folder of the enrolled course.The course assignment submissions should include the course name, followed by the assignment number, and student last name with first initial. For example: BBL102-Assignment1-Tendoy.L. For Assignment 3, please include all research papers in one (1) document.

Email

In addition to a ZCUDEP-Learning portal login, students are able to use the internal social networking system to send and check emails from ZCUDEP Administrator or teachers. It is important to note that students will not receive emails from ZCUDEP to any other personal address with regards to course enquiry in E-Learning portal. All ZCUDEP communications will go to the internal mailbox. Students may check their email by logging into their E-Learning account and then clicking on the "Inbox" under the "Homepage" tab.

V.   Finances

PROCESSING FEES

Admission   Within the Philippines: 500PHP or outside the Philippines: 20.00USD

Registration   Already included in the Tuition

Technology Fee   Already included in the Tuition

Transcript Fee   Within the Philippines: 500PHP or outside the Philippines 20.00USD per transcript request or evaluation

COURSE MATERIAL FEES

Audio   Already included in the tuition

B.B.S., B.Th.,   Within the Philippines: 500PHP or outside the Philippines: 20.00USD (per credit/unit hour)

M.T.S.   Within the Philippines: 750PHP or outside the Philippines: 25.00USD (per credit/unit hour)

DIPLOMA FEE

B.B.S., B.Th., $100.00 USD to be paid to Zion Christian University, Clearwater, Florida

M.T.S. $150.00 USD to be paid to Zion Christian University, Clearwater, Florida

PAYMENTS

The course fee to ZCUDEP can be sent through the option below:

1. For students residing in the Philippines, deposit your payment into ZCUDEP's BDO bank account, then email us the bank in slip you have deposited.
2. For International students, all payment will be made through Paypal.

The diploma fee to Zion Christian University can be made in U.S. dollars through ZCUDEP. ZCUDEP will notify the students to collect the certification once the Admission Office receives it.

ZCUDEP requires payment in full at time of course registration for the current course only.

REFUND SCHEDULE

No refunds are made if students withdraw from enrollment or drop a course.