

Conflict of Interest

Each member of the university community is responsible for acting in an ethical and professional manner. This responsibility includes avoiding conflict of interest, conducting instruction in an ethical manner and protecting the rights of all individuals. All members of the university community- including members of the university's faculty, administration, student body and staff should conduct themselves with the greatest professional objectivity.

Academic Integrity Academic integrity is of central importance in the university community and involves committed allegiance to the values, the principles and the code of behavior held to be central in that community. The core of a University's integrity is scholastic honesty. Academic dishonesty is a serious offense that can diminish the quality of scholarship, the academic environment, the academic reputation and the quality of World Bulgyo University degree. All forms of academic dishonesty at World Bulgyo University are a violation of university policy and will be considered a serious offense.

Academic dishonesty includes, but is not limited to: • For faculty: Plagiarism and Falsifying University Documents Plagiarism is a faculty member intentionally or knowingly presenting words, ideas or the work of others as one's own work. Falsifying any university document - includes falsifying signatures on university forms, documents or papers; forging another person's signature or the modification of university documents which are presented as originals. Breaches of academic integrity are handled by the program director, department chairperson, school dean or the vice president. It is the responsibility of all faculty and staff to be informed as to what constitutes academic dishonesty and to follow the policy.

• For Students: Plagiarism is intentionally or knowingly presenting words, ideas or the work of others as one's own work. Plagiarism includes copying homework, copying lab reports, copying computer programs, using a work or portion of a work written or created by another but not crediting the source, using one's own work completed in a previous class for credit in another class without permission, paraphrasing another's work without giving credit and borrowing or using ideas without giving credit. Cheating during exams- includes unauthorized crib sheets, copying from another, looking at another student's exam, opening books when not authorized, obtaining advance copies of exams, using unapproved or compromising computer technology to share exam information or an exam given by or on computers and having an exam re-graded after making changes. Exam cheating includes exams given during classes, final exams and standardized tests.

• Use of unauthorized study aids: includes utilization of other's computer programs or solutions, copying a copyrighted computer program without permission, using old lab reports, having others perform one's share of lab work and using any material prohibited by the instructor. Falsifying any university document

- includes falsifying signatures on university forms, such as add/drop and withdrawal forms, forging another student's signature and falsifying prerequisite requirements.

It is the responsibility of all students to be informed of what constitutes academic dishonesty and to follow the policy. A student who is aware of another student's academic dishonesty is encouraged to report the instance to the instructor of the class, the test administrator, or the school dean, department chairperson, program director or other appropriate supervisor or administrator so that appropriate disciplinary action may be taken.

Student Records

Student records are confidential and are maintained and released in accordance with applicable law. The Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended (commonly referred to as the Buckley Amendment), generally prohibits the release of information about students and former students without their consent to parents, spouses, military, law enforcement, prospective employers, federal investigators, or other parties. This Act also assures the student of the right of access to, challenge of, and review of educational records.

Educational records are defined as- those records, files, documents and other materials which: • contain information directly related to a student, and • are maintained by the University or by a person acting for the University. The university's office of admissions and Records is the university's records custodian and is responsible for the maintenance of student records. Persons having access to the records indicated above are those persons who have a legitimate educational need. The Office of Admissions and Records will also release information when subpoenaed. The Buckley Amendment assures students' right to privacy and confidentiality and is instituted to protect each student. If a student believes that his/her record contains inaccurate information, this matter should be brought to the attention of the Director of Admissions and Records. If the problem cannot be informally resolved, the student should follow the official procedure (a copy of which is available in the Office of Admissions and Records) for a resolution of the problem.

Student records normally include documents filed for admission to the University, grade reports, permanent records of academic work completed, transcripts received from schools and other universities and colleges attended, test scores, counseling information, correspondence and petitions related to the student. These documents will normally include, but not be limited to, the name, address, telephone, birth date, residence classification, sex, past and current enrollment, academic and attendance status, educational benefits, ethnic background, high school graduation, university major and the identification number of a student.

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Equal Opportunity/ Non-Discrimination Policy

All aspects of America International University's programs will be administered in compliance with Titles VI and VIII of the 1964 Civil Rights Act; the Age Discrimination Act of 1975, as amended; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990; Title IX of the Education Amendments of 1972. No individual will be excluded from participation in, denied benefits of, subjected to discrimination under or denied employment in the administration of or in connection with America International University's programs because of race, color, age, disability, citizenship, handicap or political affiliation. World BulgyoUniversity's commitment is that participation in any program shall be open to citizens and nationals of the United States, lawfully admitted refugees and parolees and other individuals authorized by the Attorney General to work in the United States. World BulgyoUniversity's commitment is that no individual will be intimidated, threatened, coerced, or discriminated against because of filing a complaint, furnishing information or assisting or participating in any manner in an investigation, compliance review, hearing or any other activity related to the administration of World Bulgyo University's programs.

Sexual Harassment Policy

Sexual Harassment is a violation of Section 503 of Title VII of the Civil Rights Act of 1964. It is WorldBulgyoUniversity's policy that all its employees/ students have a right to work in an environment free from sexual harassment in any form.

Such conduct (sexual harassment) may result in disciplinary action up to and including termination. No manager or supervisor(instructor) shall threaten or insinuate, either explicitly or otherwise to an employee/student that refusal to submit to sexual advances will adversely affect employees'/students' employment, assignment, promotion, transfer, evaluation, wages, or any other term or condition of employment/enrollment.

Sexual Harassment is defined as:

- Unwelcomed physical or verbal contact;
- Sexually explicit language or gestures;
- Uninvited or unwanted sexual advances;
- An offensive overall environment, including the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories or jokes.

No employee/student shall threaten or insinuate, either explicitly or otherwise that refusal to submit to sexual advances will adversely affect the entrance or participation in a program. World BulgyoUniversity prohibits other sexually harassing conduct in the workplace/university, whether committed by supervisors, nonsupervisory employees, subcontractors, students, or vendors. This includes: repeated sexual advances, propositions, unwanted flirtations, continual or repeated verbal abuse of a sexual nature; graphic verbal commentaries about a person's body; gestures; or the display in the workplace/university of sexually suggestive objects or pictures. Any employee/student who believes that he/she has been a victim of sexual harassment in the workplace/university should notify his/her supervisor and follow the grievance procedures provided by this organization for the filing of sexual harassment complaints.

Policy on Sexual Assault

The term sexual assault includes, but is not limited to: rape, acquaintance rape, sexual battery, forced sodomy, forced-oral copulation, rape by a foreign object, or threat of sexual assault. Students, faculty and staff who are victims of a sexual assault committed upon the grounds of the University, or upon off-campus grounds or facilities maintained by affiliated student organizations, are required by law to be advised of specified-remedial information which should include any treatment which may be available. Rape is the most prevalent, serious-violent crime committed on college campuses. Rape, including acquaintance rape, or any other form of sexual assault, will not be tolerated by WorldBulgyoUniversity. Where there is evidence that campus-related sexual assault has been committed, severe campus disciplinary action will be initiated. Such campus disciplinary action may include, after due process, the possibility of dismissal, suspension or dis enrollment. Additionally, where the victim initiates criminal action, the perpetrator is subject to criminal penalties which may include fines and imprisonment.

Change or Cancellation of a Class

Should enrollments drop unusually low in any one class, the university may, at its option, cancel that class and advise the remaining students to relocate to one of the other available classes. In the unforeseen cancellation of a class session, the university, at its option, may reschedule the class on a weekday or a Saturday. This will always be done giving the maximum amount of prior notice possible.

Teacher/ Student Ratio

An instructor is present for all classes and all efforts are made to keep student-to-teacher ratios low.

Scheduled Classes

World BulgyoUniversity offers evening classes for students' convenience. Morning classes are offered as requested and available for degree completion.

Student Housing

World BulgyoUniversity is a nonresidential university, i.e., the University does not provide on or off-campus student housing. There is abundant local housing in the vicinity of the University, and there are numerous private housing agencies that can assist students in finding housing. Area and local newspapers, and special free publications also provide extensive information about available housing in the area.

Health Clearance

- Students must be in good health and free of communicable diseases. The 'Report of Health Examination' form or medical examination report by a physician must be submitted prior to admission. The medical examination must certify immunization against polio, diphtheria, measles, rubella, and tetanus, and must provide tuberculosis clearance.
- Each student must present and maintain satisfactory evidence of an active medical insurance policy while in attendance.

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General Admission Procedure

World BulgyoUniversity is an institution that strives to bring to its campus students who are committed to personal and intellectual growth. The University welcomes applications from students who will contribute to, as well as benefit from, the university experience; who are creative, motivated, Self disciplined and committed to Buddhistlearning..

Application Acknowledgment

Student applicants may expect to receive acknowledgment of their applications within three weeks of filing an application.

World BulgyoUniversity advises prospective students that they must supply complete and accurate information on the application for admission and on all other university forms.

Further, applicants must submit authentic and official transcripts of all previous academic work attempted as well as all records of military and vocational training. Transcripts will be evaluated and

credit will be given, as appropriate, in accordance with the university's transfer credit and assessment of prior training policy. Failure to file complete, accurate and authentic application documents may result in denial of admission, cancellation of academic credit, suspension, or expulsion.

A transcript is official if: (a) it is sent directly from the school of origin to the Office of Admissions and Records at World BulgyoUniversity, (b) bears the official seal of the school of origin and the Custodian of Record signature and (c) is approved after being reviewed by World BulgyoUniversity Office of Admissions and Records.

The responsibility for assuring that official transcripts reach the Office of Admissions and Records rests with the applicant. All transcripts submitted to World BulgyoUniversity become the property of the University. The Office of Admissions and Records will not provide copies. Unofficial transcripts will be accepted for preliminary evaluation; however, official transcripts must be on file before official admission to a degree or certificate program will be granted to qualified applicants.

Classification of Students

Each student applicant will be placed in one of the following enrollment categories:

- **Regular Standing:** Students who meet all of the admission requirements to the University and for a particular program, i.e., have no deficiencies and there are no reservations, are admitted to World BulgyoUniversity and are granted the status of Regular Standing in their selected program. Only students who have Regular Standing may officially become a candidate for the associate, bachelor, master or doctoral degree.
- **Provisional Standing:** If a student meets the entrance requirements of the University and the requirement for admission to a particular program, but has only unofficial transcripts on file because official transcripts are not immediately available, he/she may be admitted to the program as a Provisional Standing student to provide time for receipt of official transcripts. If the Office of Admissions and Records does not receive the documentation within one (1) Semester, the student will be prohibited from undertaking further coursework until official documents are received. When the Office of Admissions and Records receives the official records, the student will be eligible to be reclassified as a Regular Standing student. Coursework completed satisfactorily while on Provisional Standing counts towards graduation, if it meets a program's requirements.

- **Special Standing(Non-Matriculated):** Students who satisfy the entry requirements for a particular program and the course prerequisites for a particular course, who do not plan to earn a degree but want to officially take selected courses, may be granted Special Standing status in the program. Such students must successfully petition the course' instructor and have his/her approval prior to registration in a course. All such petitions will be considered on a space available basis.

- **Auditor:** Students who wish to attend classes for personal enrichment and not for academic credit may be granted Auditors' status. Auditors are not obligated to actively participate in coursework or course activities. However, an Auditor must qualify as a Regular Standing student to audit courses in a degree program, as well as meet any course prerequisite or core requisite requirements. Students who wish to audit a course must first gain the instructor' approval. An abbreviated admission process is available for auditors, who are admitted to courses on a space available basis. There is a fee for auditing lecture and/or laboratory/clinic courses.