WEST CLAREMONT UNIVERSITY

CATALOG

2026

(January 1st, 2026 – December 31st, 2026)

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A MESSAGE FROM THE PRESIDENT

I am greatly honored to welcome you to West Claremont University (WCU). I trust that our excellent programs will prepare you to wonderfully serve both in the church and in a global society for the glory of God. To fulfill that purpose, you will acquire adequate biblical understanding and ministerial/professional skills.

The faculty and staff of WCU are committed to providing you with a quality Christian higher education. We believe that you will understand biblical truth in a deeper way, build a meaningful relationship with the Lord, experience a spiritual uplifting, and develop a biblical worldview through your presence at WCU.

We will earnestly help you to pursue Christlike character and uphold passion for the Lord. We want to see you experience a meaningful transformation in your life at WCU and go forth for wonderful ministries and successful career in the future.

I am happy to invite you to WCU and to walk with the Lord for the advancement of His Kingdom.

Sincerely,



Steve Kahng,
President

GENERAL INFORMATION

MISSION

West Claremont University (WCU) is committed to equipping students to be prominent Christian professionals and leaders in global society, through a biblical higher education.

INSTITUTIONAL OBEJECTIVES

To fulfill its mission, West Claremont University pursues certain outcomes to be demonstrated in its graduate as follows.

1. To demonstrate a meaningful relationship with God
2. To possess a Christ-like character
3. To accurately understand biblical worldview and truths
4. To think critically, communicate effectively, and research productively
5. To acquire professional knowledge and skills in relation to the chosen field of study.
6. To acquire proper ministry skills for serving in churches and in communities
7. To lead with servant mind in the church and in the global society

FAITH STATEMENT

West Claremont University ascribes to the following statement of faith:

1. We believe that God, our Creator, exists in three persons: the Father, the Son, and the Holy Spirit.
2. We believe that Jesus Christ is true God and true man.
3. We believe that the Holy Spirit is God.
4. We believe that the Scriptures, both Old and New Testaments, are the Word of God.
5. We believe that God created man and woman in His own image.
6. We believe that Salvation comes only through God's saving grace--not human effort--and must be received through faith in Jesus Christ, who died for our sins.
7. We believe that the souls of born-again believers, after death, having an immortal subsistence, return to God.
8. We believe that the student, as a person of infinite dignity, is the heart of the educational enterprise.

INSTITUTIONAL INTEGRITY POLICY

West Claremont University is committed to integrity as a central element of our mission. WCU's daily operations are conducted with honesty and transparency, which are also reflected in the way the institution represents itself to students, the public, and other organizations with which it partners. All members of our university are expected to abide by ethical and professional standards at all times. WCU further abides by federal and state laws and other regulations, as well as policies set by the university and board. At West Claremont University, we all share responsibility for preserving this value, in order to promote an environment of integrity within our community.

NON-DISCRIMINATION STATEMENT

West Claremont University (WCU) does not unlawfully discriminate on the basis of race, color, sex, age, disability, national or ethnic origin in employment, admissions, or participation in the University programs. WCU notes that all persons are created in the image of God and equal. WCU provides full and affirmative compliance with the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

EDUCATIONAL PHILOSOPHY

West Claremont University (WCU) upholds the primacy of the truth revealed in the Bible and incarnate in Jesus Christ. In this light, WCU is based on a philosophy of education which recognizes the one true and living God of Trinity as the Author of life and the Bible as the ultimate norms for human life. WCU believes that the Bible, God's Word must be central in all learning.

APPROVAL AND ACCREDITATION

WCU is a nonprofit Christian institution of higher education and offers degrees in religious subjects. WCU is not accredited. WCU received a religious exempt status from California Bureau for Private Postsecondary Education under California Education Code (CED) section 94874(e)(1).

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. Any questions a student may have regarding this catalog have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education;
Address: 1747 North Market Blvd., Suite 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818

Web site address: www.bppe.ca.gov
Telephone and Fax #'s: (888) 370-7589, (916) 574-8900 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet web site www.bppe.ca.gov.

LOCATION AND CONTACT INFORMATION

West Claremont University is located in the central part of the Los Angeles city. It is present in the midst of diverse ethnic/cultural communities. Class Sessions are held at the WCU campus, 3435 Wilshire Blvd. Suite 205, Los Angeles, CA 90010, Tel: (213) 263-2008, Email: info@westclaremontuniversiy.org, Website: www.westclaremontuniversity.org

PROCEDURE FOR SUSTAINING COMPLIANCE

The board of directors bears major responsibility for maintaining the institutions in compliance with the institutional purpose and the California Regulations, though the process engages the entire campus including CEO, CAO, CFO, faculty, staffs, and students. The institution's policies and procedures are developed, appropriately approved and disseminated for administrative operations and Academic/Financial practices. The institution annually reviews its policies and procedures: the faculty, administrators, and the board participate in this process. Chief Academic Officer coordinates this process and the President presents the result to the board of directors for their review and approval. The board approves the policies and procedures annually and the board minutes confirm the approvals.

Prior to enrollment, the institution provides a prospective student or the general public, either in writing or electronically, with a school catalog. The catalog is reviewed and updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

The faculty, administrators, and the board participate in the process of reviewing and updating the catalog: Chief Academic Officer coordinates this process and the President presents the result to the board of directors for their review and approval. The board approves the catalog each year and the board minutes confirm the approval.

ACADEMIC PROGRAMS

West Claremont University offers three educational programs as presented below.

ASSOCIATE'S DEGREE PROGRAM

ASSOCIATE OF RELIGIOUS MUSIC

Program Description (60 Credit Hours)

The Associate of Religious Music program is designed to provide essential musical training integrated with focused study in church music ministry. Additionally, the program provides a strong foundation in biblical and theological studies.

Program Learning Outcomes

Upon completion of this program the student will be able to:

1. Understand the biblical foundation for religious music.
2. Apply personal development skills to the area of leadership in worship services.
3. Articulate and implement solutions to problems and issues in church environments.
4. Apply music knowledge and skills in real-life settings.
5. Understand church environments and mission field to enhance worship experience.

Program Hours:

2.5 years (5 semesters), Total 60 Credits

A student should take minimum 12 credits per semester in order to graduate on time.

Christianity (6 units, 2 courses)

CF 101 Introduction to Bible & Christian Faith

CF 102 Christian Worship

General Education (6 units, 2 courses)

GM 101 Fundamentals of Music

GW 101 English Writing

Music (48 units, 12 courses)

Required (18 hours, 6 courses)

MW 103 Instrumental / Vocal Lab I

MW 104 Music History
MW 201 Music Theory
MW 202 Praise and Worship
MW 204 Music Technology
MW 207 Arranging I

Electives (30 units, 10 courses)
MW 203 Instrumental / Vocal Lab II
MW 105, MW 205 Private Lesson I, II
MW 106, MW 206 Ear Training I, II
MW 212 Arranging II
MW 209 Songwriting A
MW 210 Songwriting B
MW 211 Songwriting C
MW 303 Instrumental / Vocal Lab III
MW 304 Music Production
MW 305 Music Sequencing
MW 306 DAW Sequencing - Ableton Live
MW 307 Ethnomusicology
MW 308 Survey of Contemporary Music
MW 309 Home Recording
MW 310 Recording
MW 311 Film Score Analysis
MW 411 Field Recording and Sampling
MW 412 Media/Video Production
MB 100 Business English
MS 518, MS 519 Worship and Popular Music Ensemble I, II
MG 100 Worship Guitar Basics
MG 200, MG 300, MG 400 Worship Guitar II. III, IV
MW 208 Music Business
KI 100 Foundation of Keyboard Instruments
MK 100 Keyboard Basics
MK 200, MK 300, MK 400 Keyboard Lab II, III, IV
MV 100 Vocal Basics
MV 200 Vocal Styles in Music Genres

MD 100 Drumset Basics

GRADUATE DEGREE PROGRAMS

MASTER OF RELIGIOUS MUSIC

Program Description (48 Credit Hours)

The Master of Religious Music program provides a music and biblical education that equips students for leadership positions in the global mission environments. This program integrates theories with real-world applications, fostering practical music and worship expertise. Students can advance their knowledge, and skills in areas such as domestic churches, multi ethnic groups, overseas mission fields. At the same time, students will integrate biblical faith and music to accomplish God's purposes in society.

Program Learning Outcomes

Upon completion of this program the student will be able to:

1. Apply music and biblical knowledge in graduate level.
2. Integrate biblical principles into mission settings.
3. Articulate a broad array of concepts in domestic churches, multi ethnic groups, and overseas mission fields.
4. Demonstrate professional communication skills through written reports, research projects, church planning and presentations.
5. Analyze mission environments and information through comprehensive research and use of appropriate technologies.
6. Produce effective decision-making and relevant solutions to mission problems.
7. Effectively lead and collaborate with diverse populations in multiple settings.
8. Apply and integrate course knowledge, skills and work experience in various projects.

Program Hours:

3 years (6 semesters), Total 48 Credits

A student should take minimum 9 credits per semester in order to graduate on time.

Curriculum:

Christianity (6 units, 2 courses)

MRM 501 Introduction to Bible & Christian Faith

MRM 502 Christian Worship

Music (42 units, 14 courses)

Required (24 hours, 8 courses)

MRM 503 Music Theory I

MRM 504 Music Instrumental I

MRM 508 Arranging I

MRM 509 Worship Music Seminar

MRM 510 Ear Training I

MRM 511 Music History I

MRM 512 Pop Theory for Contemporary Worship

MRM 513 Worship and Popular Music Ensemble I

Electives (18 hours, 6 courses)

MRM 505 Conducting/Music Directing I

MRM 506 Hymnology

MRM 507 Ethnomusicolgy

MRM 514 Music Production

MRM 515 Ear Training II

MRM 516 Music Instrumental II

MRM 517 Media/Video Production

MRM 518 Mixing

MRM 519 Conducting/Music Directing II

MRM 520 Private Lesson I

MRM 521, MRM 522, MRM 523 Private Lesson II, III, IV

MRM 524 Vocal Basics

MRM 525 Worship Guitar Basics

MRM 526 Survey of Contemporary Music

MRM 527, MRM 528 Worship and Popular Music Ensemble II, III

MRM 529 Business in the Entertainment Industry

MRM 530 Keyboard I

MRM 531, MRM 532, MRM 533 Keyboard II, III, IV

MRM 534 Music History II

MRM 535 Film Score Analysis

MRM 536 Arranging II

MRM 537 English in Business Communication

MRM 538 Field Recording and Sampling
MRM 539 Vocal Styles in Music Genres
MRM 540, MRM 541, MRM 542 Songwriting A, B, C
MRM 600A, B, C, D, E, F Internship

Capstone (1 Course)
MRM 601 Capstone

MASTER OF BUSINESS ADMINISTRATION AND CHRISTIAN LEADERSHIP

Program Description (48 Credit Hours)
The Master of Business Administration and Christian Leadership program provides a business management education that equips students for leadership positions in the global marketplace or for advancement in their current career. This program integrates theories with real-world applications, fostering practical business expertise. Students can advance their knowledge, analytical ability, and skills in areas such as business management, and entrepreneurship. At the same time, students will integrate biblical faith and business to accomplish God's purposes in society.

Program Learning Outcomes
Upon completion of this program the student will be able to:

1. Integrate biblical principles into business settings.
2. Articulate a broad array of business concepts in finance, accounting, economics, marketing, operations, management, business law, and entrepreneurship.
3. Demonstrate professional communication skills through written reports, research projects, business plans and presentations.
4. Analyze business environments and information through comprehensive research and use of appropriate technologies.
5. Produce effective decision-making and relevant solutions to business problems.
6. Effectively lead and collaborate with diverse populations in multiple settings.
7. Apply and integrate course knowledge, business skills and work experience in a capstone project.

Program Hours:
3 years (6 semesters), Total 48 Credits
A student should take minimum 9 credits per semester in order to graduate on time.

Curriculum:

Christianity (6 unis, 2 courses)

MBC 501 Introduction to Bible & Christian Faith

MBC 502 Biblical Wisdom for the Workplace

Business Administration (42 units, 14 courses)

Required (24 hours, 8 courses)

MBC 500 Introduction to Business Administration

MBC 503 Business Economics

MBC 504 Essentials in Financial Accounting

MBC 508 Strategic Marketing

MBC 509 Entrepreneurship

MBC 510 Business Writing and Communication

MBC 511 Business Law and Ethics

MBC 512 Leadership and Organizational Behavior

Electives (18 units, 6 courses)

MBC 505 Business English

MBC 507 Strategic Management

MBC 513 Communication Psychology

MBC 514 Small Business Operation

MBC 515 Business Statistics & Analysis

MBC 516 Business Taxation

MBC 517 International Business

MBC 518 International Finance

MBC 519 International Management

MBC 520 International Marketing

MBC 521 Consumer Behavior

MBC 522 Management Information Systems

MBC 523 Business Graphics

MBC 524 Introduction to Business IT

MBC 525 Designing the Life You Want

MBC 526 E-Commerce Fundamentals

MBC 527 Managerial Accounting

MBC 528 Human Resource Management

MBC 529 Conscious Creation: Metaphysics in Daily Life
MBC 530 Foundations and Applications of Artificial Intelligence
MBC 531 Global Business Ethics
MBC 534 Critical Media Literacy
MRM 517 Media/Video Production
MRM 518 Media/Video Production II
MRM 519 Music Theory for Non-Majors
MRM 521 Vocal Basics for Non-Majors
MRM 527 Survey of Contemporary Music
MRM 529 Music Business
MBC 600A, B, C, D, E, F Internship

Capstone (1 Course)
MBC 601 Capstone

COURSE DESCRIPTIONS

CF 101 Introduction to Bible & Christian Faith
This course introduces students to the content of the Bible and the methods of study that scholars use to understand it. To fulfill this purpose, students will learn about the history of the periods in which various biblical books were written and about how the individual writings came together into a single book. Students will try to discover what the biblical writers were trying to accomplish through their writings. This search will present students with understandings of the world and the place of humanity. These can help students see alternative ways that human beings have experienced and made sense of the world.

CF 102 Christian Worship
This course provides an introduction to the principles and practices of Christian worship. The course deals with biblical and church-historical perspectives on and practices of worship, particularly those of the Reformed tradition, elements of Christian Reformed Church liturgy including psalmody and hymnody, and contemporary worship styles in different cultural settings.

GM 101 Fundamentals of Music

The purpose of this course is to introduce students to the language of music; students will learn about the following elements of music: melody, rhythm, harmony, timbre, form, and expression.

GP 101 Praise and Worship
This course will provide an introductory survey of the philosophy and study of worship music. Students will examine the development and functional use of music in worship in the Old Testament, New Testament, and throughout Christian history, including modern usage and its various applications in the local church.

MW 103 Instrumental/Vocal Lab I
This course is intended for all students who wish to learn the basics of playing their instruments. The topics that are covered in this lab are major and minor scales, triads, chord progressions and some common tricks and phrases customary to each instrument.
For Vocal students, this course is intended for all students who wish to learn the basics of singing. The topics that are covered in this lab are posture, breathing, phrasing, diction, intonation, and tone quality.

MW 104 Music History
This course provides an introduction to the history of Western music. American music from 19th century to the present day will be covered. Representative songs, composers, artists, and related people will be introduced. Music genre, style, song form, repertoire and recording will be analyzed

MW 105 Private Lesson I
This course is weekly, one-hour instructions with professors focusing on developing a student's maximum potential by eliminating weak areas, increasing the student's knowledge of musical structures, and building technical proficiency and accuracy. Concepts such as consistency, versatility, awareness, stylistic appropriateness, discipline, and confidence as well as promoting an individual's particular playing or singing style will also be covered.

MW 205 Private Lesson II
This course is a continuation of Private Lesson I. This course is weekly, one-hour instructions with professors focusing on developing a student's maximum potential by eliminating weak areas, increasing the student's knowledge of musical structures, and building technical proficiency and accuracy. Concepts such as consistency, versatility, awareness, stylistic appropriateness, discipline, and confidence as well as promoting an individual's particular playing or singing style will also be covered.

MW 106 Ear Training I

This course is the first of a series of three courses that are designed to help students to learn essential musicianship skills applicable to all styles of music: the ability to accurately recognize, imagine, remember, and notate musical sounds, and the ability to read music notations. Through guided practice of ear training techniques, students' musical perception and performance will become more accurate and students will become more fluent in translating sound into notation and notation into sound.

MW 206 Ear Training II
This course is designed to help students be able to read music notation, as well as recognize, imagine, remember, and notate musical sounds. Through guided practice of ear training techniques, students' musical perception and performance will become more accurate and students will become more fluent in translating sound into notation and notation into sound. The techniques for learning ear training – movable Do solfege, conducting, conducting systems, and dictation techniques – are time-tested aids for the development of these musicianship skills. The skills students will learn will be useful in composition, arranging, production, learning new repertoire, and bandleading. Eat Training 2 will also improve improvisation skills, musical interaction in performance, and music perception in listening.

MW 306 Ear Training III
This course is about development of ear training skills through performance and dictation. Study of melodies, intervals, harmony, and solfege in Lydian, Mixolydian, Dorian, and Phrygian modes, mixed modes, and harmonic and melodic minor. Continued study of rhythms, meters, conducting patterns, and notation.

MW 201 Music Theory
This course starts with the fundamentals of music theory such as the basic music terminology, major and minor scale, intervals, scale tendencies, basic chords (triads, and 7th chords), chord voicings, and diatonic chords.

MW 202 Praise and Worship II
This course is a continuation of Praise and Worship I. Students will examine the development and functional use of music in worship in the Old Testament, New Testament, and throughout Christian history, including modern usage and its various applications in the local church.

MW 203 Instrumental/Vocal Lab II

This course is a continuation of Instrumental/Vocal Lab I. This course is intended for all students who wish to learn the basics of playing their instruments. The topics that are covered in this lab are major and minor scales, triads, chord progressions and some common tricks and phrases customary to this instrument.
For Vocal students, this course is intended for all students who wish to learn the basics of singing. The topics that are covered in this lab are posture, breathing, phrasing, diction, intonation, and tone quality.

MW 204 Music Technology
The students are taught all the basics of home-recording, a very important part in any musician's/songwriter's career. The students will have a hands-on practice in the studio throughout the course.

MW 205 Private Lesson II
This course is a continuation of Private Lesson I. This course is weekly, one-hour instructions with professors focusing on developing a student's maximum potential by eliminating weak areas, increasing the student's knowledge of musical structures, and building technical proficiency and accuracy. Concepts such as consistency, versatility, awareness, stylistic appropriateness, discipline, and confidence as well as promoting an individual's particular playing or singing style will also be covered.

MW 207 Arranging I
This course is a course of more focused stylistic studies in jazz, blues, rock, funk and reggae arrangements. The students will learn how rhythm, melody and harmony change through different styles, and how to rearrange a piece of music for those styles, as well. For the final project, the students will rearrange a song of their choice into a style of music different than the song's original version.

MW 409 Worship Musician
This course familiarizes students with the common instrumentation, functions and roles of a worship band, including leadership, as it operates in a worship service.

MW 304 Music Production
This course gives an understanding of how to successfully complete recording projects that are typical of those found in contemporary professional recording and production environments, and

work effectively with others in the wide range of circumstances typically found in the recording and production professions.

MW 404 Recording
This course is an overall introduction to digital audio techniques using Avid Pro Tools with primary focus on applications to arranging and composing, handling of tracks, importing audio, recording of playlists, equalization, and effects.

MW 307 Ethnomusicology
This course offers analyses of verbal and musical performance, specific regions, human diversity and worldview, research methods and fieldwork, and the relevance of ethnomusicology study to understanding one's own society and the societies of other regions and periods.

MW 408 Worship Leader Practicum
This course combines all the practical and academic elements to teach leadership skills in a Worship Arts Team, including music excellence, worship leadership and music directing.

MW 305 Private Lesson III
This course is a continuation of Private Lesson II. This course is weekly, one-hour instructions with professors focusing on developing a student's maximum potential by eliminating weak areas, increasing the student's knowledge of musical structures, and building technical proficiency and accuracy. Concepts such as consistency, versatility, awareness, stylistic appropriateness, discipline, and confidence as well as promoting an individual's particular playing or singing style will also be covered.

MW 405 Private Lesson IV
This course is a continuation of Private Lesson III. This course is weekly, one-hour instructions with professors focusing on developing a student's maximum potential by eliminating weak areas, increasing the student's knowledge of musical structures, and building technical proficiency and accuracy. Concepts such as consistency, versatility, awareness, stylistic appropriateness, discipline, and confidence as well as promoting an individual's particular playing or singing style will also be covered.

MW 412 Media/Video Production

This course teaches basic video/film/audio production. Students will learn the basic understanding of operating a video camera, the basic principles of how to capture great video and audio and how to edit video and audio.

MS 518 Worship and Popular Music Ensemble I
This course is a course designed to help the students to develop a wide skill set that helps the students build their ability to create a strong foundation in the rhythm section. Focus is on group interaction, groove/feel, listening, song forms, and overall musicianship. This course will cover all styles.

MS 519 Worship and Popular Music Ensemble II
This course is a continuation of Worship and Popular Music Ensemble I. This course is a course designed to help the students to develop a wide skill set that helps the students build their ability to create a strong foundation in the rhythm section. Focus is on group interaction, groove/feel, listening, song forms, and overall musicianship. This course will cover all styles.

MS 520 Worship and Popular Music Ensemble III
This course is a continuation of Worship and Popular Music Ensemble II. This course is a course designed to help the students to develop a wide skill set that helps the students build their ability to create a strong foundation in the rhythm section. Focus is on group interaction, groove/feel, listening, song forms, and overall musicianship. This course will cover all styles.

Christianity (Graduate School)

MRM 501 Exploring the Bible
This course is designed for Graduate level students. This course examines the fundamentals of the Old and New Testaments of the Bible. Students will learn how to apply biblical truth and norms in their lives and works.

MRM 502 Christian Worship
This course is designed for Graduate level students. It provides an introduction to the principles and practices of Christian worship. The course deals with biblical and church-historical perspectives on and practices of worship, particularly those of the Reformed tradition, elements of Christian Reformed Church liturgy including psalmody and hymnody, and contemporary worship styles in different cultural settings.

Music (Graduate School)

MRM 516 Mixing
This course gives students an introduction into the processes that go into the second half of the studio recording process: mixing. This is where all recording processes meet and must be combined to create a final stereo two track mix. The course will discuss some tested mixing techniques for creating high-quality music using modern technology.

MRM 517 Media/Video Production
This course is designed for Graduate level students who want to learn the basic understanding of operating a video camera, the basic principles of how to capture great video and audio and how to edit video and audio.

MRM 524 Worship and Popular Music Ensemble I
This course is designed for Graduate level students to help the students to develop a wide skill set that helps the students build their ability to create a strong foundation in the rhythm section. Focus is on group interaction, groove/feel, listening, song forms, and overall musicianship. This course will cover all styles.

MRM 525 Worship and Popular Music Ensemble II
This course is designed for Graduate level students. This course is a continuation of Worship and Popular Music Ensemble I. This course is a course designed to help the students to develop a wide skill set that helps the students build their ability to create a strong foundation in the rhythm section. Focus is on group interaction, groove/feel, listening, song forms, and overall musicianship. This course will cover all styles.

MRM 526 Worship and Popular Music Ensemble III
This course is designed for Graduate level students. This course is a continuation of Worship and Popular Music Ensemble II. This course is a course designed to help the students to develop a wide skill set that helps the students build their ability to create a strong foundation in the rhythm section. Focus is on group interaction, groove/feel, listening, song forms, and overall musicianship. This course will cover all styles.

MRM 503 Music Theory I

This course is designed for Graduate level students. It starts with the fundamentals of music theory such as the music terminology, major and minor scale, intervals, scale tendencies, chords (triads, 6th and 7th chords), chord voicings, and diatonic chords.

MRM 514 Music Theory II

This course is designed for Graduate level students. This course builds on Basic Music Theory topics and focuses on chord extensions and tension chords, advanced chord voicings, three and four part triad voice leading in cycles, 7th chord voice leading, modes of the major scale, harmonic and melodic minor.

MRM 504 Music Instrumental I

This course is designed for Graduate level students. This course is intended for all students who wish to learn the basics of playing their instruments. The topics that are covered in this lab are major and minor scales, triads, chord progressions and some common tricks and phrases customary to this instrument.

MRM 515 Music Instrumental II

This course is designed for Graduate level students. This course is a continuation of Music Instrumental I. This course is intended for all students who wish to learn the basics of playing their instruments. The topics that are covered in this lab are major and minor scales, triads, chord progressions and some common tricks and phrases customary to this instrument.

MRM 505 Conducting/Music Directing I

This course is designed for Graduate level students. This course covers the basic elements of choral conducting, including physical components of conducting as well as rehearsal technique, ensemble tone, score study, selecting repertoire, and choral curriculum.

MRM 506 Hymnology

This course is designed for Graduate level students. A study of Psalms, hymns, and spiritual songs, emphasizing periods of historical development and their practical use in the church worship service, with emphasis given to the role of congregational song in traditional and contemporary worship.

MRM 507 Ethnomusicology

This course is designed for Graduate level students. This course offers analyses of verbal and musical performance, specific regions, human diversity and worldview, research methods and

fieldwork, and the relevance of ethnomusicology study to understanding one's own society and the societies of other regions and periods.

MRM 508 Arranging

This course is designed for Graduate level students. This course is a course of more focused stylistic studies in jazz, blues, rock, funk and reggae arrangements. The students will learn how rhythm, melody and harmony change through different styles, and how to rearrange a piece of music for those styles, as well. For the final project, the students will rearrange a song of their choice into a style of music different than the song's original version.

MRM 509 Worship Music Seminar

This course is designed for Graduate level students. It focuses on a study of worship music in the evangelical community in the 21st century and investigates current tools being used within worship ministries for leading a vocal team, choir, band, media, and tech ministry.

MRM 510 Worship Internship

This course is designed for Graduate students. Students will gain practical experience in a church setting. It focuses on enabling the student to prepare for church music ministry as a professional career. It serves as an opportunity for the student to learn competencies for functioning on a church staff as a musician.

MRM 511 Music History I

This course is designed for Graduate level students. This course introduces and explore the roots of contemporary American music. This course focuses on the social, technological, and artistic trends that helped create and shape music, including the early development of rock and roll in the 1950s, the evolution of popular music, the British invasion of the 1960s, and the many "mutations" of rock music in the 1970s.

MRM 513 Pop Theory for Contemporary Worship I

This course is designed for Graduate level students. This course focuses on the many harmonic choices available to the composer or arranger when re-harmonizing an established melody, creating different sounds and moods for the arrangement.

MRM 512 Private Lesson I

This course is designed for Graduate level students. It focuses on developing a student's maximum potential by eliminating weak areas, increasing the student's knowledge of musical structures, and building technical proficiency and accuracy. Concepts such as consistency, versatility, awareness, stylistic appropriateness, discipline, and confidence as well as promoting an individual's particular playing or singing style will also be covered.

MRM 521 Private Lesson II
This course is designed for Graduate level students who completed Private Lesson I. It focuses on developing a student's maximum potential by eliminating weak areas, increasing the student's knowledge of musical structures, and building technical proficiency and accuracy. Concepts such as consistency, versatility, awareness, stylistic appropriateness, discipline, and confidence as well as promoting an individual's particular playing or singing style will also be covered.

MRM 518 Music History II
This course is designed for Graduate level students who completed Music History I. This course builds on Contemporary Music and Trend I and focuses on the social, technological, and artistic trends that helped create and shape music of the 1980s through present times. Students will explore the history of each form and the role of music in the modern world.

MRM 519 Conducting/Music Directing II
This course is designed for Graduate level students who completed Conducting/Music Directing I. This course gives a deeper understanding of choral conducting and music ensemble.

MRM 520 Pop Theory for Contemporary Worship II
This course is designed for Graduate level students who completed Pop Theory for Contemporary Worship I. Although re-harmonization of pre-existing songs is the primary goal, these re-harmonization techniques also provide harmonic choices for original melodic material and thus serve as an aid to composition. Course content will consist of explorations into topics such as stylistic traits/appropriate re-harmonizations, common re-harmonization patterns, common root movement patterns, conventional and unconventional harmony substitutions, multiple substitutions, suspending chords over a bass pedal, and a variety of other related concepts. Although many of these techniques can be used in commercial music styles, the primary focus is on more complex harmonic styles of music. Re-harmonization analysis, analysis of recorded tracks, live

demonstrations and individual performance of student re-harmonizations reinforce class topics studied.

MRM 522 Private Lesson III
This course is designed for Graduate level students who completed Private Lesson II. It focuses on developing a student's maximum potential by eliminating weak areas, increasing the student's knowledge of musical structures, and building technical proficiency and accuracy. Concepts such as consistency, versatility, awareness, stylistic appropriateness, discipline, and confidence as well as promoting an individual's particular playing or singing style will also be covered.

MRM 523 Private Lesson IV
This course is designed for Graduate level students who completed Private Lesson III. It focuses on developing a student's maximum potential by eliminating weak areas, increasing the student's knowledge of musical structures, and building technical proficiency and accuracy. Concepts such as consistency, versatility, awareness, stylistic appropriateness, discipline, and confidence as well as promoting an individual's particular playing or singing style will also be covered.

MRM 524 Worship and Popular Music Ensemble I
This course is designed for Graduate level students to help the students to develop a wide skill set that helps the students build their ability to create a strong foundation in the rhythm section. Focus is on group interaction, groove/feel, listening, song forms, and overall musicianship. This course will cover all styles.

MRM 525 Worship and Popular Music Ensemble II
This course is designed for Graduate level students who completed Worship and Popular Music Ensemble I. This course is a course designed to help the students to develop a wide skill set that helps the students build their ability to create a strong foundation in the rhythm section. Focus is on group interaction, groove/feel, listening, song forms, and overall musicianship. This course will cover all styles.

MRM 526 Worship and Popular Music Ensemble III
This course is designed for Graduate level students who completed Worship and Popular Music Ensemble II. This course is a course designed to help the students to develop a wide skill set that helps the students build their ability to create a strong foundation in the rhythm section. Focus is on

group interaction, groove/feel, listening, song forms, and overall musicianship. This course will cover all styles.

MRM 601 Capstone

This course is a semi-independent or directed-study course wherein the student completes a final ori ginal research project for the MRM degree. This capstone project culminates the MRM program an d helps students to transition into the role of an academic scholar as well as a professional in your fi eld. At the graduate experience fosters a stronger level of self-direction through the process of acad emic research/scholarship. As you work through the entire process of planning a study, collecting th e data, analyzing the data to comprehend its meaning, and presenting it to colleagues, you move fro m consumer to creator of new knowledge. Students present the entire study at the final class meetin g. The culminating product is the complete written report of the investigation and a formal presentat ion on the project to a professional audience of faculty mentors, the course professor and other peer s. Students are expected to be able to answer questions about their research and engage in professio nal dialogue about the topic during the formal presentation.

Biblical and Theological Studies

MBC 501 Exploring the Bible

This course examines the fundamentals of the Old and New Testaments of the Bible. Students will learn how to apply biblical truth and norms in their lives and works.

MBC 502 Biblical Wisdom for the Workplace

This course addresses a relationship between the Bible and workplaces. The course integrates business and Christians faith to impact global society.

Business Administration

MBC 503 Business Economics

This course addresses how to increase a business’s profitability by applying economic analysis to a wide array of business problems.

MBC 504 Essentials in Accounting and Finance

This course addresses detailed examination of standard financial accounting, including major financial statements, double-entry accounting method, accrual and cash accounting, and specific analysis of assets, liabilities, and owner's equity accounts.

MBC 505 Managerial Accounting

This course focuses on cost accounting strategy and the decision making process. Students will learn how to extract and modify costs in order to make informed managerial decisions. Planning is covered by topics including activity-based costing, budgeting, flexible budgeting, cost-volume-profit analysis, cost estimating, and the costs of outsourcing. Control is covered by topics including standard costing, variance analysis, responsibility accounting, and performance evaluation.

MBC 506 Strategic Human Resource Management

This course is to familiarize students with the basic principles and techniques of human resource management. The course takes a practical view that integrates the contributions of the behavioral sciences with the technical aspects of implementing the HR function.

MBC 507 Strategic Management

This course provides knowledge of business strategy decision to support long-term effectiveness of business organization. Business strategy s relate to decision and action that affect the performance and viability of business organization. This course is focused on information, analysis, organizational processes, and business valuation skills managers should use to design strategy, position their business, determine the boundaries of business organization.

MBC 508 Strategic Marketing

This course covers the major elements of the marketing process including domestic and foreign market assessment, strategic planning, and development of marketing mix. Topics include consumer/business buying behavior, market research, brand management, product development, pricing strategies, and the design of marketing channels (promotion and distribution).

MBC 509 Entrepreneurship

This course covers the essentials of a successful start-up and the management of a small business, store location, layout, organization, merchandise control, buying, pricing, advertising, government regulations, labor relations, public relations and other phases of small business are studied. Particular emphasis is placed on entrepreneurship and business start-up.

MBC 510 Business Writing and Communication

Development of oral and written communication skills, as integral to management strategy and as a critical component for success in the workplace, including the use of current computer technology.

MBC 511 Business Law and Ethics

Focus on the legal and ethical aspects of business law. Graduate students will learn the various areas of business law enabling them to make legal and ethical decisions in the business world.

MBC 512 Leadership and Organizational Behavior
Individual, group and inter-group behavior within organizations in the context of technological change, workforce diversity, ethical challenges, and globalization.

MBC 513 Advanced E-Commerce
This course provides students with an overview of the basic principles of electronic commerce and the related concepts, which are reflected in current environment of the global economy. In the course, the student will develop a deeper understanding of the critical attributes of a successful participant in today's ever-changing markets. During this course students will utilize fundamental concepts learned in economic and marketing classes, integrated with computer skills to create an online business. Included in the content of this course will are current issues related to the electronic commerce issues. Security, digital money, and the evolving internet will be among some of these issues. Ethical, legal and environmental issues will also be explored.

Electives
MBC 514 Small Business Operation
The course incorporates current theory and practice relating to starting and managing small businesses. It includes a comprehensive coverage of critical small business issues, numerous real world examples to help students understand how to apply the business management concepts in theory.

MBC 515 Business Statistics & Analysis
This course emphasizes analyzing data, interpreting the output and utilizing skills to effectively apply statistical techniques to the design and evaluation of research regarding business practice. Included are the knowledge and skills to select statistical procedures appropriate to a research task and design, and the performance of accurate calculations in applying them.

MBC 516 Business Taxation
This course introduces students to a wide range of taxation concepts and legislation. Students will recognize the important role that taxation can have to play in the decision-making process in businesses. Students should be able to prepare notes or a memorandum on taxation. It will cover a number of basic computational aspects of taxation as well as requiring students to deal with the planning issues within the subject.

MBC 517 International Business
This course explores conducting business in international and global contexts.
Students will acquire insights on global business environments, global public relations,
international human resources, ethics, and international law.

MBC 518 International Finance
This course is concerned with the financial management of the firms that operate in the increasingly globalized business environment. Emphasizing broad concepts and real-world practices rather than extensive quantitative material, the course offers a concise introduction to international finance and provides a clear, conceptual framework for analyzing key financial decisions in multinational firms. The approach of the course is to treat international financial management as a natural and logical extension of the principles learned in the introductory financial management course.

MBC 519 International Management
This course focuses on the international dimensions of people's behavior at work. This is particularly important given that many U.S. businesses are global enterprises operating beyond our national boundaries and all U.S. firms are subject to the forces of globalization. For these organizations to successfully operate in the global economy they must appreciate the wide array of differences in cultures and social institutions. This course explores how cultures vary, how to recognize those variances and how to manage effectively within that environment.

MBC 520 International Marketing
This course is designed to introduce students to the marketing practices of companies seeking market opportunities outside their home country, and to raise your awareness about the importance of viewing marketing management strategies from a global perspective. You will learn to plan effectively for the marketing of consumer and business needs and wants on an international level. Special emphasis will be placed on cultural and environmental aspects of international trade, and integration of culture and marketing functions.

MBC 521 Consumer Behavior
This course examines the theories of methods used to identify profitable customers, understand their needs and wants, and how to build a bond with them by developing customer-centric products and services directed toward providing customer value. A special emphasis will be put on understanding the customer life cycle, market segmentation, customer acquisition, basket analysis, cross-selling, customer retention and loyalty.

MBC 522 Management Information Systems
This course explores the analysis and application of information systems. Students will be able to use data, b usiness information and knowledge management, hardware and software tools, and personnel issues for real business problems.

Graduation Capstone
MBC 601 Capstone
This course is a semi-independent or directed-study course wherein the student completes a final ori ginal research project for the MBACL degree. This capstone project culminates the MBACL progra m and helps students to transition into the role of an academic scholar as well as a professional in y our field. At the graduate experience fosters a stronger level of self-direction through the process of academic research/scholarship. As you work through the entire process of planning a study, collecti ng the data, analyzing the data to comprehend its meaning, and presenting it to colleagues, you mov e from consumer to creator of new knowledge. Students present the entire study at the final class m eeting. The culminating product is the complete written report of the investigation and a formal pres entation on the project to a professional audience of faculty mentors, the course professor and other peers. Students are expected to be able to answer questions about their research and engage in profe ssional dialogue about the topic during the formal presentation.

ADMISSIONS POLICIES

ADMISSIONS REQUIREMENTS
WCU evaluates applicants in light of the three criteria of genuine Christian faith, character, and academic ability. Each program requires applicants to submit relevant evidences to verify their qualifications.

GRADUATION REQUIREMENTS

- A completion of all required course work with at least a cumulative GPA of 2.0 for Associate degree program and 2.5 for Master programs.
- A successful completion of the Capstone course or project.
- A settlement of all financial obligations to WCU.

INTERNATIONAL ADMISSIONS

West Claremont University is authorized under Federal Law to enroll non-immigrant alien students and to issue Certificates of Eligibility (Form I-20) enabling students to enter the U.S. with a student visa (F-1).

STUDENT EXCHANGE VISITOR INFORMATION SYSTEM (SEVP)

The Student and Exchange Visitor Information System (SEVIS) is an internet-based system that is used to maintain accurate and current information on nonimmigrant students/scholars (F, M, J) visas and their dependents. **SEVIS Code#: LOS214F59019000**

ABILITY TO BENEFIT POLICY

West Claremont University does not offer the award of credit for prior experiential learning or ability to benefit.

TRANSFER OF CREDIT

WCU will accept transfer credits from other institutions subject to the following conditions and limitations:

- Credits earned at other institutions approved or religious-exempted by the US states are transferred t hrough official transcripts. No more than 50 percent of credits earned at students' previous intuition shall be accepted.
- Credits accepted in transfer must be at the grade level of 'C' or higher.

Students desiring to transfer credits must have an official transcript on file and must confer with the school before or during their first semester at WCU. WCU will provide each approved transfer applicant with a tentative evaluation of credits to be accepted for transfer. An official evaluation will be made after the applicant selects and registers in a degree program. Transferred credits may not appear on WCU transcripts until the student's first semester at WCU are satisfactorily completed.

ADMISSIONS NOTIFICATION AND REGISTRATION

The Director of Student Affairs will inform applicants of the decision by mail within fourteen (14) business days after having reviewed the application. All matriculated students are required to register for the following semester by the scheduled registration deadline, which is usually three to four weeks before the start of the new semester. These deadlines are posted on the official bulletin board. Continuing registration fees are $50 per semester. A late registration fee of $75 is assessed to students who do not register within the deadline.

SIGNING ENROLLMENT AGREEMENT

First-time freshman and Transfer students are required sign an Enrollment Agreement outlining the entire course of study, tuition and fees, and a statement that West Claremont University reserves the right to raise tuition at any time. The enrollment agreement signed by a prospective student will not become valid and binding until the student makes an initial visit to WCU or attends the first class of instruction. Prospective students are encouraged to visit the campus prior to the first day of class for a tour of campus facilities, to ask questions about the program, and to obtain other information that may affect the student's decision to enroll.

WITHDRAWAL FROM THE INSTITUTION

Those who want to withdraw temporarily from WCU, but with the intent to remain as continuing students, should obtain the approval of the Chief Academic Officer. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Students who fail to register for two (2) consecutive semesters without the Chief Academic Officer 's approval will be considered as withdrawn from WCU. Such students must apply for re-admission if they wish to complete their program of study at WCU. Non-attendance of classes or stopping a check for payment does not constitute withdrawal from WCU. Notification must be in writing. The following must take place for any student to withdraw from WCU:

- Notify the Chief Academic Officer or Director of Student Affairs of intent to withdraw by completing a Withdrawal Notice form.
- Clear all outstanding debt with WCU.

READMISSION POLICY

Former students who have been absent from WCU at least one semester (not including study abroad or an approved leave of absence), must reapply for admission. Those who wish to be considered for reinstatement following suspension must also have approval from the Chief Academic Officer. Official transcripts from other institution or attempted/completed coursework must be submitted to be evaluated. No one will be permitted to register for classes until officially readmitted or reinstated to WCU. Students who have been absent from WCU for one or more years will be subject to degree requirements in the catalog of the re-entry year.

CAMPUS VISITS

West Claremont University encourages prospective students and their parents to visit its campus with they the COVID 19 guidelines. The campus visit coordinator is pleased to arrange individual visits for students

and their families and/or register students to attend one of our regularly scheduled Preview Days. Opportunities to meet with faculty, students, and admission and to participate in classes and become familiar with the living and learning atmosphere at WCU, can be experienced firsthand during a campus visit. The Office is open from 9:00 a.m. to 5:00 p.m. on weekdays. Appointments for campus visits should be made in advance of the desired date by calling the school office.

FINANCIAL INFORMATION

TUITION AND FEES

Tuition and fees may be paid in person or by mail. The school accepts payment by cash, check, or Zelle. Billing for tuition and fees is done on a semester bases, although the student may make one payment in full for the entire academic year. Instructions for payment are available to students at the time of registration. It is the student's responsibility to obtain and pay bills on time. Students who fail to do so are charged a late registration fee. WCU reserves the right to make any changes in the schedule of hours or in the courses of study. An installment payment plan may be arranged. For details concerning an installment payment plan, consult with the school office.

Tuition

Associate Degree Programs (per semester credit)..... ……..…...$180
Master Degree Programs (per semester credit) …… .....…….……...$250

Fees

Application Fee (one time non-refundable) $150
Registration Fee (per semester).....$50
Late Registration Fee.....$75
Drop/Add Fee (per course).....$10
Late Tuition Fee 10%
Tuition Installment Fee……..……..…$25
Transcript (per copy).....$30
Student ID Fee……..……...…$25
Misc. Certification Fee (per copy).....$20
English Proficiency Test Fee.....$25
Transfer Credit Fee (per credit) …….$15
Graduation Fee – Associate Degree ..... ……. . ….$200
Graduation Fee – Master Degree……..……$250

Returned Check Fee……..……..…$35
Degree Replacement Fee……..……..…$50

Students should be aware of the expense for textbooks, in addition to tuition and fees. It is the students' responsibility to purchase textbooks.

Other Expenses (Estimates)

Textbooks $300

WCU may withhold permission to register, take the final examination, use campus facilities, receive services, if the student fails to make payments owed to WCU until the debt is paid or suitable arrangement for payment has been made.

REFUND POLICY

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Those students who want to cancel the enrollment agreement or withdraw from WCU shall obtain a refund by the following policies and procedures:

The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall also provide a pro rata refund paid for institutional charges for students who have completed 60 percent or less of the period of attendance. No refund is made after 29 days of the attendance period is complete. In order to cancel this enrollment agreement with WCU, the student shall mail or deliver a signed and dated form of "Leave of Absence" or "Withdrawal Notice" along with "Refund Application". Then, the refund shall be made to the student within 45 days following WCU's receipt of the cancellation notice. The refund excludes non-refundable application and registration fees.

The following pro rata refund schedule applies:

100% Refund Day 1-7
80% Refund Day 8-14
62.5% Refund Day 15-21
50% Refund Day 22-28
0% Refund Day 29 and after

FINANCIAL ASSISTANCE

At present, WCU is not able to offer federal financial aid to students, such as the Pell Grant and Stafford Student Loan Programs. However, WCU awards a limited number of partial tuition scholarships to the truly needy and deserving students who meet the following qualifications:

a. The applicant must be accepted for admission.

b. The applicant must submit an application for scholarship award with requested documents.

c. The applicant must have/maintain cumulative grade point average (GPA) of 3.5 or higher

d. The applicant must provide proof that their financial needs satisfy the requirements for awarding financial assistance established by the Scholarship Committee of WCU.

All financial aid is awarded on a year-to-year basis. Students who are admitted on provisional basis will not be eligible to receive any financial aid. Apply at least six weeks before the beginning of semester. If a student obtains a loan to pay for an educational program, student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

ACADEMIC POLICIES

CONTINUING REGISTRATION

Students are expected to enroll in each consecutive semester. Students must notify the Registrar if they do not intend to register in a given semester. Students are allowed to apply for and take a leave of absence for two consecutive semesters without penalty. Any student who does not register for the next semester after the expiration of a Leave of Absence must apply for re-admission and be approved by the Admissions Committee. The student is subject to all current academic and administrative policies and procedures, including any new degree requirements in effect at the time of re-admission.

COURSE REGISTRATION REQUIREMENTS

Returning students are required to register for the next semester courses by the scheduled registration deadline and pay tuition and related fees. The registration deadline is usually three to four weeks before the beginning of the new semester. WCU expects that students will enroll in each consecutive semester. Students must notify the Registrar in writing if they do not plan to register for a semester.

LATE REGISTRATION

Students who have not officially registered by the last day of the registration period may be allowed to enroll in courses by the end of the first week of a semester after completing late registration and paying the late registration fee of $75. Students cannot register later than the last day for Add/Drop deadline. No enrollment is permitted if a student has missed more than one (1) week of classes. Students returning from a leave of absence or from withdrawal status are allowed up to the last day for Add/Drop to enroll in classes without paying the late Registration Fee.

ADDING AND DROPPING COURSES

Students can add or drop a course by the end of first week of a semester. An Add/Drop form must be submitted to the Registrar's office before the deadline. No more than two courses may be dropped. An equivalent number of courses may be added without penalty (financial or attendance). Failure to officially drop a course will result in full tuition charges for the course and a failing (F) grade.

- All add/drop forms are subject to approval of the Chief Academic Officer and Financial Aid Officer (if applicable).
- For dropped courses, refunds are calculated from the date the Add/Drop form is delivered to the Registrar's office.
- A grade of W (Withdrawal) will be placed on the student's transcript for a course officially dropped after the start of the second week.

COURSE WITHDRAWAL

Students can withdraw from courses by the end of the first week of the semester without affecting their grade point average (GPA). Thereafter students must obtain permission from the Chief Academic Officer to withdraw. Withdrawal from enrolled classes after the Add/Drop period, but before the 14th week of the semester will result in a "W" grade recorded in the official transcript. All withdrawals must receive permission from the Chief Academic Officer. Students who withdraw from a course must repeat that course in order to receive full credit. Refunds for course withdrawals shall be made according to the WCU's tuition refund policy.

AUDITING

Those who want to audit one or more courses may do so, and must complete an audit application form. Audit classes are not incorporated in calculating overall grade point average.

GRADING SYSTEM

Students must have a "C" average to graduate. WCU uses the following four-point grade scale:

GRADE POINTS	LETTER GRADE	SCORES
4.0	A	90+
3.0	B	80-89
2.0	C	70-79
1.0	D	60-69
0.0	F	59 or less

A Work of highest quality in all areas; mastery of facts and concepts; creativity; ability to evaluate data and trends.

B Adequate mastery of facts and concepts; creativity and analytical ability, but with some weaknesses and room for improvement.

C Sufficient grasp of facts and a general competence of subject.

D Insufficient grasp of facts and competence of subject. Students who do not demonstrate improvement are subject to dismissal.

F Failure to achieve minimal quality or production of work.

W Withdrawal from a class.

I Incomplete work at the end of the course. This grade is given only if the work is incomplete for valid reasons. It is the responsibility of the student to finish all incomplete work and ask the instructor to submit a grade change to the Registrar. If the work is not finished in the subsequent semester, without the granting of an extension, the incomplete will be changed to an "F."

SATISFACTORY ACADEMIC PROGRESS (SAP)

WCU provides the SAP policy to ensure students to successfully complete all the required courses. All students must maintain a minimum of a 2.0 cumulative GPA (Associate), 2.5 cumulative GPA (Graduate) in order to meet graduation requirements.

The standards of SAP are maintained at all times in order for students to graduate in a timely manner from WCU. Failure to maintain SAP can lead to academic probation and eventual dismissal from WCU. The maximum time allowed for any student to complete WCU's programs is 12 semesters or 6 calendar years.

REPEATING COURSES

Student may repeat only the courses in which D, F, or W grade was given. Whenever a course is repeated for credit, only the highest grade earned will be the official grade and will be used for computing the grade point average. However, original grades will also be shown in the student's transcript. Grades of F (failure), W (withdrawn), R (repeat) and I (incomplete) are counted as hours attempted. Grades of F (failure) and W (withdrawn) are not counted as hours successfully completed. The student must repeat any required course in which a grade of F or W is received.

A W grade is not replaced when a student repeats the course, but remains part of the student's permanent record. To receive an incomplete (I), the student must petition by the last week of the term for an extension to complete the required coursework.

GRADE CHANGE

To change a grade, the instructor must provide the Chief Academic Officer with appropriate reasons and evidence for the change in writing. Change of Grade Forms must be submitted by faculty to the Chief Academic Officer before the change can be processed by the Registrar. Students wishing to contest a grade must do so in writing to the Chief Academic Officer by the end of the first week of the following semester. Any grade change requests made after this day will not be honored.

SEMESTER SYSTEM

Each Academic year at West Claremont University comprises two 15 week semester terms organized on the semester system. The Fall semester usually begins in the September, and the spring semester in January, as illustrated on the following Academic Calendar. The campus is closed on legal holidays. Academic credit is measured on the semester system in semester credits; All courses are, thus, evaluated in terms of semester credits.

RESIDENCY REQUIREMENT

All students must complete a minimum of the 50 percent of their degree program credit requirements in residency at WCU in order to be qualified for a degree. The total number of credits in residency required is determined by calculating 50 percent of the total number of credits required for the student's program of study.

COURSE LOAD

Students normally enroll for 9 to 15 credits each semester. A student who is maintaining a C grade level, with the Registrar's approval, may be allowed to enroll in up to 21 hours. In exceptional circumstances, a student who is performing outstandingly may submit a petition to the Chief Academic Officer for approval to enroll in up to 24 credits. In the written petition, the student must show that there are special circumstances that should be considered. Students are cautioned that petitions for such increased study loads are very carefully and thoroughly evaluated.

INCOMPLETE GRADES

This grade is given only if the work is incomplete for valid reasons. It is the responsibility of the student to finish all incomplete work and ask the instructor to submit a grade change to the Registrar. If the work is not finished in the subsequent semester, without the granting of an extension, the incomplete will be changed to an "F."

ATTENDANCE POLICY

Absences and Tardiness

Students are expected to attend class regularly. No student shall be allowed to pass a course if the total absences exceeds three (3) classes unless special petition has been approved. Students should be aware that a failing grade may result upon missing the fourth class. Absences may be excused for childbirth, documented illness, injury, death in the family, or other emergency situations acceptable. Students should contact the school as soon as they can on the first day of absence, and provide an estimated duration of absence.

Students who enter the class more than ten minutes late will be marked tardy. Three (3) tardies are counted as one absence. A student who arrives after the first third of a class session may be counted as absent from that session. A student who leaves class before its completion or who does not return to class after a break without the permission of the instructor will be charged as a tardy.

Makeup Work

Students are responsible for taking the initiative in making arrangements with faculty members to

makeup work missed. Instructors may arrange makeup work or examinations, in cases of an excused absence. Instructors are not required to provide makeups for examinations missed due to unexcused absences, and will normally assign a failing grade for that course.

Leave of Absence

All leaves of absence must be approved by the Academic Dean to avoid withdrawal status. The duration of an approved leave of absence will not be included in the calculation of a student's maximum allowed time-frame for completion of the degree program. A student who wishes to take a leave of absence must make a request prior to or on the first day of instruction by completing the Request for Leave of Absence form. The leave of absence is effective only when the Chief Academic Officer has acted upon the request and granted permission. A student who has taken a leave of absence without the Chief Academic Officer's permission will not be considered a continuing student without persuasive reason(s) and evidence to substantiate such absence. If a student anticipates being unable to enroll for one or more semesters, he or she must file a Leave of Absence form with the Registrar. Specific dates and signature must be provided and specific conditions for the resumption of study will be prescribed. A student who does not file a Leave of Absence and fails to register for the following semester is considered to have unofficially withdrawn from the program, and may be subject to the provisions of re-admission.

ACADEMIC HONORS

WCU recognizes students' academic achievement. Honors will be awarded to students attaining the following final grade point averages:

GPA 3.8 -4.0	Summa Cum Laude
GPA 3.65- 3.79	Magna Cum Laude
GPA 3.5-3.64	Cum Laude

ACADEMIC PROBATION AND DISMISSAL

Students will be placed on academic probation if a 2.0 (Associate)/2.5 (Graduate) grade-point average is not maintained. A student on academic probation may only enroll for a maximum of 12 credits for Associate program and 9 credits for Graduate programs until their GPAs reaches minimum requirement of 2.0 (Associate)/2.5 (Graduate). Failure to achieve a minimum GPA after two consecutive semesters will result in dismissal.

EVALUATION OF COURSE AND INSTRUCTOR

At the end of each semester, students are asked to complete an evaluation of their instructors. Evaluations are one of several tools used by the administration to assess the effectiveness of instruction. Instructors will also receive summaries of the results.

STUDENT LIFE AND SERVICES

The Office of Student Affairs is responsible for providing student support services. The Director of Student Affairs serves as the primary coordinator of student-related issues. The office is open to students seeking counseling on all non-academic concerns.

DRUG-FREE CAMPUS POLICY

WCU ensures its learning environment be free of unlawful or banned substances. Specifically, all members of WCU community, which includes administration, faculty, staff, students and guests, must abstain from the consumption or use of alcohol, narcotics, and/or misuse of prescription drugs while on the WCU campus and on any field trips or projects sponsored by the school. Violation of this policy could lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies.

SEXUAL HARASSMENT POLICY

WCU does not tolerate sexual harassment and seeks freedom from all forms of harassment for students, faculty, staff and applicants who seek to join WCU. Any person violating WCU policy on sexual harassment is subject to disciplinary action such as reprimand, suspension, or termination of employment or enrollment. The type of disciplinary action imposed will depend on the severity of the offense. Harassment based on race, color, national origin, ancestry, religion, physical conduct or mental disability, marital status, sexual orientation or age includes behavior that is expressly prohibited by this policy which is in accordance with applicable state and federal law will not be tolerated.

STUDENT CODE OF CONDUCT

Each student is expected to observe all institutional policies established for both Academic and non-Academic matters while enrolled at WCU’s educational programs. This includes the student's attitudes, actions, appearance and attire. WCU administration has the authority to take appropriate administrative disciplinary measures if the student code of conduct is not adhered to. It is the policy of WCU to prohibit smoking as well as prohibit unlawful possession of or use of controlled substances and alcoholic beverages. Firearms possession anywhere on campus is strictly prohibited.

Students are expected to maintain a professional appearance and demonstrate a cooperative and respectful attitude towards all they come into contact with. Students should strive to develop their ethical and moral character, high level of professional competence, a sense of composure, and, above all, compassion. Students may be dismissed from WCU for behavior disruptive to its educational mission, such as, but not limited to, those stated below:

- Forgery, alteration or misuse of institutional documents, records or identification, or knowingly furnishing false information to WCU;
- Misrepresentation of oneself or of an organization to be an agent of WCU;
- Obstruction or disruption on or off campus property, of educational or administrative process, or other campus function;
- Physical abuse, on or off campus property, of the person or property of any member of the campus community, or members of his/her family or the threat of such physical abuse;
- Theft of or non-accidental damage to the WCU property or property in the possession of or owned by a member of WCU;
- Unauthorized entry into, unauthorized use or misuse of the WCU property;
- Sale or possession of dangerous drugs, restricted dangerous drugs or narcotics, as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis;
- Lewd, indecent, or obscene behavior on the WCU property;
- Abusive behavior directed toward a member of WCU community;
- Violation of any order of the WCU President, notice of which has been given prior to such violation and during the Academic term in which the violation occurs, either by publication or by posting on an official bulletin board designed for this purpose, and which order is not inconsistent with any of the other provisions of this section;
- Soliciting or assisting another to do any act that would subject a strident to dismissal, suspension, or probation pursuant to this section;
- Cheating, bribery or plagiarism in connection with an Academic program.

ACADEMIC DISHONESTY

Instructors or proctors are authorized to take examination papers from the student and dismiss the student from the room with an automatic "F" grade for that test at any evidence of improper communication, including the use of books or notes in examinations. Such offenses customarily result in a grade of "F" for that course and the student(s) being placed on academic probation, and may lead to the student eventually being expelled. When reported by the proctor or instructor, cheating offenses will be handled by each

Department Chair or Director of Student Affairs. Faculty and staff are required to report all instances of cheating to the Chief Academic Officer's office.

Academic dishonesty includes providing or receiving answers from other students during an examination, plagiarizing the works of others, using informational aids such as "crib sheets" or other types of notes during an examination (if not allowed), or anything else that might reasonably be construed as cheating. Students who are found to be academically dishonest will are subject to suspension for one semester, and will be placed on Academic probation.

STUDENT GRIEVANCES

WCU desires to resolve fairly and promptly any student complaints or grievances which may arise. Regarding grade grievance, students should not appeal a grade simply because they are unhappy with the evaluation. Appeals should be based on the reasonable assumption that an error has occurred. At first, students with grade grievance seek resolution by appealing to the instructor involved. If there is no resolution after having dealt with the instructor, the student may take the matter to the program director. If a resolution is still unreached, a formal written appeal may be made to the Chief Academic Officer. The Chief Academic Officer will mediate with all parties involved and resolve the situation.

When academic or nonacademic complaint/grievance arises, a student should always try to work out the problem by first discussing it with those closest to the issue. If the problem is unable to be resolved at the interpersonal level, a student may file a complaint with the Chief Academic Officer's office. At the discretion of the Chief Academic Officer, a committee may be formed in order to address the complaint/grievance. If the problem still has not been resolved and the grieving party wishes to pursue the matter, it then becomes a Presidential responsibility. If the problem still has not been resolved, and the grieving party still wishes to pursue the matter, the WCU Board of Directors will meet with the plaintiff, defendant, and President, and reach a decision. This decision shall be considered to be the final word on the matter.

SECURITY AND RETENTION OF STUDENT RECORDS

A detailed system of records is maintained by WCU for each student. Each student's file shall contain application documents (including student’s name, address, e-mail address, and telephone number, social security number, major field of study, previous institutions attended, program start date), admissions credentials, records of attendance, enrollment status, grades earned, satisfactory Academic progress records, copy of government or state issued I.D., emergency contact form, enrollment agreement, courses taken, test scores, grades, transcripts, earned degrees, awards, advising records, written communication with the student, disciplinary actions taken, financial statements, tuition history, and receipts.

Student records and files are stored in fireproof cabinets for the safekeeping of student records including records of graduation and degrees granted. Each student’s Academic and financial records are all stored and

maintained in one collective student physical file. Electronic financial files are kept on a private financial intranet system on a server and electronic Academic files are kept on an Internet Cloud.

WCU's policy is to maintain the confidentiality of student Academic records. No one outside of the institution shall have access to, nor will WCU disclose, any information from a student's Academic records without the written consent of the student except: WCU personnel, officials of other institutions in which the student seeks to enroll, persons or organizations providing student financial aid, accrediting agencies, in compliance with a judicial order, and in an emergency in order to protect the health or safety of a student or other persons. The student's Academic file is the sole property of WCU. WCU will not release copies of documents of course work from other institutions attended. All student records are held a minimum of five years and transcript will be maintained indefinitely.

The name, physical address, e-mail address, and telephone number of the custodian of records are as follows: Steve Kahng, 2975 Wilshire Blvd. Suite B01, Los Angeles, CA 90010, Phone (213) 263-2008.

COUNSELING

The Director of Student Affairs help students overcome difficulty in their study and life at WCU. WCU's counseling services include the following:

- Admission Counseling: The Director of Admission provides counseling on admission-related matters. The Admissions Office staff also counsels prospective students in securing the needed documents to c omplete the admission process.
- Counseling on course selection and other Academic needs: the Chief Academic Officer, Registrar, and faculty members provide counseling.
- Counseling on student personal issues: the Director of Student Affairs provide counseling.

HOUSING

WCU does not have dormitory facilities under its control. Apartments are available around WCU and in the Los Angeles downtown. Students are encouraged to contact the owners or managers of apartments directly for rental arrangements. Rent ranges from approximately $900 to $1500 per month. WCU will assist but is not responsible for finding housing for students.

TRANSPORTATION

Public bus and subway transportation is available with stops located close to the campus.

PLACEMENT SERVICES

Although WCU does not operate a formal placement office, information concerning employment opportunities and referral services is available in the office of the Director of Student Affairs. Current job

openings and career opportunities are posted on both bulletin board. WCU makes every effort to assist the student by keeping these postings current.

STUDENT ACTIVITIES AND ORGANIZATIONS

Student activities and organizations are an important means for students to develop personally and professionally outside of the classroom. WCU sponsored activities and organizations introduce students to the campus environment and allow students to engage in dialogue and leadership development outside of course-specific discussions. Student activities and organizations are provided to all enrolled students. They are required to be structured as inclusive of all members of the WCU student community and may not restrict membership or establish membership criteria that discriminate on the basis of race, religion, age, national origin, gender, sexual orientation or handicap. No organizations with restrictive membership clauses will be recognized by WCU. The student activities program strengthens student socialization, leadership and collaborative skills and offers encouragement to those who are making a transition to the WCU life. WCU sponsored activities introduce students to many of the diverse social and cultural events.

FACILITIES AND EQUIPMENT

The WCU campus is located at 3435 Wilshire Blvd., Suite 205, Los Angeles, CA 90010. All business transactions including admission, registration, counseling and payment of tuition and fees are conducted at the main administrative office. Classrooms are spacious and air-conditioned to promote learning. The building, equipment and other learning resources and materials, being used for instructional purposes, comply fully with all applicable federal and state regulations and local ordinances for safety and public health.

A Description of the Physical Facilities

Facilities	Quantity
Classroom	3
Student Lounge	1
Library	1
Faculty Room	1
Administration / President Room	1
Reception / Administration Area	1

The following table lists the equipment for all educational programs.

Equipment	Quantity	Ownership/Lease
Student Desk	100	owned
Chair	100	owned

Book Case	3	owned
White Board	3	owned
Projector	3	owned
Microphones	20	owned
Mixing Console	3	owned
Speakers	3	owned
Computer	10	owned
Printer / Copier	2	owned
Amplifiers	5	owned
Piano, Keyboard	5	owned

LIBRARY

The library assists students, faculty, and staff attain their educational and informational goals in a supportive library environment. They have access to resources in the library and online library of Institution of Education Sciences (ERIC).

The library provides research assistance virtually and in person, instructing users how to effectively access and use library resources. WCU offers Library Instruction Sessions during new student orientation to cultivate students' research and critical thinking skills.

Library hours are from 10:00 a.m. to 6:00 p.m. Monday through Friday. Library is closed on the national holidays:

BOARD AND ADMINISTRATION

Board of Trustees

Sejoon Steve Kahng (Chair)
Helen Jung Kahng
Seul Ae Lee

Administration

President/CEO	Sejoon Steve Kahng
Chief Academic Officer	Sejoon Steve Kahng
Chief Financial Officer	Helen Jung Kahng
Admissions/Administrative Staff	Maria Felix

FACULTY

QUALIFICATIONS OF FACULTY

WCU's faculty should be qualified to support WCU's mission and purposes. The faculty are expected to teach superb in the disciplines to which they are assigned to teach. The faculty of WCU shall consist of professionally competent persons whose qualifications are equivalent to those of teachers in recognized institutions of similar purpose. The educational background of the instructional faculty shall include adequate preparation in the fields of specialization in which teaching assignments are to be performed.

Each full-time faculty member and adjunct faculty shall have earned terminal doctorates from accredited institutions in the United States; or other state approved institution that documents that the institution at which the faculty member earned his or her degree is equivalent to an institution that is approved by the Bureau; or an institution outside the United States and in addition provides a comprehensive evaluation of the degree performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services(NACES).

The additional credentials of faculty include relevant teaching and professional experience and related research/publications. WCU hires instructors who possess the academic, experiential and professional qualifications to teach, including a minimum of three years of experience, education and training in current practices of the subject area they are teaching.

FACULTY RESPONSIBILITY

The faculty are expected to endeavor to fulfill the educational goals of WCU. Their key responsibilities are described as below.

- **Teaching**: Faculty members are expected to give careful attention to teaching duties. These duties i nclude preparation of lectures, lesson assignments, reading lists, study materials, tests, and examinat ions; providing students with adequate and timely feedback during a course; reporting all student gr ades.
- **Scholarly and Creative Achievement:** The obligations of faculty members to their own scholarly and creative achievement can be met in part by research and investigations; active participation and attendance at meetings of professional organizations; professional performance or exhibits.
- **Curriculum Development:** Each program chair shall enhance their educational program by review ing and then improving its curriculum.
- **Faculty and Committee Meetings; School Events Participation**: Faculty members shall attend fa

culty meeting and committee meetings. The Faculty Meeting is the forum where faculty present thei r views and discuss Academic issues. Faculty also voice their opinions within other committees. Fa culty members are expected to attend school events such as new student orientation and commence ment.

- **Student Consultation:** Faculty members are expected to consult with students and to assist them in their Academic pursuance and activities.
- **Academic Administration:** Faculty members' Academic administration role incudes maintaining/u pdating the records of students' Academic progress; scheduling courses and assigning adjunct facult y

ACADEMIC FREEDOM

Faculty members are free to engage in Academic research and to publish their results. Faculty members are entitled to freely discuss issues germane to their subject matter as measured by professional standards set by the community of scholars. This freedom involves the right to introduce controversial topics, as long as the manner of presentation involves objective reasoning and rational discussion.

The faculty are citizens, members of a learned profession, and part of an educational institution. When they exercise rights as citizens, they shall be free from institutional censorship or discipline. However, as persons of learning and representatives of an educational institution, they should remember that the public may judge their profession and WCU by what is said in their classrooms. Therefore, they should at all times be as accurate as possible, and should exercise appropriate restraint, demonstrating, at all times, their respect for the opinion of others.

FACULTY INFORMATION

Danmichael Encarnacion Reyes

M.F.A. Jazz Keyboard, California Institute of the Arts, Valencia, CA 2017

B.F.A., Jazz Piano, The New School for Jazz and Contemporary Music, New York, NY 2013

Zac Burgenbauch

M.F.A. Performer/Composer, California Institute of the Arts, Valencia, CA 2024

B.F.A., Film Scoring, California State University Northridge, School of Music,
Northridge, CA 2014

Sejoon Steve Kahng
M.M., Commercial Music, California State University, Los Angeles, Los Angeles, CA, 2016
Diploma in Music, Music Production and Engineering, Summa Cum Laude, Berklee College of Music, Boston, MA, 1997
B.A., Statistics, Korea University, South Korea, 1992

Scott D. Mackie
Ph.D., New Testament, Fuller Theological Seminary, Pasadena, CA 2006
M.A. Biblical Studies and Theology, Fuller Theological Seminary, Pasadena, CA 1998

Amanda M. Kenderes
Ph.D., Education, UCLA, Cultural Science & International Education) 2012
M.Ed. Education, Aquinas College (with English & Speech teaching credential 2007
B.A., English & Psychology, Grand Valley State University 2005

Muhammad Faisal Ashfaque
Ph.D. in Philosophy, Global Leadership and Change, Pepperdine University, Malibu, CA 2020
M.S. Interdisciplinary Studies in Information Technology and Management, California State University Los Angeles, Los Angeles, CA 2010
B.S., Computer Information Systems, California State University Los Angeles,
Los Angeles, CA 2008

Anthony Clayton
J.D. Law, Northwestern California University School of Law, Sacramento, CA (Exp.2028)
A.B.D. Business Management / Organizational Development, University of Phoenix, San Diego, CA (Exp.2026)
M.B.A. University of Phoenix, San Diego, CA 2009
B.S., Business Management, University of Phoenix, San Diego, CA 2007

ACADEMIC CALENDAR

SPRING SEMESTER, 2026

Registration	Jan 8-16
New Student Orientation	Jan 14 (W)

First Day of Classes	Jan 26 (M)
Last Day to Add-Drop Classes	Feb 6 (F)
Last Day to Withdraw	Feb 20 (F)
Passion Week Break	Mar 30-Apr3
Last Day to Request Incomplete	Apr 24 (F)
Final Examination Week	May 18-22
Semester Ends	May 22 (F)

SUMMER SESSION, 2026

Registration	May 4-22
New Student Orientation	May 20 (W)
First Day of Classes	Jun 1 (M)
Last Day to Add-Drop Classes	Jun 19 (F)
Final Examination Week	July 20-24
Semester Ends	July 24 (F)

FALL SEMESTER, 2026

Registration	Aug 3-14
New Student Orientation	Aug 12 (W)
First Day of Classes	Aug 24 (M)
Last Day to Add-Drop Classes	Sep 11 (F)
Last Day to Withdraw	Sep 25 (F)
Last Day to Request Incomplete	Oct 30 (F)
Thanksgiving Break	Nov 23-27
Final Examination Week	Dec 7-11
Semester Ends	Dec 11 (F)