



World Missions College of Greater Washington

POLICIES MANUAL

2023-2025

World Missions College of the Greater Washington Policies Manual

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Compiled and edited by World Missions College of the Greater Washington.

This manual is updated annually. Annual updates may be made by the use of supplements or inserts accompanying the manual. If changes in educational programs, educational services, procedures, or policies required to be included in the manual by statute or regulation are implemented before the issuance of the annually updated manual, those changes shall be reflected at the time they are made in supplements or inserts accompanying the manual.

This manual is available in print at both World Missions College of the Greater Washington locations. An electronic copy may be obtained by request or can be downloaded from the World Missions College of the Greater Washington website www.wmcgw.org

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PREFACE

INTRODUCTION TO THE POLICIES MANUAL

This manual is intended as a general summary of rights, responsibilities, benefits and information for employees of World Missions College of the Greater Washington. The provisions of the policies contained in this manual, and any other similar written policy or document developed or disseminated by the School, are designed and intended to provide guidance and information. This manual was prepared in accordance with the School's current policies and applicable state and federal laws. This manual is not intended to substitute, replace, overrule, or modify any existing federal and state laws, agency rules, regulations or policies, nor be inclusive of every policy.

No provision of this manual, or any other policy or like document developed or disseminated by World Missions College of the Greater Washington, creates an employment contract, binding agreement, agreement to continue one's employment, or any other obligation on the part of the School in regards to employment.

Employees are responsible for reading and understanding this manual and for abiding by the School's policies and procedures. The final interpretation of the provisions contained in this manual and in other similar written policies or documents developed or disseminated by the School is the exclusive responsibility of the management of the School.

If you have any questions regarding this manual, please contact the Chief Operating Officer.

INSTITUTIONAL INFORMATION

HISTORY

World Missions College of Greater Washington came into existence in 2001 through the prayers of mission-focused Korean pastors and elders in the Washington metropolitan area. It was commissioned in 2002 by the State of Virginia. It aims to provide missionary training in an interdenominational and Biblical atmosphere by creating a curriculum built on the Bible, theology, and missiology.

World Missions College of Greater Washington is a theological institution that places great emphasis on missionary endeavors to achieve world evangelization. Located in the nation's capital, WMCGW seeks to prepare men and women for pastoral ministry and Christian lay leadership in all phases of the Church's outreach and missionary endeavors.

Dedicated to excellence in theological and missiological education, the faculty strives to prepare students who will demonstrate both personal piety and an intellectual understanding of the Gospel. Serious attention is given to the teaching of theological, historical, missiological, ethical and practical disciplines to create best practices for missionary and church ministries.

In keeping with its emphasis on mission activities around the world, WMCGW continues its missions to be caring and corporate worship, promote global services of spiritual awareness, and encourage students and faculty to relate their studies to various styles of ministry emerging today.

WMCGW's primary purpose is to provide religious training or theological education; and "WMCGW is a religious institution exempt from state regulation and oversight in the Commonwealth of Virginia."

FAITH STATEMENT

We believe God to have revealed Himself as the Trinity in unity as the Father, the Son, and the Holy Spirit- three Persons and yet one God (Deut. 6:4; Matt. 28:19; I Cor. 8:6).

The Bible, including both the Old and New Testaments, is a divine revelation inspired by the Holy Spirit (2 Tim. 3:16; 2 Peter 1:21).

Jesus Christ is the image of the invisible God, which is to say, He is Himself very God; He took upon Himself our nature, being conceived by the Holy Spirit and born of the virgin Mary; He died upon the cross as a substitutionary sacrifice for the sin of the world; He arose from the dead in the body in which He was crucified; He ascended into heaven in that body glorified, where He is now, our interceding High Priest; He will come again personally and visibly to set up His Kingdom and to judge the quick and the dead (Col. 1:15; Phil. 2:5-8; Matt. 1:18-25; I Peter 2:24-25; Luke 24; Heb. 4:14-16; Acts 1:9-11; I Thess. 4:16-18; Matt. 25:31-46; Rev. 11:15-17; 20:4-6; 11-15).

Man was created in the image of God but fell into sin and, in that sense, is lost; that is true of all men, and, except a man who is born again, he cannot see the kingdom of God; salvation is by grace through faith in Christ who His own self bore our sins in His own body on the tree; the retribution of the wicked

and unbelieving and the reward of the righteous are everlasting and, as the reward is conscious, so is the retribution (Gen. 1:26-27; Rom. 3:10, 23; John. 3:16; Acts 13:38-39, 4:12; Matt. 25:46; 2Cor. 5:1; 2Thess. 1:7-10).

The Church is an elect company of believers baptized by the Holy Spirit into one body; its mission is to witness concerning its Head, Jesus Christ, preaching the Gospel among all nations; it will be caught up to meet the Lord in the air, where He appears to set up His kingdom (Acts 2:41; 15:13-17; Eph. 1:3-6; I Cor. 12:12-13; Matt. 28:19-20; Acts 1:6-8; I Thess. 4:16-18).

MISSION

WMCGW is a theological institution that emphasizes missionary endeavors to achieve world evangelization. Dedicated to excellence in the education of theology and missiology, faculty shall prepare students who will demonstrate both personal piety and intellectual understanding of the gospel. More attention is given to the teaching of theological, historical, missiological, ethical, and practical disciplines to create best practices for missionaries and ministers.

PURPOSE

In keeping with its emphasis on mission, WMCGW continues its mission educating students to care and to do collaborative services of worships and world missions. It guides students to promote spiritual awareness in global level; and it encourages faculty and students to relate their research to deal with various forms of problem emerging in plural context of current societies.

WMCGW serves students under various traditions and Christian heritages which include charismatic movement or separatism. WMCGW desires to assist students to adjust themselves within their traditions and setting and to be more effective to endeavor their mission through conservative and evangelical educational process.

As a community of education and faith WMCGW assumes that its education and mission shall be based on sincerity and passion for spreading gospel. As such, WMCGW shall continue the gifts of Holy Spirit and dedication to ministry or world missions. WMCGW is committed to providing biblical and theological education and practical missionary training to students who will contribute to evangelization of the world as a missionary, a lay minister and a pastor.

INSTITUTIONAL OBJECTIVES

1. Produce professionally competent, creative, and community-minded graduates.
2. Provide a learning environment that meets current academic standards and fosters intellectual innovation among faculty and students.

3. Integrate the Christian worldview with the study to build up a Network, partner with, and engage churches, citizens, businesses, and governmental entities to enhance the development, careers, and service opportunities of our graduates and alumni.
4. Develop and apply Christian leadership skills that integrate faith and lifelong learning.

INSTITUTIONAL LEARNING OUTCOMES

WMCGW's Institutional Learning Outcomes express a shared, campus-wide articulation of expectations for all degree recipients. They are developed both in the classroom, and co-curricular environments. The ILOs represent the broad categories of competence that enable students to be successful in further education, careers, as citizens, and in their personal lives. They are:

1. Biblical – The ability to accurately communicate the scriptures in a variety of contexts.
2. Theological – The ability to demonstrate knowledge of Christian Theology and its defense.
3. Ministry/Leadership–The ability to demonstrate leadership and critical thinking skills necessary to lead in ecclesiastical and workplace contexts
4. Evangelical–The ability to communicate the gospel to unbelievers effectively and to disciple believers
5. Academic–The ability to research effectively
6. Communication–The ability to communicate effectively

PROGRAMS OF STUDY & OBJECTIVES

To promote students' biblical, historical, ethical, and spiritual knowledge for holistic development toward the disposition of a minister or missionary through the completion of programs.

WMCGW offers the programs of Bachelor of Theology, Master of Divinity, and Doctor of Ministry to prepare students for various level disciplines. Program Objectives are specified in WMCGW's Catalog, in the section of Academic Programs.

CODE OF CONDUCT

In support of WMCGW's central functions as an institution of higher learning, a major responsibility of the administration is to protect and encourage the faculty in its teaching, learning, research, and public service. The authority to discipline faculty members in appropriate cases derives from the shared recognition by the faculty and the administration that the purpose of discipline is to preserve conditions hospitable to these pursuits. Such conditions, as they relate to the faculty, include, for example:

1. Free inquiry, and exchange of ideas;
2. The right to present controversial material relevant to a course of instruction;

3. Enjoyment of constitutionally protected freedom of expression;
4. Freedom to address any matter of institutional policy or action when acting as a member of the faculty whether or not as a member of an agency of institutional governance;
5. Participation in the operation of the School;
6. The right to be judged by one's colleagues, by fair procedures and due process, in matters of promotion, tenure, and discipline, solely based on the faculty member's professional qualifications and professional conduct.

INSTITUTIONAL INTEGRITY POLICY

WMCGW is committed to integrity as a central element of our mission and values. WMCGW'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 college are expected to abide by ethical and professional standards at all times. WMCGW further abides by federal and state laws and other regulations, as well as policies set by the college and board. At WMCGW, we all share responsibility for preserving this value, to promote an environment of integrity within our community.

ACCREDITATION

Since ABHE and TRACS are accreditation agencies widely respected by many biblically and theologically sound Christian institutions, we are pleased that we try to be an eligible applicant and candidates to become a part of this organization. WMCGW is committed to pursuing and gaining accreditation with ABHE and TRACS.

AUTHORIZATION TO ENROLL INTERNATIONAL STUDENTS

World Missions College of the Greater Washington is authorized under Federal law to enroll nonimmigrant alien students. **FAIRFAX Main Campus: SEVIS School Code WAS5214F52043000**

FACILITIES INFORMATION

FAIRFAX Main Campus: 11400 SHIRLEY GATE COURT, FAIRFAX, VA 22030
PHONE: (202) 999-8279 / FAX: (703) 691-4309

World Missions College of the Greater Washington's Main Campus is conveniently located near the 66 freeway and 50, and 29 routes of Downtown Fairfax, VA. And 30-minute distance driving to the downtown of DC. This campus is conveniently located close to various shops, restaurants, and residential areas. This campus occupies approximately 5,000 square feet of classrooms, a library, and office space. The facilities are located close to residential communities where ample housing is available. The building, equipment, and other learning resources being used for instructional purposes fully comply with all applicable federal and state regulations and local ordinances for safety and public health.

SCHOOL POLICIES & PROCEDURES

STATEMENT OF NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY

World Missions College of the Greater Washington does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, pregnancy, disability, or prior military service in the administration of its educational policies, admission, employment, educational programs, or activities. The School's executive officers are responsible for the coordination of nondiscrimination efforts and the investigation of employee and student complaints. The laws and regulations prohibiting such acts of discrimination are (1) Title VI and VII of the Civil Rights Acts of 1964, 29 CFR 1601-1607; (2) Equal Pay Act of 1963, 29 CFR Part 800; (3) Title IX of the Education Amendments of 1972, 45 CFR Part 86; (4) Age Discrimination in Employment Act of 1967, 29 CFR Part 850; (5) Sections 503 and 504 of the Rehabilitation Act of 1973, 45 CFR Part 84 and 41 CFR Part 741; (6) Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, 41 CFR Part 60-250; and (7) the Americans with Disabilities Act of 1990.

SEXUAL HARASSMENT

Consistent with the School's policy on equal employment opportunity, harassment in the workplace based on a person's race, color, sex, religion, national origin, age, disability, or any other protected class, will not be tolerated concerning employees or applicants for employment. World Missions College of the Greater Washington is committed to preventing and promptly correcting such harassing behavior.

Harassment of any form is condemned in the workplace, and the School recognizes its duty to provide employees with a harassment free environment in which to work. The following describes the type of conduct that is prohibited as well as the complaint provisions to investigate and remedy any problems that may arise. Each complaint of such conduct will be given swift and serious attention and will be thoroughly investigated. There will be no reprisals taken against any employee for making allegations or inquiries concerning harassment.

Sexual harassment can also be any activity, which creates a hostile or offensive working environment for members of one sex -- whether such activity is carried out by a supervisor or a coworker. It is also sexual harassment for a supervisor to take disciplinary action against or deny a promotion to an employee because he or she rejected sexual advances. Behavior that constitutes sexual harassment includes but is not limited to the following: unwelcome sexual advances, requests for sexual favors, sexual exploitation, gestures or other forms of communication of a sexual nature considered inappropriate to the employment setting of the School. In addition, actions, words, jokes or comments based upon an individual's race, ethnicity, age, religion, disability, or any other legally protected class, is harassment.

Sexual harassment of students, staff, or faculty is strictly prohibited by law and by School regulations. Sexual harassment is unacceptable and will not be tolerated on campus. The campus community will take all necessary and appropriate steps to protect students, staff, and faculty from sexual harassment and all forms of sexual

intimidation and exploitation. Complaint procedures for employee complaints are available in the office of the Chief Operating Officer. The School staff and faculty may receive informal counseling and formal assistance by contacting the Chief Operating Officer. The School encourages students, staff, and faculty to become aware of and to take responsibility for their security.

All employees must cooperate fully in any investigation process. Disciplinary action may be taken against any employee who is uncooperative or who attempts to discourage or prevent an employee from using the School's complaint procedure to report unlawful harassment. Retaliation by the School employee against any individual who makes a complaint of unlawful harassment is strictly prohibited. Similarly, any person who participates or cooperates in any manner in an investigation or any other aspect of the process described herein shall not be retaliated against. Retaliation is itself a violation of this policy and is a serious offense. Complaints regarding allegations of reprisal should be immediately brought to the attention of the Chief Operating Officer.

Discipline that the School may impose on employees for behavior that violates this policy and other unprofessional conduct by the School employee may include but is not limited to, reprimand, suspension, demotion, or dismissal. Unlawful harassment by non-employees may result in restricting the harasser's access to all School offices and operating units.

In addition to the School's internal complaint procedure, employees may also contact the Equal Employment Opportunity Commission (EEOC) or the Virginia Department of Fair Employment and Housing (DFEH) to report unlawful harassment.

FREEDOM OF SPEECH

World Missions College of the Greater Washington firmly believes in the individual's right to expression, so long as such expression does not infringe upon or suppress the rights of other individuals. Article 1, Section 2(a) of the Virginia Constitution, states that every person may freely speak, write, and publish his or her sentiments on all subjects. Communications involving hate violence, sexual and/or racial discrimination, and "fight words" are not protected by the law. The school shall uphold and enforce these rights and should any person's actions violate the rights of another individual, such person shall be subject to disciplinary action.

EMPLOYEE GRIEVANCE/COMPLAINT POLICY

It is important that employees are treated fairly and receive prompt responses to problems and concerns. For this reason, the School provides grievance procedure to promote prompt and responsible resolution of issues raised by faculty and administrators. This procedure may be used freely without fear of retaliation, and the Chief Operating Officer is available to assist throughout the procedure. The process outlined below should be used if an individual disagrees with a supervisor's action including any disciplinary action. If the problem involves discriminatory harassment, sexual harassment and/or discrimination, reference to those policies should be made to initiate a complaint. When unsure which policy applies, contact should be made with the Chief Operating Officer for assistance.

Step 1.

Discuss complaint with immediate supervisor. The School encourages informal resolution of complaints. Employees should first discuss the complaint with their immediate supervisor within three (3) business days of the situation whenever possible. If the complaint is not resolved as a result of this discussion or such a discussion is not appropriate under the circumstances, should prepare the Employee Complaint Procedure Form and submit it to the immediate supervisor within five (5) business days of the discussion, or proceed to Step Two.

Step 2.

Prepare and submit Employee Complaint Procedure Form to second-level supervisor for review. If the employee feels the complaint was not resolved in discussions with his/her immediate supervisor, they may prepare and submit a formal written complaint for review by the person to whom the employee's immediate supervisor reports ("second-level supervisor"). To do so, the employee should prepare the Employee Complaint Procedure Form and submit it to the second-level supervisor within seven (7) business days of the Step One discussion with the immediate supervisor (or within seven (7) days of the event being grieved if Step One is bypassed). The second-level supervisor will then review the complaint, send a copy to the immediate supervisor (if appropriate), and schedule a meeting for the employee to discuss the complaint. The meeting will ordinarily be held within five (5) business days of the second-level supervisor's receipt of the Employee Complaint Procedure Form. The second-level supervisor will issue a written decision, generally within five (5) business days of the meeting. If the complaint is not resolved to the employee's satisfaction, proceed to Step Three.

Step 3.

Submit Complaint Procedure Form for Final Appeal to third-level supervisor. If the employee is not satisfied with the Step Two decision, they may submit the complaint to whom the employee's second-level supervisor reports ("third-level supervisor"). The third-level supervisor with administrative responsibility will issue a written decision within seven (7) business days of receipt of the Step Two decision. The third-level supervisor will provide the School's final written response, generally within fourteen (14) business days.

INSTRUCTIONAL USE OF COPYRIGHTED MATERIALS

World Missions College of the Greater Washington recognizes that accomplishment of its mission may be facilitated by the use of works owned or created by others. It is the policy of the School that students, employees, and other individuals who use School facilities and/or equipment, and students, employees, and other individuals who use off-campus non-School facilities and/or equipment in connection with School activities or on behalf of the School, shall recognize those accomplishments by respecting the intellectual property of others and using such works only to the extent such use would be permitted by law. For example, this policy applies when photocopying is undertaken at all central copying centers, machines in the library, or on any other reproduction equipment owned or leased by the School or used in connection with School activities or on behalf of the School.

Students, employees, and other individuals subject to this policy who use material originated by others shall not, as a matter of policy, when using such materials, infringe on those rights of the originator which are protected by copyright laws and shall secure permission to use or reproduce copyrighted works when such permission would be required under copyright law and/or pay royalties when such payment would be required. Students, employees, and other individuals subject to this policy are expected to obtain permission from the copyright owners unless the intended use is clearly permitted under the doctrine of "fair use." Students, employees, and other individuals subject to this policy are expected to be selective and sparing in copying. "Fair use" shall not be abused. The School does not condone copying instead of purchasing copyrighted works where such copying would constitute copyright infringement. For purposes of this policy copyrighted material means any work or intellectual property which may be subject to copyright under the laws of the United States. This includes, but is not limited to, literary works, including computer programs and compilations; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works; motion pictures and other audiovisual works; and sound recordings. For example, this policy applies to photocopying for classroom use, use of computer software, use of videocassettes, and off-air videotaping.

This policy is not intended to waive any rights, remedies, immunities, or defenses available to the School in the event of an infringement or alleged reserved.

ORGANIZATION & ADMINISTRATION

EMPLOYMENT CATEGORIES

EXECUTIVE OFFICERS

Employees in this group are officers of the institution, defined as Chief Executive Officer/President, Chief Academic Officer, and Chief Operating Officer.

ADMINISTRATIVE PROFESSIONALS

Employees in this group provide administrative, supervisory, and/or professional support directly or indirectly to executive officers.

SUPPORT STAFF

Employees in this group provide administrative support. Positions include clerical/secretarial, receptionist, and service/maintenance support for the educational and administrative functions of the School.

FACULTY (PROFESSORS/INSTRUCTORS)

These employees are those holding degrees from accredited colleges and universities. They are paid, at will, on a semester basis. They are expected to complete all tasks in the job description for faculty members and are not paid for hours other than those in the classroom.

FULL-TIME

Employees in this group include executive officers, administrative professionals, and support staff. Anyone employed at least thirty (30) hours a week is considered full-time. A full-time employee is eligible for all employee benefits including health insurance, paid holidays, paid vacations, paid sick leave, etc.

PART-TIME

Employees in this group include administrative professionals and support staff (clerical/secretarial and service/maintenance) employees. Anyone employed for less than thirty (30) hours a week and is paid on an hourly basis is considered part-time. A part-time employee is not eligible for any employee benefits.

TEMPORARY

Temporary staff employees are those who are hired as interim replacements, to temporarily supplement the workforce, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notification of a change is received in writing by the Chief Operating Officer.

INDEPENDENT CONTRACTORS

Independent contractors are not employees. Independent contractors are not covered by workers' compensation insurance. Individuals desiring an independent contractor status must consult the Chief Operating

Officer to whom they will provide services before any work is commenced and/or authorized. All independent contractors will be required to complete the necessary forms required by the School. Independent contractors are ineligible for any benefits provided to employees. In the event World Missions College of the Greater Washington desires the services of the individual independent contractor status, the School will grant an employee status to the individual by the above-defined categories at the time such services are authorized.

DEVELOPMENT AND EVALUATION COMMITTEE

The DEC shall review Academic Learning Compacts for all programs, and all Student Learning Outcomes (SLOs) and program goals for each undergraduate, graduate, professional and certificate academic programs at the school. The committee reviews and recommends the Institutional Assessment Plans for General Education, Quality Enhancement Plan and All Assessment plans for the improvement of school. The committee will provide an annual report of its work, findings, and recommendations to the Board of Trustee and the President. The President shall appoints CEO, CAO, COO, Board Chair, Treasurer, 3 Academic program Directors as members to this DEC committee. Preference should be given to members with previous experience in assessment, curriculum development and evaluation and/or program accreditation. The term is during their school duties. The DEC meeting shall be held by calling of the CEO when it needs.

JOB DESCRIPTION OF ADMINISTRATORS

DUTIES OF THE CHIEF EXECUTIVE OFFICER/PRESIDENT (CEO)

The President serves as the Chief Executive Officer (CEO) of World Missions College of the Greater Washington and is responsible for the success of World Missions College of the Greater Washington. In collaboration with the Institutional Advisory Board, the CEO assures the School's relevance in the community, the fulfillment of the School's mission and vision, and the accountability of this institution to its students and the diverse constituents that it serves.

The CEO delegates responsibility for management and day-to-day operations to the Chief Academic Officer and Chief Operating Officer, and has the authority to carry out these responsibilities, by the direction and policies established by the institution. The CEO is responsible for providing strategic leadership for the institution by working with other executive officers and suggestions from the Institutional Advisory Board to establish long-range goals, strategies, plans, and policies. The CEO is also responsible for establishing organizational objectives and priorities and for reviewing and evaluating the progress for the attainment of these objectives and performance goals.

Duties and Responsibilities

1. Commitment to Institutional Mission

- a) Demonstrates a personal sense of responsibility for helping the college achieve success
- b) Concerns for the general welfare of the college.

- c) Develops innovative ways to accomplish the mission of the college.
- 2. Leadership Ability
 - a) Identifies needs of the college and develops, implements plans and programs to address those needs.
 - b) Encourages the development of innovative programs to meet changing needs of constituents.
 - c) Resolves significant problems effectively.
 - d) Influences employee's morale and performance positively.
- 3. Management Effectiveness
 - a) Exhibits effective management skills to identify problem areas, weaknesses, and strengths of the college.
 - b) Works effectively to maintain high morale among subordinates and between himself, his staff, and others within the college.
 - c) Adapts and coordinates college responses to necessary change effectively. d) Plans and prepares for the unexpected.
- 4. Fiscal Management and Fundraising
 - a) Assumes and retains control at all times over the budget of the college
 - b) Moves quickly to correct fiscal problems
 - c) Directs and encourages fundraising from private, corporate, and public sources.
- 5. Academic Quality & Accountability
 - a) Monitors effectively accreditation status for the programs
 - b) Respects academic freedom
 - c) Promotes academic growth through research, collaborative agreements, grantsmanship, development of patents, etc.
 - d) Promotes the general academic welfare of the college

DUTIES OF THE CHIEF ACADEMIC OFFICER (CAO)

The CAO shall act as the academic dean of the College and shall be responsible for the performance of duties of all subordinate personnel and for carrying out such duties and responsibilities as may be directed by the President or as may be outlined in the administrative policies or directives of the institution or as may be required by state or federal law. CAO occupy a unique place in the continuum of academic administrators, as the facilitating link among Department Chairpersons/School Directors, faculty members, staff, students, and College leadership. All activities and roles of the CAO are undertaken in light of furthering the best interests of the students of WMCGW.

CAO play five essential roles, serving:

1. academic leaders of the College;
2. representatives of the College, especially College Academic Level;
3. representatives of the College leadership;
4. Manager of the College educational resources; and,
5. representatives of the college to external bodies. These five roles remain constant even though specific responsibilities and duties may vary according to the mission, size, and complexity of the college.

The CAO's' responsibilities include, but are not limited to:

1. coordinating the development of and implementing the college's Vision and Goals Statement;
2. leading college efforts toward achieving goals;
3. developing a college budget;
4. managing the fiscal affairs of the college;
5. leading, and coordinating college strategic planning and curriculum development;
6. supervising, evaluating, and supporting Departments/Schools in a manner that promotes excellence in instruction, scholarly and creative productivity, and service at WMCGW
7. leading and coordinating the governance of the college;
8. leading the processes of college administrator selection and overseeing the processes of faculty and staff selection and retention;
9. coordinating the professional development of college administrators and staff;
10. evaluating college administrators and staff in consultation with college faculty and staff;
11. evaluating Department Chairpersons/School Directors with Departmental/School faculty and staff;
12. reviewing the Departmental/School policies, procedures, and recommendations for appointment, salary, retention, tenure, and/or promotion of faculty, and ensuring that all policies are followed;
13. evaluating overall Departmental/School productivity in instruction, research, and service responsibilities;
14. providing recommendations to the PRESIDENT regarding sabbaticals and other leaves for faculty and staff;
15. advising the PRESIDENT on College policies and procedures;
16. providing recommendations to the PRESIDENT on policies and procedures, especially in the academic area;
17. managing non-faculty college staff members;

DUTIES OF THE CHIEF OPERATING OFFICER (COO)

The COO or Dean of Student and Administration is in charge of overseeing student life, student services, and on-campus activities. Their duties include providing support for students, addressing student behavior coordinating admissions and new student orientation, etc.

The COO works at a college, manages student affairs, distributes resources to students, and upholds high standards of behavior and academic success. The COO creates policies related to housing, admissions, class registration, and student activities. The COO has to meet with students on probation, develop plans to help them complete their degree, create initiatives to improve student wellness and handle across-campus communications about health and counseling services. The COO also coordinates campus events and social activities.

The COO works in admissions helping make determinations on which applicants will be admitted, may assist in preparing promotional materials highlighting the school, or can work in the financial aid department establishing packages of institutional and federal financial aid for prospective students. Typical job duties and responsibilities can also include:

1. To manage and supervise a school's admissions office along with any programs related to that office

2. To act as a liaison between student departments and institution administrators
3. To develop and implement department working procedures, budgets, policies, and goals
4. To assess the student body's needs and respond to any questions or concerns from the student body in an effective and timely manner
5. To provide proactive leadership and structure to ensure school development
6. To provide student support on issues related to student services, institution policies, and department processes
7. To conduct consistent department evaluations to determine how efficiently it is running and, if necessary, recommend ideas for improvement
8. To prepare and present annual statistical reports

All activities and roles of the COO are undertaken in light of furthering the best interests of the students of WMCGW.

DUTIES OF THE CHAPLAINS

Chaplains provide spiritual guidance and assistance to faculty, staff, and students. While they primarily work with faculty and staff members following a crisis, they may also guide students and the school community. They also directly oversee all Christian services on campus. Chaplains may have the following duties:

1. Providing religious or spiritual guidance to students, faculty, and staff
2. Offering reflective, non-judgmental listening to students, faculty, and staff going through a difficult time
3. Conducting college ceremonies, like graduation, installation, or semester closing service
4. Educating students, faculty, and staff on Christian spirituality
5. Providing students with spiritual enhancement through classes of liturgy practices
6. Empowering students, faculty, and staff to overcome challenges and struggles
7. Providing emotional and physical support to college community.
8. Using theological theories and practices to help the college community emotionally cope

DUTIES OF THE CHIEF OF DOCTORAL PROGRAM

The Chief of the Doctoral Program is responsible for managing and developing the program of Doctoral level Graduate level education. The Chief of the Doctoral Program will have responsibilities of monitoring, managing, and directing in some or all of the following areas: teaching, curriculum development, assessment, professor and student advising, mentoring, and professional scholarship (research and creative activities); administration and service to the life of the college.

DUTIES OF THE CHIEF OF MASTER PROGRAM

The Chief of the Master's Program is responsible for managing and developing the program of Master level Graduate level education. The Chief of the Master Program will have responsibilities of monitoring, managing, and directing in some or all of the following areas: teaching, curriculum development, assessment, professor and student advising, mentoring, and professional scholarship (research and creative activities); administration and service to the life of the college.

DUTIES OF THE CHIEF OF BACHELOR PROGRAM (UNDERGRADUATE SCHOOL)

The Chief of Undergraduate School is responsible to manage and develop the program of Undergraduate level education. The Chief of Undergraduate school will have responsibilities of monitoring, managing, and directing in some or all of the following areas: teaching, curriculum development, assessment, professor and student

advising, mentoring and professional scholarship (research and creative activities); administration and service to the life of the college.

DUTIES OF DIRECTOR OF EXTERNAL AFFAIRS

1. Develop the school's external relations, marketing, and communications strategies and associated implementation plans
2. Lead the development of close and effective relationships with the relevant central support functions at the Colleges and WMCGW Area, wherever possible seeking to align the School's activities with those of the Colleges and Universities
3. Develop the identity and brand of the School and establish its positioning with multiple strategic partners and stakeholders
4. Identify new opportunities for external engagement, partnership working and collaboration
5. Promote integrated and coordinated external relations activities responsive to changing internal and external drivers
6. Advise the Board, the Dean, and the Chief Operating Officer on all aspects of internal and external communications and partnerships
7. Develop, monitor, and report on metrics to assess the overall effectiveness of the School's external relations strategy
8. Keep abreast of developments in the field of higher education, biblical research, and both national and international policies relevant to theological education and research and key changes within funding and partner organizations
9. Manage the School's communications, alumni, widening participation, and admissions staff, to enable the efficient and effective delivery of services within agreed budgets
10. Develop and implement evaluation methods and reporting mechanisms to ensure appropriate monitoring of relevant activities to assess whether agreed objectives are being met
11. Maximize effectiveness, efficiency, and impact to share resources and best practices as appropriate
12. Manage the School's external relations budget. Marketing, profile raising, and public relations
13. Lead the promotion of the school's reputation through media relations
14. Lead the development and promotion of the School's publications and publicity materials
15. Lead the development of the use of internet communications, in particular the WMCGW website and social media liaising as appropriate with the School's technical team
16. Work with the Development Committee at WMCGW to support fundraising and stewardship activities, student recruitment and admissions, and widening participation
17. Working with Recruiter, stimulate and improve student recruitment, in particular international and postgraduate student recruitment
18. Deliver an effective and efficient undergraduate, postgraduate, and short-course admissions process for the school and its applicants, working as appropriate with the admissions functions of the College
19. Support the work of senior staff in building relationships with local, regional, and international partners, funders, regulatory bodies, and policymakers.
20. Develop the School's approach to public engagement and involvement in its activities.
21. Develop the School's alumni relations activities to raise the school's profile and provide professional networking for alumni

22. Engage alumni with the academic life of WMCGW through events, communications and developing ambassadorial role

DUTIES OF DIRECTOR OF SEVIS

FUNCTION:

Responsible for ensuring full compliance with all aspects of the Student and Exchange Visitor Information System (SEVIS). Oversees compliance of all immigration regulations in the SEVIS system. Track and maintain student records in SEVIS, under the supervision of the Principal Designated School Official (PDSO).

RESPONSIBILITIES:

1. Serves as a Designated School Official for the College and advises students on F-1 government regulations.
2. Reviews Initial/Transfer/Change of Status/Reinstatement applications documents and enter recommendation into SEVIS database.
3. Keeps SEVIS records for F-1 international students admitted to the College and for their F-2 dependents according to Department of Homeland Security requirements.
4. Updates SEVIS records for all initial F-1 students and F-2 dependents each semester and as needed through the semester. Contact students for required information as needed.
5. Monitors SEVIS alerts and lists daily. Takes action on SEVIS as needed.
6. Reviews all records submitted. Reviews any holds created on student records and advises PDSO. Takes action as needed, which may include contacting students and/or updating student records.
7. Prepares reports from SEVIS
8. Contacts SEVIS Help Desk to report system problems and errors on student records.
9. Performs additional tasks or duties as assigned by the Director of Student Life or other designated management.

DUTIES OF DIRECTOR OF STUDENT LIFE

The Director of Student Life is responsible for the fostering and implementation of the Student Life vision which is focused on character development and personal formation to support the mission of WMCGW. This is done by overseeing all aspects of Student Life on campus, for setting and carrying out disciplinary policy as found in the Student Handbook, and for promoting and communicating with the student body. The Director of Student Life assists in the management and promotion of the college's mission and vision.

1. Supervises all officers of the Student Life department.
2. Participates in the College Strategic Planning Committee, Budgetary, and Institutional Effectiveness processes.
3. Responsible for the annual revision and publication of the Student Handbook.
4. Responsible for the enforcement of the Student Code of Conduct.
5. Mainly responsible for discipline and high-level behavioral violations on campus.
6. Convenes the Disciplinary Board when needed.
7. Oversees the activities on campus.
8. Responsible for setting policies having to do with all student organizations.

9. Maintains appropriate records and correspondence relating to Administration Dean's office.
10. Oversees New Student Orientation
11. Locates and establishes the credentials of professional counselors; refers students, as needed, for same.
12. Schedules and directs periodic student forums.
13. Maintains working relationship with local authorities regarding off-campus student behavior.
14. Involved in student emergency situations including contact of family.
15. Regularly attends activities or events on campus.
16. Consults with Chaplains on appropriate matters.

DUTIES OF LIBRARIAN

The Librarian, in collaboration with the Chief Academic Officer and Teaching Faculty/Professor/Instructor is responsible for adequate provision of library resources and information services, appropriate to the academic level and scope of an institution's programs, is essential to teaching and learning. This individual is also responsible for overseeing the library facility, materials, service and operations on the World Missions College of the Greater Washington campus.

1. Administration (determining plans and objectives for the library; developing and reviewing job descriptions, recruiting, hiring, supervising, training, and evaluating library staffs, conducting staff meetings to review problems, progress and needs, developments in the library; determining library facilities, grounds, and equipment needs, determining budget needs, managing and controlling budget, designing, developing, and writing proposals for funds, evaluating the library and writing an annual report)
2. Professional development (participating in professional activities and associations, reading and scanning professional literature, and engaging in research and publication efforts)
3. Collection development (selecting library resources, reading reviews to determine library resources selection, consulting with faculty about collection development, determining priority of purchases, negotiating with vendors over acquisitions, conducting inventories, maintaining want lists, determining if titles need repaired or discarded, determining library resources to be weeded, appraising and setting value on rare books in the library collection and evaluating the library collection)
4. Cataloging (assigning call numbers and subject headings to all new titles and maintaining an authority file)
5. Circulation (compiling circulation statistics and evaluating usage patterns for library resources)
6. Reference and instruction (providing reference services based upon user need, planning and developing training for users on the use of the library and its resources, helping users locate library resources, assisting faculty in curriculum planning and producing indexes as requested)
7. Marketing and public relations (generating faculty involvement by information contact, memoranda, and presentations; organizing annual orientation for new faculty members; informing faculty and library staff of new reference resources; attending and participating in faculty meetings; and making annual presentation to the board on accomplishments and needs of the library)
8. Electronic library management (assisting faculty and students to be accessible to electronic library resources, developing and managing the process of electronic library resources)

DUTIES OF REGISTRAR

Registrar manages academic records for students, such as class enrollment, schedules and other information needed by WMCGW. Typically, a Registrar processes registration requests and manages academic records for students, such as grades and class schedules, and keeps a permanent record of grades for each student. Registrar responsibilities include organizing student records, working with various departments to ensure records are accurate, and pulling academic records when requested.

RESPONSIBILITIES:

1. Enter detailed student data into computer systems
2. Train staff at the registrar's office to use software related to records administration
3. Manage, process and enter data from extensively detailed paperwork
4. Check in students and families for appointments
5. Performing clerical tasks, such as printing academic transcripts for students
6. Keeping student information confidential and secure
7. Participating in student service committees and initiatives

DUTIES OF TREASURER

1. General financial oversight:
 - Oversee present budgets, accounts and financial statements to the management
 - Liaise with designated staff about financial matters
 - Ensure that appropriate financial systems and controls are in place
 - Ensure that record-keeping
 - Ensure compliance with relevant legislation
2. Tuition, student's due receiving and fundraising:
 - Receive tuition and student's due
 - Ensure fundraising complies with relevant legislation and is bound by effective financial systems and controls
 - Ensure effective monitoring and reporting
3. Financial planning and budgeting:
 - Prepare and present budgets for new or ongoing work
 - Advise on financial implications of strategic and operational plans
 - Present revised financial forecasts based on actual spend.
4. Financial reporting:
 - Present regular reports on the school's financial position
 - Prepare accounts for audit and liaising with the auditor, as required
 - Advise on the organization's reserves and investment policy
5. Banking, book-keeping and record-keeping:
 - Manage bank accounts
 - Set up appropriate systems for book-keeping, payments, and petty cash Ensure everyone handling money keeps proper records and documentation
6. Control of fixed assets and stock:
 - Ensure proper records are kept

- Advising on investment policy

In all of these areas the Treasurer is responsible for ensuring that effective financial systems and procedures have been established, are being consistently followed and are in line with best practice and legal requirements.

DUTIES OF THE FACULTY

The fundamental responsibility of a faculty member is teaching. Teaching responsibilities include preparation time, time spent in the classroom, laboratory, or telecommunications, conferring with students on course materials; directing papers, projects and theses; directing individual and group studies; reviewing written examinations and papers; evaluating presentations; and supervising independent study projects. In addition to teaching, the responsibilities for this position include curriculum development in the form of updating syllabi, administrative responsibilities pertaining to the teaching assignment(s), attending faculty and other meetings, and providing some services to the community as needed. For faculty to remain viable, they need follow a path of professional development which may include furthering one's formal education; attending seminars, workshops, and other professional meetings; and in general by staying abreast of their field of specialization as well as teaching skills and methodology. Faculty members are expected to serve in a collegial fashion and in accordance with professional and ethical principles when dealing with other faculty members, students, administrators, and members of the public.

Duties and Responsibilities

1. Prepares and delivers lectures, seminars, group activities as well as other forms of instruction that facilitate learning on topics central to their assigned course;
2. Plans, evaluates, and revises curricula, course content, and course materials and methods of instruction; Selects and obtains materials and supplies such as textbooks;
3. Prepares course materials such as syllabi, homework assignments, and handouts;
4. Compiles bibliographies of specialized materials for outside reading assignments;
5. Compiles, administers, and grades examinations, and evaluates and grades students' class work, assignments, and papers;
6. Keeps abreast of developments in the field by reading current literature, talking with colleagues, and participating in professional organizations and conferences;
7. Initiates, facilitates, stimulates, and moderates classroom discussions;
8. Maintains regularly scheduled office hours to advise and assist students; Performs related duties such as advising students on academic and vocational curricula;
9. Maintains student attendance records, grades, and other required records.

SUPERVISORY RESPONSIBILITIES

For World Missions College of the Greater Washington to operate efficiently, supervisors must carry out their delegated responsibilities by the organization's mission, goals, and objectives. It is the responsibility of an effective supervisor to:

1. Assign and review work; ensure the proper completion of day-to-day work in his or her area of responsibility.
2. Ensure appropriate on-the-job training and employee orientation.
3. Actively promote equal opportunity and affirmative action.
4. Promote safe work practices and conditions.
5. Establish standards and expectations for work performance.
6. Advise and counsel employees regarding their performance.
7. Serve as the primary resource for employees, as well as assist with their work-related problems, whenever appropriate.

Almost any action taken concerning employees begins with the recommendation of the supervisor. The responsibilities listed above cover the essential part of a supervisor's duties but are not intended to be complete.

RESPONSIBILITIES OF ADMINISTRATIVE STAFF

World Missions College of the Greater Washington seeks to attract and retain capable and motivated individuals who recognize the need to meet certain basic responsibilities. These responsibilities include but are not limited to, those listed below. Some or all of these responsibilities may seem like common sense to anyone, but they are listed to prevent any misunderstanding between the School and its staff members. These responsibilities are:

1. To perform each task quickly, safely, and well.
2. To be at work when scheduled, fulfilling the regular work hours/day.
3. To notify the supervisor no later than your normal starting time if you are unable, for any reason, to report as scheduled.
4. To use work hours for work-related activities only.
5. To cooperate with reasonable requests from co-workers.
6. To respect the confidentiality of sensitive information.
7. To keep all school and office-related matters undisclosed to people unaffiliated with World Missions College of the Greater Washington.
8. To respect the rights of others.
9. To respect the property of others and World Missions College of the Greater Washington and to use the School's property only for legitimate work purposes, unless specific authorization has been received by the executive officers of World Missions College of the Greater Washington.

EMPLOYEE CODE OF CONDUCT POLICY

World Missions College of the Greater Washington (WMCGW) promotes honesty and integrity as values and foundational beliefs. WMCGW works to earn the trust of the public, its students, and its employees. To fulfill this task, all employees must perform their duties to the highest degree of professionalism, honesty, and ethical

conduct, and all ways that honor the Christian faith. Therefore, all WMCGW employees should avoid situations that would be considered fraudulent, wasteful, or abusive of the School assets. WMCGW expects all employees to behave with all honesty and exercise biblical, ethical judgment in all of their duties.

Responsibility for Detection and Prevention

1. The administration and all employees have the responsibility to be aware of activities that are wasteful and abusive within their department and to establish regulations to prevent them.
2. If fraud is suspected, the administrator, supervisor, or employee shall cooperate in full with all authorities investigating the activity. If fraud is discovered, appropriate actions shall be taken.

Discipline and Restitution

1. Employees found in violation of this policy may be subject to any disciplinary action, which may include termination. The severity of the discipline imposed will depend on the violation and circumstances. If appropriate, WMCGW will report any activity in violation of local, state, or federal law to the appropriate authorities.
2. WMCGW may seek restitution from individuals or parties if the fraud, waste, or abuse involves a financial loss to the school.

Definitions

1. Fraud: An intentional act to deceive, steal, or cheat, usually to cause a detriment to another and/or bring about some benefit to oneself or others.
2. Waste: An act resulting in the spending, consumption, mismanagement, and use or squandering of institutional assets or resources to the detriment or potential detriment of the school. Waste may also result from incurring unnecessary expenses due to inefficient or ineffective practices.
3. Abuse: behavior that is lacking or improper and does not align with the biblical principles that are promoted by Nobel. It includes the misuse of authority or position for personal financial interest.

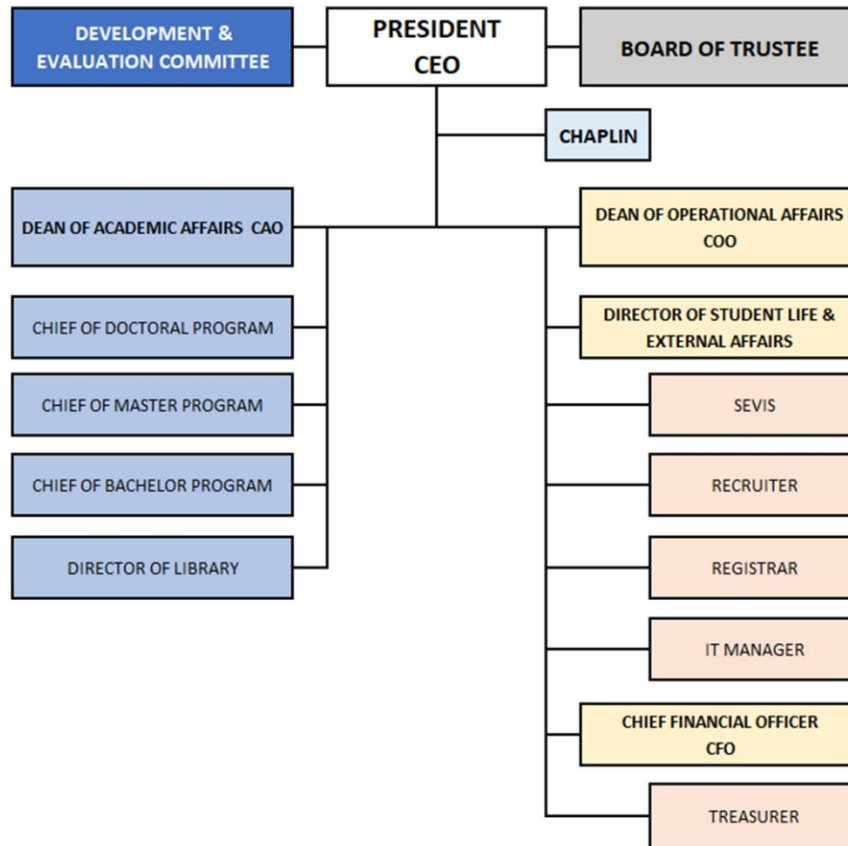
Investigation

1. If an allegation of fraud, waste, or abuse is reported, the Chief Operating Officer will begin an approach to resolving the concern. The Chief Operating Officer will investigate and coordinate with the appropriate people needed to carry out an accurate investigation. This may include legal counsel, financial professionals, and other experts.
2. The investigation may include interviewing colleagues, reviewing the activities of the employee in question, and examining all paper and electronic documents. This includes checking all school computers including email, offices, and/or other work areas.
3. The Chief Operating Officer may, in consultation with the school's legal counsel, recommend the suspension of the employee during the investigation.

President's Decision

1. Upon completion of the investigation, the Chief Operating Officer will prepare a written report. This report will be shared with any person needed for consultation to determine appropriate discipline.
2. If the investigation determines that fraud, waste, or abuse has occurred, the report will include a recommendation for disciplinary action discussed. It may also include suggestions to help prevent future fraud. The report will be submitted to the President within five (5) calendar days after the investigation has ended. The President will review the report and may make modifications. The President holds the final decision.

WMCGW ORGANIZATION CHART



ACADEMIC POLICIES

ADMISSION PROCESS

Applications for admission are rolling circle system. Application forms are available online and from the Admission's Office.

Prior to signing the enrollment agreement, we encourage you to review the school catalog and School Performance Fact Sheet. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

Prospective students must contact the School to obtain an application packet. The packet will contain the required application and forms needed for submission. The student must contact all relevant institutions for submission of proof of graduation attesting to their academic qualifications from undergraduate institutions for admission to the graduate program or submission of proof of high school completion for admission to the undergraduate programs. It is also the student's responsibility to ensure that all documents and forms are complete. Admissions decisions will be made within 30 days of receiving all required documentation. Students will not be admitted to the School without the required documentation and application/registration fee. If an applicant does not accept their admission or fails to matriculate within one year of acceptance, the applicant will need to go through the admissions process again. This means that the applicant must resubmit a non-refundable application/registration fee, application, documents, forms and information required for admission to their selected program. Previous admission does not guarantee readmission.

DEFINITION OF A CREDIT HOUR

In WMCGW, one semester credit hour represents the equivalent of one hour of lecture including break time or two hours of practice each week. Class lecture or practice time combined with outside classwork or studying is expected to equal approximately three hours per credit each week. An equivalent amount of work is required for mission practices, practicums, internships, and classes that do not meet the semester schedule. As it is used today based on the Carnegie Unit, a Credit Hour is the equivalent of one hour (50 minutes) of lecture time for a single student per week for a semester, usually 14 to 16 weeks

TRANSFER CREDIT POLICY

1. Transfer credits are generally accepted at the discretion of the accepting institution. Accepting credits and how many credits are transferable depends upon the policy of each institution. WMCGW's policy regarding the credit transfer is as follows:

2. The credit transfer review will be made under the supervision of the School Director. Students must submit the transfer credit application within their first semester at WMCGW.
3. Credit transfer is considered only within last 10 years of credit hours.
4. Credit transfers may be allowed for the courses that are equivalent to the courses in WMCGW programs and in which students have made a letter grade of 2.3 (C+) or above for undergraduate courses and 2.7 (B-) or above for graduate courses. Credits may also be accepted if the courses previously taken are judged to be comparable to the courses offered by WMCGW. No credit transfer may be finalized until the application process is completed and the student is officially accepted.
5. If the originating institution is not accredited, its credits will not be accepted.
6. In case of credit transfer from an unaccredited institution, the Registrar, in consultation with the School Director, evaluates the transcript under the guidelines established by the Academic Committee. The decision as to what previous academic work may be transferable into programs at WMCGW will be determined on a case-by-case basis. Factored into the analysis will be a course-by-course analysis of the previous academic work and an examination of the academic catalog of the institution (including faculty qualifications) and the student's performance in these courses.
7. Up to 50% of credits completed in accredited schools will be transferred and applied toward the bachelor level degrees at WMCGW, provided the grade is 2.3 (C+) or above. Up to 50% of credits will be allowed to transfer for the master level, provided the grade is 2.7 (B-) or above, yet it cannot exceed 50% of the total credit hours of undergraduate and graduate program. A student must take at least three semesters of classes (minimum 36 credits) at WMCGW in order to receive a degree or certificate. Courses can be transferred only if they have been taken within ten years of enrollment at WMCGW and other schools.

In the event, WMCGW chooses not to accept transfer credits from another institution, students may request a re-consideration of the decision.

ATTENDANCE POLICY

CLASSROOM ATTENDANCE

Attendance is important for all students at WMCGW in regard to probation and grades. In particular, however, it is especially important for *international students* to maintain their I-20s. In addition, accurate records must be kept because government agencies (like SEVIS and USCIS) can request attendance records for international students.

It is highly recommended that students do not miss any class. Regular class attendance is expected and will be recorded in every class. The maximum number of absences allowed for a student is three per semester. More than three absences will lead automatically F of the course. Three times late will equal one absence. To those who were absent more than 3 times per semester, attendance warning will be issued at midterm and final.

For students registering for a course for the first time during the Add/Drop Period, any classes they have missed before the registration will be applied to their absence tally. It is the students' responsibility to contact instructors for assignments to make up the course work they have missed. The instructor may allow up to two weeks for students to complete the make-up assignments.

The grade for all make-up work not completed within the given time frame will be recorded as zero by the instructor. Students in danger of failing the classes due to excessive absenteeism and/or tardiness will be notified by their instructors.

Any exception to this policy requires a written petition of the student and an approval of the School Director.

Regular class attendance is expected and must be recorded in every *face-to face* class. Students are encouraged to check attendance regularly and discrepancies with their professors or school office. Below is the guide line to manage class attendance of students.

ATTENDANCE	RESULT	NUMBER OF CLASSES ABSENT
80% or better	In Good Standing	1-3
Between 75 and 79 %	Attendance probation	4
Under 75 %	Possible I-20 Termination**	5 or more

(** Student will also be required to meet the Director of Students)

TARDINESS

Tardiness is a distraction to a good learning environment and is discouraged. Faculty may reduce final grades based on excessive tardiness.

GRADING SYSTEM

All student learning is graded on a letter basis. Any student receiving an “incomplete” grade will be given up to sixteen weeks to complete the assignment. Any student receiving a “D” grade or below is responsible for creating a plan for improving his/her grade with his/her faculty. Student performance is evaluated by examinations, attendance, classroom participation, special projects, seminars, research works, etc. The School uses the traditional scale grading system for all examinations and final grades.

Each student's achievement is reported as a letter grade with associated grade points. Some classes may be graded by simple Pass (P) or Fail (F). Grades are determined on a 4-point system as follows:

Grade	Scale (%)	Grade Points Value
A+	97- 100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	86-89	3.3

B	83-85	3.0
B-	80-82	2.7
C+	77-80	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	1.0
F	59 and below	0.0

INC	Incomplete; to be completed within 2 weeks after final exams
NA	In progress; to be completed after final grade deadline
VWD	Voluntary Withdrawal (simple drop)
VWP	Voluntary Withdrawal (was passing)
VWF	Voluntary Withdrawal (was failing)
CR/NCR	Passing in Pass/Fail class
AU	Audit; no credit
RC	0 Point, 0 GPA

INCOMPLETE GRADE (I)

The faculty may assign the “I” grade when work is of passing quality but is incomplete for good cause. Assigning an “I” is at the discretion of the faculty, who is not obligated to do so. If faculty issues a grade of “I,” the remaining coursework must be finished by the last day of the next semester (fall, summer, spring). If the course is not completed, the “I” will automatically lapse to an “F”. It is the student’s responsibility to discuss with the faculty the conditions and time frame for completing the course by the next term. The student is not to reenroll in the course again unless the student receives an “F”. The grade of “Incomplete” will be marked on the transcript until the final grade is complete. However, it will not be calculated into the GPA. Once the completed grade is reported to the Registrar, the grade is posted and the final grade is averaged into the cumulative GPA.

WITHDRAWAL (W)

Students may withdraw from courses during the first two weeks after classes begin without affecting their grade point average. Students thereafter are required to obtain permit from the Department Chair to withdraw. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result in a “W” grade recorded in the official transcript. No withdrawals are permitted during the final three weeks of instruction except in cases such as accident or serious illness. A grade of “I” will be automatically entered in the grade report if the student does not attend the final three weeks of class without being excused. Withdrawal grades are not included in the GPA. A refund of tuition, if any, will be made in accordance with the Refund Policy.

International students on F-1 Visas should check with the Administrator of Student Services before withdrawing from a class which could potentially place them below full-time status or risk violating their legal status.

REPEATED COURSES (R)

Any undergraduate course in which a grade of C- or below or any graduate course in which a grade of B- or below earned can be repeated once. The second grade, for better or worse, is calculated into the cumulative and term grade point average (GPA).

Important Additional Restrictions

1. Students may repeat the same course only once.
2. Students may receive credit hours for a repeated course only once.
3. Undergraduate students will not receive credit for a course repeated after they have completed a more advanced course in the same sequence with a grade of C or better.
4. Graduate students will not receive credit for a course repeated after they have completed a more advanced course in the same sequence with a grade of B or better.

It is the recommendation of the School for students to consult with the Chief Academic Officer if they have any questions about repeating courses.

ABILITY-TO-BENEFIT

World Missions College of the Greater Washington does not admit Ability-to-Benefit Students.

STUDENT SERVICES POLICIES

STUDENT RIGHTS

World Missions College of the Greater Washington maintains fair and reasonable practices in all matters affecting students: the delivery of educational programs, provision of support services, and timely resolution of disciplinary matters, as well as the handling of grievances.

The following statements of rights and responsibilities are not viewed as a final accomplishment of a completed institution, but rather as themes of a direction for a growing and changing educational environment.

1. The students enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others, as are all citizens. World Missions College of the Greater Washington considers individuals as students upon admission.
2. The student as a citizen has the rights to freedom of speech, freedom of the press, freedom of peaceful assembly and association, freedom of political beliefs and freedom from personal force and violence, threats of violence and personal abuse.
3. The student as a citizen has a right to be considered equally for admission to, employment by and promotion within the campus in accordance with the provisions against discrimination in the general law. World Missions College of the Greater Washington is no sanctuary from the general law; furthermore, the campus is a community of growth and fulfillment for all.
4. All students of World Missions College of the Greater Washington have other responsibilities and rights based on the nature of the educational process and requirements of the search for truth and its free presentation. These rights and responsibilities include the following:
 - a) Each student has the freedom, dependent on level of competence to teach, learn and conduct research and publish findings in the spirit of free inquiry.
 - b) Each student has the right to pursue normal curricular and co-curricular activities, including freedom of movement.
5. Students of World Missions College of the Greater Washington have the right to expect that records maintained on them contain only information which is reasonably related to the educational purposes or to the health and safety of the individual or others. Furthermore, it is assumed that the student has the right to protection from unauthorized disclosure of confidential material contained in School records.
6. Students of World Missions College of the Greater Washington have the right to reasonable and impartially applied rules, designed to reflect the educational purposes of the institution and to protect the safety of the campus.
7. Students of World Missions College of the Greater Washington who hold opinions about basic policy matters of direct concern to them have the right to have them heard and considered at appropriate levels of the decision-making process. It should be noted that students who have a continuing

association with the institution and who have substantial influence have an especially strong obligation to maintain an environment supportive of the rights of others.

8. The student has the responsibility to act in a manner that is conducive to learning by the student and by other students by: being prepared, prompt, attentive and courteous in all academic settings (including classrooms, laboratories, libraries, advising centers, departmental and faculty offices, etc.) and complying with requests made by a faculty or staff member in an academic setting.

1974 PRIVACY ACT

World Missions College of the Greater Washington complies with the Family Education Rights and Privacy Act of 1974 (also known as the “Buckley Amendment”). Any questions about the availability of student records or the release of such records should be addressed to the Registrar’s Office.

A student’s academic records, grades, and personal information, in compliance with the 1974 Privacy Act (as known as Public Law 93-380, Section 438) may not be provided to third parties without his/her written consent. Permission must be given by the student for the information in his/her file to be used as reference checks for credit or employment evaluation by third parties, and the student must file with the School Registrar a declaration to this effect that will be kept in the student’s file. The provision to release financial data or related information to authorized state and/or federal agencies is not a violation of the 1974 Privacy Act.

Legally, authorized officials of State or Federal agencies may have access to student records for audit or evaluation of educational programs.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA affords students certain rights concerning their education records:

1. The right to inspect and review the student’s education records within 45 days of the day the university receives an access request. Students should submit written requests that identify the desired record(s) to the Registrar, Dean, head of the academic department, or other appropriate official. The university official will make access arrangements and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request has been submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the

student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to university officials with legitimate education interests. An university official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student assisting an university official or serving on an official committee, such as a disciplinary or grievance committee. An university official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility. Upon request, the university discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by World Missions College of the Greater Washington to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

FREEDOM OF ACCESS

World Missions College of the Greater Washington is open to all qualified applicants according to its published admissions policies and standards. Upon matriculation, each student has access to all World Missions College of the Greater Washington services and facilities to which he or she is qualified. Access will be denied to persons who are not World Missions College of the Greater Washington students.

AMERICANS WITH DISABILITIES ACT (ADA) POLICIES

World Missions College of the Greater Washington is available to assist members of the School with disabilities who self-disclose and request classroom accommodations. In order for the School to provide eligible disabled members with reasonable accommodations, it is required that an official request for services and appropriate documentation be submitted to the Chief Operating Officer.

STUDENT CODE OF CONDUCT

A student may be failed or dismissed for academic dishonesty. At the discretion of the executive officers, a student may be dismissed from World Missions College of the Greater Washington for behavior(s) disruptive to the educational mission of the School, including those stated below:

1. Cheating, bribery, or plagiarism in connection with an academic program.
2. Forgery, alteration or misuse of the School's documents, records or identification, or knowingly furnishing false information to the School.
3. Misrepresentation of oneself or of an organization to be an agent of the School.
4. Obstruction or disruption on or off campus property, of the campus educational process, administrative process, or other campus function.
5. Physical abuse, on or off campus property, of the person or property of any member of the School community, or members of his/her family or the threat of such physical abuse.
6. Theft of or non-accidental damage to the School's property or property in the possession of or owned by a member of the School community.
7. Unauthorized entry into, unauthorized use, or misuse of the School's property.
8. Sale of or knowing 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.
9. Lewd, indecent, or obscene behavior on the School's property or at any campus function.
10. Abusive behavior directed toward a member of the School community.
11. Violation of any order of the President of the School, 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.
12. Soliciting or assisting another to do any act that would subject a student to dismissal, suspension, or probation pursuant to this section.

The Executive Officers of the School, at their discretion, may place on probation, suspend or dismiss a student for one or more of the causes enumerated above. Any adjustment of fees or tuition shall be those required by law.

ACADEMIC DISHONESTY

Individual Faculty, in cases of academic dishonesty in class, may fail a student for that examination, activity or course. The faculty may refer the circumstance to the Department Chair for review and further action. The Chief Academic Officer may fail a student in a test, fail a student in a course, or expel a student for cheating or plagiarism. Cheating includes, but is not limited to, looking at another person's examination paper, using unauthorized notes in an exam, leaving the classroom during an exam and consulting notes or references.

PLAGIARISM POLICY AND CHEATING

Plagiarism Definition

Plagiarism is passing off someone else's ideas or words as your own without giving credit or without giving credit properly. Plagiarism may take the form of directly copying another's work (in whole or in part), improperly citing sources, or presenting another's view or concept without acknowledging the originator. Academic dishonesty also refers to cheating on quizzes or exams.

Procedure

First offenses will be handled at the department level. A faculty member who suspects a student of plagiarism will first meet with the student to discuss the problem. In the absence of any resolution, the student will meet with the Department Chair, and if a resolution still cannot be reached, then a meeting will be called with the Chief Academic Officer. Any instance of plagiarism that the faculty has decided to discipline with an "F" for the course will be reported along with appropriate documentation to the Department Chair and the Chief Academic Officer. A second offense will result in the possibility of dismissal from the School.

Penalties

Penalties for plagiarism and cheating may include but are not limited to the following:

1. Re-writing the assignment in question
2. Receiving an "F" on the assignment or test in question
3. Failing the course in which the assignment was submitted
4. Academic suspension
5. Dismissal from the School

COPYRIGHT POLICY

Copyright Law stimulates the development of creative works by protecting rights to that work, including the right to receive financial remuneration from the reproduction and distribution of that work. In general, Copyright Law protects literary works, musical works, dramatic works, choreographic works, artistic works, audiovisual works, sound recordings, and software. Copyright Law gives the copyright owner the exclusive right to reproduce, distribute, modify, and publicly display the works.

Use of copyright materials by educators is governed by the statute itself, and by guidelines that have been developed to interpret the Fair Use exception that is set forth in the statute. The provisions for Library copying are found in Section 108 of the Copyright Law Title 17 of the United States Code.

1. There cannot be any material advantage resulting from making a copy and the copy must bear the notice that the materials copied have been copyrighted.
2. It is possible to reproduce a copy of a published work for the purpose of replacement of material that is damaged, deteriorating, lost or stolen if it has been owned by the Library and after a reasonable effort has been made to obtain a duplicate copy and if a replacement copy cannot be obtained at a fair price.
3. Copies can be made from items in a Library for a user at their request if not more than one article, or other parts of a copyrighted collection, periodical, or recording is involved provided that the copy becomes the property of the user and the copy will not be used for any purpose other than private study, scholarship or research.
4. The Library must prominently display, at the place where orders for copies are taken or copies are made, a warning of copyright infringement and that the use of the items copied must be only the use indicated above.
5. There shall be no liability for copyright infringement upon the institution or its employees for unsupervised use of various types of reproductive equipment located in its premises, provided that such equipment displays a notice that making such a copy shall be subject to copyright law.
6. The person making the copy for their use has the liability for determining whether or not use of the copy fits the criteria for Fair Use as described in Section 107 of the Copyright Law Title 17 of the United States Code.
7. The law specifically states that permission given in Section 108 of the Copyright Law Title 17 of the United States Code does not include any musical work, pictorial, graphic or sculptural work, motion pictures or other audiovisual works.

DRUG, ALCOHOL AND SMOKING POLICIES

World Missions College of the Greater Washington has a policy of maintaining a drug-free learning environment. All members of the School community, which include administration, faculty, staff students, and guests, abstain from the consumption/use of alcohol, narcotics, and/or misuse of prescription drugs while on School property and on any field trip sponsored as part of the instructional program. Violation of this policy could lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies. Employees and students having difficulties with addictive substances can seek confidential advising from the Office of Student Services for referrals to agencies providing assistance with alcohol or drug related problems. It is the School policy that smoking is prohibited in all School buildings. At the discretion of the administration, outside areas may be set aside on School property to accommodate students, staff members, and faculty who smoke. Violation of the smoking policy may result in suspension or termination of academic status or employment.

WEAPONS POLICY

The possession or use of firearms or other weapons on World Missions College of the Greater Washington premises by any employee, student, vendor, or other visitor is strictly prohibited. Any exception to this policy must be authorized in advance by the Chief Executive Officer/President.

GRIEVANCE POLICY

Students have a right to submit grievances and complaints any time they desire and to submit them to any member of World Missions College of the Greater Washington's administration or faculty. Students who have a complaint or grievances are encouraged to talk to a member of the School administration.

For grievances regarding grades, the procedure is as follows:

1. The student must address the complaint, dispute or grievance with the appropriate faculty no later than 3 weeks after grades are posted for a final grade or within 3 days after a student receives a grade for an exam, term paper or assignment. If the student is not satisfied with the faculty's resolution of their grade, the student has a right to submit a written request concerning the grade to the Chief Academic Officer.
2. The submission of a grievance concerning a grade must be in writing to the Chief Academic Officer. The Chief Academic Officer will review and investigate the grievance using their discretion to interview sources as needed. The Chief Academic Officer will notify the student within ten (10) days regarding the disposition of the grievance.
3. If the student is not satisfied, the student can request an interview with the Chief Academic Officer and the faculty within ten (10) days. Any decision resulting from this interview shall be deemed final.

For all other grievances, the procedure is as follows:

1. The student must file a written grievance with the Administrator of Student Services within ten (10) days of being notified of any action taken against the student. The Administrator of Student Services shall review and investigate the grievance and notify the student of a decision within ten (10) days.
2. If the student is not satisfied, the student can request an interview with the Administrator of Student Services and faculty/administrator of their choice within ten (10) days. Any decision resulting from this interview shall be deemed as final.
3. The President of WMCGW is also sent a copy of the decision. If, after following the school's grievance policy, the student finds that the problem has not been resolved, the student may contact the WMCGW office of students and administration again. And the final step for grievance procedures is to file to TRACS, if WMCGW becomes candidate status.

FINANCIAL POLICIES

REFUND POLICY

The date of the institution's determination that the student withdrew should be no later than 14 calendar days after the student's last date of attendance as determined by the institution from its attendance records. The institution is not required to administratively withdraw a student who has been absent for 14 calendar days. However, after 14 calendar days, the institution is expected to have determined whether the student intends to return to classes or to withdraw. In addition, if the student is eventually determined to have withdrawn, the end of the 14-day period begins the timeframe for calculating the refunds. In the event that a written notice is submitted, the effective date of termination shall be the date of the written notice. The school may require that written notice be transmitted via registered or certified mail, or by electronic trans-ministry provided that such a stipulation is contained in the written enrollment contract. The school is required to submit refunds to individuals who have terminated their status as students within 45 days after receipt of a written request or the date the student last attended classes whichever is sooner.

BUDGET POLICY AND PROCEDURE

The fiscal year of WMCGW begins on July 1st and ends June 30th.

The annual budgeting process begins the first week of April, when the treasurer sends the Preliminary Budget Request Worksheets to all administrators who are authorized to manage World Missions College of the Greater Washington funds.

After Preliminary Budget Request Worksheets are due, the budget committee (President, Chief Operating Officer and Treasurer) will have about two weeks to develop preliminary budget. The preliminary budget will include proposed allotments to each department requesting funds.

To develop the preliminary budget, these administrators will review prospective enrollment, revenue, key needs, major expenses and the total amount of funds requested through Preliminary Budget Request Worksheets. The total of funds for all departments cannot exceed 85% of the anticipated income from tuition, donations and other sources.

By May 15th, the treasurer will send a Preliminary Budget Response Memo to each department that requested funds.

During mid-May, the budget committee will complete their final proposal for the upcoming year's budget. This budget will be submitted to the President by the end of May. Unless the President requests further work on the budget, it will be submitted to the Board of trustees by June 1st. The Board will endorse on this proposed budget at their stated meeting.

SEMI- ANNUAL FINANCIAL REPORT

It is a responsibility of the Budget Committee (President, Chief Operating Officer and Treasurer) to prepare the Financial Report and present it to the Board of Trustees. Once the financial statement is prepared by the external CPA, the Budget Committee will review and analyze the statement with the budget. If necessary, adjustments and updates will be made to the budget to reflect more accurate information. Any revisions to the budget must be reviewed and approved by the Board of Trustees. This process ensures financial stability which includes enrollment management, diversification of revenue, and realistic budget of the institution.

INVESTMENT

Considerations for the allocation of funds for any investment under the college account are first reviewed and discussed between the Chief Financial Officer and the President. If after thorough review, an investment is considered to assist and further the goals and mission of the college, a proposal will be created and submitted to the Board of Trustees to be presented at the next board meeting. A review will then be completed by the Board. If approved by the Board, the Chief Operating Officer may then proceed with the investment with full authority to complete the transactions necessary. If not approved, the Board may decide to revisit the discussion on the potential investment at a later meeting or deny the investment. Any board member who may have the appearance of a conflict of interest when making an investment decision for the college should be excused from discussing, contributing, or voting in that decision.

DEFAULT

A default by the college should trigger the following events:

1. Potential students should be informed of the current financial situation of the college and that there is a possibility that they may not be able to complete their studies at the college.
2. Current students who wish to transfer to a different college should be informed of the rights and limitations of transfer students.
3. All surveys and questionnaires regarding alumni should continue as normal.
4. There should be no change to the retention policies and processes.
5. Graduation rates should take into consideration and note the reasons for students not being able to graduate from the college.
6. Student services should continue as normally as possible.

CASH RESERVES POLICY

Principle

It is the policy of World Missions College of the Greater Washington to maintain financial reserves adequate to ensure responsible fiscal management, advance college priorities, and mitigate current and future risk.

1. Building reserves is an important component of long-term, strategic planning to meet the College's objectives; failing to plan to adequately maintain our buildings and infrastructure is unsustainable and poses an unacceptable risk to the college and its community.
2. Reserves used to make up for unexpected revenue shortfalls or unforeseen costs should be accompanied by a near-term plan to increase revenue or reduce expenditures to replenish the reserve.
3. While it is appropriate to use reserves to resolve timing problems, reserves should be used only to provide a bridge to a solution rather than as a means to delay addressing a structural issue.

Guidelines

The Cash Reserve provides flexibility to take mission-related risks and to absorb or respond to temporary changes in environment or circumstances. Without adequate reserves the College can suffer cash flow stress and become distracted from appropriate long-term decision making. Any spending out of the Cash Reserve must be accompanied by a plan to replenish the reserve fund.

1. Cash Reserve Target: a minimum of three months (25%) of the annual budget
2. Target date to reach proposed reserve level: Variable – growth in Cash Reserve should be evaluated in conjunction with other College's financial needs

If the College's Cash Reserve falls below the minimum policy calculation, the President or his/her designee will submit a recommended plan to the Board of Trustees to rebuild the reserve to the minimum level.

Use of Reserves

Use of the Cash Reserves requires three steps:

1. Identification of appropriate use of reserve funds.
The President and/or Chief Financial Officer will identify the need to access the reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this policy. This step requires an analysis of the reason for the shortfall, the availability of any other sources of funds before using reserves, and an evaluation of the period that the funds will be required and replenished.
2. Authority to use operating reserves

Upon approval of the President, the Chief Financial Officer will submit a request to use Cash Reserves to the Board of Trustees. The request will include the analysis and determination of the use of funds and plans for replenishment. The goal is to replenish the funds used within twelve (12) months to restore the Cash Reserve Fund to the targeted amount. If the use of Cash Reserves will take longer than twelve (12) months to replenish, the request will be scrutinized more carefully. The Chief Financial Officer must receive prior approval from the Board of Trustees if the Cash Reserves will take longer than twelve (12) months to replenish.

3. Reporting and monitoring

The Chief Financial Officer is responsible for ensuring that the Cash Reserve Fund is maintained and used only as described in this Policy. Upon approval for the use of Cash Reserve funds, the Chief Financial Officer will maintain records of the use of funds and plan for replenishment. He/she will provide regular reports to the Board of Trustees of progress to restore the Fund to the target minimum amount.

FACILITIES & EQUIPMENT POLICIES

SECURITY AND SAFETY

The building in which the university is located is generally safe and secure. While this is generally true, all students must be aware of any unusual activity, which might put the community in danger. All unusual situations should be reported to the closest staff member or security personnel so that appropriate steps for safety can be taken.

Security Measures

The following security measures are in place to enhance safety while on the World Missions College of the Greater Washington premises:

1. All visitors must check in and out at the front desk;
2. Security cameras are installed on entry points and major traffic areas of the facility;
3. Unnecessary entry points to the facility will remain locked; and,
4. All entry points other than the main entrance will be locked during non-classroom hours.

Emergency Plan

1. Evacuation: Used to move students and staff out of the building. With a simple evacuation, students and staff leave and move to a nearby pre-designated safe location and return to the school building right after the cause of evacuation is resolved. Schools practice evacuations regularly (often monthly), including fire drills.
2. Relocation: Used to move students and staff to a pre-designated alternate site following evacuation when it is determined that returning to the school building will not take place within a reasonable period. Depending on the time of day and the circumstances, students may be released early or put on hold until they can return to the school building. Plans should also be in place for students and staff with limited mobility who may need assistance moving to the relocation site.
3. Shelter-in-place: Used during severe weather or other environmental threats (e.g., air contamination due to a local fire). This is a precaution aimed at keeping people safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) In schools, shelter-in-place involves having all students, staff, and visitors take shelter in pre-selected rooms that have phone access and stored disaster supplies kits and preferably access to a bathroom. The room doors are then shut.
4. Lockdown: Used when there is a perceived danger inside the building.

A lockdown includes securing each occupied room by locking the door(s) and directing people to move away from windows and doors. Hallways are cleared of students and school staff. Typically, local law enforcement arrives to secure the site and arrange for evacuation or return to usual building activities. Students are kept in their classrooms or other secured areas in the school until the lockdown has ended.

- **Lockout:** Used to secure the building from a potential threat outside the building, such as when an unauthorized person is loitering on school grounds or when there is criminal activity in the neighborhood.

During a lockout, access to the building is restricted, but there may be some limited movement within the building.

ACCESS TO EQUIPMENT AND MATERIALS

Each classroom is furnished with appropriate equipment for instructional purposes such as student desks, an instructor's podium, and a desktop computer connected to a projector for in-class presentations. The library has a spacious facility with a collection of books, electronic resources, and audio and video materials designed for educational purposes. The library is equipped with a number of computer systems with LCD monitors, in order to support the students' and instructors' research activity. WMCGW Information Resources and technology makes the Internet available to the community. Students and instructors who have I pads, laptop computers, or PC tablets in hand can have access to the internet anywhere on campus.

EMERGENCY AND CRISIS INTERVENTION PLAN

World Missions College of the Greater Washington is concerned about the health, safety, and well-being of all students, faculty members, and staff. First aid is available at the front desk of each campus. The School also provides insurance coverage through FKC's insurance that covers liability throughout the facilities for bodily injury and property loss.

BOARD POLICIES

MEETING PATTERN

A regular meeting is summoned two times a year (March and September). All members should make attendance at the board meetings a high priority in their calendar. A chairman or majority of members should be able to have power to call special meetings.

The schedule for board meetings should be set two years in advance. The board will meet at least two times each year.

CONFLICT OF INTEREST POLICY

The purpose of this conflict of interest policy is to protect this tax-exempt corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the institution or any "disqualified person" as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations and which might result in a possible "excess benefit transaction" as defined in Section 4958(c)(1)(A) of the Internal Revenue Code and as amplified by Section 53.4958 of the IRS Regulations. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

INVESTMENT POLICY

1. The Board of Trustees will maintain responsibility for all investment matters of the corporation. It shall form a Finance Committee consisting of three or more members of the board who will be duly nominated and elected to such positions.
2. The board shall nominate and elect committee members who have significant knowledge and experience in investing. The Finance Committee will propose and/or maintain policies and procedures that the full board will periodically review and revise, including investment policies for the corporation. Such policies and procedures must protect the interests of the institution in the fulfillment of its non-profit and tax-exempt mission, purposes, and objectives. These policies and procedures are also to be in accord with biblical principles.
3. Daily supervision of transactional and administrative paperwork pertaining to investments may be delegated either to a C.F.O. or to the Finance Committee.
4. Investment policies shall be conservative, prioritizing safekeeping of principal. Aggressive growth funds that present higher risk shall be avoided. Normal growth funds may be suitable, in some cases, and any

funds designed for growth shall be well diversified. The investment policies shall specify that a certain percentage of various accounts must be kept in bonds, CDs or other conservative investments. Three to six months of reserve capital shall be kept in a liquid account that is FDIC insured. No more than \$100,000 shall be kept in any one bank account, so as to remain below the limit of FDIC insurance.

5. Our specific policies for diversification of endowed funds are as follows: The target balance of endowed funds is to be 60% equity at cost basis and 40% in fixed income and money market funds. No more than 5% of endowed funds will be invested in a single stock. Of the fixed income portion of funds, bonds will be either corporate or government bonds rated B or better.
6. Our policies for ethical implications of investments are as follows: Companies whose primary products are pornography, alcoholic, tobacco or gambling are not to be used in the portfolio.
7. Our policies for careful safeguarding of funds are as follows: An independent, third party will hold endowed assets of financial instruments and submit monthly statements of accounts.
8. As a measure to prevent mistakes, fraud, embezzlement and conflicts of interest, two types of audits will be conducted. A qualified individual will conduct an outside, opinioned audit. Since the institution's auditor will not review all financial transactions, the board will conduct a regular review of the expenses of high-level administrators.

DUE PROCESS AND PROCEDURES of ALL EMPLOYEE'S EVALUATION

1. All employee's annual evaluation is implemented by Development and Evaluation Committee's procedures specified in Assessment Plan and It is reported to Board of Trustees' September meeting.
2. Board of Trustees decides after reviewing DEC's reports of employees' evaluation regarding their performance, competencies, along with behavioral attitudes that affect their position, salary and other changes.
3. The employee whose evaluation process is not specified in DEC's list is still subjected to Board of Trustees' decision about his (her) evaluation based on Board of Trustees' own assessment.
4. Board of Trustee follows its own decision formula regarding employee's position, salary, and other changes after reviewing his(her) evaluation.

PERSONNEL GUIDELINES

Like other institutions of higher learning and business enterprises, World Missions College of the Greater Washington has established and follows adequate compensation guidelines. The following apply to faculty, administration, and staff members:

1. The total resources of the School will be allocated to carry out the purpose and objectives of the institution, including a major portion of funds toward its compensation program.
2. The compensation program will be structured to enable the School to attract and retain the numbers and kinds of personnel to provide instruction and to operate the institution within its "labor market."
3. The nature of the program and associated administrative time costs must be in reasonable proportion to other priorities demanding financial resources and available management time.
4. The program must gain personnel acceptance; that is, employees must understand -- the policies and practices and accept both their concepts and specific actions as being reasonable and impartially administered.
5. The compensation program must play a positive role in motivating all personnel to perform their work to the best of their abilities and in a manner which supports the achievement of the School's objectives.
6. The program must provide opportunity for personnel at every position to achieve their reasonable aspirations in a framework of equity, impartiality, and reasonableness.

EMPLOYMENT PROCEDURES: ADMINISTRATION

The following procedure provides guidelines for supervisors in matters of employing administration personnel.

1. Initiation of Interview Process : When a vacancy occurs in an existing position or when a new position is created, interviewing of potential candidates to fill the position may be initiated, as appropriate, by the President and/or the C.O.O. of the School.
2. Structure of Interview Process : The following procedure will be followed in the interviewing and employment process: Screening of potential applicants may be assigned to any of the officers, and other faculty and/or staff may be asked to participate in the interview process at the discretion of the President or C.O.O.
3. Once the candidate has been approved by the President and the C.O.O., a meeting will be scheduled with the new employee. The meeting includes the review of documents that need to be submitted to complete the employee personnel file, receipt of the school catalog, policies manual, job descriptions and a campus tour.

HOURS OF WORK

The normal work schedule for all staff employees is six hours a day, five days a week, excluding one hour lunch. The C.O.O. will advise the staff employees of the times their schedule will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

ATTENDANCE AND PUNCTUALITY

Every employee is expected to be conscientious about attendance and punctuality at work, be part of the team and getting work done well by deadlines and in the right place.

If for any reason the employee is to be late or absent from work, (s)he should personally contact the respective supervisor, no later than the normal starting time or before.

For absences that can be predicted, the employee should schedule an absence in advance with the immediate supervisor. For absences that cannot be predicted, such as absences due to illness, employees are required to report the absence to the immediate supervisor by the scheduled start time. Only under emergency circumstances should someone call in for the employee to report the absence.

Excessive absenteeism or tardiness can be grounds for counseling, warning, and terminations. Failure to personally notify the supervisor of the absence or tardiness may result in disciplinary action up to and including termination.

Three unauthorized absences within a year will serve as a violation of employment, resulting in dismissal. It is the employee's responsibility to give advance notice of the absence to the immediate supervisor.

MEETING ATTENDANCE

The employee is responsible for attending all institutional or departmental meetings called by any World Missions College of the Greater Washington's officer. In addition, from time to time the School will sponsor informational meetings regarding the institutions strategic directions, benefits, or programs provided by the School.

JOB ABANDONMENT

If the employee does not show up for work and does not talk directly with the C.O.O. for three working days, the employee may be considered to have abandoned her/his job. Any such incident will be evaluated in light of its individual circumstances.

MEALS AND REST BREAKS

All employees working more than five hours in any workday are provided with one meal period each workday. Meal periods will be a minimum of one (1) hour in length and employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. The C.O.O. can schedule meal periods to accommodate operating requirements.

PERSONAL APPEARANCE

An employee of World Missions College of Greater Washington is always expected to maintain a personal appearance appropriate to the work that (s) he performs. The image presented at the School should be one of moderation, neatness, and good taste. If the job requires a uniform, the employee is expected to wear it. Any question about appropriate dress must be addressed with the C.O.O.

PROFESSIONAL DEVELOPMENT

All administrators and faculty are expected to continuously develop further expertise in their areas of responsibility. An annual professional development plan is to be a part of each administrator's or faculty member's annual evaluation. A budget for professional development is provided to assist administrators and faculty.

WORKING CONDITIONS

It is the policy of World Missions College of Greater Washington to provide a safe and healthy work environment for its employees. If an unsafe or unhealthy work situation is identified or believed to exist, a report of the condition should be made immediately to the C.O.O. or the immediate supervisor. The situation will be investigated and, where indicated, corrective action will be taken.

PERFORMANCE EVALUATION

The employee must know what is expected on the job. This is accomplished initially through the job description when the employee starts to work at the School. In addition to the initial three-month introductory probation review, the new employee will be reviewed by the supervisor periodically. Evaluations are based on job content and performance standards that have been established before the time the performance was evaluated by the supervisor.

SALARIES AND BENEFITS

DETERMINANTS OF PAY

In determining the starting hourly rate of pay, careful attention is given to the individual's level of education, skills, and relevant experience.

COMPENSATION PROGRAM

There are three major objectives of the compensation program at World Missions College of the Greater Washington;

1. It is designed to recruit, retain, and promote the growth of highly qualified individuals.

2. This objective intends that the salary practices be internally equitable and competitively attractive, as influenced by external markets.
3. This School's program of employee compensation must be structured on economic reality and administered in a manner that ensures uniform and consistent opportunity and consideration for all employees.

PAYDAYS

The administrative employees are paid monthly on the 10th day of each month. Faculty members are paid monthly on the 16th day of each month during semester. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

Whenever a regularly scheduled payday falls on a day off, such as a weekend or holiday, payment is received on the next work day.

If a regular payday falls during vacation, you may receive your earned wages and vacation pay before departing for vacation by submitting a request at least two weeks before departing for vacation.

PROMOTION & TRANSFER

A promotion is defined as a job change, following the process of competitive recruitment to a position higher. An employee who is promoted will receive a ten (10) percent salary increase.

A transfer is defined as a job change to a position without change in salary. A transfer is sometimes referred to as a lateral job move. No introductory probation period is required.

PRIVACY OF PERSONNEL RECORDS

Personnel files are maintained on all World Missions College of the Greater Washington employees. This School respects the confidentiality of the employee's personal information and it is its intention to release information from their files only in accordance with these guidelines.

The employee's file is available for review upon request in the file room. Personnel files are kept in a lockable file cabinet and each personnel file contains tax information, educational background (official transcripts and diplomas), and other job-related information that falls into the following general categories:

1. Information that the employee included with the employment application and/or resume along with employment eligibility verification.
2. Information on job changes that the employee has made at the institution, including job descriptions.
3. Medical information that has been provided, if any.
4. All job-related letters and memos.

5. All required sign-offs, such as receipt of manuals and academic freedom policy.

PERSONAL RECORD CHANGES

World Missions College of Greater Washington keeps records concerning employment, so personnel's records must be accurate and up to date. It is the employee's responsibility to inform the institution of one's record changes, such as name, address or telephone number, marital status, number of dependents, or any changes in the person that you want the institution to notify in case of emergency. Any necessary changes to the personal records should be reported to the C.O.O.

EMPLOYMENT AT WILL

Employment at World Missions College of the Greater Washington shall be at will by the School. The employee can be dismissed with or without notice or cause. No representative of the School has any authority to enter into any agreement for any specified period or to make any agreement contrary to the foregoing. Any oral statements or promises to the contrary are not binding upon the School. Such statements should be confirmed with the President. The School shall not be responsible for any statements that are not confirmed in writing by the President.

CONFLICT OF INTEREST

The School expects that each employee will use good judgment, high ethical standards, and honesty in all business dealings with and on behalf of the School. The employee has a responsibility to avoid any conflict of interest or appearance of conflict of interest.

SALES AND SOLICITATION

World Missions College of the Greater Washington strictly prohibits the solicitation of sales information and items not expressly sponsored by the School. There shall be no solicitation or sale of non-School sponsored items on school premises. Listings of School staff, faculty, or students will not routinely or normally be provided to outside organizations, agencies or individuals.

RULES OF CONDUCT & DISCIPLINE

World Missions College of the Greater Washington encourages all employees to make their immediate supervisor their first resource for any questions that they have related to their job duties, work assignments, job performance, and/or policies and practices. This School's goals are to ensure that clearly stated policies and procedures will resolve issues increasingly possible at this level.

STANDARDS OF CONDUCT

World Missions College of the Greater Washington employees are expected to treat each other with dignity and respect and to abide by certain rules of conduct, based on honesty, good taste, fair play, and safety. Conduct that is immoral, unethical, or illegal will not be tolerated by the School. Although it is not possible to provide an exhaustive list of all types of impermissible conduct, the following are some, but not all examples of conduct that will lead to disciplinary action, up to and including termination:

1. Falsification of employment records, employment information, or other school records.
2. Recording the work time of another employee allowing any other employee to record your work time, or allowing falsification of any timecard, either your own or another employee's.
3. Theft, deliberate, or careless damage or destruction of any school property or the property of any employee or students.
4. Unauthorized use or removal of the school or school property, equipment, time, materials, or facilities.
5. Provoking a fight or fighting during working hours or while on the school or school premises.
6. Participating in horseplay or practical jokes during the school time or while on the school or school premises.
7. Engaging in criminal conduct.
8. Carrying firearms or any other dangerous weapons while on the school or school premises at any time.
9. Causing, creating or participating in disruption of any kind during working hours on the school or school property.
10. Insubordination including, but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of management.
11. The use of abusive or threatening language toward a co-worker, supervisor, member of management, or students.
12. Failure to notify a supervisor when unable to report to work.
13. Unreported absence of three consecutive schedule workdays.
14. Failure to obtain permission to leave work for any reason during normal working hours.
15. Failure to observe working schedules.
16. Failure to provide a physician's verification when requested or required to do so.
17. Sleeping or malingering on the job.
18. Making or accepting excessive personal telephone calls during working hours, except in cases of emergency.
19. Unsatisfactory work performance or incompetence.
20. Working overtime without authorization or refusing to work assigned overtime.
21. Wearing unprofessional or inappropriate styles of dress or hair while working.
22. Committing a fraudulent act or a breach of trust under any circumstances.
23. Harassing other employees or students.
24. Soliciting or accepting gratuities from students, employees or other faculty members.
25. Excessive tardiness.
26. Abuse of leaves of absence or sick leave.
27. To work intoxicated or under the influence of non-prescribed drugs.

28. Manufacturing, possessing, using, selling, distributing or transporting non-prescribed drugs.
29. Bringing or using alcoholic beverages on the school premises.
30. Gambling on the school premises.
31. Failing to maintain the confidentiality of the school, its employees, and students.
32. Failing to report accidents, breakage, or damage to equipment which occurs when an employee is assigned to use such equipment.
33. Violation of any school or school policies, rules or procedures.
34. Failure to follow the school policies outlined in this manual or newly instituted.

DISCIPLINARY ACTION

Discipline may be initiated for various reasons. The severity of the action generally depends on the nature of the offense and the employee's past records and may range from written warnings to immediate dismissal. The school reserves the right to initiate the form of discipline it deems appropriate. This statement of prohibited conduct does not alter the school's policy of at-will employment. Both employee and the school remain free to terminate the employment relationship at any time, with or without reason or advance notice.

Any executive officers of the School are entrusted with the task of determining the disciplinary action. These actions include, but not limited to:

1. Verbal Reprimand;

Normally, when the supervisor first identifies a discipline problem, the supervisor will privately counsel the employee and outline the steps necessary to correct the problem. The supervisor advises the employee that any further problem may result in further discipline. The supervisor summarizes the counseling session in writing. One copy is given to the employee and another copy is kept in the employee's personnel file.

If a problem occurs that is in a different category (i.e., (1) time and attendance, (2) performance, or (3) conduct) from the category covering the problem for which an employee has already been counseled but not warned, the supervisor should provide counseling regarding the new problem. This further counseling is not required when the employee already has two (2) active formal disciplines.

2. Written Warnings;

A written warning may be issued when an employee has a problem in a category (i.e., (1) time and attendance, (2) performance, or (3) conduct) and the employee has been previously counseled for a problem in that category. Under certain circumstances, the problem may be sufficiently serious that a written warning may also be issued without prior counseling.

3. Dismissal

The President of the School may remove, at any time, an administrative staff member for cause upon written notification.

Any employee may be dismissed for any of the following reasons:

- a) Conviction or admission of guilt of a felony or of any crime involving moral turpitude during the period of employment or prior thereto if the conviction or admission of guilt was willfully concealed.
- b) Professional incompetence or neglect of duty.
- c) Sale or distribution of illegal drugs, teaching under the influence of alcohol or known use of illegal drugs; any other use of alcohol or illegal drugs which interferes with administrative performance of duty or responsibilities to the School.
- d) False swearing with respect to official documents filed with the School.
- e) Disruption of any administrative, disciplinary, public service, or other authorized activity.
- f) Immoral or absence conduct.
- g) Willful violation of the School's policies and other published rules and policies; or demonstrated failure to support, or active opposition to the published mission, purpose, and goals of the School.

4. Procedures for Dismissal

Dismissal of an administrative staff member should be preceded by:

- a) Discussion between an administrative staff member and appropriate executive officers looking toward a mutual settlement.
- b) A statement of charges, framed with reasonable particulars.
- c) If a contract is terminated for financial emergency reasons, it is not considered a dismissal, but a leave of absence with no pay, for no more than one year.

TERMINATION OF EMPLOYMENT

The reasons for separation from the School are too numerous to itemize, they can be summarized into two (2) main categories, namely resignation and discharge.

RESIGNATION (VOLUNTARY TERMINATION)

Resignation is a voluntary decision to leave the School. While all non-contracted employment is "at will" and the employees are free to leave the organization at any time, with or without notice or cause, it is requested that one notifies C.O.O. of resignation minimum of two (2) weeks in advance. Due to the nature of exempt level work and the time required to find a replacement, if one holds a position at or above the supervisory level, one is requested to give sixty (60) to ninety (90) days notice.

All resignations should be in writing; however, a verbal resignation is also valid and may be accepted by the institution. The employee may not retract a resignation once it is given.

Once a resignation is given and accepted by the institution, there is no guarantee that the employee will work through the entire resignation period. World Missions College of the Greater Washington reserves the right, at its sole discretion, to end one's employment at any time during one's notice of resignation. Should this happen, one's final pay will be determined and paid within two (2) weeks from the date of resignation.

DISMISSAL (INVOLUNTARY TERMINATION)

A dismissal is when you are involuntarily removed from your employment relationship with World Missions College of the Greater Washington. In this event, your final pay will be determined and paid within seventy-two (72) hours from the date of dismissal.

EXIT INTERVIEW

Regardless of the reason(s) you are leaving the institution, you must have a face-to-face exit interview with the C.O.O. The Policies manual, employee I.D. card, keys, health plan cards and other School property must be returned at this time.

BENEFITS

All full-time employees are covered by Social Security, workers' compensation, state disability and unemployment insurance. World Missions College of the Greater Washington provides a range of other benefits to eligible employees. More information on employee benefits can be obtained from the Office of the Chief Operating Officer.

HOLIDAYS

World Missions College of the Greater Washington observes the same holidays as the federal holidays. To qualify for holiday pay, eligible employees must be employed and on paid status with the School on the date that the holiday is observed, per the School's academic calendar. Paid status is defined as performing work or taking paid leave any time during the pay period.

The following days are observed as holidays, although they may be observed on a different date, per the School's academic calendar: New Year's Day; Martin Luther King Jr.'s Birthday; Presidents Day; Memorial Day; Independence Day; Labor Day; Indigenous People's Day; Veterans' Day; Thanksgiving Day; Christmas; and other days designated as federal holidays.

To receive holiday pay, employees in benefited positions must be regularly scheduled to work on the day on which the holiday is observed and must work their regularly scheduled work days immediately preceding and immediately following the holiday, unless a paid leave of absence on either day is approved in advance by the supervisor. If you are ill on the workday before or after the holiday, a doctor's note will be necessary to be paid for the holiday.

Some situations may arise whereby it will be necessary for an employee to work on a scheduled holiday. Prior approval from your supervisor must be obtained before any employee works on a scheduled holiday. If a nonexempt employee is approved to work on a scheduled holiday and is eligible for holiday pay, the employee is to be compensated for both the holiday and the actual hours of work at the employee's regular rate of payment.

VACATION

Vacation benefits begin to accrue for eligible employees immediately upon commencement of employment with World Missions College of the Greater Washington. Only full-time employees are entitled to paid vacation for five (5) working days after having worked for one entire calendar year on a full-time basis.

Employees will resume accruing vacation once they have used some of their accrued but unused vacation. All accrued but unused vacation benefits are paid at the time of separation of employment.

Employees must provide their supervisor with as much advance notice of anticipated vacations as possible so that assigned work may be adequately staffed. In some instances, it may be necessary for an employee to change vacation schedule due to scheduling conflicts, deadlines, and other business needs. The School reserves the right to approve or to deny vacation at any time during which the absence of the employee would adversely affect business operations.

TUITION BENEFIT FOR EMPLOYEES

Only full-time employees are eligible immediately upon hire to receive free tuition for coursework at World Missions College of the Greater Washington, subject to the following conditions:

1. Employees are not allowed to be enrolled in those courses offered during the employee's normal work schedule.
2. Employees must be given authorization from the Chief Operating Officer, prior to enrollment in any class or program.
3. Employees must submit required admission documents according to the School's admissions policies.
4. Employees are admitted into a course on a space-available basis. If a course becomes oversubscribed, preference will be given to students.
5. If an employee transfers to part-time employment or leaves World Missions College of the Greater Washington employment before the course is completed, the employee may be required to reimburse the cost of the course. Future courses will not fall under the tuition benefit plan unless the employee returns to a full-time status.

LEAVES OF ABSENCE

World Missions College of the Greater Washington will consider requests for leave of absence, without pay, from full- and part-time staff members employed for more than six months. Employees should notify their supervisor and/or the Chief Operating Officer in writing as soon as they become aware that they may need a leave of absence. Employees must not accept other employment while they are on a leave of absence. Acceptance of other employment while on leave will be treated as a voluntary resignation from employment at World Missions College of the Greater Washington. Employees should understand that they have no greater right to a leave of absence, reinstatement upon returning from a leave of absence, or other benefits of employment than if they had continued to work during their leave. Requesting or receiving a leave of absence in no way relieves employees of their obligation while on the job to perform their job responsibilities capably and to observe all of the School's policies, rules, and procedures. Employee benefits will remain in effect except on an educational leave of absence.

HEALTHY WORKPLACE HEALTHY FAMILY ACT OF 2014

An employee who, on or after July 1, 2015, works in Virginia for 30 or more days within a year from the beginning of employment, is entitled to paid sick leave. Employees, including part-time and temporary employees, will earn at least one hour of paid leave for every 30 hours worked. Accrual begins on the first day of employment or July 1, 2015, whichever is later.

Exceptions: Employees covered by qualifying collective bargaining agreements, In-Home Supportive Services providers, and certain employees of air carriers are not covered by this law.

An employer may limit the amount of paid sick leave an employee can use in one year to three days. Accrued paid sick leave may be carried over to the next year, but it may be capped at six days.

USAGE

1. An employee may use accrued paid sick days beginning on the 90th day of employment.
2. An employee may request paid sick days in writing or verbally. An employee cannot be required to find a replacement as a condition for using paid sick days.
3. An employee can take paid leave for employee's own or a family member for the diagnosis, care or treatment of an existing health condition or preventive care or for specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking

SICK LEAVES

World Missions College of the Greater Washington provides employees in benefited positions sick pay benefits for the illness or injury of the employee, or to care for the employee's spouse, domestic partner, parent, or

children. Time off for medical and dental appointments will also be treated as sick leave. Employees should be careful not to abuse or misuse the sick leave privilege.

The following schedule details payments which will be made to full-time employees.

1. All full-time employees will be eligible for up to one-half (1/2) day's paid-sick-leave per month. An employee may not use more sick time than has been accrued, and may not receive an advance of sick time that has not yet been accrued.
2. All full-time employees who have worked at least a year will be eligible for wage continuation during period of illness, not exceeding four days per year.
3. Eligible employees who are regularly scheduled to work less than 40 hours per week shall accrue sick pay on a pro-rata basis.

Employees may be required to provide a physician's statement or other appropriate medical certification when absent for three or more consecutive days due to illness or if suspected of abusing sick leave.

FAMILY MEDICAL LEAVE ACT

Under the federal Family and Medical Leave Act ("FMLA"), eligible employees are entitled to take medical leave and family care leave up to a combined total of 12 weeks in any 12- month period.

ELIGIBLE EMPLOYEES

To qualify for a medical leave or family care leave, an employee must have worked for World Missions College of the Greater Washington for at least 12 months and must have provided at least 1,250 hours of service during the 12-month period prior to beginning each leave.

REASONS FOR LEAVE

Eligible employees may take medical leave or family care leave for the following reasons:

1. The birth of a child or the placement of a child with the employee for adoption or foster care;
2. To care for a spouse, domestic partner, child, or parent who has a serious health condition; or
3. The employee's own serious health condition if the employee is unable to perform the essential functions of his or her job.

A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves: (1) inpatient care in a hospital, hospice or residential health care facility; or (2) continuing treatment or continuing supervision by a health care provider that also requires an absence from work, school or other regular daily activities of more than three days.

DURATION OF LEAVE

Eligible employees are entitled to take family care and medical leave of absence up to a combined total of 12 weeks in a rolling 12-month period, which is measured backward from the date the leave is taken. Leave for the birth, adoption or foster placement of a child must conclude within one calendar year of the actual birth, adoption or placement. If both parents work for WMCGW, the parents' combined leave for the birth or placement of a child may not exceed 12 weeks during any 12-month period.

An eligible employee may take intermittent leave or may work a reduced work schedule for a serious health condition of the employee's child, parent, spouse or of the employee when medically necessary and if certified by a health care provider. If the need for the leave or intermittent leave is foreseeable, the employee should consult with World Missions College of the Greater Washington and make a reasonable effort to schedule any planned treatment in cooperation with the School, if possible, in order to minimize disruption to the workplace.

BENEFITS DURING LEAVE

Family care and medical leaves are unpaid. Group health insurance coverage will continue for eligible employees taking family care or medical leave under this policy under the same terms and conditions that applied before the leave commenced. To continue health insurance coverage, the employee must continue to make any premium contributions that he or she was required to make prior to taking leave. Premium payments are due monthly and should be made payable to World Missions College of the Greater Washington and delivered to the Chief Operating Officer. If an employee fails to pay his or her portion within 30 days of the due date of a premium, his or her health insurance coverage may be canceled. In such cases, employees will be notified at least 15 days before coverage terminates.

Employees on family care or medical leave do not accrue benefits including holiday pay, while on unpaid leave. Employees will not accrue vacation and sick pay while on unpaid leave. Vacation and sick pay will begin accruing when the employee returns to work.

NOTICE REQUIREMENTS

Employees who need to take family care or medical leave should contact the C.O.O. as soon as they learn of the need for leave, even when they do not know the precise dates that leave will begin. If leave is foreseeable, at least 30 days' notice is required. For events that are not foreseeable 30 days in advance, but are not emergencies, the employee must give notice within two working days of learning of the need for the leave. If the School determines that the notice was inadequate and that the employee knew of the need for leave in advance of the request, the School may require the employee to delay his or her leave. If circumstances of the leave change and the employee is able to return to work earlier than indicated, the employee is required to notify the C.O.O. at least two working days prior to the date he/she intends to return to work. Similarly, if an employee learns he/she will be unable to return to work on the date previously indicated, the employee is responsible for

applying for an extension and furnishing a medical recertification for an extension prior to the date that the leave expires.

MEDICAL CERTIFICATION

An employee taking leave for the serious health condition of a family member or for his or her own serious health condition must provide the C.O.O. with certification from a health care provider within 15 calendar days of the School's request. Failure to provide a satisfactory medical certification may result in denial of leave.

If an employee requests an extension of leave beyond the time estimated by the health care provider, the School will require recertification of the employee's or the family member's serious health condition.

OUTSIDE EMPLOYMENT

Employees must not be employed with any employer other than World Missions College of the Greater Washington during their leave of absence. Outside employment during their leave may result in immediate termination.

REINSTATEMENT

When an employee is able to return to work, he or she should give the School at least two week notice. This is important so that the employee's return to work is properly scheduled.

Under most circumstances, the School will reinstate employees to their former or equivalent position if they return from leave within 12 weeks. Exceptions, however, may occur as permitted by law.

Employees who do not return to work immediately upon the expiration of an approved leave of absence or within the maximum period allowed for the family and medical leave will be considered to have voluntarily terminated from the School.

OTHER INFORMATION

The policies and guidelines stated in this policy shall be subject to such other terms and conditions as are provided in the Family and Medical Leave Act of 1993 and applicable California leave laws. The FMLA and CFRA make it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA or CFRA; or to discharge or discriminate against any person for opposing any practice made unlawful by FMLA or CFRA, or for involvement in any proceeding under or relating to the FMLA. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law that provides greater family or medical leave rights. If you have questions about the exercise of FMLA rights, please contact the Chief Operating Officer.

PREGNANCY DISABILITY LEAVE

DURATION OF LEAVE

Full-time employees are eligible for paid leave of absence for their own disability caused by pregnancy, childbirth or related medical conditions of up to one week, in addition to an unpaid leave of up to five weeks, for the birth or adoption of a child. Part-time employees who work an average of twenty (20) hours per week and who have been employed for twelve (12) months are eligible for an unpaid pregnancy-related disability leave of up to four (4) months for the birth or adoption of a child. Leave can be taken before or after birth during any period of time the woman is physically unable to work because of pregnancy or a pregnancy-related condition. All leave taken in connection with a specific pregnancy counts toward computing the four-month period.

At the end of the employee's period of pregnancy disability (not to exceed four months), employees who are also eligible for family care and medical leave, as described above, may take family care and medical leave up to 12 weeks for birth of the child. The maximum possible combined leave for both family care and medical leave and pregnancy disability leave for birth of a child is four months and 12 weeks. This assumes that the employee is disabled by childbirth or related medical conditions for four months and then requests and is eligible for a 12-week family leave for the birth of the child. Pregnancy-related disability leave is counted towards an employee's FMLA entitlement.

TRANSFER AND ACCOMMODATION

An employee is entitled to a temporary transfer to another position or other reasonable accommodation based on a pregnancy-related disability so long as (1) the employee requests the transfer or reasonable accommodation and the request is based on the medical certification of a health care provider that a transfer or reasonable accommodation is medically advisable, and (2) the request can be reasonably accommodated by WMCGW. Employees who are transferred to accommodate a pregnancy-related disability possess the same reinstatement and other rights described below with respect to pregnancy-related disability leaves.

BENEFITS DURING LEAVE

Pregnancy-related disability leaves are unpaid. Employees on a pregnancy-related disability leave do not accrue benefits, including holiday pay, while on unpaid leave. Employees will not accrue vacation and sick pay while on unpaid leave. Vacation and sick pay will begin accruing when the employee returns to work.

MEDICAL CERTIFICATION

An employee requesting pregnancy-related disability leave must provide medical certification that she is disabled by pregnancy, similar to that required for family care and medical leaves of absence, as described above. An employee taking a pregnancy-related disability leave must present a fitness for duty certification before returning to work.

NOTICE

Employees should contact their supervisor as soon as they learn that they will need a pregnancy-related disability leave, even if they do not know the precise date that such leave will begin. Employees must provide at least 30 days' notice when the need for pregnancy-related disability leave is foreseeable. If the need for leave is not foreseeable, notice must be given to the Chief Operating Officer within two business days of learning of the need for the leave. Employees must indicate the estimated timing and duration of the leave and make a reasonable effort to schedule any planned medical treatment so as to minimize disruption to the School activities.

If an employee requests an extension of leave beyond the time estimated by the health care provider, the employee must submit a recertification prior to the expiration date.

OUTSIDE EMPLOYMENT

Employees must not be employed with any employer other than the School during their leave of absence. Outside employment during their leave may result in immediate termination.

REINSTATEMENT

When an employee is able to return to work from pregnancy disability leave, she should give the School at least two (2) week notice so that her return to work is properly scheduled. If the employee desires to return earlier than agreed, an employer must reinstate employee within two business days of notice.

Under most circumstances, the School will reinstate employees to their former or equivalent position if they return from leave within 4 months. Exceptions, however, may occur as permitted by law. Employees should understand that they have no greater right to reinstatement or to other benefits of employment than if they had continued to work during their leave.

BEREAVEMENT LEAVE

In the event of death in the immediate family, full-time and part-time employees will be permitted a bereavement leave of up to five (5) working days off with pay. 'Immediate family' means spouse, mother, father, mother-in-law, father-in-law, grandfather, grandmother, grandchild, sister, brother, and children. All other employees are not eligible for paid bereavement leave, although they may request the leave on an unpaid basis.

PERSONAL LEAVE OF ABSENCE

With the permission of the immediate supervisor, personal leave time is available for those occasions when the employee must take a block of time off from work for business or personal reasons without using earned vacation for other than its intended purpose.

A maximum of twenty-four (24) hours, not consecutive, for not less than two (2) hours per time, will be allowed in a year of employment.

Requests for a personal leave of absence must be presented in writing to the C.O.O. at least 30 days in advance, whenever possible. Requests will be considered on the basis of staffing requirements, the reasons for the leave, and performance and attendance record.

Employees on a personal leave of absence do not accrue benefits, including holiday pay. Vacation and sick pay will begin accruing when the employee returns to work. The School will not pay insurance premiums while an employee is on a personal leave of absence. To maintain insurance coverage while on a personal leave of absence, employees have the option of paying the monthly insurance premiums.

Employees should notify the C.O.O. when they are ready to return to work at least two (2) weeks before the expiration of leave. The C.O.O. will notify employees if an opening exists. The School cannot guarantee reemployment to employees returning from a personal leave of absence.

The following will be deemed a voluntary resignation while employees are on personal leave of absence:

1. Failure to advise the School of employee's availability to work;
2. Application for unemployment benefits;
3. Obtaining another position;
4. Engaging in another business;
5. Failure to return to work when notified; or
6. Continued absence from work beyond the time approved by the School.

JURY & COURT DUTY

It is World Missions College of Greater Washington's policy to enable its employees to fulfill their civic obligations. If called for jury or court duty, notify the supervisor immediately and submit notice no later than ten days before starting jury or court duty. Employees in benefited positions who serve jury duty shall receive their regular salary for up to ten (10) days every twenty-four (24) months, only if they remit the amount received for jury duty to the School. If the employee elects to retain the jury duty fees or witness fees, his/her time off for jury or court duty is not compensable. The employee may elect to use vacation time to cover the time off. Employees should continue to report for work on those days or parts of days when excused from jury or court duty or when jury or court duty does not conflict with his/her work. Employees who are not eligible for pay benefits under this policy may serve jury duty on an unpaid basis.

VOTING TIME OFF

Employees who are unable to vote during non-work hours may arrange in advance to take up to two hours off from work with pay to vote in a public election. These two hours must be taken at either the beginning or the

end of the workday. In order to qualify, you must obtain approval from your supervisor at least two working days in advance

CRIME VICTIM LEAVE

An employee who is a victim or who is an immediate family member of a victim of a felony may take unpaid time off from work in order to attend judicial proceedings related to the crime. Any absence from work to attend judicial proceedings will be unpaid, unless you choose to take accrued vacation or personal holiday.

Before you are absent for such a reason, you must provide documentation of police report and the scheduled proceeding. Such notice is typically given to the victim of the crime by a court or government agency setting the hearing, a district attorney or prosecuting attorney's office or a victim/witness office. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence.

TIME OFF FOR VICTIMS OF DOMESTIC VIOLENCE

World Missions College of the Greater Washington permits employees who become victims of domestic violence to take time off to obtain a restraining order, medical treatment, psychological counseling, assistance from a shelter or similar organization, or to obtain relief to help ensure the health, safety or welfare of the employee or of the employee's child, including time off to participate in safety planning. The School will maintain the confidentiality of any employee requesting time off under this policy. Employees may use their unused vacation or sick pay when taking time off due to domestic violence; otherwise the time off will be unpaid.

Employees who take time off under this policy must provide the School with advance notice of the need to take time off, including the date and length of time off that is required. Advance notice may not be required if it is not feasible. Employees who are able to provide advance notice should consult their supervisor and schedule their time off to minimize the impact of their absence on the School's operation. Additionally, the School requires certification of time off due to domestic violence. Certification may be in the form of a police report, court order, or official documentation from a medical professional, counselor, or social services advocate. Failure to provide the required certification may result in a denial of the requested time off. The length of unpaid leave an employee may take under this policy is limited to twelve (12) weeks.

To ensure the safety of all WMC GW employees, employees who obtain restraining orders as the result of domestic violence should provide a copy of the restraining order to the Chief Operating Officer, as well as a photograph and a description of the individual who is being restrained.

EDUCATIONAL LEAVES

During a period of education leave, all employees' privileges will terminate for the period of the leave of absence. At the time of return, the employee can be reincorporated to the same or comparable position in his/her department at the same rate of pay.

SECURITY & SAFETY

All members of the School are expected to cooperate in securing World Missions College of the Greater Washington property by locking doors and windows, and by reporting broken windows or suspicious persons. If any of these actions are found, they are to be reported immediately to the School employees. World Missions College of the Greater Washington is not responsible for personal items that might be damaged or lost on or about the premises. World Missions College of the Greater Washington intends to provide a safe working environment with everyone's assistance. All members of the School need to observe safety regulations, wear safety equipment if required, and report immediately any unsafe conditions or work procedures to the School employees.

In case of emergency, all students, faculty, and staff must immediately evacuate the building. First aid is available at the front desk of school. The School also provides insurance through an insurance company that covers liability throughout the facilities for bodily injury and property loss related to classroom activities.

In the event of a fire or medical emergency, notify any School employees and call 911 for immediate assistance.

JOB-RELATED INJURIES AND ACCIDENTS

Notify the C.O.O. or immediate supervisor immediately in the event of an on-the-job injury, accident or serious illness. The C.O.O. will complete an accident report. The affected employee's supervisor must complete the report and submit it to the President. If the injured employee requires medical attention, contact the President or the C.O.O. before seeking medical care, except in cases of extreme emergency or when the President or the C.O.O. cannot be reached immediately.

DRUG, ALCOHOL AND SMOKING POLICIES

World Missions College of the Greater Washington has a policy of maintaining a drug-free learning environment. All members of the School community, who include administration, faculty, staff students, and guests, abstain from the consumption/use of alcohol, narcotics, and/or misuse of prescription drugs while on School property and any field trip sponsored as part of the instructional program. Violation of this policy could lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies. Employees and students having difficulties with addictive substances can seek confidential counseling from the Office of Student Services for referrals to agencies assisting with alcohol or drug-related problems. It is the School policy that smoking is prohibited in all School buildings. At the discretion of the administration, outside areas may be set aside on School property to accommodate students, staff members, and faculty who smoke. Violation of the smoking policy may result in suspension or termination of academic status or employment.

WEAPONS POLICY

The possession or use of firearms or other weapons on World Missions College of the Greater Washington premises by any employee, student, vendor, or other visitor is strictly prohibited. Any exception to this policy must be authorized in advance by the Chief Operating Officer/President.

SAFETY POLICY

All members of the School are expected to cooperate in securing World Missions College of the Greater Washington property by locking doors and windows, and by reporting broken windows or suspicious persons. If any of these actions are found, they are to be reported immediately to the School employees. World Missions College of the Greater Washington is not responsible for personal items that might be damaged or lost on or about the premises. World Missions College of the Greater Washington intends to provide a safe working environment with everyone's assistance. All members of the School need to observe safety regulations, wear safety equipment, if required, and report immediately any unsafe conditions or work procedures to the School employees.

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In the event of a fire or medical emergency, notify any School employees and call 911 for immediate assistance.

SECURITY INSPECTION & PRIVACY

World Missions College of the Greater Washington respects the privacy of the staff and faculty; however, the staff and faculty should not expect privacy when it comes to the School property, including but not limited to desks, closets, cabinets, files, computer equipment, voice mail, e-mail, all forms of electronic media, or any other type of School-owned property. To ensure the safety of all employees, the School reserves the right to inspect all School-owned property at any time, with or without notice, with or without cause.

COMPUTER, PHONE, INTERNET, & E-MAIL SYSTEMS

World Missions College of Greater Washington considers itself to be the owner/licensed operator of all computer-related equipment, software, and computer files used in the operation of institutional business. Computers, computer files, the e-mail system, software, communication devices, and work task assistance devices/systems are furnished in order to aid in the completion of daily business relate tasks. Computer files and e-mail are not a private form of communication and the staff and faculty should have no expectation of privacy for any information, messages, etc., created with, received by or left remaining on the system. Computer files and electronic messages of any kind are considered to be business property and to contain vital business information. World Missions College of the Greater Washington reserves the right to backup, audit files, inspect equipment, monitor and/or retrieve files, information, messages, and etc., at any time, for any reason, and without the necessity of giving the staff and faculty notification. The School understands there may be occasions where the staff and faculty will need to use these services for personal use. This usage needs to be kept to a minimum and should only be done during break time.

The staff and faculty may be issued various passwords for accessing different computer systems and/or files. All passwords are confidential and must not be given to any other person unless authorized to do so. The staff and faculty must not use or possess any other World Missions College of the Greater Washington passwords other than the one(s) they have been specifically authorized to use. The staff and faculty should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance, computer, voice mail, and e-mail usage may be monitored.

World Missions College of the Greater Washington strives to be sensitive to the diversity of its employees and to maintain a workplace free of harassment. Therefore, the School prohibits the use of computers and other business systems in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

World Missions College of the Greater Washington purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, World Missions College of the Greater Washington does not have the right to reproduce such software for use on more than one computer.

The staff and faculty may only use software on local area networks or on multiple machines according to the software license agreement. World Missions College of the Greater Washington prohibits the illegal duplication of software and its related documentation.

If one violates this policy or has knowledge of others violating this policy and fail to report those violations, one will be subject to corrective action. Based upon the severity of the issue(s) under consideration, corrective action may range from reproachful warnings or counseling, to performance improvement plans, to termination of employment.

DISCLAIMER

This Policies manual is intended to be a description of the school policies and procedures, personnel guidelines, other information and in effect from July 1, 2023 to June 30, 2024. It should not be construed as an irrevocable contract between the school employees and the World Missions College of the Greater Washington. The policies, procedures and fees listed here are subject to change with appropriate notification.