

CHUN UNIVERSITY

CATALOGUE

2018 ~ 2019



Dr. Ki-Hyun CHUN

President

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Presidential Welcome

Your decision to learn more about Chun University reveals that God has stirred something inside you. Are you serious about Christ's statement that He would build His church? Do you want to be more effective in your labors? Do you have a teachable spirit? By choosing Chun University, you have taken another step towards fulfilling God's purpose for your life. University is able to prepare you for whatever ministry God has called you to.

Our course catalog will acquaint you with our philosophy of ministry, our beliefs, core values and programs of study. Seek guidance from God regarding your intent to study at Chun University. My prayer is that you will discover the passion of your heart.

I am available to meet with you personally to discuss your goals, the college, and any of the courses we offer.

We look forward to partner with you in preparing you for further ministry.

Sincerely,

President Ki-Hyun Chun Ph.D., LL.D. (signature)

Chun University's Mission

Chun University prepares students biblically and professionally for global service.

Chun University is a Bible Institution dedicated to providing global Christian leadership education through a Biblical perspective and a global context. Chun University will prepare students spiritually, academically, and professionally, to think with clarity; act with integrity; and compassion, and apply knowledge to address the needs of individuals and society.

Board of Trustees

Mr. Proter BO, MA., Secretary, Board of Trustees

Mr. Ki-Hyun CHUN, Ph.D., LL.D., Board of Trustees

Mr. Samuel NA, Th.D., Ph.D., Vice-Chairperson, Board of Trustees

Mr. William C. ROBINSON, M.S., Chairperson, Board of Trustees

Ms. Femi TOKUNBO, Treasurer, Board of Trustees

Executive Directors

Mr. Ki-Hyun CHUN, Ph.D., LL.D., President

Mr. Yeongkee LEE, Ph.D., Dean of Academic and Development Affairs

Ms. Sunny CHUN, MA., LL.D., Dean of Student and Religious Affairs

Mr. Daniel CHUN, J.D., Dean of Legal Affairs

Ms. Lisa Chun BIRKOS, J.D., Dean of Budget and Planning

Mr. Kihoon CHA, MM., Director of University Program

Mr. Sae Jung PARK, D.M., Chairperson, Christian Music Division

Ms. Barbara PEACOCK D.Min., Chairperson, Biblical Studies Division

Administrators

Mr. Yeongkee LEE, Ph.D., General Administrator 704-773-4548

Mr. Kihoon CHA, MM., Student Development and International Advisement 980-272-8593

Mr. Sae Jung PARK, D.M., Student Activities 812-320-3545

Ms. Hellen KIM-CHA, M.Div., Library and Information Resources 609-751-6970

Ms. Myeonghun SONG, MA., Korean Culture Activities 704-492-5233

Ms. Linda Ann TRAVIS, Director of Public Relations 704-332-4167

Offered Programs

Bachelor in Biblical Studies

Bachelor in Christian Music

Certificate in Teacher Church Education

Certificate in Christian Counseling

Diploma in Vocal Performance

Diploma in Music Performance

Degree programs (Biblical Studies, Christian Music) of study offered by Chun University have been declared exempt from the requirements for licensure under provisions of North Carolina General Statutes (G.S.) 116-15(d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon any assessment of program quality under established licensing standards.

Academic Calendar 2018~2019

Board of Trustees meeting / August 22, 2018

Faculty meeting / August 22, 2018

New students orientation and Registration / August 22 - 24, 2018

Fall Semester class begin / August 23, 2018

Thanksgiving Holiday / November 22 - 24, 2018

Start application process for Spring Semester and for School year 2019-2020 / December 1, 2018

Christmas 2018 in Charlotte Concert / December 7, 2018

Last day of the Fall Semester class / December 14, 2018

Deadline of the application for Spring Semester / December 21, 2018

Christmas and New Year holiday / December 21, 2018 – January 4, 2019

Board of Trustees meeting / January 16, 2019

New students orientation and Registration / January 16 - 18, 2019

Spring Semester Class begin / January 17, 2019

Happy Easter Holiday / April 18 - 20, 2019

The 6th Music Performance Competition / May 3, 2019

The 5th Christian Global Leadership Symposium / May 3, 2019

Last day of the Spring Semester / May 10, 2019

Deadline of the registration for Fall Semester 2019-2020 / July 19, 2019

Open Door Policy

The President, the Deans, and other administrative staff and faculty welcome opportunities to talk with students about any matter at Chun University. Most faculty and staff keep posted office hours, but in some cases an advance appointment may be needed. Open door program is preparing for the future starts the moment students arrive on campus. Mentors provide just that, from assisting with course schedules, helping with financial aid and internship, connecting students to outreach programs, etc.

General Information

Admission

Admission into the College is dependent upon scholastic attainment, Christian character, and ability to benefit by the programs that are offered through Chun University. The College welcomes applicants who have a genuine desire for a Bible University education and who possess character traits which will enable them to fit properly into a Christian collegiate environment.

Those intending to enroll in Chun University must file an application for admission with the Director of Admissions. This application must be made on the official form provided by the University. All data, forms, transcripts, and immunization records required must be completed in the period of the 30 days of the semester, or the student's enrollment may be disrupted. All entrance requirements must be met by applicants whether the application is for full time, part time, or other. A complete High School transcript must be sent to the Registrar of the College.

Enrollment Status

Full-Time Students: Students admitted under regular policies and procedures who are carrying an academic load of 12-15 semester hours or more and are working toward a degree at Chun University are classified as full-time students.

Half-Time Students: Students who are carrying an academic load of more than 6 semester hours are classified as half-time students.

Part-Time Students: Students admitted under policies and procedures and carrying less than 6 semester hours, but who are working toward a degree at Chun University, are classified as part-time students.

Non-Degree Students: Students admitted under other than normal policies and procedures to pursue one or more courses at Chun University are classified as non-degree students. High school students enrolled in time-release or summer programs are non-degree students.

Dual Enrollment

The Chun University High School Dual Enrollment Program's purpose is to provide local high school students a means of beginning their college careers while simultaneously earning high school credits. Student must be high school juniors or seniors with a cumulative GPA of 3.0 or higher and have an ACT score of 19 or higher in the subject to be taken (if applicable). They must also complete an admissions application and provide approval from a parent or guardian and high school principal or counselor. Grades are provided upon completion of college classes to the respective high school guidance counselors. The dual enrollment cost per credit hour is \$200.

Application Process

Start from January 3, 2018

To: office@chuniversity.org or

1339 Baxter Street, Charlotte, NC 28204 **Admission Office**, CHUN UNIVERSITY

Tel: 704-332-4167

Application forms are mailed upon request to all prospective students or can be obtained from our web site; www.chuniversity.org. All students applying for enrollment at Chun University for the first time must submit the following:

1. Start application process from **January 3, 2018**.
2. An **application for admission** on the official form provided by the university, accompanied by \$50 application fee.
3. A complete and official **high school transcript** mailed directly from the high school. If applicant did not graduate from high school, a copy of the GED certificate must be provided in addition to official transcripts from all high schools attended.
4. **A letter of recommendation** Character reference letters may be submitted on the form provided by Chun University by a close personal friend, former teacher, principal, or other school administrator or community leader or by someone in ministry; pastoral, counseling, etc.
5. **Immunization verification** North Carolina State laws require proof of required immunizations for on-campus weekday students prior to college enrollment. Proof must be in place or immunizations in progress within 30 days of first class to avoid disruption of classes. NC law requires that students not meeting immunization requirements must not be allowed to attend class. (Students taking only online or extension classes are exempt from immunization requirements)
6. Official test score reports are required for the evaluation of academic qualifications.

7. All data, forms, transcripts, and immunization records required must be completed in the period of the first 30 days of the semester, or the student's enrollment may be terminated. All entrance requirements must be met by applicants whether the application is for full time, or part time enrollment. All requested information is to be mailed to the Registrar of Chun University.

Checklist for Completed Application:

The following items must be submitted at least four (4) weeks prior to your start date before acceptance for admissions will be granted:

- ___ Completed application form
- ___ Completed essay questions form
- ___ Application fee of \$50.00 (one-time, non refundable)
- ___ M1 Visa or copy of your Permanent Residence Card—if not a U.S.A. Citizen
- ___ High School or College transcripts or G. E. D. certificate
- ___ Copy of Certificate of Completion (if applying for 2nd year program)
- ___ Completed Personal Recommendation Form

All paperwork in languages other than English must be translated and notarized before submission.

Special Student Admission Policies

Special students (i.e. non degree, transfer and part time) are subject to the same application procedure as non transfer students who apply for enrollment at Chun University.

Probationary Admission

Applicants who are accepted as first-time freshmen whose high school grade point average is below C (2.0) or with an ACT score lower than 17 are accepted on probationary status. Such persons will normally be limited to a 7-12 hour course load and may be required to enroll in special sections for the first semester. Enrollment of such students at the university will serve as proof of each student's acceptance of his/her probationary status.

Transfer students who have earned more than 15 semester hours with a grade point average less than 2.5 will be accepted on academic probation.

International Student Admission

Qualified international students are considered for admission as freshmen and transfer students. Applicants with a native language other than English are required to submit scores earned on the Test of English as a Foreign Language (TOEFL), designed to ascertain proficiency in English and administered in many overseas testing centers. Students who wish to take the test should write directly to: TOEFL, Educational Testing Service, P. O. Box 6151, Princeton, New Jersey 08541. For more information, go to www.toefl.org. The SAT or ACT are accepted in place of the TOEFL.

All international applicants must submit official transcripts from all previous colleges and/or secondary schools. An estimate of expenses and Sponsor's Guarantee Form must be submitted with the application. These forms are available upon request. All these must be received and approved before a student can be accepted to Chun University and issued an I-20 form.

Full Course of Study Requirement for International Students: Immigration regulation requires students in F-1 status to complete a full course of study during each fall and spring semester. Students are not required to register for classes during the summer session. A full course of students for an undergraduate student is at least 12 semester hours.

Transfer Student Admission

Transfer students with more than 15 semester hours are not required to submit ACT or SAT test score.

Students transferring with more than 15 semester hours are not required to furnish a complete and official high school transcript. Students wishing to transfer to Chun University should submit official transcripts of all work at previous colleges. Credits will be evaluated and credit allowed for equivalent courses taken at another college. Wishing to have their transcripts evaluated before enrolling at Chun University should send a written request to the Admissions Office. The Registrar and the Academic Dean will make final determination of transfer credit.

Transfer students who have earned more than 15 semester hours with a grade point average less than 2.50 will be accepted on academic probation. An official transcript must be sent from each institution attended, whether credit was earned or not. Students who fail to reveal information on any college where they were previously registered is subject to dismissal from Chun University.

Requests for transcript review will be submitted to the university registrar in a timely manner. During non-registration periods, at least one week should be allowed for review. However, during peak registration periods, at least two weeks should be allowed for the complete review process. Furthermore, if transcripts from multiple institutions are being reviewed, original transcripts from each institution will be required and all course work will be reviewed separately and individually.

Regardless of the number of transfer credits approved or the program of study, the student's final 30 credit hours of instruction must be taken at Chun University.

Non-Degree Seeking Student Admission

Under certain circumstances an applicant over twenty-one years of age and not qualified for admission may be admitted as a special student by permission of the President for Enrollment.

Audit

If a student desires to attend a class without credit, he/she may enroll as an auditor as long as the class level is below maximum capacity. Auditors are expected to attend class, but no credit towards a degree will be awarded. Auditors are exempt from exams and other assigned projects and papers, but they may participate in regular classroom activities. Auditors must be accepted through the Admissions Office and must be duly registered. The name of the auditor will appear on the classroom roster and the mark of "AUD" will be recorded on the grade report and transcript. The "AUD" mark will not affect the academic average. The charge for auditing is stated in the "Tuition and Fee" section of the catalog.

Expenses

Tuition and Fees

Estimated Average Cost per Semester (excluding personal expenses, books, and special fees for certain programs, including student services fee)

1. Full-time Student in School of Christian Education / \$3,800
2. Full-time Student in School of Christian Music / \$4,120 (including practice room fee)

The above charges do not include ROOM and BOARD, BOOKS and SUPPLIES.

- Room and Board per month / \$500
- Books per semester / \$500

Therefore, for School of Christian Education, full time student with room and board will pay \$6,300 per semester, and student with no room and board will pay \$4,300 per semester.

If the full time student of School of Christian Music needs room and board, he/she will need \$6,620 for each semester. If the student does not need room and board, the tuition will be \$4,620 each semester.

3. Part-time Student Fees (for students taking under 12 credit hours)

- Semester hour (per one credit) / \$250
- Registration fee (required, per semester, non-refundable) / \$20
- Audit fee (per one credit) / \$150
- Practice room fee (per one hour) / \$1

4. Music Fees (per semester)

- Accompanist fees (major in voice and instrument) / \$450
- Half hour recital / \$150
- Full hour recital / \$250

5. Summer School Tuition and Fees

- Term hour (per one credit) / \$250
- Registration fee (per term) / \$10

Refund Policy

No reduction of charges will be granted unless application is made within two weeks of any change in program or departure of the student. Students who withdraw from the university after the fifth week of classes will receive no adjustment on tuition, fees, and room.

- During first two weeks of semester / 80%
- During third week of semester / 60%
- During fourth week of semester / 40%
- During fifth week of semester / 20%
- After fifth week of semester / None

Refund Policy for Summer School

Withdrawals during the first week of classes will receive 50% credit on tuition and room. There is no refund after the first week.

Financial Aid

Chun University is a newly started college, fully approved by North Carolina Board of Education. We are in the process of seeking accreditation. We are not eligible for funds including Pell Grants, Federal Student Loans (subsidized or unsubsidized), or other federally funded programs. All scholarships are in-house or are privately funded by supporters of Chun University. Other private scholarships or grant will be considered only upon appropriate documentation submitted to a representative of the Admissions Office.

Scholarships

Chun University offers a series of academic scholarships and awards. Students must maintain a 'full time' academic course load to be eligible for the academic scholarship programs.

Chun University will provide scholarship benefits (details under section 1 through 4) to 30% of full time student body each semester. The scholarship will be paid by 100%, 50%, 30% of tuition decided by the scholarship committee.

1. Honor Scholarships: Each year, scholarships ranging up to 100% of tuition will be awarded by the Scholarship Committee to entering freshmen who have shown extraordinary academic achievement and outstanding leadership and character.

2. Presidential and University Scholarships: Prospective students with exemplary high school records and test scores are eligible for these awards. These are based on a combination of SAT scores and academic course grade averages. Honor Scholars are ineligible for these awards. Scholarships are renewable annually by meeting the specified GPA requirements.

3. Performance Winner Scholarships: Scholarships ranging up to 100% of tuition will be awarded by the Scholarship Committee to a student who has won a national-wide music competition.

4. Chun Group Scholarships: Each year, scholarships ranging up to 100% of tuition will be awarded by the Chun Group to entering freshmen who have shown extraordinary academic achievement and outstanding leadership and character.

5. The Hymn Society of Korea Scholarships: Students who are members of The Hymn Society of Korea or recommended by their Committee of Scholarship can receive a Hymn Society scholarship. These scholarships are renewable.

Time Payment Programs are available.

Curriculum Information

1. Curriculum Overview

The Curriculum of CHUN UNIVERSITY is organized by division of Bachelor's Degree.

2. Curriculum Organization

The curriculum is divided into **core courses**, **elective courses**, and **teaching courses** (for education major.) The **core courses** are divided once again to common required courses (all majors) and **required courses** for specific majors. The **elective courses** are subject courses that a student can take optionally and depends on 1) if student takes the elective courses from within the range of his given number of credits which can be taken in a semester, as well as 2) if the courses are offered from the university during the specific semester and are available for the student to take. The elective courses may include required courses from another major/discipline.

3. Number of Credits Required for Degree(s)

1) Bachelor's Degree: The minimum required number of credits for graduation is 120 credits. The number of offered credits for each semester is 12 to 15 credits, with the exception of the option to take 18 credits in the following semester if the student received an average GPA of 3.5 or higher during the prior semester.

2) Transfer Students: Transfer Students are accepted to the Bachelor's Program, and require at least 2 semesters of enrollment in CHUN UNIVERSITY to complete the degree. The credits from other institution(s) may be accepted, and may be used towards the core requisite courses required for graduation.

4. General Rules for Completing an Academic Course

1) Competence completion: If a student shows his ability/knowledge to the Board through examination/judging process to show his competence for a specific course, he may be approved credit and be exempt from certain courses.

2) Courses with Pass/Fail grades: Courses (such as "Chapel") with only Pass/Fail grade will be completed through regular attendance or specified tests. Students will not be given academic credits for these courses, but the courses will be required for the graduation.

3) Academic credit definition: The completion of a course will be measured by the number of academic credits. 1 academic credit defines to 16 hours of lecture, with the exception of courses involving training,

seminar, performance, lessons, and others which involve special requirements for completing the course.

5. Grade Assessment

Grade	GPA	Scores
A	4.00	Above 90
B+	3.50	Above 85
B	3.00	Above 80
C+	2.50	Above 75
C	2.00	Above 70
F	0	Below 69

Each course will assess the overall examinations, assignments, attendance, behavior, and progress of a student to determine the grade which will be given.

1) The Grade Point Average (GPA) will be calculated by multiplying the course grade (course GPA) and the number of credits for the course. The final GPA will be divided by the number of course credit. The GPA for the semester will be calculated by the total received GPA divided by the total number of credits taken at the semester. Pass/Fail courses will not be included for the calculation of GPA.

2) A grade above C will be accepted and given credits for the course. If a same course has been taken for more than two times, only one grade for the course will be accepted, and the other course(s) will not be included for the requirement for completing the program or the graduation.

6. Interim Measures

1) Should there be any change to the curriculum; the courses taken in accord with the precious curriculum shall continue to be accepted as the new, changed curriculum.

2) If the name of the course changes or the course is closed for future semester, the student can take an alternative course within his major field of study in order to complete the requirement.

7. Declaration of alternative course

1) If certain course(s) is not open for a semester, or another course is determined to be needed by the Board for operation, the alternative course(s) can be designated as the required course for the curriculum.

2) In the case above, if any changes are made in the curriculum, the Department Chair should report this change to the President of the University within 2 weeks following the starting day of the course.

Department of Biblical Studies

Classification	Major	Course Number	Subject	Credits	Semester	Total Credits	
Core	All Majors 15cr. required	CU101	Faith and Good Life	2	1-2	2	
		CU102	Church and Society	2	1-2	2	
		CU103	Bible Overview	3	1-4	3	
		BS104	Life of Christ	3	1-4	3	
		BS116	Worship Overview	2	1-6	2	
		CU106	Hymnology	1	1-6	1	
		CU107.1-4	Special Lecture 1-2	1	1-8	2	
		CU109.1-8	Chapel 1-2	0	1-8	0	
	Biblical Studies 9cr. required	CE480	Practicum in Church Teaching	3	7-8	3	
		BS490	Graduate Project	3	7-8	3	
		CU480	Major Field Internship	3	3-8	3	
	Requirement and Electives	Biblical Studies 30cr. required	BS110	Interpreting Bible	3	1-4	3
			BS111	Biblical Hermeneutics	3	3-8	3
			BS112	Foundations of Worship	3	1-4	3
BS113			Christianity and Culture	3	3-8	3	
BS114			Bible Doctrines	3	1-6	3	
BS115.1-2			New Testament 1-2	3	1-6	6	
BS116.1-2			Old Testament 1-2	3	1-6	6	
BS117			Spiritual Formation 1-2	3	3-8	6	
BS118			Christian Leadership	3	1-4	3	
BS119			Church and Community Relations	3	1-4	3	
BS120			Jesus: Example of Leadership	3	3-8	3	
BS210			Hebrew History	3	3-8	3	
CE140			Sunday School Curriculum	3	3-6	3	
CE141			Elementary Education	3	3-8	3	
BS142.1-2			Church Education 1-2	3	3-8	6	
BS143.1-2			Church History 1-2	3	3-8	6	

Requirement and Electives	Church Education 26cr. required	CE131	History of American Education	3	1-6	3
		CE132	Child Studies	3	1-6	3
		CE133	School Administration	3	1-6	3
		CE134	Teaching in Elementary	3	1-6	3
		CE135	Technology in the Classroom	3	3-6	3
		CE136	Multimedia Design	3	3-6	3
		CE137	Introduction to Church Law	3	3-6	3
		CE138	Leadership & Coaching	3	3-6	3
		CE139	Public Speaking	3	5-8	3
		CE150	Cross Cultural Adaptation	3	5-8	3
		CE151	Teaching Methods	3	5-8	3
		CE160	Parent Education	3	3-8	3
		Requirement and Electives	Christianity Counseling 24cr. required	CU107.3-4	Special Lecture 3-4	1
CU109.3-8	Chapel 3-8			0	1-8	0
CU501.1-4	Independence Study 1-4			3	1-8	12
CC171	Theories of Counseling			3	3-8	3
CC172	Techniques of Counseling			3	3-8	3
CC173	Multi-cultural Counseling			3	3-8	3
CC174	Christian Perspectives on Counseling			3	3-8	3
CC175	Special Topics in Counseling			3	5-8	3
CC176	Human Communication			3	5-8	3
CC177	Intercultural Communication			3	5-8	3
CC178	Social and Cultural Change	3	5-8	3		
Elective	All Major	BS260.1-2	History of Asian Mission 1-2	2	3-8	4
		BS265.1-4	Chinese Language for Mission 1-4	2	1-8	8
		BS262.1-4	Spanish Language for Mission 1-4	2	1-8	8
		BS263.1-4	Korean Language for Mission 1-4	2	1-8	8
		BS267.1-4	English Language for Mission 1-4	2	1-8	8
		CE164	Teaching Introduction	3	3-6	3

		CE165	Education Foundations	3	3-8	3
		CE166	Educational Psychology	3	5-8	3
		CE167	Cross Cultural Adaptation	3	3-8	3
		CE168	Philosophy of Christian Education	3	3-8	3
		CE169	Psychology of Teaching	3	3-8	3
		CE201.1-2	Creative Arts for Christian	2	3-8	4
		CU301	Library Skills	3	3-8	3
		CU310	Research Strategies	3	5-8	3

- 1) Student may take other electives courses from another major and use those credits towards his graduation.
- 2) A student will receive Church Education Teacher Certification upon completing a total of 38 credits (from CE140, 141, 142, 143, 131, 132, 133, 134, 135, 136, 137, 138, 139, 150, 151, 160).
- 3) A student will receive TESOL Teacher Certification upon completing a total of 32 credits (from CE141, 142, 143, 131, 132, 133, 134, 135, 136, 137, 138, 139, 150, 151, 160).
- 4) A student will receive Christianity Counseling Certification upon completing a total of 24 credits (from CE141, 131, 132, 138, 150, 151, CU501, CC171, 172, 173, 174, 175, 176, 177, 178).
- 5) Elementary, Secondary and Music Education Teacher candidates working toward teacher licensure must meet:
 - A. complete at least 120 semester credit hours,
 - B. complete prescribed courses described above in section 3 (Church Education Teacher Certification),
 - C. earn a grade of B or better in all course,
 - D. complete an e-portfolio demonstrating mastery of State of North Carolina standards for teacher candidates. E-portfolio subscription carries a one-time cost of \$130.
 - E. take licensing examinations required for Carolina teacher licensure.

(The State requirement for teacher licensure may change in regards to NC State law.)

Department of Christian Music

Classification	Major	Course Number	Subject	Credit	Semester	Total Credits	
Core	All Majors 15cr. required	CU101	Faith and Good Life	2	1-2	2	
		CU102	Church and Society	2	1-2	2	
		CU103	Bible Overview	3	1-4	3	
		BS104	Life of Christ	3	1-4	3	
		BS116	Worship Overview	2	1-6	2	
		CU106	Hymnology	1	1-6	1	
		CU107.1-2	Special Lecture 1-2	1	1-8	2	
		CU109.1-8	Chapel 1-2	0	1-8	0	
	Christian Music 9cr. required	CM101.1-8	Major Lesson 1-8	3	1-8	6	
		CM410	Graduation Presentation	3	7-8	3	
	Electives	Christian Music	CM179.1-8	Chapel Choir 1-8	2	1-8	16
			CM180.1-8	Church Chorus 1-8	2	1-8	16
			CM181.1-8	Church Orchestra 1-8	2	1-8	16
			CM182.1-8	Church Music Ensemble 1-8	2	1-8	16
CM183.1-4			Oratorio Class 1-4	2	3-8	8	
CM184.1-2			Opera Class 1-4	2	1-8	8	
CM111.1-4			Voice Class 1-4	2	1-8	8	
IN112.1-4			Piano Class 1-4	2	1-8	8	
CM113.1-4			String Class 1-4	2	1-8	8	
CM114.1-4			Brass Class 1-4	2	1-8	8	
CM115.1-4			Composition Class 1-4	2	1-8	8	
CM190.1-2			Choral Literature 1-2	2	3-8	4	
CM191.1-2			Sacred Music Score Study 1-2	2	3-8	4	
CM192.1-2			Church Music Skills 1-4	2	1-8	8	
CM193			Music in Christian Culture	3	3-8	3	
CM194.1-4			Congregational Hymn Survey 1-4	2	3-8	8	
CM195			Music for Worship	2	3-8	2	
CM199	Practicum in Church Music	2	7-8	2			

Common Electives	All Major	CM101.5-8	Major Lesson 1-8	3	1-8	18
		CM211.1-8	Group Lesson 1-8 (Voice, Piano, Violin, etc.)	2	1-8	16
	Christian Music	CM102.1-2	Rudiments of Music 1-2*	2	1-2	4
		CM103.1-2	Sight Singing & Ear Training 1-2*	2	1-4	4
		CM104.1-2	Harmony 1-2*	2	3-4	4
		CM105.1-2	Music History 1-2*	3	1-2	6
		CM106.1-2	Music Appreciation 1-2	1	3-6	2
		CM107.1-2	Performance Practice 1-2	1	5-6	2
		WT110.1-2	Mixing and Recording for Worship 1-2	3	1-8	6
		WT111.1-2	Visual Presentation for Worship 1-2	3	1-8	6
		WT210.1-2	Computer Study for Christian 1-2	2	3-8	4
		VO111.1-4	Diction (Italian, German, Spanish, Latin)	3	1-4	3
		VO115.1-4	Youth Choir Conducting 1-4	2	5-8	8
		VO116.1-4	Opera Workshop 1-4	3	3-8	12
		IN133.1-6	Piano Accompaniment 1-6	2	1-8	12
		CO142.1-2	Arrangement Practice 1-2	2	3-8	4
		CO143.1-2	Sacred Music Orchestration 1-2	2	5-8	4
		CC151.1-6	CCM Vocal Class 1-6	2	1-8	12
		CC152.1-6	CCM Keyboard Improvisation 1-6	2	1-8	12

1) * indication for availability of competence completion. If approved and granted credits for the course as competence completion, student may take another course within his credit load.

2) Student may take other core or electives courses from another major and use those credits towards his graduation.

3) A student working towards a non-degree program can receive Performance Diploma upon completing a total of 20 credits (more than 6 credits from CM101, 8 credits from CM180, 181, 182, 183, 184, 111, 112, 113, 114, 115, IN133, and 4 credits from CM102 or 103) during the academic year.

4) Students in all ages prior to admission to university can receive Pre-School Diploma upon completing a total of 14 credits (6 credits from CM101, 4 credits from CM180, 181, 182, 183, 184, 111, 113, 114, IN112, and 4 credits from CM102 or 103.) The credits received from Pre-School Program can be used towards degree and graduation requirement at the university.

Course Descriptions

Course Number	Subject	Descriptions
CU101	Faith and Good Life	Having a good faith as basis for a better life. Classroom lectures about the fundamental qualities of faith, and its growth.
CU102	Church and Society	Examines how church and society affect one another, and looks at it's relationship.
CU103	Bible Overview	Deals with the perspective of Holy Bible.
BS104	Life of Christ	Studies the key messages of Jesus Christ through examining His life.
BS116	Worship Overview	A study of different forms and content of the worship
CU106	Hymnology	Deals with the concept and basis of hymns, and how to perform them.
CU107	Special Lecture	Special lecture or address series of well-known person related to CHUN UNIVERSITY's mission.
CU109	Chapel	1 hour weekly.

Course Number	Course Name	Descriptions
BS110	Interpreting Bible	An exploration of the relationship between biblical interpretation and contemporary social issues. Special attention will be paid to the way presuppositions life experience influence how one understands the meaning of both biblical texts and human cultures.
CE102	Mission in the 21 st Century	Building on the modern missionary movement, this course reflects critically on the past while building for the future through the exploration of new opportunities, trends and challenges in local, national and international mission contexts.
BS112	Foundation of Christian Worship	Students explore the meanings, history, various expressions and elements of worship, including the arts, technology, and resources for worship. The course experiences planning and leading worship.
BS113	Christianity and Culture	This course will explore how the Christian message interacts with culture. Utilizing historical, biblical, and theological models of Christianity, the course will examine appropriate involvement of the Christian message with culture.
CE105	Church and American Culture	This course provides an introduction to religious beliefs and behaviors in the United States. While this course will look at influences from earlier centuries, the focus will be upon the last 100 years and the relationship of culture and church in America.
BS115	New Testament	An introduction to the New Testament and the scholarly issues most relevant to its academic study.
BS116	Old Testament	An introduction to the Old Testament and the scholarly issues most relevant to its academic study.
BS117	Spiritual Formation	By engaging in time-honored spiritual practices and learning the interconnections of body, mind, and spirit, students grow in their spiritual formation and faith development.
BS118	Christian Leadership	This course will provide an overview of bible school administration to include basic concepts, policies, practices, and principles of educational leadership at the local, state, and federal levels.

BS119	Church and Community Relations	This course will comprehensively examine communication principles and the variety of forces that are involved in church and community relations.
CE111	History of American Education	This course explores both formal schooling and informal education in America by analyzing the ways in which social and intellectual trends have influenced educational policy and practice.
CE132	Child Studies	This course provides a study of various theories of psychological and psycho-social development and implications of those theories on student learning.
CE1133	School Administration	This course represents a study of personnel administration in public school systems. The course examines selection, orientation, placement, compensation, transfers, separation and staff development of instructional and support staff.
CE134	Teaching in Elementary	Effective methods and materials for teaching math, science, and social studies in the elementary classroom will be presented in this course.
CE135	Technology in the Classroom	An introduction to various technologies used in classrooms with emphasis on microcomputer-based systems.
CE136	Multimedia Design	This course will comprehensively examine the multimedia production process as a tool for instructional presentations. It will introduce, analyze, and review the hardware and software products necessary for success in multimedia production in educational settings.
CE137	Introduction to Church Law	This is an introduction course which examines fundamental issues of church law and ethics as they are applied to the teaching profession. Areas to be studied include educational structure and governance, church/state relations, students' rights, teachers' rights and responsibilities, as well as tort liability.
CE138	Leadership & Coaching	This course will focus on that which makes a school successful. During the course of instruction, students will investigate the nature of instruction, curriculum, assessment, and professional development.
CE139	Public Speaking	A course for beginners in the basic principles of speech directed toward the establishment of habits of good speech.
CC177	Inter-cultural Communication	A study of the relationship between communication and culture with emphasis on factors affecting the processes and quality of interpersonal communication between those of differing cultures and subcultures.
CC178	Social and Cultural Change	Study of past, present and future changes in social structures and cultural patterns. A cross-cultural/comparative approach will be used to examine such topics as modernization, industrialization, cultural ecology, world systems, revolutions, economic development, information society and robotics.
CC176	Human Communication	This course introduces the discipline and multiple fields of communication by surveying the origin, history, and development of the field as well as the basic dimensions, concepts, and theories of human communicative interaction and behavior in both mediated and non-mediated contexts.
CE140	Sunday School Curriculum	Sunday students will gain knowledge and understanding about supervision and curriculum theory and its application to churches today.
CE141	Elementary Education	The purpose of the Elementary Program (K-6) is to provide appropriate learning experience to meet the needs, capabilities, and interests of children in kindergarten through grade six. The program is designed to assist teacher candidates in acquiring knowledge, developing skills, and forming attitudes within a learning environment focused on active involvement and relevant learning activities.
CE142	Church Education	The intent of the course is to prepare church teacher candidates to meet the educational and social needs of students with mild disabilities in grades k-12I. The program is designed to prepare church teacher candidates to provide research-validated instruction and behavior supports to maintain at grade level students with mild disabilities.

CE143	Church History	This course will prepare church teacher candidates to implement a concept-based, developmental appropriate, and process oriented church history.
CE480	Practicum in Church Teaching	A practicum which gives students the opportunity to gain teaching experience. The student will observe a working professional and participate on an expanding level of responsibility. Prerequisites: Successful completion of 15 hrs of regular major course in their program. Requires approval of application and permission of instructor.
CE171	Theories of Counseling	A survey designed to acquaint the student with the underlying principles, major theories, and methods commonly employed in individual counseling.
CE172	Techniques of Counseling	A course that deals with becoming and being a counselor by examining the various agencies, styles, techniques, problems, and categories of counseling.
CE173	Multi-cultural Counseling	An exploration of the lives, issues, and potential counseling problems of various cultural groups.
CE174	Christian Perspectives on Counseling	A survey of Christian approaches to counseling. Emphasis on the development of Christian approaches as they relate to theoretical and clinical advances in the field of counseling. Focus on the theological underpinnings of each approach.
CE175	Special Topics in Counseling	A course presenting various topics and research concerns. The topic will change to meet student demand and interest.
BS260	History of Asian Mission	Examines different Asian cultures including Korea, Japanese, Chinese, and Vietnamese, and studies their characteristics and comparative features. This course may be connected to study abroad programs.
BS265	Chinese Language for Mission	This course stresses all four skills-speaking, listening, reading and writing-of Chinese and allows the student to communicate in everyday situations in a Chinese-speaking country for mission.
BS262	Spanish for Mission	This course stresses all four skills-speaking, listening, reading and writing-of Spanish and allows the student to communicate in everyday situations in a Spanish-speaking country for mission.
BS263	Korean Language for Mission	This course stresses all four skills-speaking, listening, reading and writing-of Korean and allows the student to communicate in everyday situations in a Korean-speaking country for mission.
BS267	English for Missionary	Reading, writing and intellectual skills are excellent preparation for students interested in pursuing careers in public service as well as in a well rounded liberal arts education for mission.
CE164	Teaching Introduction	A study of the organizational procedures, principles and practices that attend the teaching in Sunday School.
CE165	Education Foundations	Designed to aid elementary majors in the Department of Christian Education.
CE169	Psychology of Teaching	Principles of the psychology of teaching, growth and development, and learning; implications for teaching in church.
CE201	Creative Arts for Christian	A kind of group lesson for drawing, craft, production, party planning, recreation, etc. related to religious expression and activities.
CU480	Major Field Internship	2 credits will be given if 32 hours of fieldwork has been completed related to the student's major.

CM101	Major Lesson	Voice, Piano, Orchestral Instruments, Composition, Vocal.
CM410	Graduation Presentation	Half or one hour Recital / Presentation.
CM179	Chapel Choir	2 hours weekly with Wednesday Evening Service
CM180	Church Chorus	2 hours weekly
CM181	Church Orchestra	2 hours weekly
CM182	Church Music Ensemble	2 hours weekly
CM183	Oratorio Workshop	Sacred music from 16th century to present: smaller forms, motets, anthems, cantata, passions, and oratorio.
CM184	Opera Class	Technical and performing aspects of production of light and grand opera as they pertain to singing actors and ensembles.
CM111	Voice Class	A kind of group lesson for church singing.
IN112	Piano Class	A kind of group lesson for piano accompaniment in church.
CM113	String Class	A kind of group lesson for string ensemble at church
CM190	Choral Literature	Introduction to sacred choral music literature: structure and style. Antiquity to present.
CM191	Sacred Music Score Study	An introduction to the study of sacred music scores of selected choral and choral-orchestral works, emphasizing historical and structural viewpoints and application to performance.
CM192	Church Music Skills	Keyboard skills, four-part harmonization of melodies and given bases: improvisation of simple chord progressions in four-part style: basic modulation: transposition on four-part hymns.
CM193	Music in Christian Culture	This course investigates ways in which music reflects and interacts with its cultural milieu. The course includes developing a basic vocabulary of skills in music listening and seeks to develop understanding of and appreciation for a wide variety of musical styles. Extensive use of recordings is supplemented by live performances.
CM194	Congregational Hymn Composition	A composition of the various periods and styles of hymnody in the history of the Western church; and a study of the role for congregational singing and worship.
CM195	Music for Worship	A course designed to acquaint students with the skills for successful church music arranging with emphasis on practical application and adaptability to various situations. Special attention is given to techniques for arranging or adapting music for ensembles with limited instrumentation and/or personnel.
CM199	Practicum in Church Music	This course is designed to provide the church music student with practical experience in a local church under the supervision of his/her major professor. The student will observe a working professional and participate on an expanding level of responsibility.
CM102	Rudiments of Music*	Fundamentals of notation, ear training, music reading. Diatonic harmony up through the dominant seventh chord.
CM103	Sight Singing and Ear Training*	Designed to develop music-reading and related aural skills through practice and application of sight-reading techniques and ear-training procedures.
CM104	Harmony*	Examining the harmonic principals of the tonal language and their evolution through history.
CM105	Music History*	From beginnings of Western civilization to the present. Style analysis, visual and aural, or representative compositions: relationship of music to socio-cultural background of each epoch.

CM106	Music Appreciation	How to listen to music, art of music and its materials: instruments and musical forms.
CM107	Performance Practice	Styles of solo and ensemble performance of instrumental and vocal music: dynamics, tempo, phrasing, ornamentation, improvisation, etc.
VO111	Diction	Drill on phonetics and application of Italian, German, French, Latin to sacred song.
VO115	Youth Choir Conducting	Conducting patterns applied of interpretation. Practice in sight singing. Applied to tone, balance, diction, phrasing, and interpretation for youth.
IN133	Piano Accompaniment	Study and practice of the art of accompaniment using materials from the studio accompaniment and other piano accompanying, piano ensemble.
CO142	Arranging Practice	Scoring for chorus, orchestra, and band.
CC151	CCM Vocal Class	Class instruction in the techniques and singing of CCM focusing on individual and group vocal performance.
CC152	CCM Keyboard Improvisation	Theory and techniques of CCM improvisation with emphasis on functional harmony, melodic form, special scales, tune studies, ear training, and development of style.

Abbreviation of Class Building

MB: Main Building (701 Scaleybark Road, Charlotte, NC 28209)

MH: Mission House (1513 Archdale Drive, Charlotte, NC 28210)

AL: Asian Library (1339 Baxter Street, Charlotte, NC 28204)

Chun University

COMPLAINT/GRIEVANCE POLICY

- I. PURPOSE The purpose of this policy is to establish a student complaint/grievance procedure.
- II. SCOPE/COVERAGE This policy applies to all current students of Chun University.
- III. POLICY STATEMENT Chun University is committed to a policy of fair treatment of its students in their relationships with the administration, faculty, staff and fellow students.
- IV. PROCEDURE Note that a grievance is defined as a matter not falling under the progression policy for academic or non-academic due-process.
1. The student shall file a written complaint using the Student Complaint/Grievance Form.
 2. The completed Student Complaint/Grievance Form should be submitted to any member of the CU Office of Student Affairs in a sealed envelope.
 3. The Associate Dean of Student Affairs will handle the complaint in accordance with the policies of Chun University will review the facts surrounding the issue and will attempt to resolve the complaint.
 4. The complaint will be answered in writing by the Associate Dean of Student Affairs within four weeks of receipt of the complaint, excluding holidays/university breaks.
 5. If the complaint relates to the Associate Dean of Student Affairs, the matter will be handled by the Assistant Dean of Student Affairs following the same procedure.
 6. If the Associate Dean of Student Affairs cannot resolve the complaint satisfactorily, the matter will be referred to an ad hoc committee formed on a case-by-case basis. This will include 3-5 individuals one of whom will have a legal background. Otherwise the committee will be constituted of CU faculty and staff.
 7. If the adhoc committee cannot resolve the complaint satisfactorily, the matter will be transferred to the Dean for appropriate action.
 8. Students may appeal decisions by filing an appeal with the Dean within ten days of receipt of the complaint/grievance resolution. The Dean's decision is final.
 9. A record of the student complaints is kept on file in the Associate Dean of Student Affairs office.
 10. All aspects of student complaints shall be treated as confidential.

Chun University Dormitory Policies

1. **Contract of Lease.** A Contract of Lease must be signed by the Resident and the University representative prior to the student's admittance to the dormitory.
2. **Charges for Utilities.** Free. However, if they decide to bring in their own electrical appliances, they have to pay a monthly fee that is predetermined by the Management depending on the type of appliance.
3. **Payment.** The rent and other bills must be paid only at the University Cashier.
4. **Use of the Unit.** The unit shall be used exclusively by the Resident for lodging purposes and shall not be diverted to any other use.
5. **House Rules**
 - 5.1 **Visitors.** Only the parents of the Resident can be allowed to enter the room with due permission from the matron. All other visitors shall be accommodated at the reception area. Visiting hours are from 8:00 a.m. to 6:00 p.m. only. No visitor, even the Resident's parent/s, is allowed to stay overnight in any dormitory room.
 - 5.2 **Study Hours.** Residents may study inside their room anytime. They are also allowed to study in other areas near the dormitory grounds such as the study sheds from 6:00 p.m. ~ 9:00 p.m. only.
 - 5.3 **Curfew.** All residents must be inside the dormitory premises by 10:00 p.m.
 - 5.4 **Room Inspection.** Matrons have the right to check each unit every night to make sure that everything is in order.
 - 5.5 **Cleanliness inside the Unit and Dormitory Premises.** All dormitory residents are responsible for keeping their rooms and surroundings clean at all times.
 - 5.5.1 Beddings should be neatly arranged.
 - 5.5.2 Clothes should be kept inside the cabinet. No clothes should be hung outside the unit.
 - 5.5.3 Food should be stored only in the refrigerator.
 - 5.5.4 Eating is allowed only in the kitchen or in the dining room.
 - 5.5.5 Waste segregation should be observed.
 - 5.6 **Dangerous Materials and Fire Hazards.** The Resident shall not bring into the dormitory premises any material, machinery or equipment that can expose the University, the Dormitory and its occupants to danger or increase fire hazard.
 - 5.6.1 Bringing electrical appliances is allowed provided that such appliances are checked and registered at the Matron's Office prior to use.
 - 5.6.2 Keeping matches and lighters inside the rooms is strictly prohibited.
 - 5.6.3 Residents are not allowed to cook inside their rooms. Microwave ovens are provided for warming food in the dining hall and the common kitchen.
 - 5.6.4 Any outdoor antennae cannot be used or installed by Residents inside or outside the Dormitory.
6. **Unit Reservation.** If the Resident wishes to continue leasing the unit in the succeeding school year, he/she must make a reservation on or before May 31. Otherwise, such unit shall be made available to other interested applicants and any deposit paid by the Resident shall be forfeited in favor of the Management.

7. Vacating the Unit. Upon expiration of the Contract, the Resident must vacate the unit, turn it over in good condition to the Management, and return the unit key to the matron. Subsequently, the Resident should obtain a clearance from the matron's office.

8. Residents should participate in Sunday/Wednesday Services and activities related to church music at Charlotte Presbyterian Church.

9. Offenses and Sanctions

9.1 Minor Offenses. The offenses enumerated in this section are considered minor and are punishable as follows: 1st offense – Verbal reprimand

2nd offense – Written warning, copy furnished the parents/ guardian

3rd offense – Letter of explanation and promissory note, noted by the parents/guardian

4th offense – Classified as a major offense and dealt with by the Student Welfare and Formation Committee

9.1.1 Displaying disorderly conduct

9.1.2 Wearing short pants outside the residential area

9.1.3 Laundering and hanging of clothes outside the unit

9.1.4 Failure to register in the Logbook

9.1.5 Selling any item to other students within the dormitory premises

9.1.6 Allowing outsiders, including but not limited to friends and classmates, to enter the room

9.1.7 Violation of curfew

9.1.8 Failure to turn off the light, orbit fan, or air conditioner

9.2 Major Offenses. The acts listed below are classified as major offenses, sanctions for which are determined by the Student Welfare and Formation Office.

9.2.1 Smoking

9.2.2 Possession and drinking of liquor

9.2.3 Possession and bringing in of prohibited drugs, pornographic materials, and dangerous stuff

9.2.4 Spreading rumors that malign the reputation of other occupants

9.2.5 Immoral acts including public display of affection

9.2.6 Sleeping in a dorm room other than his/her own

9.2.7 Vandalism

9.2.8 Deliberately destroying dormitory facilities, such as door knob, glass window, screen door, etc.

9.2.9 Unauthorized use of electrical appliances, including ironing of clothes inside the dormitory premises

9.2.10 Cooking inside the room

9.2.11 Littering

9.2.12 Non-compliance with the waste segregation program of the University

9.2.13 Gambling

9.2.14 Stealing or attempting to steal money and other property

9.2.15 Giving or lending a dormitory sticker to an outsider for the latter to avail of privileges accorded to a Resident

9.2.16 Habitual disregard or repeated willful violation of established Dormitory policies, or fourth commission of a minor offense.

Faculty and Staff

Faculty

Kihoon CHA, MM. (Westminster Choir College, Karlsruhe School of Music), Choir, Rudiments of Music, History of Music, Musicology.

Sunny CHUN, MA., L.D. (Lenoir-Rhyne University), Christian Education, Worship Overview.

Yeongkee LEE, Ph.D. (New York University), Music Education, Voice, Christian Music, Stage Director.

Sae Jung PARK, D.M. (Indiana University), Sight Singing & Ear Training, Vocal Ensemble, Hymnology.

Barbara PEACOCK, D. Min. (Gordon Conwell Theological Seminary), Faith & Good Life, Bible Overview, Church & Society, Life of Christ.

Adjunct Professor

Tanja BECHTLER, MM. (Manhattan School of Music), Cello.

Jane Hart BRENDLE, MM. (University of North Carolina at Greensboro), Violin, Orchestra.

Nata DOLNIK, DMA. (Saradgishvili Conservatory of Georgia), Piano. Piano Pedagogy.

Andrzej DUTKIEWICZ, DMA. (National Chopin Music University, Eastman School of Music, University of Rochester), Composition, Piano, Music Theory.

Mila GILBODY, MM. (University of South Carolina), Violin.

Noah KIM, DM. Candidate (University of Texas Theological Seminary), Orchestra Conducting.

Sanghyun KIM, MFA. (University of Cincinnati), AS. (Indiana University), Sound Design, Audio Technology.

Hellen CHA-KIM, M.Div. (Princeton Theological Seminary), Korean Language, Library and Information Resources, Drawing for Christian.

Sangmin LEE, Ph.D. Candidate (Kukmin University, Köln National School of Music), Oratorio, Opera. Musical, K-Pops, Representative of Top Music Inc.

Yunah LEE, MM. (Juilliard School of Music), Soprano, Diction, Opera, A former member of New York City Opera.

Myeonghun SONG, MA. (Ewha University), Korean Language, Korean Culture.

Hyung YUN, MM. (Curtis Institute), Baritone, Voice, Opera, A member of Metropolitan Opera.

Instructor

Brooke ADAMS, BA. (Hunter College), Accompanist, Piano.

Nina CHEN, BA. (Beijing Arts Institute), Chines Language.

Lauren WHITE, BA. (University of Southern California), English Language.

Staff

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Lisa Chun BIRKOS, J.D. (University of North Carolina at Chapel Hill), Dean of Budget and Planning.

Daniel CHUN, J.D. (University of North Carolina at Chapel Hill), Dean of Legal Affairs.

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Hellen CHA-KIM, M.Div. (Princeton Theological Seminary), Library and Information Resources.

Gbenga ALUCKO, MD. Health Care.

Linda Ann TRAVIS, Director of Public Relations. 704-332-4167