

HONG KONG ADVENTIST COLLEGE



BULLETIN
2020 – 2022

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CONTACT INFORMATION

MAIN NUMBERS

Main Office Number

(852) 2719-1668; 3727-0000

Main Fax Number

(852) 2358-1055

ADMINISTRATION

President	3727 – 0160
Academic Dean	3727 – 0114
Associate Academic Dean	3727 – 0113
Business Manager	3727 – 0118
Dean of Students	3727 – 0119
Registrar	3727 – 0111

DEPARTMENT CHAIR

Business	3727 – 0111
Diploma in Pre-University Studies	3727 – 0121
General Education	3727 – 0111
Health	3727 – 0134
Music	3727 - 0140
Pre-Nursing	3727 – 0113
Psychology	3727 – 0135
Religion	3727 – 0189

SERVICES

Accounting Office	3727 – 0116 (Student Finance)
Accounting Office	3727 – 0117
Accountant	3727 – 0136
Accountant	3727 – 0137
Alumni Affairs	3727 – 0141
Bayview Church	2719 – 6177; 3727 – 0181
Business Development, Director	3727 – 0280
Cafeteria	3727 – 0282
Chaplaincy	3727 – 0142; 3727–0266
Health Education Center	2623 – 0216; 3727 – 0280
IT Technician	3727 – 0144;
IT Manager	3727 – 0288
Library	3727 – 0272; 3727 – 0273
Maintenance	3727 – 0289
Men's Dormitory	3727 – 0192
Marketing	2719 – 1668
Student Counselor	3727 – 0156
Women's Dormitory	3727 – 0191

ADDRESS

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WEBSITE

www.hkac.edu

ACCREDITATIONS

ADVENTIST ACCREDITING ASSOCIATION OF SCHOOLS AND UNIVERSITIES OF THE SEVENTH-DAY ADVENTIST CHURCH (AAA)

Hong Kong Adventist College, under the Seventh-day Adventist Schools Organization (Hong Kong) Limited, is accredited by the Adventist Accrediting Association (AAA) of Schools and Universities of the General Conference of Seventh-day Adventists in Washington DC, USA.

HONG KONG COUNCIL FOR ACCREDITATION OF ACADEMIC & VOCATIONAL QUALIFICATIONS (HKCAAVQ)

The Diploma of Pre-University Studies (DPUS) is a QF level-3 program accredited by the Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ). It is registered with the Education Bureau of Hong Kong (Registration Number: 13/000572/L3).

REGISTRATION

EDUCATION BUREAU OF HONG KONG AND NON-LOCAL COURSES REGISTRY

Hong Kong Adventist College is registered as a post-secondary institution with the Education Bureau of Hong Kong (Registration Number: E.D. 1/28221/60). The Andrews University affiliated programs: BA in Religion (Registration No. 261684), BHS in Wellness, with an Emphasis in Fitness (Registration No. 262892), BS in Psychology (Registration No. 261680), and AS in General Business (Registration No. 262891) are registered under the Non-local Course Registry as non-local bachelor degrees.

AFFILIATION

Andrews University, Berrien Springs, Michigan 49104, USA

Andrews University is an educational institution of the Seventh-day Adventist Church. In addition to its accreditation by the Adventist Accrediting Association since 1933, Andrews University is also accredited by the Higher Learning Commission (in USA) since 1961, with its current term of accreditation extending through 2026–2027.

Hong Kong Adventist College has an affiliation agreement with Andrews University since 2007. Andrews University has approved the BA in Religion, BHS in Wellness (with an Emphasis in Fitness), BS in Psychology, and AS in General Business curricula, and their related general academic programs at Hong Kong Adventist College. This affiliation makes it possible for Hong Kong Adventist College students to obtain a bachelor's degree in the above-mentioned majors from Andrews University while studying at Hong Kong Adventist College.

The above Andrews University affiliated programs are registered under the Non-Local Course Registry as non-local bachelor degrees with the Education Bureau of Hong Kong on the basis of their accreditation in their own country (USA). The curriculum and degree requirements of these programs are developed by Andrews University and clearly described in the affiliation agreement between Andrews University and Hong Kong Adventist College.

MEMBERSHIPS

ASSOCIATION FOR THEOLOGICAL EDUCATION IN SOUTHEAST ASIA (ATESEA)

Hong Kong Adventist College is currently a member of the Association for Theological Education in Southeast Asia. This agency is the largest accrediting agency for theological education in Southeast Asia with 65 member institutions.

ENGLISH LANGUAGE ASSESSMENT CENTER

Test of English as a Foreign Language Internet-based Test (TOEFL iBT)

Granted the Certificate of Authorization (STN11852A) by Education Testing Services (ETS) in 2008, Hong Kong Adventist College is one of the centers for the delivery of ETS's Internet-based TOEFL in Hong Kong.

TOEFL iBT is used to measure candidate's ability to use and understand English at the university level. It is recognized by more than 8000 colleges, universities, and agencies in more than 130 countries. TOEFL iBT is only conducted on Sundays in HKAC center.

Scholastic Assessment Test (SAT)

Hong Kong Adventist College was registered as the center for SAT in 2008 to accommodate students in the English Secondary School section who are interested to pursue their studies in the United States of America. SAT which was designed to test general reasoning skills of college-bound students based on the knowledge and skills developed throughout high school consists of Writing, Critical Reading, and Mathematics.

OUR HISTORY

The educational program conducted by Seventh-day Adventists in China had its beginning in the south. In 1903 the Church opened its first school taught in Chinese. This school was conducted especially for girls and was called "**The Bethel Girls' School**". Miss Ida THOMPSON acted as the first principal.

Shortly after, Pastor Edwin Hymes WILBUR established the "**Yick Chi Boys' School**". However, because of some difficulties, this school was closed down after several years of operation. It was reopened in 1915 under the direction of Pastor A. L. HAM, and renamed "**Sam Yuk School**". This name in later years became prominently identified with Seventh-day Adventist education throughout Asia.

This first Sam Yuk School prospered. As a result, suitable ground was purchased in the eastern part of the city of Guangzhou. In 1922 a school was erected. As soon as the new buildings were ready for occupancy, the Bethel Girls' School and Sam Yuk School were incorporated as a part of the new co-ed system known as "**Sam Yuk Middle School**". With the beginning of the Sam Yuk School in 1915, the educational work of Seventh-day Adventists in China followed somewhat the same pattern as those conducted in the United States and Europe, catering specifically to the education of Seventh-day Adventist children. Following this plan, the Sam Yuk Middle School served the Guangzhou, Hakka, and Guangxi Missions in the South China region.

In 1935 the South China Union Mission at its biennial session voted to take over the direction of the Sam Yuk Middle School and to rename it "**South China Training Institute**". It was further voted that the school would serve the provinces of Guangdong, Guangxi, and Fujian.

Following the rise of turmoil in China as a result of the Sino-Japanese War in 1937, the school was moved to Hong Kong and temporarily established in Shatin in the New Territories. During this time, the China Training Institute (Junior College) from Central China was also moved to the same quarters and the school was given the double name, "**The China and South China Training Institute**". Soon after this, 40 acres of land was purchased at Clear Water Bay, Kowloon, Hong Kong. Two years later after the buildings were completed, the school was moved to the present site.

When World War II was over, the school first operated at its former site in the district of Tung Shan in Guangzhou and remained there for one year. Then, in December 1947 the school moved back to Clear Water Bay, Hong Kong. Though the school from its inception had to make frequent moves as a result of calamities of war, God's hand was constantly over the school. In 1958 when the need was felt for further training opportunities for Seventh-day Adventist youth, the Far Eastern Department of Seventh-day Adventists (renamed in 1995 as the Asia-Pacific Department) authorized the South China Island Union Mission to open a college to be operated in connection with the secondary school on the campus at Clear Water Bay. A college curriculum was introduced in 1962 and the school name was officially changed to "**South China Union College**" in 1964.

In 1981 the constituency of the South China Island Union Mission officially divided South China Union College into two institutions and adopted the name of "**Hong Kong Adventist College**" to identify the college program as a separate entity from the secondary program of Sam Yuk Middle School. The College was subsequently registered with and approved by the Education Department of Hong Kong.

DATE CHART HISTORY

1903	<i>The Bethel Girls' School</i> opened in Canton.
1905	<i>The Yick Chi Boys' School</i> was also opened.
1914	Bethel Girls' School was relocated at Tung Shan (Canton), and renamed Canton Middle School (Cantonese Intermediate School) .
1915	After being closed for a time, The Yick Chi Boys' School reopened as the Sam Yuk School .
1917	The Canton Middle School and Sam Yuk School moved to the east side of Guangzhou.
1922	The Canton Middle School and Sam Yuk School merged and became the Sam Yuk Middle School .
1935	The South China Union Mission took over the direction of the Sam Yuk Middle School and renamed it China Training Institute .
1937	The China Training Institute moved to Shatin, Hong Kong, and joined the China Training Institute (Junior College) from Central China and was named South China Training Institute .
1939	The South China Training Institute moved to new facilities at Clear Water Bay in September.
1942	The South China Training Institute moved to Laolong, Guangdong Province.
1946	The South China Training Institute moved to Tung Shan (Canton).
1947	The South China Training Institute moved back to Clear Water Bay and was renamed South China Union Academy .
1949	The South China Union Academy was renamed South China Island Union Academy .
1953	The General Conference authorized the South China Island Union Academy to have a two-year post-secondary school.
1958	The South China Island Union Academy name was changed to South China Union College .
1969	The General Conference authorized the South China Union College for four-year post-secondary work leading to the Bachelor of Theology degree.
1972	South China Union College was combined with Taiwan Missionary College to form a new school, South China Adventist College .
1976	South China Adventist College was separated from Taiwan Adventist College.
1981	South China Island Union Mission officially divided the college into two separate entities - Hong Kong Adventist College (HKAC) for the college program and Sam Yuk Middle School for the secondary school program.
1982	HKAC implemented affiliation with Loma Linda University.
1995	The College began a major redevelopment program to be completed in 1997.
1997	The building program was completed - Sam Yuk Middle School moved to the new classroom building in December.
1998	HKAC offered a new program for the Secondary 6 students - Hong Kong Advanced Level.
1999	HKAC was affiliated with Walla Walla College and received accreditation by the Northwest Association for Schools and Colleges.
2000	HKAC was registered with the Non-local Courses Registry in Hong Kong to operate the Walla Walla College affiliation programs.
2006	The Sam Yuk Health Education Center established.
2007	The Sam Yuk Middle School was phased out and the English Secondary Section program was launched in its place.

2007	HKAC was affiliated with Andrews University in the Bachelor of Arts in Religion Degree.
2008	HKAC was affiliated with Andrews University in the Bachelor of Science in Psychology Degree.
2008	HKAC acquired the status of a TOEFL center and a SAT center.
2009	HKAC was affiliated with Andrews University in the Bachelor of Science in Health Degree.
2009	HKAC affiliated with Griggs University to offer a Bachelor of Science in Business Management Degree.
2010	The Education Bureau of Hong Kong approved the proposal to establish Hong Kong Adventist Academy.
2011	HKAC accepted the offer as an IELTS Partner Agent for the British Council, Hong Kong.
2011	HKAC's application to offer Associate in Business Degree was approved and the program accredited by the Hong Kong Council of Academic Accreditation and Vocational Qualifications.
2011	Hong Kong Adventist Academy opened for primary and secondary instruction.
2012	HKAC's application to offer Diploma in Pre-University Studies was approved and the program accredited by the Hong Kong Council for Academic Accreditation and Vocational Qualifications.
2014	Phased out of Associate in Business Degree Program.
2014	Opening of Fitness Center.
2014	The operation of Chinese Adventist Seminary (former named "Griggs University Asia") moved from Chinese Union Mission to HKAC under the supervision of HKAC.
2015	Opening of the Counseling Service Center
2017	HKAC started the Student Ambassador Program
2017	HKAC signed a Memorandum of Understanding with Eureka College, IL, USA to start Student Exchange Program and Study Abroad Program.
2018	HKAC was affiliated with Andrews University in the Associate in General Business Degree Program.
2019	HKAC was articulated with La Sierra University
2019	HKAC started the Pre-Nursing track with Andrews University
2019	HKAC signed a Memorandum of Understanding with Southern Adventist University and Andrews University to Study Abroad Program.

OUR MISSION AND PHILOSOPHY

MISSION

Empowering students to grow in Christ spiritually, physically, and intellectually

VISION

Transforming students into the likeness of Christ through Christian education and services

MOTTO

Striving to do better

VALUES

Accessible: Accessible to all genders, races, ages, and religions

Affordable: Affordable to all who seek to be educated

Accountable: Accountable for all we do, all we teach, and all we represent

PHILOSOPHY

Hong Kong Adventist College offers a Christian education based on the following philosophy of the nature of God, man, and truth:

God is the origin of all truth, the prime mover of all human affairs, the Creator of life, form, thought, knowledge, reason, order, harmony, and beauty. He, the sustainer of the universe, is absolute, unchanging, and infinite. Yet, as the embodiment of life, He is intimately interested in each individual in a personal way and in the affairs of the entire human race.

Man is God's unique creation. He was made originally in His image, and was good and perfect in His sight. As a result of sin, man has inherited a tendency to evil. Though influenced by the forces of his heredity and environment, he is capable, through the help of God and the exercise of his own free will, of restoration to his original God-like state of being.

Truth embodies the knowledge of God. Therefore, the search for truth dominates our endeavor. We hold that truth is, consequently, consistent with God's revelation and God's standards at all times. Man's capacity to understand truth, while limited and even perverted by the entrance of sin, still may, with God's help, expand to pursue truth as it widens with every conquest of new frontiers.

The faculty is a group of scholars seeking truth. The College is also a learning environment designed and organized to assist people, who, responding to the call of God for service, seek to prepare themselves for the task of the gospel commission. Consequently, the College is not necessarily confined by walls or fences, or even to a specific geographic location; it reaches out to the constituency, to people who value its expertise and its services.

Knowledge and reality are tangible conceptualizations of truth and may be acquired through logic, human experience, and divine revelation. To be meaningful, however, knowledge must be rediscovered by each learner through study, through the use of the senses, and through mental organization of the facts, concepts, and thought systems surrounding truth. True knowledge is the understanding of reality, which comes from the reordering of facts, skills, applications, and evaluations within the Divine perspective.

The work of education is comprehensive and far-reaching. In terms of redemption, it is synonymous with restoring in man the image of his Maker, the image lost when the human race fell into sin. Education is an environmental influence, emancipating men from ignorance, defeat, and fear and endowing him with the ability to know, to understand and apply; to analyze, and synthesize — in a word, to evaluate wisely and to function comfortably in the context of society's demands. To be educated means to be able to master oneself, to be selfless, and to be humble, flexible, polite, morally pure, ethical, and sensitive, so that the person becomes disciplined, self-fulfilled, and balanced. The work of education is practical, preparing students for this earthly life where they may function effectively in their chosen occupational and living environments and for the greater joys of heavenly life.

The immediate task of the College is to foster an atmosphere for learning that follows the purposes and principles of Seventh-day Adventist education. The latter allows for spiritual, intellectual, and physical growth. Youth educated in this institution are expected to have a clear understanding of themselves as persons, to develop a mature understanding of life, to learn well the professional skills of at least one academic discipline, to acquire sufficient vocational and communication skills needed to earn a living, and to have a thorough understanding of the culture in which they live.

This development of the whole person, mentally, physically, and spiritually, is implicit in "Sam Yuk" which is found in the Chinese name of the College. A "Sam Yuk" education includes the following general objectives and methods of implementation:

MENTAL

Students acquire knowledge, skills, and attitudes to pursue their chosen careers, avocations, and interests in order to meet the needs of society and the church. In the process of learning, students are encouraged to aim for excellence and to think independently and creatively. In addition, students learn to appreciate their cultural heritage through bilingualism and an understanding of East and West.

Students attend all scheduled classes and may be absent only for excusable reasons. They are encouraged to spend about two hours of study including preparation time for each class period. The general studies requirements, in particular, pursue a broad liberal arts approach in the curriculum.

PHYSICAL

Students learn to appreciate the dignity of physical labor and the advantages of acquiring manual skills. Each student has the opportunity to develop habits that promote health and physical fitness.

Students participate in an on-campus service program as community service, and in physical education courses, which are part of the required curriculum. On campus, they partake in a healthful vegetarian diet provided by the college food service. Students do not use tobacco, alcohol, or other harmful drugs. Of the two weeks of spiritual emphasis that the College has each year, one is related to health.

SPIRITUAL

Students are expected to understand Biblical beliefs as understood by Seventh-day Adventists. They learn to make life decisions based on Christian ethics and values. They associate with teachers who demonstrate caring relationships and commitment to service so that students may emulate these traits.

Students attend weekly Chapel periods and the Week of Spiritual or Health Emphasis (aka

Gospel Week) every term. As part of their curriculum, they enroll in regular classes in Biblical studies. Dormitory students are expected to attend daily worship services and all students are encouraged to attend spiritual activities such as Sabbath worship services, Wednesday prayer meetings, and Adventist Youth programs.

STUDENT LIFE

Student life at Hong Kong Adventist College is designed to help each student understand and appreciate Christianity in the context of a Seventh-day Adventist philosophy of education.

The philosophy aims at facilitating personal growth and maturity. Since character development is the main objective of Christian education, we endeavor to train our students not only in how to acquire knowledge and technical expertise, but also in how to integrate learning into leading a moral life. Thus the College is committed to assisting the student in attaining high moral standards, self-discipline, healthful living, and leadership skills.

The College actively seeks students who are interested in learning from the Bible as the Word of God, participating in worshipping the true God, and desiring to serve in Church and/or society in accordance with God's will.

CHRISTIAN COMMITMENT

The development of the spiritual life of a student is the College's core value. Therefore, spiritual programs for worship and witnessing are vital and regular attendance is expected. As this is a Seventh-day Adventist school, students are expected to respect the Adventist way of life, which emphasizes healthful living and encourages daily devotion and rest and worship on the Sabbath.

CHAPEL / ASSEMBLY

The College conducts weekly Chapel or Assembly. These programs are regarded as a vital part of the total educational process. They address the spiritual and educational needs of the students, promote unity in College life, and provide venues for announcement of events and dealing with general issues of College life. Attendance at these activities is required.

SABBATH OBSERVANCE

Seventh-day Adventists observe Saturday, the seventh day of the week, as God's holy Sabbath day. The purpose of Sabbath observance is a weekly reminder that not human work but God's work is most important to sustain life in this world. The Sabbath is kept from sunset on Friday evening to sunset on Saturday evening. This means the campus community refrains from weekly activities such as work, study, entertainment, amusement, among others. All preparations for the Sabbath such as the cleaning of dormitories or the preparation of clothing are to be completed before the Sabbath begins. All students, staff, and faculty as well as visitors are requested to respect the Sabbath.

CHURCH SERVICE

The Bay View Church of Seventh-day Adventists welcomes students who are interested in church fellowship. In principle, the Church Pastor serves on the faculty of the College. There is a close cooperation between the two institutions in the offering and planning of spiritual activities.

Hong Kong Adventist College considers spiritual services as part of educational training for character development and spiritual growth. Thus, worships are part of dormitory living. Dormitory students are encouraged to participate in prayer meetings, vespers, Adventist Youth meetings, Sabbath school, and Divine Worship which are scheduled by the Bay View Seventh-day Adventist Church.

WEEK OF SPIRITUAL / HEALTH EMPHASIS

Once per term, the College conducts a week of spiritual emphasis involving a special speaker, prayer bands, and other related activities. These weeks are among the high points in the school calendar.

OTHER SPIRITUAL ACTIVITIES

In addition to the spiritual activities listed above, students may also join the Church choir, singing groups, the Adventist Youth organization, evangelistic efforts, and other witnessing activities. Special training seminars are also held occasionally.

HEALTH

Each student is expected to live according to the principles of health. A balance between study, recreation, work, and other aspects of living is desired.

GENERAL STANDARDS

High standards of Christian conduct are expected of every student. These include standards for dress and deportment.

Broadly speaking, students are expected to dress modestly, neatly, and appropriately with no extremes in hairstyles, adornment, or cosmetics that draw undue attention to oneself. No excessive jewelry should be worn.

The language used on campus should reflect the refinement and usage expected of educated persons.

The literature and reading materials brought on campus should be elevating and inspiring; pornographic materials are not allowed in the College. The music played on campus must also be of a high artistic and moral standard. Loud, distracting music is not acceptable and may lead to the confiscation of the musical instrument or equipment.

Tobacco, alcoholic beverages, illegal drugs, gambling, weapons, or anything else that reflects a violation of the laws of Hong Kong are prohibited; the College will not hesitate to involve the police authorities, if necessary. Failure to abide by these general standards or other regulations as published and announced may result in disciplinary action.

PROFESSIONAL CLUBS

Students may organize extra-curricular clubs after consulting with the Dean of Students. There are dormitory and collegiate musical organizations. In addition, academic clubs, under the direction of the Department Chairs, exist to cater to the interests of students in various curriculum areas.

RECREATION AND SPORTS

The College has facilities for recreation and sports: a gymnasium, a fitness center, basketball and volleyball courts, and a play field for football and other events. A paved circular roadway on campus can be used for jogging or walking exercises.

SOCIAL AND CULTURAL EVENTS

The social and cultural events of the entire year are planned and scheduled in the school

calendar. There are a number of formal events each year. These events are designed to help students attain refinement in taste and deportment for social and cultural affairs.

STUDENT HANDBOOK

Further details of the behavior expected of each student are given in the *Student Handbook*. Each student is expected to be familiar with these published regulations and guidelines.

STUDENT LIFE COUNCIL

Students' participation in the affairs of the College is exercised through the Student Life Council. This Council organizes programs and activities that enhance students' intellectual, social, and spiritual development and allows students' input in administrative decisions. Thus, students joining the Student Life Council gain experience, and learn to become leaders.

STUDENT SERVICES

ACADEMIC ADVISEMENT

Each Department Chair acts as an academic advisor for students in his or her department. If a student is undecided on a major, he or she should consult with the Academic Dean or with the faculty of the Department offering those courses in which the student is most interested.

CAREER AND COUNSELING

Personal and professional counseling is coordinated through the office of the Dean of Students. Should needs arise, the Dean of Students will work closely with Department Chairs and Residential Deans to make referrals and coordinate support for the well-being of students, and even their families. Counseling services is available in our Counseling Service Center.

COMMUNITY SERVICE

The College believes in the dignity of labor. Each member of the College is encouraged to participate in community and social service. The College provides activities involving manual labor, community work, or other services programs to develop this concept.

COMPUTER FACILITY

Computers at the Library with internet connection are available for students to use. Each student will receive an account from the Information Technology Manager with the obligation to comply with the computer use and regulations.

DORMITORIES

A student may apply to reside in the campus dormitory. Since students share furnished rooms, this arrangement allows for social skills development and presents many opportunities for independent as well as cooperative living.

FOOD SERVICE

Balanced vegetarian meals are served in the College cafeteria. The residence fee for dormitory students includes meals in the cafeteria. Day students may eat meals in the Cafeteria at a discounted price.

HEALTH SERVICES

Minor health problems are cared for by the school nurse on campus. Referrals can be made, whenever necessary, after initial assessment. The nurse has a list of medical practitioners that students may visit for consultation.

LIBRARY

The College library supports the academic program with a wide variety of educational materials. There are about 50,000 volumes, including a collection of audio-visual equipment and materials, and 105 current periodical subscriptions. Students will find learning materials readily available in the open stacks.

ORIENTATION

During the opening days of the school year, an orientation to college life is conducted. This event not only helps students to adjust to the school but also assists school personnel in understanding students' needs. Placement tests in English language ability may be administered at this time.

PUBLICATIONS

Students, under faculty sponsorship, are responsible for the publication of the yearbook, the **Clarion**. The Marketing Department is responsible for the student-faculty directory, **Faces**.

SPECIAL EDUCATIONAL NEEDS (SEN) ACCOMODATIONS

Hong Kong Adventist College accepts and appreciates diversity in its students, including students with SEN. We recognize at least three types of SEN: Physical and Sensory Disabilities, Learning and Developmental Disabilities, and Mental Illness.

Students with documented SEN are encouraged to inform the College of their disability by contacting the SEN Committee (SENCom) Team via the email address at diverseability@hkac.edu and enter into a dialogue regarding ways in which the College might reasonably accommodate them.

If a student suspects his/her learning difficulties are related to any SEN, he or she is strongly advised to contact the instructor, the dormitory dean, or the SEN Com as soon as possible. All information is handled in the strictest confidence.

Hong Kong Adventist College also provides short-term counseling and testing services to all students on campus at the Counseling Service Center located in Rm 116, Administration Building. Students who need such service may call 3727-0155 during office hours to set up an appointment.

Types of SEN

Common categories for each type of SEN include but not limited to the following:

Type 1: Physical and Sensory Disabilities

- a. Physical Disability
- b. Hearing Impairment
- c. Visual Impairment
- d. Visceral Disability
- e. Speech and Language Impairment

Type 2: Learning and Developmental Disabilities

- a. Attention-deficit / Hyperactivity Disorder
- b. Autism Spectrum Disorder
- c. Specific Learning Difficulties

Type 3: Mental Illnesses

- a. Mood Disorders
- b. Anxiety Disorders
- c. Psychosis

SEN Committee

The SEN Committee (SENCom) is responsible to the Academic Dean. The purpose of the committee is to provide support to students who have special educational needs. It also advises the administration on related policies and their implementation.

Membership

The SENCom shall comprise of:

Academic Dean (Chair)

Dean of Students

Psychologist / counselor

School Nurse

A Faculty member with relevant knowledge

The meeting schedule and functions of the SENCom, the process used to identify students with SEN, and the SEN Notification Form are provided in the Student Handbook.

SPIRITUAL ASSISTANCE

The Church Pastor, the Chaplain, and the Faculty are available for spiritual assistance and counseling. Dormitory students should seek the Residential Deans for their spiritual and personal welfare.

STUDENT AMBASSADOR PROGRAM

Purpose

To recruit spiritual, mission minded, mature, and responsible Adventist College students from North America to come to study and serve as student helpers for one year.

Objectives

- To increase the spiritual atmosphere on campus
- To encourage students' to speak English on campus
- To assist in enhancing students' academic performance
- To enrich an international image of the College

FINANCIAL INFORMATION

The educational program at the College represents a substantial investment on the part of the Seventh-day Adventist Church. The tuition and fees paid by each student defray only a part of the total cost of instruction. Each year much of the operating cost is provided by generous subsidies from the Church and friends of the College.

It is the policy of the College to keep tuition and all other charges at a minimum. When absolutely necessary, actions deemed will be taken by the Board of Trustees to revise the charges to meet rising costs. The College reserves the right to do this without prior notice.

FEES AND CHARGES

APPLICATION FEE

Application fee for each academic program is published annually by the Business Office. Application fee is not refundable.

TUITION FEES

Tuition for each academic program is published annually by the Business Office. It is usually paid no more than one month before the beginning of each semester. The entire amount may be settled at registration if the student is enrolled into the affiliated program, or monthly installment may be set up if the student is enrolled into the non-affiliated programs. For students who have financial difficulties, payment may be settled by 4 equal installments subject to arrangements with the Business Office.

GRADUATION FEE

The graduation fee is published annually by the Business Office. It is collected in January of the year of graduation when the student's final year's program has been cleared by the Registrar and Academic Dean, showing that it is possible and reasonable for the student to complete all graduation requirements before the commencement service.

FOREIGN STUDENT DEPOSIT

A student whose home is not in Hong Kong or Macau is required to pay a Foreign Student Deposit. The amount of foreign student deposit is published annually by the Business Office. This deposit will be held in trust until the student is ready to return to his or her homeland after all outstanding school expenses have been covered.

The Foreign Student Deposit will be refunded in full if a student's application for a student visa is denied by the Immigration Department of the Hong Kong Government. If a student decides not to attend for any other reason, a service charge of an amount to be published annually by the Business Office will be deducted.

OTHER MISCELLANEOUS FEES (NON-REFUNDABLE)

The amount for each is confirmed annually by the Business Office.

Table 1. HKAC Miscellaneous Fees

Late registration	HK\$ 500
Changes in registration	HK\$ 100
Examination outside of schedule – per examination	HK\$ 500
English Proficiency Test	HK\$ 200
Official transcripts:	
Local address	HK\$ 100
Foreign address	HK\$ 150
Express service (local)	HK\$ 350
Express service (overseas)	HK\$ 500
Replacement copy of diploma	HK\$ 500
Recording fee for non-traditional credits:	
Credit by external examination	HK\$ 500
Credit by Proficiency examination	HK\$ 500
Credit by correspondence study	HK\$ 500
Credit for experiential learning	HK\$ 500
Waiver examination	HK\$ 250

LATE REGISTRATION

A student registering after the designated day(s) is charged a late registration fee (see above table). A late registrant may be required to take a reduced course load and is responsible for all missed work. No student may register after the first week of a semester, unless otherwise approved by the Academic Dean.

CHANGES IN REGISTRATION TO AUDIT

A student entering or withdrawing from any subject to “audit” after the “last day to enter any class” as published in the school calendar will be charged a fee (see above table) each time.

EXAMINATIONS OUTSIDE OF SCHEDULE

A final examination may be expected in all regular subjects. A student is expected to take final examinations as officially scheduled. Failure to do so may result in a reduction of grade or failure in the subject. A final examination may only be rescheduled with the approval of the Academic Dean. If an individual takes an exam at a time other than the official scheduled time, a fee (see above table) will be charged.

HKAC OFFICIAL TRANSCRIPTS

At the request of the student, the Registrar's Office will provide, without charge, one transcript of credits as recorded on the permanent record. Additional copies will be charged according to the table above and need to be paid in advance. Transcripts are sent directly to organization(s) or authorized official(s) only upon the written request of the student. An official transcript may only be sent to an organization or official. A transcript issued directly to a student or to an individual will be stamped as "**Issued to Student**".

Transcripts are ordinarily issued and sent by Registered Mail within 5 working days from receipt of a written request. Either a local or overseas service charge (see above table) will be levied for earlier issue of a transcript or for sending a transcript by courier or other express services.

In all cases, a student or an individual must obtain a financial clearance from the Business Office before a transcript shall be issued, including the one provided without charge.

ANDREWS UNIVERSITY OFFICIAL TRANSCRIPTS

For request of Andrews University official transcript, an online application is available at this website:

<http://www.andrews.edu/services/registrar/forms/transcript-request.pdf>

The students may contact transcripts@andrews.edu if they have questions about their transcript requests.

REPLACEMENT COPY OF DIPLOMA

If an individual requires a replacement copy of the diploma, a fee (see above table) will be charged.

NON-TRADITIONAL CREDIT

Credit by External Examination

Credit may be granted by the Academic Council upon the presentation of satisfactory proof that equivalent examinations at a tertiary level have been passed at a standard required by the College.

Only a grade of "S" (Satisfactory) will be recorded. A fee (see above table) per subject will be charged.

Credit by Proficiency Examination

A student, who has taken similar training in a different setting than a subject listed in the Bulletin and who can submit evidence that similar content has been covered as stated in a teacher's subject outline, may petition the Academic Council for a proficiency examination. If the petition is approved, the student will be given an examination set by a faculty member appointed by the Academic Council. Upon passing the examination and upon payment of tuition, credit equivalent to the existing Hong Kong Adventist College subject will be recorded on the student's record.

Only an "S" grade will be recorded. The examination may be attempted only once. The proficiency examination may not be used to change grades in subjects previously attempted or audited. A fee (see above table) per examination will be charged.

Credit by Correspondence Study

A maximum of sixteen credits may be granted for work done through accredited correspondence study while in residence at the Hong Kong Adventist College. Written permission must be obtained from the Academic Council before correspondence study commences. Correspondence study is included in calculating overall academic load. All work done by correspondence must be completed by one semester prior to graduation.

Credits from accredited correspondence study earned prior to admission are transferable on request and upon recommendation of the Department Chair. A request for transfer of correspondence study credits should be made in the first year of residence. A fee (see above table) per subject will be charged.

Credit for Experiential Learning

A student who has learning experience outside a college setting may petition the Academic Council to receive credit. A student must submit a portfolio or documentary evidence from a supervisor on the nature of the learning experience. Credit granted must correspond to current subject offerings. An examining committee, consisting of the appropriate Department Chair, one faculty member teaching an equivalent subject, and one faculty member from another discipline, will evaluate the materials and recommend credit to the Academic Council. After Academic Council approval and upon payment of tuition, credit will be recorded in the student's permanent record.

Only a grade of "S" (Satisfactory) will be recorded. A fee (see above table) per subject will be charged.

WAIVER EXAMINATION

A student with prior experience or training who desires to be exempt from a specific academic subject or requirement may request for a waiver examination. A fee (see above table) is charged for this special examination which may only be attempted once. No credit is recorded in the student's permanent record for a waiver.

PAYMENT

Tuition and residence fees must be paid on the first working day of each month.

An account that is past due will be charged interest at 0.5% per month on any unpaid balance. Any student whose account is past due from the previous year must pay in full before registering for the current school year.

RESIDENCE EXPENSES

Monthly residence fees include both food and lodging for those living in a dormitory. A student who enters the dormitory after the beginning of the month will be charged on a daily basis for the portion of the month he or she uses the facility. School and/or public holidays do not affect monthly fee charges.

TUITION REFUND POLICY

Tuition refunds are given to students who withdraw from the College or drop individual courses during the academic term. The refund shall be calculated using the method below and shall be based on the date when all the appropriate drop forms with all the required signatures are completed and filed with the Registrar's Office.

If a student withdraws from the College within the first ten calendar days of a semester, tuition paid will be refunded less a handling fee (amount to be determined annually by the Business Office). This applies also to a student who has completed registration and withdraws from College before a semester starts).

- A. All fees paid less application fee will be refunded if the course is withdrawn or not offered.
- B. On premature cessation of the course, all fees and charges that have been collected in respect of any part of the course failing to be conducted on or after the date of the cessation will be refunded within 1 month of the premature cessation.

AFFILIATED COLLEGE PROGRAMS

	<u>Fall and Spring Semester</u>	<u>Summer Session</u>
100%	1 st – 10 th calendar day	1 st – 3 rd calendar day
70%	11 th – 17 th calendar day	–
50%	18 th – 24 th calendar day	4 th – 10 th calendar day
0%	25 th – last day of semester	11 th – last day of term

HONG KONG ADVENTIST COLLEGE PROGRAMS

Tuition paid is non-refundable once paid.

DIPLOMA IN PRE-UNIVERSITY STUDIES PROGRAM

Tuition paid monthly is non-refundable once paid.

NOTE:

The date of withdrawal is determined strictly by the date of submission of the completed withdrawal form. School and/or public holidays are not deducted in determining the number of weeks from the time of registration to the date of withdrawal.

FINANCIAL AID & SCHOLARSHIPS

The financing of an education at Hong Kong Adventist College is the responsibility of the student and the parents or guardians of the student. When a financial need exists, financial aid may be available. The amount of financial aid available through Hong Kong Adventist College is dependent upon the overall resources of the College and upon the generosity of donors. Financial aid is provided primarily on a basis of need as determined by the difference between college expenses and personal/family resources.

In order to apply for financial aid, a student must submit a Financial Aid Application and full financial details of his or her personal and family financial resources. Financial Aid Application forms are available from the Business Manager.

The following grants and scholarships are available:

CHAN SHUN SCHOLARSHIP

The Chan Shun Scholarship is awarded for academic excellence. A scholarship of HK\$1,000 is awarded to any regular student who achieves a 3.50 cumulative GPA during the preceding regular school year (September - May). A student must also complete a regular academic load consisting of a minimum of 12 credits per semester for college, and a minimum of 24 credits per term for college foundation students.

Procedure: A student does not need to apply for this scholarship; all regular students are eligible. Allocation is determined by the Academic Dean who submits names of students eligible for the Chan Shun Scholarship to the President at the end of the Second semester each year. The scholarship is normally announced during the College's Annual Appreciation/Award Dinner and is credited to the student's account in the following month.

HONG KONG ADVENTIST COLLEGE RESIDENCE GRANT

The Residence Grant is a maximum of HK\$300 per month. This grant is awarded to dormitory students who show exemplary conduct in the dormitory and on campus and who also have a financial need. A maximum of ten (10) Residence Assistance Grants may be awarded in each school year.

Procedure: A student must apply to the Business Manager. Each applicant must also request letters of recommendation from each of the following: advisor or Department chair, dormitory dean, and dean of students. The Residence Grant is credited to a student's account monthly.

PARTNERSHIP GRANT

Partnership Grants are provided for students. The amount of partnership grants provided below may vary from year to year. The actual amount of partnership grant is confirmed annually by the Business Office

Diploma in Pre-University Studies

- HK\$10,000 if the minimum entry requirement is met
- Additional HK\$5,000 if any one of the following criteria is met:
 - Recommendation letter from school Principal
 - Outstanding conduct in S5 or S6
 - Outstanding performance in community / voluntary services
 - Outstanding performance in Arts, Music and Sports

- A graduate of Adventist Secondary School
- Member of SDA church or with Adventist parent(s)

Bachelor Programs

HKDSE Results:

- HK\$10,000 upon acceptance
- HK\$900 for each point above the minimum entry requirement of 12 points (DSE 33222)

High (Secondary) School Gradating GPA Results:

- HK\$10,000 if graduating GPA is 3.00 or above
- HK\$15,000 if graduating GPA is 3.25 or above
- HK\$20,000 if graduating GPA is 3.50 or above

Annual Renewable Scholarship:

- HK\$10,000 if HKAC cumulative GPA is 3.00 or above
- HK\$15,000 if HKAC cumulative GPA is 3.25 or above
- HK\$20,000 if HKAC cumulative GPA is 3.50 or above

RESEARCH SCHOLARSHIP

A scholarship of HK\$3,000 is awarded to students who would engage in scholarly activities in the summer time or during the school year. The applicant must be a full-time student in the sophomore year or above with good standing (Cumulative GPA = 2.5 or above).

Procedure: A student must apply to the Business Manager by filling out the appropriate form. Accompanying the form, a research proposal endorsed by a faculty member (who will act as a supervisor) needs to be submitted along with the completed form at the same time. The scholarship committee will meet to approve the applications and shall inform the applicant within seven days after the meeting. The scholarship will be credited to the student's account upon the satisfactory completion of the research project, or presented to the student in the College's Annual Appreciation/Award Dinner.

SEVENTH-DAY ADVENTIST MEMBER SCHOLARSHIP

A student who is a member in good and regular standing or who has a parent who is a member of the Seventh-day Adventist Church is eligible for a scholarship equivalent to a 10% discount on actual tuition charges.

Procedure: A student must apply to the Business Manager for the discount during initial college registration and provide a letter of recommendation from a Seventh-day Adventist pastor of his or her home church. The discount is applied to tuition.

SHIH SCHOLARSHIP

Shih Scholarship Fund ("Fund") was established in May 2018 by Mr. Shih Jih Tzer in memory his father Mr. Shih Qi Zhong, an Adventist and an industrialist. This scholarship provides financial assistance to students who want to pursue college education in Hong Kong Adventist College ("College"). Priority shall be given to ethnic minority students (non-Chinese) either residents or non-residents of Hong Kong. The amount of scholarship shall be determined by the Educational Aid Committee after taking into consideration on the number of applicants and other factors. The maximum amount that a student can receive in a school year shall not exceed 50% of the annual tuition. This scholarship is renewable by reapplying annually. The amount of scholarship shall be awarded in Fall and in Spring semesters of each school year by crediting into the student's school account in eight equal installments. Please contact the business office for information on scholarship eligibility and application procedure.

SOCIAL SERVICE SCHOLARSHIP

A scholarship of HK\$300 – HK\$500 is awarded to students who are involved in the College's social service programs. This is to encourage active participation in community service and training of their organizational and presentation skills. Matriculation students and college students who are interested in leading community service activities could apply.

Procedure: A student must apply to the Business Manager by filling out the appropriate form. A training session will be arranged by the marketing department. All applicants have to be screened before they are assigned to take part in the activities of the social service programs. The scholarship will be credited to the student's account upon the satisfactory completion of the project or presented to the student in the College's Annual Appreciation/Award Dinner.

STUDENT AID

A scholarship of HK\$3,000 is awarded to students who have financial need. Each school year a maximum of ten (10) awards may be given. The applicant must be a full-time student with good conduct and who has achieved a minimum of 2.50 cumulative GPA or equivalence in the school year.

Procedure: A student must apply to the Business Manager. The scholarship will be credited to the student's account at the end of the school year.

OTHER USEFUL LINKS

Grantham Scholarships Fund - Grantham Maintenance Grants

<https://www.wfsfaa.gov.hk/sfo/en/other/grantsloans/grantham/9.1.10.htm>

Student Financial Assistance Fund

<https://www.wfsfaa.gov.hk/sfo/en/postsecondary/index.htm>

ADMISSION

The College welcomes any student who wishes to integrate the world of knowledge with the realities of Christian living. Subject to available space, an individual with the necessary academic background, financial resources, and character references and who is willing to accept the policies of the College as well as to adjust to its philosophical, religious, social, and cultural atmosphere may be admitted to the academic programs. Hong Kong Adventist College accepts each qualified individual without discrimination on the basis of race, sex, age, language, color, national origin, or religion. Disabled applicants may be accommodated provided the courses applied for are those that the applicants are physically able to cope with.

ADMISSION REQUIREMENTS

To be considered academically qualified for **REGULAR COLLEGE ADMISSION**, a student must attain one of the following standards:

A. AFFILIATED UNDERGRADUATE PROGRAMS – Andrews University

HONG KONG SYSTEM OF EDUCATION

Hong Kong Diploma in Secondary Education (HKDSE):

- Level 3 in English and Chinese Language
- Level 2 in Mathematics and Liberal Studies
- Level 2 in an Elective subject

12-year high school program graduate:

Overall GPA 2.50

Hong Kong Certificate of Education Examination (HKCEE) (pre-2012):

Five C grades including English and Mathematics

Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ) accredited diploma in pre-university (or college foundation) studies:

Successful completion with a Graduating GPA of 2.25

Hong Kong Advanced Level Examination (HKALE) (before 2013):

Three passes including English

CHINA SYSTEM OF EDUCATION

Senior High School (Grade 12)

Pass with at least 50% of the term-end and year-end tests

SOUTHEAST ASIAN SYSTEM OF EDUCATION

Malaysia

Sijil Tinggi Persekolahan Malaysia (STPM) – *Malaysian Higher School Certificate (equivalent to HKALE in Hong Kong Examination System):*

Three passes including English language

Passed SPM / MCE with at least 5 passes at a grade C including English and Mathematics

Singapore

General Certificate of Education Advanced Level (GCE-A) (*equivalent to HKALE in Hong Kong Examination System*):

Three passes including English language

Indonesia

Evaluasi Belajar Tingkat Akhir National: Sekolah Menengah Atas (*National Evaluation of Studies at the Final level: Academic Senior Secondary School*):

Award: Surat Tanda Tamat Belajar Sekolah Menengah Umum Tingkat Atas
(*Senior Secondary School Certificate of Completion*)

Thailand

O-NET (Ordinary National Education Test)

A-NET (Advanced National Education Test)

Students can choose any of the above tests but to be admitted to the local universities, students must also take Central University

Admission System test (CUAS) which comprises of 50% of each of the above tests plus half of the Fourth Level Grade Point Average.

ASSOCIATE DEGREE

With Associate Degree or higher qualification from accredited educational agencies recognized by the local government in the applicant's country.

Students who do NOT meet the minimum requirements may be admitted as a Provisional or Guest student.

B. DIPLOMA IN PRE-UNIVERSITY STUDIES (HKCAAVQ accredited)

Applicants are required to have completed secondary school education with qualifications fulfilling any one of the followings:

- Hong Kong Diploma of Secondary Education Examination (HKDSE): completion of Senior Secondary 3 with Level 2 in any subject **or**
- Mature applicant of 21 years of age by September when admission is sought.

Students who score below Level 2 in English Language of HKDSE, or fail in English Language in the school examination are required to attend three tutorial hours each week for the entire study program.

ADMISSION PROCEDURES

An applicant for admission must submit all relevant documents and fulfill the following requirements:

1. Submit a completed **Admission Application Form**.
2. Pay the applicable application fee. Fee for each academic program is confirmed annually by the Business Office.
3. An official transcript of records from high school(s) and college(s) previously attended. The applicant is responsible for having these transcripts sent directly from the previous school(s) to the Registrar.
4. Certified copies of all diplomas, certificates, transcripts, grade reports, test scores, and any other evidence of academic accomplishments attesting to the eligibility and qualification for College entrance.

NOTE: All documents must be **CERTIFIED** by a notary public, magistrate, school principal, or equivalent legal authority. Photocopies without the appropriate original

signature or seal are not accepted as evidence of academic achievements. Also, for documents not in English or Chinese, certified translation is required.

5. A completed **Residence Application Form** (if the applicant desires to live in a school dormitory residence).
6. The **Financial Guarantee Form** completed by the sponsor or parent responsible for payment of school expenses. Documented proof of ability to provide financial support must be supplied with the application (for overseas applicants only).
7. A completed **Health Certificate** or **Physical Examination Form** issued by a registered physician or a reputable hospital.
8. Pay the Dormitory Reservation Deposit of one month's residence fee. The amount is confirmed annually by the Business Office.
9. Character references from two reputable persons who have known the applicant personally in an academic or religious setting, but who are not in any way related. These recommendations, on the prescribed forms, should be sent directly to the College Registrar.

Upon receipt of all forms and documents, the Admissions Council takes official action and the applicant is notified of its decision. An official letter of acceptance will be sent to all accepted students.

The student, upon acceptance, should notify the College of the expected date of arrival on campus so that the necessary arrangements can be made to receive him or her. Foreign students should indicate the flight details and time of arrival.

All correspondence or inquiries are to be addressed to:

The Registrar
Hong Kong Adventist College
1111 Clear Water Bay Road
Sai Kung, New Territories
Hong Kong, SAR

ADVANCED PLACEMENT

A student who has met the requirements for regular college standing and who has passed additional public examinations, such as the GCE A-Level or the Hong Kong Advanced Level, may be granted advanced standing. Depending on the subjects taken, a student with a pass in the College Level Examination Program (CLEP) or its equivalent may also be granted this status. In the same manner, a student who has already passed professional examinations from recognized professional bodies such as the Association of Certified Accountants (ACA) will receive similar privileges.

APPLICATION DEADLINES

The College accepts applications throughout the year. However, a student is not allowed to register for courses after the last official day to enter classes. Late admission may be considered on an individual, merit basis. Although the processing of an application seldom takes more than three (3) weeks (once *all* supporting application materials are received), a prospective student should allow at least six (6) weeks for the application process. A foreign student should plan on an additional six (6) to eight (8) weeks in order to obtain proper visas.

FOREIGN STUDENT REGISTRATION POLICY

1. All foreign students are required to take a full course load (i.e. at least 12 credits), except for those on academic probation, to fulfill all the major and general studies requirements within the normal 4-year program (required by the Hong Kong Immigration Department). Summer sessions provide room for the following:
 - a. Extra electives
 - b. Necessary adjustments when programs are lengthened because of repeat, academic probation, etc.
 - c. Extra language courses as needed to fulfill prerequisites.
 - d. Courses needed when it is foreseeable that the total credits accumulated in 4 years will be less than those needed to graduate.
2. Once registered in a specific major, a foreign student may request for a change in a program only through a petition to the Academic Council. Approval may be granted only on an individual basis as deemed appropriate by the Council based on the reasons given or other criteria. This change will be immediately reported to the Hong Kong Immigration Department for amendment of their record.
3. A foreign student who is absent from classes beyond the allowed number of absences (regardless of reasons) may be subjected to suspension from continuing his or her study. Absences will be reported to the Hong Kong Immigration Department.
4. All foreign students are required to stay in the dormitory unless appropriate arrangement is made through a petition to the Administrative Committee. Approval for a foreign student to stay elsewhere is subjected to the Council's discretion. If the approval is granted, the student's guardian is required to sign an agreement signifying that he or she will be responsible for the student outside of regular class hours.

RE-ADMISSION

A student who has remained out of school for not more than two consecutive regular semesters is readmitted without having to re-apply.

RE-ADMISSION OF ACADEMICALLY DISQUALIFIED STUDENTS

A student who has been academically disqualified may reapply for admission after a break of at least one academic year. However, the student must give evidence of ability to succeed. An academically disqualified student who has been re-admitted must maintain a minimum cumulative GPA of 2.0 each semester.

BULLETIN

A student who has been out of school for less than two consecutive regular semesters is readmitted under the requirements outlined in the Bulletin prior to the time of readmission.

A student who has been out of school for more than two consecutive regular semesters is readmitted under the current requirements outlined in the Bulletin that is in effect at the time of readmission. If a student wishes to follow the degree requirements from a Bulletin in effect prior to the time of readmission, he/she must make a petition to the Academic Council. There is no guarantee that such a request will be granted. Readmitted students should be prepared to follow the current degree requirements as outlined in the current Bulletin.

STUDENT STATUS

GUEST

A student who takes classes through Hong Kong Adventist College, but is not enrolled in a degree-seeking program. Credits earned in this manner may be transferred at the student's request.

PROVISIONAL

An applicant who does not have all the original documentation may be admitted on a provisional basis for a period of two semesters, during which all known deficiencies must be made up. Credits earned on this basis are not transferable to other institutions until the student is admitted into regular standing.

SPECIAL

An applicant who does not qualify academically as a regular student and who does not plan to complete any college program but is able to benefit from college course work may be allowed to enroll as a special student. Work done by a special student is recorded as no credit (NC) and may not be applied to any program at a later date.

TRANSFER

Students in good and regular standing from accredited colleges and universities may be accepted as transfer students.

PART-TIME

A student taking less than 12 credit hours during the regular school term is considered a part-time student. Part-time students during the regular school term are generally required to attend chapel periods and other scheduled school functions.

ACADEMIC POLICIES

The development of academic policies at the College is a continuing process involving both faculty and students in an attempt to provide fair and consistent operating practices for all members of the academic community.

The Academic Council meets regularly to deal with academic matters and to formulate academic policy. A request for any variance from published academic policy must be submitted to this committee on a petition form available from the Registrar's Office.

As academic policies are formulated and revised from time to time, they are announced during assemblies and/or posted on the Registrar's Office bulletin board. Announcements of new or revised policies are considered as official as those published in this Bulletin and will be incorporated in subsequent publications. Changes are available from the Registrar. Changes in academic policies are effective from the date announced.

ACADEMIC AUTHORITY

The Academic Dean is the final authority in all academic matters and is charged with the interpretation and enforcement of academic requirements. Any exceptions or changes in academic requirements, graduation requirements, test schedules, or grades are not valid unless approved by the Academic Dean. Any action taken by individual faculty members in regard to these matters are advisory only and are binding to the College unless approved by the Academic Dean.

ACADEMIC INTEGRITY AND HONESTY

Academic honesty is the cornerstone of an educational institution. Academic dishonesty, on the other hand, is a threat to the entire academic community and is, perhaps, the most serious violation of trust that can occur in a collegiate community. Hong Kong Adventist College expects high standards of integrity from all members of the institution. Academic honesty is assumed to be the norm in all academic activities.

Academic dishonesty includes:

1. **Plagiarizing**
This includes but is not limited to presenting research papers, reports (laboratory, reading, case study, etc.), or assignments not based on personal study effort (e.g. copying other's published work, and/or not giving credits to other authors).
2. **Cheating on assignments or examinations**
This includes but is not limited to using learning aids not permitted by the instructor during a quiz, test, or examination; copying another person's answer or using exam or crib notes during an examination; using someone else's answer in a take-home or open-book examination; using any material or mechanical or electronic means that would permit an unfair advantage over other students in the class.
3. **Forgery of signatures or falsification of data**
4. **Unauthorized access to College files or accounts**
5. **Removal, mutilation, or deliberate concealment of materials belonging to the institution**

6. Assisting another in acts of academic dishonesty
(e.g. falsifying attendance records, providing unauthorized course materials)

It is the responsibility of all faculty members to report all instances of academic dishonesty to the appropriate Department Chair who will then appraise the Academic Dean. It is the responsibility of each student to avoid both dishonest practices and the appearance of dishonesty. Each student should make the necessary effort to ensure that his or her academic work is not used by other students.

PENALTIES

Dishonest work will NOT be accepted at all. A student committing any offense against academic integrity and honesty may receive from the instructor a failing grade in an assignment, in an exam or in a course, without the possibility of withdrawal. The nature of the offense may also result in probation, suspension, dismissal, or permanent expulsion as determined by the Academic Dean in consultation with the Dean of Students and the Academic Council.

ACADEMIC LOAD

SEMESTER CREDITS

Semester credit is the basic unit of measurement in determining academic course work and load at Hong Kong Adventist College. A semester credit is defined as one 50-minute class period per week per semester.

ACADEMIC LOAD

A normal academic load for a student is 12-16 credit hours each semester. A normal load usually consists of 4-5 courses plus 1-2 activity and/or music courses. A normal load during the summer session is 6-8 credit hours. Correspondence study is included in academic load. No student may take more than 20 credits during a semester or more than 10 credits during a summer session.

Calculation of the amount of time needed to study a given academic load may use this rule of thumb: A student is generally expected to spend 2 to 3 hours in preparation / review / assignment outside of class for each 50 minutes of instructional time. This means a student taking a normal academic load of 16 credits will usually spend 48 to 64 hours each week in working on the courses by oneself and class attendance.

A College student with scholastic problems or who is on academic probation may not take more than 12 credits each term. Similarly, a student with a heavy work or extracurricular load should reduce the academic load. An international student is required by Hong Kong Immigration Department policy to take a normal load. (See Foreign Student Policy)

OVERLOAD

A student with a grade point average (GPA) of 3.00 and above during the previous regular semester may be permitted to take up to 18 credits at the discretion of the Department Chair.

A load beyond 18 requires a petition to the Academic Council; this load is usually only opened to students with a GPA of at least 3.30 based on a normal load in the previous regular semester.

LANGUAGE PROFICIENCY AND COURSE LOAD

A College student who has not achieved the required English proficiency will be required to take a reduced college load. (see "English Language Proficiency" Section). The balance of the time of such a student should be devoted to achieving the required English proficiency.

STUDENT EMPLOYMENT LOAD

A student who has part-time employment is expected to adjust the academic course load so that there is a reasonable balance between work and study. In determining the proper balance, the student's ability and previous academic record are considered. The following schedule should serve as a guide:

<u>Course Load</u>	<u>Student Employment Load</u>
12 – 16 credits	10 – 20 hours
7 – 11 credits	20 – 30 hours

Arrangements for work are usually made as part of the registration procedure in consultation with the Business Manager, the advisor, and the Academic Dean.

ACADEMIC STANDING

Academic standing provides an indicator of the student's academic progress and identifies students in academic difficulty who need academic advising and extra help.

The four levels of academic standing are:

- Good Standing
- Academic Warning
- Academic Probation
- Academic Disqualification

GOOD STANDING

A student is classified as on Good Standing when:

1. The semester GPA is 1.76 or above, and
2. The cumulative GPA is 2.00 or above

ACADEMIC WARNING

A student is classified as on Academic Warning when:

1. The semester GPA is 1.75 or below, or
2. The cumulative GPA falls below 2.00.

Students on academic warning are asked to seek advice from their academic advisor.

ACADEMIC PROBATION

A student is classified as on Academic Probation when:

1. The semester GPA is 1.75 or below for two consecutive semesters (not including summer session), and
2. The cumulative GPA falls below 2.00.

Students placed on academic probation,

1. Are restricted to register for a maximum of 12 credits per semester,
2. Are expected to limit extracurricular activities and part-time employment, and
3. Will be referred for academic counseling by their academic advisor.

Students on academic probation are recommended to repeat courses in which they have received a grade "C-" or below in order to raise the cumulative GPA.

ACADEMIC DISQUALIFICATION

A student is classified as on Academic Disqualification when:

1. The semester GPA is 1.75 or below for three consecutive semesters (not including summer session), and
2. The cumulative GPA falls below 2.00.

Students on academic disqualification shall not be allowed to register for classes. They may appeal to the Academic Council for re-admission one year from the date of disqualification.

Academic Standing Table

	Semester GPA		Cumulative GPA
Good standing	1.76 or above	and	2.00 or above
Academic warning	1.75 or below	or	below 2.00
Academic Probation	1.75 or below for two consecutive semesters	and	below 2.00
Academic disqualification	1.75 or below for three consecutive semesters	and	below 2.00

ACADEMIC STATUS

RESIDENCE

Residence is formally established by obtaining regular admission and completion of one semester of full-time study (minimum of 12 credits) with a GPA of 2.00. Extension students establish residence by completion of two consecutive semesters (also minimum of 12 semester credits with a GPA of 2.00).

Until residence is formalized, the governing Bulletin is not established and the College will not formally accept transfer credits or non-traditional credit.

A student is registered in a department and/or major upon initial acceptance. A student who wishes to change department and/or major(s) must indicate this intent on the appropriate form available from the Registrar's Office. A student of undecided major or major not available in HKAC is temporarily in a department selected by HKAC or in the major of General Studies.

CLASS STANDING

Class standing refers to a student's level of completion of an academic program. There are four classes: Freshmen, Sophomore, Junior and Senior. In addition, these classes which are based on academic standing are organized to provide social and leadership opportunities. Class standing is determined at the beginning of each school year and includes current registration.

Freshmen

An applicant who has met the entrance requirements and has been accepted as a regular student is classified as a Freshmen. All first-time students are initially classified as Freshmen. A student accepted on a provisional basis is also classified as a Freshmen but may not advance to the Sophomore standing until he or she has become a regular student. Consideration for advanced class standing may be made for transfer students upon the recommendation of the Registrar.

Sophomore

A regular student who has earned 24 credits with a minimum cumulative GPA of 2.00 and who is currently registered for a minimum of 8 credits (for a total of 32) is classified as a Sophomore. A Sophomore student in any two-year diploma program may also be eligible to join the graduating class.

Junior

A regular student who has earned 56 credits with a minimum cumulative GPA of 2.00 and who is currently registered for a minimum of 8 credits (for a total of 64) may be classified as a Junior if he/she has declared an academic major and is eligible to take upper-division course work.

Senior

A regular student who has completed 88 credits with a minimum cumulative GPA of 2.00 overall and a 2.25 GPA in the major and who is currently registered for a minimum of 8 credits (for a total of 96) is classified as a Senior. A senior student in four-year diploma or bachelor's programs may be eligible to join the graduating class, subject to completion of graduation requirements and due process of application to graduate. To join the Senior class, a student must be eligible to graduate at the next commencement and must file for candidacy for graduation with the Registrar's Office.

ATTENDANCE AND COURSE CREDIT

ENTRANCE

Students are not allowed to enter classes unless they are properly registered, meaning that their names appear on the class list issued from the Registrar's office. No credit will be awarded otherwise, even though the student has faithfully attended classes throughout the term and paid the fees.

ATTENDANCE POLICY

Hong Kong Adventist College adopts a strict attendance policy for all students. Regular attendance and punctuality to class is expected of every student. To receive a grade for a course, students are required to be present in at least 80% of all the class hours. For courses with a laboratory component, 80% attendance policy also applies to attendance in the laboratory. In addition, all full-time students are required to attend scheduled school functions,

including orientation, assembly, service education and picnic day, organized by the College. Absence in any of these functions may result in disciplinary actions initiated by the Dean of Students.

ABSENCE

The instructor may excuse a student who is absent from classes or assembly with a valid reason, such as personal illness or family emergency. However, excused absence does not exempt the student from the need to make up all possible work or assignments (such as examinations, class assignments, or laboratory work) missed during the absence or tardiness, and to fulfill the attendance policy of 80% overall class attendance. It is also the student's responsibility to check with the instructor immediately upon return to class after an excused absence to determine required make-up work and to complete any work according to the deadline set by the instructor.

TARDINESS

Three occasions of tardiness in a class are equivalent to one absence. A tardiness in excess of 15 minutes is considered to be an absence. Unless otherwise specified by the instructor, a student is considered tardy when the student is absent during the time that attendance is being taken.

UNEXCUSED ABSENCE

A student who misses school assignments or examinations as a result of an unexcused absence or tardiness may not be allowed to make up the work.

BAD WEATHER ARRANGEMENT

<p>When Tropical Cyclone Warning Signal No. 3 (or below) or Amber or Red Rainstorm Warning Signal is issued</p>	<p>Classes and examinations will be held as scheduled unless announcement to the contrary has been made by the College.</p>									
<p>When Tropical Cyclone Warning Signal No. 8 (or above) or Black Rainstorm Warning Signal is/will be* issued</p>	<p>For classes and examinations not yet started</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"> <p>When either of the warning signals is issued or in force after 6:00 a.m.</p> </td> <td style="width: 50%;"> <p>All classes and examinations starting before 1:30 p.m. will be cancelled.</p> </td> </tr> <tr> <td> <p>When either of the warning signals is issued or in force after 11:00 a.m.</p> </td> <td> <p>All classes and examinations starting after 1:30 p.m. will be cancelled.</p> </td> </tr> </table> <p>For classes and examinations already started</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"> <p>When Tropical Cyclone Warning Signal No. 8 (or above) is issued</p> </td> <td style="width: 50%;"> <ul style="list-style-type: none"> • All classes will be suspended immediately. • All examinations will continue until the end of that examination session unless announcement to the contrary is made by the College. </td> </tr> <tr> <td> <p>When Black Rainstorm Warning Signal is issued</p> </td> <td> <ul style="list-style-type: none"> • All classes and examinations, except those held outdoors, will continue unless announcement to the contrary is made by the College. • For outdoor classes and examinations, the responsible faculty member(s) should suspend the activities immediately, ensure that all students are taken to a safe place, and remain there until it is safe for them to return home. </td> </tr> </table>		<p>When either of the warning signals is issued or in force after 6:00 a.m.</p>	<p>All classes and examinations starting before 1:30 p.m. will be cancelled.</p>	<p>When either of the warning signals is issued or in force after 11:00 a.m.</p>	<p>All classes and examinations starting after 1:30 p.m. will be cancelled.</p>	<p>When Tropical Cyclone Warning Signal No. 8 (or above) is issued</p>	<ul style="list-style-type: none"> • All classes will be suspended immediately. • All examinations will continue until the end of that examination session unless announcement to the contrary is made by the College. 	<p>When Black Rainstorm Warning Signal is issued</p>	<ul style="list-style-type: none"> • All classes and examinations, except those held outdoors, will continue unless announcement to the contrary is made by the College. • For outdoor classes and examinations, the responsible faculty member(s) should suspend the activities immediately, ensure that all students are taken to a safe place, and remain there until it is safe for them to return home.
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*As advised by the Hong Kong Observatory

*Even if Tropical Cyclone Warning Signal No. 8 (or above) or Black Rainstorm Signal has been cancelled before the class or examination commencement time.

CHAPEL / ASSEMBLY ATTENDANCE

Each student is expected to attend the weekly college chapel / assembly. Attendance of designated recreational events such as picnic day is counted under chapel attendance. A student is allowed up to 20% absence per semester. Beyond that, a disciplinary action will be taken to “make up” the attendance. Otherwise an “U” grade will be given. Community services program will be utilized as the makeup solution for excess chapel/assembly absences. The

student is required to complete the makeup within the semester the excess absences were committed. One absence is equal to one hour of community service.

CHAPEL / ASSEMBLY ATTENDANCE POLICY:

- | | | |
|---|---|---------------------|
| 1. One regular Chapel / Professional Club Meeting | = | 1 attendance point |
| 2. School Picnic | = | 3 attendance points |
| 3. Food & Fun Fair and Alumni Day | = | 3 attendance points |
| 4. One Gospel Week day | = | 1 attendance point |
| 5. Christmas Program | = | 2 attendance points |
| 6. Recreation Day | = | 3 attendance points |
| 7. Talent Show / Cultural Day / Mission Day / Singing Contest | = | 2 attendance points |
| 8. Any 1 hour specially arranged seminar / lecture | = | 1 attendance point |

Note: 3 late attendances = 1 absent
Total attendance < 80% = U grade
Total attendance ≥ 80% = S grade

COURSE INFORMATION

Courses are numbered in an alphanumeric system. The first four letters represent the discipline. Three numbers follow the letters. The first digit designates the recommended year in which the course should be taken. Lower Department courses are numbered from 100 to 299. Upper Department courses are numbered from 300 to 499. The second digit may represent the sub Departments within a discipline.

In general, the following guidelines have been used in course numbering:

- | | |
|---------|---|
| 000-099 | Remedial and Experiential courses
(credits do not apply toward graduation, but do apply to financial aid minimums) |
| 100-199 | Courses normally taken during the freshman year |
| 200-299 | Courses normally taken during the sophomore year |
| 300-399 | Courses normally taken during the junior year |
| 400-499 | Courses normally taken during the senior year |

The first numeral indicates academic level of the course. The third numeral will indicate course sequencing. Courses, in which the third numerals are 1, 2, and 3, must be taken in sequence. (For Example, ENGL 121, 122, 123 must be taken in sequence).

The credit indicated in connection with a course is the credit hour. One credit hour represents one lecture period per week or three clock hours of laboratory work.

The College will make every effort to offer all courses at appropriate intervals. It does reserve the right, however, to alter the sequences or drop courses if unforeseen circumstances in class enrollments or teacher staffing so dictate. The class schedule should be consulted for personal planning of course loads and schedules.

When courses specify that they are offered odd or even years, "odd or even" refers to the alternate years in which the academic bulletin takes effect.

COURSE OUTLINES

Course outlines are generally distributed freely by the instructor to students registered for the course at the beginning of the term.

DEADLINES

REGISTRATION

Last day to enter a course	Two weeks from start of semester
Last day to register	Two weeks from start of semester
Last day to change from audit to credit	Two weeks from start of semester
Last day to change to audit grade	End of tenth week of semester
Last day to withdraw from a course	End of tenth week of semester
Last day to request an S/U grade	End of tenth week of semester

Note: For summer session, all the above deadlines will be half; i.e., “two weeks” become “one week” and “tenth week” becomes “fifth week”.

GRADUATION

Final Year Program Approval	1 calendar year before graduation
Application to graduate	2 semesters before graduation
Application for graduation <i>in absentia</i>	15 days before graduation

DIRECTED STUDY

Independent study is offered to provide opportunity for a student to have a special academic experience beyond that which is offered in the regular coursework, and is supervised by a faculty member with expertise in the area of study. It is evaluated according to specific goals prescribed in a document of agreement which includes: a description of the work to be done, the basis of grading, the number of credits to be awarded, and an agreed-upon schedule for student-teacher contact.

Independent study is limited to 8 credits in degree programs. Courses appearing in the College Bulletin shall always be taken under their own course number regardless of class size.

Directed study courses are offered within each department. The content of such courses is determined by the teacher in consultation with the Department Chair.

ENGLISH LANGUAGE PROFICIENCY

Overview

Students are expected to have a proficiency level in English language skills comparable to those expected by North American colleges and universities. Standardized English language proficiency test scores are used for determining the placement of students into English language support courses.

Determination of exemption

A student may be exempt from taking English language courses with a score of 6.5 and higher on the IELTS, 550 and higher on the TOEFL ITP, 80 and higher on the TOEFL IBT, or 3 and higher on the Hong Kong Diploma of Secondary Education Examination (HKDSE). (See below chart.)

Note: The HKDSE can only be used to determine whether or not a student must take English courses, and will not be used as a placement mechanism for English language courses.

Language Test	Must Take English	Exempt from English
IELTS	6.0 and lower	6.5 and higher
TOEFL ITP	549 and lower	550 and higher
TOEFL IBT	79 and lower	80 and higher
HKDSE	2 and lower	3 and higher

Placement

Placement in the HKAC English-language Program is based on a student's IELTS or TOEFL scores. Students who took the HKDSE and scored 2 and lower may take the CaMLA EPT for placement which is offered during New Student Orientation. The CaMLA EPT is the English placement test used by the Center for Intensive English Programs at Andrews University. (NOTE: students cannot take the same version of the CaMLA EPT more than once). Placement will be based on the following test score ranges:

Level	Score (any one of the following)	English Courses	Limitations
1	IELTS: 5.0 and below TOEFL IBT: 45 and lower TOEFL ITP: 450 and lower CaMLA EPT: 44 and lower	Comprehensive English I & II (two semesters)	May take no more than 4 credits of College-level courses per semester. May take only courses that do not require comprehensive understanding of the texts in English language in order to pass.
2	IELTS: 5.5 TOEFL IBT: 46-59 TOEFL ITP: 451-499 CaMLA EPT: 45-60	Proficiency English I & II (two semesters)	May take no more than 9 credits of College-level courses per semester.* May take only 100 and 200 level courses (except English Composition or courses that require English Composition as a prerequisite). Not allowed to take courses that require intensive research writing skills.
3	IELTS: 6.0 TOEFL IBT: 60-79 TOEFL ITP: 500-549 CaMLA EPT: 61 and higher	Accelerated Proficiency English (one semester)	May take no more than 12 credits of College-level courses per semester. May take only 100 and 200 level courses (except English Composition or courses that require English Composition as a prerequisite). Not allowed to take courses that require intensive research writing skills.

* Students who have a cumulative Grade Point Average of 3.00 or above may take up to 10 credits of College-level courses.

Successful completion of the HKAC English-language Program

If a student completes the HKAC English-language Program (by earning at least a B grade in all classes while in two semesters of Proficiency English or one semester of Accelerated Proficiency English), and the placement procedures described above are followed, the English-language proficiency test requirement (IELTS, TOEFL, etc.) will be waived and students will have met the language requirements for the Program, both for study on the HKAC campus and in transferring to the AU campus.

EXTENSION PROGRAMS

The College is licensed to offer an evening extension school program through the Samyuk College Evening Institution (EDB Registration number 14502) and intensive courses at other extension locations.

GRADING SYSTEM

GRADE REPORTS

A grade report is issued at the end of each school term. These final grades are recorded on a student's permanent record. The permanent record (or transcript copy of the permanent record) does not include or list current registration or work in progress.

A student may request for a review of his or her final grades within a week after grade reports have been issued to students. No grade changes are allowed later than one week after the issuance of grade reports.

FINAL EXAMINATIONS

A final examination may be expected in all regular courses. A student is expected to take final examinations as officially scheduled. Failure to do so may result in a reduction of grade or failure in the course. A final examination may only be rescheduled with the approval of the Academic Dean. If an individual takes an exam outside of the school schedule, a fee (see "Fees and Charges" Section) will be charged.

GRADE POINT AVERAGE (GPA)

An average of all grades (Grade Point Average) is indicated on a student's grade report and transcript. The College uses a 4.00-point scale. The Grade Point Average (GPA) is computed by dividing the total number of accumulated grade points by the total number of regular credit hours. Although listed in the grade report and in the permanent record, credits with S grades are not counted in computing a GPA. Non-college credit courses are not computed in the college GPA. Only the best grade of a repeated course will be calculated in the GPA.

GRADING SYSTEM

Grades of courses under the AU affiliated programs or HKAC programs are issued using the following grade point values:

<u>Grade</u>	<u>Definition</u>	<u>Grade Points</u>
A	Outstanding performance	4.00
A-		3.67
B+		3.33
B	Very good performance	3.00
B-		2.67

C+		2.33
C	Acceptable performance	2.00
C-		1.67
D	Minimum acceptable performance	1.00
F	Failure	0.00

The following grade designations are used to indicate course status and work done. These are not used in computing the GPA.

AU	The term audit refers to registration for attendance only. No credit will be granted for a course that is on Audit registration. Auditors must attend at least 80% of the class periods. Those who fail to do so are given a grade of U (Unsatisfactory). A student may change from "credit" to "audit" registration and vice versa within the published time limits. To make this change the student must present the Office of Academic Records with a Change of Registration form with the required signatures. The tuition charge for an audited course is the same as a course taken for credit.	
AW	Audit/Withdraw (indicates that audit student attended less than 80% of class)	
DG/IP	Deferred Grade or in progress (course not likely to be completed within one semester)	
I	Incomplete (course to be completed during the following semester)	
NC	No credit (indicates that a student attempted and completed the course but is not eligible for credit)	
NR	No report (indicates that no grade was submitted by the instructor)	S Satisfactory performance (equivalent to a C- grade or better)
U	Unsatisfactory performance	
W	Withdrawal from class	

DEFERRED GRADE (DG)/IN PROGRESS (IP)

A "DG" or "IP" may be given in certain courses recognized to be of such a nature that all the requirements are not likely to be completed within one semester. It may be given for tours, field/clinical experiences, internships, project and independent study courses, and courses requiring research. The Registrar's Office records a "DG" or "IP" only for courses previously recommended by a Department and approved by the Academic Dean.

An instructor may designate a time limit for a given course or for a specific situation for the "DG" to be changed to a letter grade. A "DG" or "IP" may remain on a student's transcript at graduation if the course does not count toward the degree.

INCOMPLETE (I) GRADE

A grade of "I" indicates incomplete work in a course resulting in the withholding of a final grade. To apply for an "I" grade, a student must fill out the **Incomplete Request Form** available from the Registrar's Office and obtain the required signatures. Permission for an "I" grade requires the approval of the Academic Dean and is given only in exceptional cases. An application for an "I" grade shall be submitted by the eighth week of the term. Incomplete work must be completed by the 7th week of the following term; otherwise the grade on the **Incomplete Application Form** will be entered into the student's permanent record. Incompletes are counted in determining the subsequent term load.

MINIMUM GRADE REQUIREMENT

C-	is the minimum grade for majors or minors.
D	is the minimum grade for general education courses and cognates.
S or U	grade may only be assigned to general education and certain practicum courses.

NO REPORT (NR) GRADE

The "NR" grade indicates that no grade report was submitted by an instructor. It is a student's responsibility to contact the instructor to determine why no report was issued.

REPEATED COURSES

A student who does not pass a course with a satisfactory grade may repeat the course. Since all work done at the College is permanently recorded, the grade received at the first attempt will not be removed from the permanent record. However, credits are only counted once for any specific course, and the better grade will be used in the computation of grade point averages. Only two repeats for any one course are allowed.

SATISFACTORY (S) / UNSATISFACTORY (U) GRADE

A grade of "S" or "U" indicates that a student completed course work at a satisfactory or unsatisfactory level. This method of grade notation does not affect the GPA. A "S" / "U" grade may only be awarded for free elective courses, FTES courses, or major courses as designated by the Department.

WITHDRAW GRADE

A grade of "W" indicates that a student officially withdrew from a course. "W" grades do not affect GPA. A student with a "W" grade in a course is not eligible to take a proficiency examination in order to receive credit for that course.

HONORS AND AWARDS

Dean's List

Students who complete a term of study with a minimum of 12 semester hours, excluding "S" credits and Incompletes, and attain a grade-point average of at least 3.50, will be acknowledged on the Dean's List.

Dean's Certificate of Recognition

Students who complete a term of study with a minimum of 12 semester hours, excluding "S" credits and Incompletes, and attain a grade-point average of 4.00, will be acknowledged by receiving the Dean's Certificate of Recognition.

LABORATORIES

Required laboratories are listed in the course description. Forty-five (45) hours of laboratory time (usually a weekly three-hour laboratory) are required for courses with compulsory laboratory experience.

LANGUAGE OF INSTRUCTION

Unless otherwise indicated, the language of instruction and assignment is English.

MAJOR AND MINOR REQUIREMENTS

Each Department lists the subjects that are required for each major and minor program. A major is a concentration of courses in a discipline or subject area of ~36-44 credits. A minor is a concentration of courses in a discipline or subject area of ~20-24 credits.

PETITIONS & APPEALS

A student wishing to seek clarification of or to be exempted from any academic policy may do so through a petition to the Academic Council. A petition form is available from the Registrar's Office. A completed petition form along with supporting documents should be submitted to the Registrar at least three working days before each scheduled Academic Council meeting.

APPEALS

Students' appeals related to grades, academic programs or degree requirements (e.g. residency requirements, and exemption from courses) and disciplinary matters would be dealt with according to the following procedures:

Grade Appeals

The student should first seek a satisfactory solution through discussion with the instructor. If this is not possible or the instructor cannot be reached, the student must send a written statement detailing the grounds for the appeal to the chairperson of the Department in which the grade was earned. This written request must be received by the Department Chair within seven working days from the date when grades are available. The Department Chair will then initiate the school's procedures to review the appeal. The student will be notified of the decision within five working days. The student may appeal this decision in writing to the Academic Council within seven working days of notification. A completed appeal form along with supporting documents should be submitted to the Registrar at least five working days before each scheduled Academic Council meeting. The Academic Council's decision is final on all grade appeals. All decisions would be sent to the Registrar's Office for verification and record.

Appeals of Academic Program or Degree Requirements

A written petition along with supporting documents should be submitted to Department Chair of the appropriate Department detailing the grounds for the appeal. The Department Chair will respond in writing with a decision. The student may appeal this decision in writing to the Academic Council within seven working days of notification. The Academic Council's decision is final. All decisions would be sent to the Registrar's Office for verification and record.

Appeals of Disciplinary Matters

The student may appeal in writing to the Dean of Students' Council within five working days of notification. A completed appeal form detailing the grounds for the appeal should be submitted to the Dean of Students. The Disciplinary Form is available in the Registrar's Office. The student will be notified of the decision within five working days. The decision of the Dean of Students' Council is final. All decisions would be sent to the Dean of Students' Office for verification and record.

PRACTICUM/FIELD EXPERIENCE

Directed Study in practical setting. One academic credit requires a minimum of 45 hours of work.

PREREQUISITES

Each student must meet prerequisites before enrolling for a course. The prerequisites for each course are listed at the end of the course description. Any exceptions to prerequisite requirements must be recommended by the instructor and the appropriate Department Chair and may require Academic Council approval.

PRIVATE TUTORIAL

Private tutorials are available only for courses listed in the college Bulletin. Private tuition of a college course is given only under extraordinary circumstances along the following guidelines:

PURPOSE

To enhance a student's sense of responsibility, self-reliance, and perception; to permit exploration and in-depth study of different subject areas or sub-specialties; as a private tutorial may be used as a last resort to resolve conflicts of scheduling, meet graduation requirements, and stay on track when scheduled classes are canceled by the College.

QUALIFICATIONS

Third-and fourth-year students who possess the necessary background are to benefit from this approach.

CONTENT

It may be similar to courses already offered in the College, but preferably in new areas of study. Students, in consultation with the instructor, are required to draw up a course outline specifying all the learning activities for the designated time period and agree upon the standard achievement for evaluation purposes. Interdisciplinary studies involving more than one department are not only permissible but also encouraged. Research, especially that involving primary sources of information, is encouraged. Trained observation and supervised practical experiences may also be included.

TIME REQUIREMENT

There should be a minimum of 30 clock hours of meaningful and purposeful work for each credit. Class attendance is replaced by three hours of student-instructor consultation or tutorials.

LIMITATION

There should be no more than five (5) percent of total course requirements, and no more than 4 credits in one term for independent study. Private tutorials may exceed the limit upon approval of the Academic Council.

REGISTRATION

The academic year at Hong Kong Adventist College is divided into three school terms: Fall Semester, Spring Semester and Summer Session. A student is required to register during the days published in the Academic Calendar. The registration procedure usually includes completion of forms from the Registrar's Office, faculty advisement, financial clearance, and program approval. Registration is officially completed only after all fees are paid, all completed forms are accepted by the Registrar's Office, and a registration notice is issued.

NEW STUDENT ORIENTATION

All new students are expected to be present at the new student orientation program as scheduled. This program is designed to introduce new students to life at Hong Kong Adventist College, to provide entrance and placement tests, to introduce students to their academic advisors, to begin academic advisement, and to initiate registration.

LATE REGISTRATION

A student who registers after the designated day(s) is charged a late registration fee (see “Fees and Charges” Section). A late registrant may be required to take a reduced course load and is responsible for all missed work. No student may register after the last official day to enter classes.

CHANGES IN REGISTRATION

A student may enter or withdraw from any course without charge during the first week of each semester. After the first week, a fee (see “Fees and Charges” Section) is charged each time for changes made in their program. A student may not enter a course after the second week of the regular semester and after the first week of a summer session. A Change of Program form, available from the Registrar's Office, must be used for any changes in registration.

AUDIT REGISTRATION

Regular students who are registered for 12 credits of class work may, in addition, audit a course by permission of the instructor and the department chair. Students may change their registration from credit to audit through the tenth week of the semester. Students who have taken a course under the audit provision will not be permitted to challenge the course later on.

Special students may register to audit courses for which they pay regular tuition fees. Registration may not be changed from audit to credit.

Regular attendance policies apply to all audit students. Audit students must conduct themselves in such a manner so as not to interfere with the rights of students taking the course for credit. No grades or credits will be issued or recorded for audit courses. Such courses will be recorded only as AU.

REGISTRATION RECORD

During registration, an initial registration notice is issued to each student. After the first week, a final registration notice is issued. A student must report any errors to the Registrar's Office within two working days after the final registration notice has been issued. Official class lists, which are issued to instructors, are based on the official registration notice.

CANCELLATION OF COURSES

The College reserves the right to cancel a class according to circumstances. The following factors will be taken into consideration in determining whether to offer a class with fewer than five students: teacher loading, teacher availability, sequence of courses in major and general studies requirements, as well as the needs of the students.

CHANGE OF CLASS SCHEDULE

The College reserves the right to change the class schedule according to circumstances such as conflict of classes and time. Priority will be given to students who are graduating within the school-year.

SEQUENCE OF COURSES

Credit is not usually granted for beginning or introductory courses taken after more advanced courses in the subject area have been completed. If permission is granted for a waiver of prerequisites for a more advanced course, the prerequisite course, if taken later, will not count

in meeting total credits required for graduation.

TRANSCRIPTS

OFFICIAL TRANSCRIPTS

At the request of the student, the Registrar's Office will provide, without charge, one transcript of credits as recorded on the permanent record. Additional copies require a fee (see "Fees and Charges" Section) to be paid in advance. Transcripts are sent directly to organization(s) or authorized official(s) only upon the written request of the student. An official transcript may only be sent to an organization or official. A transcript issued directly to a student or to an individual will be stamped as "Issued to Student".

Transcripts are ordinarily issued and sent by Registered Mail within 5 working days from receipt of a written request for a transcript. A service charge will be levied for earlier issue of a transcript (HK\$300) or for sending transcript by courier or other express services.

WITHHOLDING OF TRANSCRIPTS

The College reserves the right to withhold information concerning the permanent record, transcript, or other records of any student whose account is in arrears. No transcript will be issued until all of a student's financial obligations to the College have been met.

TRANSCRIPTS RELEASE TO THIRD PARTY

The academic transcript provides the full record of a student's academic results and performance. This record may only be released to a third party with a signed written consent/authorization of the student, in accordance with the Personal Data (Privacy) Ordinance established in 1996.

REPLACEMENT COPY OF DIPLOMA

If an individual requires a replacement copy of the diploma, a fee (see "Fees and Charges" Section) will be charged.

TRANSFER AND NON-TRADITIONAL CREDIT

NON-TRADITIONAL CREDIT

Since it is recognized that learning can take place outside the college setting, a student may take up to 24 non-traditional credits. A student must establish college residence (a minimum of one academic semester of full-time course work) before an application for non-traditional credit will be considered. See pages 22-23 for details about the different non-traditional credits

TRANSFER CREDIT

Transfer credits from accredited colleges and post-secondary institutions (including credit from an accredited home study or distance learning institution completed prior to initial enrollment at Hong Kong Adventist College) may be granted on an individual basis. A complete, official transcript from the former school(s) must be on file in the Registrar's Office before transfer credits will be considered. For affiliation programs, the credits presented for transfer must be for college level courses in which the student has earned a grade of "C-" or higher.

Credits are accepted only if they meet the requirements (major, minor, concentration, general studies, or general electives) of the programs offered at Hong Kong Adventist College and if they conform to similar courses offered at Hong Kong Adventist College or by a recognized or

accredited, liberal arts college or university. Once transfer credits have been approved by the Academic Council, the name of the institution and the total number of equivalent credits transferred will be noted on the transcript.

Transfer credits from non-accredited institutions are considered on a case-by-case basis. Full documentation with course descriptions and course outlines and validation are required.

Requests for transfer of credits may be made through the Academic Council only at the time of admission to the affiliation program, or at the time when a change of program is approved, or if a petition to accept the course was approved and on file before the course was taken.

UPPER DIVISION COURSE RESTRICTIONS

All first-year College students (Hong Kong Adventist College and Andrews University affiliated) are normally restricted to register for lower division courses numbering between 100 and 200. In order to register for upper division courses, students must have a pass in ENGL115 College Writing I. While students may take upper division course after successful completion of ENGL115 College Writing I, they may not take upper division courses that require intensive or professional research writing skills until after successful completion of ENGL215 College Writing II.

WAIVERS

A student with prior experience or training who desires to be exempt from a specified academic course or requirement may petition the Academic Council for a waiver upon submission of proper documentation. When necessary, the student may be given a waiver examination as directed by the Academic Council. A fee of HK\$250 is charged for this special examination. A waiver examination may only be attempted once. No credit is recorded in the student's permanent record for a waiver.

WITHDRAWAL

Withdrawal is considered a serious decision and should be made in counsel with the student's advisor.

The College administration reserves the right to require a student to withdraw at any time for reasons considered sufficient to justify such a measure. Such reasons include continued academic failure or unwillingness to abide by college regulations and principles. Re-admission will be considered on individual merit.

WITHDRAWAL FROM COLLEGE

A student who wishes to withdraw from the College must complete the **Total Withdrawal from College Form**, obtained from the Registrar's Office. This process includes withdrawal from all classes, clearance from the advisor, Business Office, the Librarian, the Residence Hall Dean (for dormitory students), and submit to the Registrar.

COURSE OR PROGRAM CHANGE OR WITHDRAWAL

A student who wishes to add a course or to withdraw from a course or a program must complete and file appropriate forms supplied by the Office of the Registrar. This should be done in consultation with the student's Advisor and/or the Academic Dean.

Any student who enrolls in a class and fails to attend and/or to withdraw from that class within the prescribed time will receive a letter grade of "F".

A student who withdraws from any course between the third and the eleventh week of a semester will receive a grade of "W" for that course. A student may not withdraw from a course(s) after the eleventh week. This does not apply to total withdrawal from school.

GRADUATION REQUIREMENTS

ACADEMIC REQUIREMENTS

1. A candidate must complete a minimum of 62 semester credits for the two-year programs and 124 semester credits for the four-year program. The four-year program also requires completion of a minimum of 30 upper division credits.
2. A candidate must complete the general studies requirements as specified in the governing bulletin.
3. A candidate must complete the Departmental requirements for at least one major area of study. This should be recorded in the student's permanent record by the beginning of the Junior year.
4. The GPA in the major(s) and minor(s) must be a minimum of 2.25. No grades below a "C-" may apply to the major or minor.
5. The overall GPA must be a minimum of 2.00 (C) for graduation. (Individual programs may have higher minimum GPA requirements.)
6. All "I" (Incomplete) grades, transfer work, and correspondence study must be completed before the final semester in residence.
7. Some departments require students to pass the departmental qualifying examination to ascertain his or her mastery in the major discipline. This examination is internally produced by the relevant departments. A qualifying examination guide which includes regulations and study areas is provided by the program leader to a prospective candidate at least one term before the examination. A candidate is expected to sit for the qualifying examination as scheduled (usually within the first month of the final term of residence). Please refer to individual program for details.

GRADUATION POLICIES

ATTENDANCE AT GRADUATION

Each candidate is required to participate in all graduation exercises (i.e. Baccalaureate and Commencement). A written request for graduation *in absentia* must be approved by the President before graduation (at least 10 days before Commencement). Failure to participate in graduation exercises may result in forfeiture of graduation rights and privileges at the discretion of the President.

CANDIDACY

One calendar year before graduation, a prospective graduate shall file with the Registrar a program approved by the Department Chair showing that it is possible and reasonable for the prospective candidate to complete requirements within the next three terms.

A prospective graduate must submit an Application to Graduate Form to the Registrar no later than the first week of the student's final year. The above form is available from the Registrar. When a candidate is cleared for graduation by the Registrar (clearance includes verification that a student is eligible to graduate and verification of documents of secondary school completion, transcripts of any transfer credits from other accredited institutions or from external examinations, and documents of any exemptions from the regular program) and is recommended by action of the Academic Council, the college President will extend an official

invitation to the candidate to join the graduating class (as a senior or associate member) and to participate in graduation exercises. Granting of the diploma or degree is always subject to successful completion of the proposed program within the current school year.

CONDUCT

Good conduct is considered an important requirement for graduation. A candidate who brings the standards of the College into disrepute may not be eligible to participate in graduation exercises.

GOVERNING BULLETIN

The Bulletin when a student initially registers is used to determine program and graduation requirements. A student may choose to follow the requirements of any later Bulletin while in residence. Course offerings are determined by the current Bulletin.

If a student breaks residence for more than one school year, the requirements of the bulletin at the time of re-admission will be used. A graduate who returns for further study is required to follow the regulations of the bulletin at the time of return. Service for one year as a Hong Kong Adventist College student missionary is not considered as a break in residence; a Hong Kong Adventist College student missionary returning from service of more than one year must request the Academic Council's approval if wishing to choose the bulletin in effect at initial registration.

A student who enrolls for a second degree is governed by the bulletin in effect at the time of re-enrollment.

GRADUATION WITH HONORS

A candidate may graduate with honors if he or she achieves an exceptional cumulative grade point average (with no grade below a C- in any course attempted). Honors are awarded as follows:

Cum laude	3.50 – 3.749
Magna cum laude	3.75 – 3.899
Summa cum laude	3.90 – 4.00

MAJOR

A candidate is expected to select a major by the beginning of the junior year. A change in major may result in delays in completion of program requirements.

MINOR

A candidate who wishes to have a minor listed on the permanent record must complete all listed Departmental requirements.

RESIDENCY REQUIREMENTS

1. For two-year diploma candidates, a minimum of 20% of the requirements in each major and minor must be taken at HKAC in residence.
2. Degree candidates must be in residence the two consecutive semesters preceding graduation. A minimum of 25% of the requirements in each major and minor must be taken at HKAC in residence.
3. Transfer students must be in residence the two consecutive semesters preceding graduation and must complete a minimum of 30 credit hours, including 8 upper-division semester hours in the major and 2 upper-division

credit hours in the minor.
(For students in the AU Affiliation Program, the residency requirement policy of AU, if different, will apply instead).

SECOND DEGREE

A student who wishes to earn a second degree must meet all major and cognate requirements for a second major, a minimum of 30 additional credits beyond the first degree, and fulfill the regulations (including any general studies requirements beyond those required for the first degree) of the Bulletin at the time of re-admission. Re-admission is *de facto* even if there is no actual break between completion of first degree and commencement of second degree. The major of a second degree must be in an area of a different nature from the first degree.

Students with professional training need to fulfill the components of General Education only up to 12 credits.

(For students in the AU Affiliation Program, the second degree policy of AU, if different, will apply instead).

ACADEMIC DEPARTMENTS AND PROGRAMS

In conjunction with an affiliation with Andrews University, Michigan, USA, the College offers these bachelor degrees awarded by Andrews University:

<i>BA in Religion</i>	<i>(Registration No. 261684)</i>
<i>BHS in Wellness, with an Emphasis in Fitness</i>	<i>(Registration No. 262892)</i>
<i>BS in Psychology</i>	<i>(Registration No. 261680)</i>
<i>AS in General Business</i>	<i>(Registration No. 262891)</i>

The following programs are licensed by the Education Bureau (Registration No. E.D. 1/28221/60):

Four-year Diploma Courses*:

Business Management
Industrial Management
Language and Literature
Religion and Theology
Science and Mathematics
Social Science and Humanities

**Not currently offered*

One-year Certificate Courses:

English Proficiency
Bookkeeping and Accounts

The following program is accredited by Hong Kong Council on Academic Accreditation and Vocational Quality (HKCAAVQ):

<i>Diploma in Pre-University Studies (DPUS)</i>	<i>(Registration No. 13/000572/L3)</i>
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DEPARTMENT OF DIPLOMA IN PRE-UNIVERSITY STUDIES (DPUS)

DIPLOMA IN PRE-UNIVERSITY STUDIES

HONG KONG COUNCIL FOR ACCREDITATION OF ACADEMIC AND VOCATIONAL QUALIFICATIONS ACCREDITED PROGRAM

(Registration Number: 13/000572/L3)

Introduction

The programme primarily aims at bridging students who have completed their secondary school to tertiary-level degree programmes at the university level while simultaneously enhance the students with skills for initial job placement. The programme is basically conducted in English medium of instruction apart from the Chinese courses.

Objectives

1. To improve student's personal and academic preparation for entrance into tertiary-level degree programme;
2. To increase student's confidence in utilising basic communication skills and functional abilities for entrance into the free enterprise world;
3. To furnish student with a broad background and discipline specific knowledge required for acceptance into collegiate programmes;
4. To advance student's development of Christian moral, ethical, and social responsibilities toward society.

Programme Intended Learning Outcome

1. To apply knowledge of the social science and mathematics fundamentals to the understanding of social issues and natural phenomena;
2. To communicate effectively in English and Chinese;
3. To use a range of life skills to support and enhance academic learning;
4. To understand a person's moral and ethical responsibilities to his/her family, society, nation, and environment;
5. To apply knowledge to general education to solve personal and interpersonal problems;
6. To recognise and respond to the need for developing personal competence and life-long learning.

Minimum Admission Requirement

Applicants must fulfil one of the followings:

- Obtain a level 2 in any one subject in Hong Kong Diploma of Secondary Education Examination (HKDSE);
- Completion of 6 years of secondary school with a pass in English language — if English is not the medium of instruction, applicant must obtain a score of at least a 6.0 in IELTS or enrol in an Intensive English Reading programme.
- Obtain at least five passes in GCSE/IGCSE including English language;
- Age 21 or above on 1st September in the year when admission is sought;
- Successful completion of Grade 11 (Form 5) + 6.0 in IELTS or 60 in iBT (TOEFL)*

Graduation Requirement

To be awarded a Diploma in Pre-University Studies, a student must:

1. Attend at least 80% of individual courses in the module;
2. Obtain a grade no lower than a D in all courses;
3. Obtain a cumulative grade point average (CGPA) of at least 2.25;
4. Receive a conduct of no lower than a B

CORE COURSES

1st Semester

ARTD040	Creative and Performance Arts I	2
BHSC040	Life Skills I	1
CHIN040	Foundation Chinese I	3
<i>or</i>		
CNCS040	Chinese for Non-Chinese Speaker I	3
ENGL040	Advanced English I	6
MATH040	Mathematics Competences I	3
RELB040	Understanding Christianity I	2
<i>One Elective</i>	<i>Based on availability</i>	3

2nd Semester

ARTD041	Creative and Performance Arts II	2
BHSC041	Life Skills II	1
CHIN041	Foundation Chinese II	3
<i>or</i>		
CNCS041	Chinese for Non-Chinese Speaker II	3
ENGL041	Advanced English II	6
MATH041	Mathematics Competences II	3
RELB041	Understanding Christianity II	2
<i>One Elective</i>	<i>Based on availability</i>	3

ELECTIVES

BSAD040	Understanding Business	3
ENGL050	Readings in Literature	3
HLED040	Healthy Living	3
INFS040	Computer Competencies	3
INFS050	Graphic Design	3
PSYC040	Everyday Psychology	3
RELG040	Moral Issues in Modern Society	3

DEPARTMENT OF GENERAL EDUCATION

(Also Unknown as CORE EXPERIENCE)

MISSION

The mission of the Department of General Education is provide holistic education to all students registered in the college so as to better prepare them for service in the community.

PHILOSOPHY

To be adequately prepared, we believe students must be trained in general education apart from their specific majors so they may be knowledgeable in various areas to meet the different needs of the community.

AREAS OF GENERAL EDUCATION

Religion

Students will gain an experiential knowledge of God's divine plan for their lives from the study of faith, ethics, and doctrine.

Language and Communication

Students will develop strategies for effective oral and written language communication appropriate for various needs.

History

Students will come to understand how civilization expresses itself and to better appreciate the diversities in the community through a study of history.

Fine Arts and Humanities

Students will better express themselves as they study and experience literature, ideas, music and the performance and visual arts.

Social Sciences

Students will come to understand human-behavioral theories and perspectives as manifested in social, geographical, political, and economic relationships.

Service

Students will apply their knowledge and skills to benefit others by identifying and serving in a selected community.

Life and Physical Sciences

Students will experience the scientific methods of studying life in nature and their relationship to the natural world and the universe as a whole.

Mathematics and Computer Literacy

Students will develop logical, mathematical, and computer skills essential in this modern technological society.

Physical Education and Wellness

Students will study and apply the principles of health and fitness as a way of life.

Multiculturalism

Students will learn about and understand how people of various ethnic backgrounds and cultures are shaped by their heritage and how oneness of all believers in Christ impacts

communication with respect and service to others regardless of cultural background, gender, disability, religious beliefs, or ideological differences.

To be well-informed, participating members of society, graduates must be knowledgeable in many areas.

GENERAL EDUCATION (CORE EXPERIENCE) REQUIREMENTS FOR FOUR YEAR UNDERGRADUATE DEGREE PROGRAMS

RELIGION

(Total number of credits required from this section: 12)

REL100	God and Human Life (first year)	3
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Recommend students take one course for each academic year in attendance from RELB, RELG, RELP, RELT (9 credits)

LANGUAGE AND COMMUNICATION

(Total number of credits required from this section: BA*13/BS 9)

ENGL115	College Writing I	3
ENGL215	College Writing II	3
COMM104	Communication Skills	3

*For BA degree programs, take one intermediate level language class 4

HISTORY

(Total number of credits required from this section: 6)

HIST110	Worldview, Cultures and Gods	3
HIST117	Civilizations and Ideas I	3
HIST118	Civilizations and Ideas II	3
HIST204	American Experience I	3
HIST205	American Experience II	3

FINE ARTS and HUMANITIES

(Total number of credits required from this section: 6)

*Take a total of 6 credits from a minimum of any **TWO** of the following categories:*

Visual Arts

ARTH220	Language of Art	3
PHTO210	History of Photography	3

Humanities

Any 200-level literature course		3
ENGL225	Studies in Literature	3
PHIL224	Introduction to Philosophy	3

Music

MUHL214	Enjoyment of Music	3
MUHL258	American and World Music	3
MUPF135	College Choir	1
MUPF160	Applied Music Non-Degree	1
MUPF360	Applied Music Non-Degree	1

LIFE AND PHYSICAL SCIENCES*

(Total number of credits required from this section: 8)

Take one Life Science AND one Physical Science course as recommended below or major level Life and Physical Science course.

**Science majors and majors requiring science cognates take a minimum of 8 credits of science lab courses from two areas of science.*

Life Science

BIOL100	Human Biology	4
BIOL110	Principles of Biology	4

BIOL208	Environmental Science	4
BIOL330	History of Earth and Life	4
FDNT230	Nutrition + FDNT240 Nutrition Laboratory	3+1

Physical Science

CHEM100	Consumer Chemistry	4
CHEM110	Introduction to Inorganic Chemistry	4
PHYS110	Astronomy	4
PHYS115	Mythbusting	4
PHYS225	Sound and Waves	4

MATHEMATICS

(Total number of credits required from this section: 3-4)

MATH145	Mathematics for the (Mis)Information Age	3
MATH165	College Algebra	3
MATH166	College Algebra for Business	3
MATH168	Precalculus	4
MATH191	Calculus	4
MATH195	Calculus I for Biology	4

SERVICE

(Total number of credits required from this section: 2)

BHSC100	Philosophy of Service and Civic Engagement	2
BHSC300	Philosophy of Service Fieldwork	1,2
	S-designated course. 20 hours of service is required for each credit registered for. Does not apply to a major or minor.	
EDUC108	Service Education*	0

**Each student is required to participate in at least 10 hours of community service each enrollment year at HKAC. May be repeated until a minimum of 40 hours is fulfilled.*

SOCIAL SCIENCES

(Total number of credits required from this section: 6)

*Take one Foundation Course **AND** one Interdisciplinary Course*

Foundation Courses

ANTH200	Cultural Anthropology	3
ECON225	Principles of Macroeconomics	3
GEOG225	Survey of Geography	3
PLSC104	American Government	3
PSYC101	Introduction to Psychology	3
SOCI119	Principles of Sociology	3

Interdisciplinary Courses

BHSC220	An Interdisciplinary Approach to Contemporary Social Issues	3
BHSC235	Culture, Place and Interdependence	3
FNCE206	Personal Finance	3
PLSC237	The Individual, State, and Marketplace	3
PSYC180	Dealing with Your Mind	3
FMST201	Personal Relationship	3

FITNESS EDUCATION

(Total number of credits required from this section: 4)

HLED120	Fit for Life	1
	<i>Three courses taken from at least two different categories: Personal Fitness, Outdoor Skills, Team Activity</i>	3

BS Total General Education Credits
BA Total General Education Credits

56-57
60-61

GENERAL EDUCATION (CORE EXPERIENCE) REQUIREMENTS FOR PROFESSIONAL DEGREE PROGRAMS

[39-45 semester credits]

RELIGION

(Total number of credits required from this section: 12)

RELT100	God and Human Life (first year)	3
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Recommend students take one course for each academic year in attendance from RELB, RELG, RELP, RELT (9 credits)

LANGUAGE AND COMMUNICATION

(Total number of credits required from this section: 9)

ENGL115	College Writing I	3
ENGL215	College Writing II	3
COMM104	Communication Skills	3

HISTORY

(Total number of credits required from this section: 3)

Take one Course

HIST110	Worldview, Cultures and Gods	3
HIST117	Civilizations and Ideas I	3
HIST118	Civilizations and Ideas II	3
HIST204	American Experience I	3
HIST205	American Experience II	3

FINE ARTS and HUMANITIES

(Total number of credits required from this section: 3)

Take one COURSE from the following categories:

Visual Arts

ARTH220	Language of Art	3
PHTO210	History of Photography	3

Humanities

Any 200-level literature course		3
ENGL225	Studies in Literature	3
PHIL224	Introduction to Philosophy	3

Music

MUHL214	Enjoyment of Music	3
MUHL258	American and World Music	3
MUPF135	College Choir	1
MUPF160	Applied Music Non-Degree	1
MUPF360	Applied Music Non-Degree	1

LIFE AND PHYSICAL SCIENCES*

(Total number of credits required from this section: 4)

Take one Life Science OR one Physical Science course as recommended below or major level Life and Physical Science course.

Life Science

BIOL100	Human Biology	4
BIOL110	Principles of Biology	4
BIOL208	Environmental Science	4
BIOL330	History of Earth and Life	4
FDNT230	Nutrition + FDNT240 Nutrition Laboratory	3+1

Physical Science

CHEM100	Consumer Chemistry	4
CHEM110	Introduction to Inorganic Chemistry	4
PHYS110	Astronomy	4
PHYS115	Mythbusting	4
PHYS225	Sound and Waves	4

MATHEMATICS

(Total number of credits required from this section: 3)

Take one course from the following:

MATH145	Mathematics for the (Mis)Information Age	3
MATH165	College Algebra	3
MATH166	College Algebra for Business	3
MATH168	Precalculus	4
MATH191	Calculus I	4
MATH195	Calculus I for Biology	4
STAT285	Elementary Statistics	3

COMPUTER LITERACY

Determined by each professional program

SERVICE

Determined by each professional program

EDUC108	Service Education*	0
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**Each student is required to participate in at least 10 hours of community service each enrollment year at HKAC. May be repeated until a minimum of 40 hours is fulfilled.*

SOCIAL SCIENCES

(Total number of credits required from this section: 3)

Take one course from the following:

ANTH200	Cultural Anthropology	3
BHSC220	An Interdisciplinary Approach to Contemporary Social Issues	3
BHSC235	Culture, Place and Interdependence	3
ECON225	Principles of Macroeconomics	3
FMST201	Personal Relationship	3
FNCE206	Personal Finance	3
GEOG225	Survey of Geography	3
PLSC104	American Government	3
PLSC237	The Individual, State, and Marketplace	3
PSYC101	Introduction to Psychology	3
PSYC180	Dealing with Your Mind	3
SOCI119	Principles of Sociology	3

FITNESS EDUCATION

Take two courses. Recommend HLED120 first year

HLED120	Fit for Life (recommended)	1
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Or take two courses taken from the following categories: Personal Fitness, Outdoor Skills, Team Activity

1

GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE WITHIN PROFESSIONAL PROGRAMS

RELIGION Take RELT100 and recommend students to take one course from each academic year in attendance from RELB, RLG, RELP, RELT	2 Courses
LANGUAGES/COMMUNICATION Take ENGL115 and COMM104	2 Courses
HUMANITIES/SOCIAL SCIENCES Choose with advisor	1 Course
LIFE/PHYSICAL SCIENCES/MATHEMATICS Choose with advisor	1 Course
MATHEMATICS Required	P2 minimum
FITNESS EDUCATION Take HLED120 and one activity course	2 Courses

ONE-YEAR CERTIFICATE IN ENGLISH PROGRAM

The program is registered with the Hong Kong Education Bureau.
The registration number is 28221.

The Certificate in English is a one-year program primarily aimed at helping students acquire the essential English language proficiency required to handle college-level courses offered through affiliated or local accredited programs. The Certificate in English will cover the fundamentals of language skills such as grammar, reading, listening, speaking, and writing.

Creative teaching approaches will be used to motivate student to learn and to ensure that they are able to apply the skills they learn in class to their everyday lives. In addition to classroom lectures, unconventional approaches such as music, drama, and role-play are also used to promote language acquisition in various settings.

The objectives of the program:

1. To provide total English immersion environments to enhance English context experiences in learning;
2. To provide ample opportunities for students to participate and express themselves without intimidating environments;
3. To provide students comprehensive English learning across the curriculum in contents and deliveries.

To be granted the certificate, students must:

1. Complete 32 credits of the courses listed in the program;
2. Pass all courses with no grade lower than a C-;
3. Obtain a cumulative Grade Point Average of 2.00 or higher;
4. Participate actively in activities of the course and program with an attendance of no less than 80%.

ADMISSION

(Fulfill the entrance requirement to the College program)

1. Successfully completed Secondary 6 or equivalent and
2. Obtained a pass in English language (level 2) in HKCEE or IELTS score of at least 3.5 (iBT, 31) or equivalent.

1st SEMESTER (16 credits)

ENSL060	English Through Journalism	4
ENSL074	Listening and Speaking Skills	4
ENSL075	Introduction to Grammar	4
Choose one of the following:		
ENSL070	iBT- TOEFL Preparatory Course	4
ENSL071	IELTS Preparatory Course	4

2nd SEMESTER (16 credits)

ENSL054	English Through Music and Drama	4
ENSL061	English Through Film and Literature	4
ENSL095	Reading Comprehension	4
ENSL096	English Writing Skills	4

DEPARTMENT OF BUSINESS

PURPOSE

The Department of Business seeks to prepare students for the business community at large by providing quality business program which will form the professional and intellectual foundation for the productive lives of people and long range success of organizations. Regardless of the setting in which graduates will eventually work, the Department aims to develop professionally-prepared graduates whose integrity, honesty and efficiency are beyond reproach.

OBJECTIVES

1. To prepare students with fundamental business administration skills required for initial job placement
2. To assist student in developing a sound Christian philosophy towards the world of work and in particular, the changing business environment.

PROGRAMS OFFERED

Andrews University Affiliation Program:

AS in General Business

ASSOCIATE OF SCIENCE IN GENERAL BUSINESS **[62 Semester Credits]**

CORE REQUIREMENTS (33 semester credits)

ACCT121	Principles of Accounting I	3
ACCT122	Principles of Accounting II	3
BSAD210	Small Business Management	3
BSAD341	Business Law	3
BSAD 355	Principles of Management	3
ECON225	Principles of Macroeconomics	3
ECON226	Principles of Microeconomics	3
FNCE317	Business Finance	3
INFS120	Foundations of Information Technology	3
INFS215	Business Software Applications	3
MKTG310	Principles of Marketing	3

COGNATES (3 semester credits)

STAT285	Elementary Statistics	3
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UNDERGRADUATE ELECTIVES

Sufficient credits to complete the 62 credits required for graduation.

CORE EXPERIENCE (GENERAL EDUCATION)

Students must take all courses designated in the Associate Within Professional Program of the Andrews Core Experience Program while noting the following approved course substitutions. If a student changes to another degree program, these course substitutions will no longer apply even if already completed.

Religion (2 courses)

RELT100	God and Human Life	3
Another course (1 per year) from RELB, RELG, RELP, RELT		3

Languages/Communication (2 courses)

ENGL115	College Writing I	3
COMM104	Communication Skills	3

Social Science (1 course)

PSYC101	Introduction to Psychology	3
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Fitness Education (2 courses)

HLED120	Fit for Life	1
One Activity Course		1

Life/Physical Sciences/Mathematics (1 courses)

MATH166	College Algebra for Business	3
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DEPARTMENT OF HEALTH

The Department of Health builds its philosophy on the precept that the development of the whole person includes physical, mental, social, emotional, and spiritual health, and is fundamental to life and effective service to God and men. Therefore, the mission of the department is to prepare qualified and highly motivated men and women to promote a healthy lifestyle in the community through various careers related to public health.

The Department of Health collaborates with Hong Kong and Tsuen Wan Adventist Hospitals, Physical Fitness Association of Hong Kong, China, Penang Adventist Hospital and Aeon Health Care, Malaysia in providing internship/ practicum for potential graduates to have practical training. At the end of their third-year study, students are required to start their internship/ practicum. With these skills and experiences, the department strives to accentuate professionalism in our service to the community.

We also encourage diversity among students to enrich their experiences and promote respects and teamwork.

The department offers a four-year BHS in Wellness (with an Emphasis on Fitness) through an affiliation with Andrews University in Berrien Spring, Michigan, USA. This program includes Nutrition, Exercise and Fitness, Behavior Change, Health Promotion Strategies, and Internship.

Students in other majors who are interested in health may also pursue a Minor in Health.

MISSION

To prepare qualified and highly motivated men and women to promote healthy lifestyle in the community through various health and fitness related careers.

PROGRAMS OFFERED

Andrews University Affiliation Program:

BHS in Wellness (with an Emphasis on Fitness)
Minor in Health

BHS IN WELLNESS (WITH AN EMPHASIS ON FITNESS)

[Minimum 124 Semester Credits]

MAJOR: CORE REQUIREMENTS (11 semester credits)

FDNT230	Nutrition	3
FDNT448	Nutrition and Wellness	3
FDNT460	Seminar in Nutrition, Wellness, and Ellen White's Writings	1
HLED120	Fit for Life	1
HLED445	Consumer Health	2
FTES205	Fitness Conditioning	1

MAJOR: CONCENTRATION REQUIREMENTS

Fitness (25 - 28 semester credits)

FTES210	Personal Fitness Plan	1
FTES214	Weight Training and Conditioning (Men/Women)	1
FTES305	Current Concepts and Applications in Physical Fitness	3
FTES355	Methods of Fitness Instruction	3
FTES410	Issues in Exercise Science	2
FTES465	Exercise Physiology	4
FTES475	Kinesiology	3
FTES495	Independent Study / Reading / Research Project	1-4
HLED380	Natural Therapies	3
HLED411	Community Health and Fitness I	2
HLED412	Community Health and Fitness II	2

COGNATES (24 semester credits)

PHYS141	General Physics I	4
PHYS142	General Physics II	4
BIOL221	Anatomy and Physiology I	4
BIOL222	Anatomy and Physiology II	4

Choose ONE of the following sets:

CHEM110	Introduction to Inorganic Chemistry	4
BCHM120	Introduction to Organic and Biological Chemistry	4
<i>Or</i>		
CHEM131	General Chemistry	4
BCHM120	Introduction to Organic and Biological Chemistry	4
<i>Or</i>		
CHEM131	General Chemistry	4
PHYS225	Sound and Waves	4

Minimum total credits for BHS Wellness – Fitness Emphasis: 60

CORE EXPERIENCE (GENERAL EDUCATION)

See professional program requirements and note the following specific requirements for BHS Wellness

Religion:

PBHL440	Fundamentals of Spirituality and Ethics in Health Care	3
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One religion course per academic year of attendance in a Seventh-day Adventist College or University.

Psychology

An introductory psychology course

PSYC101	Introduction to Psychology	3
PSYC 301	Human Development or similar PSYC course	

Fitness Education:

Recommend freshmen take HLED120 and one additional course from personal fitness, outdoor skills or team activity.

PBHL440 Fit for Life

1

UNDERGRADUATE ELECTIVES (5 -12 semester credits)

Courses are to be selected in consultation with advisor.

GRADUATION REQUIREMENTS

Students are expected to complete a professional development portfolio during the BHS Wellness program outlining their goals and accomplishments, including required hours of professional experience (based on class standing and previous experience). Final approval of the portfolio by the Department Chair is a requirement for graduation. A students needs to maintain a cumulative GPA of 2.50 or greater in all credits used to meet the BHS degree requirements.

All students need to submit a valid First Aid certificate before the end of the third year of study.

MINOR IN HEALTH

[Minimum: 20 semester credits]

REQUIRED COURSES

FDNT230	Nutrition	3
FDNT240	Nutrition Laboratory	1
FTES214	Weight Training and Conditioning	1
HLED120	Fit for Life	1
HLED210	Philosophy of Health	3
HLED445	Consumer Health	2

The remaining 9 credits to be selected from HLED, FDNT, FTES or other health-related courses and approved by the Department Chair.

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DEPARTMENT OF PSYCHOLOGY

The Department of Psychology aims to provide students with knowledge and skills in the study of human behaviors and relationships through salient discoveries and procedures accumulated from research in psychology. Students will obtain a thorough understanding of the discipline, including the areas of clinical, developmental, and educational psychology. Instruction is both theoretical and practical. As part of their practical training, students will engage in laboratory work and field experience where they will apply the knowledge obtained. In harmony with the holistic approach to education and Seventh-day Adventists values, the students will not only be prepared to enter and contribute to a productive society as professional but will be empowered to utilize their acquired knowledge and skills in furthering the mission of Seventh-day Adventists: restoring men and women to the image of their Maker.

MISSION

To provide people-oriented education leading to the mission of promoting wellbeing and restoring relationships with God and among ourselves.

VISION

To inspire people to embrace Jesus' purpose for our lives: "... that they may have life, and that they may have it more abundantly." (John 10:10)

VALUES

CHANGE necessary for growth

OPENNESS to foster the ideal environment for communication

RESPECT of individual differences and cultural diversity

EMPATHY to better understand the needs of others

PROGRAMS OFFERED

Andrews University Affiliation Program:

Bachelor of Science in Psychology

Minor in Psychology

BACHELOR OF SCIENCE IN PSYCHOLOGY

[Minimum 124 Semester Credits]

The Course is typically a 4-year full-time program, but it can also be pursued in a part-time fashion under the advice of the school to complete the program in a longer time. The Psychology curriculum prepares students for a wide range of careers in the behavioral sciences or in related professions that involve working with people. Primary emphasis is placed on the applied dynamics of human behavior and relationships rather than on animal or laboratory psychology.

The major requirements and cognates are intended to provide a scientific base on which a balanced program of electives may be built in accordance with the individual needs and interests.

A student majoring in psychology must complete a minimum total of 40 semester credits in the major, 16 semester credits of the required cognates, and 48 semester credits of the general education program, and all baccalaureate degree requirements as outlined in the Bulletin.

(27 credits must be selected from courses numbered 300 or above)

CORE REQUIREMENTS	9
PSYC101 Introduction to Psychology	3
PSYC105 Careers and Plans for the Psychology Major	0
PSYC301 Human Development	3
PSYC432 Research Method II: Introduction	3
 CONCENTRATION REQUIREMENTS	
Learning, Memory, and Brain	31
<i>Choose one of the following two courses:</i>	6
PSYC465 Physiological Psychology	3
PSYC108 Dealing with Mind	3
 <i>Choose one of the following two courses:</i>	
PSCY364 Learning and Behavior	3
PSYC445 Cognitive Psychology	3
 History, Social, Personality & Abnormal	6
<i>Choose a minimum of two of the following four courses:</i>	
PSYC269 History and Systems of Psychology	3
PSYC450 Social Psychology	3
PSYC454 Theories of Personality	3
PSYC460 Psychology of Abnormal Psychology	3
 Capstone	1-4
<i>Choose one of the following four options:</i>	
 Option 1	
PSYC480 Field Experience	1-8
	(2 required)
 Option2	
PSYC490 Practicum in Psychology	3
 COGNATES	16-22
BHSC230 Research Method I: Statistics for the Behavioral Sciences	3
RELT340 Religion and Ethics in Modern Society	3

Choose one of the following three options:

Option 1

BIOL221 Anatomy and Physiology I 4

BIOL222 Anatomy and Physiology II 4

Option 2

BIOL221 Anatomy and Physiology I 4

PSYC465 Physiological Psychology 3

Option 3

BIOL165 Foundations of Biology 4, 5

BIOL166 Foundations of Biology 4, 5

Choose one of the following two courses:

SOCI119 Principles of Sociology 3

ANTH200 Cultural Anthropology 3

Choose one of the following sociocultural awareness classes or experiences:

3 credits of BHSC440 Topics: Cultural Psychology 1-4

3 credits of PSYC475 Topics: Cultural Psychology 1-4

An international student missionary experience

Attending Adventist Colleges Abroad

An AU tour which deals with cultural concepts

ANTH200 Cultural Anthropology 3

BHSC225 Global Social Issues 3

3 credits of PSYC475 Topics: Community Psychology 1-4

UNDERGRADUATE ELECTIVES

Electives may be chosen from psychology courses not required within the core concentration requirements, or those approved by the advisor/chair, to meet the minimum of 40 credits in psychology.

RECOMMENDED

Field experience and a reading knowledge of a foreign language are strongly recommended, particularly for student who plan to take graduate studies in Psychology.

MAJOR FIELD TEST

Majors are required to take the Major Field Test in Psychology. The exam assesses the following areas: memory and thinking, sensory and physiology, developmental, clinical and abnormal, social and measurement and methodology.

MINOR IN PSYCHOLOGY Andrews University Affiliation Program [Minimum 20 Semester Credits]

REQUIREMENTS [Total of 20 credits]

PSYC101 Introduction to Psychology 3

At least one of the following:

PSYC364 Learning & Behavior 3

PSYC445 Cognitive Psychology 3

PSYC449 Neuropsychopharmacology 3

PSYC465 Physiological Psychology 3

PSYC471	Behavior Modification	3
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At least one of the following:

PSYC269	History and Systems of Psychology	3
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PSYC450	Social Psychology	3
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PSYC454	Theories of Personality	3
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PSYC460	Psychology of Abnormal Behavior	3
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Remaining 11 credits to be chosen from other PSYC courses. 11

DEPARTMENT OF RELIGION

MISSION

To develop dedicated, spiritual, responsible, honest and competent pastors and leaders for churches and societies in Hong Kong, China, Asia, and the global Chinese communities. To provide courses, programs, seminars, workshops and services to the various Departments of the College, and to churches through face-to-face or on-line services, to the local Conference and Union, and to the Chinese communities around the world.

PROGRAMS OFFERED

Andrews University Affiliation Program:

Bachelor of Arts in Religion, Biblical and Theological Studies
Minor in Religion

BACHELOR OF ARTS IN RELIGION

[Minimum 124 Semester Credits]

The Bachelor of Arts in Religion program aims to help students to gain a deeper understanding of religion, especially relating to the Asian context and to prepare them to take on responsibility as ministers and administrators within church organizations. By providing a broad base of knowledge in religion and liberal arts general education as a foundation, this program also aims at paving the way for graduate study in religion or related fields.

MAJOR CORE REQUIREMENTS (42 – 43 semester credits)

Biblical Studies (15 semester credits)

RELB111	Introduction to the Old Testament	3
RELB112	Introduction to the New Testament	3
RELB210	Jesus in His Time and Ours	3
RELB406	Studies in Daniel and Revelation	3

Choose one of the following courses:

RELB216	Law and Writings of the Old Testament	3
RELB274	Prophetic Writings of the Old Testament	3
RELB335	Acts and Epistles	3

Theological Studies (15 semester credits)

RELT250	Personal Spirituality and Faith	3
Or RELT315	Christian Discipleship	3
RELH400	SDA History and Prophetic Heritage	3-4
RELT325	Theology I	3
RELT326	Theology II	3
RELT340	Religion and Ethics in Modern Society	3

Practical Studies

RELP200	Religion Forum (every semester in residence)	0
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Choose five to six credits from the following courses:

RELP240	Personal Witnessing	2-3
Any RELP course		

Electives (6 semester credits)

Courses from RELP, RELG, RELH, RELT, or RELB.

CORE EXPERIENCE (GENERAL EDUCATION, 60 – 61 semester credits)

Students must take all courses designated in the BA degree requirements (see “General Education Requirements” Section).

RELT100	God and Human Life	3
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LANGUAGE*

(Choose ONE of the following sets. Total of 6 semester credits)

BIBL211	Greek I	3
BIBL212	Greek II	3
BIBL313	Greek III	3

Or

BIBL341	Hebrew I	3
BIBL342	Hebrew II	3

Or

Any modern foreign language, through the intermediate level.

*Note: Language requirements may be fulfilled by any intermediate level foreign language course. Major requirements can be fulfilled by taking one of the Biblical languages.

Graduation Requirements

- Minimum grade of "C-" for all major classes and cognates
- Major GPA of 2.50
- Practical service in accordance with the requirements of the department

OTHER REQUIREMENTS

All religion majors must complete the Master Guide, Literature Evangelism, and Field Evangelism requirements, and register for RELP200 Pastoral Practicum every semester as part of the graduation requirement.

1. Master Guide:
A youth ministry leadership practical training.
2. Literature Evangelism:
Field experience in reaching people through the art of selling religious literature and using printed materials as a means of witnessing.
3. Field Evangelism:
Gain practical experience through instruction and participation, including personal evangelism and public evangelism.
4. Pastoral Practicum:
Students are assigned to a specific church to participate in church activities over the weekends. Students and the supervising instructor meet once a week to review set objectives, discuss how they have or have not been met, and plan for the following week. Each student needs to present a weekly report, and the church pastor submits an evaluation of the student at the end of the semester.
5. Foreign Language Requirement:
The General Education foreign language requirement for the BA in Religion is to fulfill Greek at the intermediate level.
6. Ministerial Candidacy:
This is to evaluate and assess students' suitability for pursuing pastoral ministry. All religion majors are expected to pass ministerial candidacy by the end of the sophomore year.

MINOR IN RELIGION **Andrews University Affiliation Program** **[Minimum 20 Semester Credits]**

Requirements

Six (6) credits must be upper-division

Fifteen (15) credits from RELB, RELT, RELG and RELP.

The remaining five (5) credits may be taken from any offerings by Department of Religion & Biblical Languages offerings in consultation with the Department.

COURSE DESCRIPTIONS

COLLEGE COURSES

The course descriptions below are listed in the alphabetical order of the course prefix

<u>Course Prefix</u>	<u>Course Title</u>
ACCT121	Principles of Accounting (3) Emphasis upon understanding the accounting cycle and the content and preparation of financial statements.
ACCT122	Principles of Accounting II (3) Studies fundamental concepts of cost and managerial accounting. A grade of C or higher is needed in ACCT 121 for admission to ACCT122. <u>Prerequisite:</u> ACCT 121
ANTH200	Cultural Anthropology (3) Comparative study of human diversity and of ways of being human. The concept of culture and ethnography as the primary tool of cultural anthropological research. Salient features of tribal communities, state level policies, and modern network society. Globalization and its social, economic, and environmental consequences. Understanding "ourselves" and those we call "others."
ARTH220	Language of Art (3) Presents the elements of visual language and studies them in relationship to images of famous paintings, sculptures, and contemporary advertisements.
BCHM120	Introduction to Organic and Biological Chemistry (4) A survey of major concepts in organic chemistry and biochemistry. Organic foundation of structures and basic reactions of organic molecules emphasizing functional groups and establishing foundation for understanding structure and function of biological molecules regulation of biochemical pathways. For nursing, dietetics, and allied health students. Not applicable toward a major or minor in Chemistry or biochemistry.
BHSC100	Philosophy of Service and Civic Engagement (2) Provides a theoretical and practical basis for understanding and meeting needs of communities and individuals. Course materials include works from Christian and secular sources. Students develop an individualized practical plan to understand and meet needs. Does not apply to a major or minor.
BHSC230	Research Methods I: Statistics for Behavioral Sciences (3) Probability concepts, frequency distributions, measures of central tendency, measures of variation, using frequency distributions, point-estimation and confidence intervals, sampling distribution, levels of significance in hypothesis testing, t and z tests, correlation, chi-square, and ANOVA.
BHSC300	Philosophy of Service Fieldwork (1-2) Provides an opportunity for the practical application of the theories, principles and concepts learned in BHSC 100. Prerequisite(s): BHSC 100 or permission of Service Learning Coordinator. 20 hours of service is required for each credit registered for. Does not apply to a major or minor.

- BHSC440** **Topic in _____ (1-3)**
 001 – Families in Crisis
 Examines emerging issues in the behavioral sciences. Repeatable in different specialized areas.
- BIBL211** **Greek I (3)**
 Elements of Grammar of the Koine Greek of the New Testament, including vocabulary, translation, and reading. Weekly lab required.
- BIBL212** **Greek II (3)**
 Instruction in intermediate grammar and reading of selected portions of the New Testament. Weekly lab required.
Prerequisite: BIBL211.
- BIBL313** **Greek III (3)**
 Advanced Koine Reading. New Testament portions from Luke, Paul, the book of Hebrews, and James should be analyzed on the bases of Greek syntax and author specific vocabulary. Selections from the Septuagint and the early church fathers will be considered to illustrate the development of thought within Christianity. Furthermore, introducing students to selections from Philo and Josephus.
Prerequisite(s): BIBL 211 and BIBL 212
- BIBL 341** **Hebrew I (3)**
 Fundamentals of Biblical Hebrew including a practical vocabulary, an understanding of the grammatical structure of the language, and practice in translation.
- BIBL 342** **Hebrew II (3)**
 Development of reading ability in different portions of the Hebrew Bible on intermediate level. Application of the principles of Hebrew lexicography, grammar, syntax and style to the exegesis of selected passages of the Hebrew Old Testament. Emphasis placed upon practical and scholarly application of the text in an exegesis paper.
- BIOL100** **Human Biology (4)**
 This course is designed to provide students with a basic understanding of the structure and function of the human body. Emphasis is placed on the practical application of principles learned in the areas of nutrition, anatomy, and physiology. Meets the life science general education requirement. Weekly: 3 lectures and 1 lab.
- BIOL110** **Principles of Biology (4)**
 A one-semester survey of the principles of biology as they apply to the study of biological molecules, cells, multicellular organisms, and ecosystems. The course will introduce key concepts of biological function, inheritance, adaptation, and diversity. Does not apply to major or minor. Weekly: 3 lectures and a 3-hour lab.
- BIOL 208** **Environmental Science (4)**
 Study of basic ecological principles as applied to human activities. Discussions deal with contemporary environmental issues. Lab includes field trips, guest speakers, and experiments. Meets certain state educational certification requirements. Weekly: 3 lectures and a 3-hour lab.
- BIOL221** **Anatomy & Physiology I (4)**
 Addressing the structure and function of the human organism. Surveys

introductory biological chemistry, cell biology, histology, and the structure, function, and control of the integumentary, skeletal, muscular, nervous, and sensory systems. Does not apply to a major or minor. (3 lectures and a 3-hour lab)

- BIOL222 Anatomy & Physiology II (4)**
Addressing the structure and function of the human organism. Surveys the structure, function, and control of the endocrine, cardiovascular, circulatory, respiratory, urinary, digestive and reproductive systems. Does not apply to a major or minor. (3 lectures and a 3-hour lab)
Prerequisite: BIOL 221
- BIOL 330 History of Earth and Life (4)**
Survey of fundamental concepts of geology and paleontology with application to a study of the history of the earth and of life. Consideration is given to interactions of religious, philosophical, and geological ideas, within a biblical worldview. Meets the life science general education requirement. Weekly: 3 lectures and a 3-hour lab
- BSAD104 Intro to Business (3)**
Introduction to business subjects and business functions within an enterprise. Overview of topics includes basic principles and career opportunities within each field of business. Students will learn how to write a resume and compile a portfolio. Does not apply towards management major during junior and senior years.
- BSAD210 Small Business Management (3)**
A practical course on the principles and problems of organizing and operating a small business. Topics include a procedural system for establishing a new business, providing physical facilities, financing, organizing, and management of the small business. Does not apply towards a management major during junior and senior years.
- BSAD297 Special Topic in _____(1-3)**
Study of selected topics of current interest in the sub-discipline area noted and not ordinarily covered in-depth in other courses. Repeatable with different topics. Instructor permission required.
- BSAD341 Business Law I (3)**
Introduction to general legal principles focusing on business organizations, property laws, employment regulation, agency laws, business torts and crimes, regulation of negotiable instruments and contracts, and the Uniform Commercial Code.
- BSAD355 Principles of Management (3)**
Introduction to the philosophy of management which presents an overview of organizational behavior. Emphases include the functions of management (planning, organizing, leading, and controlling), group and team dynamics, organizational structure, strategic planning, managing within a global environment, human resource functions, motivation, and management control systems.
- BSAD397 Topics in _____(1-3)**
Intensive study of selected topics of current interest in the sub-discipline area noted and not ordinarily covered in depth in other courses.
- BSAD497 Advanced Topics in _____(1-3)**

Topics of current interest in the sub-discipline area noted not ordinarily covered in depth in other courses.

CHEM100 Consumer Chemistry (4)

A one-semester course primarily for non-science majors presenting an introduction to fundamental concepts of chemistry to convey an appreciative understanding of the nature of chemistry and how it is applied to our daily lives. Topics of consumer chemistry to be studied will be selected from fuels, energy, polymers, fertilizers, pesticides, food and food additives, household cleaners, cosmetics and personal care chemicals, pharmaceuticals, and air and water pollution. Meets the physical science general education requirement. Three lectures per week and one 3-hour laboratory. Not applicable toward a major or minor in chemistry or biochemistry.

CHEM110 Introduction to Inorganic Chemistry (4)

An introduction to the principles and applications of inorganic chemistry; for nursing, dietetics, and allied health students. Not applicable toward a major or minor in chemistry or biochemistry.

CHEM131 General Chemistry I (4)

The first course in chemistry is for students planning to major in science and engineering. Topics include stoichiometry, atomic and molecular structure, bonding, states of matter, solutions, chemical kinetics, and chemical equilibrium. Weekly: 3 lectures, 2 recitations and a 3-hour lab
Prerequisite(s): Passing grade in MATH165/MATH166/MATH168 or above.
Recommended: High school chemistry or physics strongly recommended.

CHEM132 General Chemistry II (4)

A Continuation of CHEM131 with topics including thermodynamics, acid and base chemistry, descriptive and nuclear chemistry.
Prerequisite: a grade of C- or better in CHEM 131

- CHIN207 Practical Chinese Writing (3)**
 This course explores the various literary styles of Chinese writings and analyzes the different rhetorical devices employed in Chinese literature. It is designed to enrich student's Chinese knowledge in order to enhance their abilities in composition and official letter writing; to proofread their writings and correct their speaking; to polish their Mandarin and Cantonese oral communication; to broaden their readings in both the ancient and modern materials; to be able to review as many literary materials as they can. Students will be assessed in terms of tests, discussions, presentations, assignments, and examination or a term paper of not less than 3000 words. (Chinese Language Medium)
 [Equivalent to INLS207]
- COMM104 Communication Skills (3)**
 Study of the human communication process – including a multicultural perspective and the importance of diversity – focusing on interactions with oneself, with one other person, with a small group, and within public-speaking situations.
- COMM320 Interpersonal Communication (3)**
 Emphasis is placed on interpersonal skills for the workplace. Students examine components of interpersonal communication such as listening, perception, managing conflict, etc., and then apply specific strategies to build relationships.
- ECON225 Principles of Macroeconomics (3)**
 Analysis of national income and expenditures according to current theories. Inflation, economic growth, and unemployment are examined, as well as modern banking and the money supply. Applicable toward General Education requirements in the social sciences.
- ECON226 Principles of Microeconomics (3)**
 Explores theories currently used to explain how people choose what to consume and produce with analysis extended to well-defined groups such as business firms; also explores the phenomenon called “market” with its prices and the way people react to them. Algebra used extensively.
- EDUC108 Service Education (0) [HKAC]**
 This practical course is designed to provide students the opportunity to serve the community while in pursuance of their academic undertaking. Students will learn the value of work through voluntary service, teamwork, work ethics, responsibility, reliability, cooperation, and trust in God. This is a mandatory course for all students regardless of their major. May be repeated until the minimum of 40 hours is fulfilled.
- ENGL115 College Writing I (3)**
 This course is an introduction to written composition focusing on composing as a recursive process for generating meaning and communicating effectively. It emphasizes short essay writing based on personal exploration of memory, observation, conversation, and reading.
Prerequisites: IELTS 6.5, TOEFL iBT: 80, TOEFL ITP: 550, HKALE C, or HKDSE Level 3.
- ENGL204 Introduction to Literature (3)**
 An introduction to the basic literary genres (essay, short stories, novel, drama, and poetry) and literary methodology. The nature and purpose of literature and language from a Christian perspective is also studied. Examples from various

- literatures.
Prerequisite: ENGL115
- ENGL214 Business Research Writing (3)**
 This course focuses on the study and practice of business and professional writing, both print and electronic. In this course the students will critique, develop, and design documents they will most likely use in their professional lives, such as abstracts, proposals, reports, and correspondence. Students will learn about the distinctive elements of business research writing strategies and techniques.
Prerequisite: COMM104 and ENGL121
- ENGL215 College Writing II (3)**
 This course introduces students to source-based, academic writing, including practice in summarizing, analyzing, synthesizing, and reading from a critical perspective. Sections organized thematically.
Prerequisites: ENGL115 and completion of 24 college credits.
- ENGL255 Studies in Literature – Topics Class (3)**
 This is an introductory literature course with the emphasis indicated by a subtitle, such as World Literature, Biblical Literature, the Short Story, and Women’s Literature.
Prerequisites: ENGL115
- FDNT230 Nutrition (3)**
 A study of basic principles of nutrition science, the biochemical functions of various nutrients, the changes in physiological needs with age, and the relationship between nutrition and health. Students needing life science general education credit must also register for the lab, FDNT240.
- FDNT240 Nutrition Laboratory (1)**
 Discovering principles of nutrition science in the laboratory. A weekly 3-hour lab. Required for those students needing life science general education credit.
- FDNT440 Topics in _____ (1-3)**
 Selected topics in nutrition.
- FDNT448 Nutrition and Wellness (3)**
 The dietary factors associated with the major chronic diseases of Western society. The use of plant-based diets in health promotion and disease prevention. Discussion of herbal therapies.
Prerequisite: FDNT230
- FDNT460 Seminar in Nutrition, Wellness and Ellen White’s Writings (1)**
 Review of contemporary issues and/or current literature in nutrition. An analysis of the nutrition and health writings of Ellen G. White to determine the meaning and importance of her writings within their cultural context and provide a comparison to modern day literature.
- FDNT498 Research Methods (2)**
 A study of research methodology, survey methods, and applied statistics as they relate to dietetics.
- FNCE206 Personal Finance (3)**
 Study of personal financial management. Emphasizes the principles of stewardship. The course covers household budgeting; use and cost of credit; life, property and umbrella insurance; individual taxation, housing; estate planning; savings; and investing. Not available for credit towards a finance

major.

- FTES130 Special Activities (1)**
Special areas beyond normally offered courses: Cardinal Athletics, personalized fitness activities, horseback riding. Consult the current class schedule for activities offered each year. Repeatable with different topics
- FTES 205 Fitness Conditioning (1)**
This class is designed to inspire a lifelong fitness program using dynamic movements and natural body resistance. Will explore ways to gain maximum results using the minimal equipment, such as the new suspension system 'TRX.' All workouts will target the anaerobic zone while strength training.
(Lab fee may be required)
- FTES210 Personal Fitness Plan (1)**
A study of basic-fitness concepts and principles in conjunction with a personalized exercise program for physical fitness. Weekly independent workouts are required.
- FTES214 Weight Training and Conditioning (Men/Women) (1)**
A study of the basic principles in strength training and conditioning for men and women as well as the application of different methods of muscular strength and endurance training.
(A lab fee may be required)
- FTES305 Current Concepts and Applications in Physical Fitness (3)**
A foundational course surveying the current trends and practices in the area of physical fitness. Understanding and critically analyzing the concepts, principles, and guidelines for fitness exercise and related activities.
- FTES355 Methods in Exercise Studies (3)**
A course providing knowledge and practical application for instructing safe and effective exercise programming for apparently healthy individuals.
Teaching and evaluating of a variety of individual and group exercise sessions including several different types of physical activities.
Prerequisite: FTES 305.
- FTES 410 Issues in Exercise Studies (2)**
Addresses a variety of current issues with exercise science in the 21st century related to special populations, weight management, Nutrition, appropriate methods and safety.
- FTES465 Exercise Physiology (4)**
Study of the body's physiological response to exercise. Three lectures per week plus 3-hour lab.
[Identical to PETH465]
Prerequisites: BIOL111, BIOL112, BIOL221, BIOL222 or equivalent
- FTES 475 Kinesiology (3)**
An understanding of how the structure of the human body determines its function, how movement is produced, and how exercise can maintain, rehabilitate, and improve body structure.
- FTES495 Independent Study/Reading/Research/Project/ Internship (1-4)**
Independent Study: Directed study in an area of interest resulting in a formal term paper.

Independent Readings: Weekly meetings with the instructor for individual assignments and reports.

Independent Research: Design and execution of an experiment or causal-comparative research.

Independent Project: Practical or creative experience or project in consultation with instructor. Permission required from the instructor and Department Chair.

- HIST 110 Worldviews, Cultures and Gods (3)**
This course examines the concept of worldview and how worldviews are manifested through history in various cultures/religions, from ancient monistic types to modern and postmodern types. The course covers biblical worldview, special revelation, natural and scientific worldview, various philosophies of history, and the interaction between various worldviews, ideologies and ideas.
- HIST117 Civilizations and Ideas I (3)**
Survey of the development of major world civilizations to the eighteenth century, including the origins and history of ideas, worldviews, and institutions (Stoicism, Hinduism, Catholicism, etc), with an emphasis on the interaction of cultures in the pre-modern world.
- HIST118 Civilizations and Ideas II (3)**
Survey of the development of world civilizations to the eighteenth century, including the origins and history of ideas, worldviews, and institutions (nationalism, anti-Semitism, racism, multiculturalism, etc.), with emphasis on cultural diversity and interaction and their meaning in the modern and post-modern world.
- HIST137 Chinese History & Culture I (3)**
A study of Chinese history and culture from antiquity to the Ming Dynasty. (Chinese Language medium)
- HIST138 Chinese History & Culture II (3)**
A study of Chinese history and culture from Qing Dynasty to the present. (Chinese Language medium)
- HIST 204 American Experience I (3)**
A study of the rise and development of the United States from European contact with the Americas through the Civil War. Emphasis placed on cultural, religious, ethnic, and other social issues as well as politics, economics, and foreign relations.
- HIST 205 American Experience II (3)**
A study of the development of the United States from Reconstruction to the present. Emphasis placed on cultural, religious, ethnic, and other social issues as well as politics, economics, and foreign relations.
- HLED120 Fit for Life (1)**
A balanced up-to-date coverage of all critical areas of wellness including physical fitness, nutrition, weight management and stress, as well as the principles of health according to the Bible and Ellen G. White. Practical tools will be given to help adopt and model healthier lifestyles.
- HLED 210 Philosophy of Health (3)**
The Biblical basis of health. A study of the historical development and basis of the health message in the Seventh Day Adventist church. The role of health

promotion in current society.

- HLED380 Natural Therapies (3)**
The study of simple natural therapeutic remedies, including massage, hydrotherapy, and herbal therapies.
- HLED 411 Community Health & Fitness I (2)**
In this course the Precede/Proceed Planning Model and other relevant health planning models are introduced and discussed. Students will design and evaluate professional health education programs in a variety of settings; school, worksite, medical care and community. Students will learn to set behavioral and learning objectives as well as determine the appropriate intervention type based on various learning theories and strategies geared for specific populations.
- HLED 412 Community Health & Fitness II (2)**
This course reviews the methods and planning or community programs related to obesity prevention and lifestyle interventions conducted in multiple settings (e.g. Individual, family, and community settings, as well as policy-level interventions). Topics include physical activity, nutrition, and weight-loss interventions in various populations. This course is intended to further enhance the student's skills in implementing and evaluation lifestyle interventions.
- HLED445 Consumer Health (2)**
An analysis of the various fads in society today, and the methods and techniques used by promoters of health care products and services. A study of ways in which consumers are vulnerable to certain health claims and scams, and the protection provided to the consumer by governmental agencies.
- INFS120 Foundations of Information Technology (3)**
Explores computing history, software, web technologies, basic network security, ethics, and future trends in information technology. Labs are modularly designed to meet specific academic program needs which include Windows, Mac OSX, presentations, word-processing, spreadsheets, database, use of online resources and basic web development.
Two 1-hour lectures & two 2-hour labs weekly.
- INFS215 Information System Theory & Application (3)**
Focuses on extending the students' skills in applications and explores information systems theory. Applications include advanced spreadsheet, PC database usage, and the development of interactive web pages. Students also gain an understanding of organizational systems, planning, the decision process, and decision support technologies.
Prerequisite: INFS120
- ILGS121 Elementary: _____ (3)**
A beginning course in Mandarin with emphasis on the fundamentals of pronunciation, structure, and conversation skills. (Chinese language/Mandarin medium)
- ILGS122 Elementary: _____ (3)**
A beginning course in Mandarin with emphasis on the fundamentals of pronunciation, structure, and conversation skills. (Chinese language/Mandarin medium)
Prerequisite: ILGS121
- INLS207 Practical Chinese Writing (3)**

This course explores the various literary styles of Chinese writings and analyzes the different rhetorical devices employed in Chinese literature. It is designed to enrich student's Chinese knowledge in order to enhance their abilities in composition and official letter writing; to proofread their writings and correct their speaking; to polish their Mandarin and Cantonese oral communication; to broaden their readings in both the ancient and modern materials; to be able to review as many literary materials as they can. Student will be assessed in terms of tests, discussions, presentations, assignments, and examination or a term paper of not less than 3000 words. (Chinese Language Medium)

ILGS235 Intermediate: _____ (4)

The course in Intermediate Mandarin with emphasis of the use of Chinese phonetics symbols (Hanyu pinyin), the constructions of making sentences, and conversation with correct tones. Furthermore, learners are required to be able to read and understand simple passages. (Chinese Language/Mandarin Medium).

MATH 145 Mathematics for the (Mis)Information Age (3)

A quantitative reasoning course that teaches how to use algebraic tools and real-world data to make informed decisions and avoid being misled in public policy, science, health, and business. Topics include logic; interpreting graphs and tables; functions such as linear, quadratic, exponential, and logarithmic with applications to population growth and personal finance; and fundamentals of probability and statistics such as false positives and statistical significance.

MATH165 College Algebra (3)

Introduction to precalculus. Linear, quadratic, radical, and absolute value equations and inequalities; graphs of lines, parabolas, circles, ellipses and hyperbolas; composition and inverses of functions; transformations of graphs, symmetry; linear, quadratic, exponential, logarithmic, polynomial, and rational functions. Introduction to derivatives of polynomials. Applications to business and science, including interpretation of graphs and charts.

MATH166 College Algebra for Business (3)

Introduction to precalculus. Linear, quadratic, radical, and absolute value equations and inequalities; graphs of lines, parabolas, circles, ellipses and hyperbolas; composition and inverses of functions; transformations of graphs, symmetry; linear, quadratic, exponential, logarithmic, polynomial, and rational functions. Introduction to derivatives of polynomials. Applications to business and science, including interpretation of graphs and charts.

MATH168 Precalculus (4)

Linear, quadratic, and absolute value equations and inequalities with applications; radical equations; polynomial, rational, exponential, logarithmic, inverse, trigonometric functions; higher order equations; exponential and logarithmic equations; the unit circle, trigonometric identities and equations; Law of Sines and Cosines; vectors in the plane, polar coordinates and graphs; complex numbers and De Moivre's Theorem; conic sections.

Prerequisite(s): MATH165 or MATH166

MATH 191 Calculus I (4)

MATH191, 192 is a standard introduction to single-variable calculus. MATH 191 includes limits, continuity, derivatives, applications and integration up through substitution and integration by parts. Formal definitions of limit, derivative, and Riemann integral. Proofs of standard theorems, including the Fundamental Theorem of Calculus.

Course Attribute: Fulfills the General Education Mathematics reasoning requirement

Prerequisite(s): MPE=P5 or [MATH 167](#) or [MATH 168](#) with grade no lower than C.

MATH 195 Calculus I for Biology (4)

Introduction to single-variable calculus in the context of the life sciences from the dynamical systems point of view. Limits, continuity, derivatives, integration by substitution and by parts. Formal definitions of limit, derivative, and Riemann integral. Proofs of standard theorems, including the Fundamental Theorem of Calculus. In addition to standard topics, includes research applications to biology and medicine, an introduction to mathematical models and differential equations, equilibria, stability, and eigenvalues.

Equivalent to [MATH 191](#) .

Corequisite(s): [BIOL 165](#) or [BIOL 166](#) or consent of the instructor

Prerequisite(s): MPE=P5 or [MATH 167](#) or [MATH 168](#) with grade no lower than C

MKTG310 Principles of Marketing (3)

A general survey of the four major marketing areas using the underpinnings of Christian values and ethical principles in a dynamic, highly competitive, global economy. The course assesses marketing concepts, strategies, and tactics that create value for consumers and organizations through integrated production and distribution of goods.

MUHL214 Enjoyment of Music (3)

An opportunity to acquire a better appreciation of classical music – to discover how church music, folk songs, jazz, spirituals, gospel, rock and roll, and pop music fit into the broad spectrum of classical music from 1000 A.D. to the present day.

MUHL 258 American and World Music (3)

A study of America's musical past with emphasis on the historical and social context of native, folk, sacred, popular, and classical music, and their interaction. An introduction to musical traditions from around the world with an investigation of their musical languages and the social context in which they happen.

MUPF135 College Choir (1)

Serves as a means of facilitating the enjoyment and practice of the musical process through choral singing activities.

MUPF160 Applied Music Non-Degree (1)

MUPF360 Applied Music Non-Degree (1)

The private study of the performance repertoire and technique of the given instrument or voice and the study of performance-related skills. These courses do not apply toward fulfilling music degree requirements without specific music faculty action.

PBHL440 Fundamentals of Spirituality & Ethics in Healthcare (3)

Addresses religious and spiritual issues of significance for healthcare. Includes a discussion of views of the relationship between health and spirituality from different religious perspectives. Provides an overview of the philosophical and historical background for ethical systems and their significance for current ethical challenges in healthcare. Required course for all majors in the School of Health Professions with the exception of students transferring to AU in their

senior year.

- PHIL224 Introduction to Philosophy (3)**
An introduction to basic philosophical issues, including the relationship of faith and reason, epistemology, the mind-body problem, determinism and free will, and ethics.
- PHTO210 History of Photography (3)**
A study of selected photographers and processes relevant to the development of the photographic medium. This course also explores the societal fabric of the mid 19th and 20th century while investigating how photography impacted the culture of Europe and America during that time. By viewing work, listening to photographers speak about their images and discussing relevant trends, the student will better understand the society in which they live and how the medium of photography has influenced the world of art and popular culture.
- PHYS 110 Astronomy (4)**
Exploring the cosmic environment— the solar system, stars and their development, star clusters, the interstellar medium, galaxies, and large-scale features of the Universe. Meets the Andrews General Education Physical Science requirement. Does not apply to a major or minor. Weekly: 3 lectures and a 2-hour lab
- Course/Lab Fee:** Yes
Prerequisite(s): MPE P2 or [MATH 145](#) or [MATH 165](#) or [STAT 285](#) or equivalent.
- PHYS115 Mythbusting (4)**
Examining what is commonly believed about the physical world and how to realign it with measurable reality. A conceptual and relevant understanding of physics—forces, matter and energy with 21st century applications. Meets the General Education Physical Science requirement. Does not apply to a major or minor.
- PHYS141 General Physics I (4)**
Algebra based introduction to mechanics, wave motion, sound and thermodynamics.
Prerequisite: MATH 167 or MATH 168
- PHYS142 General Physics II (4)**
Algebra based introduction to electricity, magnetism, physical and geometric optics, relativity, and modern physics.
Prerequisite: PHYS 141
- PHYS225 Sound and Waves (4)**
The production, transmission, synthesis, and perception of sound as understood through the physical principles, properties, and nature of waves. Includes a survey of applications—music, speech, locomotion, and imaging—and comparisons with light and other kinds of waves. Meets the General Education Physical Science requirement. Does not apply to a major or minor.
Prerequisite: MATH 145 or MATH 165 or STAT 285
- PSYC101 Introduction to Psychology (3)**
Principles of psychology including the study of growth, perception, learning, thinking, motivation, emotion, personality, and mental health.
- PSYC 105 Careers and Plans for the Psychology Major (0)**

This course focuses on career and academic planning issues for psychology majors. Information presented in the course will focus on the clarification, selection, and pursuit of a career in psychology or a related field. Topics will include an overview of the skills and knowledge expected of an undergraduate major in psychology, career options in psychology and related fields, preparation for employment with a bachelor's degree, and preparation for graduate school. Students will develop an academic and career timeline, prepare for their remaining years in the psychology program, and explore interest areas in psychology.

Grade Mode: Satisfactory (S,U,I,W)

PSYC 315 Organization and Human Resources (3)

This course teaches students to apply psychological theories and principles to the inner workings of organizations. The following topics are discussed in detail: employee selection and training, small group behavior, leadership, attitudes and motivation, power and politics, and strategies for fostering organizational change. Students will learn to interpret research findings accurately and responsibly as well as how to conduct empirical research in organizational settings.

Grade Mode: Normal (A-F,I,W)

PSYC 433 Research Methods III: Advanced Research Design (3)

The principles of designing, administering, interpreting, and writing experimental research, questionnaires and interview schedules. Survey also focuses on coding procedures and scale construction. Structured around a research project, and the interpretation of scientific reports and professional journals. Lab schedule Will be arranged.

Grade Mode: Normal (A-F,I,W)

Corequisite(s): [PSYC 434](#) /[SOC 434](#) .

Prerequisite(s): [BHSC 230](#) or [STAT 285](#) and [PSYC 432](#) .

PSYC 434 Research Methods IV: Advanced Statistical Analysis and SPSS (3)

A study on advanced parametric and non-parametric techniques such as two-way ANOVA, regression and power. The utilization of SPSS in the analysis and interpretation of statistical data. An analysis of professional journals and reports with an emphasis on the statistical reasoning.

Grade Mode: Normal (A-F,I,W)

Corequisite(s): [PSYC 433](#) , [SOC 433](#) .

Prerequisite(s): [BHSC 230](#) or [STAT 285](#) and [PSYC 432](#) , [SOC 432](#) . Must have achieved a grade of "C" (not C-) in either [BHSC 230](#) or [STAT 285](#) .

PSYC 475 Topics: (1-4)

Examines emerging issues in Psychology

Grade Mode: Normal (A-F,I,W)

Repeatable: Repeatable with different topics

PSYC 490 Practicum in Psychology (3)

This course is designed to build on psychological knowledge gained in previous coursework, explore different theories outlining how to work with agencies, and apply this knowledge to working in a community agency. The course requires students to spend 90 hours at the agency field site during the semester, and meet weekly as a class to discuss theories of intervention and

their field experiences. Student's final grade in this course will be based on feedback from the site supervisor as well as the instructor's evaluation of classwork and fieldwork. It is recommended that students meet with the instructor the semester beforehand to discuss class requirements and placement options. Enrollment in this class is limited to psychology majors and minors of junior or senior status, or permission of the instructor.

Grade Mode: Normal (A-F,I,W)

Prerequisite(s): [PSYC 101](#) and six additional credits of psychology courses

PSYC 495 Independent Study/Readings in Psychology (1-3)

Individual assignments and/or reports and/or individualized research in psychology on a contract basis with no more than 3 credits per semester. Students may repeat or take any combination of departmental independent study courses up to 6 credits. Consult staff before registering.

Grade Mode: Normal w S (A-F,I,S,U,W)

Repeatable: Repeatable up to 6 credits

PSYC180 Dealing with Your Mind (3)

An introduction to the brain and how it works, with an emphasis on processes used in everyday life: perception of our surroundings, memory and other facets of general cognition, and links to addictive behavior. The labs will give hands-on experience with these topics. Students will be exposed to research opportunities.

PSCY210 Introduction to Health Psychology (3)

Study of causes for the rise of health psychology; interrelationships between psychology and health-related disciplines; models of disease and health care; interrelationships between stressful life events, social support, and wellness; illness behavior; psychology of addictive behavior and behavioral health.

Prerequisite: PSYC101

PSYC269 History and Systems of Psychology (3)

A study of significant schools, individuals, and theories in the field of psychology, together with their contributions to the present knowledge of behavior.

Prerequisite: PSYC101

PSYC301 Human Development (3)

Lifespan is an integrative approach to psychological development which emphasizes the inter-dependency of physical, cognitive, emotional and social development. The interrelatedness of theory, research, and application are seen throughout the entire sequence of the human development from conception to death.

Prerequisite: PSYC101 or with written permission of advisor/chair.

PSYC319 Stress Management (3)

An introduction to stress along with signs and symptoms of stress and identification of stressors in a person's life. Students learn how to increase stress tolerance and implement change.

PSYC364 Learning & Behavior (3)

A study of theories of learning which evaluates connections between learning and behavioral processes within and between humans and animals. A lab fee may be required.

Prerequisite: PSYC101

PSYC366 Drugs and Behavior (3)

An introduction to how drugs affect mood, sensation, consciousness, and other psychological and biological functions. We will look at concepts such as the short and long term effects of use and abuse of drugs, classification and laws regulating the use of drugs, the relationship of drug use on societal issues, different approaches to drug treatment as well as debates on controversial topics in the field of drugs.

Prerequisite: PSYC101

PSYC410 Introduction to Theories in Counseling and Psychotherapy (3)

An introduction to the major theoretical models and concepts for counseling and psychotherapy. Concepts such as philosophical assumptions, the therapeutic process, and client/therapist relationship are discussed. Limited to psychology majors and minors, or permission of the instructor.

Prerequisites: PSYC101, and one of the following: PSYC269, PSYC454, or PSYC460

PSYC420 Human Sexuality (3)

A study of the multiple aspects of sexuality within a framework of Christian values.

PSYC432 Research Methods II: Introduction (3)

Asking researchable questions. Reviewing the literature. Hypothesis formulation. Research methodology emphasizes qualitative approaches but includes discussion of instrumentation, subject selection, data collection procedures, and informed consent. Writing assignments include theoretical essay, pilot study, second pilot study, and journal research.

Prerequisite/Co-requisite: BHSC230 or STAT285

PSYC438 Workshop (1-3)

Provides an opportunity to study in a focused area of Psychology. A paper may be required for one credit. A paper is required for two or three credits. This course is repeatable.

PSYC445 Cognitive Psychology (3)

A study of how people use and acquire knowledge with emphasis on how people receive, think, remember, store information, solve problems, and acquire and use language. A weekly lab focuses on experimental techniques that have been used to examine mental processing.

Prerequisite(s): PSYC101 or PSYC180

PSYC449 Neuropsychopharmacology (3)

A study of the mechanisms of actions of psychotropic agents and how they affect human perception and behaviors. Emphasis is placed on the organization and function of the nervous system and the molecular and biochemical basis of drugs used to treat behavioral and clinical disorders.

Prerequisite(s): PSYC 101 or PSYC 180; BIOL 221, BIOL 222 or BIOL 165, BIOL 166.

PSYC450 Social Psychology (3)

A study of human behavior within a group context. Included are attitudes, social roles, collective behavior, and the dynamic aspects of human interaction.

Prerequisite(s): PSYC101 or SOCI119

PSYC454 Theories of Personality (3)

Integrates sub-fields of psychology to enhance understanding of individual personality.

Prerequisite: PSYC101

PSYC460 Psychology of Abnormal Behavior (3)

A study of deviant human behaviors and theories of causation and remediation. Prerequisite: PSYC101

PSYC465 Physiological Psychology (3)

Introduces the biological bases of behavior. Examination of the neuroanatomical and physiological foundations of such topics as the mind/body problem, the development of language and learning, sexual behavior, recovery from brain damage, and psychopathology.

Prerequisite: PSYC101

PSYC471 Behavior Modification (3)

The theory and techniques of behavior change utilizing principles of conditioning. Applications relevant to health-centered and educational settings are emphasized. Prerequisite: PSYC101

PSYC480 Field Experience (1-8)

Supervised field placement in a human services setting must be approved in advance by the department chair. A minimum of 45 hours of fieldwork activity is required for each credit. Consult staff before registering. Open only to departmental majors. Repeatable to 8 credits.

PSYC486 Psychological Assessment (3)

Theory and practice in individual and group testing in the areas of intelligence, aptitude, achievement, personality, and interest. Evaluation of tests and other instruments of measurement with a focus on their worth and limitations. A lab fee may be required.

Prerequisite: PSYC101, BHSC230 or STAT285.

RELB111 Introduction to Old Testament (3)

An introduction to the writings and theology of the Old Testament within their near eastern cultural, geographical, and historical backgrounds.

RELB112 Introduction to New Testament (3)

An introduction to the writings and theology of the New Testament within their Jewish and Greco-Roman cultural, geographical, and historical backgrounds.

RELB210 Jesus in His Time and Ours (3)

Details the mission, the message, and the meaning of Jesus Christ for His day and for ours. What about the Christian story captured the attention of so much of world history? Also examines the connection between Christ's first Advent and His second.

Prerequisite: RELT100

RELB216 Law and Writings of the Old Testament (3)

An introduction to The Pentateuch and the "Writings" (historical books, Psalms, and wisdom literature).

RELB245 Hermeneutics (3)

An introduction to the presuppositions behind various interpretive approaches to the biblical text and application of the principles of interpretation to texts representing the various genres of the Old and New Testaments.

RELB274 Prophetic Writings of the Old Testament (3)

An introduction to the prophets of the Old Testament and their writings. May be taught with specific emphasis on a particular book or theme.

- RELB335 Acts and Epistles (3)**
Brief introduction to principles of New Testament interpretation; a study of Acts, the Pauline Epistles, Hebrews, and the General Epistles. Research paper may be required.
- RELB406 Studies in Daniel and Revelation (4)**
Study of the background, content, and construction of these biblical books with emphasis upon the interpretation of prophecy, apocalyptic imagery, and symbols.
- RELG160 Topics in Religion (1)**
Designed to add flexibility to the department offerings and to meet diverse student needs. Consult the class schedule for the current topic.
- RELG225 Introduction to Missions (3)**
An undergraduate religion course which explores the theology and practice of missions. The objective of the course is to understand God's mission in our world and to experience personal involvement in that mission. A long-term goal of the course is to create an experience through which God can inspire students to a lifetime of service and missions. The class experience includes intensive short-term missions exposure by means of a class tour. Note: Student missionaries are required to take a different missions course: RELP 325 - Preparation for Mission Service.
- RELG360 Topics in Religion (3)**
Designed to add flexibility to the department offerings and to meet diverse student needs. Consult the class schedule for the current topic. This course qualifies for a deferred grade when it requires research.
- RELH316 History of the Christian Church I (3)**
Surveys the internal and external developments and conflicts which Christianity has experienced in time and space from the time of Christ up to the Reformation. Special attention given to those developments that relate to Seventh-day Adventist theological heritage. Aims to enable the student to develop a broader historical perspective through which to see the outworking of the great controversy through the centuries, especially as it relates to issues the church faces today. Prerequisite: HIST117 or permission of instructor.
- RELH330 History of Christianity in Asia (3) [HKAC]**
A survey of the history of the main Christian denominations in Asia today, modern movements and problems of national churches, and the process of indigenization with emphasis on China.
- RELH400 SDA History and Prophetic Heritage (3)**
An investigation of the background, rise, and development of the Seventh-day Adventist church in America and the world from its beginning until the present with special attention given to the historical role, ministry, and writings of Ellen G. White.
- RELP105 Introduction to Pastoral Service (1)**
An introduction for ministerial students to the various components of the pastoral calling and practicum. Open only to Theology majors.
- RELP200 Religion Forum (0)**

A weekly seminar giving instruction in the many aspects of ministering in churches. Required of all theology/religion majors. Students must register for this class each semester in residence.

- REL235 Christianity in a World Context (2)**
An introduction to the status and role of Christianity and mission worldwide. Includes a brief history of Christian mission, current facts about mission needs, Christian and mission relationships to world religions, political ideologies, national development, and non-Western cultures.
- REL240 Personal Witnessing (2)**
Acquaintance with the dynamics of Christian witnessing in the neighborhood, at work, and in the friend-to-friend approach of personal Bible study. Christ's example of witnessing is highlighted.
- REL325 Preparation for Mission Service (2)**
An orientation to the knowledge, skills and attitudes necessary for successful mission service. This class is the required preparation for student missionaries and fulfills 2 credits of the General Education religion requirement.
- REL330 Homiletics –Introduction to Preaching (2)**
Lays the foundation for biblical sermon construction and delivery. This class is a prerequisite for all other homiletics courses and is a requirement for all religion/theology majors. Weekly lab required.
- REL335 Foundation of Youth Ministry (1)**
Designed for the youth specialist who wishes to work as a youth pastor, youth director, academy Bible teacher, or in any other youth-training capacity.
- REL336 Homiletics – Expository Preaching (1)**
Addresses the crucial nature of expository preaching, stressing proper principles of interpreting and applying the text to practical life. Weekly lab required. Prerequisite: RELP330
- REL337 Homiletics – Contextualized Preaching (1)**
Explores the dynamics of effective preaching to a particular cultural group with an emphasis on the distinctive homiletical, rhetorical, and cultural qualities required for the effective proclamation of the Gospel to each group. Weekly lab required.
Prerequisite: RELP330
- REL338 Homiletics – Evangelistic and Special Events Preaching (1)**
Addresses the needs of special preaching events such as evangelistic crusades, weddings, funerals, and dedications. Weekly lab required. Prerequisite: RELP 330
- REL340 Strategies for Service (2)**
Creates the vision that all Christians can serve in mission. Shows how to witness in cross-cultural situations and introduces students to ways they can do mission in any occupation. Alternate forms of mission like tent-maker ministries, nonresident missionaries, urban ministry, and work with refugees and foreign students are addressed.
- REL350 Evangelism (3)**
Students will prepare and conduct public evangelistic meetings. Different contexts will be chosen in different years. Students will study and reflect on the role of public evangelism in the mission of the church in various cultural

settings. Prerequisite: RELP 330

- RELP400 Senior Seminar: Health Professions (3)**
A capstone seminar for health profession majors which addresses theoretical and practical spiritual issues pertaining to those working in the health professions.
- RELP441 Introduction to Pastoral Ministry (2-3)**
A study of the minister as a leader of worship, as a nurturing pastor, as an administrator of the church, and as an evangelist.
- RELP482 Ministerial Candidacy Seminar (1)**
Intended to help ministerial students explore practical issues in connection with their call to pastoral ministry. It also aids in the preparation of the ministerial candidacy portfolio required of the students taking this class.
Open only to Theology majors during their senior year.
- RELP485 Pastoral Ministry (3)**
A study of the principles of leadership as applied to pastoral ministry, in particular with regard to the minister as leader of worship, as nurturing pastor, as administrator of the church and as evangelist. This class summarizes and assesses the practical ministry portfolio developed by the student during the course of study.
Prerequisite: RELP 240, RELP 330, RELP 350
- RELT100 God and Human Life (3)**
How God confronts human beings—includes the process of revelation, principles of interpreting Scripture and similarly inspired material, the nature of God and His expectations for humans, and the evaluation of these concepts as presented in Scripture and the classic literature of various religions.
- RELT225 Doctrines of the Adventist Faith (3)**
Defines and clarifies the Biblical doctrines of the Seventh-day Adventist faith, distinguishing them within the background of the Judeo-Christian tradition. Students can earn general education credit in either RELT225 or 226, but not in both.
Prerequisite: RELT100 God and Human Life
- RELT250 Personal Spirituality and Faith (3)**
A study of the Biblical perspective on the act of faith and the life of faith. How does a person begin and nurture one's own personal spiritual and devotional life? Also studies the meaning of spiritual nurture in various lifestyle and work settings. Personal spiritual growth is fostered through involvement in organized church activities and/or witnessing outreach.
Prerequisite: RELT100 God and Human Life
- RELT315 Christian Discipleship (3)**
Christians are called to be followers or disciples of Jesus. This class presents the personal and spiritual implications of the biblical concept of discipleship. Discipleship is discussed in light of personal life, biblical teachings, and historical-theological developments.
- RELT325 Theology I (3)**
A continuation of RELT 100. Study of nature, sources, and methods of theology; the doctrines of God and his works (the Trinity, creation, providence, law, and Sabbath), Christ, the Holy Spirit, and human beings. Research paper may be required. Student can earn general education credit in either RELT 225

or RELT 325, but not in both.

Prerequisite: RELH 400

- RELT326 Theology II (3)**
Study of the doctrines of Christ and salvation (nature and works of atonement), the church (characteristics, ministry, and mission), sanctuary and Christ's heavenly ministry, and eschatology from a distinct Seventh-day Adventist perspective. Research paper may be required. Prerequisite: RELT 325
- RELT340 Religion and Ethics in Modern Society (3)**
Considers how the Judeo-Christian tradition confronts the moral complexities of a highly technical society. Are there universal absolutes that cross all cultural boundaries, or are all values relative? Designed to help students articulate what molded their value system and what should help to shape it. Students are expected to participate in some organized church/civic/social service activities. Student can earn general education credit in RELT340. Prerequisite: RELT100 God and Human Life
- SOCI119 Principles of Sociology (3)**
A study of the development of sociology as a social science, some concepts and ideas associated with the study of human behavior, and an overview of the principles, terms, and concepts in the discipline.
- SOCI415 Substance Abuse in American Society (2)**
An overview of substance-use terminology, historical issues, definitions, epidemiology, consequences, and drugs of abuse within an American cultural and historical framework.
- SOCI425 Racial and Ethnic Relations (3)**
A study of the distinctive racial and cultural minorities in American society with an emphasis on problems and adjustments within the larger society.
- SPPA280 Anatomy and physiology of Speech and Hearing (4)**
The study of the anatomy and physiology of respiration, hearing, phonation, articulation, and the central nervous system. Students participate in a gross-anatomy human cadaver lab.
(A lap fee may be required.)
- STAT285 Elementary Statistics (3)**
A study of basic descriptive and inferential statistics, including elementary probability and probability distributions, statistical inference involving binomial, normal, and t-distributions, and hypothesis testing.

REMEDIAL ENGLISH COURSES

<u>Course Prefix</u>	<u>Course Title</u>
ENGL105	College Vocabulary I (3) [HKAC] This course provides an introduction to academic vocabulary and idioms by exploring ways in which idioms are incorporated into daily speech and ways in which academic vocabulary is used in daily and academic situations. Emphasis is given to contextualization, primary and secondary meanings, and the use of prefixes and suffixes. The course provides intensive listening and speaking practice of idioms and vocabulary presented in the material provided. Attention is given to correct pronunciation of new vocabulary and idioms and the use of I cannot delete below space these new items in students' speeches. Sentences and short written work using targeted lexical items are also stressed.
ENGL106	College Vocabulary II (3) [HKAC] This course provides an introduction to academic vocabulary and idioms by exploring ways in which idioms are incorporated into daily speech and ways in which academic vocabulary is used in daily and academic situations. Emphasis is given to contextualization, primary and secondary meanings, and the use of prefixes and suffixes. The course provides intensive listening and speaking practice of idioms and vocabulary presented in the material provided. Attention is given to correct pronunciation of new vocabulary and idioms and the use of these new items in students' speeches. Sentences and short written work using targeted lexical items are also stressed. <u>Prerequisites:</u> ENGL105
ENGL111	Grammar for Business (3) [HKAC] This course is designed to help business students improve their communication skills in real and simulated business environments. It covers grammar from tenses to clauses appropriate to different situations in interpersonal communication.
ENGL120	Research Writing Formats (3) [HKAC] This course is designed to acquaint students with the APA and/ or MLA research writing formats necessary in their academic writings. It covers an extensive study of the various elements of research writing, while comparing the differences between the various formats. Students are not required to write any major paper.
ENGL121	English for Business Purposes (3) [HKAC] This course is designed towards helping business students appropriately address various business correspondences and situations. Coverage includes business terminologies, business letters, meetings, and various business related activities.
ENGL131	Understanding of Reading I (3) [HKAC] This course introduces effective reading and inferential thinking skills in preparation for tertiary-leveled programs. Emphasis is on vocabulary, comprehension, and reading strategies such as identifying main ideas, supporting details, organizational patterns, and inferences in a passage. Emphasis is also on demonstrating successful academic behaviors and using diverse materials such as periodicals.
ENGL132	Understanding of Reading II (3) [HKAC]

This course introduces effective reading and inferential thinking skills in preparation for tertiary-leveled programs. Emphasis is on vocabulary, comprehension, and reading strategies such as identifying main ideas, supporting details, organizational patterns, and inferences in a passage. Emphasis is also on demonstrating successful academic behaviors and using diverse materials such as periodicals.

Prerequisites: ENGL131

- ENSL054 English Through Music and Drama (4)**
This course is designed to provide students with the opportunity to experience English through avenues that engage and entertain such as music and drama. It seeks to continue the process of building up each student's confidence level in the usage of the English language, individually and as part of a group, using the stage as a platform.
- ENSL060 English Through Journalism (4)**
This course is designed to guide students who have not passed at an acceptable level in either the TOEFL or IELTS examinations toward a more proficient use of English by immersion in the journalistic process and exploration of materials by the professional world of media. Students participate in news-reporting activities, thus facilitating their development in the areas of speaking, writing, reading, and listening.
- ENSL061 English Through Film and Literature (4)**
This course is designed to guide students toward a more proficient use of English by immersion in reading literature materials simplified at the appropriate level and watching of movies and films based on these books. This is done through activities that involve comprehension, analysis, lectures, classroom reading, quizzes, and written essays, thus facilitating his/her development in the areas of speaking, writing, reading and listening.
- ENSL070 iBT (TOEFL) Preparatory Course (4)**
This course is designed to provide further instruction and practice in the taking of the iBT (TOEFL) for students whose language proficiency is below a score of 50. Students will receive instruction, practice, and advice on strategies for a good performance on the iBT. This course aims at helping students to pass iBT with a score of at least 80. [S/U grade]
- ENSL071 IELTS Preparatory Course (4)**
This course is designed to provide practical training in all aspects of English communication (listening, reading, writing, and speaking) that are required in IELTS, so students gain sufficient skills to pass the test and go further to tertiary study with advanced English language capacity. [S/U grade]
- ENSL074 Listening and Speaking Skills (4)**
This course is designed to provide non-native English speakers opportunities which can help them become effective listeners and speakers through interactive means, using a variety of contexts.
- ENSL075 Introduction to Grammar (4)**
This course is designed to provide an overview of English grammar. It is divided into morphology and syntax giving students the necessary background to handle more advanced English courses at the tertiary level.
- ENSL080 Comprehensive English I (6)**
ENSL081 Comprehensive English II (6)
This course is designed to provide personal development and training in all

aspects of English communication, especially reading and writing, and prepare students for entry to further language study requiring advanced English language capabilities. These are sequential courses so students may not register directly to level II.

ENSL090 Proficiency English I (4)

ENSL091 Proficiency English II (4)

This course is designed to provide personal development and higher training in all aspects of English communication, especially reading and writing, and prepare students for entry to further tertiary study requiring advanced English language capability. These are sequential courses so students may not register directly to level II.

Prerequisites:

For ENSL090 - IELTS 5.5, iBT 45 – 59, TOEFL ITP: 451 – 499, or CaMLA 45 – 60

For ENSL091- Completion of ENSL090.

ENSL095 Reading Comprehension (4)

This course is designed to guide students in understanding how to read a variety of texts and identify inferred messages. The course will explore the components of texts and their genres. Student will also learn the SQ3R approach to reading.

ENSL096 English Writing (4)

This course is designed to provide an overview of different English genres in English academic writing, so that it is sufficient for entry to further tertiary study requiring advanced English language capacity.

ENSL098 Accelerated Proficiency English (4)

This course is designed to provide personal development and higher training in all aspects of English communication, especially reading and writing, and prepare students for entry to further tertiary study requiring advanced English language capability. This one-semester English proficiency course provides a greater range and depth of activities for more advanced students.

Prerequisite: IELTS: 6.0, TOEFL iBT: 60-79, TOEFL ITP: 500-549, or CaMLA EPT 61 and higher.

DIPLOMA IN PRE-UNIVERSITY STUDIES COURSES

- ARTD040 Creative and Performance Arts I (2)**
The objective of the module is to provide students with increased self-confidence in their spoken English and general presentation skills. The module is intended to teach basic public speaking, acting, and self and peer evaluation. The module focuses on understanding the processes of creative work, practicing the techniques of performance, and exercising critical thought when responding to an artistic performance.
- ARTD041 Creative and Performance Arts II (2)**
The objective of the module is to provide students with increased self-confidence in their presentation skills and ability to administer individual and group projects. The module is intended to teach communication skills, creative project management, and self and peer evaluation. The module focuses on implementing the processes of creative work, practicing the techniques of performance and event management, and exercising critical thought when evaluating performance and management progress and outcomes.
- BHSC040 Life Skills I (1)**
This course is designed to enhance students' personal and social worldview as well as prepare them for successful transition to tertiary level program and career choice. Students will learn management skills and responsibilities as well as skills on making appropriate choices in life. Apart from these, students will also learn interpersonal social skills.
- BHSC041 Life Skills II (1)**
This course is designed to give students a prelude to the challenges and requirements of university education. It comprises of fundamental skills such as learning strategies including time-management, public and interpersonal communication, problem-solving, critical thinking, goal-setting as well as acquisition of knowledge and skills in general education to equip them for better services to the community.
- CHIN040 Foundation Chinese I (3)**
本課程學習內容可概括為閱讀、寫作、聆聽、說話、文學、中華文化、品德情意、思維和語文自學等學習範疇。課程以單元為單位，透過不同的學習活動，融通各項學習範疇，讓學生掌握有關的學習重點。教學活動以讀寫聽說為主導，結合不同生活情境，讓學生養成自學的能力，全面提升語文素養。
- CHIN041 Foundation Chinese II (3)**
本課程學習內容可概括為閱讀、寫作、聆聽、說話、文學、中華文化、品德情意、思維和語文自學等學習範疇。課程以單元為單位，透過不同的學習活動，融通各項學習範疇，讓學生掌握有關的學習重點。教學活動以讀寫聽說為主導，結合不同生活情境，讓學生養成自學的能力，全面提升語文素養。
- CNCS040 Introduction to Chinese for Non-Chinese Speaker I (3)**
CNCS041 Introduction to Chinese for Non-Chinese Speaker II (3)
This course is designed for students with no or with very limited background in Chinese language. The primary focus is on conversational skills with emphasis on competence and accuracy. Students will learn listening and speaking skills using creative approaches including song and drama presentations in addition to class lectures. Basic Chinese culture, customs, and traditions are also

covered.

ENGL040 Advanced English I (6)
ENGL041 Advanced English II (6)

This course is designed to equip students with the necessary language skills to pursue their studies at the tertiary level as well as for basic communication required for entry-level jobs. Coverage include writing, reading, grammar, listening, and speaking appropriate for academic and business purposes.

INFS040 Computer Technology I (1)
INFS041 Computer Technology II (1)

This module aims to help students develop and secure the attitudes, skills, and knowledge needed to live, learn, and work effectively in today's technological society.

This module exposes students to experience, enjoy, value, understand and appreciate the role of computer technology in human affairs.

After successful completion of the module students are expected to be able to use current technology as a tool for organization, communication, research, and problem solving.

The module will widen the students' awareness of the range of disciplines in the field of computing science to facilitate their choice of degree and career paths. It also aims to develop students' abilities to become autonomous learners and so be prepared for associate and baccalaureate programs.

MATH040 Mathematics Competences I (3)
MATH041 Mathematics Competences II (3)

The module aims at establishing a common level of math skills for all students, smoothing out their individual entry levels.

Mathematics Competencies provides students the opportunity to study traditional topics from algebra, geometry, probability, and statistics in a problem-centered, connected approach in preparation for associate and baccalaureate programs.

RELB040 Understanding Christianity I (2)

This course is an introduction to major world religions and contemporary expressions of their faith. It aims to bring understanding of how major religions implement their beliefs with reference the current ethical issues of the modern society. It is to help students more easily accept differences.

RELB041 Understanding Christianity II (2)

This course is a continuation of Religion and Ethics I. Students will learn the basic Biblical background and cultures as well as the teaching of Jesus Christ. Approaches to social and ethical issues will be based on the fundamentals of Christian beliefs.

ELECTIVES

BSAD040 Understanding Business (3)

This course aims to provide students with an understanding of the business environment and business activities. Students will learn about the dynamics of business and economics, business ethics and social responsibility, business in a borderless world, options for organizing businesses, small business management and the nature of management. Further, students will learn basic

concepts and applications in the areas of human resources management, marketing, accounting and finances.

ENGL050 Readings in Literature (3)

This course is designed to encourage appreciation of world literature as a critical reader. Reader will involve in critical reading, writing and discussion of selected texts taken from literatures around the world.

Examinations of short stories and novels from various cultures are included to expand the reader's perspectives and understanding man's thought of the world around him/her.

HLED040 Healthy Living (4)

This course is an introduction to broad standards that serve as a foundation for tertiary level health courses for students who wish to pursue their studies in the health discipline and provide fundamental principles for entry level jobs in any institutions that provide health or academic services. Units included studies in health care communication systems, legal responsibilities, ethics, teamwork, and safety practices.

INFS050 Graphic Design (3)

The module aims to introduce students to what graphic design is and the design process. The basic elements, principles and process of graphic design will be explored. This module allows students to learn how to apply the design basic to create graphic design solutions through the problem-solving approach. After successful completion of the module students are expected to use different typefaces, graphics, layout and special effects to communicate visually desired effects, type forms, create logos, business cards, brochures, newsletters, design simple web pages and edit digital graphic data. The module will provide a range of opportunities for creative problem solving within practical constraints. It also aims to develop students' abilities to become autonomous learners and so be prepared for associate and baccalaureate programs.

PSYC040 Everyday Psychology (3)

This is an introduction course to the fundamental principles in psychology, discussed in context of personal and social issues that students may encounter in their daily lives. By the end of this course, students will have basic understanding of theories in development, personality, learning, memory, emotion, and social relations. More importantly, students will be able to appreciate the relevance of psychology in everyday life, and gain a better understanding and acceptance of self and others.

RELG040 Moral Issues in Modern Society (3)

This course aims to bring understanding of how major religions implement their beliefs with reference the current ethical issues of the modern society. It is to help students more easily accept differences.

ADMINISTRATION PRESIDENT OF HONG KONG ADVENTIST COLLEGE

Ida Elizabeth THOMPSON	譚愛德	1904 – 1905
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BOARD OF DIRECTORS

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President, Hong Kong Adventist College

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Pr. CHAM Chi Fan, Heywood	President, Hong Kong-Macao Conference of SDA
Mr. FUSTE, Roberto	Executive Advisor, Fresenius Medical Care
Pr. HAO Lai En	Youth Ministries Director, Chinese Union Mission
Dr. JIAO Wang Xin, Daniel	Executive Secretary, Chinese Union Mission
Mr. LAN, Alex	CEO, Hong Kong Adventist Hospital
Pr. LEE Choke Woh	Ministerial Director, Chinese Union Mission
Dr. LEUNG Yee Tak, Andrew	Chairman, Social Enterprise Ltd
Mr. POON Wan Chor, Anthony	Director, ZHAOQING KIDSTAR FOODS LIMITED
Pr. DECKER, Tom	Principal, Hong Kong Adventist Academy
Ms. WONG Chung Yan, Grace	Principal, Kowloon Sam Yuk Secondary School
Dr. YU Cheong Ning, Lawrence	Principal, Taipo Sam Yuk Secondary School

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Business Manager, Hong Kong Adventist College
Faculty Representative, Hong Kong Adventist College

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ADMINISTRATION

President

CHEUNG King Fai, Daniel

Academic Dean

MCGRAW, Paul

Business Manager

YEUNG Pak Nin, Hosea

Dean of Students

SONG Sung Sub, Paul

ACADEMIC ADMINISTRATION DEPARTMENT CHAIRS/PROGRAM DIRECTOR

Business

YA'ANG, Henry

Diploma in Pre-University Studies

CHUA Shian Wee, Simon

General Education

YA'ANG, Henry (Acting)

Health

CHOI Kit Chun, Barbara

Music

PHUA-CHEUNG Yee Kay, Rena

Nursing

CHEUNG-HO Kwok Chun, Corjena

Psychology

KO-WONG Chung Chi, Priscilla

Religion

LAU Chuen Chuen, Twinky

ACADEMIC ADMINISTRATIVE ASSISTANT

Registrar

YA'ANG, Henry

Librarian

LEUNG Wing Kwan, Eric

HKAC & AU AFFILIATION PROGRAM

Director of Off-campus Programs Andrews University

JONES, Carolina

Director of Affiliation Hong Kong Adventist College

CHEUNG King Fai, Daniel

STUDENT SERVICES

Chaplain

SEO Sekwang, Ben

Student Activity Coordinator

CHUAH Tsi Li, Jeriel

Health Consultant

CHOI Kit Chun, Barbara

Dormitory Deans

MA Kit Ming, Katerina (Dean of Women)

CHUAH Tsi Li, Jeriel (Dean of Men)

Director of Food Services

TONG Chi Yuen, Joseph

Director of Plant Services

LAU Wing Chong, John

INSTRUCTIONAL FACULTY

(Full-time and Part-time)

CHAN Chok Fai Charles

Assistant Professor (Business)

Bachelor of Business Administration in Accounting, Andrews University (USA), 1993

Master of Business Administration in General Management, Andrews University (USA), 1994

Post Graduate Diploma in Education, Hong Kong Institute of Education, 2004

Chartered Financial Analyst Examination, Level 1, 2005

CHENG Ching Ho Richard

Instructor (English)

Bachelor of Language Studies (English), Open University of Hong Kong, 2012

Master of Arts in English Studies, City University of Hong Kong, 2013

Master of Education in Curriculum, Teaching, and Assessment, Education University of Hong Kong, 2018

CHEUNG King Fai Daniel

Assistant Professor (Mathematics & Statistic)

Bachelor of Science in Mathematics & Secondary Education, Andrews University (USA), 1980

Master of Arts in Mathematics, Andrews University (USA), 1982

Master of Science in Applied Statistics, Western Michigan University (USA) 1984

Doctor of Philosophy in Statistics, Western Michigan University (USA) 1997

CHEUNG-HO Kwok Chun Corjena

Professor (Nursing)

Bachelor of Arts (Nursing), College of St. Catherine (USA), 1987

Master of Science (Nursing Administration), University of Minnesota (USA), 1993

Doctor of Philosophy (Nursing), University of Minnesota (USA), 2005

Post-Doctoral Fellow (Gerontological Nursing), University of Minnesota (USA), 2010

CHOI Kit Chun Barbara

Professor (Health)

Bachelor of Science, Southern Adventist College (USA), 1975

Master of Public Health, Loma Linda University (USA), 1977

Doctor of Public Health, Loma Linda University (USA), 1985

CHUA Shian Wee Simon

Associate Professor (DPUS, General Education)

Bachelor of Science in Education, Southeast Asia Union College (Singapore), 1983

Bachelor of Arts in English as a Second Language, Andrews University (USA), 1994

Master of Arts in Education, Andrews University (USA), 1994

IP Tak Lee

Part-time Instructor (General Education)

Bachelor of Arts in Philosophy, Chinese University of Hong Kong, 2010

Master of Philosophy, Chinese University of Hong Kong, 2014

LAM Shui Ying Monica

Instructor (English)

Bachelor of Business Administration, Hong Kong University of Science and Technology, 2012

Bachelor of Arts in Fine Arts, University of Hong Kong, 2017

Master of Arts in English (Literary Studies), Chinese University of Hong Kong, 2013

LANDOLT CHEUNG Man Yan, Josephine

Instructor (Psychology)

Doctor of Psychology in Clinical Psychology, Alliant International University, USA, 2019

Master of Arts in Clinical Psychology, Alliant International University, USA, 2017

Bachelor of Social Science in Psychology, Hong Kong Baptist University, 2009

LAU Chuen Chuen Twinky

Assistant Professor (Religion)

Diploma in Computer Science, Chu Hai College (Macau), 1991

4-year Diploma in Religion, Hong Kong Adventist College, 1998

Professional Diploma in Health Promotion and Health Education, Chinese University of HK, 2002

Certificate in Youth Counseling, University of Hong Kong School of Professional and Continuing Education (Hong Kong), 2003

Master in Divinity, Andrews University (USA), 2010

Doctor of Philosophy in Mission (Candidate), Andrews University (USA), 2021

LI Wing Kwai Spencer

Part-time Assistant Professor (Business)

Bachelor of Arts (Hons) in Business Studies, City University of Hong Kong, 1992

Master of Business Administration, University of Strathclyde (UK), 1992

LIU-CHIM Yuet Ching Anna

Assistant Professor (Psychology)

4-year Diploma (Religion), Hong Kong Adventist College, 1998

Certificate of Clinical Pastoral Education, Hong Kong Bethel Seminary, 2005

Master of Arts in Professional Counselling, Olivet Nazarene University (HK campus), 2009

Master of Arts in Educational Counselling, Andrews University (USA), 2014

Doctor of Philosophy in Counselling Psychology, Andrews University (USA), 2017

LUK Hoi Ling Calvin

Part-time Assistant Professor (Chemistry)

Bachelor of Engineering in Civil Engineering, University of Hong Kong, 2002

Postgraduate Diploma in Education, University of Hong Kong, 2003

Bachelor of Science in Chemistry, Ohio State University (USA), 2006

Doctor of Philosophy in Chemistry, Ohio State University (USA), 2012

Post-Doctoral Research Associate, Bowling Green State University (USA), 2013 – 2016

Post-Doctoral Researcher, University of Jyväskylä, Jyväskylä (Finland), 2016 – 2018

NG Man Him Kelvin

Part-time Assistant Professor (Psychology)

Bachelor of Science in Applied Physics, City Polytechnic of Hong Kong, 1992

Master of Philosophy, University of Hong Kong, 1996

Postgraduate Diploma in Psychology, Chinese University of Hong Kong, 1999

Bachelor of Social Science in Psychology, Open University of Hong Kong, 2002

Postgraduate Diploma in Education, Chinese University of Hong Kong, 2003

Certificate in Counseling and Guidance, Chinese University of Hong Kong, 2004

Master of Arts in Education–Psychology of Class-room Learning, University of Hong Kong, 2006

CHOW-PAK Yu Charlene

Assistant Professor (Health)

Diploma in Nursing, Hong Kong Adventist Hospital School of Nursing, 1987

Bachelor of Health Science, University of Newcastle (Australia), 1991

Master of Public Health, Loma Linda University (USA), 1999

Master of Arts in Chinese Language & Literature, Hong Kong Polytechnic University, 2011

PANG Yu Yan

Part-time Assistant Professor (Psychology)

Higher Diploma in Textile Technology, Hong Kong Polytechnic University, 1990

Bachelor of Science in Psychology & Sociology, University of Wales (United Kingdom), 1993

Post Graduated Diploma in Education–Putonghua & Mathematics, University of Hong Kong, 1997

Master of Arts in Chinese Language & Literature, City University of Hong Kong, 2009

Doctor of Philosophy in Social Science–Religious Studies, University of Hong Kong, 2007

PHUA-CHEUNG Rena

Associate Professor (Music)

Associate of Toronto Conservatory of Music, Toronto (A.R.C.T.), 1973

Associate of The Royal College of Music, London (A.R.C.M.), 1978

Licentiate of Royal Academy of Music, London (L.R.A.M.), 1978

Licentiate of Royal Schools of Music, London (L.R.S.M.), 1978

Licentiate of Guildhall School of Music, London (L.G.S.M. Hons), 1991

Licentiate of Trinity College of Music, London (L.T.C.L.), 1992

Bachelor of Music, University of London (UK), 1996

Master of Music Studies, Griffith University, Queensland Conservatorium, 2001

SEO SeKwang

Instructor (DPUS Religion)

Bachelor of Theology, Sahmyook University (Korea), 1999

SIAGIAN Arlene Brenda

[On Study Leave]

Associate Professor (Music)

Associate of Science in Piano Pedagogy, Pacific Union College (USA), 1993

Bachelor of Science in Music, Pacific Union College (USA), 1993

Master of Arts in Education, Andrews University (USA), 2003

Master of Music–sequence: Conducting, Illinois State University (USA), 2008

TAM Man Lin

Part-time Instructor (Religion)

Diploma in Religion, South China Union College (Hong Kong), 1978

Bachelor of Ministry, Hong Kong Adventist College, 2012

Master of Arts in Ministry, Adventist International Institute of Advanced Studies (Philippines), 2014

WONG Chan Fai Steven

Part-time Assistant Professor (Physics)

Bachelor of Science (Physics), National Tsing Hua University (Taiwan), 2005

Master of Science (Physics), National Tsing Hua University (Taiwan), 2005

Doctor of Philosophy (Physics), University of Durham (United Kingdom), 2012

WONG Chung Chi Priscilla

Assistant Professor (Psychology)

4-year Diploma in Social Science, Hong Kong Adventist College, 1986

Bachelor of Arts in History, Minor in Behavioral Science, Andrews University (USA), 1993

Master of Arts in Education – Education & Development Psychology, Andrews University (USA), 1993

YA'ANG Henry

Assistant Professor (Business)

4-year Diploma in Business Administration, Hong Kong Adventist College, 1993

Bachelor of Arts in Business Administration, La Sierra University (USA), 1995

Master of Business Administration, La Sierra University (USA), 1995

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Part-time Teacher (DPUS Chinese)

Bachelor of Arts in Chinese Language and Literature, Chinese University of Hong Kong, 1984

Diploma in Education, Chinese University of Hong Kong, 1989

Master of Arts in Chinese Language and Literature, Chinese University of Hong Kong, 1992

Master of Philosophy in Curriculum & Instruction, Chinese University of Hong Kong, 1994

YEUNG Pak Nin Hosea

Assistant Professor (Business)

4-year Diploma in Business Management, Hong Kong Adventist College, 1985

Bachelor of Business Administration (Accounting), Andrews University (USA), 1990

Master of Business Administration, Andrews University (USA), 1990

Canadian Certified General Accountants Association of HK (CGA), Canadian Association of Canada, 1997

YU Chi Hong Alan

Part-time Assistant Professor (Business)

Bachelor of Arts (Hons) Business Studies, City University of Hong Kong, 1994

Master of Science in Finance. Chinese University of Hong Kong, 2000

ADJUNCT FACULTY

CHAN Chau Wai Sharon

Associate of Science, Diablo Valley College, 2007
BSc in Nutritional Sciences-Dietetics, University of California, Berkeley (USA), 2009
MSc in Nutrition & Integrative Health, Maryland University of Integrative Health (USA), 2013

CHIA Huat Chai

BA, Loma Linda University (California, USA), 1987
MDiv, Andrews University (Michigan, USA), 1993

CHIU Ki Kwan Randy

BA Education, Pacific Union College (USA), 1980
MA Education/Counseling, Andrews University (USA), 1981 Certificate in Personnel Management, Hong Kong University, 1985
Diploma Management in Executive Management, Chinese University of Hong Kong, 1988
PhD Educational Psychology, Andrews University (USA), 1993
Certificate in International HRM, University of Colorado (USA), 1998
Certificate in Human Participant Protections Education for Research Teams, National Cancer Institute, 2008

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Bachelor of Theology, South China Union College (Hong Kong), 1972
Master of Arts in Religion, SDA Theological Seminary (Philippines), 1977
Master of Divinity, SDA Theological Seminary (Philippines), 1979
Doctor of Philosophy in Religious Education in School and Church Settings, Andrews University (USA), 1979

CHUAH Kim Liang Samuel

Bachelor of Science in Mathematics, University of the Philippines, 1980
Master of Arts in Economics, University of the Philippines, 1982
Doctor of Economics, Washington State University, 1992

CHUI Ka Lok

Part-time Instructor (Health)
Bachelor of Social Science, Sport & Recreation Leadership, Hong Kong Baptist University, 2010
Master of Science, Exercise Science, Chinese University of Hong Kong, 2014

DAVID Diana

Bachelor of Science in Education, Southeast Asia Union College (Singapore), 1979
Graduate Diploma in Teaching English as Secondary Language, Southern Australian University (Australia), 1987
MPH in Health Education and Nutrition, Loma Linda University (USA), 1990

LEE Yee Ping

Bachelor of Arts in Psychology, City University of New York (USA), 2005
Master of Arts in Counseling for Mental Health and Wellness, New York University (USA), 2008
Doctor of psychology (Clinical Psychology) Alliant International University, 2017

NG Hau Nui Becky

BSc (Nursing), Monash University (Australia)
MPH, Loma Linda University (USA)

SHUM Chiu Kin Sam

Associate Professor (Chemistry)

Bachelor of Science in Chemistry & Mathematics, Union College (USA), 1981
Master of Science in Physical Chemistry, University of Nebraska – Lincoln (USA), 1983
Doctor of Philosophy in Analytical Chemistry, Iowa State University (USA), 1993

TAM Wai Ming Frank

BS, Andrews University (USA), 1980
MS, University of British Columbia (Canada), 1982
MPhil, Chinese University of Hong Kong, 1994
PhD, Chinese University of Hong Kong, 1998

WONG Chi Wing

Bachelor of Science in Nutrition & Dietetics, Loma Linda University (USA), 1997
Master of Business Administration, Columbia Southern University (USA), 2006

WONG Mei Ling Miranda

Dip, Hong Kong Adventist School of Nursing, 1981
Dip, Avondale College (Australia), 1985
PGD (Nursing Education), La Trove University (Australia), 1993
MHS (Nursing), Victoria University (Australia), 1996

WONG Chue Kien Robert

MPS, Adventist International Institute of Advanced Studies (Philippine)
DMin, Andrews University (USA)

WU Nga Fun Verna

4-year Diploma (Education), South China Union College (Hong Kong), 1975
4-year Diploma (Religion), South China Union College (Hong Kong), 1976
MA (Religion & Health), Seventh-Day Adventist Theological Seminary, Far East (Philippine), 1978
MA (Health Science), Philippine Union College (Philippine), 1979
PhD (Educational Psychology), Andrews University (USA), 1992

YEUNG Chi Shing Daniel

BEd (Physical Education and Sports Science), Chinese University of Hong Kong, 2006
MPhil (Sports Science and Physical Education), Chinese University of Hong Kong, 2008
Master of Public Health: Behavioral, Social, and Community Health, School of Public Health-
Bloomington, Indiana University (USA), 2012
PhD in Epidemiology, Indiana University, Bloomington (USA), 2019

EXTERNAL ADVISORS & EXTERNAL EXAMINERS

ACADEMIC REVIEW COMMITTEE ADVISORS

Dr. YAP Foong Ha
Associate Professor, School of Humanities and Social Science, The Chinese University of Hong Kong, Shenzhen

PROGRAM ADVISORY COMMITTEE ADVISORS

DEPARTMENT OF BUSINESS

Mr. **CEN** Liang, Andy
Treasure, Chinese Union Mission

Dr. **CHIU** Ki Kwan, Randy
Professor, Director of Centre for HR Strategy & Development Hong Kong Baptist University

DEPARTMENT OF DIPLOMA IN PRE-UNIVERSITY STUDIES

Mr. **CHUNG** Chi Hing, Caleb
Vice Principal, Kowloon Sam Yuk Secondary School

Dr. **YOUNG** Chien Ming, Enoch
Special Advisor, Director Emeritus, Hong Kong University SPACE

Mr. **WARJRI**, James
Chair of English Panel, Taipo Sam Yuk Secondary School

DEPARTMENT OF HEALTH

Dr. **HUI** Sai Chuen, Stanley
Dean of Students, Lee Woo Sing College
Professor, Department of Sports Science & Physical Education, Chinese University of Hong Kong

Dr. **LAU** Wing Chung, Patrick
Director, Centre for Olympic Studies
Professor of Physical Education, Hong Kong Baptist University

Ms. **NG** Hau Nui, Becky
Manager, Lifestyle Management Center
Hong Kong Adventist Hospital, Tsuen Wan

DEPARTMENT OF PSYCHOLOGY

Pastor **FUNG** Chun Kit, Alphon
Executive Secretary, Hong Kong-Macao Conference of Seventh-day Adventists

Dr. **LAM** Wai Lun, Benny
Senior Clinical Psychologist, Care For Life Association/Hong Kong Psychological Counseling Center
Vice President, Hong Kong Association of Professionals Specializing in Addiction Counseling

Dr. **LEE** Yee Ping,
Part-time Lecturer, School of Continuing Education Hong Kong Baptist University

Dr. **TANG** Cheuck Wing, Andrew
Senior Program Manager, Health and Social Sciences Team, LiPACE Office & OUHK-CITA
Learning Centre
(Li Ka Shing Institute of Professional & Continuing Education)

DEPARTMENT OF RELIGION

Pastor **CHAM** Chi Fan, Heywood
President, Hong Kong-Macao Conference of Seventh-day Adventists

Pastor **IP** Tai Cheung
President, Concordia Theological Seminary

Pastor **CHAK**, Matthew
Minister Representative, Hong Kong-Macao Conference of Seventh-day Adventists

Pastor **NG** Kok Hoe
Regional Director Representative, Chinese Union Mission

EXTERNAL EXAMINERS

DIPLOMA IN PRE-UNIVERSITY STUDIES

Dr. **LEUNG** Chung Hong, Danny
Assistant Professor, English Language Open University of Hong Kong

Dr. **TSUI** Wai
Chinese Language, Chinese University of Hong Kong

STANDING AND FUNCTIONAL COMMITTEES

AAA SELF STUDY TEAM

Chairperson: President

Members: Academic Dean, Business Manager, Dean of Students, Registrar, Librarian, Human Resources Manager, Marketing Director

ADMINISTRATIVE COMMITTEE / BUDGET & FINANCE COMMITTEE

Chairperson: President

Secretary: Academic Dean

Members: Business Manager, Dean of Students, Human Resources Manager, Bay View Church Senior Pastor, Faculty Representative

(Meet once a month or according to need)

ACADEMIC COUNCIL / ADMISSIONS COUNCIL / LIBRARY COMMITTEE

Chairperson: Academic Dean

Secretary: Registrar

Members: Department Chairs, Program Directors, Librarian (invitee), Market Director (invitee)

(Meet twice a month or according to need)

ACADEMIC REVIEW COMMITTEE

Chairperson: President

Secretary: Academic Dean

Members: Department Chairs, Program Directors, External Advisors

(Meet once a year)

CAFETERIA MANAGEMENT COMMITTEE

Chairperson: Business Manager

Secretary: Director of Food Services

Members: Dean of Students (*Student Life*), Nutritionist, One Cook Representative, One HKAC Faculty Representative, One HKAA Faculty Representative, One Staff Representative

(Meet once every semester)

CRISIS COMMITTEE (SCHOOL AFFAIRS)

Chairperson: President

Secretary: Academic Dean

Members: *Business Manager, Dean of Students, Human Resources Manager, Counselling Psychologist, Bay View Church Senior Pastor, HKAA Principal (if apply to HKAA)*

(Meet according to need)

DEAN OF STUDENTS' COUNCIL

Chairperson: Dean of Students

Members: Chaplain, Counselling Psychologist, One Dormitory Dean Representative, One HKAC Faculty Representative, One HKAA Faculty Representative (*on demand basis*)

(Meet when necessary)

DEPARTMENT MEETING

Chairperson: Department Chair or Program Director
Members: All faculty in the Department or Program

(Meet when necessary)

EDUCATIONAL AID COMMITTEE

Chairperson: Business Manager
Secretary: Academic Dean
Members: Dean of Students, Market Director

(Meet when necessary)

FACILITIES PLANNING AND PHYSICAL PLANT MASTER PLANNING COMMITTEE

Chairperson: President
Secretary: Academic Dean
Members: Business Manager, HKAA Principal, One HKAC Department Chair Representative

(Meet when necessary)

FACULTY AND STAFF MEETING (INSTITUTIONAL)

Chairman: President
Secretary: Registrar
Members: Full-time faculty, full-time office staff, part-time faculty (invitees), other staff (Invitees)

(Meet once every two months)

FACULTY RANKING COMMITTEE

Chairman: Academic Dean
One Assistant Professor
One Associate Professor
One Professor

(Meet once a semester or according to need)

FOOD & FUN FAIR & ALUMNI DAY

Chairperson: Student Activity Coordinator
Members: President, Business Manager, Dean of Students (*Student Life*), Marketing Director, Two HKAC/ CAS Faculty/ Staff Representatives, Two HKAA Faculty/ Staff Representatives

(Meet at the beginning of the first semester and when necessary)

RELIGIOUS AFFAIRS COMMITTEE

Chairperson: Dean of Students
Members: Chaplain (Secretary), Religion Department Chair, Bayview Church Senior Pastor, One HKAC Faculty/Staff Representative, One CAS Faculty/Staff Representative, One HKAC Student Representative

(Meet once every two months)

RESEARCH ETHICS COMMITTEE

Chairperson:
Deputy Chairperson:
Secretary:

Members: One member from each department, One lay community member not affiliated with the institution

RESIDENTIAL DEANS' COUNCIL (HKAC)

Chairperson: Dean of Students

Members: Dormitory Deans, Counselling Psychologist (*Invitee*), Faculty Representatives (*on demand basis*)

(Meet once a week)

SPECIAL EDUCATIONAL NEEDS COMMITTEE

Chairperson: Academic Dean

Members: Dean of Students; Counselling Psychologist; Health Consultant; One faculty member with SEN relevant knowledge

(Meet at least once every regular semester)

SOCIAL COMMITTEE

Chairperson: Human Resources Manager

Vice-Chairperson: Chaplain

Ex Officio Member: Business Manager

Members: Two HKAC/CAS Faculty/Staff Representatives

(Meet when necessary)

STUDENT LIFE COUNCIL

Chairperson: Dean of Students

Members: Chaplain, Student Activity Coordinator, One HKAC Faculty Representative, One HKAA Faculty Representative, One Bay View Church Pastoral Team Representative, Student Representatives (2 from each HKAC academic department & 2 from HKAA)

(Meet once a month)