

RIVER IMPACT UNIVERSITY

Student
Handbook



RIVER IMPACT UNIVERSITY

4675 Portland Rd NE, Suite 190

Salem, OR 97305

Phone (503) 385-8721

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E-mail: riverimpactu@gmail.com



River Impact University is an Unincorporated Ministry of The River Academic eXchange (TRAX), conducting its activities, business, and academia in the private domain through private membership.



RIU is fully accredited through Transworld Accrediting Commission International

231 E Alessandro Blvd., Suite A-210

Riverside, CA 92508;

951.901.5586

www.transworldaccrediting.com

River Impact University admits students of any race, color, national and ethnic origin, to all rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admission policies and other school-administered programs.

Updated July 2023

This handbook/catalog is designed to provide information for new and returning students, graduates considering an academic career at River Impact University, and others who are interested in the Christian Worldview programs offered in TRAX.

Although this handbook/catalog was prepared on the basis of the best information available at the time, all information (including the academic calendar, admissions and graduation requirements, course offerings and course descriptions, and statements of tuition and fees) is subject to change without notice or obligation.

Students having questions that are not answered in this publication may address specific questions to the Office of Student Administrative Services.

River Impact University
4675 Portland Rd NE, Suite 190
Salem, OR 97305
(503) 385-8721 or
riverimpactu@gmail.com

Dear Student,

The River Impact University is proud that your interest aligns with our vision to not only have students learn theological, governmental and business matters, but to have students truly grasp the principles of leadership, walk in the anointing, and serve faithfully in your homes, your churches and your communities.



My life's verse is 2 John 4, "I have no greater joy than to see my children walking in truth." All God's "children" are beacons by the Holy Spirit to spend time with Him. When attending RIU, we hope to impart the joy of walking with the Holy Spirit, the assurance in knowing God's truth and the desire to apply compassion to the next generations.

In this handbook, you will find the essential information to help you walk in step with RIU and finalize your associate degree. As you review this material, I trust the Lord will speak to your heart and make His way for you to complete the academic program resulting in one of the following degrees:

- Associate degree in biblical theology
- Associate degree in worship ministries
- Associate degree in Civic Studies
- Associate degree in business studies

If you have any further questions, please do not hesitate to contact us.

Best Regards,

RIU Dean of Staff and Students
Pastor Shannon Banke

Programs and Courses

PROGRAMS

THE RIVER ACADEMIC EXCHANGE

The River Academic eXchange (TRAX) is the Private Membership Association that covers three levels of education: Our kindergarten to high school Christian education is called River Learning Academy; Our college level is River Impact University, and our Career Training Center is an apprenticeship in a variety of careers.

SCHOOL OF MINISTRY

The River Impact University offers an academic program in Theology and Biblically-based ministry training, which could be completed in three or four years. The School of Ministry is designed to provide believers with an opportunity to be equipped and to develop their walk with God.

In order to graduate in the School of Ministry, students will complete with a passing grade of C or higher eight (8) classes labeled Entrance Year (R1), twelve (12) ministry required classes (R2-R4) and six (6) elective courses either in Theology, Biblical studies, General Christian Education and/or Ministry practicum. (See RIU's School of Ministry Course Catalog for details or view our online video catalog at www.traxnow.org) All classes are 3 credits; 24 classes yield 72 credits towards an Associate Degree in theology.

SCHOOL OF WORSHIP, GOVERNMENT AND BUSINESS

In the Fall of 2023, School of Worship and Government are active. (See RIU's School of Worship and Government Course Catalog for details.) The School of Business is being developed for Fall 2024. Believing all RIU students should have the basic, Biblical knowledge of doctrine and defending their faith, the entrance year to all schools will follow the School of Ministry Entrance Year class selections. Students in the School of Worship, Government or Business may choose to complete all entrance-year required classes first or choose up to 50% of these classes along with courses from their chosen disciplines.

COURSE SCHEDULES

RIU is a hybrid, online learning experience providing courses that consist of weekly video classes along with a weekly, 55 minute, in-person class time with campus instructors. Our online courses allow you to learn where you live and view when you choose so you may maintain your work schedules and other obligations. For 2023-2024 academic calendar, the in-person classes for each course will be held in the campus Chapel, Sanctuary, River Youth Group (RYG) conference room and a smaller studio room on Wednesday evenings from 5:00PM to 9:00PM and repeated on Friday mornings from 8:30AM to 12:30PM. Other days and times are being developed. These classes are offered both in the morning and in the evening to give students the flexibility around their work schedules. The class time with campus instructors is for lectures, topic discussion, weekly quizzes and spiritual connectivity.

Additionally, each semester, assigned in each class, students are required to complete 3 hours of Ministry of Helps in their local church towards their Ministry Practicum credits. This will be coordinated individually with the Student's Administrative Office.

Admission Information

ADMISSIONS REQUIREMENTS

Candidates demonstrating a strong Christian commitment, moral character, personal integrity, and a sincere desire to pursue Biblical training are considered for admission to RIU.

Admission may be denied for such things as crime, moral turpitude, misconduct, prior suspension or any other factors that would be detrimental or disruptive to the institute or to current students.

FIRST-TIME APPLICANTS

A first-time student is defined as an applicant who has not completed at least one full semester of coursework at River Impact University. A high school or equivalent diploma is required for admissions to RIU, unless a student is currently 16 years-18 years old and enrolls in RIU's Advanced Placement (AP) program, which allows high school students to earn college credits. High school students will be limited to no more than 2 classes per semester. The application process is outlined in the section entitled Application Procedures.

APPLICANTS FOR READMISSION

Students interrupting their study at RIU by not enrolling in the subsequent spring or fall semester do not have to submit new applications if they only miss one semester. However, if a student interrupts his/her studies by more than one semester, he/she must submit an Application for Readmission to the Office of Admissions.

APPLICATIONS

Applicants (first-time) need to submit the following materials when applying to RIU: Full details of application requirements are available in the section titled Application Procedures.

- **Application** (available in paper form or for download from the website)
- **Standard passport-size photograph** (Photo taken at Registration)
- **Pastoral recommendation** (a form is included with the application)
- **Two (2) personal recommendations** (forms are included with the application) Applicants should be other than family members or relatives, but they will be accepted.
- **Secondary School Transcript** (a form is included with the application) Applicants must have an official high school transcript or the equivalent sent directly from the granting entity's registrar to RIU.
- **Post-secondary Transcript(s)** (a form is included with the application) Those wishing to pursue an Associate of Arts degree should have official transcripts sent directly from any previous college or university to the RIU Admissions Office.

- **Interview** A personal interview is required of each applicant. Applicants must contact the Office of Student Administrative Services to schedule an interview with the academic advisors or dean.

APPLICATION DEADLINE

River Impact University admits students **twice** each year. Students applying to RIU need to submit application materials by the deadline in **July** (to start at the end of August) or by the deadline in **December** (to start the first of February) in order to receive priority consideration for admission. Students submitting applications after the above deadlines are notified of decisions on a first-apply basis for admission.

TRANSFER OF CREDIT HOURS FROM OTHER INSTITUTIONS

Up to 50% of credited hours from other institutions may be accepted at RIU upon review. General education credit hours necessary to satisfy the requirements for the Associate of Arts in Theology degree will be accepted by transfer.

Financial Information

The semester fees included in this section are intended to be used as an approximation and not as the specific fees that will apply when students enroll at RIU. Fees are subject to change at the discretion of the RIU Board of Regents.

At RIU, education should be considered an investment in the future. Students should read this section carefully so they will have a better understanding of what it costs to attend RIU.

LOW TUITION COMMITMENT

River Impact University operates from the standpoint that a quality academic and spiritual education should be affordable. We, therefore, have not sought the costly regional accreditation that leads to qualification for government-guaranteed student loans. Institutions using such loans generally charge the maximum tuition allowed, leaving students with a sizable debt at the completion of their education. For those called to the ministry, it can be very difficult to obey God's calling with this type of debt. For this reason, River Impact University has elected a less costly, yet just as valid, independent accreditation through Transworld Accrediting Commission International.

River Impact University **does not** participate in government-sponsored grants or loans at this time. Tuition costs for River Impact University **are not** tax deductible.

TUITION & FEES

River Impact University

\$129 per course (4 courses per semester for full-time students), plus a non-refundable **registration fee of \$175.00 per semester**. *Tuition and registration fee must be paid in full or payment arrangements made prior to the start of classes each semester. The most opportune time to make these arrangements are before or during registration day. No access to course material will be given until all tuition and fees are paid or payment arrangements made. All payments are to be made in US currency. Tuition does not include books, supplies, internet access or instruments. Registration fee does include a background check. We found that when placing students in their Ministry of Helps (MOH) without a background check already in the files, hindered the execution of assignments in handling money, transactions, youth supervision, etc. Students with a negative background will not hinder the admissions necessarily for Christ has made all things new.

Students desiring to audit theology courses on a course-by-course basis, will be responsible for the semester registration fee, course costs (\$99.00 per course) plus books, supplies, internet access or instruments as required by the instructor.

SUMMARY OF TUITION AND GENERAL FEES

RIU Tuition per Course	\$ 129.00
Audited Tuition per Course	\$ 99.00
Administrative/ Registration fee per Semester	\$ 175.00

ADDITIONAL EXPENSES

Other expenses for which students are responsible include housing, personal living expenses, travel, entertainment, course textbooks and materials, computers, instruments and other incidentals.

Books, Instruments and Software

It is the student's responsibility to pay for and own any books and software used while attending RIU. In addition, students are expected to purchase/rent textbooks and materials for each of their classes. The cost of textbooks will vary with different courses.

OTHER FEES

Registration Fee – A registration fee of \$175.00 is charged each semester to all students enrolling in RIU. This fee covers general administrative costs, technology resources, student records processing, background check, etc. This fee is **non-refundable**.

PAYMENT OPTIONS

Tuition is the charge for instruction, and this payment is due when services are rendered. Tuition costs for RIU are **not tax deductible** at this time.

Tuition and registration fees must be paid in full or payment arrangements made prior to the start of classes each semester. No access to course material will be given until all tuition and fees are paid or payment arrangements made. All payments are to be made in US currency. Tuition does not include instruments, books or supplies.

PAYMENT POLICY

Students must pay the amount due in full or make payment arrangements with RIU on or before the last day of registration. Funds are payable to The River Church and in the memo write RIU registration/tuition. The Administrative Offices can accept payment by check, money order or credit card. Credit card payments will incur a 4% convenience fee. No access to course material will be given until all tuition and fees are paid or payment arrangements made. All payments are to be made in US currency.

The issuance of bad checks or credit cards will be grounds for immediate suspension and possible termination. A **\$30 fee** will be charged for returned checks.

If individuals are sponsoring your tuition, the same policies apply. It is your responsibility to check with the RIU office to verify payment of tuition and fees.

REFUND POLICY

If a student desires to drop any class(es) or withdraws from RIU, he/she must initiate the appropriate process through the Office of Student Administrative Services.

Students who are dropping classes within the first two weeks will be refunded the full tuition amount but not the registration fee, which is non-refundable. Students on a tuition payment plan must complete their financial commitment for the month of withdrawal. No refunds will be issued when students withdraw after the second week. Non-attendance of classes does not constitute an official withdrawal or course drop.

Any future semesters paid for in advance but not completed, will be fully refunded. Please, allow thirty days for any refund.

If a student is expelled from RIU, no refund will be given.

Academic Information

ACADEMIC RECORDS

The Office of Student Administrative Services maintains a file on each enrolled student. Student files contain correspondence and communication that takes place between the student, the Institute, and the public. Information within the file is maintained according to the Family Educational Rights and Privacy Act (**FERPA**) of 1974, as amended. This act was designed to protect the privacy of education records, to establish records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with FERPA concerning alleged failure by the institution to comply with this act.

Students receive grade reports at the end of each semester. This is the student's opportunity to seek correction for any apparent errors and to keep the Administrative Office informed of any mailing address changes. Failure on the student's part to seek correction within one year after the conclusion of the semester the course was taken indicates that records are accurate as stated.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records beginning the first day of class. These rights are as follows:

- The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the Dean's office written requests that identify the record(s) they wish to inspect. The institution's official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of education records that the student believes is inaccurate or misleading. A student may ask the Institute to amend a record that he or she believes is inaccurate or misleading. The student should write to the Institute official responsible for the record, clearly identify the part of the record to be changed, and specify why it is inaccurate or misleading. If the Institute decides not to amend the record as requested by the student, the Institute will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the Institute in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company with whom the Institute has contracted (such as an attorney, auditor, degree, or enrollment verification service (National Clearinghouse), or collection agent); a person serving on the Board of Regents or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

River Impact University designates the following categories of student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose at its discretion.

Category I: Name, address, telephone number, dates of attendance, classification.

Category II: Previous institutions attended, major field of study, awards, honors (including Dean's List), degrees conferred (including dates).

Category III: Past and present participation in officially recognized sports and activities, physical factors (height, weight) of athletes, date and place of birth.

Category IV: Grade reports to parents or guardians of undergraduate students who are of dependent status.

Currently enrolled students may withhold disclosure of any category of information under FERPA. To withhold disclosure, written notification must be received in the Academic Dean's office prior to the second week of each semester.

- The right to file a complaint with the US Department of Education concerning alleged failure by the Institute to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Since its effective date of 2002, undergraduate students declare dependent or independent status as part of the registration process. Dependent or independent status is based on whether or not the student was claimed on the parents' most recent IRS Tax Form. RIU reserves the right to amend dependent/independent information that is deemed inaccurate. Parents may obtain non-directory information (grades, GPA, etc.) only at the discretion of the institution and after it has been determined that their child is legally their dependent. Dependent status can be established via the admission of a certified copy of the parents' most recent Federal Income Tax Form unless there is a court order, state statute, or other legally binding document prohibiting such. Parents also may obtain non-directory information by obtaining a signed consent from their child.

APPLICATION FOR DEGREE

An application for an undergraduate degree, called The Intent to Graduate, must be filed with the Office of Student Administrative Services during the fall semester prior to graduation. This form is available from the Office of Student Administrative Services and must be completed and signed by the student. All monies owed at RIU must be paid in full prior to commencement in order for students to participate in commencement exercises.

Students who file a late application may be charged a processing fee. No applications are accepted after April 1.

CATALOG REQUIREMENTS AND READMISSIONS

A candidate completing the RIU program for the diploma, may obtain the diploma under the catalog of the year of matriculation or may choose to meet the full requirements in the catalog of any one of the intervening subsequent years.

A full-time student who is readmitted and whose re-enrollment is continuous to graduation may meet the full requirements of the catalog of the year in which the student re-enrolls or the full requirements of the catalog of any one of the intervening subsequent years. Any student not maintaining continuous enrollment must meet the requirements of the catalog of the most recent year of entry.

If, for any reason, a candidate does not complete the program by the anticipated graduation date, the student must complete any deficiencies by August 31 of that year. Students who do not complete remaining requirements by August 31 and do not maintain continuous enrollment must meet the requirements of the catalog of the year they are readmitted.

Ten years is the time limit a student has to meet the diploma requirements under a particular catalog. After ten years, the student is required to satisfy the requirements of the newest catalog. Prior credits earned do not expire, however.

CLASS ATTENDANCE

It is assumed that students will make the most of the educational opportunities available to them by attending in-person, course sessions. Therefore, regular course attendance and participation is required as a condition of receiving credit for work done in the course.

A student who is absent and does not participate in course sessions is subject to a loss of “privilege status” and the instructor may reduce the student’s grade or deny credit for that course unless the student satisfactorily accounts for the absence or lack of participation.

Students who wish to appeal the instructor’s decision may do so using this procedure: communicate with the Academic Dean for resolution of the excuse. Students may appeal the decision of the Academic Dean by requesting a hearing with the Administrative Council.

The attendance policy for each course is stated in the syllabus for that course and is in compliance with the RIU policy as stated in the Student Information section of this handbook. Therefore, all matters of attendance and the privilege of making up assignments or tests, except for administratively excused absences, are between the student and the professor.

CONTINUATION AS A STUDENT

Continuation as a student at River Impact University is not automatic. Basic academic and spiritual requirements must be satisfied for students to qualify. Additionally, all prior balances must be paid in full.

WITHDRAWAL FROM THE INSTITUTE

A student who is withdrawing from River Impact University/School of Ministry must initiate the process by submitting, in writing, a notice of withdrawal to the office of Student Administrative Services. The date that the notice is received constitutes the official date of withdrawal and all applicable policies will apply. The last day to withdraw is the date that final exams end for that semester.

COURSES

GRADING SYSTEM

Final numeric grades for each course will be assigned according to guidelines determined by each instructor. Letter grades and grade points are assigned according to the following scale:

<u>Grade</u>	<u>Numerical Grade</u>	<u>Grade Points</u>
A	90 - 100	4.0
B	80 - 89	3.0
C	70 - 79	2.0
D	60 - 69	1.0
F	0 - 59	0.0

Other grades that may appear on the transcript include “WP” (withdrawal passing), “WF” (withdrawal/failure), “I” (incomplete) and “NP” (no pass). None of these other grades is used in the computation of the grade-point average except the “WF”. A minimum grade-point average of 2.0 per semester must be earned by all students to remain in good academic standing and to qualify for graduation.

INCOMPLETES

The grade of “I” is given for work that is incomplete at the time grades are given. It is given only after the instructor and the Academic Dean approve a petition submitted by the student that his or her work is incomplete for good cause. It is the responsibility of the student to make up any incomplete work and ask the instructor to submit a grade change to the Academic Dean. If this is not completed in the subsequent semester, the incomplete will be changed to an “F”.

COURSE WITHDRAWAL

If a course is dropped before two weeks has passed, the course will not appear on the transcript. If a course is dropped after two weeks, two optional markings shall appear on the transcript. The initials “WP” (**W**ithdraw with a **P**assing grade) is recorded provided the student was passing at the time of the withdrawal. If the student was not passing, “WF” (**W**ithdrawn with a **F**ailing grade) is recorded. The “WF” is counted as an “F” in determining the GPA. An Add/Drop Form must be used to withdraw from any class. See the Office of Student Administrative Services for available forms.

COURSE REPEAT

A course may be repeated at RIU to replace the original grade. The course appears on the transcript with all grades given and a repeat flag. Both courses count in the GPA. Double credit is not awarded for repeated courses. Any course that an RIU student has previously

completed and passed is made available to that student to take again, free of charge. However, auditing students desiring to repeat a particular class for credit, will be charged the full tuition fee.

MAKE-UP EXAMINATIONS/WORK

All students not auditing courses are expected to take all quizzes, tests, and exams, deliver any scheduled presentations, and turn in any other work required by instructors on the specifically assigned date.

ONLY those students granted an “excused” absence may have a minimum of three days to make up any missed work (quiz, test, presentations, etc.). Students are responsible for contacting the instructor to schedule the make-up of any missed work. If missed work is not made up within the allotted time period, a grade of “F” will be assigned.

Unexcused late work will not be accepted after the scheduled date and a grade of “F” will automatically be assigned to the work. It is in the student’s best interest to be prepared.

In the event, and only in the event, of an administrative excused absence, may students make up missed exams. Scheduling make-ups in a timely manner is the responsibility of the student. Examples of events beyond the student’s control include, but are not limited to, a medical emergency or sudden illness (supported by appropriate documentation), or death of an immediate family member. In such cases, a grade of “I” (incomplete) will be temporarily posted to the student’s transcript. **NOTE: In no case will an “I” remain on the transcript for more than one semester.**

CERTIFICATES AND DEGREES

GRADUATION REQUIREMENTS

Degrees

To be eligible to receive an Associate of Theology degree from RIU, candidates must meet the following requirements:

- 1) Satisfactorily complete all required courses.
- 2) Satisfactorily fulfill course attendance requirements. (See handbook under Attendance)
- 3) Maintain a cumulative grade point average of 2.0 or above.
- 4) Satisfactorily complete 6 semesters of service in Ministry Practicum over the period of attendance.
- 5) Tuition and fees must be paid in full.
- 6) Demonstrate evidence of true Christian life and character during the school year at RIU. If a student has fulfilled all other requirements, yet has demonstrated a lack of character, he/she **will not** graduate.

HONORS

VICE PRESIDENT'S AND PRESIDENT'S HONOR LISTS

The Vice President's Honor List recognizes students who carry the full program of study in a semester and who attain a grade-point average of 3.50 or higher with no grade below "C". The President's Honor List recognizes students who carry the full program of study in a semester and who attain a grade-point average of 4.00.

GRADUATING WITH HONORS

Honors are determined for the commencement program, ceremony and degrees at the conclusion of the 3rd quarter prior to graduation of third-year students.

Students who fulfill the degree requirements with cumulative grade-point averages (GPA's) of 4:0 receive the distinction of *summa cum laude*. Students with cumulative GPAs between 3.80 and 3.99 receive the distinction of *magna cum laude*. Students with a cumulative GPA between 3.50 and 3.79 receive the distinction of *cum laude*.

PROBATION AND SUSPENSION

ACADEMIC

Students are expected to make satisfactory progress toward a diploma or certificate in order to be eligible to continue enrolling in River Impact University.

A probation list is compiled once each academic semester and is based on the students' academic achievements for the previous academic term.

Students placed on probation have failed to meet the following criteria: students not earning two-thirds of the hours they attempt or students whose grade-point averages fall below the minimum requirement for total quality hours that can earn grade points in the first, second or third-year program of study. These minimums appear in the following chart:

Total Quality Hours Attempted	Minimum GPA Required
1 - 42	1.50
43 - 84	1.75
More than 84	2.00

Students are removed from probation when they submit additional academic work sufficient to raise them above the minimum requirements. Normally, students who are not removed from the probation list after one full year are suspended.

Students accepted into RIU on probationary status are subject to the same policies as students placed on probation.

Upon recommendation of the Academic Dean and approval of the President and Vice President of the Institute, a student may be placed on probation or may be suspended at any time for severely inadequate academic work. Such suspension may either be temporary or permanent.

FINANCIAL OBLIGATIONS

Every student is required to meet financial obligations to River Impact University according to the Tuition and Fees section found under Financial Information in this catalog. Failure to meet these requirements may result in suspension.

REGISTRATION

Student enrollment must be completed according to the academic calendar.

No registration is final until payment of all financial obligations has been made.

No contract arises from enrollment. The Institute reserves the right to alter its rules and regulations at any time.

ACADEMIC POLICY CHANGES

River Impact University reserves the right to change academic policies when deemed necessary and to hold students responsible for any revisions. In the case of any change in courses already completed, students are not obligated to fulfill the new requirements. All changes are announced and officially posted. It is ultimately the student's responsibility to be informed of changes that may affect programs and requirements for graduation.

INDEPENDENT COLLEGE AND UNIVERSITY NOTICE

The transfer of any credit to any other academic institution is at the discretion of the receiving institution. Some institutions of higher education will allow RIU credits to transfer, but not all. Students must do their own investigations and research.

Student Information

ATTENDANCE POLICY

Attendance and involvement in online classes are a necessary part of the learning process. Students enroll to receive the teaching of the Word, academic instruction and an impartation of the anointing. Students need to be “present” in order to receive. In addition, God is providing both the finances and the opportunity to attend RIU, and students need to be good stewards of their time and money. The time, energy and financial investment students are making should not be lost through carelessness, apathy or discouragement.

Absences

Each student is awarded two absences due to sickness and/or work-related excuses and will not affect the overall grade. For each course, students must be in attendance 85% of the sessions and forums.

For example, the maximum number of absences permitted for any course is four (4) sessions and forums over the duration of the course.

Students exceeding the allowable number of absences automatically lose credit for that course. For this reason, it is imperative that students provide proper documentation to the instructor for any absences due to serious illness, etc. Credit may be reinstated upon review by the Administrative Council.

Academic Integrity and Plagiarism Policy

Academic integrity is essential in higher education. As a testimony to God and faithfulness to the original work of others, River Impact University prioritizes integrity in all matters, particularly related to research and writing. Christian leadership should reflect the character and conduct reflective of the high calling and privilege of ministry. It is the student’s responsibility to be knowledgeable as to what constitutes plagiarism. In order to maintain faithfulness in such matters, the following definitions and procedures are adhered to in the program.

Types of Plagiarism:

1. **Direct plagiarism:** Word-for-word transcription of someone else’s work, without citation and quotation marks.

2. **Self-plagiarism:** Submitting one's own work from previous classes without permission of the professors. As noted, no more than 10% of a previous course should be used in an assignment for another course.

3. **Mosaic plagiarism:** Borrowing phrases from a source without quotation marks.

4. **Accidental plagiarism:** Neglecting to cite sources, misquoting sources, or unintentionally paraphrasing a source by using similar words.

5. **Adopting someone else's work:** Submitting an assignment written by someone else.

AFFILIATE CHURCH POLICIES

Attendance and involvement at the affiliate (home) church is as much a part of the student's training as the online courses. Not only does it supply the strength and fellowship from a local church, but it also provides an opportunity for the student to learn by precept and example. Also, through the applied Ministry Practicum, the student may immediately begin to implement what is learned and received from online courses.

Attendance and involvement in church services and church activities during the week at an affiliate (home) church is mandatory. Students are required to serve approximately 2.5 hours in their home church as an assignment within each course taken during the semester.

The fruit of the Spirit described in Galatians 5 is to be as much a part of the believer's life as the gifts of the Spirit. Christian character is of utmost importance at RIU. We believe it is the responsibility of every student enrolled at RIU to live an exemplary life. It is expected that students will avoid practices and forms of entertainment that are detrimental to their personal growth in the Lord.

CODE OF HONOR

The Code of Honor is the central criterion of conduct for all who are a part of the RIU community. It is a concept of personal honor based on the principles of integrity, common sense, reverence for God, esteem for man and respect for social and spiritual laws. It is assumed that a student deemed worthy of admission to RIU already exemplifies these integral facets of the Christian character.

In accepting and following the Code of Honor, students accept responsibility and discipline, which will enhance their moral and spiritual growth. Such qualities should be an inherent part of the ethical code held by an educated individual. In addition, students are protecting and preserving their own reputation, as well as that of the RIU family.

In signing this Code of Honor, I fully recognize that River Impact University was founded to be and is committed to being a Christian ministry and that it offers a lifestyle of commitment to Jesus Christ as personal Savior and Lord and as an integral part of its evangelistic outreach. It

is therefore my personal commitment to be a person of integrity in my attitude and respect for what River Impact University is in its calling to be a Christian institution.

1. I PLEDGE to apply myself wholeheartedly to my intellectual pursuits and talents and to use the full power of my mind for the glory of God.
2. I PLEDGE to grow in my spirit in developing my own relationship with God.
3. I PLEDGE to cultivate good relationships socially with others and to seek to love others as I love myself. I will not lie. I will not steal. I will not curse. I will not be a talebearer. I will not cheat or plagiarize. I will do my own academic work and will not inappropriately collaborate with other students on assignments.
4. I PLEDGE to keep my total being under subjection from all immoral and illegal acts and habits. To this end I will not take any illegal or mind-altering drugs; I will not commit illicit sexual acts, including homosexual behavior; I will not engage in recreational drinking or drug abuse; I will not use tobacco; These personal choices are suspended in order to keep one another from moral failure. I will not engage in other behavior that is contrary to the rules and regulations listed in the RIU student handbook.
5. I PLEDGE to maintain an integrity of 'openness' to God's claims on my life and to do my utmost to know and follow His will for my life.
6. I PLEDGE to attend courses and all required applied courses and events at an affiliate (home) church.
7. I UNDERSTAND that at River Impact University we endeavor to make God our passion, not our preference. In this spirit, I will set my heart on exemplifying Christian behavior.
8. I PLEDGE to abide by the rules and regulations that may from time to time be adopted by the RIU administration. I understand that RIU is a private membership school, and I therefore have no vested rights in the governing of the school. I accept my attendance at RIU as a PRIVILEGE and NOT a right and that RIU reserves the right to require the withdrawal of a student at any time if in the judgment of the President of RIU or of the Administrative Council/Trustees when such action is deemed necessary to safeguard RIU's ideals of scholarship or the spiritual and moral atmosphere of it as a Christian organization.

Each student will be required to sign an oath to uphold the Code of Honor at RIU. This signed statement will affirm the understanding that students must maintain RIU standards in order to remain a part of the school.

EMPLOYMENT

RIU conducts classes online so that students may work. We realize that some students may be able to attend without having a job to support themselves. This, however, does not apply to the majority of students. RIU strongly recommends that every student work to help with the finances to pay tuition and other expenses while enrolled in courses.

- A. Students are responsible for securing their own employment. Please do not submit your resume to RIU or an affiliate (home) church unless requested.

RIU enrollment is considered full-time. Students' availability to be involved in an affiliate (home) church through Ministry Practicum is an integral part of the school curriculum and

grading process. Students should arrange their work schedules to ensure that they can meet RIU applied course requirements.

MINISTRY PRACTICUM

All students are required to be involved in **Ministry Practicum and other applied courses at an affiliate (home) church**. There are many areas of Ministry Practicum available to students. Students will be expected to attend services and be involved in some area of the ministry of helps and creative arts practices at the affiliate (home) church where they are completing their applied courses. The level of involvement will be determined by the leadership of the affiliate (home) church.

ADDRESS/TELEPHONE CHANGES

It is very important that the RIU administrative office have a current address, email and phone number on file. Students should notify the administrative office of any changes by completing a change of Information form available on the student area of the RIU website.