



**OAK VALLEY**  
COLLEGE

July 1, 2017 - June 30, 2018  
Catalog

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*The catalog covers the College degree program, policies, and services. Other programs may be listed in a catalog addendum.*

Oak Valley College  
480 N. La Cadena Dr. PO Box 787  
Colton, CA 92324

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909-554-9115

# General Information

## **Oak Valley College - Live. Learn. Grow.**

Oak Valley College equips students to live, learn, and grow in their faith, service, and calling through a rigorous, practical, and debt-free liberal arts business education framed by a Christian worldview.

Oak Valley College offers a Bachelor of Arts in Business, providing a holistic education, teaching students critical thinking, creative problem solving, communication, analytical, and business skills.

Christian teaching, principles, and service are reinforced throughout the program. Lessons challenge students to serve others and apply a Christian worldview in their daily lives.

## **Focused, practical, and personal**

Oak Valley College offers high-quality interdisciplinary education, including courses in entrepreneurship and management.

Practical. Students learn from real-world case studies, individual and group projects, and assignments designed to prepare them for careers in business, nonprofit management, or the ministry.

## **Foundation in the liberal arts**

As a liberal arts college, students gain an appreciation for the pursuit of knowledge and lifelong learning. Following in the path of today's best teaching colleges, Oak Valley College offers small class sizes where students receive personal attention from professors who are dedicated to teaching undergraduates.

## **Mentoring with Christian Leaders**

Students engage with Christian mentors who are leaders in business, ministry, nonprofits, and government. These professionals share their experience with students and guide them to explore a variety of career options.

## **Launch Pad**

The Launch Pad is an immersive practical program where students develop a new product or service for a business, nonprofit, or

ministry. But more than that, this multi-semester, multifaceted experience teaches students how to approach and manage a complex project using proven strategies and approaches.

### **Discipleship and integration of a Christian worldview**

Students pursue a personal relationship with the Lord through an active prayer life, the application of Christian principles in everyday situations, and a commitment to serve. Theology courses help frame a deeper understanding of the Christian faith, while all courses provide lessons on faith integration.

### **Vision and Values**

Oak Valley College achieves its mission, when students display:

1. Commitment to Christian principles and application of those principles in their daily lives
2. Ethical and moral judgment derived from a Christian worldview
3. Scholarly excellence and the ability to translate that discipline to career, community, and family
4. Communication skills reflecting sound reasoning, clear discernment, and complex problem-solving
5. Quantitative reasoning suitable for working in a professional administrative environment
6. The ability to identify and apply basic human resource management practices, operational planning, and project management skills in the workplace
7. The ability to apply basic statistical analysis, accounting practices, and financial and budgetary planning skills
8. Entrepreneurial thinking, including the ability to think creatively about new products and services, identify potential challenges to innovation, and develop plans to turn new ideas into tangible products or services
9. Passion for lifelong learning, personal inquiry, and academic rigor
10. Commitment to community service
11. Theological maturity, including the ability to discuss biblical themes, applications, and historical perspectives

Faculty, staff, and administration at Oak Valley College commit to:

1. Establish and enforce standards of excellence
2. Prepare the highest quality courses
3. Teach students to meet specific learning objectives aligned with the college mission, vision, and values
4. Provide individual attention to students
5. Help students grow in their knowledge
6. Apply Christian principles and service
7. Build a community of learning
8. Support a holistic educational experience
9. Use real-world work projects and case studies
10. Continuously improve operations and planning
11. Help students become active Christian disciples
12. Set up rigorous criteria to measure student outcomes
13. Provide resources to help students pursue personal goals
14. Create a space for students to express ideas without fear
15. Inspire academic experimentation to test theories
16. Inspire students to consider the larger world around them
17. Encourage students to do their best work

## **Your Enrollment at Oak Valley College**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which will be provided to you prior to signing an enrollment agreement.

Oak Valley College is located at 480 N. La Cadena Ave in Colton, California. Classes are held at 404 N. 7th Street in Colton, California. You are encouraged to visit campus. However, visiting campus is not a condition for admission. Contact [.info@oakvalleycollege.org](mailto:info@oakvalleycollege.org) to schedule a tour.

The Oak Valley College catalog is published annually in the spring. The catalog covers the academic year - July 1 through June 30. Prospective students and other interested parties may download the catalog, including addendums at [www.oakvalleycollege.org](http://www.oakvalleycollege.org). Request a copy - [info@oakvalleycollege.org](mailto:info@oakvalleycollege.org), by phone at (909) 554-3115, or in person at 480 N. La Cadena, Colton, CA 92324.

Oak Valley College is a private non-profit college. The Bureau of Private Postsecondary Education (BPPE) grants approval to operate the college in the State of California.

Notice to Prospective Degree Program Students – This institution is provisionally approved by the Bureau of Private Postsecondary Education to offer degree programs. To continue to this degree program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation by March 2018 and full accreditation by March 2021.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Institutional Representative Initials \_\_\_\_\_ Student Initials \_\_\_\_\_  
Date \_\_\_\_\_ Date \_\_\_\_\_

Oak Valley College programs are not accredited by an accrediting agency recognized by the United States Department of Education. Students are not eligible for federal financial aid programs. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment, including, but not limited to, positions with the State of California.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or PO Box 980818. West Sacramento, CA

95798-0818. Telephone (888) 370-7589 and (916) 445-3427 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the BPPE by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the BPPE website at [www.bppe.ca.gov](http://www.bppe.ca.gov).

Oak Valley College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has had not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Students have the right to privacy of certain information. Oak Valley College maintains permanent records for its students. The following is considered public information and may be released or published without the student's consent: student name, date, and place of birth; major field of study; dates of attendance; degrees, honors, and awards received; most recent educational institution attended; campus address and telephone number and student assigned email address; home address and telephone number; cell phone number; participation in special academic, athletic, and recognized activities and programs, and class level.

## **Academics**

Oak Valley College offers a liberal arts education with career-oriented coursework in business. Christian principles and teachings provide character education and the backdrop to pursue ethical, moral, and spiritual leadership. Our desire is that each student will learn to apply his/her God-given talents in the professions, and be able to apply spiritual lessons to approach life, work, and service in a holistic manner.

Practitioner faculty at Oak Valley College approach teaching through the application of real-world case studies and projects. Faculty also disciple students to integrate Christian principles into their professional and personal lives. For example, a professor



may help students learn how to make career decisions that align professional and spiritual priorities, how to integrate Christian service into daily routines or workplace decisions, and how to avoid conflicts that may place them in compromising positions.

Oak Valley College prepares students to apply their education to a variety of professional opportunities. A degree is not designed to prepare students for employment in a specific occupation (e.g. accounting or financial planning) and does not take the place of specific technical education, certifications, or on-the-job training.

## **Learning Objectives and Outcomes**

Freshmen complete general education courses to develop academic skills to prepare for upper-division and major courses.

Sophomores explore more advanced general education courses and begin major coursework during the fourth semester.

Juniors take more major courses to develop higher-level problem solving skills, while they explore specific business disciplines.

Seniors synthesize their knowledge, skills, and abilities. Through the Launch Pad, students apply these skills to a business or organizational challenge and present a project portfolio to demonstrate how their skills have developed.

Course learning outcomes are established and measured through examinations, homework assignments, presentations, projects, and other assessments.

Programmatic learning assessments measure what students learn across the degree program. Programmatic performance is assessed in the Launch Pad capstone project, which:

- Addresses a well-defined business challenge
- Identifies the needs of key stakeholders
- Outlines scope of work required to complete the project
- Articulates tangible benefits attributable to the project
- Evaluates risks/rewards and costs/benefits

- Describes mission, culture, and competitive landscape
- Provides budget and resource requirements
- Meets deadlines

## Completing the Degree

Students wishing to complete the Bachelor of Arts in Business, must complete 128 units to receive the degree. This includes 60 units of general education and 68 units in the major. A typical student will complete the degree in a little less than three years (32 months).

## General Education

General education courses expose students to the liberal arts, helping them develop critical thinking, communication, and quantitative skills and the grounding to prepare them for more advanced coursework and the major.

| Area | OVC Course                                  | Skills Development   |
|------|---|--|
| HIST | Early American History                      | Appreciation of history, critical thinking, reasoning, and communication skills.                                       |
| FWS  | Freshman Writing Seminar                    | Writing and research skills, including the ability to think critically and develop and construct arguments.            |
| FHS  | Freshman Humanities Seminar                 | Appreciation for art, history, culture, and its influence on society.  |
| PHIL | Philosophical Roots of Western Civilization | Reasoning, critical thinking, communication skills, logic, and history.  |
| ECON | Marco and Microeconomics                    | Knowledge of capital markets, economic theory, ability to apply economic reason to decision-making, analytical skills. |
| GOV  | American Government and Politics            | History, government, political discourse, democratic values, social justice, laws, ethics, and society                 |
| SCI  | Scientific Principles and Practice          | Scientific methodology, reasoning, critical thinking, analytical, and communication skills                             |

|      |                      |  |
|------|----------------------|--|
| MATH | Math for Economics   | Math, quantitative reasoning, problem-solving, and analytical skills                           |
| THEO | Various courses      | Critical thinking, religious practice, theological arguments, history, ethics                  |
| INT  | Integration Seminars | Interdisciplinary coursework providing critical thinking, analytical, and communication skills |

## **Business Major**

The Business major prepares students for leadership and management skills to pursue careers in private business, nonprofits, or ministries.

The major emphasize entrepreneurship, and students learn to how to turn a good idea into a successful product or service. In addition, students learn effective approaches to management decision-making, including leadership principles.

Professors in the major are successful professionals and entrepreneurs. With their unique skills and experience, they provide students with insights into how to manage and lead organizations without compromising Christian values.

The Business major consists of 17 four unit courses (68 units):

1. Entrepreneurship and Business Development
2. Marketing Principles and Practice
3. Financial Accounting and Reporting
4. Organizational Psychology
5. Business Communication
6. Managerial Finance
7. Business Law and Ethics
8. Marketing Plan Development
9. Statistics and Data Analysis
10. Project Management Principles and Practice
11. Human Resource Management
12. Leadership
13. Operations Management
14. Launch Pad - Business Planning and Strategy

15. Launch Pad - Implementation
16. Launch Pad - Ideation
17. Launch Pad - Design

## Academic Calendar

| 2017-2018 Academic Year     | Date (subject to change) |
|-----------------------------|--------------------------|
| New Student Orientation     | September 1, 2017        |
| First day of class (Fall)   | September 4              |
| Thanksgiving Break          | November 17 - 26         |
| Last day of classes         | December 14              |
| Finals                      | Week of December 18      |
| First day of class (Spring) | January 8, 2018          |
| Spring Break                | February 23 - March 4    |
| Last day of classes         | April 19                 |
| Finals                      | Week of April 23         |
| First day of class (Summer) | May 7                    |
| Summer Break                | June 29 - July 8         |
| Last day of classes         | August 21                |
| Finals                      | Week of August 25        |

## Student Life and Services

Student services make up a critical component of campus life and help students achieve their professional, personal and spiritual goals. The College provides access to career development, mentoring, as well as a variety of other formal and informal services including New Student Orientation, student government, and community service.

### Housing Services

Oak Valley College does not maintain its own housing, but referrals are available. Renting a room or apartment near campus ranges from \$300 to \$950.

### Classroom Facilities

The College maintains traditional classroom facilities at 404 N. 7th Street in Colton. Classes include tables and chairs, projection

screens, and whiteboards. Students are instructed utilizing a combination of lectures and classroom activities. Students will be required to make classroom presentations and work within groups on projects and case studies. Professors engage in online discussions and post assignments, resource information, and notes in Populi ([www.ovc.populiweb.com](http://www.ovc.populiweb.com)), which serves as an online learning management and student information system.

## **Community Service**

Students are required to participate in community service. Students actively involved in a service club, church, or nonprofit organization, may continue this service to fulfill this requirement. Engagements should include a scope of work, including a job or project description. Community service may be paid or voluntary.

## **Library Services**

Oak Valley College utilizes library services from the University of Redlands. The University library is eight miles from campus. The fee is \$50 per semester for unlimited access and a library card. Students have access to both physical and online resources, including academic journals and databases.

## **Academic Advising**

Academic advisors help students understand specific course requirements and general college work expectations. The advisor ensures academic plans and progress are maintained, and the student is aware of any potential problems meeting graduation requirements (e.g. academic probation or withdrawing from a required course). Students are expected to meet their advisor each semester to ensure progress toward graduation.

## **Technology Resources**

The College maintains a learning management and student information system ([www.ovc.populiweb.com](http://www.ovc.populiweb.com)) to facilitate online lessons, discussions, grading, and collaboration with faculty and students. Online grades, progress reports, and other important information are available to support student learning. Students

must have access to a computer with Microsoft Office Professional, Google Docs, or other productivity suite.

## **Career Services**

Career services are offered regularly to help guide students through the phases of their career planning and development. Self-assessment tools, occupational resources, networking programs, and workshops help students explore career options and determine specific career goals. Materials are available for students to research internships and jobs. Additional services include mock interviews, strategies for conducting successful job searches, résumé writing clinics, field trips to businesses. Formal job placement services are not available, however, the college has helped several students identify, apply for, and secure jobs.

## **Healthcare Requirements and Services**

A confidential Medical History Form is required. Students may submit a physical examination form from their physician. The form should include all prescription medications the student is taking and contact information in case of a medical emergency. Oak Valley College does not provide physical exams or health services. Medical facilities are close by the campus. Medical history has no bearing on academic or admission decisions, except as required by the American with Disabilities Act (ADA).

The State of California mandates that first-time enrollees who are 18 years or younger provide proof of Hepatitis B immunization. The immunization consists of a series of three vaccinations. Students can receive further information from their health care provider or county health department.

Students must supply proof of catastrophic health insurance. Students must maintain coverage and provide proof of insurance each year. Failure to carry insurance may be grounds for dismissal.

## Counseling Services

Referrals for counseling services are available to meet personal challenges students may face while in school. Students may experience loneliness and isolation, homesickness, parent/family conflict, difficulty studying, lack of concentration, challenges in interpersonal relations or communication, educational/career concerns, mental issues, depression, or anxiety. Some of these issues may be caused or exacerbated by a medical condition for which the student may need to seek professional medical treatment. In non-medical cases, the student may access informal counseling services, which include personal consultation with campus administrators, or staff, and support from fellow students.

## Admission

The admission process begins with an online application form, [www.oakvalleycollege.org/apply](http://www.oakvalleycollege.org/apply). Interviews are strongly encouraged. Applicants may be interviewed in person or by phone. The interview helps students understand the degree program, learn about college requirements, and ask questions about course offerings and services.

Applicants must provide:

- Proof of graduation from a regionally accredited US high school or equivalent (final transcripts showing graduation or GED are required before class starts)
- In lieu of HS graduation, applicants may provide a General Educational Development (GED) Certificate
- Three references (teacher, counselor, and pastor)
- SAT, ACT, and any other national exam scores (if taken)
- Essay describing how Oak Valley College will help you meet your personal, professional, and spiritual goals

The Admissions Committee reviews completed applications. The Committee consists of the President, Executive Vice President, Dean, and/or the Dean of Admissions. Students may receive conditional admission prior to graduation from high school. Admission may be rescinded if the applicant:

- Misrepresents his/her academic record
- Fails to complete high school graduation at roughly the same academic level, grade point average, and timeframe as was communicated in his/her application
- Purposely misrepresents his/her application
- Is subject to criminal prosecution

## International Students & English Requirement

Oak Valley College does not issue student visas. International students must provide translated transcripts. Non-native English speakers must demonstrate English proficiency:

|        | TOEFL paper | TOEFL computer | TOEIC | IELTS | Cambridge |
|--------|-------------|----------------|-------|-------|-----------|
| Scores | 550         | 213            | 760   | 6.5   | Pass      |

## Enrollment

Once accepted, student are notified by email and must complete an Enrollment Form, signed by the student and parent (if under 18), and provide a nonrefundable \$250 deposit. Students are automatically enrolled in the entire program and may withdraw at anytime by providing written notice to the Registrar.

## Financial Matters

Oak Valley College offers grants, which are applied automatically as a discount on tuition. Grants are not loans. No student should dismiss applying to the College because of financial need.

Tuition and fees are modest at Oak Valley College. Most students pay tuition with money earned from a part-time job. However, each student’s family should be prepared to provide personal resources to help cover the cost of education and living expenses.

Oak Valley College is not participating in state or federal financial aid programs, and students are not eligible for federal financial aid programs. The college does not provide student loans. Students receiving a student loan from other sources are



responsible for repaying the full amount of the loan plus interest, less any refund.

### Anticipated Additional Expenses

Students must purchase required and optional texts and materials. The costs of these materials varies. Information is provided at least two weeks prior to each semester. Typically, students acquire texts through Amazon or other online bookstores. Used books are acceptable (purchase the correct edition). Additional personal expenses for transportation and living expenses should be considered.

### Program Fees

| <b>Payable to Oak Valley</b>  | <b>Fees</b>     | <b>Description</b>               |
|-------------------------------|-----------------|----------------------------------|
| Tuition (per semester)        | \$8,000         | Due at start of semester         |
| Deposit (non-refundable)      | \$250           | Applied to tuition               |
| Equipment                     | \$0             | No special equipment required    |
| In-resident housing           | \$0             | No housing supplied              |
| STRF (\$0 per \$1000)         | \$0             | Reduced to \$0 Jan 1, 2015       |
| Uniforms or special clothes   | \$0             | Not required                     |
| Monthly payment plan          | \$50            | Per semester (optional)          |
| Transfer credit fees          | \$0             | Transferring school may charge   |
| Official transcript           | \$25            | Cost to order OVC transcript     |
| Late payment fee              | \$30            | Per month for late payment       |
| <b>Not paid to Oak Valley</b> | <b>Estimate</b> | <b>Description</b>               |
| Textbooks                     | \$400           | Per semester (e.g. Amazon)       |
| Supplies and materials        | \$100           | Notebooks, printing supplies     |
| Computer/software             | \$400           | One-time expense                 |
| Tutoring                      | \$25            | Per hour for tutoring support    |
| Library (U of Redlands)       | \$50            | Per semester (payable to U of R) |
| <b>Total Program Expenses</b> | <b>Estimate</b> | <b>Description</b>               |
| Tuition                       | \$64,000        | Not including grants             |
| Textbooks                     | \$4,800         |                                  |
| Computer/software             | \$400           |                                  |
| Supplies/materials            | \$1,200         |                                  |
| Library                       | \$400           |                                  |

## **Refund Policy and Student's Right to Cancel**

**Student's Right to Cancel:** You, the student, have the right to cancel the Enrollment Agreement and receive 100 percent refund, less the nonrefundable application fee, for a program if notice of cancellation is made by the seventh day after enrollment or you fail to attend any of the class sessions. Your refund includes fees for instruction only. Equipment such as computers, software, books, materials, and supplies or any other goods related to instruction offered in this Agreement is purchased directly by the student, and therefore, is not refundable by Oak Valley College

Cancellation shall occur when written notice of cancellation is delivered to the address of Oak Valley College shown on Page 1 of the Enrollment Agreement. This delivery can be by mail or hand delivery. If the notice is sent by mail, it is effective when postmarked with postage prepaid. If you cancel this Agreement, Oak Valley College will refund any money that you, the student, have paid, for tuition, within 45 days after your Notice of Cancellation is received.

**Withdrawal from Program:** You, the student, will have the right to withdraw from a program of instruction at any time. The refund policy for students who have completed 50 percent or less of the course of instruction shall be a pro rata refund. If you withdraw after the period allowed for cancellation of the Agreement, which is the first class session, or the seventh day after enrollment, whichever is later, Oak Valley College will remit a refund, less the nonrefundable enrollment fee of \$250, within 45 days following your withdrawal. You are obliged to pay only for educational services rendered. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction, which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid.

**IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL. IF THE**

AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY FOR IT.

Hypothetical Refund Example: A student enrolls in a BA degree program. The student notifies the Dean on the midpoint of the semester of his/her intention to withdraw. The tuition and fees charged for that semester are \$8,000. The \$250 nonrefundable deposit is retained by the College, therefore, the tuition and fees applicable to the refund is \$8,000 (tuition and fees) - \$250 (non-refundable deposit) = \$7,750.

The refund schedule, based on the student's date of withdrawal is 50% of the fees will be refunded to the student and 50% retained by the College;  $0.50$  (fraction from the refund schedule as of the student's withdrawal date)  $\times$  \$7,750 = \$3,875 (amount of the fees refunded to the student). The student retention of the fees is as follows: \$8,000 (amount student paid) - \$4,125 (amount College retains) = \$3,875 (refund). The student in this example is assumed to have paid cash and received no financial aid or grants.

Enrolled or registered students who wish to withdraw either prior to or during the semester are required to complete the Application for Withdrawal. The form should be filed with the Registrar. The form provides for refund of fees, if appropriate, and an automatic withdrawal from courses without penalty (see "The W Grade"). Students should consult their academic advisor prior to submitting their formal Application for Withdrawal.

## **Billing and Payments**

Students are billed each semester for their fees. Payments are due on the first of the month prior to the start of the semester (August 1, December 1 and April 1). An optional monthly payment plan is available (\$50 semester convenience fee applies). Late payments incur a \$30 monthly late fee.

## **Student Tuition Recovery Fund (STRF)**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans; and
2. Your total charges are not paid by a third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay third party.

You are not eligible for protection from STRF and not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program; or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of:

1. The school closed before completed course of instruction.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the school closure.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed loan program as required by

- law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
  5. An inability after efforts to prosecute, prove, and collect on a judgment against the institution for an Act violation.

## **Student Conduct**

Students are to conduct themselves with the highest standards requested of them. Oak Valley College follows principles of self-governance. While many principles are outlined in specific detail (e.g. Academic Honesty), other areas may be interpreted with some latitude. [www.oakvalleycollege.org/studentconduct](http://www.oakvalleycollege.org/studentconduct)

## **Honor Code**

Student conduct and behavior are governed by the Honor Code, which provides guiding principles for behavior within the Oak Valley College community. These standards are paramount to how students conduct themselves and are reviewed with each student. Review the code – [www.oakvalleycollege.org/honorcode](http://www.oakvalleycollege.org/honorcode).

## **Academic Honesty**

Integrity of scholarship is to be maintained in an academic community, and academic work is to be completed by the student to whom it is assigned. Professors will exercise care in planning and supervising academic work, so students understand the boundaries of independent academic work.

Students are expected to complete courses in compliance with all the standards outlined in the Catalog and provided by the direction of the professor.

No student shall engage in an activity that involves attempting to receive a grade by means other than honest effort including, but not limited to:

- Procuring, providing or accepting unauthorized material containing questions/answers for an exam or assignment
- Completing an exam or assignment for or by another student
- Employing aids which the professor has prohibited
- Plagiarizing or copying the work of another person and submitting it as his/her own work
- Working collaboratively on a project or activity when instructed to work independently
- Altering graded assignments or examinations and then resubmitting them for re-grading
- Submitting substantially the same material in more than one course without permission

### **Violations of Academic Honesty**

When a member of the campus community suspects that a student has committed a dishonest act, he/she should inform the Dean or President. The Dean will call a meeting with the student and professor to discuss the allegations. The entire process is outlined at [www.oakvalleycollege.org/academichonesty](http://www.oakvalleycollege.org/academichonesty).

### **Statement of Nondiscrimination**

Oak Valley College operates in compliance with all applicable federal and state nondiscrimination laws and regulations in conducting its programs and activities and in its employment decisions. The College may be exempt from certain provisions of laws and regulations relating to discrimination on the basis of religion. Such laws and regulations include:

1. Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, and national origin in the programs and activities of the college. This policy of non-discrimination also complies with Internal Revenue Service Revenue Ruling 71-447 required for maintaining the college's tax-exempt status.

2. Title VII of the Civil Rights Act of 1964, which prohibits employment discrimination based on sex, race, religion, color, or national origin.
3. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of its programs and activities.
4. The Americans with Disabilities Act of 1990 (Public Law 101-336), the purpose of which is to afford the disabled equal opportunity and full participation in life activities and to prohibit discrimination based on disability in employment, public service, public accommodations, telecommunications, and transportation.
5. The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in programs and activities.
6. The Age Discrimination in Employment Act of 1967, which prohibits discrimination against persons aged 40 and over regarding employment decisions.
7. Title IX of the Education Amendments of 1972, which prohibits all forms of discrimination on the basis of sex (including sexual harassment and sexual assault) in programs and activities, except where exemptions have been granted based on religious tenets.
8. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC §1092(f)) (“Clery Act”) which requires colleges and universities to disclose information about crime on and around their campuses. This includes recent amendments to the Clery Act under the Campus SaVE Act and Violence Against Women Act, which deals with incidents of sexual assault, domestic and dating violence, and stalking.

## **I. Nondiscrimination Policy**

Oak Valley College opposes unfair treatment of individuals based on race, color, national origin, gender, socioeconomic status, age, disability, or cultural differences whether such treatment is intentional or results from careless or insensitive behavior.

## **II. Sexual Misconduct Policy**

Oak Valley College seeks to maintain a Christian community that provides a place for spiritual growth, work, and study free of all

forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware that the college is prepared to take action to prevent such intimidation and exploitation and that individuals who engage in such behavior are subject to discipline. “Sexual misconduct” can include sexual harassment, sexual violence, domestic and dating violence, and stalking.

Sexual harassment can vary with particular circumstances, but, generally, it is defined as unwelcome or offensive sexual advances, requests for sexual favors, unwanted or uninvited verbal suggestions or comments of a sexual nature, or objectionable physical contact. This includes suggestions that academic or employment reprisals or reward will follow the refusal or granting of sexual favors, or conduct that unreasonably interferes with an individual’s work or academic performance or creates an intimidating, hostile, or offensive work environment.

Sexual violence as used in this policy refers to physical sexual acts perpetrated without the affirmative consent of the parties or where a person is incapable of giving consent and includes, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Incidents of domestic violence, dating violence, and stalking are also processed under this policy.

None of these actions reflect a Christian attitude or commitment and adversely affect the working or learning environment. All forms of sexual misconduct constitute violations of the Honor Code. Any individuals engaging in such conduct may also be personally liable in legal action brought against them and/or prosecuted for criminal violations.

Pursuant to the procedures set forth in this Policy, the College will thoroughly investigate all reports of sexual misconduct and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is found to have violated this prohibition against sexual misconduct. The reporting student or employee will be informed of the action taken. The



appropriate officials will also take action to protect the reporting student or employee to prevent further misconduct or retaliation, and as appropriate, to redress any harm done. A student or employee who feels that he or she has been sexually harassed, assaulted, or the victim of domestic violence, dating violence, or stalking involving sexual assault or sexual harassment may meet with a person officially designated in this Policy to work for resolution in such situation.

## **Statement on Diversity**

Oak Valley College is uniquely situated within a geographic region of great diversity in language, culture. We believe it is our purpose, therefore, to create an environment in which all believers, regardless of race, color, national origin, gender, age, economic status, or physical ability, can pursue knowledge and personal development as they strive to become all God intends them to be. For more, visit [www.oakvalleycollege.org/diversity](http://www.oakvalleycollege.org/diversity).

## **General Grievance - Procedure**

The Student Grievance Procedure ensures that students may present grievances regarding an action or inaction by a member of the College community and that the College has a consistent way of resolving those grievances in a fair and just manner.

This Student Grievance Procedure applies to alleged discrimination on the basis of race, color, religion, gender, age, national origin, or disability as well as problems arising in the relationship between a student and the College that are not governed by other specific grievance procedures.

Upon request from any student, the Dean will provide guidance about the appropriate system for redress, including but not limited to, counseling or referral to law enforcement.

In cases involving student conduct, the Dean may assemble a committee, inclusive of an disinterested staff or faculty member, and/or another or community member familiar with issues of student conduct. In such cases, the committee shall consist of at least three individuals, not including the Dean. The Dean shall

review the facts of the case, including any recommendations and findings of the committee.

## **Academic Standards**

Oak Valley College is on a semester system, which consists of two semesters per academic level (e.g. freshman, sophomore, etc.) Courses carry four units of credit, unless otherwise noted.

## **Academic Credit and Workload**

At Oak Valley College, classes typically meet 1.5 hours twice a week for 15 weeks (45 hours of classroom instruction). Students are expected to spend an additional 10 hours per week reading, studying, writing, working on projects/labs, and other course activities. Students with average college ability should anticipate earning an average grade (“C”) by attending all class sessions and studying 10 hours per week for each course.

For each four units of credit, students should anticipated 195 hours of work (45 hours of classwork/150 hours outside class). Each course is unique and may require more or less work.

## **Course Syllabus**

The course syllabus serves as a contract between the professor and students. If you are not provided a syllabus by the first class session, notify the Dean. A syllabus should contain learning outcomes, required text(s), criteria for completing the course (e.g. homework, quizzes, exams, projects, papers, etc.), schedule of meetings, description of content for each class session, grading criteria, and other course requirements. The professor has the latitude to alter the schedule and assignments during the course, but such revisions need to be made known to the students. If major changes are made, a revised syllabus should be provided.

## **Participation**

Although no course grades are based solely on participation, regular participation is critical to ensure interaction between students and professors. Two or more absences in a row, or 10% or more of any course, may be grounds for disciplinary action

including warning, suspension, or dismissal. Each course syllabus will have participation standards outlined in more detail.

## **Comprehensive Final Examinations and Projects**

Comprehensive final examinations or projects are required for each course. This provides the basis for the student to demonstrate mastery of the core competencies for the course. While it may be mathematically possible to pass a course without completing a final exam or project, the professor must give a failing grade for failing to complete the final exam or project.

Professors are asked to return all graded projects to students after final grades are submitted. Professors may retain comprehensive final exams so that students do not share exam questions with students in future courses. When a professor does not return a final exam, he/she is to retain the final exams, in their entirety, for at least one semester and provide access to the graded exams in case a grade dispute arises.

## **Grading Policy**

Letter grades (A-F) are provided for each course completed. Professors should communicate expectations and grading criteria in each course. The syllabus should include a rubric for how grades are determined. It is ultimately the student's responsibility to seek guidance from the professor if criteria seems unclear.

| <b>Grade</b> | <b>Grade Points</b> | <b>Grade</b> | <b>Grade Points</b> | <b>Grade</b> | <b>Grade Points</b> | <b>Grade</b> | <b>Grade Points</b> |
|--------------|---------------------|--------------|---------------------|--------------|---------------------|--------------|---------------------|
| A            | 4                   | B            | 3                   | C            | 2                   | D            | 1                   |
| A-           | 3.7                 | B-           | 2.7                 | C-           | 1.7                 | D-           | .7                  |
| B+           | 3.3                 | C+           | 2.3                 | D+           | 1.3                 | F            | 0                   |

To apply units of a general education course to the degree, a student must earn a passing grade (.7 or higher). For major courses, a student must receive a 2.0 grade or higher. Students must also maintain an overall 2.0 grade point average (GPA) in the major to receive a degree.

The overall grade point average (GPA) is computed by dividing the total number of grade points earned by the total unit value of letter-graded courses completed.

## **Honors**

The Dean's List recognizes students who maintain a grade point average of 3.5 or above in 16 graded units for any given semester. The Distinguished Scholar's list recognizes students who maintain a grade point average of 3.67 or above in 16 units.

Students may receive Honors in the major by maintaining a 3.2 grade point average in the major and defending their Launch Pad Project to an honors committee.

## **Student Copy of Final Grades**

At the end of each term, grades will be posted on Oak Valley College's learning management system. Grade reports may also be mailed, upon request. Grades will usually be available ten working days after the end of final examinations. Students should examine their record for accuracy and report any omissions or errors to the Registrar.

## **Grade Appeals**

Grades are often subjective in nature and students and professors may differ in the interpretation of the quality of work that has been completed. These differences do not, in and of themselves, represent grounds for appealing a grade, and the student should respect the professor's latitude in grading.

Where a student has evidence that a miscalculation has occurred, work was not properly recorded, or nonacademic criteria was used in determining a grade, an appeal should be filed - [www.oakvalleycollege.org/gradeappeals](http://www.oakvalleycollege.org/gradeappeals).

## **Student Petition**

In exceptional circumstances, students may request approval for variances to regulations and policies (e.g. petition for alternative

to taking a final examination due to illness or extended absence). This should be done by filling out a Student Petition and securing approval from the Dean, professor, and Registrar.

## **Course Waivers**

Students in good standing may petition to waive a required course. For students with a background in a subject area, the course waiver allows the flexibility to pursue additional elective or major work. A challenge exam or project may be required. The student must demonstrate mastery of the core competencies for the course. A waiver may not be granted for a course where the student has earned a grade of D, F, I, or NP. Students must pay a non-refundable \$250 fee to administer a challenge exam or evaluate a project. Students who are denied a waiver may not petition to waive the course a second time.

## **Incomplete Coursework**

For students conducting research or involved in an independent project, the Incomplete “I” grade provides a means by which a course may extend over more than one term without a grade being assigned.

A student whose work is incomplete for good cause, such as illness, may also request an “I” grade. His/her request must be accompanied by documentation, such as a doctor’s note, with a specific date when he/she intends to complete the work.

To initiate the “I” grade at any time during the semester, the student and professor agree to the terms for completing the coursework and file a petition with the Registrar (Incomplete Grade Request Form). The professor may approve or decline the request. Students must complete the work to remove the “I” on or before the date agreed upon. Students requesting an “I” grade during their last term before graduation may have their graduation date delayed.

## **Withdrawing from a Course**

A student may withdraw from a course, without penalty, before the end of the sixth week of the semester. No entry for the withdrawn course appears on the transcript.

If a student withdraws after the sixth week and before the end of the 10th week of the semester, the Registrar assigns a “W” grade.

If a student withdraws after the 10th week of the semester, he/she receives a final grade reflecting the grade that was earned based on work completed (e.g. “W/F” the student earns an “F”).

## **Temporary Leaves-of-Absence and Withdrawals**

Students in good academic standing may take a leave-of-absence for one or two semesters by submitting a form with the Registrar. Students on leave are eligible to continue their studies without being readmitted to the College. When a student returns to the College, he/she should contact the Registrar for registration no later than four weeks prior to the semester.

Students who wish to withdraw permanently from the College or plan to be absent for longer than two semesters should submit a Request for Withdrawal with the Registrar. Students wishing to return to the College after withdrawing must consult with an academic advisor and petition for readmission to the College. Students must adhere to the graduation requirements in effect at the time of readmission as outlined in the current Catalog.

If a student fails to return to the College after two semesters following an approved withdrawal or leave-of-absence, he/she will be dismissed and must petition for re-enrollment.

## **Probation and Dismissal**

Probation indicates that a student’s ability to continue at the College is in question. Students who have two semesters with a grade point average (GPA) of 2.0 or lower are placed on probation. Students may be placed on immediate probation for failing (0.0 grade) two or more courses in a single semester.

Once a student is placed on probation, a notation shall be placed on the student's record, and he/she must complete the next semester with a GPA of 2.0 or better to be removed from probation. Failure to achieve that standard may be grounds for dismissal from the College.

A student may petition the Academic Review Board (ARB) to contest the dismissal. In order for the petition to be considered, the student must acknowledge the cause of the poor performance, and how he/she has overcome those issues.

Disqualification from further registration may also be applied for students who do not complete 16 units in any two consecutive semesters. Students may file for an exemption by completing a Part-Time Study Application. Part-time students need to state the reason for registering for less than a full load.

Finally, students who have been found guilty of a serious academic integrity or student conduct violation (including violation of the Honor Code) may be placed on probation or dismissed. A notation will be placed on the student's record.

## **Repeating Courses**

Repeating courses is allowed subject to the following limitations:

- A student may not repeat a course for which a grade of A, B, C, I, or P is recorded on his or her transcript.
- Repeating a course for which a student's transcript bears two or more entries with grades among D, F, or NP will require approval of the ARB and the course professor.

The first 16 units of courses that have been repeated, and for which a grade of F is earned, shall not be used in grade-point calculations. Although the grade-point average will not include repeated courses, other institutions and graduate programs may recalculate the grade-point average.

## **Transferability of Credits**

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Oak Valley College is at the complete discretion of an institution to which you may seek transfer. Acceptance of the Bachelor of Arts degree you earn in Business is also at the complete discretion of the institution to which you may seek to transfer. If the Bachelor of Arts degree that you earn at this institution are not accepted at the institution you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Oak Valley College to determine if your Bachelor of Arts degree will transfer.

## **Academic Residency and Transfer Credit**

Oak Valley College maintains articulation or transfer agreements on a case-by-case basis. Students may transfer coursework from another institution. In order to graduate from Oak Valley College, students must complete a minimum of sixty-four (64) units at the College, including 32 major units and the four Launch Pad courses.

Once accepted to Oak Valley College, requests for transfer credit should be submitted to the Registrar.

- Course(s) must be equivalent in both duration and rigor to a course offered by Oak Valley College
- General education requirements may be waived by transferring a course in the same general category
- Students must earn a grade of C (2.0) or better
- Written work or a competency exam may be required to assess transfer credit (fee required)
- Coursework taken at a foreign college or university requires transcript translation

In no case may a student earn credit for a course, or equivalent, for which prior credit is applied



## **Experiential Learning**

There is no provision for credit for prior experiential learning.

## **Auditing Courses**

Students may audit a course in order to examine topics of interest. Explicit permission of the professor teaching the course along with authorization from the Registrar is required, and a non-refundable audit fee of \$750 must be paid. Students who audit a course are required to follow College policies and are not allowed to waive the course or request a grade, retroactively.

## **Transcripts**

Official transcripts of a student's records bear the seal of the College. Transcript requests should be directed to the Registrar. Transcripts are not issued until the student has made a written request and has made satisfactory arrangements with the Student Accounts Office in regard to payment of all College bills and fines.

## **Course Descriptions**

Additional information, including current course schedules are posted on the College website. Consult the course syllabus for specific requirements.

### **BUS 201 Entrepreneurship and Business Development (4 units)**

Explore business case studies and strategies to develop practical approaches to common business challenges.

### **BUS 202 Marketing Principles and Practice (4 units)**

Survey marketing principles to learn product, promotion, price, and place.

### **BUS 203 Financial Accounting and Reporting (4 units)**

Learn accounting principles, and how to analyze the health of an enterprise using financial data.

**BUS 301 Business Communication (4 units)**

Learn proposal and report writing, business presentations designed to inform and persuade, leadership, and crisis communication strategies.

**BUS 302 Organizational Psychology (4 units)**

Review the latest theories and application of organizational psychology. Examine how individuals are motivated within an organization. Explore team and group dynamics and approaches to improve organizational performance using applied principles.

**BUS 303 Managerial Finance (4 units)**

Overview of financial statements, and managerial financial decision-making.

**BUS 304 Business Law and Ethics (4 units)**

Survey legal and ethical principles and their application in the business context.

**BUS 305 Market Plan Development (4 units)**

Apply marketing research for management decision-making and the application to a marketing plan.

**BUS 306 Statistics and Data Analysis (4 units)**

Learn to summarize and describe sets of data using numerical and graphical methods.

**BUS 401 Human Resource Management (4 units)**

Examine job requirements, recruitment, selection, retention, performance management, and regulatory functions.

**BUS 402 Leadership (4 units)**

Examine leadership principles and practice, including individual leadership roles, examples, and standards.

**BUS 403 Project Management Principles and Practice (4 units)**

Develop a disciplined approach to plan and manage a project from inception to closeout.

**BUS 404 Operations Management (4 units)**

Learn best practices to manage plant operations. Topics include analysis and design methods for business systems that produce and deliver goods and services.

**BUS 405 Launch Pad - Business Planning and Strategy (4 units)**

Strategic planning, control, change management, and leadership.

**BUS 406 Launch Pad - Ideation (4 units)**

Prepare research including market analysis needed to launch a new or improved product or service.

**BUS 407 Launch Pad - Design (4 units)**

Apply research to develop a business case to launch a new product or service.

**BUS 408 - Launch Pad - Implementation and Analysis (4 units)**

Prepare the launch of a new product or service to address a strategic business goal.

**ECON 101 Economic Principles and Practice (4 units)**

Learn supply and demand, markets, resource allocation, and other common economic principles. Attention is given to explain how decisions influence individual economic behavior.

**ECON 201 Economic Analysis (4 units)**

Examine microeconomic concepts and theories of the firm, individual behavior, competition, and the application of economic principles to decision-making.

**FHS 101 Freshman Humanities Seminar (4 units)**

Examine Western culture and society through arts and literature.

**FWS 101 Freshman Writing Seminar (4 units)**

Develop writing skills to inform, persuade, and influence others. Academic writing approaches including research, analysis, critical thinking, and synthesis.

**GOV 201 US Government and Politics (4 units)**

Introduction to the US Constitution, government, and political system, power struggles during the Founding, federal and state government, civil liberties, and democratic ideals.

**HIST 101 Early American History (4 units)**

Examination of the history of the colonies leading up to the Constitutional Convention.

**INT 101 Academic Development (4 units)**

Integrative experience dealing providing practical approaches to academic and personal challenges of college life.

**INT 301 Integrative Seminar (4 units)**

Examine personal financial planning, marriage, family dynamics, and missional living principles.

**MATH 101 Math for Economics (4 units)**

Improve your understanding of economic theory and the practical application of algebraic principles and quantitative reasoning.

**PHIL 201 Philosophical Roots of Western Civilization (4 units)**

Introduction to the philosophical roots of Western civilization, including the major philosophies of ancient and modern world.

**SCI 201 Scientific Principles and Practice (4 units)**

Survey the scientific method and its application to scientific research principles and practice.

**THEO 101 Old Testament Survey (4 units)**

Survey of Old Testament books, themes, characters and theology. Attention is given to the literary and historical context of the Old Testament, including archeological records.

**THEO 102 New Testament Survey (4 units)**

Survey of New Testament books, themes, characters and theology. Attention is given to the literary and historical context

of the New Testament, including the teaching of Jesus and the apostles.

### **THEO 201 Systematic Theology (4 units)**

Explore the application and limitation of deductive and inductive reasoning to Biblical lessons and themes.

### **THEO 301 Spiritual Formation (4 units)**

Application of Christian traditions and values, including approaches to prayer, contemplation, and other daily activities.

## **Board of Trustees**

(Biographies at [www.oakvalleycollege.org/board](http://www.oakvalleycollege.org/board))

Tony Angelo, Chair

Mark Leonard, Treasurer

Ray Anderson, Secretary

Eric Blum

Ray Blom

Gregg Simmons

Gayle Linn

Aaron Hebbard

David Little

Phil Earnhart

Valerie Peister

## **Administrative Staff**

Eric Blum, President/Chief Executive Officer

Mark Leonard, Executive Vice President/Chief Financial Officer

Aaron Hebbard, Academic Dean/Chief Academic Officer/Registrar

Gregg Simmons, Director of Career Services

Don Foor, Dean of Admissions/Campus Pastor

## **Faculty**

Faculty members hold a graduate degree and have experience in their field of study. Faculty biographies are on the website.

Tony Angelo, BS – University of California, Riverside, PsyD – Loma Linda University

Eric Blum, BA – Claremont McKenna College, MPA – University of Washington

Robert Brocco, BS - University of New South Wales, Graduate Diploma in Applied Finance - Kaplan University, Graduate Diploma in Further Education and Training, University of Southern Queensland

Christina Cornejo, BS - University of California, Riverside, MBA - California State University, San Bernardino

Robyn Glessner, BA - California Baptist University, MA - University of London

Aaron Hebbard, BA – Vanguard University, MA – Vanguard University, PhD – University of Glasgow

Roy Johnstone, BS - University of Wisconsin, MA - National University

Mark Leonard, BA – University of North Dakota, MBA – California State University, San Bernardino

Gayle Linn, BA - University of Texas, MS - California Baptist University

Terry Morrow, BA - Corbin University, MA - Simpson University, PhD - Trinity Theological Seminary

John Nash, BS - University of Arizona, TH.M. - Dallas Theological Seminary

Randy Rodden, BA – California State University, Los Angeles, MDIV, California Associates University, MA – University of California, Riverside

Pauline Soria, BS - Southern Illinois University, MPA - California Baptist University

Gregg Simmons, BS – University of Redlands, MAEd – San Diego State University

Gene Valdez, BA - UCLA, MBA - USC