



# OLIVET UNIVERSITY

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U N D E R G R A D U A T E  
A C A D E M I C C A T A L O G

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# Undergraduate Academic Catalog

2018-2019

*September 1, 2018 through August 31, 2019*



Olivet University

[www.olivetuniversity.edu](http://www.olivetuniversity.edu)

*2nd Edition*

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## Welcome From the President

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Hello and welcome to Olivet University in the name of Our Lord and Savior Jesus Christ!

I am thankful and delighted to introduce you to Olivet.

We are a Christian University completely committed to our mission of raising leaders and scholars to fulfill the Great Commission. To this end, each and every one of our programs is intended to instill a love for God's Word, as well as a passion for sharing it with others through missions and ministry.

Olivet started out with a vision to train ministers who would preach the Word of God to the ends of the earth. A true seedbed for missions, Olivet Theological College and Seminary (OTCS) sent out pastors and missionaries across the world – including places that historically have been hostile to the Gospel of Jesus Christ. These especially difficult mission fields produced character-building perseverance and enduring hope in Olivet. They also inspired Olivet to develop God-sharing tools of technology, which transformed Olivet into a leading online educator that it is today.

Nearly a quarter of a century later, the founding vision of OTCS is alive and thriving at Olivet University. By the grace of our Lord, Olivet's programs have greatly expanded in scope to span the undergraduate, graduate, and doctoral levels. Though the theological school remains Olivet's flagship college, we also provide areas of study in music, media, design, information technology, language and business. These accredited programs provide quality and rigorous learning experiences that are producing leaders who are increasingly better equipped to face the modern-day challenges of their respective fields. Education at Olivet involves immersive field experience and classroom learning. Just as in its beginnings, our University's two-part structure of academics is intended to link theory to practice, where students can efficiently apply their textbook knowledge. Hence, the Olivet mission is to graduate men and women well-practiced and positioned to succeed in professional ministry service.

As the Apostle Paul once said, "Press on toward the goal to win the prize for which God has called [him] heavenward in Christ Jesus" (Philippians 3:14). In the same spirit, learning at Olivet is a lifelong journey. We emphasize the importance of continuous study in our pursuit of excellence. This is something we value at Olivet University. I invite you to explore our website to learn about, pray for, and participate in the great things God is doing in and through Olivet. Please visit often, and once again, welcome to Olivet University!

Blessings in Christ,



**Tracy J. Davis**

## **Disclaimer**

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This handbook and the policies and procedures contained herein are in effect from September 1, 2018 through August 31, 2019. Although the information herein has been reviewed, the text may nevertheless contain errors, which will be corrected when brought to the attention of the University.

Olivet University makes every reasonable effort to provide accurate information in the contents of this handbook, but reserves the right to make changes at any time without prior notice. The University reserves the right to change calendars, academic programs, individual courses, policies and fees and all other aspects of University operations by official action of the University. In addition, changes in policies, procedures, and administration may have occurred since the printed publication of this handbook. Updates and changes shall be reflected in the online version at the time they are made. In case of discrepancies between the online and printed versions of the handbook, the online version is to be considered definitive. Students should contact the appropriate department office for the most recent information.

If programs are discontinued, or if substantial changes in requirements for degrees are made, the University will endeavor to allow students disadvantaged by the change to continue under existing programs and requirements.

Any questions a student may have regarding this handbook that have not been satisfactorily answered by the University may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

## **CHAPTER 1: GENERAL INFORMATION**

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### **Obtaining a Catalog**

To order a copy of this catalog, please contact the Office of Admissions by email [admissions@olivetuniversity.edu](mailto:admissions@olivetuniversity.edu), at (951) 763

0500, or send a written request to the address below:

Olivet University  
Attn: Admissions  
36401 Tripp Flats Road  
Anza, CA 92539

There is a \$10.00\* fee for catalogs ordered within the United States, and a \$35.00\* fee for catalogs mailed outside of the United States. (Prices include shipping and handling.) Payments can be made via VISA, MasterCard, check, or money order. This Academic Catalog information is also available on-line at the following Web address: [www.olivetuniversity.edu](http://www.olivetuniversity.edu)

*\*Prices are subject to change*

## **Statement of Student Responsibility**

This Catalog has been made available to all students of Olivet University in digital format via the school's website. Prospective students must review this Catalog prior to signing an enrollment agreement.

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 must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this university with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **Statement of Non-Discrimination**

Olivet University admits qualified applicants who are personally committed to faith in Jesus Christ regardless of sex, race, color, national origin, or disability.

## **Academic Calendar 2018-2019**

Please visit <http://www.olivetuniversity.edu/academics/calendar.html> to see our latest academic calendar.

## **Administrative Holidays 2018-2019**

To reach Olivet University's Main Campus, please call +1 951 763 0500, Monday to Friday between 9:00 am – 5:00 pm PST. Olivet University offices will be closed on the following holidays.

<b>Administrative Holidays</b>
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<b>Fall Term:</b>  WOA Events Veterans Day Thanksgiving Break Christmas Holiday New Year's Day	Oct 29 – Nov 2, 2018 Nov 11, 2018 Nov 22-23, 2018 Dec 24-26, 2018 Jan 1, 2019
<b>Winter Term:</b>  Martin Luther King Day Presidents' Day	Jan 21, 2019 Feb 18, 2019
<b>Spring Term:</b>  Memorial Day	May 27, 2019
<b>Summer Term:</b>  Independence Day Labor Day	July 4, 2019 Sep 2, 2019

## Vision, Mission, Goals, Values

### Mission Statement

The mission statement of Olivet University is intended to serve as a guide for Board directors, staff members, and student conduct; strategic and programmatic planning; and institution-wide priority setting and evaluation. It evolved from a careful process of collaboration and consultation among Olivet University's founders, key administrators, faculty and selected advisors from affiliated and independently operating organizations recognized for their demonstrated commitment to the ideals and goals formalized here in the Olivet University mission statement.

*Olivet University is an institution of biblical higher education dedicated to training ministry-bound men and women as biblical scholars and leaders, and to equipping them with the practical skills to preach the Gospel effectively into and after the 'network generation' – thus priming them to revolutionize the world through Christian mission.*

### Vision

Our vision is born of God's enduring hope for a world that is "full of the knowledge of the Lord as the waters cover the sea" (Isaiah 11:9). The fulfillment of this vision inspires, orients, and defines the work of this institution.

## Mission Strategy

Olivet University accomplishes this mission through a comprehensive program of Biblical, general, and professional studies; applied scholarship in ministry environments affiliated with the University; and Christ-centered service and support. The five cross-cutting themes derived from our mission describe this quality education.

## Olivet University History

In 2000, Olivet was established as a Bible college named the Olivet Theological College & Seminary (OTCS). OTCS functioned as a 'seedbed' for missions, offering multiple fields of study and distance learning to ministry-bound students all over the world. OTCS developed quickly, necessitating several major changes to accommodate the school's diverse student body.

In 2004, Olivet University was incorporated and established multiple departments, each offering different degree programs. In addition to OTCS, there is the Jubilee College of Music, Olivet College of Journalism, Olivet College of Art & Design, Olivet Institute of Technology, Olivet College of Language Education, Olivet College of Business, Zinzendorf School of Doctoral Studies, Olivet Institute for Global Strategic Studies, Olive Branch Institute of Islamic Understanding, and Institute of Faith and Family.

The university's latest reorganization was supported by several key Christian ministries affiliated with the individual College divisions. These connections – some of which date back to Olivet's founding – are clearer and stronger as a result of Olivet University's current structure, especially in the areas of Olivet student recruitment and alumni employment.

Olivet University alumni later began an association of evangelical bodies named the World Olivet Assembly. Through a collaborative network, Olivet University aspires to carry out its mission of equipping ministers with opportunities and skills to revolutionize the world through Christian mission.

Olivet University's present-day 1,200 acre properties in Riverside Southern California offer a multidisciplinary residential campus with emphasis on academic studies and spiritual formation. Across the university curricula practical learning and entrepreneurial initiatives have been more systematically integrated and interdisciplinary studies have been encouraged through offering joint degrees between the Master of Divinity and other university colleges.

In 2017-18 the Olivet University San Francisco site began offering complete degree programs locally and moved into the former Golden Gate Baptist Theological Seminary campus in Mill Valley, CA. Olivet School of Media and Communication settled in its own Washington, DC, building with dormitory and food service facilities.

## Values

### *Jesus Christ*

"I am the way, the truth and the life." (John 14:6) Olivet acknowledges Jesus Christ as the only source of salvation and the foundation of all knowledge and truth.

### ***The Kingdom of God***

“But seek first his kingdom and his righteousness, and all these things will be given to you as well.” (Matthew 6:33)

### ***Access***

Olivet believes that Biblical education is a gift given by God to equip Christians in any part of the world for ministry. The University works to open the doors of Biblical higher education to qualified students, even in nations closed to the Gospel of Jesus Christ, by offering its programs through distance learning and by making this opportunity accessible.

### ***Global Community***

Olivet creates a global community by bringing into reach educational services, programs, and employment opportunities to qualified individuals from all over the world, and by providing learning opportunities among diverse students.

### ***Service***

Olivet expects all students, faculty, staff, and administrators to embrace the highest standards of personal integrity, honesty and responsibility for their studies and work based on the kenotic ethic of Jesus.

### ***Quality***

Olivet provides a high-quality, Biblical education suitable in scope and depth to the challenges of the day. The University assesses and evaluates all aspects of its academic model on an ongoing basis.

## **Institutional Goals of Olivet University**

*As an institution of Biblical higher education that values excellence in academics and professional ministry preparation within the context of a personal relationship with Jesus Christ, Olivet University will*

- Honor our Bible-based identity and heritage (BIBLICAL TRADITION & PRIDE)
- Attain recognition as a world-class institution of Biblical higher education (ACADEMIC EXCELLENCE)

*As a University committed to the evangelism and discipleship of all people through Christian mission, Olivet University will*

- Engage in programs, partnerships, and services that benefit mission and ministry (ENGAGEMENT)

*As a University pursuing the expression of these values throughout the world – especially among the **Network Generation**, Olivet University will*

- Optimize network and technology in the delivery of services and instruction (ACCESS & TECHNOLOGY)

*As a Christian, **Gospel-centered** community, Olivet University will*

- Foster a leadership environment that encourages serving others while achieving results (SERVICE)

As an *effective* University that seeks to *revolutionize the world through Christian mission*, Olivet University will

- Enhance planning, performance, assessment, and accountability aligned with OU values (INSTITUTIONAL QUALITY & EFFECTIVENESS)

## Olivet's Core Learning Outcomes

Olivet's core learning outcomes are learning outcomes expected of every Olivet graduate regardless of program area. They describe core skills and abilities our graduates need to succeed in the professional world, and in a world that demands continuous learning--skills like critical thinking, problem solving, writing, speaking, and the ability to do information research and use technology. Olivet's curriculums are intentionally developed to foster achievement of these outcomes in all of our students. Each program at Olivet, including Olivet's graduate and doctoral programs, describe what graduates of their particular programs or program areas will be able to do as a result of learning experiences within their programs. They intentionally flow, and often overlap with core (university-wide) outcomes to some extent. When that is the case, program-specific outcomes typically require the student to demonstrate higher levels of competency in a particular outcome, or performance of the outcome in a context unique to that discipline. The following is a description of Olivet's core learning outcomes expected of every Olivet graduate regardless of program area.

### Spiritual & Evangelistic Growth (se)

Since Olivet University is a Biblical institution centered on the Gospel of Jesus Christ, our educational outcomes include Spiritual outcomes. Therefore, Olivet will enable students to:

se1:	Develop habits of personal and corporate worship.
se2:	Learn the importance and power of personal and corporate prayer.
se3:	Examine the history of evangelism and the Church and its traditions.
se4:	Understand the power of a personal testimony.
se5:	Learn Scriptures that will help verbally articulate the Christian faith.
se6:	Communicate the Christian message in word and deed.

### Biblical Competence (bc)

Since Olivet University is an institution of higher education training scholars and leaders, our educational outcomes include Academic outcomes. Therefore, Olivet will enable students to demonstrate:

bc1:	A basic understanding of Biblical facts and principles.
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bc2:	An ability to inductively and methodically study Scripture.
bc3:	An understanding of the culture(s) in which the scriptures were written and the importance of context to proper understanding.
bc4:	An overt understanding of the Christian worldview and its juxtaposition to other worldviews.
bc5:	The ability to relate Biblical principles to life situations.

**Academic Excellence (ae)**

Since Olivet University is an institution of higher education training scholars and leaders, our educational outcomes include Academic outcomes. Therefore, Olivet will enable students to:

ae1:	Acquire basic knowledge in a broad base of subjects.
ae2:	Conduct in depth study in areas of special interest or giftedness.
ae3:	Establish patterns of clear and logical thought that recognize the effect of unexamined prepositions.
ae4:	Learn to effectively communicate thoughts and ideas.
ae5:	Develop methods of study and research that lead to lifelong learning.

**Emotional-Social Development (es)**

Since Olivet University is a Christian community with a world mission focus, our educational outcomes include Emotional-Social outcomes. Therefore, Olivet will enable students to:

es1:	Learn to recognize and apply one’s unique academic, social, and spiritual gifts.
es2:	Gain an understanding and appreciation of the differences of others.
es3:	Learn to lovingly and effectively communicate with those of differing world views.
es4:	Recognize the importance of self-discipline and service.

**Ministry Impact (mi)**

Since Olivet University is committed to training ministry-bound men and women for Christian mission, especially in the network

generation our educational outcomes include Ministry outcomes. Therefore, Olivet will enable students to:

mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

### Faith-First Educational Philosophy

Olivet University ascribes to the educational philosophy known as ‘faith first,’ which is articulated in the following University-wide doctrine:

Human knowledge as a whole exists and can only rightly be understood within the context of biblical truth, necessitating an approach to education and academic learning that values and thoroughly integrates the habits of scriptural study, reflection, and application across all fields and disciplines.

### Statement of Faith

Olivet University affirms the statement of faith of the World Olivet Assembly (WOA):

**We believe in:**

The **Holy Scriptures** as originally given by God, divinely inspired, infallible, entirely trustworthy; and the supreme authority in all matters of faith and conduct.

One **God**, eternally existent in three persons, Father, Son, and Holy Spirit.

Our **Lord Jesus Christ**, God manifest in the flesh, His virgin birth, His sinless human life, His divine miracles, His vicarious and atoning death, His bodily resurrection, His ascension, His mediatorial work, and His Personal return in power and glory.

The **Salvation** of lost and sinful man through the shed blood of the Lord Jesus Christ by faith apart from works, and regeneration by the Holy Spirit.

The **Holy Spirit**, by whose indwelling the believer is enabled to live a holy life, to witness and work for the Lord Jesus Christ.

The **Unity** of the Spirit of all true believers, the Church, the Body of Christ.

The **Resurrection** of both the saved and the lost; they that are saved unto the resurrection of life, they that are lost unto the resurrection of damnation.

## **Olivet University Commitment to Students**

As a Christ-centered institution, Olivet is committed to emphasizing a biblically sound, integrated, faith-based education that promotes a zeal for spiritual, intellectual, emotional, physical, and social development in students.

### **Olivet is committed to:**

#### **Spiritual Wellness**

- Providing experiences of growing in Christ not in a static way, but as a creative and serendipitous adventure.
- Engaging touchstones of the spiritual formation process, including scriptural study, spiritual friendship and community, active practices for prayer and worship, service, and character and faith development through discipleship.
- Providing environments of grace to help students find companionship, encouragement, and spiritual guidance.

#### **Intellectual Wellness**

- Challenging the students with a continuous openness to new concepts, ideas, perspectives and cultures.
- Providing an educational environment that values diverse experiences and challenges and Biblical perspectives on critical issues.
- Equipping the students with the ability to successfully learn, apply new learning, change, and adapt.

#### **Emotional Wellness**

- Being aware and accepting of one's feelings.
- Being able to adjust to change and seek positive outcomes.
- Being joyful and positive.

#### **Physical Wellness**

- Providing clean and safe environment that will help the students gain freedom from illness, disease, and need for medications.
- Offering recreational and sporting programs that will promote and develop healthy lifestyle choices.
- Offering educational programs that will help maintain a balanced natural diet and regular sleeping habits.

#### **Social Wellness**

- Forming and contributing to positive relationships of mutual respect.
- Comfortably and effectively performing a variety of social and group roles.

- Seeking and fulfilling Christ-like leadership roles that contributes positively to communities and the larger society.

## University Seal



Olivet University adopted its coat of arms in 2000, which symbolizes the mission of the University. The design was prepared based on ideals and virtues of the Christian faith, depicting an eagle, an olive tree branch, a Bible, and a cross.

## Statements on Institutional Approval

Olivet University is a free standing unit within Olivet University. All institutional approvals and accreditations of Olivet University pertain to Olivet University as well.

### State of California

Olivet University is a private institution that has been approved to operate by the Bureau for Private Postsecondary Education (BPPE) of the State of California. Approved to operate means compliance with state standards as set forth in the California Code of Regulations. Furthermore, Olivet University has been authorized by the BPPE to grant the following programs:

1. Bachelor of Arts in Theology
2. Bachelor of Arts in Music
3. Bachelor of Arts in Journalism
4. Bachelor of Arts in Graphic Design
5. Bachelor of Arts in Information Technology
6. Bachelor of Arts in Business
7. Bachelor of Arts in Children's Developmental Studies
8. Bachelor of Science in Civil Engineering
9. Bachelor of Science in Agriculture
10. Bachelor of Science in Architecture
11. Master of Divinity
12. Master of Theology

13. Master of Arts in Music
14. Master of Arts in Journalism
15. Master of Arts in Graphic Arts
16. Master of Arts in Information Technology
17. Master of Arts in Translation and Interpretation
18. Master of Arts in Teaching
19. Master of Business Administration
20. Doctor of Ministry
21. Doctor of Philosophy in Global Theological Studies
22. Certificate in English as a Second Language
23. Certificate in Languages
24. Teaching English to Speakers of Other Languages

For more information about the BPPE, please visit <http://www.bppe.ca.gov/>.

### **State of New York**

Olivet New York is approved by the New York State Education Department (NYSED) Board of Regents to offer business and ministry internships and related courses from the M.B.A. and M.Div. programs at 6 Barclay Street in downtown Manhattan and its extension site at 181 Hutchinson Avenue in Wingdale, NY. Visit <http://www.regents.nysed.gov/> for more information about NYSED.

### **State of Tennessee**

Olivet University dba The Jubilee School is authorized for operation as a postsecondary educational institution by the Tennessee Higher Education Commission. In order to view job placement and graduation information on the programs offered by The Jubilee School, please visit [www.tn.gov/thec/](http://www.tn.gov/thec/) and click on the Authorized Institutions Data button.

### **State of Washington D.C.**

Olivet University is approved by the DC Higher Education Licensure Commission to offer courses or instruction leading to the awarding of certificates, diplomas or degrees in the District of Columbia at 201 Rittenhouse Street, Washington, DC 20011, in accordance with the provisions of Title 38, Chapter 13, of the District of Columbia Official Code (D.C. Official Code §38-1301 et seq.), and applicable regulations of the DC Higher Education Licensure Commission.

### **World Evangelical Alliance (WEA)**

Olivet University has Global Partner Membership status with the World Evangelical Alliance (WEA), the world's largest evangelical body.

For more information about the WEA, please visit <http://www.worldevangelicalalliance.org/>.

### **National Association of Evangelicals (NAE) Membership**

Olivet University is a full member of the academic institutions body of the National Association of Evangelicals (NAE).

For more information about the NAE, please visit <http://www.nae.net/>.

### **Institutional Accreditation**

Olivet University is a member of the Association for Biblical Higher Education (ABHE), having been granted accredited status by the ABHE Commission on Accreditation. Olivet University is accredited by the Commission on Accreditation of the Association for Biblical Higher education to grant certificates and degrees at the Associate, Baccalaureate, Master's, and Doctoral levels.

ABHE is recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA).

For more information about the ABHE, please visit <http://www.abhe.org>.

### **Council for Higher Education Accreditation (CHEA)**

Olivet University is listed in the database of institutions recognized by U.S. accrediting organizations of the Council for Higher Education Accreditation (CHEA).

For more information about CHEA, please visit <http://www.chea.org/>.

## **CHAPTER 2: APPLYING TO OU**

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

The transferability of credits you earn at Olivet University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in your Program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, or certificate that you earn at this institution are not accepted at the institution to which 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 Olivet University to determine if your credits, degree, or certificate will transfer.

Olivet does not offer credits for prior experiential learning. Prospective students should notice it in prior to the application of the credit transfer.

Prospective students interested in applying to Olivet University should complete an application, available upon request from Olivet University's Office of Admissions or on the Internet at <http://apply.myolivet.com/>

All applicants to Olivet University should evince strong Christian character, potential for effectiveness in Christian ministry, and the scholastic ability and emotional maturity to handle a higher education experience.

Admissions personnel will review applicants' information and inform them whether or not they have been accepted for admission. Prospective students are encouraged to discuss plans, goals, and questions with the Office of Admissions ( [admissions@olivetuniversity.edu](mailto:admissions@olivetuniversity.edu)) during this application process.

## **Admissions Policy**

Olivet University welcomes an application from any academically qualified person who desires to study in a spiritually disciplined atmosphere, and who is in agreement with the doctrinal position, ethical standards, educational philosophy, and Goals of the school. Olivet University does not discriminate on the basis of age, sex, race, color, national or ethnic origin, or against otherwise qualified handicapped persons in its admissions policies, employment policies, administrative policies, scholarship, and loan programs.

Applicants will be officially notified by email of their admission acceptance or denial, including the basis for any denial of admission.

Each prospective student should also demonstrate evidence of personal faith in Jesus Christ with a consistent testimony and character.

The privilege of attending Olivet University is contingent upon a student's full cooperation and agreement with the policies and principles of the school. The school reserves the right to request the withdrawal of any student who does not fit in with the spirit of the institution regardless of whether or not he or she conforms to all specific rules and regulations of the school. Any student who willfully violates the principles of the school or whose attitude and conduct is found not to be in the best interest of the community will be asked to withdraw.

## **Undergraduate**

1. Application Form – Prospective students interested in applying to Olivet University must submit the application form through <http://apply.myolivet.com/> Olivet University does not accept the Common Application.
2. Essays – Applicants must submit a written essay approximately 700-1000 words in length describing their personal faith in Jesus Christ. Applicants must also submit their admission essay no less than 1000 words, describing their reason for applying to the University and their study plan. All applicants to Olivet University should evince a strong a Christian character, potential for effectiveness in Christian ministry, and the scholastic ability and emotional maturity to handle a higher education experience.

3. High School Transcripts – Applicants to Olivet University's undergraduate degree programs must submit an official high school transcript from public, private, or home school or official transcripts undertaken at all colleges or universities. Applicants who have not graduated from high school must attain the General Educational Development (GED) certificate before admission.

Applicants are responsible for making sure this information is mailed directly from the issuing educational institution to Olivet University:

Olivet University  
Attn: Admissions  
36401 Tripp Flats Rd.  
Anza, CA 92539

4. Test Scores – Applicants must submit SAT/ACT test scores, with exceptions\*. If an applicant submits multiple score reports, the highest score earned in each single sub score of the examination is used.

\*NOTE: SAT /ACT test scores are not required to establish the admission eligibility of applicants with high school grade point averages of 3.00 or above in a 4.0 scale. While applicants are not required to submit test scores to Olivet if they earn at least a 3.00 average, it is recommended that they submit standardized admission tests, which can be helpful for the purposes of advising and placement in appropriate courses.

#### 5. English Language Proficiency

A. All instructions at Olivet University are offered in English. Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

1. Undergraduate Studies: A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT), or 173 on the computer-based test (CBT), a 6.0 on the International English Language Test (IELTS), or 44 on the Pearson Test of English Academic Score Report. A high school diploma completed at an accredited/recognized high school (where the medium of instruction is English).
2. A minimum grade of Level 3 on the ACT COMPASS's English as a Second Language Placement Test;
3. A minimum grade of Pre-1 on the Eiken English Proficiency Exam;
4. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;
5. A transcript indicating completion of at least 30 semester credit hours with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English.
6. A diploma of completion of the Certificate in English as a Second Language program from Olivet University or passing the



Olivet Language Studies Proficiency Test (OLSPT) in English with scores at or above: total score 75, writing score 7, speaking score 18. (Some majors only accept this test score when achieved during enrollment in the in-residence Certificate in English as a Second Language program. (For example B.A. in Journalism.) Check the respective curriculum chapters in the Undergraduate Academic Catalog.)

B. Transcripts not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

6. Recommendations – Applicants must submit at least two recommendation letters. Submitting three recommendation letters is highly recommended. One letter must be a reference from an World Olivet Assembly (WOA) church pastor who is knowledgeable about the applicant's church involvement. The other recommendation letter should be submitted by persons qualified to speak about the applicant's academic and/or professional abilities, as described on the recommendation forms provided by Olivet University. Recommendations may not be from a member of your immediate family or your spouse.

7. Statement of Faith – Applicants must sign Olivet University's Statement of Faith.

8. Application Fee – Applicants must submit a \$75.00 non-refundable application fee

### ***Provisional Undergraduate Admission***

When evaluating the admission eligibility of an applicant still enrolled in the final year of high school, coursework in progress is included in the tally of required quarters/semesters of study. Admission notices issued on the basis of evaluation of an eight or ten-quarter (or four to five semester) record will stipulate that coursework in progress must be completed successfully and all Olivet University admission requirements satisfied prior to high school graduation. A preliminary admission offer may be rescinded for applicants who do not accurately report their academic performance or who do not retain eligibility at the time of high school graduation, e.g., failure to complete courses in progress, failure to maintain the grade point average, etc.

Applicants must submit an official high school transcript showing date of graduation. Applicants for whom admission decisions cannot be made on the basis of reported information will be notified of additional information requirements by the campus.

## **Student Identity Verification**

Student identity verification is initiated during the admissions process to verify that the admitted student who participates in and completes coursework and assessments is the same student who is awarded credit.

### **Policy for Student Identity Verification in Distance Learning**

The policy for student identity verification applies to all credit-bearing distance education courses and programs offered by Olivet University, beginning with the application for admission and continuing through to a student's graduation, transfer, or withdrawal from study.

The purpose of this policy is to ensure that Olivet University operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education.

Under HEOA, all credit-bearing courses and programs offered through distance learning methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. One or more of the following methods must be used:

1. A secure login and pass code;
2. Proctored examinations; and/or
3. New or emerging technologies and practices that are effective in verifying student identification.

## Implemented Practices for Compliance

### **a. Secured Electronic Identification System**

Olivet University verifies the online identity of all students through a secured electronic identification system. All students who participate in distance education for credit must be admitted to the University through the regular campus admissions process. The admitted student is issued a student identification number and directed to create an electronic identification, which consists of a login ID and password.

The login ID must be unique and the password must adhere to certain security rules, including periodic changes. Password information is kept confidential and is not accessible by anyone, including network administrators. Passwords can only be reset but not recovered. A student requesting that their password be reset may be asked to provide two or more pieces of information for comparison with data on file, or to come to the University in person with a photo ID or verification.

The login ID provides access to the Olivet University's online learning management system Populi. Populi integrates with Olivet University's student database to ensure appropriate and secure student access to online courses, school email, and other restricted services such as the e-library. Students may also obtain their grades, view their student account expense and balances, and access and update their personal information.

Populi provides instructors access to class rosters that include student photos associated with their name, student identification number and account. The student photo associated with the account is visible throughout the online classroom including the assignment, discussion and message board areas.

All Populi users are responsible for maintaining the security of login IDs and passwords. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or email is prohibited.

### **b. Proctoring**

All for-credit distance education courses at Olivet University require proctored final examinations. Midterm exams are strongly recommended to be proctored while tests/quizzes should be designed so that proctoring is unnecessary. Olivet University allows two forms of proctoring:

***i) Onsite Proctoring***

Online students may name a person onsite to proctor the exam upon the University’s approval. Proctors are required to complete a signed Proctor Agreement Form prior to the first exam being administered.

Olivet University reserves the right to verify a proctor’s identity, require additional proof of eligibility, or require the selection of a different proctor. The proctor should verify the identity of the student based on a photo ID, sign for the student to have undergone a proper exam according to the requirements given in the online classroom, and write a report about anomalies when necessary.

***ii) Online Proctoring***

Instructors/faculty may require online students to utilize ProctorU, an online proctoring service that uses a webcam and microphone. The examination would be set up in the ProctorU system by the instructor/faculty accordingly. Students are responsible for any costs associated with using an online proctoring service. Such costs must be brought to the students’ attention at the time of registration for the course.

Acceptable forms of photo ID for proctoring:

- Valid U.S. passport book or passport card
- Valid U.S. military photo ID card for active duty, reserve, or retired personnel
- Valid foreign passport
- Valid state-issued Driver License or photo ID

The Information Technology Support Center at Olivet University consistently researches on the latest and emerging technologies and practices that are effective in verifying student identification. This policy and related practices will be reviewed annually for continued alignment with the appropriate federal regulations and policies and revised as necessary.

**Costs of Attendance, Tuition and Fee**

<b>Annual Cost of Attendance (Undergraduate Degree Programs)</b>	
Books and Supplies (estimated)	\$1000
Fees specific to certain classes for example in the performing and fine arts might increase this estimate significantly for some majors.	

Room & Board	Approx. \$4,635 – \$22,500 (Varies with instruction site and choice of housing; based on 9 months academic year.)
Other Expenses	\$150
Tuition (Full-time Students)	\$8,712 – \$14,520 (Based on 12-20 units per quarter)
Tuition (Part-time Students)	\$2,904 - \$7,986 (Based on 4-11 units per quarter)
<b>Typical Total Annual Cost:</b>	<b>\$21,406</b>

### Undergraduate Tuition\*

<b>Bachelor Degree Programs</b>	\$242 per unit
<b>Basic Certificate Programs</b>	\$170 per unit
<b>Auditing Courses</b>	See <i>Registration Fees</i> below

### Other Fees (Non-Refundable)\*

<b>Admissions Fees</b>	
Application for Admission	\$75
<b>General Fees</b>	
Applied Music Fee	\$250 per course
OSAD Studio Fee	\$25 per fine arts class
Transcript Issuance	\$15 per copy
Enrollment Verification	\$15 per copy
Third Party Forms with specialized information	\$15 per copy
The Registrar's Office will complete and certify third-party forms that require information different from the current enrollment verification form.	
Customized Verification Documents	\$50 per copy
The Registrar's Office will create a customized document other than the school's standard documents.	
Diploma Replacement Fee	\$30 per copy

Expedite Service Fee (Rush Processing)	\$25
Transcript Evaluation Fee	\$50
Student ID Card Fee	\$15
Advanced Standing Examinations	\$20 per exam
Comprehensive Exams	\$50 per exam
<b>Registration Fees</b>	
Course Audit Fee	\$50 per unit
Late Registration Fee	\$50
Course Add/Drop Fee	\$15 per course
Advanced Deposit for Leave of Absence	\$150 per quarter
Advanced Deposit for Leave of Absence: Students who request a one quarter leave of absence are required to pay a non-refundable \$150 Advanced Deposit for Leave of Absence. The fee will reserve their space for guaranteed enrollment and will be applied directly toward the students' tuition account.	
Continued Leave of Absence Request Fee	\$100 per quarter
Transfer Credit Fee	\$80
<b>Payment Fees</b>	
Late Payment Fee	\$75
Installment Late Payment Fee<	\$25 per occurrence
Installment Payment Sign-up Fee (3 months)	\$25
Installment Payment Sign-up Fee (4 months or more)	\$50
<b>Graduation Fees</b>	
Graduation Fee	\$100
Graduation Fee: A non-refundable Graduation Fee is assessed to all students at the University each time a student applies to graduate. It is used to defray the cost of processing candidates for graduation, printing diplomas, and conducting the commencement ceremonies. The Graduation Fee does not cover the cap and gown fees.	

*\*Olivet University reserves the right to change tuition and fees at any time.*

### **On-Campus Housing**

Olivet University is pleased to offer you the opportunity to live on campus at its Riverside location. On-campus housing will allow you to interact with students, staff and faculty while contributing to your overall development as a University student. By participating in a living and learning environment, the combination will complement your on-site educational experience.

The Olivet University residence hall provides a living environment that is safe, comfortable, and respectful for all students. To preserve a positive living and learning community, students are expected to respect their environment with responsibility and courteousness. The residence hall's policies and code of orderly conduct are presented to serve as guide to living and learning at Olivet University.

The Olivet University Residence Halls consists of 200+ beds located throughout 14 buildings; A, B, C, D, E, F, G, H, I, J, L, M, N, and V. There are three types of units including a one-bedroom studio with private bathroom, family type housing with private bathroom, and larger single dormitory rooms for four residents.

Each unit is equipped with wireless Internet and furnished with: Bed Room Furnishings Stackable bunk beds with mattress (approximately 36"x80") Wardrobe closet Work desk and chair (upon request) Bedside drawers Students Provide Their Own Bedroom Supplies: Linens, Towels, Hangers, Toiletries Cleaning Supplies: Vacuum Cleaner, Mop, Broom, Sponges

Advantages of living in the Olivet University Residence Halls Close proximity to classes and facilities Leadership Opportunities Supportive living and study environment Living with fellow students and staff to assist residents On-site amenities such as laundry facilities, parking, and meal plans Housing Payment Options

Dorm 4-occupancy (shared bath)

- Non WOA: \$260 per person /month

- WOA: \$180 per person /month

Dorm 3-occupancy (shared bath)

- Non WOA: \$300 per person /month

- WOA: \$200 per person /month

Dorm 2-occupancy (shared bath)

- Non WOA: \$340 per person /month

- WOA: \$280 per person /month

Dorm Single (0.5 bath)

- Non WOA: \$660 per person /month

- WOA: \$600 per person /month

Dorm Single with Bath

- Non WOA: \$720 per person /month
- WOA: \$650 per person /month

Faculty housing with bath:

- Non WOA: \$800 per person /month
- WOA: \$700 per person /month

Application Fee: \$100

Deposit: \$200

Room Reservation Fee:

- Non WOA: \$30 per person /month
- WOA: \$50 per person /month

Storage Fee:

- Non WOA: \$10 per person /month
- WOA: \$50 per person /month

Additional Key:

- Non WOA: \$20 per person /month
- WOA: \$10 per person /month

Unreturned Replacement Key: \$20

On-site housing is available however if student chooses to live off-site, Olivet University is not responsible to provide housing services.

For more information, see the On-Campus Student Housing Handbook.

## **Tuition Payment Policy**

### **Payment Options**

Students can make a payment on Populi. Payment may be made using cash, checks, debit or credit cards. Cash is accepted at the cashier on the first floor of the campus. Checks are accepted either in person at the cashier or by mailing the payment to Attn: Student Finance Office, Olivet University, 36401 Tripp Flats Rd. Anza, CA 92539.

All checks need to be in US currency and should be made payable to *Olivet University*. Please include the student name and ID on the check. Debit/Credit card payment can be made online at the student account on Populi (convenience fee applies). The payment

for the tuition is due at the beginning of each quarter by the date announced by the school. Students have an option to pay in full or apply for an installment payment plan.

## **Installment Payment Plan**

Olivet wants to help students budget for the cost of their education cost by offering them an equal and interest-free installment payment option. Payment plans available are a three-month plan (for fall, winter and spring) or two-month plan( for summer). A \$25 fee will be charged during sign-up for an installment payment plan. If a student fails to pay the first installment, he or she will be terminated from the installment plan and the remaining balance will be due immediately.

## **Delinquent Accounts**

All financial obligations are to be paid on or before the due date and an account is considered delinquent the day after the financial obligation is due. It is the student's responsibility to keep his/her account current. If accounts are delinquent, the following fees or restrictions will be applied:

- A late payment fee of \$75 charged.
- Restricted from registering for the subsequent quarter.
- Grade will not be released.
- Transcript and other official school documents will not be issued
- Degree will not be awarded.

## **Student Account Disputes**

All disputes concerning student accounts should be directed to the Business Office. Contact staff by calling 951 763 0500 or email [studentfinance@olivetuniversity.edu](mailto:studentfinance@olivetuniversity.edu).

## **Student Tuition Recovery Fund Disclosures**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.



You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## **Cancellation and Refund Policy**

### **Student's Right to Cancel**

A student who cancels the enrollment agreement within seven days (until midnight of the seventh day excluding Saturdays, Sundays, and legal holidays) after signing the agreement will receive a refund of all monies paid except the non-refundable application fee. A student shall receive 100 percent of the amount paid for institutional charges, less the application fee not to exceed \$250, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. All requests for cancellation by the Student must be in writing, verified email, or hand delivered to the Registrar, Olivet University, 36401 Tripp Flats Rd. Anza, CA 92539. Cancellation is effective on the date written notice of cancellation is sent. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

### **Refund Policy:**

Students officially withdrawing or leaving from Olivet University may receive a partial or full refund of tuition. Regardless, a \$15 drop fee will be applied per course drop fee. All other fees are non-refundable. Refunds will be based on the total charge incurred by the student at the time of withdrawal or leave, not the amount the student has actually paid. Students must complete a Student Withdrawal Form or Leave of Absence Form and submit it to the Registrar's office. The effective date is the date that the student files the form. Refunds will be made within 30 calendar days of the notification of an official withdrawal or leave of absence.

Every time a student withdraws, It will be necessary to fill out and maintain a refund form in the student file, even if no refund is issued.

### **Fall, Winter and Spring quarter:**

1. 100 percent Refund – Withdrawal or granted the leave of absence before the 1st week
2. Partial Refund\* - Withdrawal or granted the leave of absence after the 1st week of the quarter and prior to the course completion of 60 percent
3. No Refund - Withdrawal or granted the leave of absence after the course completion of 60 percent

### **Summer quarter:**

1. 100 percent Refund – Withdrawal or granted the leave of absence before the 1st week
2. Partial Refund\* - Withdrawal or granted the leave of absence after the 1st week of the quarter and prior to the course completion of 60 percent
3. No Refund - Withdrawal or granted the leave of absence after the course completion of 60 percent

\*Partial Refund is based on the tuition billed for the quarter in which the student withdraws, according to the following formula:  
$$\text{tuition} / \text{total program hours} \times \text{course completed hours in term} = \text{tuition earned by the school.}$$
For the purpose of this calculation, the total program hours equals the number of hours scheduled for the entire program.

## **Loans**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

## **Bankruptcy**

Educational and related fees are generally non-dischargeable in bankruptcy and will survive after the bankruptcy has closed. Except in certain limited situations, this means that a student will still owe the debt to the university after the bankruptcy.

Presently, Olivet University does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has 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 (11 U.S.C. Sec. 1101 et seq.)

## **California Student Tuition Recovery Fund**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following conditions apply:

To be eligible for STRF, a student must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
- You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the

institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

- You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
- The institution has been ordered to pay a refund by the Bureau but has failed to do so.
- The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
- You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
- You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

### **Sample Student Refund Calculation**

*Student completed 2 weeks of the 10-week term or 20% of the term. Student due a refund for 80% of the remainder of the tuition bill less the drop fee of \$15 per course calculated as follows:*

$80\% \times \$2,184$  (total tuition paid) = \$1,747

Drop fee of \$15 per course x 2 courses = (\$30)

Total refund due to student = \$1,717

## **General Transfer Student Admissions Policy**

A **transfer student** is defined as any student who has previously matriculated as a degree candidate at another institution and has earned or is earning college-level academic credit at the undergraduate/graduate level.

Students applying for transfer to Olivet University must follow the admission procedures. Official college transcripts from all schools attended must be sent directly from the previously attended college(s) to:

Olivet University

Attn: Admissions  
36401 Tripp Flats Rd.  
Anza, CA 92539

Coursework transferred or accepted for credit toward any OU degree must be relevant to the degree program, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in this university's own degree programs. In assessing and documenting equivalent learning and qualified faculty, OU personnel consult official institutional catalogs and employ recognized guides which aid in the evaluation for credit.

Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and the National Association of Foreign Student Affairs, or such services as are provided by AACRAO or the World Education Services (WES).

OU accepts transfer credit from other accredited educational institutions subject to the following general criteria:

## **UNDERGRADUATE**

- A minimum grade of "C"(or equivalent); courses graded "pass/fail" are not transferred unless it is stipulated on the transcript that a "pass" required a grade of "C" (2.0) or above;
- Credit is applicable to the OU program of study in which the student intends to enroll.

## **GRADUATE**

- A minimum grade of "B"(or equivalent); courses graded "pass/fail" are not transferred unless it is stipulated on the transcript that a "pass" required a grade of "B" (3.0) or above;
- Credit is applicable to the OU program of study in which the student intends to enroll.

In order to assist students with curricular planning, the transfer evaluation process must be completed as soon as possible. After enrollment at the university, courses taken at another institution are evaluated for transfer by the Registrar's Office.

Transfer courses are evaluated in the Office of Admissions for acceptance of core curriculum requirements and general elective credit. Transfer credits applied toward major requirements are determined in consultation with the appropriate academic divisions.

### **Transfer Grades**

- A student's grade point average at Olivet University is based only on courses completed at this institution. The Olivet University grade point average is used to determine academic standing and graduation.
- Transfer grade equivalents will be determined and recorded with the student's transfer credit. Credit will be awarded for courses in which a "C" or higher was earned. Grades of "F" are included in the calculation of the transfer grade point average.
- Transfer grades and grade point averages are assigned on the basis of the Olivet University grading policy. For courses taken

at institutions that use combined grades (e.g., “AB”), the lower grade will be used.

- Courses taken at institutions that use a grading system not comparable to the Olivet University grading system will be evaluated with the transfer grade equivalents of Pass or Not Pass. “Withdraw failing” grades are calculated in a student’s transfer grade point average as “F” grades.
- When fractions are accumulated and awarded as general electives, grade points are accumulated in similar fashion. For example, a student who took one four quarter hour course with an “A” and two four quarter hour courses with a “B” would receive general elective credit (to compensate for fractions) for two credit hours and six grade points.

### **Credit Hour Equivalencies**

- The credit hour minimums are based on courses from quarter calendar institutions. If a course at another institution is offered for fewer credit hours than an equivalent course at Olivet University, the student will be given transfer credit for the equivalent course at Olivet University but only for the number of credit hours earned at the other institution. In such cases, the student may need to take an additional course to fulfill credit hour requirements.
- When semester credit is converted to quarter hour equivalents, a conversion factor of two-thirds is used. When conversions result in fractions, credit granted per course is reduced to the nearest whole number. Fractions are accumulated and reduced to the nearest whole number, and general elective credit is awarded for that total.

### **Transfer Credit Award Requirements**

Transfer credit is awarded based on specific requirements:

- Credit must be awarded from an official college or university transcript, from an official Advanced Placement or International Baccalaureate test score report, or from an official document considered equivalent to a transcript by the Registrar.
- Courses taken in a college or university in a continuing education or extension program must be applicable toward the degree being pursued by full-time students at that institution.
- Only equivalent level course work will be accepted toward their respective degrees.
- The maximum credit transferrable from another institution at the undergraduate level is: 135 quarter hours (90 semester hours).
- A student who fails to finish by his/her anticipated graduation date may transfer credits necessary to graduate for up to two years afterwards. After two years, the student will be withdrawn automatically from the university, but may petition the Academic Council for permission to complete the degree.
- Previously awarded transfer credit will be deducted if coursework is repeated.
- Developmental courses that are similar in content to credit earning courses at Olivet University will be accepted; however, those courses that are not applied toward a degree at the transferring institution will not be accepted.
- No transfer credit is granted for Certificate programs.

- Olivet University has not entered into an articulation or transfer agreement with any other college or university.
- Transfer students with an earned baccalaureate degree from CHEA- or USDE-recognized accredited institutions normally will have the core curriculum requirements for the undergraduate program waived.
- Courses that are over 10 years old are not transferred directly to Olivet University unless the courses are part of a baccalaureate or associate degree. However, credits that are over 10 years old may be validated by the student's successful completion ("C" or better) of a recent upper level college course in the discipline.
- Students seeking to transfer credit from institutions outside the United States and Canada are subject to having their transcripts reviewed by a credentials evaluation service as a guide for transfer credit evaluation (see "Transfer Students - Specific Policies" section of this Catalog for more information).

Olivet University reserves the right to notify applicants that they must have their non U.S. academic transcripts evaluated by an academic transcript evaluating agency using a course-by-course report. Olivet prefers that transcripts be evaluated by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). In such cases, credit and placement decisions are based on recommendations of AACRAO. (Credentials evaluation reports are the financial responsibility of the applicant.)

### **Advanced Placement (AP) and International Baccalaureate (IB) Exams**

Students are granted one full course credit (4 quarter units) for any Advanced Placement (AP) or International Baccalaureate (IB) Higher Level Exam on which an appropriate score has been earned (for AP, a score of 4 or 5; for IB, a score of 6 or 7), within transfer limits for each degree level. (Other equivalent exams, such as the Swiss matura or the British A-levels, are also available for one course credit, when completed with an equivalent score). Credit is not granted for exams that duplicate each other, such as AP and IB English Literature.

AP and IB credit is treated like transfer credit. AP credit will be recorded as "Pass" on Olivet University grade reports and transcripts. Transfer students wishing to receive course credit for AP exams must request AP transcripts be sent to Olivet University, or submit official college transcripts that clearly indicate the AP subject for which the student was awarded credit by the transferring institution.

### **Instances of Fraud**

Anyone found to have been admitted to Olivet University on the basis of false information will be immediately dismissed and will forfeit all financial payments made and academic credits accumulated during all periods of enrollment following that admission.

## **CHAPTER 3: SCHOLARSHIP AND FINANCIAL ASSISTANCE**

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Financial aid at Olivet University begins with the commitment of the affiliated ministries to quality education. Gifts from the affiliated ministries and faithful individuals provide major funding for financial assistance. The University Financial Aid serves as a

tool to meet the enrollment goals of the University and attract students who would contribute to His Kingdom and the diverse student population. The goal of the financial aid is to remove financial barriers in order to maintain access for qualified students.

If a student has received federal or state student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. The University does not offer Federal or State Financial Aid Programs including Title IV at this time. However, various assistance programs are offered by the University and its affiliated ministries. All aid granted is based on the availability of funds.

## **Application Process and Forms**

The scholarship application forms are available on Populi. Updated financial aid information and application forms are made available at least 60 days prior to the deadline. Specific instructions and eligibility information are included on the page of the financial aid program on Populi. Please contact any application questions to the Financial Aid Office by calling at 951 763 0500 or [finaid@olivetuniversity.edu](mailto:finaid@olivetuniversity.edu). Please contact the Financial Aid Office immediately upon any decision to cancel an application after it has been submitted.

Financial aid recipients are notified by email regarding award status at least 21 days prior to the payment deadline. All aid recipients are required to draft a personal "Thank You" letter addressed to the affiliated ministries or fund donors. Students and donors alike have greatly benefited from the fellowship and joy generated through this unique element of the Financial Aid Program.

Financial Aid Program recipients who register as full-time students and then withdraw to part-time hours, or withdraw from active enrollment, must relinquish all scholarship funds and bear responsibility for full payment of all tuition charges.

## **Deadlines**

Students may apply for the scholarship by submitting the Financial Aid Application form by the deadline. Form should be submitted by October 5, 2018 for the fall quarter, January 19, 2019 for the winter quarter and April 19, 2019 for spring quarter.

## **International Student Scholarship**

This fund was established for Olivet University international students, with preference towards those demonstrating exceptional academic and/or leadership abilities. Recipients of this scholarship must verify their citizenship and residence as developing countries and evidence commitment to the WOA Churches and be on a student visa, show high academic achievement and have definite plans to return to their home countries to minister. Scholarship recipients must meet certain eligibility requirements and maintain good academic standing and a GPA of 3.0 or higher throughout their course of study in order to maintain their award.

### **Award**

Financial aid for international students is distributed in the form of tuition scholarships and maximum allowance covers 100 percent tuition. It is renewable each quarter for the duration of the program. However this is dependent upon continuing financial need, satisfactory academic progress, maintaining a satisfactory reputation on campus, and availability of funds.



### **Eligibility for Scholarship**

- Accepted into an Olivet's degree program according to admissions requirements except MBA program.
- Pursuing a first degree at current program level.
- Students whose citizenship and residence are defined as developing countries based on Gross National Income.
- Student must hold F-1 visa.
- Student must register a full time load during regular terms: Fall, Winter, Spring quarter. (M.Div and all joint degrees: 12 units, M.A./M.B.A.: 8 units, B.A./B.S.: 16 units, Certificate: 18 units)
- Student must be active WOA church members

### **Conditions for Renewal**

Scholarship is reviewed on a quarterly basis. The following criteria are considered by the committee.

- Scholarship recipients must have maintained full-time enrollment.
- Scholarship recipients must have maintained Good Academic Standing or Satisfactory Academic Progress according to the Academic Disciplinary Policy published in the academic catalog.
- Scholarship recipients must abide by all the rules and policies set by the University.
- Scholarship recipients must maintain a satisfactory reputation on campus.
- Students must be active local church members and evidence commitment to the church.

### **Missionary Scholarship**

This fund was established for Olivet University students, with preference towards those students with lifelong missionary service. Students with exceptional full-time missionary service backgrounds in WOA churches are eligible to apply for Missionary Scholarship, the maximum allowance which covers tuition for each academic year. Scholarship recipients must evidence commitment to the WOA churches and maintain good academic standing and a GPA of 3.0 or higher throughout their course of study in order to maintain their award each quarter.

### **Award**

Financial aid for international students is distributed in the form of tuition scholarships and maximum allowance covers 100 percent tuition. Award does not cover fees. It is renewable each quarter for the duration of the program.

### **Conditions for Eligibility**

- Scholarship recipients must enroll in a B.A. Theology, M.Div. or Th.M. degree program.
- Scholarship recipients must be committed to full-time enrollment

- Students must be active missionaries serving full-time on an assignment with a WOA member body or ministry.

### **Conditions for Renewal**

- Scholarship recipients must register a full time load during regular terms: Fall, Winter, Spring quarter. (M.Div and all joint degrees:12 units, B.A.: 16 units, Th.M.: 8 units)
- Scholarship recipients must maintain at least a 3.0 GPA to qualify for continued receipt of scholarship
- Scholarship recipients must abide by all the rules and policies set by the University
- Scholarship recipients must maintain a satisfactory reputation on campus
- Students must be active missionaries serving full-time on an assignment with a WOA member body or ministry.

## **General Scholarship**

General scholarships are available to students who do not meet the criteria for the above scholarships. This scholarship is awarded on a quarterly basis.

### **Award**

Financial aid for international students is distributed in the form of tuition scholarships. Award does not cover fees. It is renewable each quarter for the duration of the program.

### **Conditions for Eligibility**

- Students must be accepted into an Olivet's degree program according to admissions requirements except the M.B.A. program.
- Student must be committed to full time study.
- Students must be active members of a WOA church or ministry.
- Students must demonstrate financial need.

### **Conditions for Renewal**

- Student must register a full time load during regular terms: Fall, Winter, Spring quarter. (M.Div and all joint degrees:12 units, M.A./M.B.A./Th.M.: 8 units, B.A./B.S.: 16 units, Certificate: 18 units)
- Scholarship recipients must maintain at least a 3.0 GPA to qualify for continued receipt of scholarship
- Scholarship recipients must not have a NP grade in either Chapel or Christian Service courses in the previous term.
- Scholarship recipients must abide by all the rules and policies set by the University.
- Scholarship recipients must maintain a satisfactory reputation on campus.
- Students must be active members of a WOA church or ministry.
- Students must demonstrate financial need.

### **State or Federal Aid**

OU does not participate in any State-funded financial assistance programs.

OU does not participate in any Federally-funded financial assistance programs.

### **Contact Information**

All inquiries regarding financial assistance should be made through the Financial Aid Office.

Office hours : 9:00am - 5:00pm, Mon-Fri

Phone: 951 763 0500

Email: [finaid@olivetuniversity.edu](mailto:finaid@olivetuniversity.edu)

## **CHAPTER 4: ACADEMIC REGULATIONS**

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### **Credit Hour**

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than –

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately ten weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”

This definition, which defines the credit hour numerically, is to be used as a baseline for decisions about various types of programs by faculty, who remain responsible for setting course requirements that are compliant in this area.

## **CHAPTER 5: BACHELOR DEGREE PROGRAMS**

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### **Bachelor’s Degree Core Curriculum**

In order to successfully complete a Bachelor of Arts or Bachelor of Science degree from Olivet University students need to complete

the Bachelor's Degree Core consisting of a distribution of courses from the liberal arts and sciences including required biblical, textual, and historical studies called General Education and Bible; a group of required theological, professional courses called Theological Studies Core; and required classes in Chapel and Christian Service. These requirements apply to all major, while differences in the required choices from the General Education section may vary based on pre-requisite courses for the major. In rare cases parts of the bachelor's degree core are waived for specific majors. Please check the description of each major below.

Each student is free to choose a major at the beginning of his or her program of study and change this major till the end of Spring quarter of the sophomore year. While a change in major potentially always causes a delay in study, effects might be considered minor up to this point. Major changes later in the program are discouraged, because of potentially great delays in the course of study.

Students who wish to declare two majors are responsible for seeking counselling before doing so and meeting all academic and other requirements resulting from this choice. Double major students generally require one more year of fulltime study. However, planning and high study loads can reduce this time.

## Bachelor of Arts Degree Requirements

Undergraduate students at Olivet University must fulfill the following Bachelor's degree requirements for graduation:

1. Complete a minimum of 180 quarter credits.
2. Complete the Bachelor's Degree Core Requirements: 60 units of bachelor's core requirements and 48 units of bachelor's core distribution.
3. Complete a major. (Students are subject to the major requirements of the Catalog of the year in which they entered.)
4. Receive a passing mark for all Christian Service and Chapel requirements;
5. Maintain a 2.00 (C) grade point average in all Olivet University work and a 2.00 (C) in all major course work attempted.
6. Complete all degree requirements within the 7-year time limit.
7. Satisfy all financial responsibilities to the university.

## Program Goals

Olivet's Core Learning Outcomes provide the learning goals for the Bachelor of Arts and Bachelor of Science degree programs.

## B.A. Core Curriculum

### 1. B.A. Core Requirement (60 units)

#### (1) Methods & Foundation (12 units)

All students except the Bachelor of Science in Civil Engineering majors must complete the following three required courses:

COMM130 Speech & Communication (4 units)

SOCI150 Research & Writing (4 units)

ANTH320 World Perspectives (4 units)

**(2) Biblical, Textual & Historical Studies Core (32 units)**

All students must complete the following eight core courses:

- BIBL100 Old Testament Survey (4 units)
- BIBL110 New Testament Survey (4 units)
- BIBL120 The Gospels (4 units)
- BIBL240 Romans I (4 units)
- BIBL250 Romans II (4 units)
- BIBL330 Pentateuch (4 units)
- HIST110 History of Christianity (4 units)
- THEO220 Introduction to Christian Ethics (4 units)

**(3) Theological Studies Core (16 units)**

All students must complete the following four core courses:

- THEO100 Introduction to Theology (4 units)
- THEO200 God's Plan of Creation and Redemption I (4 units)
- THEO211 God's Plan of Creation and Redemption II (4 units)
- THEO310 Biblical Apologetics (4 units)

**2. Bachelor's Degree Core Distribution (48 units)**

All students must complete a number of Bachelor's Degree Core courses distributed between the fields of (1) Humanities/Arts, (2) Natural/Information Science & Mathematics, and (3) Social/Behavioral Science.

Acceptable courses for the distribution requirement include general introductory courses within the disciplines represented in the area. Courses that meet the distribution requirement criteria in each area are listed below. Courses listed in each area are not exhaustive; other courses may meet category requirements. Therefore, consult with your academic advisor

Bachelor's students are required to complete 48 quarter credit hours in total, including two courses from each of the three areas below. Bachelor of Arts students typically choose from a wide range of courses within these distributions while Bachelor of Science majors typically are required to fulfill prerequisite course requirements of up to 40 or more quarter credit hours from within the Natural/Information Sciences & Mathematics Distribution.

*Note 1: Individual courses below might be prerequisite for certain major courses. A list of prerequisite general education courses is included in each major program description below.*

*Note 2: The courses listed in this curriculum table are exemplary only. For a complete list of general education courses and information on which distribution category they apply to refer to the **Course Descriptions** below.*

**(1) Humanities/Arts (4 or more units)**

*(Course list below exemplary only.)*

ENGL120 English Literature & Composition (4 units)  
BIBL211 The Pauline Epistles (4 units)  
ARTH230 Introduction to Arts (4 units)  
MUSC240 Introduction to Music (4 units)  
HIST220 US History & Government (4 units)  
HIST350 World Christian Movement (4 units)  
GREK100 Foreign Language (Greek I) (5 units)  
GREK110 Foreign Language (Greek II) (5 units)

**(2) Natural/Information Science & Mathematics (4 or more units)**

*(Course list below exemplary only.)*

MATH100 Calculus 1 (5 units)  
MATH110 Calculus 2 (5 units)  
MATH120 Differential Equations (4 units)  
MATH230 Probability & Statistics (4 units)  
MATH300 Linear Algebra (4 units)  
PHYS130 Calculus-Based Physics 1 (4 units)  
BIOS250 Principles of Biology (4 units)  
ITEC100 Introduction to Information Technology (4 units)

**(3) Social/Behavioral Science (4 or more units)**

*(Course list below exemplary only.)*

SOCI100 Introduction to Sociology (4 units)  
PSYC280 Introduction to Psychology (4 units)  
ANTH201 Cultural Studies (4 units)  
ECON200 Macroeconomics (4 units)  
ECON310 Microeconomics (4 units)

The courses listed above are examples fulfilling the Bachelor's Degree Core Distribution requirements. To confirm any course fulfills a specific distribution field requirements, refer to the course list and description below and subsequent academic catalogs.

**3. General Ministry Skills (0)**

Bachelor of Arts students are required to pass 6 quarters of PRAC010 College Christian Service and 9 quarters of PRAC011 College Chapel. Please refer to the Christian Service Program Handbook for more detailed information. *(Onsite students are required to enroll PRAC011 every term enrolled.)*

**Course Descriptions**

*Methods & Foundation Courses (Required for all undergraduate programs.)*

**COMM130 Speech & Communication (4 units)**

Demonstrating professionalism in speech and conduct at the workplace is essential toward building successful working relationships with clients and co-workers. This course provides opportunities for students in internships to develop strong and persuasive oral communication and presentation skills. They will learn how to speak more clearly, confidently and effectively before clients/employers, in meetings, and toward networking purposes. The course will also instruct students on professional mannerisms and behavior. In this course, students develop communication skills in public speaking, small group interaction and interpersonal communication. Emphasis is placed on the fundamental process of developing ideas, the organization of materials, speaker-listener relationships, group dynamics, and techniques of verbal and nonverbal expression.

**SOCI150 Research & Writing (4 units)**

This course introduces strategies for effective research-based writing, critical thinking and writing skill development and enables students to read, write and think analytically. Helps students develop basic writing skills. The course includes instruction in grammar, punctuation, sentence structure, pre-writing skill, and paragraph development, as well as basic research skills. The ultimate goal is for each student to be able to write a 500- word essay that is understandable, well organized, and written in Standard American English. The following activities are designed to enable the student to achieve the ultimate goal.

**ANTH320 World Perspectives (4 units)**

An introduction to world affairs in an increasingly complex and interdependent international system. Both the conceptual and practical aspects of problem solving and decision making are examined. With a clear focus on worldview thinking and its importance to understanding the world and one's own place in it this course seeks to equip students with the necessary tools to recognize, identify and critique various worldviews or perspectives on this world.

*Biblical, Textual & Historical Studies Core Courses (Required for all undergraduate programs)*

**BIBL100 Old Testament Survey (4 units)**

This course is a foundational introduction to the content, background, interpretation, and critical studies of the Old (First) Testament.

**BIBL110 New Testament Survey (4 units)**

Introductory survey of the New Testament, including the life and ministry of Christ and apostles. The course also introduces students to various texts of the New Testament, to their historical contexts and to several approaches for their interpretation.

**BIBL120 The Gospels (4 units)**

Studying the earthly life of our Lord Jesus Christ, along with the special emphasis of each gospel's portrayal.

**BIBL240 Romans I (4 units)**

This course is an expository study of the most doctrinal and practical book of the New Testament. BIBL240 is part one of a sequence with BIBL250, four credit hours each, designed to provide students with an in-depth look at the book (the gospel according to Paul) as well as some of the important doctrinal passages that will be discussed. BIBL240 covers chapters 1 to 8 while BIBL250 deals with chapters 9 to 16. Attention is given to overall argument of the Epistle and doctrinal topics such as sin, justification,

sanctification, glorification, imputation, substitution, reconciliation, adoption, and eternal security, etc. Students are encouraged to apply spiritual lessons of this book to their Christian lives.

**BIBL250 Romans II (4 units)**

This course is an expository study of the most doctrinal and practical book of the New Testament. BIBL250 is part two of a sequence with BIBL240, four credit hours each, designed to provide students with an in-depth look at the book (the gospel according to Paul) as well as some of the important doctrinal passages that will be discussed. BIBL240 covers chapters 1 to 8 while BIBL250 deals with chapters 9 to 16. Attention is given to overall argument of the Epistle and doctrinal topics such as theodicy, election, predestination, God's plan for Israel and Gentiles, worship, submission, Christian liberty, etc. Students are encouraged to apply spiritual lessons of this book to their Christian lives.

*Prerequisite: BIBL240*

**BIBL330 Pentateuch (4 units)**

The class will center on the opening 5 books of the Old Testament, the Pentateuch. The class will a survey of the main theories of the formation of the Pentateuch including the Document Hypothesis and of the main themes as encountered in the first five books of the Old Testament.

**HIST110 History of Christianity (4 units)**

History of Christianity is a basic introduction to the history of the Christian church from its founding at Pentecost to the present day. It covers major events, figures and various driving forces from inside and from without the church from the Apostolic Fathers to medieval and modern Christianity.

**THEO220 Introduction to Christian Ethics (4 units)**

The study of ethics seeks to determine whether moral values and obligations are objective or subjective, absolute or relative. It also aims at resolving the problem of the criterion for determining the morally good and morally bad, the morally right and morally wrong--for example, whether morality is to be judged by consequences or by intrinsic duty. In addition to addressing these issues, the differences between general ethics and Christian ethics will be highlighted. Finally, the course will focus on the application of the biblical principles of Christian ethics to various moral issues, such as abortion, capital punishment, etc. The overarching objective of the course is to make an important contribution to producing mature servants of Christ who love God supremely and who are biblically knowledgeable and culturally aware in their ministry and love for others.

*Theological Studies Core Courses (Required for all undergraduate programs)*

**THEO100 Introduction to Theology (4)**

Brief overview of the history of theology. Definition and nature of theology. The fourfold sources for theology, emphasizing Scripture. Revelation, natural and special. Theology and philosophy.

**THEO200 God's Plan of Creation and Redemption I (4)**

Survey of the biblical story in its progressive unfolding of the history of redemption against the backdrop of creation and sin. THEO200 is part one of a sequence with THEO211, four credit hours each, designed to acquaint students with the narrative of the Bible, to enhance the students' appreciation of this story as both formative and normative of life. The course focuses on laying and



expanding foundations in biblical doctrine preparing their application in various ministry situations. THEO200 focuses on creation and sin while THEO211 on redemption and restoration.

Emphasis is placed on the unity of Scripture, God's grand plan and interaction with humanity. Attention is given to the intent of this master narrative and to its eternal significance and present-day relevance.

**THEO211 God's Plan of Creation and Redemption II (4 units)**

Survey of the biblical story in its progressive unfolding of the history of redemption against the backdrop of creation and sin. THEO211 is part two of a sequence with THEO200, four credit hours each, designed to acquaint students with the narrative of the Bible, to enhance the students' appreciation of this story as both formative and normative of life.

The course focuses on laying and expanding foundations in biblical doctrine preparing their application in various ministry situations. THEO200 focuses on creation and sin while THEO211 on redemption and restoration.

Emphasis is placed on the unity of Scripture, God's grand plan and interaction with humanity. Attention is given to the intent of this master narrative and to its eternal significance and present-day relevance.

*Prerequisite: THEO200*

**THEO310 Biblical Apologetics (4)**

This course provides a basic introduction to the biblical, theological, historical, and philosophical foundations of Christian apologetics. It explores certain challenges to Christian belief and provides resources for thinking about those concerns.

*Humanities/Arts Distribution Courses*

**ANTH201 Cultural Studies (4)**

Examines biblical principles and applications that facilitate the planting of churches and church-planting movements, while taking different cultural realities into account. We will spotlight missions of the Jewish community, of Christ, and the churches that followed after Jesus.

*Humanities/Arts Distribution Course*

**ANTH300 Culture and Agriculture in Africa (4)**

An exploration of sustainable agriculture in sub-Saharan Africa and the central issues and debates in the anthropology of sub-Saharan Africa.

*Prerequisite: ANTH201*

*Humanities/Arts Distribution Course*

**ARTH230 Introduction to Arts (4)**

Students will survey the world of visual arts from medium, theory, historical context, and vocabulary. Through the course, students learn to describe, analyze, interpret, and evaluate a survey of art in its historical, cultural, and social contexts. Projects will be assigned for students to transfer application of thinking components to other experiences/situations. Example: Discuss and write their own artwork and the work of others. Explore problems through technique, and composition in creating and discussing artwork.

*Humanities/Arts Distribution Course*

**BIBL211 The Pauline Epistles (4)**

This is a course on Paul's conversion, calling, his missionary journeys, and his eventual martyrdom. It will also include in-depth studies on the historical and cultural context of Paul's epistles to the churches. The course will attempt to survey Paul's basic theological teachings, the debates on it, and its contribution to contemporary Christianity.

*Humanities/Arts Distribution Course*

**ENGL120 English Literature & Composition (4)**

This course offers to students the instruction and practice in exposition and argumentation using reading selections from various types of prose.

*Humanities/Arts Distribution Course*

**GREK100 Greek I (5)**

An introduction to the Koine Greek language of the New Testament. Emphasis will be placed on acquisition of basic vocabulary, introduction to the grammar, verbal voice, tense, and aspect.

*Humanities/Arts Distribution Course*

**GREK110 Greek II (5)**

This course is a continuation of Greek I. Special emphasis will be given to the function of case, form, tense, voice, and mood. Some word studies will be done.

**Prerequisite:** GREK100

*Humanities/Arts Distribution Course*

**HIST220 US History & Government (4)**

A survey of American history from the colonial era to the present. The social, political, cultural, and economic developments of our country are studied.

*Humanities/Arts Distribution Course*

**HIST350 World Christian Movement (4)**

A study on the expansion of the Christian movement across the world from the time of Christ to the present, and the task yet to be accomplished. This course is a study of spiritual awakenings as manifested in the history of the church, and is designed to give you an introductory overview of the world missionary enterprise. This course surveys the outreach of the Christian movement from apostolic times to the present. Analysis and evaluation of the relationships between the Christian mission and secular and ecclesiastical cultures are included.

*Humanities/Arts Distribution Course*

**MUSC240 Introduction to Music (4)**

Music appreciation is designed to introduce students to the discipline of music through listening, discussion, and analysis. The course will provide the student with the knowledge, understanding and appreciation of music through the study of the elements of music; listening to and analysis of representative musical works, and a survey of major music forms and stylistic periods from the middle ages through the present.

*Humanities/Arts Distribution Course*

*Natural/Information Science & Mathematics Distribution Courses*

**BIOS100 Biological Science 1 (4 units)**

This course is designed primarily for students majoring in Agriculture. Students will study fundamental aspects of biology at the cellular and physiological level. You are encouraged to continue next quarter with BIOS150 which covers intriguing topics such as genetics, molecular biology, biodiversity, and environmental issues.

*Natural/Information Science & Mathematics Course*

**BIOS150 Biological Science 2 (4 units)**

This course is designed primarily for students majoring in Agriculture. It builds on BIOS100 and addresses additional topics such as genetics, molecular biology, evolution, biodiversity, and ecology.

*Natural/Information Science & Mathematics Course*

**BIOS250 Principles of Biology (4 units)**

An introduction to fundamental biological topics, including cells, energy transduction, genetics, organism structure/function, and ecology for non-agriculture majors.

*Natural/Information Science & Mathematics Course*

**BIOS270 Botany of Vascular Plants (4 units)**

A survey of the plant kingdom with an emphasis on vascular plants. Course will include lessons on seed structure and function, with emphasis on the role that each plant plays within its particular ecosystem.

*Natural/Information Science & Mathematics Course*

**BIOS300 Genetics (4 units)**

This course will study Mendelian principles as they apply to plant genetics. A scientific approach will be taken, and an overview of

plant genes and their effects will be presented. Modern usage of plant genetics, including genetic engineering, will be studied.

*Natural/Information Science & Mathematics Course*

**CHEM210 Chemistry 1 (4 units)**

This is the first in a two-course sequence that examines the nature of matter, its atomic and molecular structure, and the associated energies involved. Fundamental concepts, principles, theories, and laws of chemistry are addressed. Major topics include stoichiometry, states of matter, solutions, kinetics, thermodynamics, acid-base and redox equilibria, electro-, organic, and nuclear chemistry.

**Optional Co-requisite:** CHEM211 Chemistry 1 Lab (1 unit) Additional lab course for agriculture majors.

*Natural/Information Science & Mathematics Course*

**CHEM220 Chemistry 2 (4 units)**

This is the second in a two-course sequence that examines stoichiometry, states of matter, solutions, kinetics, thermodynamics, acid-base and redox equilibria, electro-, organic, and nuclear chemistry.

**Prerequisite:** CHEM210 Chemistry 1

**Optional Co-requisite:** CHEM221 Chemistry 2 Lab (1 unit) Additional lab course for agriculture majors.

*Natural/Information Science & Mathematics Course*

**CHEM230 Principles of Organic Chemistry (4 units)**

The course provides an overview of both aliphatic and aromatic classes of compounds with their traditional subclasses. Students will study the basic reaction mechanisms. Special topics such as fats and oils, detergents, carbohydrates, and proteins are covered briefly.

**Prerequisite:** CHEM210 Chemistry 1

**Optional Co-requisite:** CHEM231 Principles of Org. Chem. Lab (1 unit) Additional lab course for agriculture majors.

*Natural/Information Science & Mathematics Course*

**ITEC100 Introduction to Information Technology (4 units)**

This course surveys foundational elements of current information technology/systems. Topics include current IT introduction, computers organizations and systems, program language, database management, network concepts, IT personal, legal, ethical and organizational issues, information security, internet & web, ecommerce, ERP, emerging trends, etc.

*Natural/Information Science & Mathematics Course*

**MATH100 Calculus 1 (5)**

This course covers single and multi-variable differential calculus, including 3-dimensional geometry and vectors. Applications in science and engineering are emphasized.

*Natural/Information Science & Mathematics Course*

**MATH110 Calculus 2 (5)**

This course is a continuation of MATH100, with coverage of single and multi-variable integral calculus and elementary ordinary differential equations. Applications in science and engineering are emphasized.

*Prerequisite: MATH100 Calculus 1*

*Natural/Information Science & Mathematics Course*

**MATH120 Differential Equations (4)**

This course covers analytic and numerical solutions to differential equations and systems of differential equations, using a variety of techniques. An introduction to classical partial differential equations is also included.

*Prerequisite: MATH110 Calculus 2*

*Natural/Information Science & Mathematics Course*

**MATH230 Probability & Statistics (4)**

This course addresses fundamental probability and statistical concepts, with emphasis on reasoning under conditions of uncertainty. Major topics include data analysis; modeling, probabilistic models, simulation, random variables and their distributions, hypothesis testing, confidence intervals, and simple linear regression.

*Natural/Information Science & Mathematics Course*

**MATH300 Linear Algebra (4)**

This course covers solutions to homogeneous and non-homogeneous systems of Equations with strong emphasis on engineering applications.

*Prerequisite: MATH110*

*Natural/Information Science & Mathematics Course*

**PHYS130 Calculus-Based Physics 1 (4)**

This course is designed to promote scientific literacy and to develop the use of scientific modes of thought to solve complex problems. Course content includes classical mechanics, including the laws of motion, conservation of energy, and conservation of momentum.

*Prerequisite: MATH110*

*Natural/Information Science & Mathematics Course*

**PHYS201 Calculus-Based Physics 2 (4)**

This course is a continuation of PHYS130, with coverage of electrostatics, magnetism, circuits, and optics.

*Prerequisite: PHYS130*

*Natural/Information Science & Mathematics Course*

*Social/Behavioral Science Distribution Courses*

**ECON200 Macroeconomics (4)**

Introductory course on the basic principles of macroeconomics, including national income accounting, business cycles, income

determination, and monetary and fiscal problems and policy.

*Social/Behavioral Science Course*

**ECON210 Agriculture Economics (4)**

This course covers the microeconomic principles related to the production, processing, distribution and utilization of agricultural commodities. Basic concepts of agribusiness enterprise management and agricultural resources allocation are included.

*Social/Behavioral Science Course*

**ECON310 Microeconomics (4)**

Topics covered include the nature and method of economics and the role of the private and government sectors. Emphasis is placed on the firm, market structures, and resource allocation.

*Social/Behavioral Science Course*

**PSYC280 Introduction to Psychology (4)**

This introductory course will provide students with an overview of the current body of knowledge and methods of the science of psychology. Topics will include the historical foundations of psychology, cognition, emotions, learning, human development, biological bases of behavior, personality, psychological disorders, psychotherapy and behavior change, and social behavior. Emphasis also will be placed on the application of psychology to diverse human endeavors.

*Social/Behavioral Science Course*

**SOCI100 Introduction to Sociology**

This course is to introduce the basic fields of sociology, focusing on issues and the findings of contemporary and classical sociology via lecture, film/video presentations, discussion, and readings from major theories. The study will include topics such as culture, socialization, social institutions, and inequality with an emphasis on contrasting biblical and worldly understanding of social system

*Social/Behavioral Science Course*

**SOCI400 Rural Sociology**

This course provides a broad introduction to the issues and perspectives in rural sociology. Different levels will be explored from the international to the local. Different sociological aspects of rural life will be explored, i.e. gender, race and social class. Different types of rural communities will be explored, from agriculture to fishing to logging to mining communities.

**Prerequisite:** ANTH210 or SOCI100

*Social/Behavioral Science Course*

*General Ministry Skills Courses*

**PRAC010 College Christian Service (0)**

Weekly involvement in ministry with satisfactory completion of student's self-evaluation form and supervisor's evaluation form, as described in the Christian Service Program Handbook.

**PRAC011 College Chapel (0)**

Chapel participation is required for the entire student community. Attendance will be recorded and a grade of pass or fail will be

assigned. A passing grade in Chapel is mandatory for graduation.

## **CHAPTER 5.1: BACHELOR OF ARTS MAJORS**

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### **Bachelor of Arts in Theology (Major)**

The Bachelor of Arts in Theology program offers four years of college-level training in critical and applied Biblical and theological studies. Students enrolled in this program will study Scripture in depth, including doctrinal and historical perspectives, and prepare to live out the Biblical calling of theological study with a theoretical and practical background in missions. The Bachelor of Arts in Theology program also features core curriculums in general studies and professional studies, with opportunities to apply classroom learning in practical ministry environments.

### **Program Goals**

In the context of Olivet's mission, completion of the Bachelor of Arts in Theology program will enable students to:

- Define and explain major theological themes of the Bible.
- Describe and evaluate the ways in which a problem in science, the arts, society, human services, economic life or technology intersects with theology and missions.
- Investigate a familiar but complex theological problem in Christian missions utilizing biblical concepts and values.
- Defend personal faith in Jesus Christ, drawing on Scriptural truth in light of competing ethical frameworks.

### **Graduation Requirements**

The Bachelor of Arts in Theology students must fulfill the following Bachelor's degree requirements for graduation:

- Pass a total of 180 quarter hours: 108 quarter hours of bachelor of art core courses, 44 quarter hours of theology major courses, 28 open electives. (Students are subject to the Bachelor of Arts in Theology degree requirements of the catalog of the year in which they entered.)
- Maintain a 2.00 (C grade point average) in all OU work.
- Receive a passing mark for all Christian Service and Chapel requirements.
- Satisfy all financial responsibilities to the university.

### **Time Limits**

The Bachelor of Arts degree program usually is completed in four years of fulltime study, regardless of the first major chosen. All

requirements for the degree must be completed within six years of the initial date of enrollment, except under extenuating circumstances. Students who have not completed the requirements within the six years period must apply to the Registrar's Office for a continuation for each year beyond this period, up to a maximum of eight years from the initial date of enrollment.

## Curriculum

### *1. Bachelor of Arts Degree Core (108 units)*

The Bachelor of Arts Degree Core is divided into three main areas: (1) B.A. Core Requirement; (2) B.A. Core Distribution; (3) General Ministry Skills. See "Bachelor of Arts Degree Core Curriculum" section for the comprehensive course list.

- (1) B.A. Core Requirement (60 units)
- (2) B.A. Core Distribution (48 units)
- (3) General Ministry Skills (0 units)

### *2. Major Courses (48 units)*

All B.A. in Theology students are required to take 44 units of advanced biblical & theological studies courses (300 to 499) as well as introductory to advanced practical theology courses (100 to 499).

- BIBL211 The Pauline Epistles (4 units)
- BIBL490 Senior Seminar (4 units)
- MINS200 Introduction to Missions (4 units)
- MINS201 Introduction to Business as Mission (4 units)
- MINS300 Evangelism & Discipleship (4 units)
- MINS310 Introduction to Web for Missions (4 units)
- MINS330 Introduction to Teaching and Preaching (4 units)
- MINS380 Spiritual Formation (4 units)
- MINS410 Christian Leadership (4 units)
- MINS430 Church Planting & Development (4 units)
- MINS440 Mission Methods & Strategy (4 units)
- THEO490 Topics in Theology (4 units)

### *3. Open Electives (24 units)*

All B.A. in Theology students are required to take an additional 24 units of open electives. These electives can be chosen from any courses from OU's Undergraduate Catalog.

## Course Descriptions

### *Theology Major Courses (Required)*

#### **BIBL211 The Pauline Epistles (4)**



This is a course on Paul's conversion, calling, his missionary journeys, and his eventual martyrdom. It will also include in-depth studies on the historical and cultural context of Paul's epistles to the churches. The course will attempt to survey Paul's basic theological teachings, the debates on it, and its contribution to contemporary Christianity.

**BIBL490 Senior Seminar (4 units)**

Senior seminar utilizes knowledge acquired in prerequisite courses prior to the student taking part in a seminar style course, with a clear focus on reading, understanding, presenting, and discussing the materials. In this class, the students will have to engage independently and under guidance into wrestling with the understanding and interpretation of the texts covered in the seminar. Senior Seminar is a cumulative experience for Bachelor of Theology students.

*Prerequisite: 32 Units 'Biblical, Textual and Historical Studies Core' completed.*

**THEO490 Topics in Theology (4 units)**

This topics in theology seminar is designed to provide context for reflection and integration of previous theological studies and to further the theological understanding of an important issue facing Christians today. The course consists of a seminar format, including a major paper and oral presentation. Students combine Christian theology, biblical studies, and ethics to examine various ways in which the Christian faith can be lived out today.

*Prerequisite: 16 Units 'Theological Studies Core' completed. Permission from the instructor and/or the program director.*

**MINS200 Introduction to Missions (4 units)**

An introductory study of missions in its theological, cross-cultural, and strategic aspects. Special emphasis is given to developing a 'missions awareness' in local churches and individual Christians.

**MINS201 Introduction to Business as Mission (4 units)**

The purpose of this course is to explore the theological, ethical and missiological issues involved in Business as Mission. The student will read key texts on the topic that explore Business as Mission from a variety of viewpoints, interact with practitioners of Business as Mission, and conduct practical exercises on various aspect of Business as Mission.

**MINS300 Evangelism & Discipleship (4 units)**

Evangelism and Discipleship deals with biblical principles and methodologies of effective evangelism, and instructs the student in the principles, methods and content of disciple-making, fostering continuous growth and maturity in Christian communities. Class also seeks to develop the skills of personal evangelism, and determine strategies for discipleship.

**MINS310 Introduction to Web for Missions (4 units)**

This course will focus on business as mission using web-based strategies using hands-on labs learning, lectures and guest speakers.

**MINS330 Introduction to Teaching and Preaching (4 units)**

Biblical studying and teaching is a divinely ordained way of calling people to repentance and for edifying the people of God. It is communicating God's Word to His people—standing between the world of Scripture and the world of people and speaking the truth of God. This course is an introduction to basic concepts of sermon preparation and presentation. This will be done by studying the textbook, listening to sermons, writing and preaching the sermon note with actual practice. The student will sharpen both their preparation of sermon and preaching skills.

*Prerequisite: THEO211 God's Plan of Creation and Redemption II*

**MINS380 Spiritual Formation (4 units)**

Spiritual Formation explores the goals and processes of spiritual formation in the life of a Christian. It provides biblical and theological understanding of spirituality and spiritual formation, and examines characteristics of spirituality of the Beatitudes, which is considered as the quintessence of Christian spirituality for the Kingdom of God, and equips students with the classic spiritual disciplines that can contribute to forming such spirituality.

**MINS410 Christian Leadership (4 units)**

This course helps students develop the attitudes, skills and character traits to become empowered Christian leaders in this era. Students may build new patterns of thoughts and actions, based on biblical and theological insights.

**MINS430 Church Planting & Development (4 units)**

A course designed to explore the meaning of church growth and to prepare students to lead their churches to grow both numerically and spiritually. The study will focus on church educational tasks and structures and how these can be used to reach people. Emphasis is on the "how to" of implementing the Great Commission in a particular location.

*Prerequisite: MINS300 Evangelism & Discipleship*

**MINS440 Mission Methods & Strategy (4 units)**

A capstone investigation of how strategy interacts with and guides a Christian ministry within its internal and external environments. Focus is on corporate- and business unit-level strategy, strategy development, strategy implementation, and the overall strategic management process. Topics include organizational mission, vision, goal setting, environmental assessment, and strategic decision making. Techniques such as mission field analysis, SWOT analysis, and ministry analysis are presented. Discussion covers strategic implementation as it relates to ministry structure, mission policy, leadership, and evaluation issues. The ability to "think strategically" and to weigh things from the perspective of the Great Commission in an increasingly globally connected environment is emphasized. A comprehensive study project is to be produced to integrate knowledge and skills gained through previous study.

*Prerequisite: MINS200 Introduction to Missions*

*Prerequisite: MINS201 Introduction to Business as Mission*

*Prerequisite: MINS430 Church Planting & Development*

### *Elective Courses*

#### **MINS302 Media and Business as Mission (4 units)**

This course is focused on equipping students with the practical skills for effective ministry in and beyond the ‘network generation.’ This hands-on lab focused course will explore business as mission in the domain of new media.

*Prerequisite: MINS201 Introduction to Business as Mission*

#### **MINS400 Business as Mission Project (4 units)**

Business as Mission project development lab class for students, who have proven competence in the field to apply their skills in creating a summative project.

*Prerequisite: 3.3 grade points or better in MINS302*

#### **PRAC300 Ministry Internship (4 units)**

Undergraduate students in their third and fourth years of study may participate in an internship involving ministry in a church or specialized ministry organization with an approved Olivet Assembly ministry affiliate for at least 8 hours per week each quarter. Emphasis is placed upon the development of practical ministry skills in the context of today's network generation; the integration of biblical and theological studies with actual ministry; and the importance of theological reflection in this process. Internships can run concurrently with the academic year.

The second part of this culminating learning experience provides opportunities to share, examine, and reflect upon internship experiences, and to revisit the theories and practices of the College discipline as they apply in the real world of the interns' specific placement. Interns also will focus on career planning and development.

Please refer to the Ministry Practice Handbook for detailed information.

## **Graduation and Employment Rates**

The graduation rate information is based on first-time freshman who graduate within 4 years of starting their studies. The current rate for the Bachelor of Arts in Theology program is 65%. The rate does not include transfer students for whom the graduation rate is higher.

The current employment rate for the B.A. in Theology program is 78%. The data reflects post-graduation plans of June 28, 2017 graduates of the B.A. in Theology program whose status was confirmed as of nine months after graduation. Please also note that responses from graduates who reported working part time may not be reflected in this data.

## **Faculty List**

### **Doohyun D. Yoon**

D. Min., Olivet University, San Francisco, CA (2015)

M.Div., Olivet University, San Francisco, CA (2010)

### **Esther Jung**

Th.D., Pastoral counseling, Yonsei University, Korea (2014)  
Th.M., Pastoral counseling, Yonsei University, Korea (2008)  
B.A., Theology, Yonsei University, Korea (2005)

**Hailong H. Zhang**

D. Min., Olivet University, San Francisco, CA (2016)  
M.Div., Olivet University, San Francisco, CA (2010)  
M.S., Harbin Institute of Technology, China (2007)

**Hong A. Fu**

D. Min., Olivet University, San Francisco, CA (2015)  
M.Div., Olivet University, San Francisco, CA (2012)  
B.Ed., Shanxi University, China (2006)

**Jana Rebrova**

M.Div., Olivet University, San Francisco, CA (2014)  
B.A., Theology, Olivet University, San Francisco, CA

**Josh Matthews**

Ph.D., Old Testament/New Testament, Golden Gate Baptist Theological Seminary (2011)  
M.A., Historical and Systematic Theology, Wheaton College Graduate School (2007)  
M.A., Biblical Exegesis, Wheaton College Graduate School (2004)  
B.A., Bible/Theology/New Testament Greek, Multnomah Bible College (2003)

**Julia Tzeng**

D.Min., Olivet University, San Francisco, CA (2010)  
M.Div., Olivet University, San Francisco, CA (2005)  
B.A., Chinese Literature, Fudan University, China (2001)  
B.S., Chinese Language, Chosun University, Korea (1997)

**Jungmin Park**

Ph.D., Olivet University, San Francisco, CA (2016)  
M.Div., Olivet University, San Francisco, CA (2012)  
B.A., Olivet University, San Francisco, CA (2010)  
TESOL, California State University San Bernardino, San Bernardino, CA (2010)

**Kyoungjun Jung**

D.Min., Olivet University, San Francisco, CA (2014)  
M.Div., Olivet University, San Francisco, CA (2006)  
B.A., Electric Engineering, Youngnam University (2002)

**Jiyeon S. Lee**

D.Min., Olivet University, San Francisco, CA (2013)  
M.Div., Olivet University, San Francisco, CA (2006)  
B.A., Food and Nutrition, Busan University, Korea (2002)

**Mark Shin**

D.Min., Olivet University, San Francisco, CA (2011)  
M.Div., Olivet University, San Francisco, CA (2006)  
B.A., Theology, Olivet University (2003)

**Matthias Gebhardt**

Ph.D., Olivet University, San Francisco, CA (2014)  
M.Div., Olivet University, San Francisco, CA (2014)  
M.S., Biotechnology, Dong Seo University, Korea (2008)  
Dipl.Ing., Biotechnology, Technische Universität Berlin, Germany (2008)

**Miyoung An**

D.Min., Olivet University, San Francisco, CA (2011)  
M.Div., Olivet University, San Francisco, CA (2005)  
B.A., Law, Hanyang University, Korea (2002)

**Rachael Mak**

D.Min., Olivet University, San Francisco, CA (2014)  
M.Div., Olivet University, San Francisco, CA (2010)  
B.A., Theology, Olivet University, San Francisco, CA (2006)

**Sangyoung Kim**

D.Min., Olivet University, Anza, CA (2015)  
M.Div., Olivet University, San Francisco, CA (2005)  
B.A., Theology, Olivet University, San Francisco, CA (2003)

**Sarah LaFleur**

D.Min., Olivet University, San Francisco, CA (2014)  
M.Div., Olivet University, San Francisco, CA (2010)  
B.A., Theology, Olivet University, San Francisco, CA (2006)

**Simon Jang**

D.Min., Olivet University, San Francisco, CA (2011)  
M.Div., Olivet University, San Francisco, CA (2006)  
B.A., Theology, Olivet University, San Francisco, CA (2004)

**Timothy Howe**

Th.M., Golden Gate Baptist Theological Seminary, (2018)

Certificate of Christian Apologetics, Biola University (2009)  
M.Div., Golden Gate Baptist Theological Seminary (1999)  
B.A., Christian Ministries, East Texas Baptist University (1993)

**Yoojung Lee**

D.Min., Olivet University, San Francisco, CA (2011)  
M.Div., Olivet University, San Francisco, CA (2006)  
B.A., English Education, Daegu University, Korea (2003)

**Youngbin Kim**

D.Min., Olivet University, San Francisco, CA (2011)  
M.Div., Olivet University, San Francisco, CA (2006)  
B.A., Christian Studies, Minor: Psychology, Ewha Woman's University, Korea (2003)

**Zhonghao Li**

D. Min., Olivet University, San Francisco, CA (2014)  
M.Div., Olivet University, San Francisco, CA (2011)  
B.A., Finance, University of Science and Technology of China, Hebei (2005)

## **Bachelor of Arts in Children's Development Studies (Major)**

The Bachelor of Arts in Children's Development Studies is committed to providing excellent education, training and practice in early childhood education, the foundation of future learning. The program has an intercultural and spiritual emphasis in its commitment to developing teachers and leaders with a strong Christian influence.

### **Program Goals**

In the context of Olivet's mission, completion of the Bachelor of Arts in Children's Development Studies program will enable students to:

- Comprehend and describe general physical development from conception through adolescence, as well as cognitive, behavioral, psychological and social development through relevant theory, research and practice.
- Understand ethical research practices and the role of parents, teachers and caretakers who work with children.
- Demonstrate an understanding of scientific methods of thinking about children and families, and apply it accordingly.

### **Graduation Requirements**

The Bachelor of Arts in Children's Development Studies students must fulfill the following Bachelor's degree requirements for graduation:

- Pass a total of 180 quarter hours: 108 quarter hours of Bachelor of Arts core courses, 60 quarter hours of children's

development studies major courses, and 12 ministry practice units. (Students are subject to the Bachelor of Arts in Children's Development Studies degree requirements of the catalog of the year in which they entered.)

- Maintain a 2.00 (C grade point average) in all OU work.
- Receive a passing mark for all Christian Service and Chapel requirements.
- Satisfy all financial responsibilities to the university.

## Time Limits

The Bachelor of Arts degree program usually is completed in four years of fulltime study, regardless of the first major chosen. All requirements for the degree must be completed within six years of the initial date of enrollment, except under extenuating circumstances. Students who have not completed the requirements within the six years period must apply to the Registrar's Office for a continuation for each year beyond this period, up to a maximum of eight years from the initial date of enrollment.

## Curriculum

### *1. Bachelor of Arts Degree Core (108 units)*

The Bachelor of Arts Degree Core is divided into two main areas: (1) B.A. Core Requirement; (2) B.A. Core Distribution; (3) General Ministry Skills. See "Bachelor of Arts Degree Core Curriculum" section for the comprehensive course list.

- (1) B.A. Core Requirement (60 units)
- (2) B.A. Core Distribution (48 units)
- (3) General Ministry Skills (0 units)

### *2. Major Courses (60 units)*

All B.A. in Children's Developmental Studies students must complete the following 8 core courses (32 units):

CDVL100	Curriculum Development for Early Childhood Education
CDVL110	Health, Nutrition and Motor Development
CDVL120	Child, Parent, and Community Relations
CDVL220	Administration and Supervision of Early Programs
CDVL130	Children's Literature
CDVL140	Child Growth and Development
CDVL230	Introduction to Literacy and Language Development
CDVL240	Principles and Practices to Enhance Self-Esteem in Children and Adolescents

After completing the 8 core course, students may choose one of the following tracks:

#### 1) Early Childhood Track (28 more units)

ECED300	Introduction to Early Childhood Education
ECED310	Advanced Early Childhood Education

ECED320 Curriculum for Diverse Learners  
ECED330 Infant and Toddler Development  
ECED400 Introduction to Administration of Early Childhood Education  
ECED410 Advanced Administration of Early Childhood Education  
ECED420 Art for Educators

2) Elementary Education/Liberal Studies Track (28 more units)

ELED300 Linguistics  
ELED310 Science in Elementary Schools  
ECED410 Art for Educators  
ELED320 Elementary School Music  
ELED420 Supervised Field Work  
ELED430 Adolescent Psychology

Any two from the following: ECED330 Infant and Toddler Development; ECED300 Intro to Early Childhood Education; or ECED320 Curriculum for Diverse Learners

3. *Ministry Practice (12 units)*

All B.A. in Children's Developmental Studies students are required to complete 12 units of internship credits. Students may take up to 4 additional credits toward graduation.

For more information, please see the Ministry Practice Handbook.

## Course Descriptions

### *Children's Development Major Courses (Required)*

#### **CDVL100 Curriculum Development for Early Childhood Education (4)**

This course explores techniques and appropriate practices for children aged zero through eight, as well as assessment of developing in the following areas: including spiritual development, emotional development, social development, physical development, language (both oral and written), art, music, mathematics, literature and social sciences.

#### **CDVL110 Health, Nutrition and Motor Development (4)**

This course deals with health issues, nutrition, growth and fine motor skills of the developing child, and will enable students to put the wide range of knowledge and skills gained into practical application.

#### **CDVL120 Child, Parent, and Community Relations (4)**

Students will learn the practical methods to work and communicate effectively with parents and caregivers, especially to develop educational programs together with the caregivers. Communication techniques open house, email, websites, newsletters, and events, among others.

#### **CDVL220 Administration and Supervision of Early Programs (4)**



This course teaches the basic administrative and supervisory skills that a center director is required to know, including budgeting, developing staff policies and training programs, building parent or caretaker relationships, and accreditation.

**CDVL130 Children' s Literature (4)**

This course explores criteria for selecting appropriate literature from the Pre-K level through elementary school, focusing on authors and illustrators, and the values of the literature.

**CDVL140 Child Growth and Development (4)**

Students will study human development from conception through adolescence, focusing on cognitive, moral, social, emotional and physical development during the formative years. In addition, the student will focus on spiritual development.

**CDVL230 Introduction to Literacy and Language Development (4)**

This course explores instructional skills necessary to teach children of various levels reading, listening, speaking and writing, not limiting the learning environment to a classroom, but the home and community.

**CDVL240 Principles and Practices to Enhance Self-Esteem in Children and Adolescents (4)**

This course examines the theory, techniques and counseling strategies for working with children and adolescents and their changes in thinking, feeling and relationships as they grow up.

**ECED300 Introduction to Early Childhood Education (4)**

Students will be introduced to the field of early childhood education, including its history, key leaders, key developments, and appropriate curriculums in both content and materials.

**ECED310 Advanced Early Childhood Education (4)**

Students will continue with advanced studies in the field of early childhood education, including its history, key leaders, key developments, and appropriate curriculums in both content and materials.

*Prerequisite: ECED300*

**ECED320 Curriculum for Diverse Learners (4)**

Diverse learners have diverse needs, and this course explores specific needs and techniques to address such needs.

**ECED330 Infant and Toddler Development (4)**

This course presents an overview of the developing child from conception through age three. The course specifically examines how the child develops through the various stages and the influential factors which enhance or inhibit development. Students will be exposed to a variety of techniques for working with infants and toddlers beginning at birth. They will be trained in the development of curriculum and activities for individual children, as well as for group programs.

**ECED400 Introduction to Administration of Early Childhood Education (4)**

This course provides introductory skills required to direct programs that serve young children, including budgeting, creating curriculum design, and administrative, supervisory, and communication skills.

**ECED410 Advanced Administration of Early Childhood Education (4)**

This course provides an advanced overview of skills required for directors who to serve in young children's programs, including

budgeting, creating curriculum design, and administrative, supervisory, and communication skills.

This course provides an overview of administrative and supervisory aspects of programs designed for serving young children. Topics include the development of a program philosophy, designing a curriculum related to a given philosophy, working with staff, parents, and the community, as well as designing a budget and other day-to-day management needs in a child care program, in line with California Title 22 regulations.

**Prerequisite:** *ECED400*

**ECED420 Art for Educators (4)**

This course explores basic principles in historical and contemporary art to enable the student to use art to educate and engage children with art.

**ELED300 Linguistics (4)**

Students will explore phonetics, phonology, grammar, morphology and semantics through the study of language in a social and cultural context.

**ELED310 Science in Elementary Schools (4)**

This course is designed to provide materials, methods and strategies for teaching elementary life, physical and earth sciences to children and build science literacy.

**ELED320 Elementary School Music (4)**

This course teaches the basic knowledge of music theory and practice to enable the student to instruct and maintain elementary music education.

**ELED420 Supervised Field Work (4)**

The student will apply what he/she has learned through field work, working alongside young children. The student will be required to be on the field for a minimum of five hours per week (a total of fifty hours per quarter) to pass the course. Students are responsible to find an accredited or government approved childcare in which he or she can work, fill out a time sheet, and write a report at the end of the course. The supervised field work director communicates with the childcare for student evaluation.

**ELED430 Adolescent Psychology (4)**

This course covers adolescent psychology, focusing on mental, emotional, social, physical and spiritual growth from puberty to teenage years.

**CDVL-INTERN 300, 310, 320 (4)**

The student will apply what he/she has learned through field work, working alongside young children. The student will be required to be on the field for a minimum of eight hours per week (a total of eighty hours per quarter) to pass the course. Students are responsible to find an accredited or government approved childcare in which he or she can work, fill out a time sheet, and write a report at the end of the course. The supervised field work director communicates with the childcare for student evaluation.

## **Graduation and Employment Rates**

The graduation and employment rate of the Bachelor of Art in Children's Developmental Studies program will not be available until the program produces its first graduates.

## Faculty

*Please refer to the faculty section under B.A. Theology.*

## Bachelor of Arts in Music (Major)

Jubilee College of Music (JCM) provides students with a sound education in music within the context of Olivet University's mission. Its Bachelor of Arts degree program enables men and women to develop, integrate, and hone their musical talents for the purpose of contributing to a world revolutionized by Christian mission through music ministry.

## Program Goals

In the context of Olivet's mission, students who complete the music program will be able to:

- Demonstrate command of basic music theory concepts.
- Identify the major periods and styles of church music history and their influence on contemporary Christian music.
- Understand how specific technologies serve the field of music, especially in missions.
- Perform as soloist and in ensemble with the technical skills that produce artistic expression.
- Plan and lead worship music performance in a congregational setting.
- Appreciate and discuss intelligently the missional relevance and value of music.

## Graduation Requirements

Undergraduate students must fulfill the following Bachelor's degree requirements for graduation:

- Pass a total of 180 quarter hours: 108 quarter hours of bachelor of art core courses, 70 quarter hours of music major courses, 2 hours of open electives.
- Maintain a 2.00 (C grade point average) in all academic work.
- Receive a passing mark for all Christian Service and Chapel requirements.
- Satisfactorily complete a final project and final portfolio.
- Students are subject to the Bachelor of Arts in Music degree requirements of the catalog of the year in which they entered.
- Satisfy all financial responsibilities to the university.

## Time Limits

The Bachelor of Arts degree program usually is completed in four years of fulltime study, regardless of the first major chosen. All requirements for the degree must be completed within six years of the initial date of enrollment, except under extenuating circumstances. Students who have not completed the requirements within the six years period must apply to the Registrar's Office for a continuation for each year beyond this period, up to a maximum of eight years from the initial date of enrollment.

## Curriculum

### 1. Bachelor of Arts Degree Core (108 units)

The Bachelor of Arts Degree Core is divided into two sub-areas: (1) General Education and Bible; (2) Theological Studies Core; and (3) General Ministry Skills. See section *Bachelor of Arts Degree Core* above for details.

- (1) General Education and Bible (92 units)
- (2) Theological Studies Core (16 units)
- (3) General Ministry Skills (0 units)

### 2. Music Major Courses (48 units)

#### *Performance and Practice Courses*

Students are required to take 26 units of performance courses in their major field.

- ENSB300 – 420 Choral Ensemble I – VI (1 unit each)
- MUPR111 – 213 Applied Music: Piano I – VI (2 units each)
- MUPR 121 – 223 Applied Music: Voice I – VI (2 units each)
- MUPR131 – 233 Applied Music: Guitar I – VI (2 units each)
- MUPR141 – 243 Applied Music: Orchestral Instruments I – VI (2 units each)
- MUPR151 – 253 Applied Music: Composition I – VI (2 units each)
- PVJR301 – 403 Undergraduate Jury I – VI (4 units each)
- PVRC300 Undergraduate Recital I (0 units)
- PVRC400 Undergraduate Recital II (0 units)

#### *Music Core Courses*

Students are required to take additional 22 units of music core courses:

- MUTH100 Musicianship & Theory I (2 units)
- MUTH110 Musicianship & Theory II (2 units)
- MUTH200 Harmony (4 units)
- MUPR200 Conducting (2 units)
- MUTH300 Music History (4 units)
- MUPR320 Worship Technology (2 units)
- MUTH310 Introduction to Worship (4 units)
- MUTH330 The Hymn in Christian Worship (2 units)

### **3. Open Electives (24 units)**

Students are required to take an additional 24 units of open electives. These electives can be chosen from any courses from Olivet University's undergraduate degree programs.

## **Course Descriptions**

### **MUTH100 Musicianship & Theory I (2 units)**

Activities includes sight-singing and melodic dictation of major and minor melodies in the F, G and C clefs, with modulation to the dominant; rhythmic drills involving simple and compound meter; diatonic harmonic dictation including triads and inversion, dominant sevenths and inversions and some secondary dominants; and sing-and-play drills involving the same harmonic material.

### **MUTH110 Musicianship & Theory II (2 units)**

Course following MT100, concentrating on expanding musicianship skills through drills, dictation and performance exercises with longer and more complex musical forms and relationships.

### **MUTH200 Harmony (4 units)**

Studies in diatonic harmony. Topics include primary and secondary triads and seventh chords, their inversions, non-harmonic tones, secondary dominants and seventh chords and their inversions, harmonic sequences, melodic analysis and part writing.

### **MUPR200 Conducting (2 units)**

Basic techniques of conducting instrumental and vocal ensembles. The course teaches standard beat patterns, how to handle cueing, fermatas, phrasing and articulation, dynamics, etc., and rehearsal techniques. The music studied will be from the standard literature of music and specifically determined by the interests and needs of the students. Through the development of sound basic conducting technique, students will begin to appreciate the relationship between gesture and sound.

### **MUTH300 Music History (4 units)**

A survey of music history from its first extant traces to modern day. Topics include music in the Old Testament, Monastic tradition, Gregorian chant, polyphony, Reformation, Oratorio, Cantata and Congregational songs.

**MUPR320 Worship Technology (2 units)**

Equipping students with the theoretical understanding of, and hands-on experience with media applications used in the church. Projects are designed to demonstrate competency in the use of various media programs.

**MUTH310 Introduction to Worship (4 units)**

A study of Christian worship, this course introduces the student to the biblical/theological foundations of worship, examining the nature and priority of worship as well as its many spiritual functions and varied expressions.

**MUTH330 The Hymn in Christian Worship (2 units)**

This course surveys the history of the hymn in Christian worship and the contemporary use of hymns in Christian worship today. There will be an emphasis on listening and comprehension of traditional hymns and how to use hymns in contemporary worship

**PVJR301 – 403 Undergraduate Jury (4 units)**

Weekly private instructions in students' major field with satisfactory completion of bi-weekly studio classes and jury examination at the end of each quarter

**PVRC300, 400 Undergraduate Recital (0 units)**

Guided study in recital performance.

**Prerequisite:** PVJR301, 302

## Graduation and Employment Rates

The graduation rate information is based on first year bachelor's students who graduate within 4 years of starting their studies. The current rate for the Bachelor of Arts in Music program is 55%. The rate does not include transfer students for whom the graduation rate is higher.

The current employment rate for the Bachelor of Arts in Music program is 33%. The data reflects post-graduation plans of June 28, 2017 graduates of the Bachelor of Arts in Music program whose status was confirmed as of nine months after graduation. Please also note that responses from graduates who reported working part time may not be reflected in this data. All graduates of the class completing the program by June 2017 enrolled in a graduate program or were not available for employment for other reasons within 9 month of program completion.

**Alfred Merrill Smoak**

D.W.S., The Institute for Worship Studies, Orange Park, FL (2002)

M.C.M., The Southern Baptist Theological Seminary, Louisville, KY (1975)

B.A., Music, California Baptist University, Riverside, CA (1973)

**Eric Burgett**

M.M., Belmont University, Nashville, TN (2014)

B.M., Millikin University, Decatur, IL (2012)

**Steed Cowart**

Ph.D., Music Composition, University of California, San Diego, CA (1992)

M.A., Music Composition, University of California, San Diego, CA (1982)

B.M., Music Composition, The College of Wooster, Wooster, OH (1977)

**Aria Mihee Gwon**

D.Min., Olivet University (present)

M.A., Jubilee College of Music, Olivet University (2012)

B.M., Chung Ang University, Seoul, South Korea (2010)

**Christina Hyunsuk Kim**

D.Min., Olivet University (present)

M.Div., Olivet University (2012)

B.A., Jubilee College of Music, Olivet University (2006)

**Mifa Kim**

D.Min., Olivet University (present)

M.Div., Olivet University (2015)

M.A., Jubilee College of Music, Olivet University (2015)

B.A., Olivet University (2013)

A.A., Paekche Institute of the Arts, Wanju, South Korea (2002)

**Emily Younghai Ko**

D.Min., Olivet University (2014)

M.Div., Olivet University (2011)

M.M., San Francisco Conservatory of Music, CA (2008)

B.M., Seoul National University, Seoul, South Korea (2004)

**Jade Park**

G.D., New England Conservatory of Music, Boston, MA (2008)

M.M., New England Conservatory of Music, Boston, MA (2007)

B.M., Ewha Women's University, Seoul, South Korea (2004)

**Bachelor of Arts in Journalism (Major)**

The Bachelor of Arts in Journalism is a four-year undergraduate degree program preparing students to contribute to a world revolutionized through Christian mission as professional journalists.

The program combines core curricular studies in Bible, general education, and journalism with the aim of cultivating a Biblical worldview and a professional perspective in students consistent with the mission of Olivet University.

## **Program Goals**

In the context of Olivet's mission, completion of the Journalism Major Program will enable students to:

- Consistently demonstrate professional skills and practice required in the ever-changing media landscape
- Acquire hands-on experience in the business of media and communications
- Discuss the impact of mass communications on the domestic society and the globalized world
- Demonstrate an understanding of professional ethical principles and Biblical values in the practice of journalism
- Apply current tools and technologies of media and communications in Christian mission

## **Graduation Requirements**

Undergraduate students must fulfill the following Bachelor's degree requirements for graduation:

- Pass a total of 180 quarter hours: 108 quarter hours of bachelor of arts core courses, 52 quarter hours of journalism major courses, and 20 units of open electives.
- Maintain a 2.00 (C grade point average) in all academic work.
- Receive a passing mark for all Christian Service and Chapel requirements.
- Satisfactorily complete a portfolio of publishable work.
- Students are subject to the Bachelor of Arts in Journalism degree requirements of the catalog of the year in which they entered.
- Satisfy all financial responsibilities to the university.

## **Time Limits**

The Bachelor of Arts degree program usually is completed in four years of fulltime study, regardless of the first major chosen. All requirements for the degree must be completed within six years of the initial date of enrollment, except under extenuating circumstances. Students who have not completed the requirements within the six years period must apply to the Registrar's Office for a continuation for each year beyond this period, up to a maximum of eight years from the initial date of enrollment.

## **Washington D.C. Journalism Major Program Curriculum (52 credits)**



Students must complete 52 credits of journalism major courses: 20 major core course credits, 12 credits in one of three concentration courses and 20 credits in elective courses.?

### **1. Journalism Major Core**

Students are required to take the following courses of 20 credits in total.

COMM101 History of Mass Communication (4)  
JOUR100 News Writing (4)  
JOUR110 Reporting (4)  
JOUR120 Fundamentals of Multimedia Journalism (4)  
JOUR130 Media Law (4)

### **2. Journalism Major Concentrations**

Students declare one of three concentrations within the Journalism Major. Each consists of 12 credits. Choices are i) *Reporting/Writing*, ii) *Multimedia*, iii) *Strategic Communication*.

#### **Reporting/Writing**

JOUR300 Advanced Reporting (4) (*prereq: JOUR110*)  
JOUR310 News Editing (4) (*prereq: JOUR100, JOUR110*)  
JOUR320 Feature Writing (4) (*prereq: JOUR100*)

#### **Multimedia**

JOUR330 Basic Photography Introduction to Photojournalism (4)  
JOUR340 Audio and Video Production (4)  
JOUR350 Multimedia Storytelling (4)

#### **Strategic Communication**

COMM300 Introduction to Strategic Communication (4)  
COMM310 Advertising and Public Relations Law (4)  
COMM320 Public Relations Writing (4)

### **3. Journalism Major Electives**

To complete studies in the journalism major, students will take the following 20 credits noted in the course list below.

JOUR210 Strategic Social Media (4)  
JOUR360 Opinions, Blogs, Reviews (4)  
JOUR380 The Googlization of Media (4)  
PRAC300 Ministry Internship I  
PRAC310 Ministry Internship II

## Course Descriptions

### *Journalism Core Courses (Required)*

#### **COMM101 History of Mass Communication (4)**

A survey of media history and the development of mass communication.

#### **JOUR100 News Writing (4)**

Introduction to basic news writing techniques and principles, including structure, style, fairness, accuracy and recognizing news value.

#### **JOUR110 Reporting (4)**

This course will teach students reporting fundamentals, including news judgment, developing story ideas, fieldwork, and information gathering.

#### **JOUR120 Fundamentals of Multimedia Journalism (4)**

This course will provide background on new forms of digital journalism, including multimedia elements such as photo, audio, video and graphics, and examine their effects.

#### **JOUR130 Media Law (4)**

This course will provide students with an understanding of the legal protections and restrictions for the media in the U.S., including First Amendment rights, libel, privacy and copyright.

### *Journalism Concentrations Courses (Select Required):*

#### **JOUR240 Introduction to Photojournalism (4)**

Students will learn the basics of photojournalism, including what makes a good photo. Topics also include the history of photojournalism.

#### **JOUR260 Multimedia Storytelling (4)**

Students will learn to integrate multiple media elements, including photo, audio, video, and graphics, to create digital stories.

#### **JOUR240 Introduction to Photojournalism (4)**

Students will learn the basics of photojournalism, including what makes a good photo. Topics also include the history of photojournalism.

#### **JOUR320 Advanced Reporting (4)**

Building on the basic reporting skills learned in JOUR110 Reporting, this course will focus on investigative techniques, source development, interviewing and in-depth coverage.

*Prerequisite: JOUR100, JOUR110*

**JOUR330 News Editing (4)**

Introduction to the fundamentals of news editing, including copyediting, content editing and headline writing.

*Prerequisite: JOUR100, JOUR110*

**JOUR340 Feature Writing (4)**

This course focuses on more creative storytelling. Students will learn various feature writing styles, techniques and formats, including short- and long-form narratives and profiles.

*Prerequisite: JOUR100*

**COMM300 Introduction to Strategic Communication (4)**

This course will cover the basic principles of strategic communication and give students an understanding of the public relations and advertising industries, the role communication professionals play in organizations, and how campaigns are built.

**COMM310 Advertising and Public Relations Law (4)**

This course will cover the legal regulation of advertising and public relations in the United States as well as ethical issues surrounding the communication professional.

**COMM320 Public Relations Writing (4)**

Students will learn various forms of public relations writing, including press releases, pitch letters, statements, media advisories, and fact sheets.

*Journalism Major Elective Courses:*

**JOUR140 Media Ethics (4)**

Analysis of ethical issues journalists face, such as objectivity, bias, balance, conflicts of interest, and the responsibility of the media in society.

**JOUR160 International Media (4)**

Examines international law and news media systems in various parts of the world.

**JOUR230 Christian Media Reporting (4)**

Students will learn how to report and write for Christian news organizations.

*Prerequisite: JOUR100 News Writing, JOUR110 Reporting*

**JOUR300 Google and the Media (4)**

Examines how Google and SEO have impacted journalism and the media business.

**JOUR310 Broadcast News (4)**

Students will learn the basics of broadcast journalism, including story selection, writing skills and on-camera presentation.

**COMM110 Communication Theory (4)**

This course will cover basic theories of communication, including interpersonal, public and mass communication.

**COMM140 Audience Engagement (4)**

This course will cover online community engagement and social media, and their impact on journalism.

**COMM220 Advertisement (4)**

Explores the history and development of advertising as well as basic advertising campaigns.

*Prerequisite: COMM131 Advertising and Public Relations*

**DCAP200 Digital Imaging (4)**

See OSAD course list.

**GDES100 Basic Graphic Design (4)**

See OSAD course list.

**PRAC300-400 Ministry Internship I ~IV (4)**

Student and instructor will select an appropriate work area related to the field of Journalism for on-the-job training. Minimum of 20 hours per week of internship work is required for a ministry internship course. Progress reports and summary required. See Ministry Practice Handbooks for more information.

## Graduation and Employment Rates

The graduation rate information is based on first-time freshman who graduate within 4 years of starting their studies. The current rate for the Bachelor of Arts in Journalism program is 57%. The rate does not include transfer students for whom the graduation rate is much higher.

The current employment rate for the Bachelor of Arts in Journalism program is 40%. The data reflects post-graduation plans of June 28, 2017 graduates of the Bachelor of Arts in Journalism program whose status was confirmed as of nine months after graduation. Please also note that responses from graduates who reported working part time may not be reflected in this data. All graduates of the class completing the program by June 2017 enrolled in a graduate program or were not available for employment for other reasons within 9 month of program completion.

## Media and Communication College Faculty

**David James Randolph**

Ph.D., Systematic Theology, Boston University, Boston, MA (1962)

M.Div., Drew University, Madison, NJ (1959)

M.S.W., Yeshiva University, New York, NY (1985)

B.A., University of Delaware, Newark, DE (1956)

**Amy Yu**

D.Min., Olivet University, San Francisco, CA (2015)  
M.Div., Olivet University, San Francisco, CA (2010)  
B.A., International Political Economy, U.C. Berkeley (2008)

**David M. Randolph III**

M.F.A., Writing and Poetics, The Naropa Institute, Boulder, CO (1998)  
B.A., English, Middle Tennessee State University, Murfreesboro, TN (1992)

**Edwin Tsuei**

M.F.A., Photography, Academy of Art University, San Francisco, CA (Present)  
B.A., Journalism, Olivet University, San Francisco, CA (2007)

**Eunice Or**

M.A., Journalism, Olivet University, San Francisco, CA (2012)  
B.A., Journalism, Olivet University, San Francisco, CA (2006)

**Edward Shih**

M.A., Journalism, Olivet University, San Francisco, CA (2012)  
B.A., Journalism, Olivet University, San Francisco, CA (2006)

**Lillian Kwon**

M.Div., Olivet University, San Francisco, CA (2012)  
B.A., English, University of California, Los Angeles, CA (2005)  
B.A., Journalism, Olivet University, San Francisco, CA (2004)

## **Bachelor of Arts in Graphic Design (Major)**

The Bachelor of Arts in Graphic Design degree program is designed to provide talented men and women with a biblical education that explores the connections between Christian mission combined with art and design to prepare them as ministry practitioners.

### **Program Goals**

In the context of Olivet's mission, completion of the Graphic Design program will enable students to:

- Conceive and design communications systems with various integrations.
- Understand and use basic visual communications principles and processes.
- Able to include various research findings into design work.
- Ability to work in a multi-disciplinary / multi-cultural team.
- Understanding of and the ability to use technology.

- Understanding of and ability to use basic research and analysis procedures and skills.
- Functional knowledge of professional design practices and processes.
- Have participated in at least one internship or entrepreneurial field experience.
- Understand how the biblical basis of engaging in artistic creation relates to the personal calling as a graphic designer.
- Ability to create a meaningful visual culture by applying Gospel values to the practice of graphic design.

## Graduation Requirements

Undergraduate students must fulfill the following Bachelor's degree requirements for graduation:

- Pass a total of 180 quarter hours: 108 quarter hours of bachelor of art core courses, 68 quarter hours of graphic design major courses, 4 open electives.
- Maintain a 2.00 (C grade point average) in all academic work.
- Receive a passing mark for all Christian Service and Chapel requirements.
- Satisfactorily complete a final project and final portfolio.
- Students are subject to the Bachelor of Arts in Graphic Design degree requirements of the catalog of the year in which they entered.
- Satisfy all financial responsibilities to the university.

## Time Limits

The Bachelor of Arts degree program usually is completed in four years of fulltime study, regardless of the first major chosen. All requirements for the degree must be completed within six years of the initial date of enrollment, except under extenuating circumstances. Students who have not completed the requirements within the six years period must apply to the Registrar's Office for a continuation for each year beyond this period, up to a maximum of eight years from the initial date of enrollment.

## Curriculum

### *1. Bachelor of Arts Degree Core (108 units)*

The Bachelor of Arts Degree Core is divided into two main areas: (1) B.A. Core Requirement; (2) B.A. Core Distribution; (3) General Ministry Skills. See "Bachelor of Arts Degree Core Curriculum" section for the comprehensive course list.

- (1) B.A. Core Requirement (60 units)
- (2) B.A. Core Distribution (48 units)

### *Humanities Requirements (28 units)*

- ARTH100 Art History: Iconography 13th – 14th Century (4 units)

- ARTH205 Symbolism in the Arts (4 units)
- ARTH220 History of Graphic Design (4 units)
- ARTH230 World Art History (4 units)
- ARTH300 Contemporary Art History (4 units)
- FARI110 Color Theory (4 units)
- FARI305 Narrative Thinking (4 units)

*Social and Behavioral Sciences Requirements (8 units)*

- COMM110 Communication Theory (4 units)
- ANTH201 Cultural Studies (4 units)

(3) General Ministry Skills (0 units)

**2. Graphic Design Major Courses (48 units)**

Students must complete 48 units of graphic design major courses.

- DCAP200 Digital Imaging (4 units)
- FARI101 Fundamental Drawing (4 units)
- GDES100 Basic Graphic Design (4 units)
- GDES200 Typography 1 (4 units)
- GDES240 Visual Layout (4 units)
- GDES300 Web Design (4 units)
- GDES320 Package Design (4 units)
- GDES410 Publication Design (4 units)
- GDES420 Information Design (4 units)
- GDES430 Identity Design (4 units)
- MID300 Ministry Internship I (4 units)
- MID400 Ministry Internship II (4 units)

**Note:** Ministry Practice Courses MI300/310/320 are available for 3rd and 4th year students only. Please refer to the Ministry Practice Handbook for detailed information.

### **Major Elective Courses**

Students may choose ten (20 units) of the following courses upon availability.

- FARI102 Intermediate Drawing (4 units)
- GDES250 3D Modeling(4 units)
- GDES320 Digital Video (4 units)
- GDES330 Typography 2 (4 units)
- GDES340 Interactive Design (4 units)
- GDES401 Design Thinking (4units)
- GDES410 Product Design (4unit)
- GDES440 Animation (4units)
- GDES450 Senior Portfolio (4 units)

**Note:** Ministry Practice Courses MI300/310/320 are available for 3rd and 4th year students only. Please refer to the Ministry Practice Handbook for detailed information.

### **3. Open Electives (4 units)**

All undergraduate Olivet School of Art & Design students are required to take an additional 12 units of open electives. These electives should be chosen from among the introductory (100-299 level) professional studies course offerings of Olivet Theological College & Seminary, Jubilee College of Music, Olivet School of Media & Communication, Olivet Institute of Technology, Olivet Business School and/or Olivet School of Language & Education.

## **Course Descriptions**

### *Core Courses (Required)*

#### **FARI101 Introduction to Drawing (4)**

This is an introductory class which explores the basic techniques of drawing using a variety of media. The class involves drawing from direct observation with an emphasis on space, volume, linear and free hand perspective, and other basic techniques and concepts.

#### **FARI110 Color Theory and Design (4)**

This course will enable students to produce successful visuals through an in-depth study of the elements, principles, and concepts of



color and design. Design principles will include contrast, balance, unity, rhythm, symmetry/asymmetry, and visual emphasis. Students will gain the ability to harmonize color through a variety of color schemes, and an understanding of the influence of light on form.

**ARTH220 History of Graphic Design (4)**

This course offers a comprehensive survey of the historical and cultural events, technical innovations, art and design movements and important designers and typographers that have formed the origins of the art form that we now call graphic design.

**GDES100 Basic Graphic Design (4)**

This course provides the beginning designer with the basic principles, terminology, guidelines, methods and systems necessary to solve graphic design problems. Students study the creation and use of communication methodology, as well grid usage and other layout devices such as composition, visual hierarchy, content development, scale, contrast and pattern.

**GDES200 Typography 1 (4)**

This course surveys fundamentals, builds technical skill, and expands aesthetic principles of typography. Students in this class will become proficient with typography's enduring basics: structure, layout, and emphasize type's relationship to cultural contexts.

**GDES230 Digital Imaging (4 units)**

The course begins with basic Photoshop elements and tools then progressing to advanced techniques with other Adobe packages. A wide variety of creative styles and conceptual visual development will be achieved through techniques in: photo editing, vector illustration, texture, color, animation, web image optimization, digital photograph.

**GDES240 Visual Layout (4 units)**

This course provides the beginning designer with the basic but core elements, guidelines and methods necessary to build up student's visual design ability. Student apply to their visual work as like web publishing, advertisement, packages design and infographic. Be encouraged value of completion.

**GDES300 Web Design (4 units)**

This course prepares students interested in a web design career with the skills necessary to develop, coordinate, produce and maintain advanced websites. Student can understand web structure and get the skills to build up basic layout as hard coding and css.

**GDES320 Package Design (4 units)**

Student get understanding the processes of package structure and making various of package designs depending on various uses and purposes.

**GDES410 Publication Design (4 units)**

This course investigates the specific aspects of all publications, including magazines and newsletters by skill for Indesign. They can make brochures, catalogs, books, newspaper.

Concepts and designs are developed as they relate to the projected reader, audience and market. Assignments require the development of a strong identifiable visual format and structure that is liked to both the intellectual and emotional responses of the reader.

**GDES420 Information design (4 units)**

Students will develop design strategies for the visual presentation of complex information. and investigate the design, editing and analysis of graphic representations of data. The course will explore ways to enhance the clarity, density, and dimensionality of information display. The work is geared toward inclusion in the final portfolio.

**GDES430 Identity Design (4 units)**

An exploration of the development of logos, trademarks and/or word-marks that accurately reflect a company's or product's planned image. Students conceive of and develop work for a variety of clients, applying their concepts to a variety of areas, with attention to their personal Christian experience. Strategic thinking, conceptual design development, and presentation skills are emphasized.

*Major Elective Courses (Distribution)*

**ARTH100 Art History: Iconography 13th - 14th Century (4)**

This course introduces students to representational icons and iconic schema from the Byzantine era to the pre-Renaissance artworks of Giotto. Students will analyze the theological and historical perspectives of artistic techniques in fresco painting, perspective, light color, composition, and figurative considerations.

**DCAP300 Digital Video (4)**

This course focuses on short-form story concepts for digital video, lighting, green-screen techniques and synchronizing music,sound and video with professional editing techniques. In addition, DVD authoring will be introduced for the design and production of interactive DVDs. Essential video utilities, file formats, compression and streaming will be introduced.

*Prerequisites: DCAP200*

**FDES100 Introduction to Fashion Design (4)**

This course introduces students to all the various aspects of the fashion design. Topics include fashion and textile design,illustration, manufacturing, merchandising, marketing and management. Students gain exposure to the many dimensions of the fashion business.

**IDES100 Introduction to Interior Design (4)**

This course is intended for people considering a career in interior design. It provides a broad introduction to the profession and an overview of the education required. Through class discussions and a short design project, students will be exposed to a range of topics including basic design elements, the use and application of color, space planning, selection of furniture, finishes, and textiles, and design resources.

**GDES260 Intro to Advertising Design**

This course is an introduction to advertising design and strategy, teaching the basics of the design process from beginning to end. Each student will learn how to conduct simple market research, and how to use the research to create visuals that engage the target audience effectively. Over the course of 10 weeks students will have the have the opportunity to design and receive feedback for individual ad designs as well as develop an entire design strategy for a product campaign.

**GDES300 Web Design 1 (4)**

The craft of typography is introduced, including type specification, copy fitting, kerning, and terminology. Hand lettering and font development are also introduced. Students are taught the type classifications and the necessary rules and details associated with the

proper setting of type.

*Prerequisites: DCAP200*

**GDES330 Typography 2 (4)**

This course builds on principles learned in Type 1 with added content and visual imagery. Students will create typographic posters, page layouts, book covers and other forms of print and two-dimensional projects. This course requires the Macintosh computer with Adobe Creative Suite as the principal tool in solving typographical problems.

*Prerequisites: GDES200*

**GDES340 Interactive Design & User Experience (4)**

The fundamental concepts of design for interactive media are covered in this course. Focus will be on user interface (UI) design, usability, interactivity, user experience, prototypes for commercial interactive marketing and communications, information architecture for web design and other interactive delivery mediums on the horizon.

*Prerequisites: GDES300*

**GDES350 Usability (4)**

On the Web, usability is a necessary condition for survival. If a website is difficult to use, people leave. If the homepage fails to clearly state what a company offers and what users can do on the site, people leave. If users get lost on a website, they leave. If a website's information is hard to read or doesn't answer users' key questions, they leave. Note a pattern here? There's no such thing as a user reading a website manual or otherwise spending much time trying to figure out an interface. There are plenty of other websites available; leaving is the first line of defense when users encounter a difficulty.

*Prerequisites: GDES300*

**GDES370 Typography 3 (4)**

Classic and cutting-edge typographic communications are developed and refined in a variety of challenging projects which may include book design, CD design and other print assignments. This intensive course relies on the Macintosh computer with Adobe Creative Suite as a significant tool in solving advanced typographic problems.

*Prerequisites: GDES330*

**GDES400 Corporate Identity (4)**

An exploration of the development of logos, trademarks and/or word-marks that accurately reflect a company's or product's planned image. Students conceive of and develop work for a variety of clients, applying their concepts to a variety of areas, with attention to their personal Christian experience. Strategic thinking, conceptual design development, and presentation skills are emphasized.

*Prerequisites: GDES200, GDES210*

**GDES410 Print (4)**

This course investigates the specific aspects of all publications, including magazines and newsletters. Concepts and designs are developed as they relate to the projected reader, audience and market. Assignments require the development of a strong identifiable visual format and structure that is liked to both the intellectual and emotional responses of the reader.

*Prerequisites: GDES210, GDES330*

**GDES420 Information Design (4)**

Students will develop design strategies for the visual presentation of complex information. Students will investigate the design, editing and analysis of graphic representations of data. The course will explore ways to enhance the clarity, density, and dimensionality of information display. The work is geared toward inclusion in the final portfolio.

**Prerequisites:** GDES330, GDES400

**GDES430 Web Design 2 (4)**

This course prepares students interested in a web design career with the skills necessary to develop, coordinate, produce and maintain advanced websites. Using PHP server-side scripting and MySQL database techniques, students will develop complex, functional websites focusing on professional usability, interactivity, managed content and compelling user experience.

**Prerequisites:** GDES320

**GDES480 Graphic Design Senior Project**

Students are expected to develop sustained individual project in a major area of concentration (print, Internet, multimedia). Students are encouraged to explore opportunities for large-scale, collaborative and multidimensional projects. Project will be presented in an exhibition and in written presentation to faculty.

**Prerequisite:** Advisor Permission

*Additional OSAD Electives*

**FARI102 Intermediate Drawing (4)**

This course is the continuation of fundamental drawing, it focuses on focal point, atmosphere, and depth. Students will learn how to direct viewer's attention to the main point.

**Prerequisite:** FARI101 Introduction to Drawing (4)

**FARI121 Introduction to Oil Painting (4)**

In this class, students will learn how to compose realistic subject with oil paint, from simple still life, to landscape, from using black and white to four-color palette. Explore the characteristic of oil, and ways to combine with painting mediums, and tools, to build the basic understanding of oil paint.

**Prerequisite:** FARI102 Intermediate Drawing

**GDES250 3D Modeling(4 units)**

Students will Learn the basic concepts and techniques to create of the 3D modeling process and use the various tools by approaches to virtual three-dimensional models of some physical objects, such as virtual reality, 3D printing, TV and film, industrial design including science.

**GDES320 Digital Video (4 units) Equivalencies DCAP300 Digital Video (4)**

This course focuses on short-form story concepts for digital video, lighting, green-screen techniques and synchronizing music,sound and video with professional editing techniques. In addition, DVD authoring will be introduced for the design and production of interactive DVDs. Essential video utilities, file formats, compression and streaming will be introduced.

**Prerequisites:** DCAP200 or GDES 230 Digital Imaging

**GDES330 Typography2 (4 units)**

This course builds on principles learned in Type 1 with added content and visual imagery. Students will create typographic posters, page layouts, book covers and other forms of print and two-dimensional projects. This course requires the Macintosh computer with Adobe Creative Suite as the principal tool in solving typographical problems.

**Prerequisites:** GDES200

**GDES340 Interactive Design (4 units)**

The fundamental concepts of design for interactive media are covered in this course. Focus will be on user interface (UI) design, usability, interactivity, user experience, prototypes for commercial interactive marketing and communications, information architecture for web design and other interactive delivery mediums on the horizon.

**Prerequisites:** GDES300

**GDES401 Design Thinking (4units)**

Design thinking refers to creative strategies designers use during the process of designing. When student in charge of a project in the field as a designer, we encourage that discuss with someone who have expertises. They also learn by various of experience of thinking not only by research. Through this, they learn to form creative thoughts and draw conclusions.

**GDES 410 Product Design (4unit)**

They will learn the way produce design by 3d modeling. They'll learn to assemble functional design concept and brainstorm as many solutions as possible. Student will acquire a series of process that how produce appropriate design and make a test plan until prototypes of the most interesting ideas and put them in to users.

**Prerequisites:** DES 250 3D Modeling and GDES 401 Design Thinking

**GDES 440 Animation (4units)**

This animation course exposes students to the range of traditional and digital techniques used in stop-motion, claymation, 2-D or 3-D computer animation. Students learn basic theory and mechanics behind animation develop observational and drawing skills and study the fundamental principles of character design, Image editing and manipulation, special Effects, animation for the Web, 2-D and 3-D modeling, storytelling, layout and storyboarding.

**Prerequisites:** GDES 250 3D Modeling

**GDES 450 Senior Portfolio (4 units)**

Students are expected to develop sustained individual project in a major area of concentration (print, Internet, multimedia). Students are encouraged to explore opportunities for large-scale, collaborative and multidimensional Portfolio. It will be presented in an exhibition and in written presentation to faculty.

**Prerequisite:** Advisor Permission

*Ministry Internship (Graphic Design)*

**MI300-400 Ministry Internship I-II (4unit)**

Undergraduate students participate in an internship involving ministry in a church or specialized ministry organization with an approved OSAD ministry affiliate for at least 15 hours per week each quarter. Emphasis is placed upon the development of practical

ministry skills in the context of today's network generation; the integration of biblical and theological studies with actual ministry; and the importance of theological reflection in this process. Internships can run concurrently with the academic year.

## Graduation and Employment Rates

The graduation rate information is based on first-time freshman who graduate within 4 years of starting their studies. The current rate for the Bachelor of Arts in Graphic Design program is 67%. The rate does not include transfer students for whom the graduation rate is higher. The current employment rate for the Bachelor of Arts in Graphic Design program is 100%.

The data reflects post graduation plans of June 28, 2017 graduates of the Bachelor of Arts in Graphic Design program whose status was confirmed as of nine months after graduation. Please also note that responses from graduates who reported working part time may not be reflected in this data.

## Art and Design College Faculty

### Agnes Yoon

M.A., Graphic Arts, Olivet University, San Francisco, CA (2012)

M.Div., Olivet University, San Francisco, CA (2008)

B.A., Architecture and Urban Planning, Handong Global University, Pohang, Korea (2002)

### Ezra Park

D.Min., Olivet University, San Francisco, CA (2012 – present)

M.A., Graphic Arts, Olivet University (2012)

M.Div., Olivet University, San Francisco, CA (2009)

B.A., Theology, Olivet University, San Francisco, CA (2005)

### Jieun Lee

D.Min., Olivet University, San Francisco, California (2014)

M.A., Graphic Arts, Olivet School of Art & Design of Olivet, San Francisco, CA (2011)

M.Div., Olivet University, San Francisco, CA (2007)

B.A., in Architecture, Ewha Women's University, Seoul, Korea (2002)

### Joan L. Carter

Ph.D., Theology & Arts, Graduate Theological Union, Berkeley, CA (1996)

M.A., Theology and Arts, San Francisco Theological Seminary, San Anselmo, CA (1981)

B.A., Fine Arts, University of Washington, Seattle, WA (1970)

**Kookhee Yoo**

D.Min., Olivet University, San Francisco, California (2014)  
M.A., Graphic Arts, Olivet School of Art & Design of Olivet, San Francisco, CA (2011)  
M.Div., Olivet University, San Francisco, CA (2007)  
B.F.A. Visual Communication Design, Hong-Ik University, Seoul, Korea (2005)

**Kyounghee Choi**

M.A., Graphic Arts, Olivet University (2012)  
B.A., Theology, Olivet University, San Francisco, CA (2007)  
Undergraduate Studies in Multimedia Engineering, Andong National University, Korea

**Maurice Woods**

M.F.A., Graphic Design, University of Washington, Seattle, WA (2005)  
B.A., Graphic Design, University of Washington, Seattle, WA (1995)

**Nancy Lee**

D.Min., Olivet University, San Francisco, CA (2016)  
M.A. Graphic Arts, Olivet University, San Francisco, CA (2011)  
M.Div., Olivet University, San Francisco, CA (2008)  
B.A., Theology, Olivet University, San Francisco, CA (2004)

**Na Youn Hwang**

M.Div., Olivet University, San Francisco, CA (2006)  
M.F.A., Fine Arts, Ewha Women's University, Seoul, Korea (2004)  
B.A. in Oriental Painting, Ewha Women's University, Seoul, Korea (1998)

**Bachelor of Arts in Information Technology (Major)**

The Bachelor of Arts in Information Technology degree program is designed to equip ministry-bound men and women with a Biblical postsecondary education that incorporates an understanding of information technology necessary for professional ministry service in a new era of networks.

Students interested in taking the IT Major online can do so only at Olivet University International's eCampus. The OUI Catalog applies. [Link to OUI website.](#)

**Program Goals**

In the context of Olivet's mission, completion of the Bachelor of Arts in Information Technology degree program will provide students with:

- An ability to apply knowledge of computing and mathematics appropriate to the program's student outcomes and to the

discipline

- An ability to analyze a problem, and identify and define the computing requirements appropriate to its solution
- An ability to design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs
- An ability to function effectively on teams to accomplish a common goal
- An understanding of professional, ethical, legal, security and social issues and responsibilities
- An ability to communicate effectively with a range of audiences
- An ability to analyze the local and global impact of computing on individuals, organizations, and society
- Recognition of the need for and an ability to engage in continuing professional development
- An ability to use current techniques, skills, and tools necessary for computing practice.
- An ability to use and apply current technical concepts and practices in the core information technologies of human computer interaction, information management, programming, networking, and web systems and technologies.
- An ability to identify and analyze user needs and take them into account in the selection, creation, evaluation, and administration of computer-based systems.
- An ability to effectively integrate IT-based solutions into the user environment.
- An understanding of best practices and standards and their application.
- An ability to assist in the creation of an effective project plan.
- An ability to value and seek mission-related opportunities for the application of new and developing technologies.

## Graduation Requirements

Undergraduate students must fulfill the following Bachelor's degree requirements for graduation:

- Pass a total of 184 quarter hours: 108 quarter hours of bachelor of arts core courses, 62 quarter hours of information technology major courses, and 14 units of open electives.
- Maintain a 2.00 (C grade point average) in all OUI work.
- Receive a passing mark for all Christian Service and Chapel requirements.
- Satisfactorily complete a final project and final portfolio.
- Students are subject to the Bachelor of Arts in Information Technology degree requirements of the catalog of the year in which they entered.
- Satisfy all financial responsibilities to the university.



## Time Limits

The Bachelor of Arts degree program usually is completed in four years of fulltime study, regardless of the first major chosen. All requirements for the degree must be completed within six years of the initial date of enrollment, except under extenuating circumstances. Students who have not completed the requirements within the six years period must apply to the Registrar's Office for a continuation for each year beyond this period, up to a maximum of eight years from the initial date of enrollment.

## Curriculum

### 1. Bachelor of Arts Degree Core (108 units)

The Bachelor of Arts Degree Core is divided into two sub-areas: (1) General Education and Bible; (2) Theological Studies Core; and (3) General Ministry Skills. A detailed description of the course of study in the Degree Core can be found in the section *Bachelor of Arts Degree Core* above for in this catalog.

(1) General Education and Bible (92 units):

The following five mathematics and science courses are required prerequisites for B.A.IT major courses.

- MATH100 Calculus I (5 units)
- MATH110 Calculus II (5 units)
- MATH230 Probability & Statistics (4 units)
- MATH300 Linear Algebra (4 units)
- PYHS130 Calculus-Based Physics 1 (4 units)

(2) Theological Studies Core (16 units)

(3) General Ministry Skills (0 units)

In addition to the Biblical and Theological studies courses, students must also complete 56 units of General Education. For a detailed course list and descriptions refer to the General Education section of the Undergraduate Academic Calendar.

### 2. Information Technology Major Courses (54 units)

Students must complete 76 units of information technology major courses, including 54 units required core courses, and 8 units senior project.

#### a.) Required Core Courses (54 units)

Student must complete the following required major courses.

- ITEC100 Introduction to Information Technology (4 units)

- ITEC120 Programming Fundamentals and Data Structures (4 units)
- ITEC220 Introduction to Object-Oriented Programming (4 units)
- ITEC230 Introduction to Operating Systems (4 units)
- ITEC240 Computer Networking (4 units)
- ITEC300 Introduction to Database Management Systems (4 units)
- ITEC310 Website Technologies & Development I (4 units)
- ITEC320 Software Engineering (4 units)
- ITEC340/341 Introduction to IOS Programming/ Android Programming (4 units)
- ITEC350 Human Computer Interaction (4 units)
- ITEC370 Software Analysis and Design (4 units)
- ITEC401 Network and Information Security (4 units)
- ITEC410 Website Technologies & Development II (4 units)
- ITEC470 Technology and Theology (2 units)

**b.) Senior Project (8 units)**

- ITEC490 IT Senior Project I (2 units)
- ITEC499 IT Senior Project II (6 units)

Note: Please refer to the Senior Project Handbook for detailed information.

**3. Open Electives (14 units)**

Students are required to complete 14 units open elective courses among the course offerings of OUI and from the list below, depending on availability.

- ITEC140 Practical Unix/Linux (4 units)
- ITEC330 Principle of Software Development (4 unit)
- ITEC360 Algorithm Analysis and Design (4 units)
- ITEC420 Introduction to Statistics for Computer Scientist (4 units)
- ITEC430 Introduction to Ecommerce Systems (4 units)
- ITEC480 IT Senior Seminar (2 units)
- PRAC302 IT Internship (4 units)

## Course Descriptions

### **ITEC100 Introduction to Information Technology (4 units)**

This course surveys foundational elements of current information technology/systems. Topics include current IT introduction, computers organizations and systems, program language, database management, network concepts, IT personal, legal, ethical and organizational issues, information security, internet & web, ecommerce, ERP, emerging trends, etc.

### **ITEC120 Programming Fundamentals and Data Structures (4 units)**

This course introduces the basic concepts of computer development and programming applications with various data structures and algorithms. Topics include fundamental data types; flow of control statements (conditional, loop); functions; arrays; data structures; file I/O; class and object concepts, etc. Basics of Python, or C, will be introduced in the course.

### **ITEC140 Practical Unix/Linux (4)**

This course introduces fundamental concepts of Unix/Linux and its programming interfaces. Topics include system call interfaces, files, terminal control and signals, process control and communications, resource sharing. Programming will be done using Unix/Linux Shell script and C programming.

*Prerequisites: ITEC120*

### **ITEC220 Introduction to Object-Oriented Programming (4 units)**

This course introduces object-oriented programming, using object-oriented techniques and Java language. Classes, overloading, information hiding, polymorphism, inheritance, and overriding will be described.

*Prerequisite: ITEC120*

### **ITEC230 Introduction to Operating Systems (4 units)**

This course introduces modern operating systems. We will focus on UNIX-based operating systems, though we will also learn about alternative operating systems, including Windows. The course will begin with an overview of the structure of modern operating systems. Over the course of the subsequent units, we will discuss the history of modern computers, analyze in detail each of the major components of an operating system (from processes to threads), and explore more advanced topics in the field, including memory management and file input/output. The class will conclude with a discussion of various system-related security issues.

*Prerequisite: ITEC120*

### **ITEC240 Computer Networking (4 units)**

This course introduces current network technologies. Topics include network architectures and protocols, application layer, TCP/IP model, link layer and LAN, and network security.

*Prerequisite: ITEC230*

**ITEC300 Introduction to Database Management Systems (4 units)**

Introduction to the foundations of database systems. It covers the fundamental concepts of database systems. Topics include data models, query languages, Database Application Development, Relational Database Design and Normalization, implementation techniques of database management systems (index structures, concurrency control, recovery, and query processing).

*Prerequisite: ITEC120*

**ITEC310 Website Technologies & Development I (4 units)**

Study of current Web development technologies on both web server side and client side, programming development using XHTML, CSS, JavaScript, PHP and MySQL.

*Prerequisite: ITEC120*

**ITEC320 Software Engineering (4 units)**

This course introduces software life cycle model, software development environment, project management, software requirements and specifications, software design and architecture, and software maintenance.

*Prerequisite: ITEC220*

**ITEC330 Principles of Software Development (4 units)**

This course studies software development fundamentals and principles. Different software development processes and models will be discussed, with a primary focus on Agile software development. It covers how to use Agile software development principles and tools, such as Test-Driven Development (TDD), Behavior-Driven Design (BDD), User Stories, lo-fi UI Sketching, and Version Control using Git, etc., to develop, test, and deploy a modern web-based software using Ruby on Rails framework.

*Prerequisite: ITEC220*

**ITEC340 Introduction to IOS Programming (4 units)**

In this course you'll learn the basics of creating original apps for iPhone, iPod touch, and iPad using Xcode, the Swift language, and Cocoa Touch with the iOS SDK.

*Prerequisite: ITEC220*

**ITEC341 Introduction to Android Programming (4 units)**

Lecture will go over the key ideas and examples for building Android programs, leading to a programming exercise on the same material. The exercises should not be too hard, just giving you chance to apply what you just saw. Topics: Getting started: SDK, tooling, debugging, the emulator; Basic Program: activities, layouts, widgets, listeners, menu commands, intents, multiple views, built-in animations, simple persistence; Animation Program and Network Program.

*Prerequisite: ITEC220*

**ITEC350 Human Computer Interaction (4 units)**

This course studies major topics in human-computer interaction. Topics include human-centered design requirements, assessment of the impact of the design on performance and product satisfaction, analysis of the design effectiveness, and investigation into the social impact of ubiquitous computing environments in relation to privacy, security, inequality, and embodiment.

*Prerequisite: ITEC320*

**ITEC370 Software Analysis and Design (4 units)**

Object-oriented techniques for specifying, designing, and implementing software systems. Topics include requirements capture and analyze, system analysis, design, and implementation. Primary emphasis on the UML methodology, separation of layers, design patterns, and the importance of these in developing software project. Students will design a major group project and implement portions using Ruby or Java.

*Prerequisite: ITEC320*

**ITEC401 Network and Information Security (4 units)**

The course covers principles of computer systems and network security. Various attack techniques and how to defend against them are discussed. Topics include network attacks and defenses, operating system security, web security, e-mail, botnet, malware, social engineering attacks, privacy, and digital rights management. Course projects will focus on building reliable code and understanding attacks. The course is intended for senior undergraduates and first year graduate students.

*Prerequisite: ITEC240*

**ITEC410 Website Technologies & Development II (4 units)**

This course studies how to build modern web-based application using high-productive Agile development iteration with Ruby On Rails. It focuses on Ruby language and the famous web framework Rails. Common techniques used together with Agile development such as TDD and BDD and popular framework Rspec and Cucumber are introduced.

*Prerequisite: ITEC310*

**ITEC420 Introduction to Statistics for Computer Scientist (4 units)**

Statistics is about extracting meaning from data. In this course, we will introduce techniques for visualizing relationships in data and systematic techniques for understanding the relationships using mathematics. Topics include: counting and combinatorial, random variables, conditional probability, independence, distributions, expectation, point estimation, and limit theorems. Applications of probability in computer science including machine learning and the use of probability in the analysis of algorithms.

*Prerequisite: MATH230 Probability & Statistics*

**ITEC430 Introduction to Ecommerce Systems**

This course studies both business and technology elements of eCommerce. Topics include eCommerce models and concepts, eCommerce Infrastructure, E-commerce System Development, eCommerce Security and Payment systems, Mobile eCommerce characters and technology, Marketing concepts and communications, Ethical, Social and Political eCommerce issues, etc.

*Prerequisite: MATH230 Probability & Statistics*

**ITEC470 Technology and Theology (2 units)**

This course let students study technology and theology in both context. On one hand, students study the meaning of technology from the viewpoint of theology. They study why God allowed technology to begin and used, and study how God plan technology to develop. On the other hand, student will learn technology used by individual Christians, Churches, Christian organizations or Christian companies. Students learn its history, how it contributes for the kingdom of God, what kind of problems is seen in the usage of technology and how to solve it.

**ITEC480 IT Senior Seminar (2 units)**

This course will present current technology in the Computer Systems and Information Technology fields.

*Prerequisite: approval from program director*

**ITEC490 IT Senior Project I (2 units)**

First phase of Senior Project, which is designed to satisfy the requirements for a capstone experience of Bachelor of Arts degree in Information Technology. Student will identify capstone project topic, seek an advisor, write, and oral present and get approval a senior project proposal by the end of the process. Refer to the Senior Project Handbook for detailed information.

*Prerequisite: Permission from the program director*

**ITEC499 IT Senior Project II (6 units)**

Second phase of Senior Project, which is designed to satisfy the requirements for a capstone experience of Bachelor of Arts degree in Information Technology. Students will develop and implement the senior project, and writing a senior project paper in this phase. Students must have passed ITEC490 Senior Project I with an approved Senior Project Proposal before starting this phase. Refer to the Senior Project Handbook for detailed information.

*Prerequisite: ITEC490 IT Senior Project I*

**PRAC302 IT Internship (4 units)**

Undergraduate students in their third and fourth years of study may participate in an internship involving ministry in a church or specialized ministry organization with an approved OIT ministry affiliate for at least 8 hours per week each quarter. Emphasis is placed upon the development of practical ministry skills in the context of today's network generation; the integration of biblical and theological studies with actual ministry; and the importance of theological reflection in this process. Internships can run concurrently with the academic year.

The second part of this culminating learning experience provides opportunities to share, examine, and reflect upon internship experiences, and to revisit the theories and practices of the College discipline as they apply in the real world of the interns' specific placement. Interns also will focus on career planning and development.

Please refer to the Ministry Practice Handbook for detailed information.

## **Graduation and Employment Rates**

The graduation rate information is based on first-time freshman who graduate within 4 years of starting their studies. The current rate for the Bachelor of Arts in Information Technology program is 70%. The rate does not include transfer students for whom the graduation rate is higher.

The current employment rate for the Bachelor of Arts in Information Technology program is 100%. The data reflects post-graduation plans of June 28, 2017 graduates of the Bachelor of Arts in Information Technology program whose status was confirmed as of nine months after graduation. Please also note that responses from graduates who reported working part time may not be reflected in this data.

## IT College Faculty

### **Thang Duong**

Ph.D., in Vision Science, University of California, Berkeley, CA (2007)  
B.S., Computer Engineering, University of Maryland, College Park, MD (2001)  
B.S., Mathematics, University of Maryland, College Park, MD (2001)

### **Thomas Ha**

M.S., Mechanical Engineering, Korea University, Seoul, Korea (1999)  
B.S., Mechanical Engineering, Korea University, Seoul, Korea (1997)

### **Jianhua Dong**

Ph.D., Information Science, University of Illinois, IL (2000)  
M.S., Information Science, Wuhan University, China (1985)  
B.S., Computer Science, Wuhan University, China (1982)

### **Barnabas Kim**

M.S., Industrial & System Engineering, Korea Advanced Institute of Science and Technology, Korea (2012)  
B.E., Computer Engineering, Yonsei University, Seoul, Korea (2009)

### **Thomas Kong**

M.S., Electrical Engineering, Stanford University, CA (2012)  
M.S., Electrical Engineering, Zhejiang University, China (2007)  
B.A., Electrical Information Engineering, Zhejiang University, China (2004)

### **Jane Kwon**

M.S., Computer Education, Hankuk University of Foreign Studies, Korea (2004)  
B.A., Engineering, Hankuk University of Foreign Studies, Korea, Korea (2000)

### **Martin Zhao**

Ph.D., Instructional Systems, Florida State University, FL (2011-present)  
M.S., Computer Science, Peking University, China (2005)  
B.E., Information Engineering, Xi'an Jiaotong University, China (2001)

### **Livingstone Choi**

Ph.D., Physics, Pusan National University, South Korea (Candidate)  
M.A., Physics, Pusan National University, South Korea (2008)  
B.A., Physics, Pusan National University, South Korea (2006)

**Jianbin Lei**

M.S., Control Theory and Control Engineering, Northeastern University, China (2011)

B.S., Automation, Northeastern University, China (2009)

**Richard W. Youn**

M.S., Mechanical and Aerospace Engineering, Seoul National University, Korea (2005)

B.S., Mechanical and Control Engineering, Handong Global University, Korea (2003)

**Bachelor of Arts in Business (Major)**

The Bachelor of Arts in Business is a four-year undergraduate degree program preparing students to contribute to a world revolutionized through Christian mission as business professionals. The program combines Bachelor of Arts Degree Core courses, business courses as well as open elective courses with the aim of cultivating a Biblical worldview and a professional perspective in students consistent with the mission of OU.

Students interested in taking the business major online can do so only at Olivet University International's eCampus. The OUI Catalog applies. [Link to OUI website.](#)

**Program Goals**

In the context of Olivet's mission, completion of the Bachelor of Arts in Business program will enable students to:

- Apply an understanding of financial and economic concepts to varying business settings.
- Define and explain the structure, styles and practices of business theory, business law, business operations, business leadership, and business management using their tools, technologies and specialized terms.
- Demonstrate effective verbal, written and presentation communication skills appropriate for business environments.
- Exercise decision-making skills to solve business problems.
- Reflect critically on the relationship between business and Christian faith.

**Graduation Requirements**

Undergraduate students must fulfill the following Bachelor's degree requirements for graduation:

- Pass a total of 180 quarter hours: 16 quarter hours of biblical studies and theological studies, at least 92 quarter hours of general education courses, 52 quarter units of business major courses and 20 quarter hours of open elective courses.
- Maintain a 2.00 (C grade point average) in all OUI work.
- Receive a passing mark for all Christian Service and Chapel requirements.
- Students are subject to the Bachelor's in business administration degree requirements of the catalog of the year in which they



entered.

- Satisfy all financial responsibilities to the university.

## Time Limits

The Bachelor of Arts degree program usually is completed in four years of fulltime study, regardless of the first major chosen. All requirements for the degree must be completed within six years of the initial date of enrollment, except under extenuating circumstances. Students who have not completed the requirements within the six years period must apply to the Registrar's Office for a continuation for each year beyond this period, up to a maximum of eight years from the initial date of enrollment.

## Curriculum

### 1. Bachelor of Arts Degree Core (108 units)

The Bachelor of Arts Degree Core is divided into two sub-areas: (1) General Education and Bible; (2) Theological Studies Core; and (3) General Ministry Skills. A detailed description of the course of study in the Degree Core can be found in the section *Bachelor of Arts Degree Core* above for in this catalog.

(1) General Education and Bible (92 units):

The following five mathematics and science courses are required for Business Major students.

- MATH100 Calculus I (5 units)
- MATH110 Calculus II (5 units)
- MATH230 Probability & Statistics (4 units)
- MATH300 Linear Algebra (4 units)
- ITEC100 Introduction to Information Technology (4 units)

The following five mathematics and science courses are required prerequisites for Business major courses.

- ECON200 Macroeconomics (4 units)
- ECON310 Microeconomics (4 units)
- PSYC280 Introduction to Psychology (4 units)

(2) Theological Studies Core (16 units)

(3) General Ministry Skills (0 units)

### 2. Business Major Courses (52 units)

*Core Courses Requirements (32 units)*

Students must complete 32 units of business major courses.

- FINC110 Accounting I (4 units)
- FINC210 Accounting II (4 units)
- MKTG200 Organizational Behavior (4 units)
- ECON400 Global Business (4 units)
- LEAD400 Organizational Leadership (4 units)
- MGMT400 Management (4 units)
- MGMT420 Human Resources Management (4 units)
- MGMT450 Ethical and Legal Issues in Business (4 units)

***Ministry Practice Requirement (20 Units)***

Students are required to enroll the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- COMM100 Business Communications (4 units)
- MKTG300 Marketing (4 units)
- MGMT300 Business Policy & Strategy (4 units)
- BSPT201-208 Business Practice 1-8\* (1 unit each)

\* Students taking a higher quarterly course load than required by the Bachelor of Arts program will need to register this course during the summer session(s) as well to ensure completing 11 quarters of internship by the time of graduation.

**3. Open Electives (20 units)**

All Business Major students are required to take an additional 20 units of open elective courses.

1. Students can choose any undergraduate level courses from Olivet University International including courses from the Theology and IT Divisions..
2. PRAC301 Business Internship credits may be applied toward open electives.

**Course Descriptions**

**MKTG200 Organizational Behavior (4)**

This course is designed is to provide students with an understanding of the field of organizational behavior and the various research strategies that it employs. Topics of study include the scientific method, various research methodologies, and the use of academic research journals.

**MGMT400 Management (4)**

Introduction to the basic functions of management in task-oriented organizations. Students will explore the functions of production, marketing, finance, and personnel, along with staff services and social responsibility.

*Prerequisite: MATH100, MATH110, ITEC100*

**MGMT410 Introduction to Production and Quantitative Methods (4)**

An introduction to designing, planning, operating and controlling production systems. Emphasis is on managerial concepts and strategies relating to the management of operations in both manufacturing and service environments. Quantitative and qualitative methods and tools will be introduced and applied.

*Prerequisite: MATH100, MATH110, MATH230*

**MGMT420 Human Resources Management (4)**

The course introduces the functions of human resource management in pursuing the success of the organization. Topics can include strategic planning, recruitment, selection, evaluation, HR development and relationship, compensation and appropriate skills development.

*Prerequisite: MGMT400*

**LEAD400 Organizational Leadership (4)**

This course is designed to cover the foundational theories and the practical performance of leadership. Students will have a comprehensive, practical and integrative focus on individual, team, and organization leadership and management. The course will explore developing leadership introduction, understanding critical issues and learning appropriate skills.

*Prerequisite: MGMT400*

**MGMT450 Ethical and Legal Issues in Business (4)**

Comprehensive study of the legal and ethical issues of concern to business. The course will cover those areas of the U.S. legal system that are most relevant to business, such as the law of torts, strict liability, intellectual property, and contract law. It will explore the role of ethics and values in business decision making, and will approach these subjects from the perspective of the stakeholders as opposed to an economic interpretation of the firm and its responsibilities.

**FINC110 Accounting I (4)**

Topics covered include the accounting cycle, forms of business organizations, assets, liabilities, owner's equity, and financial statement preparation and analysis.

*Prerequisite: MATH100, MATH110*

**FINC210 Accounting II (4)**

Topics covered include cost behavior, job order costing, process costing, cost-volume-profit relationships, contribution costing, standard costs, relevant costs and budgets.

*Prerequisite: FINC110*

**FINC300 Finance (4)**

The courses studies on the topics of financial management, financial markets, and financial investments.

**ECON400 Global Business (4)**

Studies in the national economic and cultural differences; international trade policies and institutions; foreign direct investment; regional economic integration; international monetary system; global competition; current international business trends and development.

*Business Practical Training and Internship Courses*

**COMM100 Business Communications (4)**

Students will learn to communicate in a clear, courteous and complete manner on both personal and professional levels. Skills in oral, written, interpersonal, technological and employment communication are emphasized. This course requires concurrent employment in a qualifying position in the field of the program of at least 20 hours per week.

**MGMT300 Business Policy and Strategy (4)**

The course explores the components of each process of the strategy management with the comprehensive review and evaluation as an integrated wholesome business picture. Topics covering strategic management, social responsibility, external information scanning, internal analytics, strategic decision making, strategy selection, implementation and evaluation. This course requires concurrent employment in a qualifying position in the field of the program of at least 20 hours per week.

*Prerequisite: MGMT400*

**MKTG300 Marketing (4)**

This introductory course covers the topics of the importance of marketing, its different phases, the differences between marketing goods and services, wholesaling, retailing, pricing strategies, analysis of markets, and distribution. This course requires concurrent employment in a qualifying position in the field of the program of at least 20 hours per week.

*Prerequisite: MATH100, MATH110*

**BSPT201-208 Business Practice I-VIII (1 unit each)**

The objective of this course is to provide students with an opportunity to gain basic work experience that will enhance and complement their academic learning. The course requirements are designed to provide a structure that will enable students to make connections between what they learn in the classroom and on the job, to apply Biblical principles, business concepts to real life and real business problems, to recognize the importance of self-discipline, and service, to further develop analytical and interpersonal skills, and to practice business skills.

Weekly required interaction with faculty facilitates incorporation of on the job experiences into the learning process and challenges students to draw connections to courses in subjects across the curriculum.

### **PRAC301 Business Internship (4)**

Undergraduate students in their third and fourth years of study may participate in an internship involving ministry in a church or specialized ministry organization with an approved OBS ministry affiliate for at least 8 hours per week each quarter. Emphasis is placed upon the development of practical ministry skills in the context of today's network generation; the integration of biblical and theological studies with actual ministry; and the importance of theological reflection in this process. Internships can run concurrently with the academic year.

The second part of this culminating learning experience provides opportunities to share, examine, and reflect upon internship experiences, and to revisit the theories and practices of the College discipline as they apply in the real world of the interns' specific placement. Interns also will focus on career planning and development.

Please refer to the Ministry Practice Handbook for detailed information.

## **Graduation and Employment Rates**

The graduation rate information is based on first-time freshman who graduate within 4 years of starting their studies. The current rate for the Bachelor of Arts in Business program is 100%. The rate does not include transfer students.

The current employment rate for the B.A. in Business program is 48%. The data reflects post-graduation plans of June 28, 2017 graduates of the B.A. in Business program whose status was confirmed as of nine months after graduation. Please also note that responses from graduates who reported working part time may not be reflected in this data. All graduates of the class completing the program by June 2017 enrolled in a graduate program or were not available for employment for other reasons within 9 month of program completion.

## **Business College Faculty**

### **Lingyi Xiao**

Ph.D., Physics, Peking University, Beijing, China (2007)

B.S., Physics, Peking University, Beijing, China (2002)

### **Tim Dupic**

D.B.A., Northwestern Polytechnic University, Fremont, CA (2013)

M.Div., Trinity College of the Bible, Newburgh, IN (2004)

M.B.A., University of South Dakota, Vermillion, SD (1980)

B.S., Accounting, University of South Dakota, Vermillion, SD (1976)

### **Lisa Tolliver**

Doctoral work in Social and Organizational Psychology, Columbia University, New York, NY (Present)

M.B.A., Columbia University, Cambridge, MA (1990)

A.B., Economics, Harvard University, Cambridge, MA (1982)

### **Mark Li**

M.B.A., Kelley School of Business, Indiana University Bloomington, Bloomington, IL (2010)

B.A., Theology, Olivet University, San Francisco, CA (2005)

**Carol Ann Jensen**

M.B.A., University of California-Los Angeles, Los Angeles, CA (1976)

B.A., History (cum laude), University of California, Santa Barbara, CA (1973)

**Olisa Christian**

M.B.A., Computer Information Systems-Marketing, CUNY, Zicklin School of Business, New York City, NY (2009)

B.S., Computer Information Systems, CUNY, Zicklin School of Business, New York City, NY (2006)

## **CHAPTER 5.2: BACHELOR OF SCIENCE MAJORS**

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### **Bachelor of Science in Agriculture (Major)**

The Bachelor of Science in Agricultural Science will prepare its graduates to be agricultural missionaries in societies around the world that will improve the quality of life by making locally grown food available; leading people to live a Christian lifestyle; plus simultaneously developing rural infrastructures.

#### **Program Goals**

- Graduates will learn basic knowledge and experience agricultural skills that are essential to teach life-long food production and preservation abilities in distressed societies around the world.
- Graduates will be competent in teaching basic knowledge and performing management skills in the animal sciences (beef, goats, sheep, swine, poultry, horses, animal diseases), agronomic sciences (field crops, soils), horticultural sciences (fruits and vegetables, plant diseases, apiculture, entomology), aquaculture and marketing.
- Graduates will possess capability to help needy people help themselves by entering into stressed environments with their knowledge, skills, experience, ingenuity, creativity and resourcefulness to resolve agricultural issues using locally available resources, skills and knowledge.
- Olivet University alumni will be unique whereby they can teach a holistic approach to helping people help themselves by marrying religious knowledge into the development and performance of agricultural capabilities. Expertise in “the agricultural sciences” will serve as the basis for improved mutual support between Olivet University and its associated ministries.

## Graduation Requirements

Undergraduate students at Olivet University's Agriculture major of the Bachelor of Science degree must fulfill the following program requirements for graduation:

- Pass a total of 217 quarter credit hours: 117 quarter hour Bachelor of Science Degree Core including courses in Biblical and theological studies, General Education, and General Ministry Skills; 76 quarter hours of professional studies, 18 quarter hours of required practica, and 8 quarter hours of electives.
- Accumulate a total of 1,000 clock hours of Agriculture Summer Experience.
- Maintain a 2.00 (C grade point average) in all academic work.
- Receive a passing mark for all Christian Service and Chapel requirements.
- Students are subject to the Bachelor's in agriculture degree requirements of the catalog of the year in which they entered.
- Satisfy all financial responsibilities to the university.

## Agriculture Major Time Limits

Notwithstanding the regular length of study for bachelor of science degrees in other majors at Olivet University the Bachelor of Science in Agriculture degree program usually is completed in five (5) years of fulltime study. All requirements for the degree must be completed within six (7) years of the initial date of enrollment, except under extenuating circumstances. Students who have not completed the requirements within the six (7) years period must apply to the Registrar's Office for a continuation for each year beyond this period, up to a maximum of ten (10) years from the initial date of enrollment.

## Curriculum

### 1. Bachelor of Science Degree Core (108 units)

The Bachelor's Degree Core is divided into three main areas: (1) Bachelor's Core Requirement; (2) Bachelor's Core Distribution; (3) General Ministry Skills. See "Bachelor's Degree Core Curriculum" section for the comprehensive course list.

- (1) B.S. Core Requirement (60 units)
- (2) B.S. Core Distribution (57 units)

The following ten mathematics and science courses are required for Agriculture Major students. (31 units)

- *BIOS100 Biological Science 1 (4 units)*
- *BIOS150 Biological Science 2 (4 units)*
- *BIOS270 Botany of Vascular Plants (4 units)*
- *BIOS300 Genetics (4 units)*

- CHEM210 Chemistry 1 (4 units)
- CHEM211 Chemistry 1 Lab (1 unit)
- CHEM220 Chemistry 2 (4 units)
- CHEM221 Chemistry 2 Lab (1 unit)
- CHEM230 Principles of Organic Chemistry (4 units)
- CHEM231 Principles of Organic Chemistry Lab (1 unit)

*Additional recommended courses: (10 units)*

- MATH100 Calculus I (5 units)
- MATH110 Calculus II (5 units), (prereq. MATH100)

The following Social/Behavioral Science course is required for Agriculture Major students. (4 units)

- ECON210 Agriculture Economics (4 units)

*Additional recommended courses: (8 units)*

- ANTH201 Cultural Studies (4 units)
- PSYC280 Introduction to Psychology (4 units)

(3) General Ministry Skills (0 units)

## **2. Agriculture Major Courses (76 units)**

Students must complete 76 units of agriculture major courses.

(1) Major Core Courses (15 units):

- AGRS100 Principles of Agricultural Science (3 units)
- AGRS200 Agricultural Machinery (4 units)
- BIOS350 Entomology (4 units)
- MKTG420 Marketing Agricultural Products (4 units)

(2) Animal Science Specialization (31 units)

- ANIS100 Introduction to Animal Science (4 units)
- ANIS150 Introduction to Aquaculture (4 units)



- ANIS200 Beef Cattle Production (4 units)
- ANIS300 Goat and Sheep Production (3 units)
- ANIS400 Poultry Production (4 units)
- ANIS410 Swine Production (4 units)
- ANIS450 Mare and Foal Management (4 units)
- ANIS460 Principles of Animal Nutrition (4 units)

(3) Plant Science Specialization (30 units)

- PLAS200 Soils (4 units)
- PLAS300 Horticulture Techniques (3 units)
- PLAS310 Plant Pest Management (4 units)
- PLAS350 Integrated Pest Management (4 units)
- PLAS360 Small Fruit Culture (4 units)
- PLAS400 Vegetable Production (3 units)
- PLAS410 Plant Pathology (4 units)
- PLAS450 Field Crop Principles (4 units)

**3. Agriculture Practicum and Experience (18 units and 1,000 hours)**

Students must complete 18 units of agriculture practicum courses of either one, four or six quarter hours each. Practica are embedded in the curricular course sequence and need to be taken in the order prescribed by the Bachelor of Science in Agriculture Study Plan. Consult with your academic advisor for additional help prior to enrolling into an Agriculture Practicum course.

(1) Practicum Courses (18 units):

- 4 times: PRAC101 Agricultural Practicum I (1 unit)
- 2 times: PRAC104 Agricultural Practicum IV (4 units)
- 1 time: PRAC106 Agricultural Practicum VI (6 units)

(2) Agriculture Experience - (0 units, 1,000 clock hours)

- PRAC220 Agricultural Summer Experience I (0 units, 500 clock hours)
- PRAC330 Agricultural Summer Experience II (0 units, 500 clock hours)

#### 4. Open Elective Courses (8 units)

All Agriculture Major students are required to take an additional 8 units of open elective courses.

1. Students can choose any undergraduate level courses from Olivet University
  2. Students can also choose from electives offered by the Olivet School of Agriculture. See examples below.
- ANTH300 Culture and Agriculture in Africa (4 unit)
  - SOCI400 Rural Sociology (4 units)

### Course Descriptions

#### *Agriculture Major Core Courses (Required)*

##### **AGRS100 Principles of Agricultural Science (3)**

This course focuses on sustainable agriculture theories, including non-conventional techniques (alternative, regenerative, ecological, low-input), so that the agriculture can be performed in a profitable and environmentally-sound manner. Areas investigated include high energy costs, groundwater contamination, erosion, and health effects of pesticides to wildlife and human beings.

**Prerequisite:** none

##### **AGRS200 Agricultural Machinery (4)**

This course is an introduction to the operation and maintenance of various types of agricultural machinery. The course will emphasize the actual operation of machinery, along with all relevant safety instructions. This course will also provide an educational overview of the various classes of agricultural machinery.

**Prerequisite:** AGRS100

##### **BIOS350 Entomology (4)**

This course is an introduction to the study of insects, with emphasis on the unique role they play as part of a diverse biosphere. Topics covered include insect morphology, physiology, ecology, and adaptation. This course includes laboratory work, which includes the collection and presentation of native insect species.

**Prerequisite:** BIOS150

##### **MKTG420 Marketing Agricultural Products (4)**

This course focuses on marketing in the agriculture industry, covering a range of products, from commodities and foods, to agricultural supplies and machinery. Concepts that are relevant to agri-business marketing are emphasized. This course also covers basic principles of advertising and retailing.

**Prerequisite:** ECON210

#### *Animal Science Courses (Required)*

##### **ANIS100 Introduction to Animal Science (4)**

This course examines husbandry techniques for various livestock, including cows, horses, sheep, swine, and poultry. This course includes laboratories, which will acquaint students with real-world experience in handling and caring for various animals.

*Prerequisite: AGRS100*

**ANIS150 Introduction to Aquaculture (4)**

This is an introductory course for the science of aquaculture. This course examines the history and science of both cold and warm water species of aquaculture. Rearing systems, production methods, nutrition, disease, and marketing will also be covered in this course.

*Prerequisite: AGRS100*

**ANIS200 Beef Cattle Production (4)**

This course focuses on the beef industry, and includes in-depth information on cow-calf, stocker, and feedlot production. This course also goes over the theory and practice of feeding, breeding, and management techniques for beef cattle.

*Prerequisite: ANIS100*

**ANIS300 Goat and Sheep Production (3)**

This course contains comprehensive information on the feeding, breeding, housing, care, and management of sheep. The course will cover practices that are found on both small and large livestock operations. Various management techniques will be described, and the course will include observation and hands-on experience with goat and sheep in local commercial operations.

*Prerequisite: ANIS200*

**ANIS400 Poultry Production (4)**

This course provides an outline of various poultry breeds that are used commercially for meat and eggs. We will go over various production methods, management practices, marketing techniques, and processing systems common to the poultry industry.

*Prerequisite: ANIS300*

**ANIS410 Swine Production (4)**

This course provides an introduction to all aspects of swine production and management. Special care will be given to the nutrition, breeding, housing, and health management of swine. Opportunities will also be available for hands-on practice to work with swine in local commercial operations.

*Prerequisite: ANIS300*

**ANIS450 Mare and Foal Management (4)**

This is an advanced course that focuses on the care and management of breeding, pregnant, and foaling mares. The health and care of newborn foals, especially during the first few weeks of life, are especially important. This course may require commitments at local commercial operations to provide a hands-on experience with foaling mares.

*Prerequisite: ANIS300*

**ANIS460 Principles of Animal Nutrition (4)**

This course provides a study of the principles of livestock nutrition. Special emphasis is placed on the relationship between nutritious meals and the metabolic processes in animals to ensure optimal growth levels. Current research on livestock nutrition will be covered extensively in this course.

*Prerequisite: Minimum 12 units of prior ANIS courses*

*Plant Science Courses (Required)*

**PLAS200 Soils (4)**

An introductory course in soils, that will examine soil development, formation, and composition. Soil classification, conservation, and nutrient systems will also be studied. The course will also introduce chemical and physical properties as they relate to the composition of optimal agricultural soil. Laboratory work will also provide opportunities to examine the various differences within soil.

*Prerequisite: none*

**PLAS300 Horticulture Techniques (3)**

Horticultural crop production and management techniques will be studied thoroughly in this course. Particular emphasis will be given to scientific techniques used for evaluating plant selection, field layout, crop management, harvesting, and storage. Students will receive a broad understanding of all aspects of crop production.

*Prerequisite: PLAS200*

**PLAS310 Plant Pest Management (4)**

This course will help students identify, understand, and control the various types of pests that can affect crops and crop yields. This includes common pests such as insects, fungi, and weeds, which will negatively affect plant crop yields.

*Prerequisite: BIOS150*

**PLAS350 Integrated Pest Management (4)**

An introduction to the theories on how to manage pests across various types of crops. Students will be able to understand integrated pest management concepts, and be able to combine various remedies into an integrated solution depending on various crop and pest scenarios. Possible pests include insects, disease, and weeds, and various remedies will be examined.

*Prerequisite: PLAS310*

**PLAS360 Small Fruit Culture (4)**

This courses will study the production methods of small fruits, such as grapes, raspberries, blackberries, currants, and blueberries. Small fruit harvest and storage concepts will be studied as well.

*Prerequisite: PLAS300*

**PLAS400 Vegetable Production (3)**

This is an advanced course that will cover the application of scientific principles in modern vegetable production operations. Current commercial trends and applications will be studied in detail, with case studies that examine production and marketing of various key vegetable crops.

*Prerequisite: PLAS300*

**PLAS410 Plant Pathology (4)**

This course will look into the history, symptoms, effects, and control methods for various plant pathogens. Laboratory work will include the isolation, culture, and identification of pathogenic bacteria, fungi, and nematodes. Relevant pathogens, according to

current trends, will be given special emphasis.

**Prerequisite:** BIOS270 and BIOS300

**PLAS450 Field Crop Principles (4)**

An overview of the production, use, and economic value of various regional crops, especially those common in North America. All steps of crop production are covered, including spring-season management practices. Crops studied include crops that are used for producing fiber, oils, animal feed, human foods, and industrial raw materials.

**Prerequisite:** PLAS200

*Agriculture Practicum and Experience Courses (Required)*

**PRAC101 Agricultural Practicum I (1)**

**Prerequisite:** none.

*Notes: Retakes counted in earned credit. Agriculture major students are required to take this course 4 times.*

**PRAC104 Agricultural Practicum IV (4)**

**Prerequisite:** none.

*Notes: Retakes counted in earned credit. Agriculture major students are required to take this course 2 times.*

**PRAC106 Agricultural Practicum VI (6)**

**Prerequisite:** none.

*Notes: Retakes counted in earned credit. Agriculture major students are required to take this course 1 time.*

**PRAC220 Agricultural Summer Experience I (0)**

500 clock hours. ##

**Prerequisite:** none.

*Notes: While this course does not award academic credit, its passing completion is a necessary requirement for graduation from the Agriculture Major.*

**PRAC330 Agricultural Summer Experience II (0)**

500 clock hours. ##

**Prerequisite:** none.

*Notes: While this course does not award academic credit, its passing completion is a necessary requirement for graduation from the Agriculture Major.*

*School of Agriculture Elective Courses (elective)*

**ANTH300 Culture and Agriculture in Africa (4)**

Find the course description in the General Education course list.

**Prerequisite:** ANTH201

**SOCI400 Rural Sociology (4)**

Find the course description in the General Education course list.

**Prerequisite:** ANTH210 or SOCI100

## Graduation and Employment Rates

The graduation and employment rates for the Bachelor of Science in Agriculture will not be available until the program produces its first graduates.

## Agriculture College Faculty

### Joyce Zhang

D.Min. (cand.), Olivet University, Anza, CA

M.Div., Olivet University, San Francisco, CA (2014)

M.S., Plant Nutrition, Zhejiang University (2010)

Bachelor of Agricultural Resources and Environment, Shandong Agricultural University (2007)

### Matthias Gebhardt

Ph.D., Olivet University, San Francisco, CA (2014)

M.Div., Olivet University, San Francisco, CA (2014)

M.S., Biotechnology, Dong Seo University, Korea (2008)

Dipl.Ing., Biotechnology, Technische Universität Berlin, Germany (2008)

## Bachelor of Science in Architecture (Major)

The Bachelor of Science in Architecture is a four-year undergraduate degree program, designed to equip ministry-bound men and women with a professional education in Architecture, with emphasis on the austere conditions found in the developing world.

The program combines core curricular studies in Bible, general education, math, science, and preparation for ministry with the professional expertise of architectural practice with the aim of cultivating a Biblical worldview and an engineering approach to solving complex problems, consistent with the mission of Olivet University.

## Program Goals

In the context of Olivet University's mission, completion of the Bachelor of Science in Architecture program will enable students to:

- Apply principles of art, science, and architectural engineering to identify, formulate, and solve complex problems.
- Use the techniques, skills, and modern architectural tools necessary for architectural practice.
- Design civil infrastructure systems, appropriately accounting for the economic, social, political, ethical, and environmental aspects of the design.
- Design and conduct experiments, and analyze and interpret experimental data.

- Serve effectively on multidisciplinary problem-solving teams.
- Communicate effectively to both technical and non-technical audiences.
- Understand the impact of architectural solutions in a global, economic, environmental, and societal context.

## Graduation Requirements

Undergraduate students at Olivet University must fulfill the following Bachelor's degree requirements for graduation:

- Pass a total of 198 quarter hours: 48 quarter hours of biblical studies and theological studies, 64 quarter hours of general education, 86 quarter hours of architecture major courses.
- Maintain a 2.00 (C grade point average) in all Olivet University work.
- Receive a passing mark for all Christian Service and Chapel requirements.
- Satisfactorily complete a final project and final portfolio.
- Students are subject to the Bachelor's in Architecture degree requirements of the catalog of the year in which they entered.
- Satisfy all financial responsibilities to the university.

## Time Limit

The Bachelor of Science degree program usually is completed in four years of fulltime study, regardless of the major chosen. All requirements for the degree must be completed within six years of the initial date of enrollment, except under extenuating circumstances. Students who have not completed the requirements within the six years period must apply to the Registrar's Office for a continuation for each year beyond this period, up to a maximum of eight years from the initial date of enrollment.

## Curriculum

### 1. Bachelor of Science Degree Core (106 units)

The Bachelor's Degree Core is divided into three main areas: (1) Bachelor's Core Requirement; (2) B.A. Core Distribution; (3) General Ministry Skills. See "Bachelor's Degree Core Curriculum" section for the comprehensive course list.

#### (1) B.S. Core Requirement (48 units)

The following Methods & Foundation courses are **waived** for the B.S. Architecture major students and replaced by **additional** Distribution courses.

- *ANTH320 World Perspectives (4 units)*
- *COMM130 Speech and Communication (4 units)*
- *SOC1150 Research & Writing (4 units)*

#### (2) B.S. Core Distribution (48 units)

The following three additional humanities/arts courses are required for Architecture Major students. (12 units)

- *ARTH230 Introduction to Arts / MUSC240 Introduction to Music (4 units)*
- *ENGL120 English Literature & Composition (4 units)*
- *XXXXxxx Foreign Language (4 units)*

The following ten mathematics and science courses are required for Architecture Major students. (44 units)

- *MATH100 Calculus I (5 units)*
- *MATH110 Calculus II (5 units)*
- *PHYS130 Calculus-Based Physics 1 (4 units)*
- *PHYS201 Calculus-Based Physics 2 (4 units)*
- *CHEM210 Chemistry 1 (4 units)*
- *CHEM211 Chemistry 1 lab (1 units)*
- *CHEM220 Chemistry 2 (4 units)*
- *CHEM221 Chemistry 2 lab (1 units)*
- *CVNG240 Statics and Dynamics (4 units)*
- *CVNG310 Structural Analysis (4 units)*
- *CVNG410 Structural Design 1 (4 units)*
- *CVNG411 Structural Design 2 (4 units)*

The following Social/Behavioral Science course is required for Civil Engineering Major students. (4 units)

- *ECON200 Macroeconomics (4 units)*

*\*Also contributes to NAAB math and basic science credit for the Architecture Major.*

(3) General Ministry Skills (0 units)

## **2. Architecture Major Courses (86 units)**

Students must complete 86 units of architecture major courses.

- *CVNG140 Introduction to Engineering (2 units)*
- *CVNG240 Statics and Dynamics (4 units)*



- CVNG250 Mechanics of Materials (4 units)
- CVNG310 Structural Analysis (4 units)
- CVNG321 Construction Project Management (4 units)
- CVNG340 Soil Mechanics (4 units)
- CVNG410 Structural Design 1 (4 units)
- CVNG411 Structural Design 2 (4 units)
- CVNG420 Construction Estimating (4 units)
- CVNG490 Senior Design 1 (4 units)
- CVNG491 Senior Design 2 (4 units)
- ARCH121 2-D Design/Computer Graphics (4 units)
- ARCH131 3-D Design/Orthographic Drawing (4 units)
- ARCH212 Architectural Theory (2 units)
- ARCH211 History of Architecture 1 (2 units)
- ARCH222 Freehand Drawing (2 units)
- ARCH221 History of Architecture 2 (2 units)
- ARCH231 History of Architecture 3 (2 units)
- ARCH232 Technical Drawing (2 units)
- ARCH321 Environmental Control Systems 1 (4 units)
- ARCH322 Site Design (4 units)
- ARCH331 Environmental Control Systems 2 (4 units)
- ARCH2xx Professional elective (4 units)
- ARCH411 Integrated Building Design (4 units)
- ARCH2xx Professional Elective (4 units)

## **Graduation and Employment Rates**

The graduation and employment rates for the Bachelor of Science in Architecture will not be available until the program produces its first graduates.

## **Bachelor of Science in Civil Engineering (Major)**

The Bachelor of Science in Civil Engineering is a four-year undergraduate degree program, designed to equip ministry-bound men

and women with the knowledge and skills required to design and build civil infrastructure systems, with emphasis on the austere conditions found in the developing world.

The program combines core curricular studies in Bible, general education, math, science, and engineering with the aim of cultivating a Biblical world view and an engineering approach to solving complex problems, consistent with the mission of Olivet University.

## Program Goals

In the context of Olivet University's mission, completion of the Bachelor of Science in Civil Engineering program will enable students to:

- Apply principles of mathematics, science, and engineering to identify, formulate, and solve complex civil infrastructure problems.
- Use the techniques, skills, and modern engineering tools necessary for engineering practice.
- Design civil infrastructure systems, appropriately accounting for the economic, social, political, ethical, and environmental aspects of the design.
- Design and conduct experiments, and analyze and interpret experimental data.
- Serve effectively on multidisciplinary problem-solving teams.
- Communicate effectively to both technical and non-technical audiences.
- Understand the impact of engineering solutions in a global, economic, environmental, and societal context.

## Graduation Requirements

Undergraduate students at Olivet University must fulfill the following Bachelor's degree requirements for graduation:

- Pass a total of 183 quarter hours: 48 quarter hours of biblical studies and theological studies, 54 quarter hours of general education, 81 quarter hours of civil engineering major courses.
- Maintain a 2.00 (C grade point average) in all Olivet University work.
- Receive a passing mark for all Christian Service and Chapel requirements.
- Satisfactorily complete a final project and final portfolio.
- Students are subject to the Bachelor's in Civil Engineering degree requirements of the catalog of the year in which they entered.
- Satisfy all financial responsibilities to the university.

## Time Limit

The Bachelor of Science degree program usually is completed in four years of fulltime study, regardless of the major chosen. All requirements for the degree must be completed within six years of the initial date of enrollment, except under extenuating

circumstances. Students who have not completed the requirements within the six years period must apply to the Registrar's Office for a continuation for each year beyond this period, up to a maximum of eight years from the initial date of enrollment.

## Curriculum

### 1. Bachelor of Science Degree Core (106 units)

The Bachelor's Degree Core is divided into three main areas: (1) Bachelor's Core Requirement; (2) B.A. Core Distribution; (3) General Ministry Skills. See "Bachelor's Degree Core Curriculum" section for the comprehensive course list.

#### (1) B.S. Core Requirement (48 units)

The following Methods & Foundation courses are **waived** for the B.S. CE major students and replaced by **additional** Distribution courses.

- *ANTH320 World Perspectives (4 units)*
- *COMM130 Speech and Communication (4 units)*
- *SOCI150 Research & Writing (4 units)*

#### (2) B.S. Core Distribution (48 units)

The following three additional humanities / arts courses are required for Civil Engineering Major students. (12 units)

- *ARTH230 Introduction to Arts / MUSC240 Introduction to Music (4 units)*
- *ENGL120 English Literature & Composition (4 units)*
- *XXXXxxx Foreign Language (4 units)*

The following ten mathematics and science courses are required for Civil Engineering Major students. (42 units)

- *BIOS250 Principles of Biology (4 units)\**
- *CHEM210 Chemistry 1 (4 units)\**
- *CHEM220 Chemistry 2 (4 units)\**
- *ITEC100 Introduction to Information Technology (4 units)*
- *MATH100 Calculus I (5 units)\**
- *MATH110 Calculus II (5 units)\**
- *MATH120 Differential Equations (4 units)\**
- *MATH230 Probability & Statistics (4 units)\**
- *PYHS130 Calculus-Based Physics 1 (4 units)\**
- *PYHS201 Calculus-Based Physics 2 (4 units)\**

The following Social/Behavioral Science course is required for Civil Engineering Major students. (4 units)

- *ECON200 Macroeconomics (4 units)*

*\*Also contributes to ABET math and basic science credit for the Civil Engineering Major.*

(3) General Ministry Skills (0 units)

## **2. Civil Engineering Major Courses (81 units)**

Students must complete 81 units of civil engineering major courses.

- CVNG140 Introduction to Engineering (2 units)
- CVNG240 Statics and Dynamics (4 units)
- CVNG250 Mechanics of Materials (4 units)
- CVNG260 Engineering Materials (with Lab) (5 units)
- CVNG310 Structural Analysis (4 units)
- CVNG320 Surveying (4 units)
- CVNG321 Construction Project Management (4 units)
- CVNG330 Fluid Mechanics (4 units)
- CVNG331 Hydrology and Hydraulics (with Lab) (5 units)
- CVNG340 Soil Mechanics (4 units)
- CVNG341 Foundation engineering (4 units)
- CVNG350 Electrical Power (4 units)
- CVNG410 Structural Design 1 (4 units)
- CVNG411 Structural Design 2 (4 units)
- CVNG420 Construction Estimating (4 units)
- CVNG490 Senior Design 1 (4 units)
- CVNG491 Senior Design 2 (4 units)
- CVNG492 Civil Engineering Professional Practice (4 units)
- MATH300 Linear Algebra (4 units)
- MATH301 Advanced Math (5 units)

## Course Descriptions

### **CVNG140 Introduction to Engineering (4 units)**

The course provides an introduction to the engineering disciplines and to the engineering design process. Students will complete a major design project which includes fabrication and testing of a prototype.

### **CVNG240 Statics and Dynamics (4 units)**

This course examines the effects of forces acting on particles and rigid bodies. The first half of the course—statics—addresses the topics of static equilibrium in two and three dimensions, to include distributed loads, trusses, frames, friction, and cables. The second half—dynamics—includes both kinematics and kinetics, including the methods of force-acceleration, work-energy, and impulse-momentum.

*Prerequisite: PHYS130.*

### **CVNG250 Mechanics of Materials (4 units)**

This course examines the behavior of deformable bodies under normal, shear, torsional, bending, and combined loads. The concepts of stress, strain, creep, fatigue, and material properties are covered.

*Prerequisite: CVNG240*

### **CVNG260 Engineering Materials (with Lab) (5 units)**

This course explores the relationship between the microscopic structure and macroscopic properties of materials used in civil engineering applications. Soil, aggregate, concrete, asphalt, wood, and metals covered, and their mechanical behaviors are examined in the laboratory. The course concludes with an introduction to sustainability and the role of materials in sustainable engineering design.

*Prerequisite: CVNG250*

### **CVNG310 Structural Analysis (4 units)**

This course addresses the analysis of basic structural elements—beams, trusses, and frames. Classical deflection techniques (direct integration and virtual work) and indeterminate analysis methods (force method and displacement methods) are used to determine reactions, internal forces, and deflections in elastic structures. Computer-aided structural analysis is introduced.

*Prerequisite: CVNG250*

### **CVNG320 Surveying (4 units)**

This course addresses the principles of differential leveling, taping, electronic distance measurement and angular measurement. Topics in plane surveying include traverse, triangulation, trilateration, level networks and the proper adjustment of related measurements. Topographic and construction surveying are introduced.

### **CVNG321 Construction Project Management (4 units)**

This course addresses the management of construction from a macro perspective. Course topics include the roles of the owner, design professional, and constructor; construction organizations; project delivery methods; project chronology; construction law, jobsite safety; and an introduction to cost estimating and scheduling.

### **CVNG330 Fluid Mechanics (4 units)**

This course addresses the scientific principles of fluid statics and fluid flow, to include incompressible flow in pipes and turbomachinery and an introduction to open-channel flow.

*Prerequisite:* CVNG250

**CVNG331 Hydrology and Hydraulics (with Lab) (5 units)**

This course addresses both hydrology—the study of occurrence, movement and distribution of rainfall—and hydraulic design—the application of fluid mechanics and other scientific principles to design structures and develop water resources. Hydrologic principles are applied to model and analyze the distribution and movement of rainfall in a watershed. Hydraulic principles are applied to analyze and design flow through systems of reservoirs, channels and culverts.

*Prerequisite:* CVNG330

**CVNG340 Soil Mechanics (4 units)**

This course addresses the behavior of soil as a construction or foundation material. Key topics include soil properties, soil stresses, earth pressures, and consolidation settlement.

*Prerequisite:* CVNG250

**CVNG341 Foundation Engineering (4 units)**

This course covers the design of building and bridge foundations, based upon applicable engineering principles and fundamental concepts of soil behavior. Topics include slope stability, field testing, designing braced excavations, designing piles and drilled shafts, designing earth retaining structures, and designing earth structures using geosynthetics.

*Prerequisite:* CVNG340

**CVNG350 Electrical Power (4 units)**

This course provides a foundation in electric circuit theory, which serves as a basis for comprehensive coverage of electric power generation, transmission, distribution, system protection, and control.

*Prerequisite:* CVNG200.

**CVNG410 Structural Design 1 (4 units)**

This is the first course in a two-course sequence addressing the design of structural elements in steel, reinforced concrete, and timber. Topics include the design of axially loaded elements and beams in all three materials. Current industry-standard codes and software tools are used throughout the course.

*Prerequisite:* CVNG310.

**CVNG411 Structural Design 2 (4 units)**

This is the second course in a two-course sequence addressing the design of structural elements in steel, reinforced concrete, and timber. Topics include the design of trusses, frames, and simple connections. Current industry-standard codes and software tools are used throughout the course.

*Prerequisite:* CVNG410.

**CVNG420 Construction Estimating (4 units)**

This course covers the process of estimating the required time, labor, materials, and cost of the activities constituting a construction project. Rough-order-of-magnitude, square foot, assemblies, and detailed cost estimating are covered. The course concludes with a

major cost-estimating project.

**Prerequisite:** CVNG321.

**CVNG490 Senior Design 1 (4 units)**

This is the first course in a two-course senior design experience, in which student teams apply and synthesize their knowledge of structural engineering, geotechnical engineering, hydrology, hydraulic engineering, and construction management in the client-based design of a real-world facility or infrastructure system. During this course, emphasis is on problem definition, identification of functional requirements and constraints, and development of a conceptual design.

**Prerequisites:** CVNG331, CVNG341, CVNG411

**CVNG491 Senior Design 2 (4 units)**

This is the second course in a two-course senior design experience involving the comprehensive design of a facility or infrastructure system. During this course, student teams will develop detailed final designs, to include plans, specifications, cost estimate, and a briefing to the client. Execution of the design requires extensive use of computer-based analysis and design tools.

**Prerequisites:** CVNG490. *Co-requisite:* CVNG420.

**CVNG492 Civil Engineering Professional Practice (4 units)**

The course focuses on issues related to the professional practice of civil engineering and is intended to prepare students for their CVNG490/491 capstone design experience. Topics include professional roles and responsibilities, professional registration, continuing education, engineering ethics, procurement of work, competitive bidding, and quality-based selection processes.

**MATH300 Linear Algebra (4 units)**

This course covers solutions to homogeneous and non-homogeneous systems of equations, with strong emphasis on engineering applications.

**Prerequisite:** MATH110

**MATH301 Advanced Math (5 units)**

This course covers the mathematical techniques required to solve advanced engineering problems. Emphasis is placed upon using mathematics to gain insight into natural and man-made phenomena that give rise to problems in vector calculus, as well as double and triple integrals.

**Prerequisite:** MATH120

## Graduation and Employment Rates

The graduation and employment rates for the Bachelor of Science in Civil Engineering will not be available until the program produces its first graduates.

## Engineering and Architecture College Faculty

**Stephen J. Ressler, P.E.**

Ph.D., Civil Engineering, Lehigh University (1991)

M.S., Civil Engineering, Lehigh University (1989)

Bachelor of Science, United States Military Academy (1979)

**Douglas G. Schmucker, P.E.**

Ph.D., Civil Engineering, Stanford University (1996)

M.S. in Structural Engineering, Earthquake Engineering, Stanford University (1991)

B.S. in Civil Engineering and Humanities Honors College, Valparaiso University (1990)

## CHAPTER 6: UNDERGRADUATE MINORS

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Minors are selections of courses offered by various colleges at Olivet University that allow a student to gain knowledge and experience in new field and receive official acknowledgement of this achievement on the transcript. Each minor can only be submitted for certification, while being enrolled in a different major field of study. Not every college offers minors, but a minor can be applied by any student, who is currently enrolled in another major and has completed all minor requirements at the time of application. If the application for certifying a minor is approved, the minor field of study will be recorded on the student's official transcript.

### Minor Certification Requirements

A student applying for certification of a minor must:

- Apply for graduation from a major program from Olivet University at the same time.
- Completed 180 quarter credit hours
- Have at least a 2.5 cumulative GPA.

GPA and credit hour requirements must be met at the end of the quarter in which you apply or your application will be denied.

### Application Process

A student applying for certification of a minor must:

- In the final quarter of the undergraduate program.
- Submit an application for final graduation audit and note the minor which is requested to be certified.
- All requirements above need to be met at the end of the quarter in which the graduation audit was requested or the application for certifying the minor will be rejected.

### Graphic Design Minor



The Graphic Design minor is designed to provide talented men and women with a biblical education that explores the connections between Christian mission combined with art and design to prepare them as ministry practitioners.

## Minor Program Goals

In the context of Olivet's mission, completion of the Minor in Graphic Design will enable students to:

- Understand and use basic visual communications principles and processes.
- Understanding of and the ability to use technology.
- Functional knowledge of professional design practices and processes.
- Understand how the biblical basis of engaging in artistic creation relates to the personal calling as a graphic designer.

## Curriculum

### Graphic Design Minor Courses (28 units)

Students must complete 28 units of graphic design courses, including 20 units required core courses, and 8 units of professional electives.

### Graphic Design Minor Core (20 units)

Students are required to take the following courses of 20 quarter hours in total.

- FARI110 Color Theory and Design
- GDES100 Basic Graphic Design
- GDES200 Typography 1
- GDES220 Introduction to Digital Layout
- GDES300 Web Design

### Graphic Design Minor Electives (8 units)

- DCAP200 Digital Imaging (4 units) or equivalent OSMC photography course
- GDES260 Introduction to Advertising Design (4 units)
- GDES300 Web Design (4 units)
- GDES350 Usability (4 units)
- GDES380 Graphic Product Design (4 units)
- GDES400 Corporate Identity (4 units)

- GDES410 Publication Design (4 units)
- PRAC300 Ministry Internship I\* (4 units)
- PRAC310 Ministry Internship II\* (4 units)

\*Note: Ministry Internships are available to students who complete all Core courses. Students are also required to meet a minimum GPA of 3.0.

## Journalism Minor

A minor that teaches the core elements in journalism. Theory and practice of gathering, processing, and delivering news is emphasized preparing individuals to bring their theological training to bear as professional online journalists, news editors, and news managers.

### Minor Program Goals

In the context of Olivet's mission, completion of the Minor in Journalism program will enable students to:

- Develop basic writing and reporting skills to enter the field of professional journalism
- Reflect critically on the relationship between mass media and Christian mission
- Assess the role and impact of mass media in society
- Benefit ministry areas with messages that seek to improve the lives of the audiences they reach by applying Gospel values

## Curriculum

### Journalism Minor Courses (28 units)

Students must complete 28 units of journalism major courses, including 12 units required core courses, and 16 units in one of three concentrations.

#### Journalism Minor Core (12 units)

Students are required to take the following courses of 12 quarter hours in total.

- JOUR100 News Writing (4 units)
- JOUR110 Reporting (4 units)
- JOUR330 News Editing (4 units) (prereq: JOUR100, JOUR110)

#### Journalism Minor Electives (16 units)

- JOUR120 Fundamentals of Multimedia Journalism (4 units)
- JOUR130 Media Law (4 units)
- JOUR240 Introduction to Photojournalism (4 units) or equivalent OSAD photography course
- JOUR340 Audio and Video Production or DCAP300 Digital Video (*prereq: DCAP200*) (4 units)
- JOUR230 Christian Media Reporting (4 units) (*prereq: JOUR100, JOUR110*)
- JOUR300 Google and the Media (4 units)
- PRAC300 Ministry Internship I\* (4 units)
- PRAC310 Ministry Internship II\* (4 units)

\*Note: Ministry Internships are available to students who complete all Core courses. Students are also required to meet a minimum GPA of 3.0.

## Strategic Communication Minor

A minor that teaches the core elements in journalism. Theory and practice of gathering, processing, and delivering news is emphasized preparing individuals to bring their theological training to bear as professional online journalists, news editors, and news managers.

### Minor Program Goals

In the context of Olivet's mission, completion of the Minor in Journalism program will enable students to:

- Develop basic writing and reporting skills to enter the field of professional journalism
- Reflect critically on the relationship between mass media and Christian mission
- Assess the role and impact of mass media in society
- Benefit ministry areas with messages that seek to improve the lives of the audiences they reach by applying Gospel values

## Curriculum

### Journalism Minor Courses (28 units)

Students must complete 28 units of journalism major courses, including 12 units required core courses, and 16 units in one of three concentrations.

### Journalism Minor Core (12 units)

Students are required to take the following courses of 20 quarter hours in total.

- JOUR100 News Writing (4 units)
- JOUR110 Reporting (4 units)
- JOUR330 News Editing (4 units) (prereq: JOUR100, JOUR110)

#### **Journalism Minor Electives (16 units)**

- JOUR120 Fundamentals of Multimedia Journalism (4 units)
- JOUR130 Media Law (4 units)
- JOUR240 Introduction to Photojournalism (4 units) or equivalent OSAD photography course
- JOUR340 Audio and Video Production or DCAP300 Digital Video (*prereq: DCAP200*) (4 units)
- JOUR230 Christian Media Reporting (4 units) (*prereq: JOUR100, JOUR110*)
- JOUR300 Google and the Media (4 units)
- PRAC300 Ministry Internship I\* (4 units)
- PRAC310 Ministry Internship II\* (4 units)

\*Note: Ministry Internships are available to students who complete all Core courses. Students are also required to meet a minimum GPA of 3.0.

## **CHAPTER 7: CERTIFICATE PROGRAMS**

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### **Certificate in English as a Second Language**

The Certificate in English as a Second Language (ESL) Program upholds the Mission, Vision, Values, and Goals of Olivet University. The ESL Program contributes to the University's goal of equipping students with the practical skills to preach the Gospel effectively into and after the 'network generation.' Effective writing, speaking, and critical thinking skills are central to Olivet University's mission and the hallmark of an educated person. The program stresses all aspects of English: speaking, pronunciation, listening, reading, vocabulary, and writing.

#### **Program Goals**

In the context of Olivet University's mission, completion of the ESL program will:

- Develop the student's ability to conduct complex research projects using English as their secondary language.

- Improve usage of verbal and auditory skills within an American college setting
- Enable students to function within the American culture to pursue further education in English.
- Point out areas for further development and refinement of English communication skills.

## Completion Requirements

Certificate in ESL students must fulfill the following completion requirements:

- Pass required quarter hours:
  - Beginner – 18 hours;
  - Intermediate – 18 hours;
  - Advanced – 18 hours.
- Receive a passing mark for Chapel requirements.
- Maintain a 3.00 (B grade point average) in all classes.
- Pass an ESL exit exam (OLSPT) meeting the following requirements:
  - A minimum total OLSPT score of 75;
  - A minimum of 7 out of 10 in OLSPT Writing;
  - A minimum of 18 out of 25 in OLSPT Speaking.
- Satisfy all financial responsibilities to the university.

There is no minimum English requirement for international students because the University offers ESL (English as Second Language) classes. We are strongly committed to the goal of helping students succeed in their academic classes while working to improve their English throughout their academic careers.

All students who do NOT have official TOEFL, IELTS, or other valid standard test scores need to take the Olivet Language Studies Proficiency Test (OLSPT), offered during the Evaluation Testing period before the start of each quarter. The specific dates and times of the entrance exams will be emailed to students or announce to school announcement board after they are enrolled in the university.

## Standardized Test List and Score Chart

<b>ESL Levels</b>	<b>OLSPT</b>	<b>TOEFL: PBT.IBT</b>	<b>TOEIC</b>	<b>IELTS</b>
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Waiver	Doctors: 80 & Above	D: 550.80 & Above	D: 690 & Above	D: 6.5 & Above
	Masters: 75 & Above	M: 530.71 & Above	M: 640 & Above	M: 6.5 & Above
	Bachelors: 75 & Above	B: 500.61 & Above	B: 585 & Above	B: 6.0 & Above
Advanced	65 & 74	Placement Test	Placement Test	Placement Test
Intermediate	53 to 64	Placement Test	Placement Test	Placement Test
Beginner	52 & Below	Placement Test	Placement Test	Placement Test

## Curriculum

In the English as a Second Language Certificate Program students are required to take a minimum of 54 hours of ESL classes for graduation. An initial placement test determines the entry level of a student. If placed in Intermediate or Advanced Level, the student needs to demonstrate satisfactory progress within the first week of classes or he/she will be placed into the next lower level for the first quarter.

Final placement decisions are based on faculty review of a standard test and performance in the first week of classes. A Placement Test Guide is available at the language college office upon request.

### 1. Beginner Level (18 hours)

The beginner level consists of four (4) required foundational courses and a choice of one (1) course from a distribution course list.

#### *Foundation Courses*

- ENGL011 Beginner Reading and Writing I (4 hours)
- ENGL020 Beginner Reading and Writing II (4 hours)
- ENGL030 Beginner Listening and Speaking I (4 hours)
- ENGL040 Beginner Listening and Speaking II (4 hours)

*Distribution (Choose one course from the options below)*

- ENGL010 Independent Lab I (2 hours)
- ENGL031 English Grammar (4 hours)
- ENGL032 English Grammar in Chinese (4 hours)
- ENGL033 English Grammar in Korean (4 hours)
- ENGL034 English Grammar in Spanish (4 hours)
- ENGL063 Pronunciation (4 hours)

**2. Intermediate Level (18 hours)**

- ENGL041 Independent Lab II (2 hours)
- ENGL045 Intermediate Reading and Writing I (4 hours)
- ENGL046 Intermediate Reading and Writing II (4 hours)
- ENGL050 Intermediate Listening and Speaking I (4 hours)
- ENGL060 Intermediate Listening and Speaking II (4 hours)

**3. Advanced Level (18 hours)**

- ENGL070 Independent Lab III (2 hours)
- ENGL080 Advanced Reading and Writing I (4 hours)
- ENGL081 Advanced Reading and Writing II (4 hours)
- ENGL071 Advanced Listening and Speaking I (4 hours)
- ENGL072 Advanced Listening and Speaking II (4 hours)

**6. General Ministry Skills (0 Unit)**

Students are required to pass PRAC011 College Chapel every quarter that they are enrolled. Please refer to the Christian Service Program Handbook for more detailed information.

## **ESL ADMISSIONS**



Students seeking to apply for Olivet School of Language & Education's ESL program must submit the following application requirements:

- **completed Application Form**

Prospect students interested in applying to Olivet University must submit the application form from <http://apply.olivetuniversity.edu> OSLE does not accept the Common Application

- **High School Transcript**

Applicants to Olivet ESL programs must submit an official high school transcript from public, private, or home school or official transcripts undertaken at OSLE. Applicants who have not graduated from high school must attain the General Educational Development (GED) certificate before admission.

- **Copy of High School Diploma or the highest degree attained**
- **Recommendations**

ESL Applicants must submit at least two recommendation letters. Submitting three recommendation letters is highly recommended. One letter must be a reference from an World Olivet Assembly (WOA) church pastor. The other recommendation letter should be submitted by persons qualified to speak about the applicant's academic and/or professional abilities, as described on the recommendation forms provided by Olivet University. Recommendations may not be from a member of your immediate family or your spouse.

- **Application Fee**

Applicants must submit a \$75.00 non-refundable application fee.

### **Olivet University English Requirements for International Applicants:**

There is no minimum English requirement for international students because the University offers ESL (English as Second Language) classes. We are strongly committed to the goal of helping students succeed in their academic classes while working to improve their English throughout their academic careers.

However, all newly enrolled international students for whom English is not a primary language are required to participate in proficiency testing for course eligibility and placement purposes prior to the commencement of studies according to the guidelines. Exceptions to this requirement include international students who can prove English language proficiency by meeting one of the following conditions:

- A minimum TOEFL (Test of English as a foreign language) score of 500 (paper-based), or 173 (computer-based), or 61 (Internet-based),or
- A minimum IELTS (International English Language Testing System ) score of 6.0, or

- A minimum TOEIC (Test of English for International Communication) score of 585, or
- The student is from a country where English is the official language
- The student received an undergraduate or graduate degree from an English-speaking School or university

High school transcripts of students who have graduated from an English medium secondary school may also be reviewed to determine if the student must participate in proficiency testing.

If an applicant recently earned a baccalaureate degree from a recognized institution where English was the language of instruction, he or she may submit a written request to the Admissions Committee explaining why he or she should be excused from taking the TOEFL, IELTS or other valid standard tests. The Admissions Committee will make the final decision on whether or not the applicant is excused from taking a language exam.

All students who do NOT have official TOEFL, IELTS, or other valid standard test scores need to take the Olivet Language Studies Proficiency Test (OLSPT), offered during the Evaluation Testing period before the start of each quarter. The specific dates and times of the entrance exams will be emailed to students or announce to school announcement board after they are enrolled in the university.

Students who demonstrate they are not prepared for a postsecondary education in their program are required to make up this deficiency prior to their continuation of study.

If a student receives a substandard score in English proficiency, he or she may be eligible to receive English language support, and may also be placed on academic probation in order to determine if performance is satisfactory for continued stud

## **Graduation Requirements**

1. Complete all course work
2. Maintain a 3.00 (B grade point average) in all classes
3. Satisfy all financial responsibilities to the university

## **Olivet University International Students ESL Requirement**

In order to meet graduation eligibility international students are required to:

1. Fulfill 'Olivet's Onsite Student English Waiver Standard' by submitting English test score.
2. Earn an ESL certificate from the University.

## **Olivet's Student English Waiver Standard**

- The student is from a country where English is the official language, or;
- The student received an undergraduate or graduate degree from an English-speaking School or university, or;

- Submit an English standardized test score that is higher than waiver standard from any one of the tests as shown below: (The test score is valid for two years from the time when the test is taken.)

High school transcripts of students who have graduated from an English medium secondary school will be reviewed to determine if the student must take the Olivet Language Studies Proficiency Test (OLSPT).

## Bachelor's Programs

- A minimum OLS Proficiency Test score of 75/115 with a minimum of 7/10 in OLSPT Writing and a minimum of 18/24 in OLSPT Speaking, or
- A minimum TOEFL (Test of English as a foreign language) score of 500 (paper-based), or 61 (Internet-based), or
- A minimum IELTS (International English Language Testing System) score of 6.0

## Master's Programs

- A minimum OLS Proficiency Test score of 75/115 with a minimum of 7/10 in OLSPT Writing and a minimum of 18/24 in OLSPT Speaking, or
- A minimum TOEFL (Test of English as a foreign language) score of 530 (paper-based), or 71 (Internet-based), or
- A minimum IELTS (International English Language Testing System) score of 6.5

## First Professional Degree or Professional Doctoral's Programs?

- A minimum OLS Proficiency Test score of 80/115 with a minimum of 7/10 in OLSPT Writing and a minimum of 18/24 in OLSPT Speaking, or
- A minimum TOEFL (Test of English as a foreign language) score of 550 (paper-based), or 80 (Internet-based), or
- A minimum IELTS (International English Language Testing System) score of 6.5

## Standardized Test List and Score Chart

Undergraduate Academic Catalog

<b>ESL Levels</b>	<b>OLSPT</b>	<b>TOEFL: PBT.IBT</b>	<b>TOEIC</b>	<b>IELTS</b>
Waiver	Doctors: 80 & Above	D: 550.80 & Above	D: 690 & Above	D: 6.5 & Above
	Masters: 75 & Above	M: 530.71 & Above	M: 640 & Above	M: 6.5 & Above
	Bachelors: 75 & Above	B: 500.61 & Above	B: 585 & Above	B: 6.0 & Above

Advanced	65 & 74	Placement Test	Placement Test	Placement Test
Intermediate	53 to 64	Placement Test	Placement Test	Placement Test
Beginner	52 & Below	Placement Test	Placement Test	Placement Test

## Olivet Language Studies Proficiency Test (OLSPT)

The Olivet Language Studies Proficiency Test (OLSPT) is a comprehensive English language proficiency examination. It is only offered by OSLE in connection with enrollment in the Certificate in ESL program. Passing the OLSPT is a requirement for the Certificate in ESL and is recognized by Olivet University's admissions office as sufficient demonstration of English language proficiency for the purpose of enrollment in the university's degree programs.

The OLSPT will be offered during the examination week at the end of each quarter. Only students currently registered in Advanced Level courses or those who have passed them are eligible to take OLSPT.

Students who previously failed OLSPT and in need of continued fulltime enrollment status to maintain student visa requirements must register the following courses while preparing to retake the examination.

- ENGL095 Independent Lab IV (2 hours)
- ENGL091 TOEFL Preparation Course Module 1 (4 hours)
- ENGL092 TOEFL Preparation Course Module 2 (4 hours)
- ENGL093 TOEFL Preparation Course Module 3 (4 hours)
- ENGL094 TOEFL Preparation Course Module 4 (4 hours)

## Course Descriptions

### *Beginner Level Courses*

#### **ENGL010 Independent Lab I (4)**

Students are open to self-paced instructions that cater to individual styles of learning. Self Study Materials assist students with developing their English skills in all aspects of listening, reading, and speaking.

#### **ENGL011 Beginner Reading and Writing I (4)**

The goal of these courses is to develop students' basic reading and writing skills at the low-beginner level. The objectives of these courses are for students to practice and apply reading and writing skills in a variety of basic tasks and activities incorporating vocabulary words and grammatical principles appropriate for the low-beginner level.

#### **ENGL020 Beginner Reading and Writing II (4)**

The goal of these courses is to further develop students' basic reading and writing skills at the high-beginner level. The objective of these courses are for students to practice and apply reading strategies and writing skills in a variety of basic tasks and activities incorporating vocabulary words, grammatical principles, and organizational patterns appropriate for the high-beginner level.

**ENGL030 Beginner Listening and Speaking I (4)**

The goal of these courses is to develop students' basic listening and speaking skills necessary for everyday language at the low-beginner level. The objectives of these courses are for students to practice and apply listening skills in comprehension activities and utilize basic vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the beginner level.

**ENGL040 Beginner Listening and Speaking II (4 hours)**

The goal of these courses is to further develop students' basic listening and speaking skills necessary for everyday language use at the high-beginner level. The objectives for these courses are for students to practice and apply listening skills in comprehension activities and utilize basic vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the high-beginner level.

**ENGL031 English Grammar (4)**

Advisory: Class will be conducted in English. Should be taken by ESL students whose native language is neither Chinese nor Korean.

The study of grammar is important for accurate English. This course is designed to introduce ESL students to the study and review of English grammar, along with written and oral practice.

**ENGL032 English Grammar in Chinese (4)**

*Note: Class will be conducted in Chinese. Should be taken by ESL students whose native language is Chinese*

The study of grammar is important for accurate English. This course is designed to introduce ESL students to the study and review of English grammar, along with written and oral practice.

**ENGL033 English Grammar in Korean (4)**

*Note: Class will be conducted in Korean. Should be taken by ESL students whose native language is Korean*

The study of grammar is important for accurate English. This course is designed to introduce ESL students to the study and review of English grammar, along with written and oral practice.

**ENGL034 English Grammar in Spanish (4 hours)**

*Note: Class will be conducted in Spanish. Should be taken by ESL students whose native language is Spanish*

The study of grammar is important for accurate English. This course is designed to introduce ESL students to the study and review of English grammar, along with written and oral practice.

**ENGL063 Pronunciation (4 hours)**

This course trains students to enhance listening skills and become more fluent and comprehensible in English through activepractice activities. The course may include reading and oral presentations from a variety of sources in music, poems, literature, and short stories. Students will work on stressing sentences, liking/intonations, and a variety of listening/speaking exercises.

*Intermediate Level Courses*

**ENGL041 Independent Lab II (4 hours)**

Students are open to self-paced instructions that cater to individual styles of learning. Self Study Materials assist students with developing their English skills in all aspects of listening, reading, and speaking.

**ENGL045 Intermediate Reading and Writing I (4 hours)**

The goal of these courses is to develop and enhance students' reading and writing skills necessary for academic success at the intermediate level. The objectives of these courses are for students to practice and apply reading and writing strategies and incorporate vocabulary, grammatical principles, and specific paragraph structure and rhetorical patterns in a variety of tasks and activities appropriate for the intermediate level.

**ENGL046 Intermediate Reading and Writing II (4 hours)**

The goal of these courses is to deepen and broaden students' reading and writing skills necessary for academic success at the high-intermediate level. The objectives of these courses are for students to practice and apply reading and writing strategies and incorporate vocabulary, grammatical principles, and specific paragraph structure and rhetorical patterns in a variety of tasks and activities appropriate for the high-intermediate level.

**ENGL050 Intermediate Speaking and Listening I (4 hours)**

The goal of these courses is to further develop and enhance students' listening and speaking skills necessary for academic success at the intermediate level. The objectives of these courses are for students to practice and apply listening skills in comprehension activities and utilize common vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the intermediate level.

**ENGL060 Intermediate Speaking and Listening II (4 hours)**

The goal of these courses is to broaden and deepen students' listening and speaking skills for academic success at the high-intermediate level. The objectives of these courses are for students to practice and apply listening skills in comprehension activities and utilize vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the high-intermediate level.

*Advanced Level Courses*

**ENGL070 Independent Lab III (4 hours)**

Students are open to self-paced instructions that cater to individual styles of learning. Self Study Materials assist students with developing their English skills in all aspects of listening, reading, and speaking.

**ENGL071 Advanced Speaking and Listening I (4 hours)**

The goal of these courses is to expand and further refine students' listening and speaking skills for academic success at the advanced level. The objectives of these courses are for students to practice and apply listening skills in comprehension activities and utilize advanced vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the

advanced level.

**ENGL072 Advanced Speaking and Listening II (4 hours)**

The goal of these courses is to expand and further refine students' listening and speaking skills for academic success at the high-advanced level. The objectives of these courses are for students to practice and apply listening skills in comprehension activities and utilize high-advanced vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the advanced level.

**ENGL080 Advanced Reading and Writing I (4 hours)**

The goal of these courses is to expand and further refine students' reading and writing skills necessary for academic success at the advanced level. The objectives of these courses are for students to practice and utilize reading and writing strategies and incorporate vocabulary, grammatical principles, and specific paragraph structure and rhetorical patterns in a variety of tasks and activities appropriate for the advanced level.

**ENGL081 Advanced Reading and Writing II (4 hours)**

The goal of these courses is to expand and further refine students' reading and writing skills necessary for academic success at the advanced level. The objectives of these courses are for students to practice and utilize reading and writing strategies and incorporate vocabulary, grammatical principles, and specific paragraph structure and rhetorical patterns in a variety of tasks and activities appropriate for the high-advanced level.

*Proficiency Test Preparation Courses*

**ENGL091-94 TOEFL Preparation Course Module 1-4 (4 hours each)**

The goal of these courses is for students to further analyze the TOEFL IBT format and its components and refine students' English and test taking skills. The objectives of these courses are to strengthen students' reading, writing, speaking, and listening skills, reinforce note-taking skills, broaden test-taking strategies, further build vocabulary, and deepen students understanding of more complex grammar points in level appropriate receptive and productive tasks involving complex academic and campus life passages.

**ENGL070 Independent Lab IV (4 hours)**

Students are open to self-paced instructions that cater to individual styles of learning. Self Study Materials assist students with developing their English skills in all aspects of listening, reading, and speaking.

## **Certificate in Languages**

The Certificate in Languages upholds the Mission, Vision, Values, and Goals of Olivet University. In particular the Certificate in Languages Program contributes to the University's goal of equipping students with the practical skills to preach the Gospel effectively into and after the 'network generation.



Effective Christian Mission faces many obstacles that include barriers in language and culture. In order to effectively proclaim the gospel across multiple borders, learning languages is essential. OSLE’s Language Program is designed to prepare ministry bound men and women for work in interpretation and collaborations with other missionaries who are active or on sabbatical.

## Program Goals

In the context of Olivet University’s mission, completion of the Certificate in Languages will enable students to:

- Exercise language competencies needed within the missions profession
- Be prepared to function within a foreign mission field
- Build foundational coursework that will enable pursuit of further education in the mission field/foreign language

## Completion Requirements

Certificate in Languages students must fulfill the following completion requirements:

- Pass a total of 28 quarter hours.
- Receive a passing mark for Chapel requirements.
- Maintain a 3.00 (B grade point average) in all classes.
- Satisfy all financial responsibilities to the university.

A certificate will be issued at the completion of the program.

## Curriculum

The Certificate in Languages is offered for the following language pairs:

- (1) English for Korean/Spanish/Chinese speakers.
- (2) Spanish for Korean/English/Chinese speakers.
- (3) Chinese for Korean/Spanish/English speakers.
- (4) Korean for English/Spanish/Chinese speakers.

Course Title		Format	Unit
XXXX110*	XXXX Language 1	On-line	4
XXXX111*	XXXX Language 2	On-line	4
XXXX112*	XXXX Language 3	Onsite	4
XXXX113*	XXXX Language 4	Onsite	4

XXXX114*	XXXX Language 5	Onsite	4
XXXX115*	XXXX Language 6	Onsite	4
XXXX116*	The art of Transcription	Onsite	4
Total Unit			28

\* The course codes above are spacers for the sake of simplification while displaying curricula for multiple languages simultaneously. Replace 'XXXX' with 'CNKR', 'CNSP', or 'CNEN' for the Chinese-Korean, Chinese-Spanish, Chinese-English language program for example.

### General Ministry Skills (0)

- PRAC011\*\* College Chapel (0 units)

\*\* Students are required to pass one quarter of PRAC011 College Chapel during their certificate program duration.

## Course Descriptions

### xxxx010\* Dictation Skill-Online (4)

For the course materials, recommended famous sermons and speeches will be used. This course focuses on helping students to improve listening skill, writing, speaking, spelling and vocabulary in context.

### xxxx011\* Writing Skills-Online (4)

Once students have become familiar with the basics of English and have begun communicating, writing can help open up new avenues of expression. These first steps are often difficult as students struggle to combine simple sentences into more complex structures. This guided writing lesson is intended to help bridge the gap from simply writing sentences to developing a larger structure.

### xxxx012\* Vocabulary (4)

This course helps students understanding of vocabulary in context and how to make the right word choices to translate. Awkward expressions or choice of vocabulary that non English speaker use will be pointed out and smoother ways to use will be taught.

### xxxx013\* Translation & Interpretation (4)

Students learn the basic concepts and theories of translation and interpretation. Students begin to learn the most common techniques and practices for translating and interpreting documents. This course prepares students to get acquainted with the practice of using two languages interchangeably as a tool for separate or simultaneous communication.

### xxxx014\* Presentation (4)

Presentations will help students take their speaking levels to another level. Presentations are divided into formal and informal. The formal presentations will focus on translating articles and giving summaries of the topic in their own words. Students will be asked

to prepare power points, handouts and will practice how to deliver in a formal manner. Informal presentations will consist of students coming up with their own dialogues, translating them from Korean, Chinese or Spanish to English and acting it out in front of an audience. It also includes interpreting different dialogues on the spot.

**xxxx015\*      Pronunciation (4)**

In this course, students focus on refining English pronunciation skills with an emphasis on eliminating production errors in spontaneous spoken English. Students will review and expand their understanding of phonological principles. Skill mastery will be demonstrated through lengthy impromptu presentations on prepared or familiar topics.

**xxxx016\*      The art of Transcription (4)**

In this course, students need to transcribe provided written article by hands on their note every class. After transcribing all sentences, students summarize the article with key points. That way student can develop the way of writing skills.

## **CHAPTER 8: CAREER SERVICES**

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### **Career Advisory**

Advisors and counselors are available to speak with ministry-bound students who seek advice for careers after graduation. Olivet University provides information but is not required or obligated to offer placement services. Students may contact the director of their academic programs for more information.

### **Detailed Occupation Level for Undergraduate Programs**

#### **Bachelor of Arts in Theology**

21-2021 Directors, Religious Activities and Education  
21-2090 Miscellaneous Religious Workers

#### **Bachelor of Arts in Children's Developmental Studies**

11-9031 Education and Childcare Administrators, Preschool and Daycare  
25-2010 Preschool and Kindergarten Teachers  
39-9011 Childcare Workers

#### **Bachelor of Arts in Music**

27-2041 Music Directors and Composers  
27-2042 Musicians and Singers  
27-2090 Miscellaneous Entertainers and Performers, Sports and Related Workers

49-9063 Musical Instrument Repairers and Tuners

**Bachelor of Arts in Journalism**

27-3020 News Analysts, Reporters, and Journalists

27-3040 Writers and Editors

27-3090 Miscellaneous Media and Communication Workers

27-4020 Photographers

**Bachelor of Arts in Graphic Design**

27-1013 Fine Artists, Including Painters, Sculptors, and Illustrators

27-1021 Commercial and Industrial Designers

27-1024 Graphic Designers

15-1255 Web and Digital Interface Designers

**Bachelor of Arts in Information Technology**

15-1210 Computer and Information Analysts

15-1220 Computer and Information Research Scientists

15-1240 Database and Network Administrators and Architects

15-1250 Software and Web Developers, Programmers, and Testers

17-2061 Computer Hardware Engineers

**Bachelor of Arts in Business**

11-1021 General and Operations Managers

11-2011 Advertising and Promotions Managers

11-2020 Marketing and Sales Managers

11-2030 Public Relations and Fundraising Managers

11-3030 Financial Managers

11-3050 Industrial Production Managers

11-3120 Human Resources Managers

13-2010 Accountants and Auditors

13-2030 Budget Analysts

13-2050 Financial Analysts and Advisors

**English as a Second Language**

25-3010 Adult Basic Education, Adult Secondary Education, and English as a Second Language Instructors

**Language Program**

25-3010 Adult Basic Education, Adult Secondary Education, and English as a Second Language Instructors

**Teaching English to Speakers of Other Languages (TESOL)**

25-1123 English Language and Literature Teachers, Postsecondary

## **CHAPTER 9: COURSE SELECTION AND SCHEDULING**

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Instructions and dates for registration are located on Populi. All students will receive their Populi login ID and password upon enrollment. Students will be notified by email about registration instructions and the date by which they must register. Questions should be directed to the Office of Admissions.

Former students eligible for re-enrollment who have indicated their desire to attend Olivet University also will be notified about their status and any registration information via email.

### **Adding and Dropping Courses**

Students may officially add or drop course(s) with no clerical fee being charged until the specified add/drop date, after which a \$15 clerical fee will be charged for each course added or dropped. Additional per hour fees owed will be calculated based on the total amount due after the schedule adjustment has been made. Refunds owed will be calculated based on the total amount due after the schedule adjustment has been made.

A student wishing to add or drop a class needs to submit a *Drop/Add Class* form to the Registrar. The student is then responsible for obtaining permission from the faculty member teaching the course as well as the student's advisor.

A student wishing to withdraw from a course after the add/drop date may complete a *Drop Class* form with the Office of the Registrar. The student is also responsible for paying appropriate fees, and obtaining permission from the faculty member teaching the course as well as the student's advisor.

Anytime a student drops below fulltime status as a result of dropping or withdrawing from a course, he/she must get express permission from the Academic Dean and the College Program Director, because his/her financial status with the university might be affected.

### **Dropping vs. Withdrawing**

*Dropping:* Students may drop from class during the official drop/add period at the beginning of each quarter. This process occurs on-line. At the end of the quarter, no official record of the student having been in the class exists.

*Withdrawal (Class Withdrawal)*: Students may withdraw from courses following the drop/add period until week nine of the fall, winter, or spring quarter. A grade of "W" will appear in the student's official records.

## **Withdrawal Policies**

During the first week of the fall, winter or spring quarter, students may withdraw from a course with no record of the class appearing on the transcript. In weeks three through nine of the fall, winter and spring quarter, the student may withdraw with the advisor's permission. The course will be recorded on the transcript with the instructor's notation of "W," indicating that the student withdrew. After week nine of the fall, winter, or spring quarter, students may not withdraw from courses.

No student may withdraw from more than five courses during the duration of his/her studies to earn a degree. A student may not withdraw from the same course more than once.

Procedure: Withdrawal from a course is accomplished with an *Add/Drop Class* form, processed through the Registrar's Office.

There are two different types of withdrawal: "*College Withdrawal*," which is withdrawing from the college (all courses), and "*Class Withdrawal*," which is withdrawing from individual courses.

## **College Withdrawal (Complete Withdrawal) Policy**

If a student does not intend to return to OU or is planning to be away for more than one-year (four quarters), he/she is required to file *Leave of Absence/College Withdrawal* form.

To maintain good academic standing and eligibility for readmission to the college, students finding it necessary to withdraw must do so officially. Students will then have to apply for readmission in order to return. In this case, students may be subject to updated general education, major and degree requirements. Courses taken at another institution do not need prior approval but will be evaluated for possible transfer credit at the time of readmission. Readmission is not guaranteed and is subject to the admission criteria in place at the time students reapply.

## **Refunds for Withdrawals**

When withdrawing from a class, a student can drop a class with no charge as long as it is within the first two weeks of classes. Anytime after this, students must pay a \$15 drop fee to withdraw from a class. They will be able to do this up until the end of the fourth week of classes, at which point it is no longer possible to drop classes.

Tuition charges may be refunded 90% only if the withdrawal form is processed by the end of the second week of classes of the fall, winter and spring quarters. Students may withdraw after giving official notice and receive a refund of fees paid for which instruction was not received, through completion of 60 percent of the course or term. No refunds will be given after this time.

## **Repeating Courses**

Courses for which grades of “D” or better have been earned may not be repeated for credit. Courses for which grades of “F” have been received may be repeated for credit. Only the grade for the repeated attempt counts toward the grade point average. All entries on the transcript, however, remain a part of the student’s permanent academic record. Students will not be allowed to register for a course for which they have already received a passing grade.

## **Quarter System**

Courses of study at Olivet University are offered, and credit for satisfactory completion is granted, on a quarter basis.

The school year at Olivet University is divided into three regular quarters –fall, winter, and spring. With the exception of the summer quarter, which has 42 days of instruction, each quarter includes 10 weeks of instruction (not including final exams).

The basic unit for credit earned is the quarter hour, representing one hour of class per week for 10 weeks.

## **Online/Hybrid Learning**

Olivet University offers both online and hybrid courses that can be taken by students to fulfill their degree requirements at our school. Online courses may be taken by either online or resident students. Hybrid courses may be taken by resident students only. Online and hybrid courses have the same course descriptions and student learning objectives as their resident-only equivalents. Both course types are explained further in detail below.

As of the academic year 2015/16 a dedicated department for distance education programs, Olivet University International (OUI), has been established within Olivet University. Distinguishing distance education from its residential programs aims at ensuring the highest quality education for online students allowing course designers, instructional faculty and academic support staff to focus on serving the at-a-distance student body specifically. In a transitional process first the distance education programs in theology, business and information technology have been included in OUI, but ultimately all programs offered as distance education will be offered through OUI.

Curricular and learning resources are shared between both program types, residential and distance education.

### **Online Classes**

Olivet University offers a number of online-only courses through the school's online classroom. Both online and resident students are eligible to take online courses to fulfill their degree requirements. The vast majority of the class activity will take place online, including tools such as video conferencing, online lectures, forums, chat rooms, online tests and quizzes, and electronically submitted coursework. Course content can be accessed 24/7 at the student's convenience, but the student is responsible for keeping up with the curriculum throughout the quarter. Most course material will be available electronically, but students will typically still need to purchase a physical textbook for online courses.

Note that regardless of the number of credit hours awarded for a course, only 3 credit hours from online courses may be applied toward an F-1 student's full time status requirement. Online courses alone do not count towards the fulfillment of any residency or

on-site requirements.

### **Hybrid Courses**

For today's students at Olivet University having an online classroom containing learning resources, tracking the progress through course work, recording grades and enabling interaction with fellow students regardless of time and place and thus supporting effective learning is the standard for any course offered, on-site or online. Instead of using the existence of an online classroom to label a course "online" or "hybrid" Olivet University therefore uses the simultaneous existence of an on-campus component and an integral distance education component of any class as the decisive marker for being a hybrid course.

Olivet University distinguishes two general types of hybrid instruction: 1) remote teacher, 2) remote student or classroom. Regardless of type, an on-campus student enrolling in a hybrid course is sure to have a regular onsite component where attendance is tracked and face-to-face instruction/discussion is provided. An online student enrolling in a hybrid class, on the other hand, can be sure all activities and resources necessary for participation and for learning to happen in the course are available at a distance to him or her.

F-1 students participating in hybrid courses can have the full credit hours applied toward the full time status requirement.

### **Class Schedules**

Schedules listing classes offered each quarter are available on the university's course management system MyOlivet/Populi. Extension course offerings can also be found in MyOlivet. After receiving their ID and password, students may access the platform at the following address: <http://my.olivetuniversity.edu> or <https://olivet.populiweb.com>.

### **Class Attendance**

Students are expected to be punctual and regular in class attendance and to accept responsibility for all assigned work. Any student who has been absent for as many as one-third of the total class sessions for a course will have failed and will be suspended from the course. Within this framework, each instructor may set his/her own class attendance policy, and will inform students of this policy at the beginning of the term.

Class sessions missed because of illness or late registration will be counted as absences, except in the case of extenuating circumstances.

Students who are ill are expected to notify their instructors and to arrange to make up any missed work.

A student who is forced to miss classes for any extended period shall notify the Office of Academic Affairs of their college of his/her absence and the reason for it. A student who is absent from class for a period of two weeks without such notification will be considered as having unofficially withdrawn from the course and will receive a grade of "F". If the student has been unable to notify the institution for reasons beyond his/her control, he/she may be reinstated by petitioning the Academic Council.

Accumulated absence of 40% or more of any given course whether spread out over the entire quarter or consecutive, will earn the



student a grade of "NF," failure for non-attendance. Excused absence is not counted as present.

Any student who misses an examination for a legitimate reason may be granted permission to take a "make-up" examination at the discretion of the faculty member.

Permission to give a final examination at any time other than the officially scheduled time must be obtained from the Division Chair.

Occasionally class absences result from a field trip scheduled for another course or from an authorized co-curricular activity (i.e. athletic event, music ensembles, etc.) that falls within class hours. Such group absences do not excuse a student from obligations to regularly scheduled courses, and it is the student's responsibility to be informed concerning the work missed and to complete all requirements in a manner satisfactory to the instructor. Students who participate in co-curricular activities, which may require class absences, should regularly attend class so that absences for co-curricular activities do not lead to course failure.

## Fulltime Enrollment

Fall, Winter and Spring quarters only.

To be classified as fulltime, undergraduate students must be enrolled for a minimum of 12 quarter hours, while graduate students must take a minimum of 8 quarter hours. Special permission must be granted to enroll in more than 16 hours for undergraduate students and 12 hours for graduate students per quarter. Such permission must be approved by the Academic Dean before registration.

Certificate in English as a Second Language students are required to take a minimum of 18 clock hours of instruction per week in order to reach fulltime enrollment status.

# CHAPTER 10: GRADE NOTATION AND POLICIES

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## Grading Policies

Grades shall be assigned to individual students on the basis of the instructor's judgment of the student's scholastic achievement using the grading system below.

### Undergraduate Grading System

Percentage Equivalent	Grade	Interpretation	Grade Points
100-93	A	Excellent	4.0
92-90	A-		3.7

89-88	B+		3.3
87-83	B	Good	3.0
82-80	B-		2.7
79-78	C+		2.3
77-73	C	Satisfactory	2.0
72-70	C-		1.7
69-68	D+		1.3
67-63	D	Minimum Passing	1.0
62-60	D-		0.7
Below 60	F	Failure	0

**Other Grade Marks Used:**

Grade	Interpretation	Grade	Interpretation	Grade	Interpretation
I	Incomplete	M	Missing Grade	NP	No Pass/No Credit
IP	In Progress	NF	Non-Attendance Failure	E	Conditional
W	Withdrawal	P	Pass (C- or better)	AU	Audit

*Incomplete Grade (I)*

The “I” (Incomplete) grade is given when the course is not completed by the end of the term for acceptable reasons. If this grade is not removed within ten weeks of the end of the quarter, it becomes an “F.”

Students are permitted to withdraw from courses and receive a “W” only during the first half of any course. Students desiring an exception to this rule must petition through the Registrar's Office. “W” will not be calculated in the grade point average.

*In Progress Grade (IP)*

The grade of “IP” (In Progress) is issued only in the special circumstance of a course registered for in one term is to be completed by registering for the companion course in a subsequent term. Upon successful completion of the final course, the instructor changes the IP grade to the appropriate grade. IP grades are not included when calculating the grade point average.

*Withdrawal Grade (W)*

A grade of “W” (Withdrawal) is issued when a student formally withdraws from a course. The withdrawal must be initiated by the student in accordance with the procedures and due deadline dates. “W” grades carry no credit and are not included when calculating the grade point average.

*Missing Grade (M)*

A grade of “M” (Missing Grade) is issued when no grade has been reported to the Enrollment Office. “M” grades carry no credit and are not included when calculating the grade point average. “M” grades will change to a grade of “NF”, one term after the initial term. Once converted to an “NF”, cannot be changed.

*Non-Attendance Failure Grade (NF)*

The grade of “NF” (Non-Attendance Failure) may be given by a professor for excessive absences by a student or when a student stops attending the class. This grade will be computed in the grade point average like a grade of “F.” “NF” grades cannot be changed after initial submission and other grades cannot be changed to a “NF.”

*Conditional Grade (E)*

A grade of “E” (Conditional) is earned only in continuing courses. This grade can be raised to a “D” by doing “C” grade work in the remainder of the course; otherwise, it becomes an “F”.

*Audit Grade (AU)*

A grade of “AU” (Audit) is issued when a student's attendance in an audited course is deemed adequate. AU grades carry no credit and are not included when calculating the grade point average.

## **Grade Appeal**

The normal appeal procedure begins with a consultation with the professor concerned. The following are the steps to filing a grade appeal:

1. Prior to the end of the quarter following the course in which the contested grade is issued, the student will request that the faculty member reconsider the grade that was awarded.
2. If dissatisfied with outcome of faculty decision, within 10 days of the faculty member's decision, the student may appeal in writing to the Division Chair.
3. Within 10 days of the College Dean or Director's decision, the student may submit a written appeal to the Academic Dean.
4. The student is responsible to monitor email daily throughout the appeals process.

## **Class Work**

All class work is due on the date set by the professor. No assignments will be accepted that are more than two weeks overdue, and grades on late work will be reduced for each day overdue, except under exceptional circumstances approved by the professor. The grading should be completed within 10 days after the submission

## CHAPTER 11: SATISFACTORY ACADEMIC PROGRESS REVIEW

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### Academic Good Standing

Undergraduate or graduate students are expected to maintain a grade point average ("GPA") of at least 2.0 or 3.0 on a 4.0 scale to remain in Academic Good Standing.

### Academic Disciplinary Status Overview

OU maintains academic disciplinary policies to encourage students to make the necessary academic and life changes to succeed. Students who fail to meet the minimum expectations of Academic Good Standing must meet more stringent standards and regularly consult with academic advisors.

#### Disciplinary Policy for Undergraduate/Graduate Students

The disciplinary policy provides a student with several opportunities to make the necessary adjustments prior to a final dismissal from OU.

Disciplinary Status:

- Academic Warning
- Academic Probation
- Academic Suspension (One regular term and any summer term)
- Academic Dismissal

Each Disciplinary Status, except for Academic Warning, will be indicated on the student's academic record.

#### 1. Academic Warning

If an undergraduate/graduate student's cumulative GPA falls below a 2.0 (undergraduate) or 3.0 (graduate), the student will be placed on Academic Warning.

Academic Warning is designed to help students make the required adjustments to achieve success and a degree at OU. These adjustments will vary based upon the individual circumstances of each student, but should be taken seriously.

If a student is placed on Academic Warning, the student will be required to follow certain protocols and meet higher academic standards. These protocols and standards are designed to bring the student back to Academic Good Standing and allow the student to

meet graduation requirements.

A student on Academic Warning is required to meet the following Satisfactory Progress Policy requirements for the term:

***Satisfactory Progress Policy:***

- Earn a minimum term GPA of 2.2 for undergraduate students or 3.2 for graduate students.
- May not withdraw or request an incomplete from a class. 1
- Meet with the academic advisor prior to registration.
- Retake all required Major and University Core Courses failed the previous term. 2
- Register for a maximum of 12 credit hours for undergraduate students and 8 credit hours for graduate students. 3
- Maintain satisfactory progress towards graduation.

*If a student on Academic Warning meets the Satisfactory Progress Policy requirements but fails to achieve a cumulative GPA of 2.0 (undergraduate) or 3.0 (graduate), the student will remain on Academic Warning and must continue to comply with all Satisfactory Progress Policy requirements.*

If at any time, a student's cumulative GPA meets the minimum requirements of 2.0 (undergraduate) or 3.0 (graduate) overall the student will regain Academic Good Standing. A student's cumulative GPA is only affected by OU coursework. Coursework at another institution cannot be used to return a student to Academic Good Standing.

1. Only F-1 students are required to comply with this rule.
2. The College Dean reserves the right to alter this requirement on a case-by-case basis.
3. The College Dean reserves the right to alter this requirement on a case-by-case basis.

If a student has registered for more than 12 credit hours (undergraduate) or 8 credit hours (graduate) prior to his or her placement on Academic Warning, the student's schedule must be reduced to a maximum of 12 credit hours (undergraduate) or 8 credit hours (graduate). The student is required to meet with his or her academic advisor to find an appropriate adjustment to the student's academic schedule.

**2. Academic Probation**

A student will be placed on Academic Probation for failure to meet the Satisfactory Progress Policy requirements while on Academic Warning. A student on Academic Probation is also required to meet the Satisfactory Progress Policy requirements as listed above.

Students who leave the University on Academic Warning or Academic Probation may be readmitted with the same status, even if they have attended another institution in the interim. Performance at another institution will be a factor in the readmission decision.

**3. Academic Suspension**

Students are automatically placed on Academic Suspension for failure to meet the Satisfactory Progress Policy requirements while

on Academic Probation.

Students on Academic Suspension may not enroll in, audit, or visit a class unless readmitted as described below. Students who have already pre-registered for classes will automatically be dropped from all classes.

When the student is academically suspended the student's official transcript states "Academic Suspension" for the affected term.

***Length of Academic Suspension***

- A student's First Academic Suspension will be for a period of one regular term and any summer term.
- A student's Second Academic Suspension is Final Dismissal from OU without a possible readmission.

**4. Readmission**

A student placed on First Academic Suspension must petition to his or her College Dean for readmission.

A student that is readmitted may be subject to additional probationary conditions placed upon them by the College Dean. Such additional probationary conditions may be individual to the student and his or her academic circumstances, but will be designed to encourage the student to reach Academic Good Standing and be eligible for Graduation.

A student who reenters the University after First Academic Suspension will re-enter on Academic Probation.

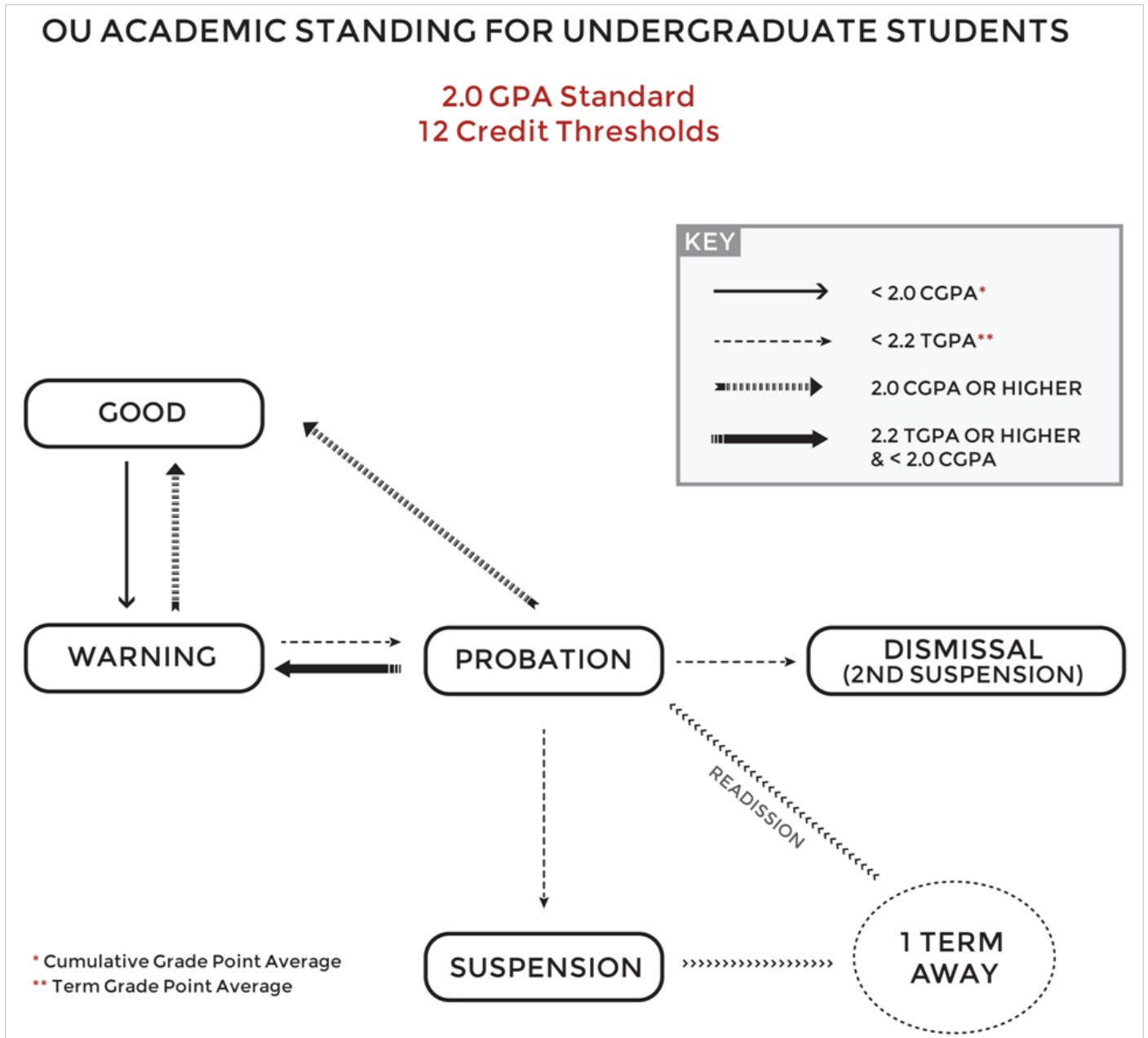
A student placed on Second Academic Suspension shall be permanently dismissed from the University without a possible readmission.

**Programs have the prerogative of recommending the termination of a student's admission at any time.**

The Registrar shall inform, in writing, any student who is not making satisfactory academic progress as soon as practicable after term grades have been reviewed and the appropriate action has been taken.

A student placed on Academic Suspension or Academic Dismissal status may appeal such action by filing a written appeal with the College Dean or designee no later than 10 working days after the date of the written notice.

The appeal shall include a brief outline of the reasons why the appeal should be granted. The decision of the College Dean or designee on the appeal shall be final.



## Academic Progress of Students

### Midterm Monitoring

At midterm each quarter, all faculty members will receive a request to comment on the academic performance of their students.

Individual faculty members are often the first to notice that a student's academic performance in a particular class is unsatisfactory and may be indicative of overall academic difficulty and/or other problems. Indicators of difficulty may include unsatisfactory grades; poor or inconsistent work; poor or erratic attendance; inattentiveness, agitation; change in behavior, attitude, or appearance; inappropriate and/or inconsistent behavior, etc.

The evaluations from faculty not only help academic advisers in their monitoring of a student's academic performance and progress, but also assist them in their efforts to provide the appropriate support and resources to the student.

### **Academic Review**

At the end of each quarter, each program Division Committee, composed of faculty and academic staff, will review and may take action on the record of every student whose term or cumulative grade-point average is below 2.0 for undergraduate students and 3.0 for graduate students. The Committee will determine student standing, including academic warning, academic probation, suspension, and dismissal. All such students are notified via email. However, all students are responsible for monitoring their own academic record and performance, and failure to receive the notification does not nullify the academic standing action. In addition, students are encouraged to seek out assistance from the appropriate university resources.

Exercising the repeated course option does not negate prior academic standing action.

## **Statement of Academic Rigor**

Academic rigor helps to promote lifelong learning and is an integral aspect of Olivet University's mission. Academic rigor means sustaining a learning environment that challenges students to attain high levels of intellectual skills in an ethical manner.

### **Academic Rigor for Faculty**

Rigorous teaching permits faculty members to create learning environments that challenge students academically and encourage them to grow. Rigorous teaching requires a professional commitment to academic discipline and to inspiring students to develop their knowledge and understanding by developing their learning skills. Students should be able to expect faculty members to:

1. Strive to clearly communicate the course expectations and have them summarized on the syllabus, and to follow the curriculum;
2. Strive to come to class prepared, and to give students useful feedback on their assignments in as timely manner as the situation permits;
3. Strive to be available to students outside of the classroom;
4. Strive to make assignments relevant, meaningful and challenging;
5. Strive to create opportunities for learning in ways geared to students' diverse talents and abilities;
6. Strive to reduce, if not eliminate, the students' perceived need to plagiarize and to challenge plagiarism should it occur; and
7. Strive to evaluate our courses and ourselves.



### **Academic Rigor for Students**

To make the most of the college experience, students should approach college in terms of a rigor complementary to the faculty's. Rigorous learning requires fortitude, persistence, preparation, hard work, and zeal. Since college shifts students from the teacher-centered style of high school learning to a student-centered style of learning, it places a higher level of responsibility for performance onto the students. Such high performance at a demanding institution can lead to a successful and satisfying career. Therefore, rigorous students should expect themselves to:

1. Set high expectations along with a strong sense of collegiate purpose;
2. Come to class prepared to work, and to submit assignments by the deadlines;
3. Make the most of their time with faculty members in and out of class;
4. Treat fellow students and the classroom with respect, and to participate in the academic process;
5. Manage their time so they can treat college as real work with real value;
6. Participate with complete honesty and integrity;
7. Understand that collaboration with classmates on assignments, when required or encouraged, is acceptable behavior as long as the products of those assignments are truly the student's own work;
8. Accept responsibility for learning and for the grades earned.

## **CHAPTER 12: GRADUATION**

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### **General Requirements**

Students must meet minimum academic requirements to be eligible for graduation, according to the prescribed course of study outlined in the curricula of their respective programs, with an appropriate academic grade point average. Students must also satisfy all financial responsibilities to the university to qualify for graduation.

Students enrolled in undergraduate programs of the university must maintain an average grade of "C" (2.00) for graduation. Students enrolled in graduate programs of the university must maintain an average grade of "B" (3.00) for graduation. The grade average will be determined on the basis of grades recorded before enrollment for the final term of study.

After a graduation audit determines that a student is eligible to graduate, the student may choose to attend the commencement ceremony via live broadcast or be present at the Riverside campus to attend in person. Students who choose to attend in person are required to be present for both rehearsal and commencement exercises. If a student cannot be present, graduation in absentia may be approved for reasons satisfactory to the faculty. Arrangements to attend must be made six weeks before the commencement exercises, and must be made by written petition.

Students registering in the university for the first time should complete their work for the degree according to the requirements of the Catalog of the year in which they entered. Students who withdraw may wish to return under the requirements of their original

Catalog if they have missed no more than three consecutive regular quarters (for example, fall/ winter/spring). All other students must return under the requirements of the current Catalog.

Catalog years begin with the fall quarter. Students entering for the first time in a summer quarter will be subject to the Catalog for the fall quarter immediately following.

## **Additional Requirements**

1. The faculty of each respective program is responsible for determining any additional requirements for admission to, continuation in, and graduation from each degree program above and beyond the university's standards.
2. The faculty of each respective program is determinant in decisions and questions related to a student's admission, a student's continuation in a degree program, and eligibility for graduation. A student may submit a request for review in the Office of Student Services if a question arises on a decision made by the faculty. Appeals can be made, provided such a request is filed within 15 days after the date the decision is officially delivered to the student.
3. The faculty of each program reserves the right and authority to refuse approval of a candidate for graduation, or to terminate the continuance of a student in an academic program for any reason or reasons. The faculty decides the validity of such action, even if the student has met and is currently meeting the academic and other requirements for the degree program.

## **Graduation process**

1. Once students have successfully completed a minimum of 164 credits in the bachelor degree, 120 credits in the Master of Divinity degree, and 40 credits in other master degree, they may request graduation audit to each division.
2. Once students fulfill graduation requirements, students should apply for graduation by emailing the Registrar's Office and requesting the graduation application form.
3. Registrar's Office goes through a final graduation check and verifies whether students have completed all graduation requirements. If the student meets graduation requirements, Registrar Office notifies the student to fill out the graduation application form.
4. Students fill out graduation application form, submit the form and pay graduation fee.
5. Registrar's Office prepares and sends the diploma and an official transcript to the address typed on the graduation application form.

## CHAPTER 13: OLIVET UNIVERSITY POLICIES

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### Student Records

It is Olivet University's policy to maintain the confidentiality of all student education records.

No one outside the institution shall have access to nor will the institution disclose any information from a student's education records without the written consent of the student except to personnel within the institution; to persons or organizations providing student financial aid; to accrediting agencies carrying out their accreditation function; to persons in compliance with a judicial order; and to persons in an emergency in order to protect the health or safety of the student or other persons.

Within the Olivet community, only those members, individually or collectively, acting in the student's educational interest or involved with campus safety are allowed access to student education records.

The institution does provide directory information that includes: student name, address, telephone number, e-mail address, major field(s) of study, dates of attendance, photograph, class or level, enrollment status, and degrees, honors and awards received. Students may withhold directory information by notifying the Registrar.

Requests for non-disclosure will be honored by the institution for only one year; therefore, authorization to withhold directory information must be filed annually in the Office of the Registrar.

Students may inspect, review, and challenge the information contained in their education records, request a hearing if the outcome of the challenge is unsatisfactory, and submit explanatory statements for inclusion in their files if they feel the decisions to be unacceptable. The Registrar at Olivet has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, financial, and placement records. Education records do not include records of administrative and education personnel. These records are the sole records of the administration and education personnel who prepare them.

Students may not inspect and review the following: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student.

Requests for amendments to grades after a student has graduated will not be considered unless there is substantial evidence of inaccuracy on the institution's behalf.

Student records will be maintained for five (5) years from withdrawal or graduation, and student transcripts will be maintained permanently.

Olivet retains student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

## Confidentiality and Privacy Policies

Olivet University retains student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended (20 *United States Code* [U.S.C.] § 1232g; 34 *Code of Federal Regulations* [CFR] Part 99).

The federal law allows student above age of 18 or attends a school beyond the high school level to have the rights:

- To inspect and review education records maintained by the school.
- To request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, student has the right to place a statement with the record setting forth his or her view about the contested information.

Regarding data disclosure, according to FERPA:

- A school must have written permission from student in order to release any information from a student's education record
- A schools may disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- A school may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and students a reasonable amount of time to request that the school not disclose directory information about them.

Olivet University also adheres to the privacy requirements in the California Information Practices Act (California *Civil Code* Section 1798 et seq.), Article 1, Section 1 of the California Constitution, and all other applicable state laws and regulations that safeguard education records, privacy, and confidentiality.

Olivet University acknowledges that the right to privacy is a personal and fundamental right protected by Section 1 of Article I of the Constitution of California and by the United States Constitution and that all individuals have a right of privacy in information pertaining to them. It recognizes that the right to privacy is being threatened by the indiscriminate collection, maintenance, and dissemination of personal information and the lack of effective laws and legal remedies. The increasing use of computers and other sophisticated information technology has greatly magnified the potential risk to individual privacy that can occur from the maintenance of personal information. In order to protect the privacy of individuals, Olivet University is committed to maintain and disseminate personal information within strict limits.

## **Complaint and Grievance Policy**

The University defines a formal candidate/student complaint as any grievable issue between a candidate/student and a unit faculty or staff member that good faith efforts have failed to resolve, and has been submitted in writing by the candidate/student to that faculty or staff member's supervisor for further consideration and resolution. Grievable issues are defined as being subjected to an arbitrary, capricious, or unreasonable standard of academic performance (in the case of grades) or of a specific university policy.

Students expressing a grievance about the application of University policy, academic or non-academic, should attempt to seek informal resolution of the matter with the faculty or staff member involved, following that with the immediate supervisor of the faculty/staff member if necessary. If such informal procedures do not effect an equitable resolution of the matter, the student may submit a formal grievance form.

A formal grievance will be submitted to the Director of Student Services,, who will treat the complaint as a high priority. The Director of Student Services will contact the staff/faculty members directly involved and attempt to reach a resolution. If a suitable remedy for the grievance cannot be reached, a grievance committee will be formed to arrive at a successful resolution.

### **Grievance Procedures:**

Within five weekdays of the date on which the concern occurred, the student is encouraged to meet with the staff member and discuss the concern. It is hoped that most concerns can be resolved within this step. If the staff member and the student are not able to resolve the concern OR if the student feels uncomfortable meeting with the staff member, the matter may be escalated to the next level, and the grievance form should be completed.

### **To File a Grievance**

1. Obtain the student grievance form from the Office of Student Services. Fill it out completely, stating your case in full, and return it to the Office of Student Services. The grievance form should be submitted as soon as possible and no later than 60 calendar days after the situation took place.

2. If it is determined that the student has a valid grievance, a grievance committee will be convened. Its head will be a member of the University's administrative staff. It will also consist of one faculty member and one student selected at the beginning of the academic year for this task. If this grievance concerns a grade, the faculty member must be an actual instructor at the University.
3. After reviewing the report, the grievance committee will conduct an investigation, as may be appropriate, and make a judgment. The committee's decision will be communicated in writing within 15 calendar days to all involved parties.
4. If the decision made by the grievance committee does not satisfactorily resolve the issue, the student may appeal the decision to the Director of Student Services within 15 calendar days after receipt of the response.
5. Within 30 calendar days after receipt of the appeal, the Director of Student Services will meet with the student to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Director of Student Services will respond in writing with a final resolution of the complaint.

All complaints will be kept confidential to the extent permitted by law and every effort will be made to assure that no adverse action will be taken against the student filing the complaint. Such action will be subject to investigation and possible disciplinary sanctions.

### **Complaint Log**

Each University division is required to maintain an active student complaint log and must be prepared to present such a log for review by appropriate university officials. Student Complaint Log Form provides a template for policy compliance and reporting. The log contains the following elements: Date of complaint, name of complainant, description of the complaint, date of response, responder and description of the response.

A formal resolution of the complaint will involve a grievance committee, comprised of either the Academic Dean or the Director of Student Services (for student complaints), two faculty members, and two students or alternates and includes both men and women. The grievance committee will review the information to determine if harassment is evidenced, and will resolve the matter with all involved parties. Formal resolution involving written reprimand, disciplinary action, or dismissal must be approved by the University President. Any appeal of the grievance committee's action will be made to the University President.

## **General Code of Conduct**

### **Sanctions**

Student conduct sanctions are categorized as primary and secondary. More than one primary sanction or any combination of primary sanctions and secondary sanctions may be imposed for any single violation. Once a student has been finally assessed a disciplinary sanction, however, no more severe primary sanctions may be assessed against him or her by any higher University authority.

#### **1. Primary Sanctions (in order of severity):**

1.1 *Expulsion*: Separation of a student from the University whereby the student is not eligible for readmission to this university. Expulsion is permanently noted on the transcript.

1.2 *Dismissal*: Separation of a student from the University for an indefinite period of time. Readmission to the University may be possible in the future, but no specific time for a decision is established. Dismissal is permanently noted on the transcript.

1.3 *Suspension*: Separation of a student from the University for a definite period of time. The student is not guaranteed readmission at the end of such period of time, but is guaranteed a review of the case and a decision regarding eligibility for readmission. Suspension is noted on the transcript. If the student reenrolls, remains in good standing and completes the requirements for graduation, the student may request removal of the notation at the time he/she files for graduation. Requests must be submitted to the Office of the Registrar. The Chief Academic Office, in consultation with other University officials, will make the final decision regarding removal of the notation.

1.4 *Deferred Suspension*: The sanction of Suspension may be placed in deferred status. If a student is found in violation of any University rule during the time of Deferred Suspension, the Suspension takes effect immediately without further review. Additional student conduct sanctions appropriate to the new violation also may be taken. A student who has been issued a Deferred Suspension sanction is deemed “not in good standing” with the University. A student who is not in good standing is subject to the following restrictions:

- Ineligibility to hold an office in any student organization recognized by the University or to hold any elected or appointed office of the University.
- Ineligibility to represent the University to anyone outside the University community in any way, including representing the university at any official function, intercollegiate athletics or any forms of intercollegiate competition or representation.
- Ineligibility to receive a University-administered scholarship when the length of the Deferred Suspension is greater than one quarter. Some scholarships adhere to more strict guidelines, and, therefore, ineligibility may result from a lesser length of Deferred Suspension. This sanction implies a serious offense and must be uniformly applied by the office administering the scholarship upon notification by the University disciplinary officer.
- Additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct.

1.5 *Probation*: An official warning that a student’s conduct is in violation of University Rules, but is not sufficiently serious to warrant expulsion, dismissal or suspension. A student on conduct probation is deemed “not in good standing” with the University. This sanction includes the same restrictions listed in 1.4, Deferred Suspension.

1.6 *Letter of Reprimand*: A letter that makes a matter of record any incident that reflects unfavorably on the student or the University.

1.9 *Warning*: Admonition of a student for actions unbecoming to the University community.

## **2. Secondary Sanctions (no order of severity is established for secondary actions):**

2.1 *Community/University Service*: A student may be offered an opportunity to complete a specified number of hours of Community/University Service in lieu of other sanctions. The type of Community/University Service must be approved by the hearing officer/panel.

2.2 *Educational Requirements*: A provision to complete a specific educational requirement directly related to the violation

committed. The provision will be clearly defined. Such educational requirements may include, but are not limited to, completion of an alcohol education workshop, a diversity awareness workshop, essays, reports, etc.

2.3 *Restrictions*: The withdrawal of specified privileges for a definite period of time, but without the additional stipulations contained in the imposition of conduct probation. The restrictions involved will be clearly defined.

2.4 *Restitution*: A payment for financial injury to an innocent party in cases involving theft, destruction of property or deception. The assessed costs to be paid may be in addition to receipt of any of the above sanctions.

## Harassment

OU respects and encourages the dignity and professionalism of its employees and students and is committed to maintaining a learning and working environment that is free from any form of discrimination. Harassment in any form based on sex, race, color, age, national origin, disability, or any other characteristic protected by state or federal laws is prohibited, as are all forms of sexual intimidation and exploitation.

In keeping with this commitment, OU will not tolerate any unlawful harassment of its employees or students at the university by anyone, including any faculty member, staff member, student, visitor, vendor, contractor, or any other individuals providing services at the university. Harassment interferes with an individual's work or learning environment and will not be tolerated.

All members of the Olivet community are expected to follow and enforce the University's policy against harassment. Complaints of harassment will be promptly and thoroughly investigated and appropriate action, including disciplinary measures, will be taken when warranted. Faculty, students, and staff have the right at any time to raise the issue of harassment without fear of retaliation.

## Academic Honesty

Students shall maintain academic honesty in the conduct of their studies and other learning activities at Olivet University. The integrity of this academic institution, and the quality of the education provided in its degree programs, are based on the principle of academic honesty.

The maintenance of academic integrity and quality education is the responsibility of each student within this University. Cheating and plagiarism in connection with an academic program is as an offense for which a student may be expelled, suspended, put on probation, or given a less severe disciplinary sanction.

## Student Responsibilities

Students are responsible for knowing and understanding the rules of Academic Honesty as outlined in the college catalog, to include fabricating information and data, cheating, facilitating academic dishonesty, and plagiarizing.

Students are responsible for communicating with the instructor if they do not understand how the policy applies to a particular class



or assignment.

## Definitions

Academic dishonesty is an especially serious offense. It diminishes the quality of scholarship and defrauds those who depend upon the integrity of the academic programs. Such dishonesty includes, but is not limited to, the following:

- Giving unauthorized information to another student or receiving unauthorized information from another student during any type of assignment or test.
- Obtaining or providing without authorization questions or answers prior to the time of an assignment or test.
- Using unauthorized sources for answers during any assignment or test.
- Taking part in or arranging for another person to complete an assignment or to take a test in place of another.
- Giving or receiving answers by use of signals during a test.
- Altering answers on a scored test and submitting it for a higher grade.
- Collaborating with others in a required assignment without the approval of the instructor.
- Stealing class assignments or portions of assignments, including electronic files, and submitting them as one's own.
- Not crediting participants for their part in a group project or claiming credit for work not done on a group project.
- Plagiarism, which is presenting as one's own in whole or in part the argument, language, creations, conclusions, or scientific data of another without explicit acknowledgment. Examples include, but are not limited to:
  1. Using another person's written or spoken words without complete and proper citation.
  2. Using information from a World Wide Website, CD-ROM or other electronic source without complete and proper citation.
  3. Using statistics, graphs, charts and facts without acknowledging their source.
  4. Submitting a paper purchased from a term-paper service.
  5. Paraphrasing which is imitating someone else's argument using other words without acknowledging the source.
  6. Claiming credit for someone else's artistic work, such as a drawing, script, musical composition or arrangement.
  7. Using someone else's lab report as a source of data or results.
  8. Using one's own or substantially similar work, produced in connection with one course, to fulfill a requirement in another course without prior permission. A student may use the same or substantially the same work for assignments in two or more courses only with written permission from the instructors of all the classes involved.
  9. Submitting the results of a machine translation program as one's own work.

## CHAPTER 14: STUDENT LIFE AND STUDENT SERVICES

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### Enrollment Requirements & Procedures

Before enrolling, all applicants must also fill out an Enrollment Agreement and submit a deposit in accordance with the Student Fees and Payment schedule. A parent or legal guardian must sign the Enrollment Agreement if the applicant is under 18 years of age.

### Digital “Orientation”

At the start of the fall quarter, all entering students will receive a welcome package available in digital media format, which includes an introduction to Olivet University and an overview of its curricular and co-curricular programs, general policies, and administrative features.

Fall Orientation also provides a chance for students to connect socially with other community members in order to ease the transition into the start of a new academic year.

### Student ID Cards

All students are required to have a student ID card, which is distributed by the Office of Student Services. A physical ID card is also available upon request and a \$15.00 fee. Loaning a physical or digital ID card to another person is prohibited.

### University-Wide Literary Style

The most recent edition of Kate L. Turabian’s *A Manual for Writers of Term Papers, Theses, and Dissertations* is the basic manual of style for the writing of formal papers. Turabian allows for footnotes, endnotes, or parenthetical references. Each division and degree program may specify the kind of documentation it requires. Faculty members may specify exceptions to these standards for particular assignments as necessary.

### Examinations

Final examinations are usually two hours in length and are to be taken at the scheduled hour during exam week. In case of illness, a student should notify the Office of Student Services before the examination, if possible.

A final grade cannot be changed after it has been turned in to the Registrar, unless there has been an error in calculation or recording of the grade. Students have two weeks from the date of issuance of grades to report errors to the Registrar.

## Leave of Absence / Time Limit Policy

If students intend to return to OU within one year (four quarters) and want to preserve registration privileges, they should file a *Leave of Absence* form. A leave of absence may be taken up to a maximum one year (one quarter for LOA and three quarters for Continued Leave of Absence)\* by an enrolled undergraduate or graduate student who has a medical or personal reason that prohibits the student from progressing in his/her degree program.

Students must receive prior approval for any course(s) taken at another institution while on leave by completing a Transfer of Credit Application.

If a student does not return to OU within the stated time period, they will automatically be withdrawn from the college and will need to reapply if they wish to return.

Leaves of absence will extend the maximum time students have to complete the degree program by up to one year.

**\*Maximum Length of a Leave:** *A leave of absence is generally not approved for longer than one year. However, under special circumstances such as military deployment or medical emergency, a leave may be approved for a maximum of three years.*

### Maximum Time Limit

The maximum time limit to complete a baccalaureate degree program at Olivet University is **6 years**.

All requirements for degree programs must be completed within set time limits after the student's first term of enrollment in his/her program.

If a student fails to complete his/her program within the time limit, his/her records will be deleted and reapplication is required to continue pursuit of the degree.

When additional time is necessary and appropriate, the student and advisor will petition the student's college for an extension. The extension may be denied, in which case the student will be dismissed, or it may be granted with qualification. The maximum extension is one additional year. Extensions require review of academic progress and any other factors regarded as relevant by the college, and approval by the academic dean.

## Academic Advising

Academic advising is an on-going, intentional, educational partnership dedicated to student academic success. After being admitted to the University, students will be assigned to an academic advisor. Whenever possible, students are assigned additional advisors in the area of study in which the students have expressed an interest.

The role of these advisors is to guide course selection and serve as a resource with regard to the university's policies and procedures.

Olivet values the spiritual and academic growth that may develop from healthy student-advisor relationships. Thus, students are encouraged to communicate with their advisors throughout their Olivet careers for advice and assistance in any academic issues.

It is to students' advantage to meet with their academic advisors at least once a quarter and to know their advisors well.

## Academic Advising Center

Academic Advising Center provides:

- Information about academic programs and policies.
- Guidance in course registration.
- Advice and assistance in any academic or vocational problems that may arise.
- Advisors to help students who encounter academic difficulties strategize ways to improve their performance.
- Evaluation of transfer courses and assessment of credits awarded.
- Assistance in conveying information about special needs to professors.
- Assistance in obtaining academic and classroom accommodations, if needed.
- Advice and counseling regarding learning or physical disabilities.
- Information about petitioning respective colleges for exceptions to academic policies.

Academic Advising serves as a resource in relationship to institutional policies, procedures, and administrators.

It is the responsibility of the student to see that the proper courses for the intended major are taken in the proper sequence. Special care should be taken if a course is offered in alternate years. The Division Chair and supporting faculty members can also be consulted for assistance as necessary, but ultimately the student accepts responsibility for registration in the desired and needed courses.

## Petitions

Should there arise a scenario in which an exception to an academic policy seems necessary, students may file a request online in the MyOlivet Solutions Center at [solutions.olivetuniversity.edu](https://solutions.olivetuniversity.edu).

## Changes in Personal Information

During registration and throughout the quarter, any change in a student's address, employment, marital status, number of children, or other pertinent data should be reported to the Office of the Registrar as soon as possible.

## Transcripts

In order for the Office of the Registrar to release a transcript, federal law requires a signature from the student requesting his/her transcript. Transcript request forms may be found in the Student Records area of Populi. Transcripts are issued with set fees. Please see fee schedule included in this Catalog.

Verbal requests, whether in person or over the phone, cannot be processed. A transcript request from a student on hold for unpaid fines or bills will not be processed until his/her financial obligations are met. Transcripts are generally processed within 24 hours of the request.

## Counseling

Students are encouraged to communicate openly, but respectfully, with all OU staff members, and to seek spiritual guidance at any, especially from Director of Student Services. Personal counseling is intended to help students better adjust to their University experience and to provide support for their personal walks of faith. OU also encourages students to maintain ties with WOA church leaders throughout their studies at OU.

OU also allows students to seek counseling services available in their local areas by requesting referrals from our office.

## Tutoring

Students who need extra assistance because of academic difficulties may arrange for tutoring through their Academic Advisors. The University believes in giving every student the opportunity for individualized assistance outside of the normal class setting. Online tutoring sessions help students clarify points from lectures, labs, discussion sessions, or assigned readings. All tutoring sessions are intended to supplement, not replace, any class attendance or personal study time.

Study sessions provide students with the opportunity to meet with instructors for individual assistance. Students who take advantage of study sessions are expected to perform better in the classroom. Should an instructor determine a student's progress in one or more areas to be unsatisfactory or below normal (typically considered less than C- work), the instructor may suggest an online study session.

## Netiquette Guide

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

## Security

**Remember that your password is the only thing protecting you from pranks or more serious harm.**

- Don't share your password with anyone
- Change your password if you think someone else might know it

- Always logout when you are finished using the system

## General Guidelines

### When communicating online, you should always:

- Treat instructor with respect, even in email or in any other online communication
- Always use your professors' proper title: Dr. or Prof., or if you in doubt use Mr. or Ms.
- Unless specifically invited, don't refer to them by first name.
- Use clear and concise language
- Remember that all college level communication should have correct spelling and grammar
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you"
- Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING
- Limit and possibly avoid the use of emoticons
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive
- Be careful with personal information (both yours and other's)
- Do not send confidential student information via e-mail

## Email Netiquette

### When you send an email to your instructor, teaching assistant, or classmates, you should:

- Use a descriptive subject line
- Be brief
- Avoid attachments unless you are sure your recipients can open them
- Avoid HTML in favor of plain text
- Sign your message with your name and return e-mail address
- Think before you send the e-mail to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, "reply all"
- Be sure that the message author intended for the information to be passed along before you click the "forward" button

## Message Board Netiquette and Guidelines

**When posting on the Discussion Board in your online class, you should:**

- Make posts that are on topic and within the scope of the course material
- Take your posts seriously and review and edit your posts before sending
- Be as brief as possible while still making a thorough comment
- Always give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying
- Don't repeat someone else's post without adding something of your own to it
- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point
- Always be respectful of others' opinions even when they differ from your own
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way
- Do not make personal or insulting remarks
- Be open-minded

## International Student Services

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### What to do first: A Checklist

Upon arriving at Olivet, there are a number of things that you need to do. We offer a checklist to help you to get started.

#### 1. Check-in at the Olivet International Student Office

Within ten days of arriving at Olivet, new F-1 students must check in at the International Student Office. Bring your passport, I-94 card, and I-20 with you. This is a mandatory procedure: under U.S. Department of Homeland Security guidelines, we are required to confirm your arrival. Failure to complete the check-in procedure may lead to your immigration status being terminated. If you have a "transfer pending" I-20, be sure to return to ISO as soon as you have completed your course registration so that the transfer process can be completed.

#### 2. Open a Bank Account

It is not safe to keep large amounts of cash in your apartment, so we recommend opening a bank account as soon as possible after you arrive. Deposit your checks so they clear in time for you to pay your bills. Ask the ISO for a courtesy letter to help you open a bank account, or otherwise notify us if you have problems or difficulties opening an account. Note: you do NOT need to have a Social Security Number to open a bank account, so please let us know if you are told otherwise.

### **3. Update Your Address**

All F-1 non-immigrants are required, under U.S. law, to report their U.S. residential (not mailing or PO Box) address through their respective schools and/or immigration sponsors. When you register for classes, be sure to update your U.S. local address with the ISO. Continue to update your address and contact information with the ISO within 10 days of any move.

### **4. Register and Start Classes**

Discuss with your academic advisor or program director about the courses you should be taking. Some programs follow a more structured curriculum while others may be more flexible.

### **5. Attend a Mandatory F-1 Immigration Information Session**

These sessions are mandatory for all new and incoming international students and are recommended for returning students who have been abroad for extended periods of time. See the orientation calendar for all session times.

#### **Mandatory F-1 Visa Orientation**

In order to ensure that you are aware of the regulations and requirements of your immigration status, the ISO holds visa orientation sessions for your benefit. Topics covered include: immigration requirements for full-time study; employment; travel; immigration documents and forms; and consequences of not maintaining lawful F-1 status. You are responsible for knowing all the information presented in these sessions. Consequences of not abiding by immigration regulations can be severe.

## **Immigration Information for F-1 Students**

### **Visa and Document Overview for Students in F-1 Status**

#### **Your Legal Obligations**

It is essential to remember that you must take full responsibility for maintaining your status with the Department of Homeland



Security (DHS). That is, you are responsible for finding out, knowing, and following pertinent regulations. If you take time early on to familiarize yourself with your obligations to the Department of Homeland Security, you should find it easy to maintain your legal status. If, however, you allow yourself to fall "out of status", it may be extraordinarily difficult to be reinstated to legal F-1 status.

The best resources to assist you in maintaining your status are the International Student Office at 1st floor of Olivet University. Every effort has been made to provide reliable and accurate information on rules that govern student immigration classifications. Feel free to come in and ask questions anytime.

### **Useful Websites for F-1 Students**

U.S. Immigration and Customs Enforcement <http://ice.gov>

U.S. Citizenship and Immigration Services: <http://www.uscis.gov/portal/site/uscis>

U.S. Department of State: <http://www.usembassy.gov/>

### A Few Words of Advice for Students

- Familiarize yourself with "Student Immigration Definitions" before reading anything else.
- Although most requests for documentation submitted to the ISO usually are done on the spot while you wait, it is prudent to allow at least five business days for processing.
- Bring with you your passport and all relevant immigration documents - including your I-20 and any previous I-20's - when you come to the ISO for immigration information or document processing.
- Carry financial documentation when you travel.
- If you are the least bit uncertain about your status - for example, whether your program will be full-time, whether your permission to stay is valid, or whether you can be paid for an assistantship - check with the ISO immediately.

Students who do not meet the full-time or normal progress requirements may have problems restoring their status. Therefore, if you believe your circumstances warrant extraordinary consideration, it is extremely important that you consult with the ISO or IAO before registering for your program. We are here to help you and advise you.

## **CHAPTER 15: LIBRARY SERVICES**

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### **Library Cards**

University ID cards and ID numbers serve as library cards for Olivet University students, faculty, instructors, lecturers and staff. Alumni, retired faculty and staff can exercise the limited library privileges as OU students with appropriate ID/PIN information.

## Library Hours

### *Riverside Main Campus*

Mon, Tue, Thu: 8:00 am – 9:30 pm PST

Wed, Fri: 8:00 am – 6:00 pm PST

Sat: 8:30 am – 12:00 pm PST

Sun: Closed

### *San Francisco Campus*

Mon, Tue, Thu: 9:00 am – 6:00 pm PST

Wed, Fri: 9:00 am – 6:00 pm PST

Sat: 9:00 am – 12:00 pm PST

Sun: Closed

## Circulation Policy

### Books and Periodicals

Once a Library patron selects desired materials, he or she proceeds to check out these selections by submitting the appropriate ID/PIN information as directed by the library computer system, which will allow the materials to be checked out for a two-week period. Library patrons may renew at the end of the two-week period twice for a total of six weeks.

### Other Materials

Requests for digital and audio-visual materials shelved in Olivet’s Media library follow the procedures used for books.

### Number of Items Borrowed

<b>Patron</b>	<b>Number of Items</b>	<b>Length of Loan</b>
Undergraduate Student	10	2 Weeks
Graduate Student	20	2 Weeks
Faculty/Staff	30	1 Month

Alumni	5	2 Weeks
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### Renewing Library Materials

*In Person: At the Circulation/Check Out Desk.*

*Online: Renew by logging in My Account: <http://olivet.bywatersolutions.com/cgi-bin/koha/opac-user.pl>*

Ralph D. Winter Library materials can be renewed if the borrower's account is in good standing. Account problems that may prevent renewal include:

- Reaching the maximum number of renewals - twice
- Fines and other library charges
- Blocks initiated by the Office of Student Finance Admissions and Records because of an unpaid bill or other account problem

The following items CANNOT be renewed:

- Items that have been requested by another patron. These items should be returned immediately to the Library on their due date.
- Reserve items
- Overdue items

Collection	Kind of Material	Length of Loan
Books	Circulating Reference Reserves	2 Weeks/ 1 Month Library Use Only 2 Hours
Magazines & Newspapers	Latest Issue Back Issues	Room Use 2 Weeks/ 1 Month
Audiovisual	Videotapes, compact discs, DVDs etc.	2 Weeks/ 1 Month

### Overdue Notices and Usage Blocking

Overdue notices are issued as a courtesy to all library users. However, non-receipt of an overdue notice does not exempt a borrower from applicable punishment. For those who fail to comply with the circulation policy may be blocked from the library usage. To

avoid overdue notices and the blocking of usage, please renew your materials before the due date stamped in each item.

### **Returning Library Materials**

Borrowers may return Ralph D. Winter library materials to the Check-Out Desk on the University's main campus.

### **Reference Services**

A librarian is on duty for assistance to help locate information in the Library or from outside sources. In-depth instruction or workshops in the use of the reference tools, audio-visual materials and equipment, the Web catalog, Web periodical databases, Internet research, and library technologies are also available.

Forms related to library instruction requests /study assistance are available as appendices to this handbook.

### **Copying/Photocopy Services**

Patrons making or requesting copies are responsible for ensuring that their copying conforms to laws concerning copyright and fair use.

Copiers are available on the main level of the library. Copies are 10 cents per page for black and white, and 25 cents per page for color. After copying, patrons can pay at the circulation desk.

### **Computers and Internet**

The Library Computers consists of PC computers with programs to support academic work, including Internet access, document editing software (e.g. Microsoft Office), and Internet browser (e.g. Internet Explorer). All currently registered Olivet University students may use the computers. There are 15 computers in the Library, 7 for patron research and 8 for librarian and library staffs. For the E-Library, we have 20 computers available for patrons.

Computers may be used on a first-come-first-serve basis, though priority is given to reference activity. Students are encouraged to save their files to an external drive; files saved on the computer hard drive are subject to deletion when the computers are shut down. Students should use virus-free components, as viruses may cause serious damage.

Hard disks should not be tampered with, nor should any programs be added to or copied from computer hard drives.

## **CHAPTER 16: UNIVERSITY SERVICES AND UNIVERSITY OFFICES**

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## University Offices

**MyOlivet Solution Center:** <https://solutions.olivetuniversity.edu>

The MyOlivet Solution Center is the first point of contact for faculty, staff and students to connect with the university offices and college administrations. Feedback, support tickets, administrative help requests and certain application forms can be accessed here and inquiries will be routed to the department in charge.

For other correspondence with specific departments use the email addresses below.

**Student Finance Office:** [studentfinance@olivetuniversity.edu](mailto:studentfinance@olivetuniversity.edu)

**Financial Aid Office:** [finaid@olivetuniversity.edu](mailto:finaid@olivetuniversity.edu)

**Library Services:** [library@olivetuniversity.edu](mailto:library@olivetuniversity.edu)

**Registrar Office:** [registrar@olivetuniversity.edu](mailto:registrar@olivetuniversity.edu)

**Admissions Office:** [admissions@olivetuniversity.edu](mailto:admissions@olivetuniversity.edu)

**Student Services Office:** [student.info@olivetuniversity.edu](mailto:student.info@olivetuniversity.edu)

**International Student Office:** [iso@olivetuniversity.edu](mailto:iso@olivetuniversity.edu)

Below are contact information for each location and where class sessions will be held.

### *Olivet University, Riverside Campus*

36401 Tripp Flats Road,

Anza, CA 92539

(951) 763 0500

[info@olivetuniversity.edu](mailto:info@olivetuniversity.edu)

### *Olivet University, San Francisco Campus*

201 Seminary Drive,

Mill Valley, CA 94941

(415) 371 0002

[admissionsssf@olivetuniversity.edu](mailto:admissionsssf@olivetuniversity.edu)

### *Olivet University, New York Manhattan*

6 Barclay Street, Floors 3-5,

New York, NY 10007

(646) 688 4866

nyc@olivetuniversity.edu

***Olivet University, New York Dover***

181 Hutchinson Ave,

Wingdale, NY 12594

(845) 832 1208

nyc@olivetuniversity.edu

***Olivet University, Washington D.C.***

201 Rittenhouse St., NW

Washington, DC 20011

(951) 763 0500

info@olivetuniversity.edu

***Olivet University, St. Louis***

5341 Emerson Ave.

St. Louis, MO 6312

(951) 763 0500

info@olivetuniversity.edu

***Olivet University, Nashville***

141 Belle Forest Circle

Nashville, TN 37221

(615) 454 2392

info@olivetuniversity.edu

***Olivet University, Atlanta***

953 Martin Luther King Jr. Dr. NW

Atlanta, GA 30314

(951) 763 0500

info@olivetuniversity.edu

***Olivet University, Chicago***

3659 S. Honore St.

Chicago, IL 60609

(951) 763 0500

info@olivetuniversity.edu

## **College Administration Offices**

**Olivet Theological College and Seminary:** [otcs@olivetuniversity.edu](mailto:otcs@olivetuniversity.edu)

**Jubilee College of Music:** [jcm@olivetuniversity.edu](mailto:jcm@olivetuniversity.edu)

**Olivet School of Media and Communication:** [osmc@olivetuniversity.edu](mailto:osmc@olivetuniversity.edu)

**Olivet School of Art and Design:** [osad@olivetuniversity.edu](mailto:osad@olivetuniversity.edu)

**Olivet Institute of Technology:** [oit@olivetuniversity.edu](mailto:oit@olivetuniversity.edu)

**Olivet Business School:** [obs@olivetuniversity.edu](mailto:obs@olivetuniversity.edu)

**Olivet School of Language Education:** [osle@olivetuniversity.edu](mailto:osle@olivetuniversity.edu)

**Olivet School of Engineering and Architecture:** [engineering@olivetuniversity.edu](mailto:engineering@olivetuniversity.edu)

**Olivet School of Agriculture:** [ag@olivetuniversity.edu](mailto:ag@olivetuniversity.edu)

## **Technology Requirements**

### **Broadband Internet**

A fast internet connection ensures that students navigate through Populi quickly and efficiently, typically DSL or cable service.

### **A modern, updated web browser**

Populi runs on up-to-date releases of popular web browsers.

Here are the browsers we recommend for use with Populi. We recommend students to always try to use the most recent version possible—as companies release newer versions of browsers, they usually drop support for older versions.

#### PC or Mac

- Google Chrome is probably the best option if you're using Windows. It's also very good for Mac users.
- Mozilla Firefox is another good choice on Windows computers (works pretty okay on Macs, too).
- Apple Safari is great on Macs. Not so much on Windows.
- Last and certainly least, Internet Explorer. If you're using Windows 10, they're encouraging you to use Microsoft Edge.

#### Mobile browsers

- iOS Safari does well, as does Google Chrome for iOS.
- The stock Android browser works, as does Chrome for Android.
- The Firefox browsers for both iOS and Android aren't problematic.
- Microsoft Edge (mentioned above) is baked-in to Windows 10 devices and works with Populi; the version of Internet Explorer in Windows 8.1 does alright, too.

If you tend to tinker with your browser settings, make sure to enable Javascript and cookies. Ad-blockers don't pose any problems for the most part, but if you do fiddle with those, just make sure to whitelist your school's Populi site.

#### Other common applications

You can use Populi to export all kinds of files. The three most common are spreadsheets, PDFs, and word documents (note the lower-case *w* there). Most computers have the software you need to open these files, but in case yours doesn't...

- [Open Office](#) can open spreadsheets and documents (we use it to generate files for [custom page layouts](#)).
- [Adobe Acrobat reader](#) handles PDFs. If, for some reason, you have to use an old version, the oldest one that works is version 6.

#### Monitor

Populi is easiest to use if your monitor is set at a minimum resolution of 1280 x 1024 pixels. This is not something most users with a modern computer or monitor need to worry about, but there it is anyway!

<https://support.populiweb.com/entries/87315-Introduction-to-Populi>



## EQUIPMENT USED IN COURSES

Students in any program are required to have their own laptops with wifi internet connection for course work and lectures. Below are suggested specifications.

- \* Type: PC or Mac
- \* Processor: Intel Core i5 or i7 or AMD equivalent
- \* Display: 13" or larger
- \* Memory: 8GB or higher for PC / 16GB or higher for MAC
- \* Hard Drive: 256GB SSD or higher
- \* I/O ports: Two USB 3.0 ports
- \* Video out: HDMI or DisplayPort
- \* Wireless: AC preferred, N minimum
- \* OS: Windows 10 (preferred) for PC / El Capitan (Sierra preferred)

Students in the IT, Media, Art, and Architecture programs are recommended to have higher specs on their laptops:

Apple MacBook Pro

- \* 13 or 15-inch screen
- \* 2.2GHz processor (2.6 or 2.7GHz will be faster)
- \* 8GB to 16GB RAM (more will be better, especially for animation projects)
- \* At least 256GB hard drive (512GB or larger will be better)

Desktop computers are also offered in the library, architecture, and ESL labs.

Media and Journalism students may also be working with equipment such as:

- 4K cinema video cameras
- Digital photography Cameras
- Lighting equipment and lights
- Sound and Audio Mic

Architecture and Engineering students may be working with construction related tools such as saw tables, electrical power tools, air pressure tools. Tools and equipment are available on loan to students who are taking the related courses or approved by the school.

## CHAPTER 17: UNIVERSITY LEADERSHIP

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### ACADEMIC AND ADMINISTRATIVE LEADERSHIP

- Dr. Tracy Davis  
*University President*
- Dr. Nathanael Tran  
*Vice President for Campus Planning, Interim Dean Olivet School of Engineering and Architecture*
- Dr. Matthias Gebhardt  
*Vice President for Academic Affairs, Interim Chief Enrollment Officer*
- Dr. Barnabas Jung  
*Chief Financial Officer*
- Dr. Walker Tzeng  
*Chief Operating Officer, Chaplain*
- Dr. Julia Tzeng  
*Dean of Students*
- Dr. Matthias Gebhardt  
*Dean of Olivet Theological College & Seminary*
- Dr. Merrill Smoak  
*Dean of Jubilee College of Music*
- Dr. David James Randolph  
*Dean of Olivet School of Media & Communication*
- Dr. Joan Carter  
*Dean of Olivet School of Art & Design*
- Dr. Donald Yoon  
*Dean of Institute of Technology*
- Dr. Jasmine Park  
*Dean of Olivet School of Language Education*
- Mr. Jacob Chatterjee, LL.M  
*Dean of Olivet Business School*
- Dr. Donald Tinder  
*Dean of Zinzendorf School of Doctoral Studies*

- Dr. William Wagner  
*Director of Olivet Institute for Global Strategic Studies*
- Dr. Joseph Ray Tallman  
*Director of Olive Branch Institute of Islamic Understanding*
- Dr. Tom Cowley  
*Director of Institute of Faith and Family*  
*Director of Doctor of Ministry Program*



# OLIVET UNIVERSITY

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G R A D U A T E  
A C A D E M I C C A T A L O G

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2018 - 2019

# Graduate Academic Catalog

2018-2019

*September 1, 2018 through August 31, 2019*



Olivet University

[www.olivetuniversity.edu](http://www.olivetuniversity.edu)

*2nd Edition*

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ACADEMIC AND ADMINISTRATIVE LEADERSHIP

## Welcome From the President

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Hello and welcome to Olivet University in the name of Our Lord and Savior Jesus Christ!

I am thankful and delighted to introduce you to Olivet.

We are a Christian University completely committed to our mission of raising leaders and scholars to fulfill the Great Commission. To this end, each and every one of our programs is intended to instill a love for God's Word, as well as a passion for sharing it with others through missions and ministry.

Olivet started out with a vision to train ministers who would preach the Word of God to the ends of the earth. A true seedbed for missions, Olivet Theological College and Seminary (OTCS) sent out pastors and missionaries across the world – including places that historically have been hostile to the Gospel of Jesus Christ. These especially difficult mission fields produced character-building perseverance and enduring hope in Olivet. They also inspired Olivet to develop God-sharing tools of technology, which transformed Olivet into a leading online educator that it is today.

Nearly a quarter of a century later, the founding vision of OTCS is alive and thriving at Olivet University. By the grace of our Lord, Olivet's programs have greatly expanded in scope to span the undergraduate, graduate, and doctoral levels. Though the theological school remains Olivet's flagship college, we also provide areas of study in music, media, design, information technology, language and business. These accredited programs provide quality and rigorous learning experiences that are producing leaders who are increasingly better equipped to face the modern-day challenges of their respective fields. Education at Olivet involves immersive field experience and classroom learning. Just as in its beginnings, our University's two-part structure of academics is intended to link theory to practice, where students can efficiently apply their textbook knowledge. Hence, the Olivet mission is to graduate men and women well-practiced and positioned to succeed in professional ministry service.

As the Apostle Paul once said, "Press on toward the goal to win the prize for which God has called [him] heavenward in Christ Jesus" (Philippians 3:14). In the same spirit, learning at Olivet is a lifelong journey. We emphasize the importance of continuous study in our pursuit of excellence. This is something we value at Olivet University. I invite you to explore our website to learn about, pray for, and participate in the great things God is doing in and through Olivet. Please visit often, and once again, welcome to Olivet University!

Blessings in Christ,

A handwritten signature in black ink, appearing to read 'Tracy J. Davis', with a long horizontal flourish extending to the right.

**Tracy J. Davis**

## **Disclaimer**

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This handbook and the policies and procedures contained herein are in effect from September 1, 2018 through August 31, 2019. Although the information herein has been reviewed, the text may nevertheless contain errors, which will be corrected when brought to the attention of the University.

Olivet University makes every reasonable effort to provide accurate information in the contents of this handbook, but reserves the right to make changes at any time without prior notice. The University reserves the right to change calendars, academic programs, individual courses, policies and fees and all other aspects of University operations by official action of the University. In addition, changes in policies, procedures, and administration may have occurred since the printed publication of this handbook. Updates and changes shall be reflected in the online version at the time they are made. In case of discrepancies between the online and printed versions of the handbook, the online version is to be considered definitive. Students should contact the appropriate department office for the most recent information.

If programs are discontinued, or if substantial changes in requirements for degrees are made, the University will endeavor to allow students disadvantaged by the change to continue under existing programs and requirements.

Any questions a student may have regarding this handbook that have not been satisfactorily answered by the University may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

## **CHAPTER 1: GENERAL INFORMATION**

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### **Obtaining a Catalog**

To order a copy of this catalog, please contact the Office of Admissions by email [admissions@olivetuniversity.edu](mailto:admissions@olivetuniversity.edu), at (951) 763 0500

, or send a written request to the address below:

Olivet University  
Attn: Admissions  
36401 Tripp Flats Road  
Anza, CA 92539

There is a \$10.00\* fee for catalogs ordered within the United States, and a \$35.00\* fee for catalogs mailed outside of the United States. (Prices include shipping and handling.) Payments can be made via VISA, MasterCard, check, or money order. This Academic Catalog information is also available on-line at the following Web address: [www.olivetuniversity.edu](http://www.olivetuniversity.edu)

*\*Prices are subject to change*

## **Statement of Student Responsibility**

This Catalog has been made available to all students of Olivet University in digital format via the school's website. Prospective students must review this Catalog prior to signing an enrollment agreement.

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 must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this university with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **Statement of Non-Discrimination**

Olivet University admits qualified applicants who are personally committed to faith in Jesus Christ regardless of sex, race, color, national origin, or disability.

## **Academic Calendar 2018-2019**

Please visit <http://www.olivetuniversity.edu/academics/calendar.html> to see our latest academic calendar.

## **Administrative Holidays 2018-2019**

To reach Olivet University's Main Campus, please call +1 951 763 0500, Monday to Friday between 9:00 am – 5:00 pm PST. Olivet University offices will be closed on the following holidays.

<b>Administrative Holidays</b>
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<b>Fall Term:</b>  WOA Events Veterans Day Thanksgiving Break Christmas Holiday New Year's Day	Oct 29 – Nov 2, 2018 Nov 11, 2018 Nov 22-23, 2018 Dec 24-26, 2018 Jan 1, 2019
<b>Winter Term:</b>  Martin Luther King Day Presidents' Day	Jan 21, 2019 Feb 18, 2019
<b>Spring Term:</b>  Memorial Day	May 27, 2019
<b>Summer Term:</b>  Independence Day Labor Day	July 4, 2019 Sep 2, 2019

## Vision, Mission, Goals, Values

### Mission Statement

The mission statement of Olivet University is intended to serve as a guide for Board directors, staff members, and student conduct; strategic and programmatic planning; and institution-wide priority setting and evaluation. It evolved from a careful process of collaboration and consultation among Olivet University's founders, key administrators, faculty and selected advisors from affiliated and independently operating organizations recognized for their demonstrated commitment to the ideals and goals formalized here in the Olivet University mission statement.

*Olivet University is an institution of biblical higher education dedicated to training ministry-bound men and women as biblical scholars and leaders, and to equipping them with the practical skills to preach the Gospel effectively into and after the 'network generation' – thus priming them to revolutionize the world through Christian mission.*

### Vision

Our vision is born of God's enduring hope for a world that is "full of the knowledge of the Lord as the waters cover the sea" (Isaiah 11:9). The fulfillment of this vision inspires, orients, and defines the work of this institution.

## Mission Strategy

Olivet University accomplishes this mission through a comprehensive program of Biblical, general, and professional studies; applied scholarship in ministry environments affiliated with the University; and Christ-centered service and support. The five cross-cutting themes derived from our mission describe this quality education.

## Olivet University History

In 2000, Olivet was established as a Bible college named the Olivet Theological College & Seminary (OTCS). OTCS functioned as a 'seedbed' for missions, offering multiple fields of study and distance learning to ministry-bound students all over the world. OTCS developed quickly, necessitating several major changes to accommodate the school's diverse student body.

In 2004, Olivet University was incorporated and established multiple departments, each offering different degree programs. In addition to OTCS, there is the Jubilee College of Music, Olivet College of Journalism, Olivet College of Art & Design, Olivet Institute of Technology, Olivet College of Language Education, Olivet College of Business, Zinzendorf School of Doctoral Studies, Olivet Institute for Global Strategic Studies, Olive Branch Institute of Islamic Understanding, and Institute of Faith and Family.

The university's latest reorganization was supported by several key Christian ministries affiliated with the individual College divisions. These connections – some of which date back to Olivet's founding – are clearer and stronger as a result of Olivet University's current structure, especially in the areas of Olivet student recruitment and alumni employment.

Olivet University alumni later began an association of evangelical bodies named the World Olivet Assembly. Through a collaborative network, Olivet University aspires to carry out its mission of equipping ministers with opportunities and skills to revolutionize the world through Christian mission.

Olivet University's present-day 1,200 acre properties in Riverside Southern California offer a multidisciplinary residential campus with emphasis on academic studies and spiritual formation. Across the university curricula practical learning and entrepreneurial initiatives have been more systematically integrated and interdisciplinary studies have been encouraged through offering joint degrees between the Master of Divinity and other university colleges.

In 2017-18 the Olivet University San Francisco site began offering complete degree programs locally and moved into the former Golden Gate Baptist Theological Seminary campus in Mill Valley, CA. Olivet School of Media and Communication settled in its own Washington, DC, building with dormitory and food service facilities.

## Values

### *Jesus Christ*

"I am the way, the truth and the life." (John 14:6) Olivet acknowledges Jesus Christ as the only source of salvation and the foundation of all knowledge and truth.

### ***The Kingdom of God***

“But seek first his kingdom and his righteousness, and all these things will be given to you as well.” (Matthew 6:33)

### ***Access***

Olivet believes that Biblical education is a gift given by God to equip Christians in any part of the world for ministry. The University works to open the doors of Biblical higher education to qualified students, even in nations closed to the Gospel of Jesus Christ, by offering its programs through distance learning and by making this opportunity accessible.

### ***Global Community***

Olivet creates a global community by bringing into reach educational services, programs, and employment opportunities to qualified individuals from all over the world, and by providing learning opportunities among diverse students.

### ***Service***

Olivet expects all students, faculty, staff, and administrators to embrace the highest standards of personal integrity, honesty and responsibility for their studies and work based on the kenotic ethic of Jesus.

### ***Quality***

Olivet provides a high-quality, Biblical education suitable in scope and depth to the challenges of the day. The University assesses and evaluates all aspects of its academic model on an ongoing basis.

## **Institutional Goals of Olivet University**

*As an institution of Biblical higher education that values excellence in academics and professional ministry preparation within the context of a personal relationship with Jesus Christ, Olivet University will*

- Honor our Bible-based identity and heritage (BIBLICAL TRADITION & PRIDE)
- Attain recognition as a world-class institution of Biblical higher education (ACADEMIC EXCELLENCE)

*As a University committed to the evangelism and discipleship of all people through Christian mission, Olivet University will*

- Engage in programs, partnerships, and services that benefit mission and ministry (ENGAGEMENT)

*As a University pursuing the expression of these values throughout the world – especially among the **Network Generation**, Olivet University will*

- Optimize network and technology in the delivery of services and instruction (ACCESS & TECHNOLOGY)

*As a Christian, **Gospel-centered** community, Olivet University will*

- Foster a leadership environment that encourages serving others while achieving results (SERVICE)

As an *effective* University that seeks to *revolutionize the world through Christian mission*, Olivet University will

- Enhance planning, performance, assessment, and accountability aligned with OU values (INSTITUTIONAL QUALITY & EFFECTIVENESS)

### Olivet’s Core Learning Outcomes

Olivet’s core learning outcomes are learning outcomes expected of every Olivet graduate regardless of program area. They describe core skills and abilities our graduates need to succeed in the professional world, and in a world that demands continuous learning--skills like critical thinking, problem solving, writing, speaking, and the ability to do information research and use technology. Olivet’s curriculums are intentionally developed to foster achievement of these outcomes in all of our students. Each program at Olivet, including Olivet’s graduate and doctoral programs, describe what graduates of their particular programs or program areas will be able to do as a result of learning experiences within their programs. They intentionally flow, and often overlap with core (university-wide) outcomes to some extent. When that is the case, program-specific outcomes typically require the student to demonstrate higher levels of competency in a particular outcome, or performance of the outcome in a context unique to that discipline. The following is a description of Olivet’s core learning outcomes expected of every Olivet graduate regardless of program area.

#### Spiritual & Evangelistic Growth (se)

Since Olivet University is a Biblical institution centered on the Gospel of Jesus Christ, our educational outcomes include Spiritual outcomes. Therefore, Olivet will enable students to:

se1:	Develop habits of personal and corporate worship.
se2:	Learn the importance and power of personal and corporate prayer.
se3:	Examine the history of evangelism and the Church and its traditions.
se4:	Understand the power of a personal testimony.
se5:	Learn Scriptures that will help verbally articulate the Christian faith.
se6:	Communicate the Christian message in word and deed.

#### Biblical Competence (bc)

Since Olivet University is an institution of higher education training scholars and leaders, our educational outcomes include Academic outcomes. Therefore, Olivet will enable students to demonstrate:

bc1:	A basic understanding of Biblical facts and principles.
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bc2:	An ability to inductively and methodically study Scripture.
bc3:	An understanding of the culture(s) in which the scriptures were written and the importance of context to proper understanding.
bc4:	An overt understanding of the Christian worldview and its juxtaposition to other worldviews.
bc5:	The ability to relate Biblical principles to life situations.

**Academic Excellence (ae)**

Since Olivet University is an institution of higher education training scholars and leaders, our educational outcomes include Academic outcomes. Therefore, Olivet will enable students to:

ae1:	Acquire basic knowledge in a broad base of subjects.
ae2:	Conduct in depth study in areas of special interest or giftedness.
ae3:	Establish patterns of clear and logical thought that recognize the effect of unexamined prepositions.
ae4:	Learn to effectively communicate thoughts and ideas.
ae5:	Develop methods of study and research that lead to lifelong learning.

**Emotional-Social Development (es)**

Since Olivet University is a Christian community with a world mission focus, our educational outcomes include Emotional-Social outcomes. Therefore, Olivet will enable students to:

es1:	Learn to recognize and apply one’s unique academic, social, and spiritual gifts.
es2:	Gain an understanding and appreciation of the differences of others.
es3:	Learn to lovingly and effectively communicate with those of differing world views.
es4:	Recognize the importance of self-discipline and service.

**Ministry Impact (mi)**

Since Olivet University is committed to training ministry-bound men and women for Christian mission, especially in the network

generation our educational outcomes include Ministry outcomes. Therefore, Olivet will enable students to:

mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

### Faith-First Educational Philosophy

Olivet University ascribes to the educational philosophy known as ‘faith first,’ which is articulated in the following University-wide doctrine:

Human knowledge as a whole exists and can only rightly be understood within the context of biblical truth, necessitating an approach to education and academic learning that values and thoroughly integrates the habits of scriptural study, reflection, and application across all fields and disciplines.

### Statement of Faith

Olivet University affirms the statement of faith of the World Olivet Assembly (WOA):

**We believe in:**

The **Holy Scriptures** as originally given by God, divinely inspired, infallible, entirely trustworthy; and the supreme authority in all matters of faith and conduct.

One **God**, eternally existent in three persons, Father, Son, and Holy Spirit.

Our **Lord Jesus Christ**, God manifest in the flesh, His virgin birth, His sinless human life, His divine miracles, His vicarious and atoning death, His bodily resurrection, His ascension, His mediatorial work, and His Personal return in power and glory.

The **Salvation** of lost and sinful man through the shed blood of the Lord Jesus Christ by faith apart from works, and regeneration by the Holy Spirit.

The **Holy Spirit**, by whose indwelling the believer is enabled to live a holy life, to witness and work for the Lord Jesus Christ.

The **Unity** of the Spirit of all true believers, the Church, the Body of Christ.

The **Resurrection** of both the saved and the lost; they that are saved unto the resurrection of life, they that are lost unto the resurrection of damnation.

## **Olivet University Commitment to Students**

As a Christ-centered institution, Olivet is committed to emphasizing a biblically sound, integrated, faith-based education that promotes a zeal for spiritual, intellectual, emotional, physical, and social development in students.

### **Olivet is committed to:**

#### **Spiritual Wellness**

- Providing experiences of growing in Christ not in a static way, but as a creative and serendipitous adventure.
- Engaging touchstones of the spiritual formation process, including scriptural study, spiritual friendship and community, active practices for prayer and worship, service, and character and faith development through discipleship.
- Providing environments of grace to help students find companionship, encouragement, and spiritual guidance.

#### **Intellectual Wellness**

- Challenging the students with a continuous openness to new concepts, ideas, perspectives and cultures.
- Providing an educational environment that values diverse experiences and challenges and Biblical perspectives on critical issues.
- Equipping the students with the ability to successfully learn, apply new learning, change, and adapt.

#### **Emotional Wellness**

- Being aware and accepting of one's feelings.
- Being able to adjust to change and seek positive outcomes.
- Being joyful and positive.

#### **Physical Wellness**

- Providing clean and safe environment that will help the students gain freedom from illness, disease, and need for medications.
- Offering recreational and sporting programs that will promote and develop healthy lifestyle choices.
- Offering educational programs that will help maintain a balanced natural diet and regular sleeping habits.

#### **Social Wellness**

- Forming and contributing to positive relationships of mutual respect.
- Comfortably and effectively performing a variety of social and group roles.

- Seeking and fulfilling Christ-like leadership roles that contributes positively to communities and the larger society.

## Statements on Institutional Approval

Olivet University is a free standing unit within Olivet University. All institutional approvals and accreditations of Olivet University pertain to Olivet University as well.

### State of California

Olivet University is a private institution that has been approved to operate by the Bureau for Private Postsecondary Education (BPPE) of the State of California. Approved to operate means compliance with state standards as set forth in the California Code of Regulations. Furthermore, Olivet University has been authorized by the BPPE to grant the following programs:

1. Bachelor of Arts in Theology
2. Bachelor of Arts in Music
3. Bachelor of Arts in Journalism
4. Bachelor of Arts in Graphic Design
5. Bachelor of Arts in Information Technology
6. Bachelor of Arts in Business
7. Bachelor of Arts in Children's Developmental Studies
8. Bachelor of Science in Civil Engineering
9. Bachelor of Science in Agriculture
10. Bachelor of Science in Architecture
11. Master of Divinity
12. Master of Theology
13. Master of Arts in Music
14. Master of Arts in Journalism
15. Master of Arts in Graphic Arts
16. Master of Arts in Information Technology
17. Master of Arts in Translation and Interpretation
18. Master of Arts in Teaching
19. Master of Business Administration
20. Doctor of Ministry
21. Doctor of Philosophy in Global Theological Studies
22. Certificate in English as a Second Language
23. Certificate in Languages
24. Teaching English to Speakers of Other Languages

For more information about the BPPE, please visit <http://www.bppe.ca.gov/>.

### State of New York

Olivet New York is approved by the New York State Education Department (NYSED) Board of Regents to offer business and ministry internships and related courses from the M.B.A. and M.Div. programs at 6 Barclay Street in downtown Manhattan and its extension site at 181 Hutchinson Avenue in Wingdale, NY. Visit <http://www.regents.nysed.gov/> for more information about NYSED.

### State of Tennessee



Olivet University dba The Jubilee School is authorized for operation as a postsecondary educational institution by the Tennessee Higher Education Commission. In order to view job placement and graduation information on the programs offered by The Jubilee School, please visit [www.tn.gov/thec/](http://www.tn.gov/thec/) and click on the Authorized Institutions Data button.

#### **State of Washington D.C.**

Olivet University is approved by the DC Higher Education Licensure Commission to offer courses or instruction leading to the awarding of certificates, diplomas or degrees in the District of Columbia at 201 Rittenhouse Street, Washington, DC 20011, in accordance with the provisions of Title 38, Chapter 13, of the District of Columbia Official Code (D.C. Official Code §38-1301 et seq.), and applicable regulations of the DC Higher Education Licensure Commission.

#### **World Evangelical Alliance (WEA)**

Olivet University has Global Partner Membership status with the World Evangelical Alliance (WEA), the world's largest evangelical body.

For more information about the WEA, please visit <http://www.worldevangelicalalliance.org/>.

#### **National Association of Evangelicals (NAE) Membership**

Olivet University is a full member of the academic institutions body of the National Association of Evangelicals (NAE).

For more information about the NAE, please visit <http://www.nae.net/>.

#### **Institutional Accreditation**

Olivet University is a member of the Association for Biblical Higher Education (ABHE), having been granted accredited status by the ABHE Commission on Accreditation. Olivet University is accredited by the Commission on Accreditation of the Association for Biblical Higher education to grant certificates and degrees at the Associate, Baccalaureate, Master's, and Doctoral levels.

ABHE is recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA).

For more information about the ABHE, please visit <http://www.abhe.org>.

#### **Council for Higher Education Accreditation (CHEA)**

Olivet University is listed in the database of institutions recognized by U.S. accrediting organizations of the Council for Higher Education Accreditation (CHEA).

For more information about CHEA, please visit <http://www.chea.org/>.

## CHAPTER 2: APPLYING TO OU

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

The transferability of credits you earn at Olivet University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in your Program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, or certificate that you earn at this institution are not accepted at the institution to which 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 Olivet University to determine if your credits, degree, or certificate will transfer.

Prospective students should notice that no more than 20% of graduate units or the equivalent in other units awarded by another institution may be transferred for credit toward a Master's degree. Olivet does not offer credits for prior experiential learning. Prospective students should notice it in prior to the application of the credit transfer.

Prospective students interested in applying to Olivet University should complete an application, available upon request from Olivet University's Office of Admissions or on the Internet at <http://apply.myolivet.com/>

All applicants to Olivet University should evince strong Christian character, potential for effectiveness in Christian ministry, and the scholastic ability and emotional maturity to handle a higher education experience.

Admissions personnel will review applicants' information and inform them whether or not they have been accepted for admission. Prospective students are encouraged to discuss plans, goals, and questions with the Office of Admissions ([admissions@olivetuniversity.edu](mailto:admissions@olivetuniversity.edu)) during this application process.

### Admissions Policy

Olivet University welcomes an application from any academically qualified person who desires to study in a spiritually disciplined atmosphere, and who is in agreement with the doctrinal position, ethical standards, educational philosophy, and Goals of the school. Olivet University does not discriminate on the basis of age, sex, race, color, national or ethnic origin, or against otherwise qualified handicapped persons in its admissions policies, employment policies, administrative policies, scholarship, and loan programs.

Applicants will be officially notified by email of their admission acceptance or denial, including the basis for any denial of admission.

Each prospective student should also demonstrate evidence of personal faith in Jesus Christ with a consistent testimony and

character.

The privilege of attending Olivet University is contingent upon a student's full cooperation and agreement with the policies and principles of the school. The school reserves the right to request the withdrawal of any student who does not fit in with the spirit of the institution regardless of whether or not he or she conforms to all specific rules and regulations of the school. Any student who willfully violates the principles of the school or whose attitude and conduct is found not to be in the best interest of the community will be asked to withdraw.

## Graduate

1. Application Form. Prospective students interested in applying to Olivet University must submit the application form from <http://apply.myolivet.com/> Olivet University does not accept the Common Application.
2. Essays. Applicants must submit a written essay approximately 700-1000 words in length describing their personal faith in Jesus Christ. Applicants must also submit their admission essay no less than 1000 words, describing their reason for applying to the University and their study plan. All applicants to Olivet University should evince a strong Christian character, potential for effectiveness in Christian ministry, and the scholastic ability and emotional maturity to handle a higher education experience.
3. A bachelor's degree from a CHEA or USDE-accredited U.S. institution. Note: students with a baccalaureate degree from a state-approved or non-accredited institution are encouraged to apply and ask for a transcript evaluation to determine whether conditional admission is possible.

Applicants are responsible for making sure this information is mailed directly from the issuing educational institution to Olivet University:

Olivet University  
Attn: Admissions  
36401 Tripp Flats Rd.  
Anza, CA 92539

4. A minimum 3.0 grade point average on a 4.0 scale, or the equivalent according to the institution's grading norms, for all course work during the last two years of undergraduate study. Applicants with an undergraduate GPA of less than 3.0 may be admitted on probation under the following provisions:
  - The applicant must complete sixteen hours of graduate courses with a cumulative graduate GPA of 3.0 or higher.
  - Successful completion of these requirements will lift the student's probationary status and allow him or her to continue in the degree program.
  - An undergraduate background supported by undergraduate achievement, which would indicate the ability to engage successfully in graduate theological studies.
5. Proficiency in Bible knowledge. A student seeking to enter an Olivet University graduate degree program must take a written comprehensive examination in the area of Bible knowledge. The Bible knowledge examination tests a student's comprehension of

the biblical story in its progressive unfolding of the history of redemption against the backdrop of creation and sin.

A passing score on this exam demonstrates a level of competency that does not require remedial coursework in Bible and theology. Scores that rank below the 80th percentile level will determine that a student must enroll in 8 hours of remedial, non-credit Biblical studies courses (THEO200 and THEO211), which Olivet offers at the undergraduate level as required core curriculum courses for all students enrolled in its Bachelor of Arts degree programs.

6. Test Scores – Applicants must submit GRE/GMAT test scores, with exceptions.\*

If an applicant submits multiple score reports, the highest score earned in each single sub score of the examination is used.

\*NOTE: GRE/GMAT test scores are not required to establish the admission eligibility of applicants with bachelor's degree program grade point averages of 3.00 or above in a 4.0 scale. While applicants are not required to submit test scores to Olivet if they earn at least a 3.00 average, it is recommended that they submit standardized admission tests, which can be helpful for the purposes of advising and placement in appropriate courses.

7. English Language Proficiency Assessment

A. All instructions at Olivet University are offered in English. Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

1. Master's Degree: A minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 50 on the Pearson Test of English Academic Score Report.
2. First Professional Degree or Professional Doctoral Degree: A minimum score of 550 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 80 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 58 on the Pearson Test of English Academic Score Report.
3. A minimum grade of Level 3 on the ACT COMPASS's English as a Second Language Placement Test;
4. A minimum grade of Pre-1 on the Eiken English Proficiency Exam;
5. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;
6. A transcript indicating completion of at least 30 semester credit hours with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English. A "B" or higher is required for master's degree, first professional degree, or professional doctoral degree.
7. A diploma of completion of the Certificate in English as a Second Language program from Olivet University or passing the Olivet Language Studies Proficiency Test (OLSPT) in English with scores at or above: total score 75, writing score 7,

speaking score 18. (Some majors only accept this test score when achieved during enrollment in the in-residence Certificate in English as a Second Language program. (For example M.A. in Journalism.) Check the respective curriculum chapters in the Graduate Academic Catalog.)

B. Transcripts not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript.

In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

8. Recommendations. Applicants must submit at least three recommendation letters. One letter must be a reference from a World Olivet Assembly (WOA) church pastor who is knowledgeable about the applicant's church involvement. The other two recommendations should come from someone who is able to comment on your professional and educational goals and potential. This could be a professor or supervisor. Recommendations may not be from a member of your immediate family or your spouse.

9. Statement of Faith – Applicants must sign Olivet University's Statement of Faith.

10. Application Fee – Applicants must submit an-refundable application fee

## **Student Identity Verification**

Student identity verification is initiated during the admissions process to verify that the admitted student who participates in and completes coursework and assessments is the same student who is awarded credit.

### **Policy for Student Identity Verification in Distance Learning**

The policy for student identity verification applies to all credit-bearing distance education courses and programs offered by Olivet University, beginning with the application for admission and continuing through to a student's graduation, transfer, or withdrawal from study.

The purpose of this policy is to ensure that Olivet University operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education.

Under HEOA, all credit-bearing courses and programs offered through distance learning methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. One or more of the following methods must be used:

1. A secure login and pass code;
2. Proctored examinations; and/or
3. New or emerging technologies and practices that are effective in verifying student identification.

### **Implemented Practices for Compliance**

### **a. Secured Electronic Identification System**

Olivet University verifies the online identity of all students through a secured electronic identification system. All students who participate in distance education for credit must be admitted to the University through the regular campus admissions process. The admitted student is issued a student identification number and directed to create an electronic identification, which consists of a login ID and password.

The login ID must be unique and the password must adhere to certain security rules, including periodic changes. Password information is kept confidential and is not accessible by anyone, including network administrators. Passwords can only be reset but not recovered. A student requesting that their password be reset may be asked to provide two or more pieces of information for comparison with data on file, or to come to the University in person with a photo ID or verification.

The login ID provides access to the Olivet University's online learning management system Populi. Populi integrates with Olivet University's student database to ensure appropriate and secure student access to online courses, school email, and other restricted services such as the e-library. Students may also obtain their grades, view their student account expense and balances, and access and update their personal information.

Populi provides instructors access to class rosters that include student photos associated with their name, student identification number and account. The student photo associated with the account is visible throughout the online classroom including the assignment, discussion and message board areas.

All Populi users are responsible for maintaining the security of login IDs and passwords. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or email is prohibited.

### **b. Proctoring**

All for-credit distance education courses at Olivet University require proctored final examinations. Midterm exams are strongly recommended to be proctored while tests/quizzes should be designed so that proctoring is unnecessary. Olivet University allows two forms of proctoring:

#### ***i) Onsite Proctoring***

Online students may name a person onsite to proctor the exam upon the University's approval. Proctors are required to complete a signed Proctor Agreement Form prior to the first exam being administered.

Olivet University reserves the right to verify a proctor's identity, require additional proof of eligibility, or require the selection of a different proctor. The proctor should verify the identity of the student based on a photo ID, sign for the student to have undergone a proper exam according to the requirements given in the online classroom, and write a report about anomalies when necessary.

#### ***ii) Online Proctoring***

Instructors/faculty may require online students to utilize ProctorU, an online proctoring service that uses a webcam and microphone.

The examination would be set up in the ProctorU system by the instructor/faculty accordingly. Students are responsible for any costs associated with using an online proctoring service. Such costs must be brought to the students' attention at the time of registration for the course.

Acceptable forms of photo ID for proctoring:

- Valid U.S. passport book or passport card
- Valid U.S. military photo ID card for active duty, reserve, or retired personnel
- Valid foreign passport
- Valid state-issued Driver License or photo ID

The Information Technology Support Center at Olivet University consistently researches on the latest and emerging technologies and practices that are effective in verifying student identification. This policy and related practices will be reviewed annually for continued alignment with the appropriate federal regulations and policies and revised as necessary.

### Costs of Attendance, Tuition and Fee

<b>Annual Cost of Attendance (Graduate Degree Programs)</b>	
Books and Supplies (estimated)	\$1000<
Fees specific to certain classes for example in the performing and fine arts might increase this estimate significantly for some majors.	
Room & Board	Approx. \$4,635 – \$22,500 (Varies with instruction site and choice of housing; based on 9 months academic year.)
Other Expenses	\$150
Tuition (Full-time Students)	\$6,552 – \$13,104 (Based on 8-16 units per quarter)
Tuition (Part-time Students)	\$3,276 - \$5,733 (Based on 4-7 units per quarter)
<b>Typical Total Annual Cost:</b>	<b>\$15,613</b>
<b>Typical Total Quarterly Cost:</b>	<b>\$5,204</b>

### Graduate Tuition\*

<b>Graduate Degree Programs</b>	\$273 per unit
<b>Basic Certificate Programs</b>	\$170 per unit

<b>Auditing Courses</b>	See <i>Registration Fees</i> below
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**Other Fees (Non-Refundable)\***

<b>Admissions Fees</b>	
Application for Admission	\$75
<b>General Fees</b>	
Applied Music Fee	\$250 per course
OSAD Student Fee	\$25 per fine arts class
Transcript Issuance	\$15 per copy
Enrollment Verification	\$15 per copy
Third Party Forms with specialized information	\$15 per copy
The Registrar's Office will complete and certify third-party forms that require information different from the current enrollment verification form.	
Customized Verification Documents	\$50 per copy
The Registrar's Office will create a customized document other than the school's standard documents.	
Diploma Replacement Fee	\$30 per copy
Expedite Service Fee (Rush Processing)	\$25
Transcript Evaluation Fee	\$50
Student ID Card Fee	\$15
Advanced Standing Examinations	\$20 per exam
Comprehensive Exams	\$50 per exam
<b>Registration Fees</b>	
Course Audit Fee	\$50 per unit
Late Registration Fee	\$50
Course Add/Drop Fee	\$15 per course



Advanced Deposit for Leave of Absence	\$150 per quarter
Advanced Deposit for Leave of Absence: Students who request a one quarter leave of absence are required to pay a non-refundable \$150 Advanced Deposit for Leave of Absence. The fee will reserve their space for guaranteed enrollment and will be applied directly toward the students' tuition account.	
Continued Leave of Absence Request Fee	\$100 per quarter
Transfer Credit Fee	\$80
<b>Payment Fees</b>	
Late Payment Fee	\$75
Installment Late Payment Fee	\$25 per occurrence
Installment Payment Sign-up Fee (3 months)	\$25
Installment Payment Sign-up Fee (4 months or more)	\$50
<b>Graduation Fees</b>	
Graduation Fee	\$100
Graduation Fee: A non-refundable Graduation Fee is assessed to all students at the University each time a student applies to graduate. It is used to defray the cost of processing candidates for graduation, printing diplomas, and conducting the commencement ceremonies. The Graduation Fee does not cover the cap and gown fees.	

*\*Olivet University reserves the right to change tuition and fees at any time.*

## Payment Policies and Procedures

### Tuition Payment

The payment for the tuition is due at the beginning of each quarter by the date announced by the school. The amount due is for that particular quarter only. Students have an option to pay in full or apply for an installment payment plan.

### Cashier

Student fee payments can be made online or by phone, through the Cashier during posted hours, or sent by mail to the following address:

Olivet University  
c/o Cashier  
250 4th Street,  
San Francisco, CA 94103

Students are responsible for all charges assessed by the university for services rendered, additional fees, and all costs incurred by Olivet University in the collection of these amounts.

## **Cancellation and Refund Policy**

### **Student's Right to Cancel**

A student who cancels the enrollment agreement within seven days (until midnight of the seventh day excluding Saturdays, Sundays, and legal holidays) after signing the agreement will receive a refund of all monies paid except the non-refundable application fee. A student shall receive 100 percent of the amount paid for institutional charges, less the application fee not to exceed \$250, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. All requests for cancellation by the Student must be in writing, verified email, or hand delivered to the Registrar, Olivet University, 36401 Tripp Flats Rd. Anza, CA 92539. Cancellation is effective on the date written notice of cancellation is sent. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

### **Refund Policy:**

Students officially withdrawing or leaving from Olivet University may receive a partial or full refund of tuition. Regardless, a \$15 drop fee will be applied per course drop fee. All other fees are non-refundable. Refunds will be based on the total charge incurred by the student at the time of withdrawal or leave, not the amount the student has actually paid. Students must complete a Student Withdrawal Form or Leave of Absence Form and submit it to the Registrar's office. The effective date is the date that the student files the form. Refunds will be made within 30 calendar days of the notification of an official withdrawal or leave of absence.

Every time a student withdraws, It will be necessary to fill out and maintain a refund form in the student file, even if no refund is issued.

### **Fall, Winter and Spring quarter:**

1. 100 percent Refund – Withdrawal or granted the leave of absence before the 1st week
2. Partial Refund\* - Withdrawal or granted the leave of absence after the 1st week of the quarter and prior to the course completion of 60 percent
3. No Refund - Withdrawal or granted the leave of absence after the course completion of 60 percent

### **Summer quarter:**

1. 100 percent Refund – Withdrawal or granted the leave of absence before the 1st week
2. Partial Refund\* - Withdrawal or granted the leave of absence after the 1st week of the quarter and prior to the course completion of 60 percent
3. No Refund - Withdrawal or granted the leave of absence after the course completion of 60 percent

\*Partial Refund is based on the tuition billed for the quarter in which the student withdraws, according to the following formula:  $\text{tuition} / \text{total program hours} \times \text{course completed hours in term} = \text{tuition earned by the school}$ . For the purpose of this calculation, the total program hours equals the number of hours scheduled for the entire program.

### **Loans**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

### **Bankruptcy**

Educational and related fees are generally non-dischargeable in bankruptcy and will survive after the bankruptcy has closed. Except in certain limited situations, this means that a student will still owe the debt to the university after the bankruptcy.

Presently, Olivet University does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has 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 (11 U.S.C. Sec. 1101 et seq.)

### **California Student Tuition Recovery Fund**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following conditions apply:

To be eligible for STRF, a student must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed

to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
- You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
- You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
- The institution has been ordered to pay a refund by the Bureau but has failed to do so.
- The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
- You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
- You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

### **Sample Student Refund Calculation**

*Student completed 2 weeks of the 10-week term or 20% of the term. Student due a refund for 80% of the remainder of the tuition bill less the drop fee of \$15 per course calculated as follows:*

$80\% \times \$2,184$  (total tuition paid) = \$1,747

Drop fee of \$15 per course  $\times$  2 courses = (\$30)

Total refund due to student = \$1,717

## **General Transfer Student Admissions Policy**

A **transfer student** is defined as any student who has previously matriculated as a degree candidate at another institution and has earned or is earning college-level academic credit at the undergraduate/graduate level.

Students applying for transfer to Olivet University must follow the admission procedures. Official college transcripts from all schools attended must be sent directly from the previously attended college(s) to:

Olivet University  
Attn: Admissions  
36401 Tripp Flats Rd.  
Anza, CA 92539

Coursework transferred or accepted for credit toward any OU degree must be relevant to the degree program, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in this university's own degree programs. In assessing and documenting equivalent learning and qualified faculty, OU personnel consult official institutional catalogs and employ recognized guides which aid in the evaluation for credit.

Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and the National Association of Foreign Student Affairs, or such services as are provided by AACRAO or the World Education Services (WES).

OU accepts transfer credit from other accredited educational institutions subject to the following general criteria:

## **UNDERGRADUATE**

- A minimum grade of "C"(or equivalent); courses graded "pass/fail" are not transferred unless it is stipulated on the transcript that a "pass" required a grade of "C" (2.0) or above;
- Credit is applicable to the OU program of study in which the student intends to enroll.

## **GRADUATE**

- A minimum grade of "B"(or equivalent); courses graded "pass/fail" are not transferred unless it is stipulated on the transcript that a "pass" required a grade of "B" (3.0) or above;
- Credit is applicable to the OU program of study in which the student intends to enroll.

In order to assist students with curricular planning, the transfer evaluation process must be completed as soon as possible. After enrollment at the university, courses taken at another institution are evaluated for transfer by the Registrar's Office.

Transfer courses are evaluated in the Office of Admissions for acceptance of core curriculum requirements and general elective credit. Transfer credits applied toward major requirements are determined in consultation with the appropriate academic divisions.

### **Transfer Grades**

- A student's grade point average at Olivet University is based only on courses completed at this institution. The Olivet University grade point average is used to determine academic standing and graduation.
- Transfer grade equivalents will be determined and recorded with the student's transfer credit. Credit will be awarded for courses in which a "C" or higher was earned. Grades of "F" are included in the calculation of the transfer grade point average.
- Transfer grades and grade point averages are assigned on the basis of the Olivet University grading policy. For courses taken at institutions that use combined grades (e.g., "AB"), the lower grade will be used.
- Courses taken at institutions that use a grading system not comparable to the Olivet University grading system will be evaluated with the transfer grade equivalents of Pass or Not Pass. "Withdraw failing" grades are calculated in a student's transfer grade point average as "F" grades.
- When fractions are accumulated and awarded as general electives, grade points are accumulated in similar fashion. For example, a student who took one four quarter hour course with an "A" and two four quarter hour courses with a "B" would receive general elective credit (to compensate for fractions) for two credit hours and six grade points.

### **Credit Hour Equivalencies**

- The credit hour minimums are based on courses from quarter calendar institutions. If a course at another institution is offered for fewer credit hours than an equivalent course at Olivet University, the student will be given transfer credit for the equivalent course at Olivet University but only for the number of credit hours earned at the other institution. In such cases, the student may need to take an additional course to fulfill credit hour requirements.
- When semester credit is converted to quarter hour equivalents, a conversion factor of two-thirds is used. When conversions result in fractions, credit granted per course is reduced to the nearest whole number. Fractions are accumulated and reduced to the nearest whole number, and general elective credit is awarded for that total.

### **Instances of Fraud**

Anyone found to have been admitted to Olivet University on the basis of false information will be immediately dismissed and will forfeit all financial payments made and academic credits accumulated during all periods of enrollment following that admission.

## **CHAPTER 3: SCHOLARSHIP AND FINANCIAL ASSISTANCE**

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Financial aid at Olivet University begins with the commitment of the affiliated ministries to quality education. Gifts from the affiliated ministries and faithful individuals provide major funding for the financial assistance. The University Financial Aid serves as a tool to meet enrollment goals of the University and attract students who would contribute to His Kingdom and the diverse student population. The goal of the financial aid is to remove financial barriers in order to maintain access for qualified students.

The University does not yet offer scholarships from Federal or State Financial Aid Programs including Title IV at this time. However, various assistance programs are offered by the University and its affiliate ministries. All aid granted is based on the availability of funds.

## **Application Process and Forms**

The scholarship application forms are available on Populi. Updated financial aid information and application forms is made available at least 60 days prior to deadline. Specific instructions and eligibility information are included on the page of financial aid program on Populi. Please contact any application questions to the Financial Aid Office by calling at [951 763 0500](tel:9517630500) or [finaid@olivetuniversity.edu](mailto:finaid@olivetuniversity.edu). Please contact Financial Aid Office immediately upon any decision to cancel an application after it has been submitted.

Financial aid recipients are notified by email regarding award status at least 21 days prior to the payment deadline. All aid recipients are required to draft a personal "Thank You" letter addressed to the affiliated ministries or fund donors. Students and donors alike have greatly benefited from the fellowship and joy generated through this unique element of the Financial Aid Program.

Financial Aid Program recipients who register as full-time students and then withdraw to part-time hours, or withdraw from active enrollment, must relinquish all scholarship funds and bear responsibility for full payment of all tuition charges.

## **Deadlines**

Students may apply for the scholarship by submitting the Financial Aid Application form by the deadline. Form should be submitted by October 5, 2018 for the fall quarter, January 19, 2019 for the winter quarter and April 19, 2019 for spring quarter.

## **International Student Scholarship**

This fund was established for Olivet University international students, with preference towards those demonstrating exceptional academic and/or leadership abilities. Recipients of this scholarship must verify their citizenship and residence as developing countries and evidence commitment to the WOA Churches and be on a student visa, show high academic achievement and have definite plans to return to their home countries to minister. Scholarship recipients must meet certain eligibility requirements and maintain good academic standing and a GPA of 3.0 or higher throughout their course of study in order to maintain their award.

### **Award**

Financial aid for international students is distributed in the form of tuition scholarships and maximum allowance covers 100 percent tuition. It is renewable each quarter for the duration of the program. However this is dependent upon continuing financial need, satisfactory academic progress, maintaining a satisfactory reputation on campus, and availability of funds.

### **Eligibility for Scholarship**

- Accepted into an Olivet's degree program according to admissions requirements except MBA program.
- Pursuing a first degree at current program level.
- Students whose citizenship and residence are defined as developing countries based on Gross National Income.
- Student must hold F-1 visa.
- Student must register a full time load during regular terms: Fall, Winter, Spring quarter. (M.Div and all joint degrees:12 units, M.A./M.B.A.: 8 units, B.A./B.S.: 16 units, Certificate: 18 units)
- Student must be active WOA church members

### **Conditions for Renewal**

Scholarship is reviewed on a quarterly basis. The following criteria are considered by the committee.

- Scholarship recipients must have maintained full-time enrollment.
- Scholarship recipients must have maintained Good Academic Standing or Satisfactory Academic Progress according to the Academic Disciplinary Policy published in the academic catalog.
- Scholarship recipients must abide by all the rules and policies set by the University.
- Scholarship recipients must maintain a satisfactory reputation on campus.
- Students must be active local church members and evidence commitment to the church.

## **Missionary Scholarship**

This fund was established for Olivet University students, with preference towards those students with lifelong missionary service. Students with exceptional full-time missionary service backgrounds in WOA churches are eligible to apply for Missionary Scholarship, the maximum allowance which covers tuition for each academic year. Scholarship recipients must evidence commitment to the WOA churches and maintain good academic standing and a GPA of 3.0 or higher throughout their course of study in order to maintain their award each quarter.

### **Award**

Financial aid for international students is distributed in the form of tuition scholarships and maximum allowance covers 100 percent tuition. Award does not cover fees. It is renewable each quarter for the duration of the program.



### **Conditions for Eligibility**

- Scholarship recipients must enroll in a B.A. Theology, M.Div. or Th.M. degree program.
- Scholarship recipients must be committed to full-time enrollment
- Students must be active missionaries serving full-time on an assignment with a WOA member body or ministry.

### **Conditions for Renewal**

- Scholarship recipients must register a full time load during regular terms: Fall, Winter, Spring quarter. (M.Div and all joint degrees:12 units, B.A.: 16 units, Th.M.: 8 units)
- Scholarship recipients must maintain at least a 3.0 GPA to qualify for continued receipt of scholarship
- Scholarship recipients must abide by all the rules and policies set by the University
- Scholarship recipients must maintain a satisfactory reputation on campus
- Students must be active missionaries serving full-time on an assignment with a WOA member body or ministry.

## **General Scholarship**

General scholarships are available to students who do not meet the criteria for the above scholarships. This scholarship is awarded on a quarterly basis.

### **Award**

Financial aid for international students is distributed in the form of tuition scholarships. Award does not cover fees. It is renewable each quarter for the duration of the program.

### **Conditions for Eligibility**

- Students must be accepted into an Olivet's degree program according to admissions requirements except the M.B.A. program.
- Student must be committed to full time study.
- Students must be active members of a WOA church or ministry.
- Students must demonstrate financial need.

### **Conditions for Renewal**

- Student must register a full time load during regular terms: Fall, Winter, Spring quarter. (M.Div and all joint degrees:12 units, M.A./M.B.A./Th.M.: 8 units, B.A./B.S.: 16 units, Certificate: 18 units)
- Scholarship recipients must maintain at least a 3.0 GPA to qualify for continued receipt of scholarship
- Scholarship recipients must not have a NP grade in either Chapel or Christian Service courses in the previous term.

- Scholarship recipients must abide by all the rules and policies set by the University.
- Scholarship recipients must maintain a satisfactory reputation on campus.
- Students must be active members of a WOA church or ministry.
- Students must demonstrate financial need.

### **State or Federal Aid**

OU does not participate in any State-funded financial assistance programs.

OU does not participate in any Federally-funded financial assistance programs.

### **Contact Information**

All inquiries regarding financial assistance should be made through the Financial Aid Office.

Office hours : 9:00am - 5:00pm, Mon-Fri

Phone: [951 763 0500](tel:9517630500)

Email: [finaid@olivetuniversity.edu](mailto:finaid@olivetuniversity.edu)

## **CHAPTER 4: ACADEMIC REGULATIONS**

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### **Credit Hour**

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than –

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately ten weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”

This definition, which defines the credit hour numerically, is to be used as a baseline for decisions about various types of programs by faculty, who remain responsible for setting course requirements that are compliant in this area.

## **CHAPTER 5: GRADUATE DEGREE PROGRAMS**

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Olivet University offers a range of programs to prospective graduate students: master's degrees, first professional degrees, dual degree programs, advanced graduate degrees, and non-degree certificates. The following chapters contain their descriptions, goals, curricula and other essential information helping you to choose the program best suiting your personal calling and needs.

### **First Professional Degrees**

The Master of Divinity is a 4-year degree program with various concentration tracks preparing its graduates for ministry in a wide range of contexts while qualifying them for pastoral ordination examination. Due to the length of the program it qualifies the graduate to enroll in shortened professional doctoral programs such as Olivet's 45-units Doctor of Ministry Program.

### **Master's Degrees**

Several colleges at Olivet University offer Master of Arts degrees in their fields. These degrees are typically completed in one to two years of fulltime study and qualify their graduate for highly skilled positions, college level teaching, and the pursuit of advanced degrees in the field.

Master of Arts degrees in Music, Journalism, Graphic Arts, Information Technology, Translation and Interpretation, and in Teaching are being offered as well as a Master's of Business Administration.

### **Dual Degree Programs**

Dual degree programs at Olivet University are currently only being offered as a cooperation between Olivet Theological College and Seminary and one of the other schools or colleges. Students will enroll in OTCS as a Master of Divinity candidate and transfer for example to Olivet Business School's M.B.A. after the first two years of study. Once both graduation requirements are fulfilled the student is being awarded both degrees simultaneously.

### **Advanced Graduate Degree Programs**

Graduates of graduate programs in theology or divinity can apply for OTCS' Master of Theology degree program. Choosing a specialization among biblical studies, theology, church history, or ministry candidates for the Th.M. prepare for research doctorates or often entry level seminary teaching positions. The program can be completed in 18 to 24 months of advanced study and requires the production and defense of a thesis paper.

### **Non-degree Certificate Programs**

For enrichment or language development purposes prospective and active students can register either the English as a Second Language program or Olivet's Certificate in Languages. Courses in these programs do not count towards graduate credit.

## CHAPTER 5.1: FIRST PROFESSIONAL DEGREE PROGRAMS

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### Master of Divinity

The Master of Divinity program is designed to prepare future ministers for real-world church planting and specialized ministry in twenty-first-century Christian missions. This program provides students with core biblical and theological instruction, leadership training, as well as a range of the skills necessary to perform ministerial duties in the local church.

In order to train the future pastors in face of the dynamic world with specific ministry internship experience, Olivet's M. Div. student can choose their concentration such as marketplace ministry, Nehemiah ministry, media ministry or church planting.

Being the entrance qualification for ordained ministry, the Master of Divinity degree seeks to prepare and equip its students for a fruitful life in ministry. Distinguishing it from other programs Olivet's M.Div. program has created a format to integrate theological, biblical and, mission-critical practical work experience

Students interested in taking Master of Divinity program online can do so only at Olivet University International's eCampus. The OUI Catalog applies. [Link to OUI website.](#)

### Program Goals

In the context of Olivet's mission, completion of the Master of Divinity program will enable students to:

- Grow in likeness to Christ.
- Develop biblically and theologically sound expository sermons within a historical context.
- Evaluate contemporary moral and social issues by applying Biblical and theological principles.
- Develop professional competencies, particularly in missions and church ministry.

### Graduation Requirements

In order to graduate with a Master of Divinity degree from OTCS, the student must:

1. Pass a total of 136 quarter credits;
2. Maintain a GPA of 3.0 (B average) or above;
3. Complete all degree requirements within the time limit, unless extenuating circumstances exist;
4. Receive a passing mark for all Christian Service and Chapel requirements;

5. Demonstrate proficiency in Bible, theology and history knowledge with by completing the ABHE Bible Test J in the top 40th percentile of all nationwide participants;
6. Satisfy all financial responsibilities of the university.

Students are subject to the Master of Divinity degree requirements of the catalog of the year in which they entered.

## Time Limit

The Master of Divinity degree is normally fulfilled in four (4) years of study. Except under extenuating circumstances, all requirements for the degree must be completed within six (6) years of the date of enrollment. Students who have not completed the requirements within the six-year period must apply to the Registrar's Office for an enrollment extension every term, up to a maximum of seven (7) years from the date of enrollment.

## Curriculum

The Masters of Divinity degree is offered in collaboration with a number of affiliate ministries and mission-minded companies co-located or in close proximity to the university campus locations. It can be taken either as a stand-alone program or as part of a dual degree option with an applicable master's degree from another school at Olivet University.

Its design requires half-time or full-time employment from all students throughout this graduate program. The program is offered in an mornings-only/weekend format to maximize the integration of essential curricular studies and theory with practical application and professional reflection.

### 1. Biblical & Biblical Languages Studies Requirement (28 units)

Students are required to take the following eight biblical studies courses and two biblical language courses:

1. BIBL501 Old Testament I (4 units)
2. BIBL502 Old Testament II (4 units)
3. BIBL503 Old Testament III (4 units)
4. BIBL511 New Testament I (4 units)
5. BIBL512 New Testament II (4 units)
6. BIBL513 New Testament III (4 units)
7. BIBL550 Introduction to Biblical Hebrew\* (2 units)
8. BIBL560 Introduction to Biblical Greek\* (2 units)

\*Note: These courses may be waived if the student takes proficiency exams and demonstrates competency in the Biblical Hebrew or Biblical Greek.

### 2. Theological & Historical Studies Requirement (44 Units)

Students are required to take following seven theological studies courses and four historical studies courses:

1. THEO500 Theological Prolegomena\*\* (4 units)

2. THEO501 Systematic Theology I\*\* (4 units)
3. THEO502 Systematic Theology II\*\* (4 units)
4. THEO503 Systematic Theology III (4 units)
5. THEO600 Christian Apologetics (4 units)
6. THEO610 Christian Ethics (4 units)
7. THEO620 Biblical Hermeneutics (4 units)
8. HIST500 Historical Theology (4 units)
9. HIST501 History of Christianity I: 100-1500 (4 units)
10. HIST502 History of Christianity II: 1500-1900 (4 units)
11. HIST503 History of Christianity III: 1900-Present (4 units)

### 3. Ministry Studies Requirement (24 Units)

All students are required to take following the following six ministry studies courses:

1. MINS600 Evangelism & Discipleship\*\*(4 units)
2. MINS700 Homiletics\*\* (4 units)
3. MINS710 Pastoral Counseling\*\* (4 units)
4. MINS624 Teaching the Transforming Word of God I (4 units)
5. MINS624 Teaching the Transforming Word of God II (4 units)
6. MINS640 Business as Missions (4 units)

\*\*Note: These are New York State approved courses.

### 4. Ministry Studies Distribution Requirement (40 Units)

Students have two principal ways of fulfilling the Ministry Studies Requirement. (1) declare a concentration (major field of study), or (2) enter the Master of Divinity Ministry Practice program and select a specialty area of ministry within the program. Choices are limited by location of study. Consult an admissions counselor or your academic advisor for detailed information. A declared concentration or specialty field can only be changed within the first half of the degree program.

#### *Master of Divinity Ministry Concentrations*

All students must take 40 units from one of the following Ministry Concentrations, participate in the required internship experience, and prepare an integrative capstone project synthesizing acquired skills and knowledge from the divinity and the major curriculum.

- Marketplace Ministry Concentration (40 Units)
- Media Ministry Concentration (40 Units)
- Nehemiah Ministry Concentration (40 Units)
- Church Planting Concentration (40 Units)
- Library and Information Science in Ministry Concentration (40 Units)

- Culinary Ministry Concentration (40 Units)
- Children's Ministry Concentration (40 Units)
- Prayer and Spirituality Concentration (40 Units)
- Teen Ministry Concentration (40 Units)

#### *Master of Divinity Ministry Practice Program*

The Ministry Practice Program utilizes a sequence of ten (10) Ministry Practice courses specific to certain specialty ministry areas. Please refer to the Ministry Practice Handbook for detailed information on these courses.

- Business as Mission Track (40 Units)
- Nehemiah Ministry Track (40 Units)
- Church and Mission Track (40 Units)
- Children's Ministry Track (40 Units)
- Elim Ministry Track (40 Units)

#### **5. General Ministry Skills (0 Unit)**

The M.Div. onsite students are required to pass 4 quarters of PRAC020 Graduate Christian Service and PRAC021 Graduate Chapel every term that they are enrolled. Please refer to the Christian Service Program Handbook for more detailed information.

### **Marketplace Ministry Concentration**

The Olivet University Master of Divinity Marketplace Ministry Track trains future ministers in foundational competencies necessary to engage in founding small to medium scale support businesses for church plants. Additionally graduates will have gained valuable practical experience in the marketplace to minister to working professionals much more effectively than would be possible in a traditional seminary degree.

#### **Concentration Goals**

In the context of Olivet's mission and the Master of Divinity degree program goals, completion of the Marketplace Ministry concentration will enable students to:

- Understand the core concepts of business including financial, legal, management, and be able to apply these concepts in a business context.
- Develop the ability to create new business ventures utilizing various available resources within the context of a "Business as Mission" mindset.
- Articulate and defend the relationship between business skills and techniques with the Christian faith.

**Olivet Core Learning Outcomes Addressed**

The Marketplace Ministry concentration additionally addresses the following core outcomes:

es4:	Recognize the importance of self-discipline and service.
mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

**Curriculum**

The Masters of Divinity Marketplace Ministry concentration consists of a core of four courses from the Olivet Business School Course Catalog and twelve internship courses to be taken each quarter of full-time enrollment. The internship requires employment for at least 20-40 hours per week in a small business or start-up company.

**1. Olivet Business School Core (16 units)**

- LEAD700 Leadership (4 units)
- MGMT600 Entrepreneurship (4 units)
- MGMT610 Operations Management (4 units)
- MKTG600 Marketing Management (4 units)

**2. Internship Requirement (12 Units)**

Students are required to enroll the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- PRAC501-803 Curricular Practical Experience 1-12\* (1 unit each)

\* Students taking a higher quarterly course load than required by the Master of Divinity program will need to register this course during the summer session(s) as well to ensure completing 12 quarters of internship by the time of graduation.

**Media Ministry Concentration**

The Olivet University Master of Divinity Media Ministry concentration teaches the core elements in journalism. Theory and practice of gathering, processing, and delivering news is emphasized preparing individuals to bring their theological training to bear as professional online journalists, news editors, and news managers. Additionally graduates will have gained valuable practical



experience in the publishing and communications industry to minister to working professionals much more effectively than would be possible in a traditional seminary degree.

**Concentration Goals**

In the context of Olivet's mission and the Master of Divinity degree program goals, completion of the Media Ministry concentration will enable students to:

- Develop basic writing and reporting skills to enter the field of professional journalism.
- Reflect critically on the relationship between mass media and Christian mission.
- Assess the role and impact of mass media in society.
- Benefit ministry areas with messages that seek to improve the lives of the audiences they reach by applying Gospel values.

**Olivet Core Learning Outcomes Addressed**

The Marketplace Ministry concentration additionally addresses the following core outcomes:

es4:	Recognize the importance of self-discipline and service.
mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

**Curriculum**

The Masters of Divinity Media Ministry concentration consists of a core of four courses from the Olivet School of Media and Communication Course Catalog and twelve internship courses to be taken each quarter of full-time enrollment. The internship requires employment for at least 20-40 hours per week in a journalistic or communications position.

**1. Journalism and Communication Core (16 units)**

- JOUR500 News Writing and Reporting (4 units)
- JOUR510 Editing and News Judgment (4 units)
- JOUR606 Social Media and Audience Development (4 units)
- JOUR612 SEO (4 units)

**2. Internship Requirement (12 Units)**

Students are required to enroll the internship course below each quarter throughout the course of study. It is the student's

responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- PRAC501-803 Curricular Practical Experience 1-12\* (1 unit each)

\* Students taking a higher quarterly course load than required by the Master of Divinity program will need to register this course during the summer session(s) as well to ensure completing 12 quarters of internship by the time of graduation.

## Nehemiah Ministry Concentration

In support of the Nehemiah Project of the Olivet Assembly the Olivet University Master of Divinity Nehemiah Ministry Concentration trains future ministers in foundational competencies necessary to engage in church renovation and project management of abandoned church and religious properties. Additionally graduates will have gained valuable practical experience in the field of construction and building project planning and management to communicate effectively with licensed professionals and construction crews.

### Concentration Goals

In the context of Olivet's mission and the Master of Divinity degree program goals, completion of the Nehemiah Ministry concentration will enable students to:

- Serve effectively on multidisciplinary problem-solving teams.
- Communicate effectively to both technical and non-technical audiences.
- Plan and oversee small to medium size construction projects working with contracted professionals as well as unlearned volunteers.

### Olivet Core Learning Outcomes Addressed

The Marketplace Ministry concentration additionally addresses the following core outcomes:

es4:	Recognize the importance of self-discipline and service.
mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

## Curriculum

The Masters of Divinity Nehemiah Ministry concentration consists of a core of four courses from the Olivet School of Engineering and Architecture Course Catalog and twelve one-unit internship courses, which require employment in a the field of construction, engineering or architecture for at least 20-40 hours per week.

### **1. Engineering and Architecture Core (16 units)**

- ARCH111/511 Introduction to Architecture/Pre-design (2 units)
- ARCH212/612 Architectural Theory (2 units)
- ARCH232/632 Technical Drawing (2 units)
- CVNG140/511 Introduction to Engineering (2 units)
- CVNG321/721 Construction Project Management (4 units)
- CVNG420/722 Construction Estimating (4 units)

### **2. Internship Requirement (12 Units)**

Students are required to enroll the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- PRAC501-803 Curricular Practical Experience 1-12\* (1 unit each)

\* Students taking a higher quarterly course load than required by the Master of Divinity program will need to register this course during the summer session(s) as well to ensure completing 12 quarters of internship by the time of graduation.

## **Church Planting Ministry Concentration**

The Olivet University Master of Divinity Church Planting Ministry Track trains future ministers in advanced competencies in preaching, contextualization and utilization of social media in mission equipping them for the changing landscape of 21st century ministry to the network generation. Additionally graduates will have gained valuable practical experience in the field of front line missions to apply learned knowledge immediately and feedback questions and challenges arising in the field to the classrooms.

### **Concentration Goals**

In the context of Olivet's mission and the Master of Divinity degree program goals, completion of the Church Planting Ministry concentration will enable students to:

- Apply church planting and growth principles in diverse and cross-cultural situations for the purpose of planting a new church / fellowship chapter or reviving a struggling one.
- Support an intended church plant with visible evidence of ministry, evangelism, and discipleship that would enhance the proposed plant.

- Gain practical experience through various opportunities supporting a church planting project.

**Olivet Core Learning Outcomes Addressed**

The Church Planting Ministry concentration additionally addresses the following core outcomes:

es4:	Recognize the importance of self-discipline and service.
mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

**Curriculum**

The Masters of Divinity Church Planting Ministry concentration consists of a core of four courses from the Olivet Theological College and Seminary Course Catalog and twelve internship courses to be taken each quarter of full-time enrollment. The internship requires employment for at least 20-40 hours per week in a church or mission ministry with strong outreach.

**1. Church Planting Core (16 units)**

- MINS603 Social Media in Ministry (4 units)
- MINS702-703 Homiletics Workshop I-II (2 units each)
- MINS610 Intercultural Studies (4 units)
- MINS720 Church Planting & Growth (4 units)

**2. Internship Requirement (12 Units)**

Students are required to enroll the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- PRAC501-803 Curricular Practical Experience 1-12\* (1 unit each)

\* Students taking a higher quarterly course load than required by the Master of Divinity program will need to register this course during the summer session(s) as well to ensure completing 12 quarters of internship by the time of graduation.

**Library and Information Science in Ministry Concentration (LIS in Ministry)**

The Master of Divinity concentration in Library & Information Science in Ministry prepares the graduate for service in churches and ministries building or maintaining archives and libraries. A solid foundation in pastoral ministry goes hand in hand with expert knowledge in the field of library and information science. An extensive professional experience requirements in relevant theological libraries or ministry archives throughout the program ensures familiarity with processes and procedures. Key courses lay the

theoretical foundation necessary for effectiveness in the field while additional elective courses allow for further specialization either in the desired field of ministry or the professional field of libraries and archives.

While this concentration alone does not qualify its graduates for service as academic librarians, it is a stepping stone towards further studies for a Master of Science in Library and Information Science. The M.S. LIS is generally considered the professional entry-level degree for academic librarians.

**Concentration Goals**

In the context of Olivet's mission and the Master of Divinity degree program goals, completion of the M.Div. LIS in Ministry Concentration will enable students to:

- Perform research based practices through the application of information literacy and research methods.
- Manage information resources and the information life-cycle through the processes of collection development.
- Can classify, index, describe and catalog resources within an archive or database.
- Specifically provide reference services for theological and ministry related resources.
- Apply Biblical principles, pastoral skills, and theological reasoning to leadership in the ministry related information field.

**Olivet Core Learning Outcomes Addressed**

The Library and Information Science in Ministry concentration additionally addresses the following core outcomes:

es4:	Recognize the importance of self-discipline and service.
mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

**Curriculum**

The Masters of Divinity LIS in Ministry concentration consists of a core of four courses from the Olivet Institute of Technology Course Catalog and twelve internship courses to be taken each quarter of full-time enrollment. The internship requires employment for at least 20-40 hours per week in a library or archive setting.

**1. Library and Information Science Core (16 units)**

- INFO510 Reference and Information Literacy Services (4)
- INFO520 Knowledge Organization (4)

- INFO600 Collection Management (4)
- INFO610 Theological Resources (4)

**2. Internship Requirement (12 Units)**

Students are required to enroll the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- PRAC501-803 Curricular Practical Experience 1-12\* (1 unit each)

\* Students taking a higher quarterly course load than required by the Master of Divinity program will need to register this course during the summer session(s) as well to ensure completing 12 quarters of internship by the time of graduation.

**Culinary Ministry Concentration**

The Olivet University Master of Divinity Culinary Ministry concentration teaches the core elements of culinary arts and hospitality from a Biblical ministry vantage point. Theory and practice of nutrition, food safety, culinary skills synthesis, menu development, and economical operations is emphasized preparing individuals to create and oversee effective hospitality operations within various ministry contexts. Additionally graduates will have gained valuable practical experience in the culinary arts and hospitality industry to minister to working professionals much more effectively than would be possible in a traditional seminary degree.

**Concentration Goals**

In the context of Olivet's mission and the Master of Divinity degree program goals, completion of the Culinary Ministry concentration will enable students to:

- Demonstrate skills and knowledge required of culinarians and apply them in a commercial kitchen.
- Evaluate food safety hazards and implement appropriate procedures and corrective measures using industry-standard models and principles.
- Plan and manage labor and food costs in order to operate an economically sustainable environment.
- Demonstrate Biblical practices of creation care and stewardship applied to culinary ministry.
- Differentiate professional communication strategies and leadership styles used to effectively lead a globally diverse team within a culinary-focused Christian ministry context.
- Produce and evaluate culinary management tools.

**Olivet Core Learning Outcomes Addressed**

The Culinary Ministry concentration additionally addresses the following core outcomes:

es4:	Recognize the importance of self-discipline and service.
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mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

**Curriculum**

The Masters of Divinity Culinary Ministry concentration consists of a core of four courses from the culinary arts and hospitality field and twelve internship courses to be taken each quarter of full-time enrollment. The internship requires employment for at least 20-40 hours per week in a food services or hospitality position.

**1. Culinary Ministry Core (16 units)**

- BIBL603 Biblical Hospitality (2 units) (Prereq. MINS624, MINS625)
- CULA100 Introduction to Gastronomy (2 units)
- CULA110 Food Safety and Nutrition (2 units)
- CULA120 Seasonal Ingredients (2 units)
- CULA301 Introduction to Food Services Management (2 units)
- CULA302 Food Cost and Purchasing (2 units)
- CULA330 Restaurant Law (2 units)
- CULA350 Menu Development (2 units)

**2. Internship Requirement (12 Units)**

Students are required to enroll the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- PRAC501-803 Curricular Practical Experience 1-12\* (1 unit each)

\* Students taking a higher quarterly course load than required by the Master of Divinity program will need to register this course during the summer session(s) as well to ensure completing 12 quarters of internship by the time of graduation.

**Children's Ministry Concentration**

The Children's Ministry concentration trains future ministers in foundational competencies of children's ministry as frequently required in Sunday and church schools. Basic courses in growth and development, educational theory, curriculum design, and parents and community relations equip students with the tools needed to succeed in the concurrent children's ministry internships, which are an integral part of the program.

**Concentration Goals**

In the context of Olivet's mission and the Master of Divinity degree program goals, completion of the Children's Ministry concentration will enable students to:

- Grow in likeness to Christ as teacher.
- Develop advanced knowledge of curriculum, child development, and instruction.
- Interpret contemporary educational issues by applying educational theories and principles consistent with a faith-based philosophy.
- Develop professional competencies to serve children and families as effective and innovative teachers committed to the highest standards of professional practice.

**Olivet Core Learning Outcomes Addressed**

The Children's Ministry concentration additionally addresses the following core outcomes:

es4:	Recognize the importance of self-discipline and service.
mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

**Curriculum**

The Masters of Divinity Children's Ministry concentration consists of a core of four courses from the Master of Arts in Teaching curriculum and twelve internship courses to be taken each quarter of full-time enrollment. The internship requires employment for at least 20-40 hours per week in an elementary school, childcare center, Sunday school or related ministry setting.

**1. Education Ministry Core (19 units)**

- ECCE 500 Applying Theories of Child Development and Learning, Birth through Grade 6 (5 units)
- ECCE 501 Theoretical Foundations of Educational Approaches (4 units)
- ECCE 502 Designing Curriculum and the Learning Environment, Pk through Grade 6 (5 units)



- ECCE 532 Partnering with Families and Communities, Birth through Grade 6 (5 units)

**2. Internship Requirement (12 Units)**

Students are required to enroll the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- PRAC501-803 Curricular Practical Experience 1-12\* (1 unit each)

\* Students taking a higher quarterly course load than required by the Master of Divinity program will need to register this course during the summer session(s) as well to ensure completing 12 quarters of internship by the time of graduation.

**Prayer and Spirituality Concentration**

Preparing ministers and pastors for ministry with an emphasis on prayer, spirituality and the exercise of spiritual gifts is the goal of this concentration in the Master of Divinity program. A firm understanding of biblical and historical roots of prayer and spirituality in Christianity is the goal of the course in this concentration. It is complemented by an extensive practical ministry internship program equipping with the experience essential to prayer ministry.

**Concentration Goals**

In the context of Olivet's mission and the Master of Divinity degree program goals, completion of the Prayer and Spirituality concentration will enable students to:

- Demonstrate a historical redemptive interpretation of his or her ministry within the context of the history of spirituality.
- Lead individual and small to large group prayer meetings.
- Further other's spiritual development through prayer.
- Embody the role of the Biblical prophet individually and within the church community.

**Olivet Core Learning Outcomes Addressed**

The Prayer and Spirituality concentration additionally addresses the following core outcomes:

es4:	Recognize the importance of self-discipline and service.
mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

## Curriculum

The Masters of Divinity Prayer and Spirituality concentration consists of a core of four courses from the OTCS course catalog and twelve internship courses to be taken each quarter of full-time enrollment. The internship requires employment for at least 20-40 hours per week in a small business or start-up company.

### 1. Prayer and Spirituality Core (16 units)

- MINS501 Christian Spirituality (4 units)
- MINS629 Principles and Practice of Prayer (4 units)
- BIBL621 Spiritual Gifts I (4 units)
- BIBL622 Spiritual Gifts II (4 units)

### 2. Internship Requirement (12 Units)

Students are required to enroll the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- PRAC501-803 Curricular Practical Experience 1-12\* (1 unit each)

\* Students taking a higher quarterly course load than required by the Master of Divinity program will need to register this course during the summer session(s) as well to ensure completing 12 quarters of internship by the time of graduation.

## Teen Ministry Concentration

The Olivet University Master of Divinity Teen Ministry Concentration trains future youth pastors and ministers in effectively advancing the Gospel to teenagers around the world and raising them as young leaders. Additionally, graduates will have gained valuable practical experience in the Teen Ministry mission field as they study to better equip them in their commission of reaching teens than they would with a traditional seminary degree.

### Concentration Goals

In the context of Olivet's mission and the Master of Divinity degree program goals, completion of the TeenMinistry concentration will enable students to:

- Apply mission-focused and professional principals in cross-cultural situations to hold a sustainable and flourishing teen ministry.
- Evangelize and disciple teenagers in a local Teen Mission chapter through various methods that include Bible study, counseling, family development, and teen-centered programing.
- Gain practical experience in the field work of teen ministry.

**Olivet Core Learning Outcomes Addressed**

The Prayer and Spirituality concentration additionally addresses the following core outcomes:

es4:	Recognize the importance of self-discipline and service.
mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

**Curriculum**

The Masters of Divinity Teen Ministry concentration consists of a core of four courses from the Olivet Theological College and Seminary Course Catalog and twelve internship courses to be taken each quarter of full-time enrollment. The internship requires employment for at least 20-40 hours per week in a church or mission ministry with strong outreach.

**1. Teen Ministry Core (16 units)**

- MINS511 Teen Ministry 101 (4 units)
- MINS512 Teaching the Bible to Teens (2 units)
- MINS602 Individual and Family Development (4 units)
- MINS611 Evangelism and Discipleship of Teens (4 units)
- MINS751 Member Care (2 units)

**2. Teen Ministry Requirement (12 Units)**

Students are required to enroll the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- PRAC501-803 Curricular Practical Experience 1-12\* (1 unit each)

\* Students taking a higher quarterly course load than required by the Master of Divinity program will need to register this course during the summer session(s) as well to ensure completing 12 quarters of internship by the time of graduation.

**Discipleship and Pastoral Care**

The Olivet University Master of Divinity Discipleship & Pastoral concentration teaches the core elements of mission and discipleship to nurture church pastors in established church and ministry setting. Gaining knowledge and practice in education ministry of the church, practicing preaching, providing pastoral care are the focus of this concentration as to train effective and

practical pastors and ministers in various ministry and church contexts. Graduates will have gained valuable practical experience in affiliated ministries and churches to mature the faith of the members in the church and ministry more effectively than would be possible in a traditional seminary degree program.

**Concentration Goals**

In the context of Olivet's mission and the Master of Divinity degree program goals, completion of the Discipleship and Pastoral Care Concentration will enable students to:

- Apply mission-focused and professional principals in cross-cultural situations to hold a sustainable and flourishing teen ministry.
- Evangelize and disciple teenagers in a local Teen Mission chapter through various methods that include Bible study, counseling, family development, and teen-centered programing.
- Gain practical experience in the field work of teen ministry.

**Olivet Core Learning Outcomes Addressed**

The Discipleship and Pastoral Care Concentration additionally addresses the following core outcomes:

bc5:	The ability to relate Biblical principles to life situations.
es4:	Recognize the importance of self-discipline and service.
mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

**Curriculum**

The Masters of Divinity in the Discipleship and Pastoral Care Concentration consists of a core of five courses from the Olivet Theological College and Seminary Course Catalog and twelve internship courses to be taken each quarter of full-time enrollment. The internship requires employment for at least 20-40 hours per week in a church or mission ministry setting with strong discipleship or pastoral care focus.

**1. Discipleship and Pastoral Care Course Core (16 units)**

- MINS601 Educational Ministry of the Church (4 units)
- MINS701 Advanded Homiletics (4 units)
- MINS702 Homiletics Workshop I (2 units)

- MINS740 Pastoral Theology (4 units)
- MINS751 Member Care (2 units)

## **2. Discipleship and Pastoral Care Ministry Requirement (12 Units)**

Students are required to enroll the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- PRAC501-803 Curricular Practical Experience 1-12\* (1 unit each)

\* Students taking a higher quarterly course load than required by the Master of Divinity program will need to register this course during the summer session(s) as well to ensure completing 12 quarters of internship by the time of graduation.

## **Master of Divinity (Advanced Standing)**

The Master of Divinity program, Advanced Standing Curriculum, provides Olivet University B.A. graduates (or equivalent Bible College graduates) with the opportunity to complete the OTCS Master of Divinity degree program without duplicating undergraduate course work.

### **Curriculum**

The Masters of Divinity degree is offered in collaboration with a number of affiliate ministries and mission-minded companies co-located or in close proximity to the university campus locations. It can be taken either as a stand-alone program or as part of a dual degree option with an applicable master's degree from another school at Olivet University.

Its design requires half-time or full-time employment from all students throughout this graduate program. The program is offered in an mornings-only/weekend format to maximize the integration of essential curricular studies and theory with practical application and professional reflection.

### **1. Biblical & Biblical Languages Studies Requirement (20 units)**

Students are required to take the following eight biblical studies courses and two biblical language courses:

1. BIBL502 Old Testament II (4 units)
2. BIBL503 Old Testament III (4 units)
3. BIBL512 New Testament II (4 units)
4. BIBL513 New Testament III (4 units)
5. BIBL550 Introduction to Biblical Hebrew\* (2 units)
6. BIBL560 Introduction to Biblical Greek\* (2 units)

\*Note: These courses may be waived if the student takes proficiency exams and demonstrates competency in the Biblical Hebrew or Biblical Greek.

## 2. Theological & Historical Studies Requirement (36 Units)

Students are required to take following seven theological studies courses and four historical studies courses:

1. THEO500 Theological Prolegomena\*\* (4 units)
2. THEO501 Systematic Theology I\*\* (4 units)
3. THEO502 Systematic Theology II\*\* (4 units)
4. THEO503 Systematic Theology III (4 units)
5. THEO620 Biblical Hermeneutics (4 units)
6. HIST500 Historical Theology (4 units)
7. HIST501 History of Christianity I: 100-1500 (4 units)
8. HIST502 History of Christianity II: 1500-1900 (4 units)
9. HIST503 History of Christianity III: 1900-Present (4 units)

## 3. Ministry Studies Requirement (12 Units)

All students are required to take following the following six ministry studies courses:

1. MINS600 Evangelism & Discipleship\*\*(4 units)
2. MINS700 Homiletics\*\* (4 units)
3. MINS710 Pastoral Counseling\*\* (4 units)

\*\*Note: These are New York State approved courses.

## 4. Ministry Studies Distribution Requirement (40 Units)

Students have two principal ways of fulfilling the Ministry Studies Requirement. (1) declare a concentration (major field of study), or (2) enter the Master of Divinity Ministry Practice program and select a specialty area of ministry within the program. Choices are limited by location of study. Consult an admissions counselor or your academic advisor for detailed information. A declared concentration or specialty field can only be changed within the first half of the degree program.

### *Master of Divinity Ministry Concentrations*

All students must take 40 units from one of the following Ministry Concentrations, participate in the required internship experience, and prepare an integrative capstone project synthesizing acquired skills and knowledge from the divinity and the major curriculum.

- Marketplace Ministry Concentration (40 Units)
- Church Planting Concentration (40 Units)
- Media Ministry Concentration (40 Units)
- Nehemiah Ministry Concentration (40 Units)

### *Master of Divinity Ministry Practice Program*

The Ministry Practice Program utilizes a sequence of ten (10) Ministry Practice courses specific to certain specialty ministry areas. Please refer to the Ministry Practice Handbook for detailed information on these courses.

- Business as Mission Track (40 Units)
- Nehemiah Ministry Track (40 Units)
- Church and Mission Track (40 Units)
- Children's Ministry Track (40 Units)
- Elim Ministry Track (40 Units)

### **5. General Ministry Skills (0 Unit)**

The M.Div. onsite students are required to pass 4 quarters of PRAC020 Graduate Christian Service and PRAC021 Graduate Chapel every term that they are enrolled. Please refer to the Christian Service Program Handbook for more detailed information.

## **Course Descriptions**

*Biblical Studies & Languages (required)*

### **BIBL501 Old Testament I (4)**

Background and content of the first five books. Special attention to foundational matters and Israel's setting in the ancient near east.  
*Advanced Standing Option: BIBL330*

### **BIBL502 Old Testament II (4)**

A survey course based on the Historical Books (Joshua-2 Chronicles) with special emphasis on how Israel's canonical prophets (Isaiah- Malachi) provided divine commentary on Israel's life and worship from the 15th to the 5th centuries B.C. (and beyond).

### **BIBL503 Old Testament III (4)**

Background and content of the OT Book of Psalms and the OT Wisdom Books.

**BIBL511 New Testament I (4)**

Studying the earthly life of our Lord Jesus Christ, along with the special emphasis of each gospel's portrayal. This course is broken into two major sections. During the first half of the class, we will read the gospels in series, focusing on each author's unique portrayal of Jesus. During the second half of the class, we will read the gospels in parallel, allowing us to see more clearly the similarities and differences of the gospels. While seeking deep understanding of each gospel, we will also study historical, religious, social and cultural background during the ancient Israelite history, which help students laying the foundations to the context of Jesus's day. The essence of the preaching of Jesus Christ on "Kingdom of God" will be emphasized in historical and contemporary perspectives.

*Advanced Standing Option: BIBL120*

**BIBL512 New Testament II (4)**

The beginnings of Christianity and the challenges it faced. Special emphasis on Paul's positive message in his letters, and his response to alternatives and difficulties.

**BIBL513 New Testament III (4)**

The letters to Hebrews and by James, John, Peter and Jude show that Paul was not the only early theologian. The Revelation to John, properly handled, gives a uniquely valuable, though challenging perspective.

**BIBL550 Introduction to Biblical Hebrew (2)**

This course enables, through an inductive method, working with the Old Testament Hebrew text with a focus on how to use the digital and print scholarly tools and understand its meaning beyond mere morphology.

**BIBL560 Introduction to Biblical Greek (2)**

This course enables, through an inductive method, working with the New Testament Greek text with a focus on how to use the digital and print scholarly tools and understand its meaning beyond mere morphology.

*Biblical Studies & Languages (elective)*

**BIBL520-512 Studies in Romans I-II (4)**

This course is an expository study of the most doctrinal and practical book of the New Testament. BIBL520 is part one of a sequence with BIBL521, four credit hours each, designed to provide students with an in-depth look at the book (the gospel according to Paul) as well as some of the important doctrinal passages that will be discussed. BIBL520 covers chapters 1 to 8 while BIBL521 deals with chapters 9 to 16.

*Prerequisite BIBL521: BIBL520*

**BIBL522 Biblical Hospitality (2)**

Let's take a journey through Scripture as we paint a word portrait of biblical hospitality.

**BIBL600 Hebrew I (4)**

A study of elementary Hebrew. Emphasizes basic vocabulary, basic grammatical rules, syntactical principles, verb formation,



reading narrative and basic exegesis.

*Prerequisite: Introduction to Biblical Hebrew or equivalent.*

**BIBL601 History of Israel (4)**

The goal of this class is to provide an overall framework of Old Testament history from Abraham, Isaac, and Jacob to Ezra, Nehemiah, and Malachi and to illustrate how the different books of the Old Testament fit into this timeline.

**BIBL602 Background to the Gospels (4)**

This course will introduce the student to the geographical, historical, religious, cultural, and social environment surrounding the Gospels (late Second Temple period), in order to gain a better foundation for understanding and interpreting the New Testament. Primary attention will be given to the primary sources and archaeology that form the sources for contextual studies.

**BIBL610 Greek I (4)**

An introduction to the Koine Greek language of the New Testament. Emphasis will be placed on acquisition of basic vocabulary, introduction to the grammar, verbal voice, tense, and aspect.

**BIBL611 The Book of Genesis (4)**

Bible exposition class. Knowledge of Hebrews is not required can be helpful though. In this class the students will have to engage independently and under guidance into wrestling with the understanding and interpretation of the Book of Genesis.

**BIBL621-622 Spiritual Gifts I-II (4 each)**

This course series aims at developing spiritual gift ministries in ministry settings. It will explore and examine key biblical passages and principles on spiritual gifts and the body of Christ. Developing strategies to empower the minister and all members of the church. Topics include the consideration of biblical images/models, theological foundations, structural and systematic barriers that mobilize the transformation of a faith community and an assessment of our identity and calling.

*Prerequisite of BIBL622: BIBL621*

**BIBL655 The Letter to the Romans (4)**

Bible exposition class. Knowledge of Greek is not required can be helpful though. In this class the students will have to engage independently and under guidance into wrestling with the understanding and interpretation of the letter to the Romans.

**BIBL700 Hebrew II (4)**

An intermediate study of the elements of Hebrew grammar, with an emphasis on vocabulary building and reading different genre in Hebrew Old Testament.

*Prerequisite: Hebrew I*

**BIBL710 Greek II (4)**

This course is a continuation of Greek I. Special emphasis will be given to the function of case, form, tense, voice, and mood. Some word studies will be done.

*Prerequisites: Greek I*

*Historical Studies (required)*

**HIST500 Historical Theology (4)**

Historical theology is a Christian Theology to use the method of historical studies and study a history in Christian beliefs. This course is designed to study the historical development of Christianity (Christian Doctrine) and to explore the historical circumstances to influence the formation and development of doctrine. It should also organize a historical context of contemporary, primary theological developments, theologian and theological thoughts and movements. The course will study through detailed case studies about the important subject for the general comprehension of contemporary events.

**HIST501-503 History of Christianity I-III (4 units each)**

A three part sequence that examines the history of the Christian movement from its beginnings as a small sect within Judaism to its modern picture as we see in 21st century.

*Historical Studies (elective)*

**HIST650 A Comparative Study of Luther and Calvin (4)**

In the Christian history, Martin Luther and the Calvinist are the common features of religious reform. In 1517, the German people Martin Luther will oppose the Roman Catholic church of "Luther's 95 Theses". It was opened at the prelude of the religious reform, 15 years after the French Calvin issued the "Christian principle of religious reform will cause further carry forward. And later, Calvin compared the reform, the reform of the Martin Luther more focused on down to the old world, and Calvin's reform more focused on building a new one.

*Ministry Studies (required)*

**MINS600 Mission and Discipleship (4)**

This capstone course focuses on integrating key aspects of seminary education with Christian ministry to prepare graduating students for vocational ministry. The Master of Divinity candidate consolidates and synthesizes important learning gleaned from coursework, experience and assignments, thereby demonstrating proficiency in applying this knowledge toward practical mission work. Reflection, self-assessment, sharing of ideas and critical analysis are all vital components designed to fulfill academic, spiritual and professional formation.

**MINS600b Mission and Discipleship (cont.) (0)**

Continuation of MINS600 Mission & Discipleship, the capstone course of the Master of Divinity program.

**MINS624-625 Teaching the Transforming Word I-II (4 each)**

Survey of the biblical story in its progressive unfolding of the history of redemption against the backdrop of creation and sin. Emphasis is placed on the unity of Scripture, God's grand plan and interaction with humanity. Attention is given to the intent of this master narrative and to its eternal significance and present-day relevance.

MINS624 is part one of a sequence with MINS625, four credit hours each. MINS624 focuses on creation and sin while MINS625 on

redemption and restoration, designed to acquaint students with the narrative of the Bible, to enhance the students' appreciation of this story as both formative and normative of life, and to eventually help the student to teach the Scripture for life change. The course aims to lay and expand foundations in biblical doctrine preparing their application in various ministry situations. Practical exercises with instructor feedback on the student's teaching style are part of the course.

**Prerequisite of MINS625:** MINS624

**Advanced Standing Option:** THEO200 for MINS624, THEO211 for MINS625

**MINS640 Business as Mission (4)**

This course examines the emergent role of business in Christian missions. Themes covered include: 1) the theology of business as missions; 2) practical issues concerning the use of business as a vehicle for cross-cultural missions, and 3) specific for-profit business models and case studies. By the end of the course the student will have a better understanding of the opportunities and challenges associated with integrating business and mission.

**Advanced Standing Option:** MINS201 Introduction to Business as Mission

**MINS700 Homiletics (4)**

Biblical preaching is a divinely ordained way of calling people to repentance and for edifying the people of God. It is communicating God's Word to His people—standing between the world of Scripture and the world of people and speaking the truth of God. This course is designed to expose students to understand homiletics and methods of it. This will be done by studying the writings of different authors and by listening to sermons preached by those who advocate a given perspective.

**MINS710 Pastoral Counseling (4)**

A study of the biblical principles to Christian counseling. Application and implementation of a biblical model of counseling will be emphasized.

*Ministry Studies (elective)*

**MINS500 Pastoral Formation (4)**

This course integrates biblical and theological study with practical exercises in order to provide the students with both knowledge and experiences to foster Christian maturity. This course will focus on understanding Christlikeness, nurturing personal spiritual formation, and discerning gifts and callings which will promote the maturity of the community of faith.

**MINS501 Christian Spirituality (4)**

Christian Spirituality explores the goals and processes of spiritual formation in the life of a Christian. It provides biblical and theological understanding of spirituality and spiritual formation, and examines characteristics of spirituality of the Beatitudes, which is considered as the quintessence of Christian spirituality for the Kingdom of God, and equips students with the classic spiritual disciplines that can contribute to forming such spirituality.

**MINS601 Educational Ministry of the Church (4)**

Serves as an introduction to understanding the nature and mission of how the Church best nurtures faith in its adherents. Educational theory and philosophy is applied to the theological task of educating God's people.

**MINS602 Individual and Family Development (4)**

The course will provide students with an understanding of individual and family development over the life span. In particular, the course will focus on the developing individual within the context of the family system and the changes that occur in family systems over time.

**MINS603 Social Media in Ministry (4)**

This course explores the use of social media as a platform for mission and ministry, engaging students in practical assignments and peer review for effective outreach.

**MINS610 Intercultural Studies (4)**

This course examines biblical principles and applications that facilitate the planting of churches and church-planting movements, while taking different cultural realities into account. We will spotlight missions of the Jewish community, of Christ, and the churches that followed after Jesus. The course lectures, content and assignments will be adapted to accommodate students with their unique cultural backgrounds. Particular reference will be given to adaptation for cross-cultural understanding within the students' current ministry context.

**MINS701 Advanced Homiletics (4 units)**

Continuation of MINS700 for advanced students.

**MINS702-704 Homiletics Workshop I-III (2 units each)**

Students will practice preaching based on lectures from other expository courses. These courses must be taken in parallel with respective expository courses.

**MINS720 Church Planting & Growth (4)**

Evaluates various kinds of church planting opportunities and methodologies. Offers step-by-step procedures, and calls upon individuals to share their individual church planting experiences. Qualitative and quantitative factors of growing a church from a biblical perspective receive attention.

**MINS730 Church Administration (4)**

This course is an inquiry into and application of the theological foundations and principles of church dynamics, more commonly known as "church administration". The essence of the course is to equip the leader, pastor, and missionary to understand the nature, mission, organization and function of a local church in all of its dimensions and practices.

**MINS740 Pastoral Theology (4)**

The student will learn to apply Christian Theology to pastoral situations and bring the Gospel to the needs and circumstances of the individual as a practitioner of the faith, clinically applying all that he knows of God, Christian teaching and experience to specific moral and spiritual problems. The student will learn to apply Christian Theology to pastoral situations and bring the Gospel to the needs and circumstances of the individual as a practitioner of the faith, clinically applying all that he knows of God, Christian teaching and experience to specific moral and spiritual problems

**MINS751 Member Care (2)**

Member care is the ongoing preparation, equipping and empowering of missionaries for effective and sustainable life, ministry and work. This course will introduce member care (for diverse Kingdom workers) as a mission strategy and mission field with an

emphasis on pastoral care.

### *Ministry Formation*

#### **PRAC020 Graduate Christian Service (0)**

Weekly involvement in ministry with satisfactory completion of student's self-evaluation form and supervisor's evaluation form, as described in the Christian Service Program Handbook.

#### **PRAC021 Graduate Chapel (0)**

Chapel participation is required for the entire student community. Please refer to the appropriate section of the Student Handbook. Attendance will be recorded and a grade of pass or fail will be assigned. A passing grade in Chapel is mandatory for graduation.

#### **PRAC500 Ministry Practicum (4)**

Graduate students participate in supervised ministry in a church or specialized ministry approved by the school. Interns must have a total 120 hours of site contact hours to receive 4 quarter units. Emphasis is placed on the development of practical ministry skills with the integration of Biblical and theological studies.

The purpose of the Ministry Practice program is to equip students for effective ministry in their specialized areas of study. The program matches students' talents and interests with productive ministry work, supplementing classroom instruction with fieldwork guided by faculty and site supervisor. By providing students with field based learning opportunities in professional ministry service environments, the program also enriches the overall educational experience, with the intention of facilitating spiritual and professional growth in preparation for ministry service.

#### **PRAC500A-J Ministry Practicum I-X (4 each)**

###

#### **PRAC501-803 Curricular Practical Experience 1-12 (1 each)**

The objective of this course is to provide students with an opportunity to gain work experience that will enhance and complement their academic learning. The course requirements are designed to provide a structure that will enable students to make connections between what they learn in the classroom and on the job, to apply Biblical principles to real life problems, to recognize the importance of self-discipline and service, to further develop analytical and interpersonal skills, and to practice business writing skills.

Weekly required interaction with faculty facilitates incorporation of on the job experiences into the learning process and challenges students to draw connections to courses in subjects across the curriculum.

This course requires concurrent employment in a qualifying position in the field of the program of at least 20 hours per week. The weekly faculty interaction will be provided at an evenings or weekend format in order to minimize scheduling conflicts.

### *Research Methods and Other Courses*

#### **RSCH650 Methods of Theological Research (4)**

Principles and practices of research, engagement of research tools, production of thesis topic, thesis outline and introduction to thesis.

**RSCH660 Methods of Academic Instruction (4)**

The course will focus on methods of educational instruction that incorporates traditional pedagogical concerns with those specific to distance learning. General areas of concern include the teacher-learner process, learning taxonomies, teaching techniques, building community, course design, and assessment. Additional areas of specific concern include the ability to create a syllabus, to show awareness of multiple forms of online content delivery, and the incorporation of distinctive Christian elements.

**RSCH700 & 710 Master of Theology Thesis I & II (4 units each)**

A thesis in either biblical or theological studies. Oral defense before a committee is required to pass these courses.

*Prerequisite: RSCH650*

**THEO-IND799 Independent Study (4)**

An independent study offers students an opportunity to complete a research under the guidance of a faculty member without taking traditional class. An independent study must involve topics not currently covered by existing courses at OTCS. Students must find a faculty member, submit research proposal, and receive departmental approval before starting the course.

*Theological Studies (required)*

**THEO500 Theological Prolegomena (4)**

Theological Prolegomena is a course that focuses on the conditions that are necessary for the systematic study of the defining doctrines of biblical Christianity. Systematic theology is not done in a vacuum, and this means that it is important to critically evaluate theories about the nature of reality and knowledge. The question of theological method must also be clarified so that systematic theology can be done properly.

**THEO501 Systematic Theology I: God, Creation, the Incarnation (4)**

After the students acquired a basic understanding of the preconditions for systematic theology, they are ready to begin a study of the various divisions of the discipline. This course will provide an overview of the nature and attributes of God, the creation of the universe and life on the earth, and the doctrine of the incarnation of the Son of God.

*Prerequisite: THEO500*

**THEO502 Systematic Theology II: Sin, Salvation (4)**

The topics to be systematically examined in this course are the biblical teaching on the nature and effects of sin, the nature of salvation and its evidence, including an evaluation of different perspectives on the foregoing subjects.

*Prerequisite: THEO501*

**THEO503 Systematic Theology III: Church, Spirit, Last Things (4)**

The topics to be systematically examined in this course are the biblical teaching on the nature of the church, its structure, function and mission; and the nature of last things, including the biblical prophecies pertaining to the end of the age and the eternal state in the new heavens and earth.

*Prerequisite: THEO502*

**THEO600 Christian Apologetics (4)**

This course deals with a most important subject: how we communicate the Christian faith to those who are opposed or uncommitted to it. Christian apologetics defends the faith against opponents but also reaches out to them in a positive way. "Apologetics" comes from the Greek, "Apologetics" which means presenting a subject in its best light.

**THEO610 Christian Ethics (4)**

The study of ethics seeks to determine whether moral values and obligations are objective or subjective, absolute or relative. It also aims at resolving the problem of the criterion for determining the morally good and morally bad, the morally right and morally wrong. In addition, the differences between general ethics and Christian ethics will be highlighted. Finally, the course will focus on the application of the biblical principles of Christian ethics to various moral issues, such as abortion, capital punishment, etc.

**THEO620 Biblical Hermeneutics (4)**

An introduction to the art of hermeneutics. Surveys the major interpretive approaches to the Bible – both historical and contemporary. Attempts to establish both general and special principles of interpretation by examining parables, types, prophecies, poetry, and a great variety of figurative constructs. Elucidates the principles of various forms of interpretation, including cultural and historical interpretation.

*Theological Studies (elective)*

**THEO511 Reformed Systematic Theology (4)**

The course aims to gain understanding of Christian doctrines – God, Man, Christ, Salvation, Church, Last things– which are based on the reformed tradition. In addition to this, student will understand the fundamentals of reformed dogmatics, and pursue theological thoughts which are ‘convincing’ to the contemporary context as well as in ‘faithfulness’ to the Christian tradition.

**THEO630 Theology and Film (4)**

We live in a media-saturated age and this has affected our lives in ways we do not yet fully realize. It has changed our window on reality, our self-perceptions, and our expectations. One aspect of modern media, film, has become a key story-teller for our culture. Story-telling is very important, for stories have always had a prime place in religion and culture. They can both shape and reflect our views of reality, as well as our actions. One task of theology is to reflect upon the story of the Gospel and the way it gives meaning to our lives. But how is meaning made now, when media – rather than Scripture or religious beliefs -- have become our “common culture” and when one powerful resource for this meaning-making is the “symbolic inventory” arrayed in film?

**THEO635 World Religions (4)**

This course explores the nature and function of the major religions of the world from a Christian perspective. Each of the religions will be studied in terms of their founders, history, authoritative sources, core beliefs, and rituals and attitudes that are typical in the lives of their adherents.

**THEO738 20th Century Theology: Christ and Modernism (4)**

This course surveys the major cultural, theological, and historical events in Christianity and theology from the late nineteenth century to the present. The interrelations between Christianity and the different predominant cultures of the last century as well as important people and movements will be covered.

## Graduation and Employment Rates

The graduation rate information for Master of Divinity is based on first year student who graduate within four years of starting their studies. The current graduate rate for the M.Div. program is 77%. The rate does not include transfer students for whom the graduation rate is higher.

The current employment rate for the M.Div. program is 93%. The data reflects post-graduation plans of June 28, 2017 graduates of the M.Div. program whose status was confirmed as of nine months after graduation. Please also note that responses from graduates who reported working part time may not be reflected in this data.

## Faculty

### **Carl Armerding**

Ph.D., Brandeis University (1968)  
M.A., Brandeis University (1966)  
B.D., Trinity Evangelical University (1965)  
A.B., Gordon College (1957)

### **Creighton Marlowe**

Ph.D., Mid-America Seminary (1985)  
Th.M., Western Seminary (1979)  
M.Div., Western Seminary (1977)  
B.A., University of North Carolina (1973)

### **Darlene Gautsch**

Ph.D., Golden Gate Baptist Theological Seminary (1991)  
M.Div., Golden Gate Baptist Theological Seminary (1984)  
B.A., California Baptist College (1980)

### **David McCormick**

Ph.D. in Conversion, Southwestern Seminary (1985)  
Th.D., Southwestern Seminary (1974)  
M.Div., Southwestern Seminary (1969)  
M.S., California State University (1985)  
B.A., California State University (1963)

### **David Pederson**

Ph.D., in Missiology, Evangelische Theologische Faculteit, Leuven, Belgium (1997)



M.Div., in Church History, with Honors, Trinity International University Seminary, Deerfield, IL  
B.A. in Interdisciplinary Studies (Hebrew, Cross-cultural Communication), Wheaton College, Wheaton, IL (1983)

**Doohyun D. Yoon**

D. Min., Olivet University, San Francisco, CA (2015)

M.Div., Olivet University, San Francisco, CA (2010)

**Esther Jung**

Th.D. in Pastoral Counseling, Yonsei University (2014)

Th.M. in Pastoral Counseling, Yonsei University (2008)

B.A. in Theology, Yonsei University (2005)

**Frederick Mabie**

Ph.D. in Ancient Near Eastern Civilization, UCLA (2004)

M.A. in Semitics, UCLA (2001)

M.Div., The Master's Seminary (1999)

M.B.A., New York University (1990)

B.A. in Economics and Communication (double major), Rutgers College (1987)

**Haejo Yim**

D.Min., Olivet University, San Francisco, CA (2014)

M.Div., Olivet University, San Francisco, CA (2006)

B.S., Science Education/Physics, Ewha Womens University, Korea (1999)

**Hailong H. Zhang**

D. Min., Olivet University, San Francisco, CA (2016)

M.Div., Olivet University, San Francisco, CA (2010)

M.S., Harbin Institute of Technology, China (2007)

**Hong A. Fu**

D. Min., Olivet University, San Francisco, CA (2015)

M.Div., Olivet University, San Francisco, CA (2012)

B.Ed., Shanxi University, China (2006)

**J. Maury Robertson**

Ph.D., Golden Gate Baptist Theological Seminary (1994)

M.Div., Golden Gate Baptist Theological Seminary (1989)

B.M., Washington State University (1984)

**Jack Voelkel**

D.Miss., Fuller Theological Seminary (1991)

Th.M., Fuller Theological Seminary (1971)

M.Div., Princeton Theological Seminary (1959)  
B.A. in History, Wheaton College (1956)

**Jana Rebrova**

M.Div., Olivet University, San Francisco, CA (2014)  
B.A., Theology, Olivet University, San Francisco, CA

**Jiyeon S. Lee**

D.Min., Olivet University (2013)  
M.Div., Olivet University (2006)  
B.A. in Food and Nutrition, Busan University (2002)

**Joseph Lee**

Ph.D. in Systematic and Cultural Theology, Yonsei University (expected 2016)  
Th.M. in Systematic Theology, Yonsei University (2011)  
B.A. in Theology, Yonsei University (2008)  
B.A. in English Language & Literature, Yonsei University (2008)

**Julia Tzeng**

D.Min., Olivet University (2010) M.Div., Olivet University (2005)  
B.A., Chinese Literature, Fudan University (2001)  
B.S., Chinese Language, Chosun University (1997)

**Kyoungjun Jung**

D.Min., Olivet University, San Francisco, CA (2014)  
M.Div., Olivet University, San Francisco, CA (2006)  
B.A. in Electric Engineering, Youngnam University (2001)

**Linda Mercadante**

Ph.D., Princeton Theological Seminary (1986)  
Doctoral studies, Graduate Theological Union (1980)  
M.C.S., Regent College B.A., American University (1978)  
B.A., American University (1968)

**Lowell Lee**

D.Min., Olivet University (2013)  
M.Div., Olivet University (2008)  
B.A. in Early Childhood Education, Sungshin Women's University (2005)

**M. James Sawyer**

Ph.D., Dallas Theological Seminary (1987)  
Th.M., Dallas Theological Seminary (1978)

B.A., Biola University (1973)

**Mark Hanna**

Ph.D., University of Southern California (1969)  
M.A. in Philosophy, University of Southern California (1967)  
M.A. in Religion, University of Southern California (1967)  
B.A., American University of Beirut (1957)

**Matthias Gebhardt**

Ph.D., Olivet University (2014)  
M.Div., Olivet University (2014)  
M.S. in Biotechnology, Dong Seo University (2008)  
Dipl.Ing. in Biotechnology, Technische Universität Berlin (2008)

**Merilyn Copland**

Ph.D., University of California at Berkeley (1992)  
M.A. in Hebrew Language and Literature, Jerusalem University College (1982)  
M.A. in History, San Francisco State University (1973)  
Diploma in International Social Sciences, University of Stockholm (1969)  
B.A. Social Welfare, San Francisco State University (1968)

**Nayoun Kim**

D.Min., Olivet University, Anza, CA (2015)  
M.Div., Olivet University, San Francisco, CA (2005)  
B.A., Theology, Olivet University, San Francisco, CA (2003)

**Richard Calenberg**

Th.D., Grace Theological Seminary (1981)  
Th.M., Dallas Theological Seminary (1972)  
B.A., Tennessee Temple University (1968)

**Sangyoung Kim**

D.Min., Olivet University, Anza, CA (2015)  
M.Div., Olivet University, San Francisco, CA (2005)  
B.A., Theology, Olivet University, San Francisco, CA (2003)

**Sarah LaFleur**

D.Min, Olivet University (2014)  
M.Div., Olivet University (2010)  
B.A. in Theology, Olivet University (2006)

**Simon Jang**

D.Min., Olivet University (2011)  
M.Div., Olivet University (2006)  
B.A. in Theology, Olivet University (2004)

**Susan Bubbers**

Ph.D., London School of Theology (2011)  
D.Min., Reformed Theological Seminary (2002)  
D.A.S., Virginia Theological Seminary (1994)  
M.Div. in Pastoral Ministry, Regent University (1991)  
B.S. in Computer Science, University of Central Florida (1986)

**Timothy Howe**

Th.M., Golden Gate Baptist Theological Seminary, (2018)  
Certificate of Christian Apologetics, Biola University (2009)  
M.Div., Golden Gate Baptist Theological Seminary (1999)  
B.A., Christian Ministries, East Texas Baptist University (1993)

**Yoojung Lee**

D.Min., Olivet University (2011)  
M.Div., Olivet University (2006)  
B.A. in English Education, Daegu University (2003)

**Youngbin Kim**

D.Min., Olivet University (2011)  
M.Div., Olivet University (2006)  
B.A. in Christian Studies, Minor: Psychology, Ewha Woman's University (2003)

**Zhonghao Li**

D. Min., Olivet University, San Francisco, CA (2014)  
M.Div., Olivet University, San Francisco, CA (2011)  
B.A., Finance, University of Science and Technology of China, Hebei (2005)

## **CHAPTER 5.2: MASTER'S DEGREE PROGRAMS**

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### **Master of Arts in Music**

The Master of Arts in Music program is a two-year graduate degree program that trains students as professional musicians and music

scholars with a solid biblical foundation. The program provides students with the academic and practical training necessary for them to become competent and influential individuals in the field of music ministry.

## Program Goals

In the context of Olivet University's mission, completion of the Master of Arts in Music program will enable students to:

1. Demonstrate technical and artistic mastery of musical skills
2. Be prepared for positions of leadership and scholarship in the field of music
3. Articulate a biblical and theological understanding of the relationship between Christian faith and music
4. Strategize effectively about the use of music for the cause of Christian mission
5. Develop a high level of study and research skills in the field of music

## Graduation Requirements

Graduate students at Olivet University must fulfill the following Master's degree requirements for graduation:

1. Pass a total of 54 quarter hours:
  1. Onsite Students: 24 quarter hours of professional studies, 24 quarter hours of Juries and 2 recitals, and 6 quarter hours of Ensembles.
  2. Online Students: 24 quarter hours of professional studies, 12 quarter hours of three-course sequenced master's project, and 18 quarter hours of music electives.
2. Demonstrate proficiency in Bible knowledge with a passing score on the written comprehensive examination in the area of Bible knowledge or required coursework (THEO200 and THEO210) in Bible and theology.
3. Demonstrate proficiency in Musicianship with a passing score on the comprehensive examination in the area of Sight-singing and Dictation.
4. Maintain a 3.00 (B grade point average) in all Olivet University work.
5. Receive a passing mark for all Christian Service and Chapel requirements.
6. Satisfactorily complete all Juries and Recitals.
7. Complete all degree requirements within the 5-year time limit.
8. Satisfy all financial responsibilities to the university.

Students are subject to the Master of Arts in Music degree requirements of the Catalog of the year in which they entered.

## Time Limits

The Master of Arts degree program is normally fulfilled in two (2) years of study. Except under extenuating circumstances, all requirements for the degree must be completed within four (4) years of the date of enrollment. Students who have not completed the requirements within the four-year period must petition for extension every term, up to a maximum of five (5) years from the date of enrollment, to remain in the program.

## Curriculum

### **Professional Studies Requirements**

Students must complete six seminar courses:

- MUSC500 Music History (4 units)
- MUTH500 Worship Studies (4 units)
- MUTH510 Graduate Worship Leadership (4 units)
- MUTH520 Contemporary Praise & Worship Songs (4 units)
- MUTH600 Graduate Worship Technology (4 units)
- MUTH610 The Hymn in Christian Worship (4 units)

### **Ensemble Requirements**

Students may choose Ensemble course up to 6 quarters:

- ENSB500 Ensemble (1 unit)

### **Major Performance Requirements**

Students must complete six quarters of jury examination and two recitals or the three-course sequence on Master's Project:

- MUPR710 Performance Program I (4 units)
- MUPR720 Performance Program II (4 units)
- MUPR730 Performance Program III (4 units)
- MUPR740 Concert Leadership I (4 units)
- MUPR750 Concert Leadership II (4 units)
- MUPR760 Concert Leadership III (4 units)
- MUPR770 Thesis Research I (4 units)
- MUPR780 Thesis Research II (4 units)
- MUPR790 Thesis Research III (4 units)
- PVJR500 Graduate Jury (4 units)
- PVRC500 Graduate Recital (0 unit)

### **General Ministry Skills**

The M.A. in Music students are required to pass 2 quarters of PRAC020 Graduate Christian Service and 3 quarters of PRAC021 Graduate Chapel\*. Please refer to the Christian Service Program Handbook for more detailed information.

\*Onsite students are required to pass PRAC021 every term that they are enrolled.

### **Open Electives**

Students may choose one to five of the following courses selectively:

- MUPR510 Composition & Arranging (4 units)
- MUPR520 Graduate Conducting (2 units)
- MUSC500 Graduate Theory Review (4 units)
- MUSC501 Renaissance & Baroque Music (4 units)
- MUSC502 Classical & Romantic Music (4 units)
- MUSC503 20th Century Music (4 units)
- MUSC600 Graduate Seminar A (2 units)
- MUSC610 Graduate Seminar B (4 units)
- MUPR501-503, 601-603 Music Ministry Practice (1 unit)
- MUPR511-513, 611 Graduate Applied Music: Piano I-IV (2 units)
- MUPR521-523, 621 Graduate Applied Music: Voice I-IV (2 units)
- MUPR531-533, 631 Graduate Applied Music: Guitar I-IV (2 units)
- MUPR551-553, 651 Graduate Applied Music: Composition I-IV (2 units)

The list of available courses may vary in each quarter and are managed by the Registrar's Office.

## **Course Descriptions**

### *Music Professional Studies Requirement*

#### **MUSC500 Music History (4)**

A study of composers and pieces from the medieval period until the mid-Eighteenth century.

**MUTH500 Worship Studies (4)**

A course covering the theology and practice of worship. The course is designed to allow students to deepen their understanding of worship and examines how to strengthen it in various cultural settings

**MUTH510 Graduate Worship Leadership (4)**

A course designed to build concepts of and skills in worship leadership from a theological perspective. Prepares students to become effective leaders of Christian worship in the local church.

**MUTH520 Contemporary Praise & Worship Songs (4)**

Contemporary praise and worship songs continue to be a vital part of Christian life and worship. This course will study the late 20th-century development of these songs, the texts and music of these songs, and the use of these songs in worship today.

**MUTH600 Graduate Worship Technology (4)**

A study of sound systems, lighting, projection, and media resources that are used in worship today.

**MUTH610 The Hymn in Christian Worship (4)**

This course surveys the history of the hymn in Christian worship and the contemporary use of hymns in Christian worship today. There will be an emphasis on listening and comprehension of traditional hymns and how to use hymns in contemporary worship in Graduate level.

*Major Performance Requirement Tracks*

**MUPR710-730 Performance Program I-III (4)**

Guided study in recital performance.

**MUPR740-760 Concert Leadership I-III (4)**

Guided study in Worship Service or Concert Leadership

**MUPR770-790 Thesis Research I-III (4)**

Guided study in thesis composition.

**PVJR500 Graduate Jury (4)**

Weekly private instructions in students' major field with satisfactory completion of bi-weekly studio classes and jury examination at the end of each quarter.

**PVRC500 Graduate Recital (0)**

Guided study in recital performance.

*Pre- or co-requisite: PVJR500*



*Music Performance / Practice Courses (Elective)*

**ENSB500 Ensemble (1)**

Weekly rehearsals in preparation for public performance.

**MUPR510 Composition & Arranging (4)**

A course covering a variety of writing techniques and approaches in a variety of styles and ensemble settings. It deepens the student's understanding of the elements of notation, structure, orchestration, and style in the creative writing process, with these elements studied from practical and theoretical perspectives.

**MUPR520 Graduate Conducting (2)**

A course covering the techniques and procedures of conducting ensembles, including score reading and analysis. Emphasis is placed on the development of rehearsal and performance techniques.

**MUSC510 Graduate Theory Review (4)**

Course reviewing core competencies in written theory, sight-singing, and dictation. Topics covered include part writing, form, harmonization, and music reading and dictation involving intervals, scales, chord outlines, and rhythm patterns.

**MUSC501 Renaissance & Baroque Music (4)**

A study of composers and pieces from the medieval period until the mid-Eighteenth century.

**MUSC502 Classical & Romantic Music (4)**

A study of composers and pieces from the mid-Eighteenth to the beginning of the 20th century.

**MUSC503 20th Century Music(4)**

This course is for students who wish to learn about the significant trends of (Western) classical music from the early 20th century until today. Students will learn many of the major composers, scores, and recordings of many compositions, various compositional techniques from atonality to indeterminacy, minimalism, and electronic/computer music. Reading, listening, and score study will be practically supplemented through the performance of selected works.

**MUSC600 Graduate Seminar A (2)**

**MUSC610 Graduate Seminar B (4)**

Guided study in special topics.

**MUPR501-503, 601-603 Music Ministry Practice (1)**

This course connects students to practical work in Christian ministries. The students participate in supervised ministry in a church or specialized ministry appropriate with an approved JCM ministry affiliate.

**MUPR511-513, 611 Graduate Applied Music: Piano I-IV (2)**

**MUPR521-523, 621 Graduate Applied Music: Voice I-IV (2)**

**MUPR531-533, 631 Graduate Applied Music: Guitar I-IV (2)**

**MUPR551-553, 651 Graduate Applied Music: Composition I-IV (2)**

This course provides private music instruction on a principal instrument or in principal voice for music majors. Instruction is currently limited to piano, voice, guitar, and composition for students already proficient in playing an instrument or singing. Ability to read music is required. All students registered for principal applied music are required to perform in a student recital at least once per quarter. Admission to any of the applied music courses is by audition only. Apply directly to the Jubilee College of Music for detailed information and dates.

## Graduation and Employment Rates

The graduation rate information is based on first year master's students who graduate within 2 years of starting their studies. The current rate for the Master of Arts in Music program is 72%. The rate does not include transfer students for whom the graduation rate is higher.

The current employment rate for the Master of Arts in Music program is 100%. The data reflects post-graduation plans of June 28, 2017 graduates of the Master of Arts in Music program whose status was confirmed as of nine months after graduation. Please also note that responses from graduates who reported working part time may not be reflected in this data.

## Faculty

### Alfred Merrill Smoak

D.W.S., The Institute for Worship Studies, Orange Park, FL (2002)

M.C.M., The Southern Baptist Theological Seminary, Louisville, KY (1975)

B.A., Music, California Baptist University, Riverside, CA (1973)

### Eric Burgett

M.M., Belmont University, Nashville, TN (2014)

B.M., Millikin University, Decatur, IL (2012)

### Steed Cowart

Ph.D., Music Composition, University of California, San Diego, CA (1992)

M.A., Music Composition, University of California, San Diego, CA (1982)

B.M., Music Composition, The College of Wooster, Wooster, OH (1977)

### Christina Hyunsuk Kim

D.Min., Olivet University (present)

M.Div., Olivet University (2012)

B.A., Jubilee College of Music, Olivet University (2006)

### Emily Younghai Ko

D.Min., Olivet University (2014)

M.Div., Olivet University (2011)

M.M., San Francisco Conservatory of Music (2008)

B.M., Seoul National University, Seoul, Korea (2004)

**Jade Park**

G.D., New England Conservatory of Music, Boston, MA (2008)

M.M., New England Conservatory of Music, Boston, MA (2007)

B.M., Ewha Women's University, Seoul, Korea (2004)

## Master of Arts in Journalism

The Master of Arts in Journalism program is designed to prepare future media professionals for work as journalists, reporters, writers, editors and broadcasters in the world of 21st century Christian mission. This program stresses academic rigor, research principles, reporting ethics, journalism inquiry, Christian worldview and professional practice.

### Program Goals

In the context of Olivet University's mission, completion of the Master of Arts in Journalism program will enable students to:

- Integrate professional skills with a practice of lifelong improvement
- Implement a viable business model in collaborative entrepreneurial journalism project
- Evaluate current challenges in the field of news media and communication in light of its history and the cultural environment
- Advocate professional and Biblical values and ethics in the practice of journalism
- Contribute to innovative developments of communications in Christian mission

### Graduation Requirements

1. Demonstrate proficiency in Bible knowledge with a passing score on the written comprehensive examination in the area of Bible knowledge or required coursework (THEO200 and THEO210) in Bible and theology.
2. Pass a total of 60 quarter hours: 8 quarter hours of MA Journalism Core; 16 quarter hours of Specialization; 24 quarter hours of Journalism Electives; 12 quarter hours of Capstone Project.
3. Maintain a 3.00 (B grade point average) in all Olivet University work.
4. Complete all degree requirements within the 5-year time limit.
5. Receive a passing mark for all Christian Service and Chapel requirements.
6. Satisfy all financial responsibilities to the university.

Students are subject to the Master of Arts in Journalism degree requirements of the Catalog of the year in which they entered.

### Time Limits

The Master of Arts degree program is normally fulfilled in two (2) years of study. Except under extenuating circumstances, all requirements for the degree must be completed within four (4) years of the date of enrollment. Students who have not completed the requirements within the four-year period must petition for extension every term, up to a maximum of five (5) years from the date of

enrollment, to remain in the program.

## Curriculum

### Graduate Courses, Sequence

Students must complete 60 units of Journalism courses, including 16 units of Core, 20 units of Skills, 20 units of Electives, and 4 units of Capstone Project.

#### 1. Journalism Core (16 Units)

Students are required to take the following four courses:

- JOUR500 News Writing and Reporting (4)
- JOUR510 Editing and News Judgment (4)
- JOUR520 Media Law and Ethics (4)
- JOUR530 Media and Society (4)

#### 2. Skills (20 Units)

- JOUR609 Advanced Writing and Reporting (4)
- JOUR610 Newsroom Management (4)
- JOUR601 Multimedia Journalism (4)
- JOUR540 Audio and Video Production (4)
- JOUR603 Feature Writing (4)

#### 3. Electives (20 Units)

- JOUR560 Photography and Photo Editing (4)
- JOUR607 Broadcast Journalism (4)
- JOUR612 SEO (4)
- MPJ500 Ministry Internship I (4)
- MPJ550 Ministry Internship II (4)

#### 4. Capstone Project (4 Units)

- JOUR690 Journalism Capstone (4)

## 5. General Ministry Skills (0 Unit)

The M.A. in Journalism students are required to pass 2 quarters of PRAC020 Graduate Christian Service and 3 quarters of PRAC021 Graduate Chapel\*. Please refer to the Christian Service Program Handbook for more detailed information.

\*Onsite students are required to pass PRAC021 every term that they are enrolled.

## Course Descriptions

### **JOUR500 News Writing and Reporting (4)**

This course covers the fundamentals of news writing and reporting. Topics include news sense, information gathering, and article structure.

### **JOUR510 Editing and News Judgment (4)**

Through hands-on training, students will develop skills in copyediting, content editing and news judgment.

### **JOUR520 Media Law and Ethics (4)**

This course will cover the legal and ethical issues affecting the media.

### **JOUR530 Media and Society (4)**

Analyzes the mass media and its role, evolution and effects on society.

### **JOUR609 Advanced Writing and Reporting (4)**

Students will produce in-depth stories and, in the process, develop skills in investigative reporting, beat reporting, and long-form writing.

### **JOUR603 Feature Writing (4)**

Students will produce narratives and other creative stories that are built from facts but go beyond the hard news format to engage readers.

### **JOUR540 Audio and Video Production (4)**

Students will learn how to produce audio and video news stories for the online platform.

### **JOUR601 Multimedia Journalism (4)**

Students will produce digital multimedia stories that combine text with photos, audio, video and infographics.

### **JOUR610 Newsroom Management (4)**

Explores the role and responsibilities of an editor in the newsroom, and issues of management. Topics include advanced editing, ethical issues, staff management, teamwork and decision-making.

*Prerequisite: 20 units from M.A. Journalism Core Requirement completed.*

**JOUR560 Photography and Photo Editing (4)**

This course will train students' visual sense as they learn the art of photographic storytelling. Topics include photo composition and photo editing.

**JOUR607 Broadcast Journalism (4)**

Students will gain practical experience in reporting and producing broadcast news stories.

**JOUR612 SEO (4)**

Understand how search engine optimization works and learn how to write more effectively for online readers.

**MPJ500 Ministry Internship I (4)**

Journalism practicum provide an opportunity to apply the skills of journalism as a member of a publication team, usually on the staff of an OU-affiliated news company. The course is conducted in an independent manner as students fill roles on the publication team then submit their work to the instructor for critique.

**MPJ550 Ministry Internship II (4)**

This course is a continuation of MPJ500. Advanced practical newspaper leadership experience including hands-on assignments with writing, editing, production, and layout and design of an OU-affiliated news website.

**JOUR690 Journalism Capstone (4)**

Students must demonstrate a mastery of journalism skills through the Master's Project. Students have two options:

- Long-Form Narrative - A series with at least 5,000 words, based on extensive reporting, research and interviews, that is suitable for publishing
- Multimedia - A publishable series with at least 2,000 words that includes multimedia elements such as original video, audio, photos, and graphics

*Prerequisite: 16 units from M.A. Journalism Core Requirement and 20 units from M.A. Journalism Skills Requirement completed.*

## Graduation and Employment Rates

The graduation rate information is based on first year master's students who graduate within 2 years of starting their studies. The current rate for the Master of Arts in Journalism program is 64%. The rate does not include transfer students for whom the graduation rate is higher.

The current employment rate for the Master of Arts in Journalism program is 100%. The data reflects post-graduation plans of June 28, 2017 graduates of the Master of Arts in Journalism program whose status was confirmed as of nine months after graduation. Please also note that responses from graduates who reported working part time may not be reflected in this data.

## OSMC Graduate Faculty

**David James Randolph**

Ph.D., Systematic Theology, Boston University, Boston, MA (1962)  
M.Div., Drew University, Madison, NJ (1959)  
M.S.W., Yeshiva University, New York, NY (1985)  
B.A., University of Delaware, Newark, DE (1956)

**Yang Keun Park**

Ph.D., English, Catholic University of Daegu, Gyeongsan, South Korea (1988)  
M. Ed., Kyungpook National University, Daegu, South Korea (1978)  
B. Ed., Kyungpook National University, Daegu, South Korea (1974)

**David M. Randolph III**

M.F.A. Writing and Poetics, The Naropa Institute, Boulder, CO (1998)  
B.A. English, Middle Tennessee State University, Murfreesboro, TN (1992)

**Edwin Tsuei**

M.F.A. in Photography, Academy of Art University, San Francisco, CA (2008-Present)  
B.A. Journalism, Olivet University, San Francisco, CA (2007) Transfer from University of San Diego

**Eunice Or**

M.A. Journalism, Olivet University, San Francisco, CA (2012)  
B.A. Journalism, Olivet University, San Francisco, CA (2006)

**Edward Shih**

M.A. Journalism, Olivet University, San Francisco, CA (2012)  
B.A. Journalism, Olivet University, San Francisco, CA (2006)

**Jaehyung Jang**

Ph.D. Public Administration, Dankook University (1993)  
M.Div., Hanshin University (1992)  
M.A. Communications, Yonsei University (1983)

## **Master of Arts in Graphic Arts**

The Master of Arts in Graphic Arts program is designed to prepare future artists for positions as lead designers, art directors, academia, and visual communicators in the world of 21st century Christian mission. This program provides students with research, practical, and analysis based education in the visual arts through exposure to professional example and understanding of industry standards.

### **Program Goals**

In the context of Olivet University's mission, completion of the Master of Arts in Graphic Arts program will enable students to:

- Skills: exercise technical skills necessary to produce a professional level portfolio that matches or exceeds industry standards.
- Leadership: Be prepared for effective Christian leadership in the field of graphic arts.
- Research: Conduct independent research demonstrating the ability to transform concepts into visual form.
- Biblical: Articulate biblical and theological understanding of art and design.
- Mission: Actively contribute to the shaping of a meaningful visual culture by completing a significant number of projects in collaboration with Christian ministries, organizations, academic and professional industry practitioners and independently.

## Graduation Requirements

Graduate students at Olivet University must fulfill the following Master's degree requirements for graduation:

- Pass a total of 54 quarter hours: 27 quarter hours of core requirements including a final project, 12 quarter hours of advanced professional studies, 7 quarter hours of ministry/professional practice, and 8 quarter hours of Biblical Studies or theology.
- Demonstrate proficiency in Bible knowledge with a passing score on the written comprehensive examination in the area of Bible knowledge or required coursework (THEO200 and THEO210) in Bible and theology.
- Maintain a 3.00 (B grade point average) in all Olivet University work.
- Receive a passing mark for all Christian Service and Chapel requirements.
- Satisfactorily complete a final project and final portfolio.
- Complete all degree requirements within the 5-year time limit.
- Satisfy all financial responsibilities of the university.

Students are subject to the Master of Arts in Graphic Arts degree requirements of the Catalog of the year in which they entered.

## Time Limits

The Master of Arts degree program is normally fulfilled in two (2) years of study. Except under extenuating circumstances, all requirements for the degree must be completed within four (4) years of the date of enrollment. Students who have not completed the requirements within the four-year period must petition for extension every term, up to a maximum of five (5) years from the date of enrollment, to remain in the program.

## Curriculum

### Prerequisite Courses

- FARI110 Color Theory and Design
- GDES100 Basic Graphic Design
- GDES200 Typography 1



- GDES300 Web Design

Note: These four courses do not count towards degree requirements and are required of all students who do not hold a degree in graphic design or a closely related field before entering Olivet University's M.A. in Graphic Arts program.

### **M.A. Graphic Arts Major (54 Units)**

Students in the Master of Arts in Graphic Arts program will take 26 units of Graphic Design core courses, 12 units in advanced professional studies, 8 units of ministry practice, and 8 units of biblical studies or theology.

#### **Core Requirement (27 Units)**

Students are required to take the following six core courses:

- GDES500 History of Graphic Design (4 units)
- GDES510 Making Idea Visible (4 units)
- DCAP520: Advanced Digital Imaging (4 units)
- GDES530 Digital Design Studio (4 units)
- GDES600 Advanced Typography I (4 units)
- GDES690 Final Design Project Research (4 units)
- GDES791 Final Design Project (3 units)

Note: GDES791 requires the successful completion of all other required core courses and at least two Ministry Practice courses prior to registering.

#### **Advanced Professional Studies (12 Units)**

Students may choose three of the following courses selectively.

- GDES620 Advanced Visual Design (4 units)
- GDES630 Advanced Typography II (4 units)
- GDES650 Advanced Interaction & Usability (4 units)
- GDES670 Advanced Branding and Identity (4 units)
- GDES680 Graphic Arts Seminar I (4 units)
- GDES780 Graphic Arts Seminar II (4 units)

#### **Ministry / Professional Practice (7 Units)**

Students are required to enroll the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- GAPT501 Design Practical Training I (1 unit)
- GAPT502 Design Practical Training II (1 unit)
- GAPT503 Design Practical Training III (1 unit)
- GAPT504 Design Practical Training IV (1 unit)
- GAPT601 Design Practical Training V (1 unit)
- GAPT602 Design Practical Training VI (1 unit)
- GAPT603 Design Practical Training VII (1 unit)

\* Students taking a higher quarterly course load than required by the Master of Arts in Graphic Arts program will need to register this course during the summer session(s) as well to ensure completing 7 quarters of internship by the time of graduation.

### **Theology Requirement (8 Units)**

Students may choose one of the following course series.

- BIBL520 Studies in Romans I (4 units)
- BIBL521 Studies in Romans II (4 units)
- MINS624 Teaching the Transforming Word I (4 units)
- MINS625 Teaching the Transforming Word II (4 units)

### **General Ministry Skills (0 Unit)**

The M.A. in Graphic Arts students are required to pass 2 quarters of PRAC020 Christian Service and 3 quarters of PRAC021 Chapel\*. Please refer to the Christian Service Program Handbook for more detailed information.

\*Onsite students are required to pass PRAC021 every term they are enrolled.

## **Course Descriptions**

### **GDES500 History of Graphic Design (4)**

This course provides an in-depth survey of the historical, cultural, social and political movements that have influenced the evolution of graphic design, and the unceasing quest to give form to ideas is traced from the pictographs painted on cave walls to the latest imaginative designs. Through lectures, videotapes, discussions, presentations and research, students are introduced to the creative thinkers, important innovations and breakthrough technologies that have shaped the evolution of visual communication.

### **GDES510 Making Idea Visible (4)**

While introducing theory, practice, and technology, course assignments will develop an understanding and put into context the principles of visual communication. This course will develop strong formal and technical skills, as well as introduce production technology.

**GDES520 Advanced Digital Imaging (4)**

This course focuses on high-end professional visual development and photo art direction, combining original photography and Photoshop to produce creative, conceptual visuals in range of styles for commercial application. Discovery in texture, color correction, motion graphics, backgrounds for composites, blue screen replacement, and image optimization for the web will be explored.

**GDES530 Digital Design Studio I-II (4) Equivalencies - GDES520 Advanced Digital Imaging**

Students utilize studio time to work on a variety of design projects including web design, graphic design, animation, and applications. Close interaction with instructor and mentors from the student's ministry practicum program is highly recommended. The goals of the course involve strengthening basic digital design skills and advancing conceptual thinking through a selection of projects involving online and offline print.

**GDES600 Advanced Typography I (4)**

This course initially expounds and expands on the basic principles of typography. Subsequently, students are encouraged to challenge their approach to these basic principles and explore new innovative ways to communicate with text and image.

**GDES620 Advanced Visual Design (4)**

This course provides the student with core elements, guidelines and methods necessary to build up student's visual design ability. Students study theories and skills both part about visual work. Student could be encouraged by applying theories to their visual works as like web publishing, advertisement, packages design, infographic so that produce valuable design.

**GDES630 Advanced Typography II (4)**

This course initially expounds and expands on the basic principles of typography. Subsequently, students are encouraged to challenge their approach to these basic principles and explore new innovative ways to communicate with text and image. Continuation of Advanced Typography I.

*Prerequisite: GDES600*

**GDES650 Advanced Interaction & Usability (4)**

This course addresses the basic principles of usable design including listening to your users, understanding your medium, and being able to bridge the two with a well-designed user interface. This is not your typical design class - you will exercise your analytical and communication skills more than your aesthetic skills. We will be exploring methods from cognitive psychology for researching user needs. We will learn to objectively evaluate the usability of products that we encounter every day. We will learn to design from user requirements, and how to test our designs to verify their successes or uncover design flaws.

**GDES670 Advanced Branding and Identity (4)**

The goal of this course is to visually and verbally understand identity and branding as it relates to a variety of businesses and their organizational structures. It approaches identity development with a high degree of industry sophistication and provides thorough

combining powerful ideas, strong imagery, language and symbols.

**GDES680, 780 Graphic Arts Seminars I-II (4)**

To enrich the program and bring students into contact with a significant number of working professionals, a series of workshops will be scheduled each semester. Seminar topics will change from year to year, based on student interest and shifts in the overall field.

**GDES690 Final Design Project Research (4)**

A seminar course to assist students in preparing foundation for final project to be conducted in GDES791 Final Design Project.

*Prerequisite: Permission of grad. advisor*

**GDES791 Final Design Project (2)**

The capstone course in the Master of Arts in Graphic Arts degree program requires the student to produce a final project in the area(s) of specialization comparable to the work of professionals in the field. The product has to be presented in front of a faculty jury.

*Prerequisite: GDES690*

**CMPT 501,502,503,504,505,506,507 Company/Ministry Practice Training (1 each)**

The objective of this course is to provide students with an opportunity to gain work experience that will enhance and complement their academic learning. The course requirements are designed to provide a structure that will enable students to make connections between what they learn in the classroom and on the job, to apply Biblical principles, business concepts to real life and real business problems, to recognize the importance of self-discipline, and service, to further develop analytical and interpersonal skills, and to practice business skills.

Weekly required interaction with faculty facilitates incorporation of on the job experiences into the learning process and challenges students to draw connections to courses in subjects across the curriculum.

This course requires concurrent employment in a qualifying position in the field of the program of at least 20 hours per week. The weekly faculty interaction will be provided at evenings or weekend format in order to minimize scheduling

*Prerequisite: Permission of grad. Advisor*

## **Graduation and Employment Rates**

The graduation rate information is based on first year master's students who graduate within 2 years of starting their studies. The current rate for the Master of Arts in Graphic Arts program is 81%. The rate does not include transfer students for whom the graduation rate is higher.

The current employment rate for the Master of Arts in Graphic Arts program is 100%. The data reflects post graduation plans of June 28, 2017 graduates of the Master of Arts in Graphic Arts program whose status was confirmed as of nine months after graduation. Please also note that responses from graduates who reported working part time may not be reflected in this data.

## OSAD Graduate Faculty

### **Joan L. Carter**

Ph.D., Theology & Arts, Graduate Theological Union, Berkeley, CA (1996)  
M.A., Theology and Arts, San Francisco Theological Seminary, San Anselmo, CA (1981)  
B.A. in Fine Arts, University of Washington, Seattle, WA (1970)

### **Hannah Lee**

D.Min., Olivet University, San Francisco, California (2014)  
M.A., Graphic Arts, Olivet University (2011)  
M.Div., Olivet University, San Francisco, CA (2004)  
B.F.A., Ceramic Design, Sangmyoung University (1995)

### **Na Youn Hwang**

M.Div., Olivet University, San Francisco, CA (2006)  
M.F.A., Fine Arts, Ewha Women's University, Seoul, Korea (2004)  
B.A. in Oriental Painting, Ewha Women's University, Seoul, Korea (1998)

### **Jieun Lee**

D.Min., Olivet University, San Francisco, California (2014)  
M.A., Graphic Arts, Olivet School of Art & Design of Olivet, San Francisco, CA (2011)  
M.Div., Olivet University, San Francisco, CA (2007)  
B.A., in Architecture, Ewha Women's University, Seoul, Korea (2002)

### **Maurice Woods**

M.F.A., Graphic Design, University of Washington, Seattle, WA (2005)  
B.A. in Graphic Design, University of Washington, Seattle, WA (1995)

### **Kookhee Yoo**

D.Min., Olivet University, San Francisco, California (2014)  
M.A., Graphic Arts, Olivet School of Art & Design of Olivet, San Francisco, CA (2012)  
M.Div., Olivet University, San Francisco, CA (2007)  
B.F.A. Visual Communication Design, Hong-Ik University, Seoul, Korea (2005)

## Master of Arts in Information Technology

The Master of Arts in Information Technology (M.A. IT) is a two-year graduate degree program, designed to equip ministry-bound men and women with a broad knowledge and experience of principles and theories underlying applied information technology, as well as emerging technology and practices necessary for them to apply technologies to their ministry and businesses to solve complex problems.

The program balances theoretical and practical aspects of information technology with coursework, practicum and capstone projects. Team building and collaborative skills are emphasized in participating in-class and real-world projects. Independent problem-solving and analytical thinking skills are integrated throughout the curriculum.

The program is grounded in the underlying computer science principles and systems, emphasizing a concentration Web and Mobile Application Development. Course work includes operating systems, database systems, networking, Object-Oriented programming and methodologies, security, software development and engineering, distributed system and data analysis, etc.

The MAIT degree requires 56 units of course work, including 24 units of core studies, 12 units of concentration courses, 8 units of capstone courses, and 12 units of open elective courses. Students are expected to complete all studies in 2 years full-time.

Students are required to finish a two-quarter process capstone projects during the 2nd year of study. Capstone project is an opportunity for students to apply the knowledge they acquire through Master's coursework to a project of their own interest or sponsored by industry. The goal of the Capstone is for students to synthesize, integrate, and apply the skills and competencies they have acquired, to a real world IT problem of their choosing.

Students interested in taking the M.A. IT program online can do so only at Olivet University International's eCampus. The OUI Catalog applies. [Link to OUI website.](#)

## Program Goals

In the context of Olivet University's mission, completion of the Master of Arts in Information Technology program will enable students to:

- Demonstrate a broad knowledge of principles and theories underlying applied information technology, including operating systems, database systems, computer networking, and object-oriented programming.
- Demonstrate a substantial knowledge of one of the following Information Technology concentrations: Networking & Security, Software Engineering, and Web & Mobile Development.
- Evaluate business requirements, design and develop applications using modern software engineering concepts, techniques, practices, and tools.
- Work effectively within a team, including communicating effectively with both technical and non-technical audiences
- Analyze and develop solutions to real world problems based on current and emerging practices and technologies.
- Value and seek opportunities to apply new or emerging technologies to solve problems in mission-related settings

## Graduation Requirements

Graduate students at Olivet University must fulfill the following Master of Arts in Information Technology degree requirements for graduation:

- Pass a total of 56 quarter hours: 20 quarter hours of core required studies, 12 quarter hours of concentration courses, 6

quarter hours of practical training, 10 quarter hours of open electives, and 8 quarter hours of capstone projects.

- Demonstrate proficiency in Bible knowledge with a passing score on the written comprehensive examination in the area of Bible knowledge or required coursework (THEO200 and THEO210) in Bible and theology.
- Maintain a 3.00 (B grade point average) in all Olivet University work.
- Receive a passing mark for all Christian Service and Chapel requirements.
- Satisfactorily complete capstone projects and the final report.
- Complete all degree requirements within the 5-year time limit unless extenuating circumstances exist.
- Satisfy all financial responsibilities to the university.

Students are subject to the Master of Arts in Information Technology degree requirements of the Catalog of the year in which they entered.

## Time Limits

The Master of Arts degree program is normally fulfilled in two (2) years of study. Except under extenuating circumstances, all requirements for the degree must be completed within four (4) years of the date of enrollment. Students who have not completed the requirements within the four-year period must petition for extension every term, up to a maximum of five (5) years from the date of enrollment, to remain in the program.

## Curriculum

### Prerequisite Courses

- ITEC110 Programming Fundamentals and Data Structures (4 units)
- ITEC120 Computer Organization and Systems (4 units)
- ITNS100 Network Concepts and Foundation (4 units)

Note: Those courses do not count towards degree requirements.

### Core Required Studies (24 Units)

Students are required to take the following six core courses:

- ITEC500 Operating Systems (4 units)
- ITEC510 Database Systems (4 units)
- ITNS500 Computer Networking (4 units)
- ITWE500 Web Technology and Development (4 units)

- ITSE500 Object-Oriented Design and Programming (4 units)
- ITSE510 Principles of Software Development (4 units)

### **Open Electives (24 Units)**

Students are required to take 24 units open elective courses from among the course offerings of OIT.

#### ***Web and Mobile Application Development Group***

The Web & Mobile Application Development Group provides students a broad background of both client-side and server-side web applications development, and iOS & Android application development.

- ITWE510 Front-End Web Development (4 units)
- ITWE520 Web Application Development with Ruby on Rails (4 units)
- ITWE530 Web Services and SOA (4 units)
- ITWE550 Hybrid Mobile App Development (4 units)
- ITSE560 Android Programming (4 units)
- ITSE570 iOS App Development (4 units)

#### ***Network and Distributed Computing***

The Network and Distributed Computing Group provides students to learn and build distributed and networked systems for clouds and big data.

- ITNS510 Computer Networking II (4 units)
- ITNS520 Network Security (4 units)
- ITNS530 Cloud Computing (4 units)
- ITNS540 Distributed Systems (4 units)

#### ***Data Science Group***

The Data Science Group provides students the computational and statistical knowledge needed to turn big data into meaningful insights.

- ITDS500 Big Data (4 units)
- ITDS510 Data Mining (4 units)
- ITDS520 Statistical Computing with R (4 units)
- ITDS530 Machine Learning (4 units)



### ***General Computer and Information Technologies***

- ITEC501 Operating Systems II (4 units)
- ITEC511 Database Systems II (4 units)
- ITEC550 Information Storage and Retrieval (4 units)
- ITEC590 Algorithm Analysis (4 units)
- ITEC660 Seminar (can repeat once up to 4 units) (2 units)
- ITEC687 Graduate IT Independent Study (4 units)

### ***Ministry Practicum***

- ITMP500 Ministry Practicum \* (4 units)

Note: ITMP500 Ministry Practicum is only available for 2nd year master students. Please refer to the Ministry Practicum Handbook for detailed information.

### **Capstone Project (8 Units)**

- ITCP600 IT Capstone Project I (2 units)
- ITCP700 IT Capstone Project II (6 units)
- ITCP710 IT Capstone Project III (4 units)

Note 1: ITCP600/700 IT Capstone Project I/II are only available for 2nd year Master students.

Note 2: If IT Capstone II is not completed by the end of the quarter in which the student registers for credit, he/she will receive an incomplete 'I' grade. Students could register for ITCP710 IT Capstone Project III to continue. ITCP710 can be registered for up to 2 quarters.

Note 3: Please refer to the Capstone Project Handbook for detailed information.

### **General Ministry Skills (0 Units)**

Students are required to pass 2 quarters of PRAC020 Graduate Christian Service and 3 quarters of PRAC021 Graduate Chapel. Please refer to the Christian Service Program Handbook for more detailed information.

## **Course Descriptions**

### *Courses in General Computer Science and Information Technology*

#### **ITEC500 and ITEC501 Operating Systems I & II (4)**

Study operating system design and real-world operating system implementations i.e. Windows, Unix, Linux, and operating system

in hand-held devices. Topics include operating systems history, operating system architectures, virtual machine implementations, process management and synchronization, storage and I/O management, networking and remote access, security, performance evaluation, operating system case studies, and contemporary operating systems offerings.

**Prerequisite:** *Data Structures*

**ITEC510 Database Systems (4)**

Architecture, design and implementation of current database systems. Topics include data models, query languages, relational database design and normalization, database integrity and security, query optimization, concurrent control, advance in distributed database, database management, emerging database techniques such as NoSQL, management of semistructured and complex data.

**Prerequisite:** *Data Structures or Instructor's Consent*

**ITDS537 Database Systems II (4)**

Architecture, design and implementation of current database systems, database integrity and security, query optimization, concurrent control, advance in distributed database, database management.

**Prerequisite:** *Data Structures or Instructor's Consent*

**IT540 Human Computer Interaction (4)**

Topics include human-centered design requirements, assessment of the impact of the design on performance and product satisfaction, analysis of the design effectiveness, investigation into the social impact of ubiquitous computing environments in relation to privacy, security, inequality, and embodiment.

**IT550 and IT552 Information Storage and Retrieval I&II (2&4)**

With the advent of Internet, the sheer amount of information has been increasing greatly, which requires automated retrieval techniques to be effective and efficient. This course covers such techniques, some of which have been evolving for the past decades and others having been around only since the introduction of the Web. The main topic areas are: analysis of text and storage of its content; ranking, query processing and retrieval models; evaluations; classification and clustering; and more contemporary issues such as social search and object search.

**Prerequisite:** *Data Structures or Instructor's Consent*

**IT560 Compilers (4)**

This course covers both the principles and practice for the design and implementation of compilers and interpreters. Topics covered include: lexical analysis; parsing theory; symbol tables; type systems; scope; semantic analysis; intermediate representations; runtime environments; code generation; and basic program analysis and optimization. Students may optionally construct a compiler for a simple object-oriented language during the course's programming projects.

**Prerequisite:** *OOP, OS*

*Courses in Network and Distributed Computing Concentration*

**NS500 and NS510 Computer Networking I & II (4)**

Introduce current network technologies. Topics include network architectures and protocols, application layer, TCP/IP model, link layer and LAN, and network security

*Prerequisite: Networking Fundamentals or Instructor's consent*

**NS520 Network Security (4)**

Study principles of secure network communications, access control, security policy; conformance of implementation to policy. Discuss particular systems, protocols e.g., Kerberos, firewalls, various commercial standards.

*Prerequisite: Networking Fundamentals*

**NS530 Wireless and Mobile Networking (4)**

Study wireless network architectures – Cellular, WLAN, satellite systems, and mobile computing and its application design.

*Prerequisite: Networking Fundamentals*

**NS540 and NS550 Distributed Systems I & II (4)**

Study distributed system design and implementations, client-server and peer-to-peer systems, distributed communications, naming, synchronization, reliability, fault-tolerance, replication and consistency, cloud computing, real world implementations of distributed systems.

*Prerequisite: Java Programming, Operating Systems Fundamentals, Networking Fundamentals.*

*Courses in Web Technologies and Information System Concentration*

**WE500 and WE510 Web Technology and Development I & II (4)**

Study of current Web development technologies on both web server side and client side, programming development using XHTML, XML, CSS, Java script, PHP, JSP, Servlet.

*Prerequisite: Data Structures, Java Programming.*

**WE520 Web Server System Design (4)**

Study current trends of Web server system design and deployment of web-based systems using software engineering approach. Topics include JSP, Java Beans, Servlets, Struts, JSF, Ajax, Frameworks, and latest technology used in the Internet.

*Prerequisite: Java Programming, Data Structures*

**WE530 Advanced Web Services and Programming (4)**

Topics include service-oriented Web software development and programming, database access, 2- and 3-tier systems, objects and components, JAX-RPC, UDDI, WSDL, XML schema, SOAP, and RESTful.

*Prerequisite: Java programming, Data Structures*

**WE540 E-Commerce System Development (4)**

Topics include E-commerce concepts, e-business systems and models, e-commerce security problems and solutions, e-trading methods, business framework for e-commerce applications, and web advertising and marketing. *Prerequisite: Programming Fundamentals or Instructor's Consent.*

*Courses in Software Engineering Concentration*

**SE500 and SE510 Object-Oriented Design and Programming I & II (4)**

Topics include object-oriented programming and design using the Java platform. MVC design patterns, Java threads, platform-independent programming, data base connectivity (JDBC), serialization, GUI Design.

*Prerequisite: Java Programming, or Instructor's consent.*

**SE520 Software Engineering (4)**

Study the development of large software project with emphasis on the object-oriented design and implementation. Design methodologies including the Unified Modeling Language, and design patterns. Java will be used as the example in the implementation.

*Prerequisite: Java Programming*

**SE530 Software Engineering Processes (4)**

Topics will cover all the software development processes in software engineering. Detailed explanation of the Software Development Life Cycle (SDLC) – requirements, system design, programs design, coding, unit testing, system test, system delivering, and system maintaining. Different process models of software life cycle in the software engineering are compared and contrasted

*Prerequisite: Data Structures*

**SE540 Software Quality Assurance and Testing (4)**

Topics include software quality methodologies, inspections, static and dynamic test analysis, current advances in testing techniques.

*Prerequisite: Data Structures*

**SE550 Enterprise Software Components development (4)**

Application developments use component infrastructures, component frameworks; and integration techniques. Implementations use design patterns, UML modeling, database, user interface design, and component testing. *Prerequisite: Java Programming, Data Structures*

**SE560 Advanced Android Programming (4)**

This course covers fundamentals of software development for Android platforms. Basic Java development concepts for Android will be covered. Additionally, excursions into advanced mobile device development topics will also be covered. These topics may include: Camera and Imaging API, OpenGL ES and 3D Rendering for Mobile Devices, FastCV for Computer Vision, NDK and Native Software Development on Android.

*Prerequisite: Java Programming*

**SE570 Advanced IOS Programming (4)**

Learn advanced techniques for iOS Application development using Objective-C. Topics covered include a review of iPhone programming fundamentals, Multiview Applications, Tab Bars, Pickers, Table Views, Navigation Controllers, iPad Considerations, incorporate Web Services, Core Data App Access, iCloud.

**IT580 Statistical Computing (4)**

Statistics is about extracting meaning from data. In this course, we will introduce techniques for visualizing relationships in data and systematic techniques for understanding the relationships using mathematics. Topics include: counting and combinatorial, random variables, conditional probability, independence, distributions, expectation, point estimation, and limit theorems. Applications of probability in computer science including machine learning and the use of probability in the analysis of algorithms.

**IT590 Algorithm Analysis (4)**

This course introduces basic elements of the design and analysis of computer algorithms. Topics include asymptotic notations and analysis, divide and conquer, greedy methods and programming, basic graph algorithms, NP-completeness, approximation algorithms, and network flows analysis. For each topic, beside in-depth coverage, one or more representative problems and their algorithms shall be discussed. In addition to the design and analysis of algorithms, students are expected to gain substantial discrete mathematics problem solving skills essential for computer engineers.

**IT600 Cryptography and Information Security (4)**

This course covers both principles and practice of cryptography and network security. Topics covered include basic concepts of cryptology, classical ciphers, modern symmetric ciphers (DES, IDEA, RC5), Advanced Encryption Standard (AES), public key cryptography, data integrity, digital signature schemes and network security practice.

**IT610 Technology and Theology (4)**

This course let students study technology and theology in both context. On one hand, students study the meaning of technology from the viewpoint of theology. They study why God allowed technology to begin and used, and study how God plan technology to develop. On the other hand, student will learn technology used by individual Christians, Churches, Christian organizations or Christian companies. Students learn its history, how it contributes for the kingdom of God, what kind of problems is seen in the usage of technology and how to solve it.

**IT660 Seminar (2)**

This course will present current technology in the Computer Systems and Information Technology fields. Students can repeat this course up to four units.

*Prerequisite: Permission from the instructor and/or the program director*

**MPI500 Ministry Practicum (4)**

This course provides students ministry practice experience through participating real project in ministries affiliated with Olivet University during summer quarter. Please refer to the Ministry Practicum Handbook for detailed information.

**ITMP501-603 Technology Practical Training I-VI (1 each)**

The objective of this course is to provide students with an opportunity to gain work experience that will enhance and complement

their academic learning. The course requirements are designed to provide a structure that will enable students to make connections between what they learn in the classroom and on the job, to apply Biblical principles to real life problems, to recognize the importance of self-discipline and service, to further develop analytical and interpersonal skills, and to practice business writing skills.

Weekly required interaction with faculty facilitates incorporation of on the job experiences into the learning process and challenges students to draw connections to courses in subjects across the curriculum.

This course requires concurrent employment in a qualifying position in the field of the program of at least 20 hours per week. The weekly faculty interaction will be provided at an evenings or weekend format in order to minimize scheduling conflicts.

### *Capstone Project Courses*

#### **ITCP600 Capstone Project I (2)**

First phase of IT Capstone Project, which is designed to satisfy the requirements for a capstone experience of master's degree in Information Technology. Student will identify capstone project topic, seek an advisor, write, and oral present and get approval a capstone project proposal by the end of the process. Refer to the Capstone Project Handbook for detailed information.

#### **ITCP700 Capstone Project II (6)**

Second phase of IT Capstone Project, which is designed to satisfy the requirements for a capstone experience of master's degree in Information Technology. Students will develop and implement the capstone project, and writing a capstone project paper in this phase. Students must have passed ITCP600 IT Capstone Project I with an approved Capstone Project Proposal and register course ITCP700 IT Capstone Project II (6 credits) before starting this phase. Refer to the Capstone Project Handbook for detailed information.

#### **ITCP710 Capstone Project III (4)**

Continual phase of ITCP700 IT Capstone Project II. If IT Capstone II is not completed by the end of the quarter in which the student registers for credit, he/she will receive an incomplete 'I' grade for ITCP700. Students will register for ITCP710 Capstone Project III to continue. ITCP710 can be registered for up to 2 quarters. Refer to the Capstone Project Handbook for detailed information.

## **Graduation and Employment Rates**

The graduation rate information is based on first year master's students who graduate within 2 years of starting their studies. The current rate for the Master of Arts in Information Technology program is 48%. The rate does not include transfer students for whom the graduation rate is higher.

The current employment rate for the Master of Arts in Information Technology program is 100%. The data reflects post-graduation plans of June 28, 2017 graduates of the Master of Arts in Information Technology program whose status was confirmed as of nine months after graduation. Please also note that responses from graduates who reported working part time may not be reflected in this data.

## Faculty

### **Thang Duong**

Ph.D., Vision Science, University of California, Berkeley, CA (2007)  
B.S., Computer Engineering, University of Maryland, College Park, MD (2001)  
B.S., Mathematics, University of Maryland, College Park, MD (2001)

### **Jianhua Dong**

Ph.D., Information Science, University of Illinois, IL (2000)  
M.S., Information Science, Wuhan University, China (1985)  
B.S., Computer Science, Wuhan University, China (1982)

### **Martin Zhao**

Ph.D., Instructional Systems, Florida State University, FL (Candidate)  
M.S., Computer Science, Peking University, China (2005)  
B.E., Information Engineering, Xi'an Jiaotong University, China (2001)

### **Livingstone Choi**

Ph.D., Physics, Pusan National University, South Korea (Candidate)  
M.A., Physics, Pusan National University, South Korea (2008)  
B.A., Physics, Pusan National University, South Korea (2006)

## Master of Arts in Translation and Interpretation

Olivet School of Language & Education (OSLE) offers translation and interpretation courses in the following languages: Chinese, Korean, Spanish – all paired with English.

Master of Arts in Translation and Interpretation (MATI) program is the study of appropriateness in interlingual and cross-cultural communication. Both translation and interpretation fields of study emphasize sociolinguistic and communication skills and techniques needed to facilitate cultural, scientific, and technical exchanges in cross-cultural and multinational settings.

The program aims to educate tomorrow's translators and interpreters under the guidance and requirements of contemporary translation theories and principles. The program will develop analytical and technical skills, as well as cultural literacy for the students.

### Program Goals

In the context of Olivet University's mission, completion of the Master of Arts in Translation & Interpretation program will enable students to:

- Demonstrate necessary knowledge and skills to perform in Biblical translation and interpretation

- Identify areas of interest for future ministry work
- Exercise necessary competencies needed within the translation/interpretation profession
- Demonstrate ability to communicate within divergent cultures
- Be prepared for further voluntary licensure and professional recognition

## Graduation Requirements

1. Demonstrate proficiency in Bible knowledge with a passing score on the written comprehensive examination in the area of Bible knowledge or required coursework (THEO200 and THEO210) in Bible and theology.
2. Pass a total of 56 quarter hours.
3. Maintain a 00 (B grade point average) in all Olivet University work.
4. Receive a passing mark for all Christian Service and Chapel requirements.
5. Pass a graduation exam in translation and interpretation studies.
6. Complete all degree requirements within the 5-year time limit.
7. Satisfy all financial responsibilities to the university

Students are subject to the Master of Arts in Translation and Interpretation degree requirements of the Catalog of the year in which they entered.

## Time Limits

The Master of Arts degree program is normally fulfilled in two (2) years of study. Except under extenuating circumstances, all requirements for the degree must be completed within four (4) years of the date of enrollment. Students who have not completed the requirements within the four-year period must petition for extension every term, up to a maximum of five (5) years from the date of enrollment, to remain in the program.

## Curriculum

### M.A. Translation and Interpretation Major (62 Units)

Students in the Master of Arts in Translation and Interpretation program will take 36 units of professional studies, 12 units in specialty area electives, 6 units of ministry practice, and 8 units of biblical studies or theology.

#### 1. Professional Studies (36 Units)

Students are required to take the following ten core professional studies courses:

- TRIP500 Introduction to Translation & Interpretation (4 units)
- TRIP510 Fundamentals of Translation (4 units)
- TRIP520 Fundamentals of Interpretation (4 units)
- TRIP533 Intermediate Translation (4 units)



- TRIP534 Intermediate Consecutive Interpreting (4 units)
- TRIP540 Terminology Management & Research (4 units)
- TRIP551 Advanced Translation (4 units)
- TRIP611 Advanced Consecutive Interpreting (4 units)
- TRIP680 T&I Capstone Project (4 units)

## **2. Internship Requirement (6 Units)**

Students are required to enroll the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- PRAC501-603 Practical Experience 1-6\* (1 unit each)

\* Students taking a higher quarterly course load than required by the Master of Arts in Translation and Interpretation program will need to register this course during the summer session(s) as well to ensure completing 6 quarters of internship by the time of graduation.

## **ELECTIVES IN SPECIAL AREAS (12 Units)**

Students are required to complete 12 units of elective courses. The electives need to be taken from the list below. Students, who complete all program requirements for the Certificate in Teaching English to Speakers of Other Languages (TESOL), may apply for receiving the TESOL diploma upon graduation.

- MITI500 Translation and Interpretation in Mission (4 units)
- MITI501 Simultaneous Interpretation of Preaching (4 units)
- TESL501 Introduction to TESOL Methods, Materials and Assessment (2 units)
- TESL502 Introduction to Language and Language Learning (2 units)
- TESL503 Structure of English language and Teaching Methods (2 units)
- TESL504 ESL for Children (2 units)
- TESL505 Teaching Practicum (2 units) *(may not be taken concurrently with another internship course)*
- COMM520 or MINS610 Cross Cultural Communication (4 units)

## **Theology Requirement (8 Units)**

Students may choose one of the following course series.

- BIBL520 Studies in Romans I (4 units)
- BIBL521 Studies in Romans II (4 units)
- MINS624 Teaching the Transforming Word I (4 units)
- MINS625 Teaching the Transforming Word II (4 units)

### **GENERAL MINISTRY SKILLS (0 unit)**

The M.A. in Translation and Interpretation students are required to pass 2 quarters of PRAC020 Christian Service and 3 quarters of PRAC021 Chapel\*. Please refer to the Christian Service Program Handbook for more detailed information.

\*Onsite students are required to pass PRAC021 every term that they are enrolled.

## **Course Descriptions**

### **COMM520 Cross-cultural Communication (4)**

Study of culture, religion, a language of the mission field, with emphasis on the cultural aspect of every day conversation in mission language.

### **MITI500 Translation and Interpretation in Mission (4)**

Theory and practice of translation and interpretation in a mission language.

### **MITI501 Simultaneous Interpretation of Preaching (4)**

The student will practice simultaneous interpretation on the sermons by various pastors in mission language.

### **TRIP500 Introduction to Translation & Interpretation (4)**

Principles and procedures for acquisition of skills in interpretation and translation of written materials. Includes an introduction to translation and interpretation; translation and interpretation preparation, procedures, and specialties; and work of the translator and interpreter.

### **TRIP510 Fundamentals of Translation (4)**

Learn basic translation techniques and the process of translation. Includes a practical review of the English writing, editing, and proofreading skills necessary to produce clear and polished translations.

### **TRIP502 Fundamentals of Interpretation (4)**

Learn the building blocks of interpreting, including analyzing, summarizing and paraphrasing, listening comprehension, shadowing, closure, and note taking.

### **TRIP502 Fundamentals of Interpretation (4)**

Learn the building blocks of interpreting, including analyzing, summarizing and paraphrasing, listening comprehension, shadowing, closure, and note taking.

### **TRIP533 Intermediate Translation (4)**

This course is designed to enhance students' translation techniques with an emphasis on a practical review of the writing and proofreading skills necessary to produce clear and polished translations.

**TRIP534 Intermediate Consecutive Interpreting (4)**

This course develops students' skills in consecutive interpreting. Listening and memory skills, communication strategies and intervention techniques also are emphasized. Upon completion, students should be able to consecutively interpret non-technical, interactive messages between two different languages.

**TRIP540 Terminology Management & Research (4)**

Students develop skills in terminology research, dictionary usage, and glossary building. Basic terminology in the fields of medicine, law, computers, business, and international trade are covered.

**TRIP551 Advanced Translation (4)**

This course is designed to bring students' translation skills up to a professional level.

**TRIP601 Translation in Specialty Areas (4)**

Principles and procedures for translating specialty area materials. Includes health care, legal, commercial/ business, and literary translation exercises.

**TRIP611 Advanced Consecutive Interpreting (4)**

This course is designed to further enhance students' skills in consecutive interpreting. Delivery and performance as well as listening and analytical skills are emphasized. Upon completion, students should be able to consecutively interpret technical and interactive messages.

**TRIP621 Interpretation in Specialty Areas (4)**

This course is designed to help students to further hone their interpreting skills in a variety of subject matters that are highly technical and frequently.

**TRIP680 T&I Capstone Project (4)**

This course is designed to satisfy the requirements for a capstone experience of master's degree in OSLE.

**MPT700 Translation & Interpretation Internship (4)**

Graduate students participate in supervised ministry in a church or specialized ministry appropriate with an approved Olivet ministry affiliate for at least 8 hours per week. Emphasis is placed on the development of practical ministry skills through translation and interpretation, the integration of Biblical and theological studies with actual ministry, and the importance of theological reflection in this process.

## **Graduation and Employment Rates**

The graduation rate information is based on first year master's students who graduate within 2 years of starting their studies. The current rate for the Master of Arts in Translation and Interpretation program is 68%. The rate does not include transfer students for whom the graduation rate is higher.

The current employment rate for the Master of Arts in Translation and Interpretation program is 75%. The data reflects post-graduation plans of June 28, 2017 graduates of the Master of Arts in Translation and Interpretation program whose status was confirmed as of nine months after graduation. Please also note that responses from graduates who reported working part time may not be reflected in this data.

## Faculty

### Paul Hersey

Diplôme d'études supérieures spécialisées, University of Paris (Sorbonne Nouvelle) (1996)

- First English-Japanese-French conference interpreting degree ever granted

B.Mus. in Piano, Phi Eta Sigma, Alpha Lambda Delta honor societies, Northwestern University, Evanston, Illinois (1989)

### Francisco Park

M.A., Conference Interpretation, English - Korean/Spanish,

Monterey Institute of International Studies, Monterey (MIIS), CA (2006)

M.A., Conference Interpretation, Spanish - Korean, Hankuk University of Foreign Studies, Seoul, South Korea (2001)

B.A. in Spanish Linguistics, Hankuk University of Foreign Studies, Seoul, South Korea (1997)

### HyunJa Han

M.A. in Conference Interpretation, Monterey Institute of Int'l Studies, USA (2007)

Summer exchange student UC Berkeley, CA, summer (2003)

B.A, Library and Information Science, Ewha Women's University, South Korea (2004)

B.A, Int'l Office Management, Ewha Women's University, South Korea (2004)

## Master of Arts in Teaching (Early Childhood / Childhood Education)

The Master of Arts in Teaching (M.A.T.) in Early Childhood Education (Birth-Grade 2) and Childhood Education (Grades 1-6) is a dual degree, one-year, clinically-rich graduate program, designed to prepare men and women with the knowledge and skills required to be innovative and effective classroom teachers who are eligible for certification in New York State. Designed for full-time teachers without certification, the program is offered in an evening/weekend format to maximize the integration of core curricular studies and theory with practical application and professional reflection.

## Program Goals

In the context of the missions of Olivet University and Olivet Academy, completion of the Masters of Arts in Teaching program will enable students to:

- Grow in likeness to Christ as master teacher
- Develop advanced knowledge of curriculum, child development, and instruction

- Interpret contemporary educational issues by applying educational theories and principles consistent with a faith-based philosophy
- Be recommended to New York State for licensure in two areas: Early Childhood Education (Birth to Grade 2) and Childhood Education (Grades 1 to 6)
- Develop professional competencies to serve children and families as effective and innovative teachers committed to the highest standards of professional practice

## Specific Admissions Requirements

Consistent with the missions of Olivet New York and Olivet Academy, the Master of Arts in Teaching (M.A.T.) in Early Childhood Education (Birth-Grade 2) and Childhood Education (Grades 1-6) is a dual degree, one-year, clinically-rich graduate program, designed to prepare men and women with the knowledge and skills required to be innovative and effective classroom teachers who are eligible for certification in New York State. Designed for full-time teachers without certification, the program is offered in an evening/weekend format to maximize the integration of core curricular studies and theory with practical application and professional reflection.

Admissions criteria are as follows:

- An earned Bachelor's degree in Liberal Arts and Sciences subject or Interdisciplinary Field from a CHEA or USDE-accredited College or University. Submission of a certified copy of the transcript is required.
- At least 30 semester credit hours of study in any of the following majors/concentrations: Psychology, Sociology, Anthropology, History, Social Sciences, English and/or Language Arts, Mathematics, Earth Science, African American Studies and other specialty studies (Women's, Puerto Rican, etc.), Early Childhood Education, Elementary Education, Education and Teaching, Foreign Language (French, Spanish, Italian, etc.), General or Inter- Multi-disciplinary Studies.\*
- 3.0 cumulative grade point average, or its equivalent, in the program leading to the baccalaureate degree.
- Completion of the Olivet University Application Form.
- Two recommendations from persons who can attest to the applicant's strong Christian character, potential for effectiveness in Christian teaching, and the scholastic ability and emotional maturity to handle a higher education experience.
- A written essay, approximately 1500-2000 words in length, describing their personal faith in Jesus Christ and their reason for becoming a teacher. Applicants must also submit their admission essay describing their reason for applying to the University and their study plan.
- Submitted scores from the Academic Literacy Skills Test (ALST).

\* Note: All liberal arts and science majors or concentrations will be evaluated by transcript review for compliance with the New York State Content Core requirements. If requirements are not met, candidate can still be admitted to the program but they must come into compliance with the NYS requirements prior to completion of the MAT program.

## Graduation Requirements

In order to graduate with a Master of Arts in Teaching degree from Olivet University, the student must:

1. Complete a total of 54 credit hours;
2. Maintain a GPA of 3.0 (B average) or above;
3. Complete all degree requirements within the time limit, unless extenuating circumstances exist;
4. Receive a passing grade of B (3.0) or better for all field experience evaluations;
5. Demonstrate proficiency of knowledge and skills in child development, curriculum, assessment, instruction, and differentiation with a grade of B (3.0) or above on the thesis project (ECCE 532); and
6. Satisfy all financial responsibilities of the university.

Students are subject to the Masters of Arts in Teaching degree requirements of the catalog of the year in which they entered.

### **Time Limits**

The Masters of Arts in Teaching degree is normally completed in one (1) year, including one summer, while serving as a full-time teacher, teacher assistant, or teacher aide in Olivet Academy, the K-12 school located at Olivet New York's Dover campus in New York State and its main campus in Anza, California. Except under extenuating circumstances, all requirements of the degree must be completed within two (2) years of the date of enrolling. Students who have not completed the requirements within two (2) years, must apply to the Program Director of the Masters of Arts in Teaching Program for approval to request an enrollment extension. If approval is granted, the student must apply to the Registrar's Office for an enrollment extension every term, up to a maximum of three (3) years from the date of enrollment.

### **Curriculum**

The Masters of Arts in Teaching degree is offered in collaboration with Olivet Academy, Olivet University's K-12 school co-located the Dover and Riverside Campuses. Designed for full-time Olivet Academy teachers, teacher assistants, and teacher aides who are not licensed educators, the program is offered in an evening/weekend format to maximize the integration of core curricular studies and theory with practical application and professional reflection.

#### **Course of Study (54 units)**

##### ***(I) Introductory studies (14 units)***

Students are required to take the following three (3) introductory courses in the summer quarter preceding the opening of Olivet Academy for the fall semester:

1. ECCE 500 Applying Theories of Child Development and Learning, Birth through Grade 6 (5 units)
2. ECCE 501 Theoretical Foundations of Educational Approaches (4 units)
3. ECCE 502 Designing Curriculum and the Learning Environment, Pk through Grade 6 (5 units)

**(II) Pedagogical Studies (27 units)**

Students are required to take the following six (6) core courses in the fall and winter quarters while working 20-40 hours per week at Olivet Academy:

1. ECCE 510 Investigations into Child Study and Assessment, Birth through Grade 6 (5 units)
2. ECCE 511 Exploring Art and Movement, Pk through Grade 6 (4 units)
3. ECCE 512 Fostering Literacy Development, Birth through Grade 3 (5 units)
4. ECCE 520 Enhancing Scientific Habits of Mind, Pk through Grade 6 (4 units)
5. ECCE 521 Developing Mathematical Thinking, Pk through Grade 6 (4 units)
6. ECCE 522 Enriching Literacy Development through Information Texts, K through Grade 6 (5 hours)

**(III) Culminating Studies (13 units)**

In the final spring quarter students will take the following three (3)culminating courses:

1. ECCE 530 Differentiating Instruction for Developmental Variations, Pk through Grade 6 (4 units)
2. ECCE 531 Facilitating Language Acquisition and learning, Birth through Grade 6 (4 units)
3. ECCE 532 Partnering with Families and Communities, Birth through Grade 6 (5 units)

**(IV) General Ministry Skills (0 unit)**

The M.A. in Teaching students are required to pass 2 quarters of PRAC020 Christian Service and 3 quarters of PRAC021 Chapel\*. Please refer to the Christian Service Program Handbook for more detailed information.

\*Onsite students are required to pass PRAC021 every term that they are enrolled.

## Course Descriptions

*Introductory, Pedagogical and Culminating Studies (all required) (55 units)*

**ECCE500 Applying Theories of Child Development and Learning, Birth through Grade 6 (5)**

Prerequisite: None

Co-Requisites: ECCE 501 and ECCE 502

Study of the major theories of children's physical, cognitive, social, emotional, cultural, and linguistic development from birth into pre-adolescence. Cognitive processes in academic, home, and community contexts are explored. New York State requirement for identification and reporting of child abuse and maltreatment is addressed. Developmental theories and processes are applied during home visits to incoming learners/families, a 40 hour required field experience component of the course. The goal of the course is make developmental theory "real" by enhancing one's understanding of the theoretical child to inform one's understanding of individual children.

**ECCE501 Theoretical Foundations of Educational Approaches (4)**

Prerequisite: None

Co-Requisites: ECCE 500 and ECCE 501

Inquiry into the philosophical, social and historical roots of contemporary educational approaches to teaching and learning, including Olivet University's and Academy's philosophy. Contributions of major educational leaders will be explored, particularly contemporary influences in multicultural education, inclusion of learners with special needs, and the needs of culturally and linguistically diverse (CLD) learners. The professional and ethical responsibilities of early childhood and childhood educators will be addressed. These philosophies and responsibilities are applied during the design of the Olivet Academy school environment, a 15 hour required field experience component of the course. The goal of the course is make foundations of education "real" by enhancing one's understanding of the way that public spaces in the school environment introduce, enhance, and sustain a particular philosophy of teaching and learning.

**ECCE502 Designing Curriculum and the Learning Environment, Pre-k through Grade 6 (5)**

Prerequisite: None

Co-Requisites: ECCE 500 and ECCE 501

Establishing a framework for understanding and developing curriculum based on principles of growth and development as well as philosophical approaches to education. Examination of and reflection upon questions emerging when creating physical, academic, and social learning environments. New York State requirements for providing instruction in preventing abduction and substance abuse; developing non-violent learning environments; and preventing and intervening in harassment and bullying are included. Curriculum principles and NYS regulations are applied during the design of classroom learning environments, a 40 hour required field experience component of the course. The goal of the course is make curriculum design "real" by applying one's developing understanding of child development, theories of education, and principles of curriculum in creating one's own classroom environment including schoolyear routines and norms.

**ECCE510 Investigations into Child Study and Assessment, Birth through Grade 6 (5)**

Prerequisite: ECCE 500

Co-Requisites: ECCE 511 and ECCE 512

Setting the stage for assessment of children's growth, development and learning in Early Childhood and Childhood educational settings. Formative and summative assessment strategies and tools will be explored. Practical application of theory is grounded in the assessment of three learners and the design of a class-wide assessment plan, a 15 hour required field experience component of the course. The goal of the course is make assessment developmentally appropriate and useful by integrating one's understanding of child development with principles and practices of assessment.



**ECCE511 Exploring Art and Movement, Pre-k through Grade 6 (4)**

Prerequisite: ECCE 501

Co-Requisites: ECCE 510 and ECCE 512

Study of key elements of art, aesthetic appreciation, movement, and physical education grounded in neurocognitive, developmental and critical multicultural perspectives. This course stresses the relationship of expression in and through the arts and movement to aspects of teaching and learning in other areas. Art and movement from diverse traditions are included to address children's cultural and linguistic backgrounds in alignment with NYS and Common Core standards. Practical application of theory and principles is grounded in the design and implementation of an integrated art and movement unit, a 15 hour required field experience component of the course. The goal of the course is to develop children's artistic expression, aesthetic appreciation and physical activity and health so that children are active, expressive, and healthy for life.

**ECCE512 Fostering Literacy Development, Birth through Grade 3 (5)**

Prerequisites: ECCE 500 and ECCE 502

Co-Requisites: ECCE 510 and ECCE 511

Study of theories and principles of literacy learning, assessment, and instruction at the Early Childhood level. Emphasis is on enhancing the classroom literacy environment and exploring instructional strategies that support all children's development, consistent with the Reading and Writing workshop approach adopted by Olivet Academy. The New York state requirement for 3 of 6 credit hours in literacy instruction is met by this course as well as demonstrated knowledge and application of ELA standards. Practical application of theory and principles is grounded in the assessment of three learners and the design of a literacy thematic unit, a 15 hour required field experience component of the course. The goal of the course is make literacy learning developmentally appropriate and engaging so that children become readers and writers for life.

**ECCE520 Enhancing Scientific Habits of Mind, Pre-k through Grade 6 (4)**

Prerequisite: ECCE 510

Co-Requisites: ECCE 521 and ECCE 522

Study of key concepts in the development of scientific habits of mind in Early Childhood and Childhood levels. Emphasis is on enhancing the classroom science environment and exploring instructional strategies that support children's development. Practical application of theory and principles is grounded in the design and implementation of a science unit of study with the FOSS curriculum of Olivet Academy, a 15 hour required field experience component of the course. The goal of the course is to develop children's scientific habits of mind so that children are science-attuned, adept, and enthusiastic for life.

**ECCE521 Developing Mathematical Thinking, Pre-k through Grade 6 (4)**

Prerequisite: ECCE 510

Co-Requisites: ECCE 520 and ECCE 521

Study of key concepts in the development of mathematical thinking in young children. Emphasis is on enhancing the classroom mathematics environment and exploring instructional strategies that support all children's development. Practical application of theory and principles is grounded in the design and implementation of a mathematical unit consistent with Singapore Math and Math in the City adopted by Olivet Academy, a 15 hour required field experience component of the course. The goal of the course is to develop children's mathematical thinking so that children are math-attuned, adept, and enthusiastic for life.

**ECCE522 Enriching Literacy Development through Information Texts, K through Grade 6 (5)**

Prerequisite: ECCE 512

Co-Requisites: ECCE 520 and ECCE 521

Study of theories and principles of content area literacy learning, assessment, and instruction at the Early Childhood and Childhood levels. Emphasis is on enhancing the classroom literacy environment and exploring instructional strategies that support all children's development in the content areas consistent with the Reading and Writing workshop approach adopted by Olivet Academy. The New York state requirement for 3 of 6 credit hours in literacy instruction is met by this course as well as demonstrated knowledge and application of ELA standards. Practical application of theory and principles is grounded in the assessment of three learners and the design of a subject matter thematic unit emphasizing informational texts, a 15 hour required field experience component of the course. The goal of the course is make content area literacy learning developmentally appropriate and engaging so that children become non-fiction readers and writers for life.

**ECCE530 Differentiating Instruction for Developmental Variations, Pre-k through Grade 6 (4)**

Prerequisites: ECCE 520, ECCE 521 and ECCE 522

Co-Requisites: ECCE 531, ECCE 532

Means for understanding educational, social, cultural, linguistic and developmental implications of disability from diverse and historical points of view and the needs of learners with disabilities. Course includes categories of disabilities, identification and remediation, and effective practice for planning and designing instruction. Practical application of theory and principles is grounded in the assessment of learners with special needs and embedding appropriate differentiation strategies into unit plans, a 15 hour required field experience component of the course. The goal of the course is to ensure that all teachers can teach to all children with an emphasis on developmental expectations, educational progress and effective interventions so that they become life-long learners.

**ECCE531 Facilitating Language Acquisition and learning, Birth through Grade 6 (4)**

Prerequisites: ECCE 520, ECCE 521 and ECCE 522

Co-Requisites: ECCE 530 and ECCE 532

Foundational approaches and techniques for the differentiation of instruction for culturally and linguistically diverse students from the perspective of second language acquisition research. Emphasis is on enhancing the classroom environment and exploring instructional strategies that support all children's development in all content areas and modalities. Practical application of theory and principles is grounded in the assessment of CLD learners and embedding appropriate differentiation strategies into unit plans, a 15 hour required field experience component of the course. The goal of the course is to ensure that all teachers can teach to all children

so that they meet College- and Career-ready standards.

### **ECCE532 Partnering with Families and Communities, Birth through Grade 6 (5)**

Prerequisites: ECCE 520, ECCE 521 and ECCE 522

Co-Requisites: ECCE 530 and ECCE 531

The dual focus emphasis in this course opens the doors to families and communities as school partners and as settings for social studies curriculum and experiences in constructivist classrooms. Communicating with families, building relationships, and accessing resources through and with families and communities underpins the approach to learning about the world, its people and each other. Practical application of theory and principles is grounded in the development of a family communication plan to contextualize a set of community-based, social studies learning experiences, a 15 hour required field experience component of the course and the culminating thesis project of the MAT program. The goal of the course is to ensure that all teachers can teach to social studies standards in an authentic way to develop the social scientists of tomorrow.

## **Graduation and Employment Rates**

The graduation and employment rates for the Master of Arts in Teaching (Early Childhood / Childhood Education) will not be available until the program produces its first graduates.

## **Faculty**

## **Master of Business Administration**

The OBS Master of Business Administration program is a 1-1/2 to 2 year graduate degree program that trains students as professional leaders in the field of business with a solid biblical foundation. The program provides students with the academic and practical training necessary for them to become competent and influential individuals in the field of business.

Students interested in taking Olivet's M.B.A. program online can do so only at Olivet University International's eCampus. The OUI Catalog applies. [Link to OUI website.](#)

## **Program Goals**

In the context of Olivet University's mission, completion of the Master of Business Administration program will enable students to:

1. Understand the core concepts of business including financial, legal, management, and be able to apply these concepts in a business context.
2. Have the ability to analyze the business environment, including research, finding market opportunities, developing strategies, and solving business problems.
3. Develop the ability to interact with a of people, in the context of organizational leadership to cross-cultural business development.
4. Have the ability to consider business in the context of stakeholder value maximization (economic and non-economic), which includes ethical considerations, including in relationship to Christian values.

5. Develop the ability to create new business ventures utilizing various available resources within the context of a “Business as Mission” mindset.
6. Articulate and defend the relationship between business skills and techniques with the Christian faith.

## Graduation Requirements

Graduate students at Olivet University must fulfill the following Master's degree requirements for graduation:

1. Demonstrate proficiency in Bible knowledge with a passing score on the written comprehensive examination in the area of Bible knowledge or required coursework (THEO200 and THEO210) in Bible and theology.
2. Pass a total of 56 quarter hours: 48 quarter hours of professional studies, and at least 8 quarter hours of open electives.
3. Maintain a 3.00 (B grade point average) in all Olivet University work.
4. Receive a passing mark for all Christian Service and Chapel requirements.
5. Satisfactorily complete the capstone project final paper.
6. Complete all degree requirements within the 5-year time limit.
7. Satisfy all financial responsibilities to the university.

Students are subject to the Master of Business Administration degree requirements of the Catalog of the year in which they entered.

## Time Limits

The Master of Business Administration degree is normally fulfilled in two (2) years of study. Except under extenuating circumstances, all requirements for the degree must be completed within four (4) years of the date of enrollment. Students who have not completed the requirements within the four-year period must petition for extension every term, up to a maximum of five (5) years from the date of enrollment, to remain in the program.

## Curriculum

### 1. Prerequisite Courses

- MATH100 Calculus 1 (5 units)
- MATH230 Probability & Statistics (4 units)

Note: These two courses do not count towards degree requirements and are required of all students who have not taken at least 6 semester units of university level math courses before entering Olivet University.

### 2. Core Courses (36 Units)

Students are required to take the following 9 core courses of 36 units listed below:

- FINC500 Finance I (4 units)
- FINC510 Finance II (4 units)

- MGMT550 Applied Business Research (4 units)
- ECON600 Macroeconomics in the Global Economy (4 units)
- ECON610 Microeconomic Analysis (4 units)
- MKTG610 Operations Management (4 units)
- MGMT650 Human Resource Management (4 units)
- MGMT720 Business Law (4 units)
- MGMT800 Business Capstone Project (4 units)

Notes: The Business Capstone Project course (MGMT800) is a culminating experience and project development course where the student is required to develop a comprehensive business plan and present it to faculty supervisors. This course is only for the students in the last quarter to take.

### **3. Practical and Applied Learning (16 Units)**

Students are required to enroll the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- MKTG600 Marketing Management (4 units)
- LEAD700 Leadership (4 units)
- MGMT710 Business Strategy (4 units)
- BSPT501-601 Business Practical Training I-IV (1 unit each)

### **4. Elective Courses (4 Units)**

Students are required to complete 4 units worth of elective courses. Current available elective courses are listed below:

- MINS640 Business as Mission (4 units)
- MKTG650 Digital Marketing and Electronic Commerce (4 units)
- MGMT600 Entrepreneurship (4 units)
- PRAC501 Business Practicum (4 units)

### **5. General Ministry Skills (0 Units)**

The M.B.A. students are required to pass 2 quarters of PRAC020 Graduate Christian Service and 3 quarters of PRAC021 Graduate Chapel. Please refer to the Christian Service Program Handbook for more detailed information.

## Course Descriptions

### *M.B.A. Required Courses*

#### **ECON600 Macroeconomics in the Global Economy (4)**

This study of macroeconomics considers the worldwide economic environment within which businesses operate. Topics covered include the gross domestic product, unemployment, investment, interest rates, the supply of money, inflation, exchange rates, international trade, business cycles, and fiscal and monetary policy.

#### **ECON610 Microeconomic Analysis (4)**

Studies about microeconomic analysis and policy under mixed capitalism. Topics covered include the economic environment and institutions, markets, consumer choice, production and resource allocation.

#### **FINC500 Finance I (4)**

Studies include financial management of the firm, including capital budgets, working capital analysis, and financing policy.

#### **FINC510 Finance II (4)**

Students learn how to apply quantitative analysis to financial problems of the firm that are important to practice, including issues related to financing and investment.

#### **LEAD700 Leadership (4)**

Course covering the history, art, science and practice of leadership in organizational setting. Topics include leadership history, change, visioning, coaching followership and socio-technical concerns.

#### **MGMT550 Applied Business Research (4)**

A course to investigate the techniques of the research process as applied to business and economics. Experience is gained in defining research problems, designing a research project, and in collecting, analyzing, recording, and interpreting data. Also, an analysis of pertinent research literature in business and economics is conducted.

#### **MGMT610 Operations Management (4)**

Course covering processes that transform inputs into finished goods and services, process improvement, total quality management, product and process development, supply chain management, and the relation of operations strategy to product and service design and to business strategy.

#### **MGMT650 Human Resource Management (4)**

The course explores the primary role of human resource professionals to effectively, systematically and strategically manage today's organizations. Key points can be human resource recruitment, selection, development, appraisal, retention, compensation, reward and performance system, training and development system, and equal employment opportunity.

#### **MGMT710 Business Strategy (4)**

Course focused on analyzing and diagnosing business problems as well as developing and implementing effective strategic solutions.

**MGMT720 Business Law (4)**

This course explores the legal environment in which businesses operate and studies the interaction between business and the legal system. Students examine various areas of the law which are integral to operating a business enterprise. Topics include contracts, torts, agency, Uniform Commercial Code, ethical and criminal implications of business actions, property laws, and the legal aspects of different business entities.

**MKTG600 Marketing Management (4)**

Course exploring marketing opportunities through product development, pricing strategies, customer communications and channel management.

**MGMT800 Capstone Project (4)**

The capstone project will allow the students to bring out the skills and knowledge that they have undertaken from the previous courses to achieve MBA degree. The students are expected to submit a comprehensive work, make a business plan, proposal (for project, process, program, etc.), or any other similar work approved by the faculty mentor of this course. Additionally, the students do need to give a presentation defense. The business plan can be the strategic efforts for some current companies or the project to launch a new business venture.

*Business School Elective Courses*

**MINS640 Business as Mission (4)**

This course examines the emergent role of business in Christian missions. Themes covered include: 1) the theology of business as missions; 2) practical issues concerning the use of business as a vehicle for cross-cultural missions, and 3) specific for-profit business models and case studies. By the end of the course the student will have a better understanding of the opportunities and challenges associated with integrating business and missions.

**MGMT600 Entrepreneurship (4)**

This course is offered for students who are involved in the process of creating and developing new products or services within organizations or who plan to start their own business. This integrative course directly addresses these problems and develops the fundamental business skills necessary to identify, evaluate, develop and exploit business opportunities.

**MKTG650 Digital Marketing and Electronic Commerce (4)**

In this experiential learning class students and their business team members will create an online retail strategy and working internet commerce site -including positioning your retail brand against target consumers, choosing category assortment, negotiating certain terms with vendors, setting prices and promotions, managing inventories, developing messaging and advertising, factoring in competition, and constructing a viable online business model.

**PRAC510 Business Practicum I (4)**

MBA students participate in supervised internship in the companies or non-profit organizations approved by OBS. Interns must have a total 120 hours of site contact hours to receive 4 quarter units. Emphasis is placed on the development of practical business skills

with the integration of Biblical values and ethics in the business world.

MBA students are allowed to take Ministry Practicum up to two quarters. The students could register MPB700 Ministry Practicum II to continue their Ministry Practice experience after getting approval from the faculty mentor of the Ministry Program.

**PRAC501-803 Curricular Practical Experience 1-12 (1 each)**

The objective of this course is to provide students with an opportunity to gain work experience that will enhance and complement their academic learning. The course requirements are designed to provide a structure that will enable students to make connections between what they learn in the classroom and on the job, to apply Biblical principles to real life problems, to recognize the importance of self-discipline and service, to further develop analytical and interpersonal skills, and to practice business writing skills.

Weekly required interaction with faculty facilitates incorporation of on the job experiences into the learning process and challenges students to draw connections to courses in subjects across the curriculum.

This course requires concurrent employment in a qualifying position in the field of the program of at least 20 hours per week. The weekly faculty interaction will be provided at an evenings or weekend format in order to minimize scheduling conflicts.

*General Ministry Skills*

**PRAC020 Christian Service (0)**

Weekly involvement in ministry with satisfactory completion of student's self-evaluation form and supervisor's evaluation form as described in the course syllabus.

**PRAC021 Chapel (0)**

Chapel participation is required for the entire student community. Please refer to the appropriate section of the Student Handbook. Attendance will be recorded and a grade of pass or fail will be assigned. A passing grade in Chapel is mandatory for graduation.

## **Graduation and Employment Rates**

The graduation rate information is based on first year master's students who graduate within 2 years of starting their studies. The current rate for the Master of Business Administration program is 74%. The rate does not include transfer students for whom the graduation rate is higher.

The current employment rate for the Master of Business Administration program is 100%. The data reflects post-graduation plans of June 28, 2017 graduates of the Master of Business Administration program whose status was confirmed as of nine months after graduation. Please also note that responses from graduates who reported working part time may not be reflected in this data.

## **Faculty**

**Lingyi Xiao**

Ph.D., Physics, Peking University, Beijing, China (2007)

B.S., Physics, Peking University, Beijing, China (2002)

**Tim Dupic**



D.B.A., Northwestern Polytechnic University, Fremont, CA (2013)  
M.Div., Trinity College of the Bible, Newburgh, IN (2004)  
M.B.A., University of South Dakota, Vermillion, SD (1980)  
B.S., Accounting, University of South Dakota, Vermillion, SD (1976)

**Lisa Tolliver**

Doctoral work in Social and Organizational Psychology, Columbia University, New York, NY (Present)  
M.B.A., Columbia University, Cambridge, MA (1990)  
A.B., Economics, Harvard University, Cambridge, MA (1982)

**Mark Li**

M.B.A., Kelley School of Business, Indiana University Bloomington, Bloomington, IL (2010)  
B.A., Theology, Olivet University, San Francisco, CA (2005)

**Linda Lim**

M.B.A., Kelley School of Business, Indiana University Bloomington, Bloomington, IL (2010)  
B.A., Accountancy, Nanyang Technology University, Singapore (1996)

**Carol Ann Jensen**

M.B.A., University of California-Los Angeles, Los Angeles, CA (1976)  
B.A., History (cum laude), University of California, Santa Barbara, CA (1973)

**Olisa Christian**

M.B.A., Computer Information Systems-Marketing, CUNY, Zicklin School of Business, New York City, NY (2009)  
B.S., Computer Information Systems, CUNY, Zicklin School of Business, New York City, NY (2006)

## **CHAPTER 5.3: JOINT DEGREE PROGRAMS**

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Joint Degree programs at Olivet University are collaborations between Olivet's various graduate schools to train individuals pursuing not only outstanding expertise in their particular fields of study, but conceive of their work as a field of ministry and service. The program joins core curricula of two graduate programs together into one track, where a student will first pursue one and then the other of the two degree programs ...

### **Master of Divinity / Master of Business Administration Joint Degree Program**

The Olivet University M.B.A. / M.Div. Joint Degree program trains business men, executives and founders of strongly mission and commission driven ventures, who understand their professional business career as an opportunity to minister in an untraditional way.

This joint degree program is designed for students pursuing a ministry career in business and equips them with credentialed academic degrees in business and in divinity. They are thus eligible for pastoral ordination, the professional doctorate in Ministry (D.Min.) as well as qualified to serve in management or entrepreneurial positions.

## Program Goals

The complete program goals for each of the degree programs apply as they can be found in the section for each degree above in the catalog. Additionally the internship courses specifically address the following Institutional Core Learning Outcomes:

es4:	Recognize the importance of self-discipline and service.
mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

## Graduation Requirements

Graduate students at Olivet University must fulfill the following degree requirements for graduation:

1. Pass a total of 148 quarter hours: 48 quarter hours of professional studies, and at least 8 quarter hours of open electives.
2. Maintain a 3.00 (B grade point average) in all Olivet University work.
3. Receive a passing mark for all Christian Service and Chapel requirements.
4. Demonstrate proficiency in Bible, theology and history knowledge with by completing the ABHE Bible Test J in the top 40th percentile of all nationwide participants;
5. Satisfactorily complete the business capstone project final paper.
6. Complete all degree requirements within the 7-year time limit.
7. Satisfy all financial responsibilities to the university.

Students are subject to the Master of Divinity and Master of Business Administration degree requirements of the Catalog of the year in which they entered.

## Time Limit

The M.Div. and M.B.A. or M.A. joint degrees are normally fulfilled in four (4) years of full-time study. Except under extenuating circumstances, all requirements for both degrees must be completed within six (6) years of the date of enrollment. Students who have not completed the requirements within the six-year period must apply to the Registrar's Office for an enrollment extension every term, up to a maximum of seven (7) years from the date of enrollment.

## Curriculum

The 4-year curriculum is essentially a combination of the Olivet M.B.A. and the M.Div core curricula with an overlap in the *Business as Missions*

and “Capstone” courses, which have been part of both curricula. The design of the M.Div. and M.B.A. degrees requires half-time or full-time employment from all students throughout both programs. The programs are offered in an mornings-only/weekend format to maximize the integration of essential curricular studies and theory with practical application and professional reflection.

Please refer to the M.Div. and M.B.A. chapter in this catalog for applicable course and faculty lists.

### **1. Master of Divinity Core Curriculum (96 Units Total, 8 Units Shared)**

Students are required to take the following M.Div. required courses. Please refer to the Master of Divinity chapter of this catalog for a detailed course list:

1. Biblical & Biblical Languages Studies Requirement (28 units)
2. Theological & Historical Studies Requirement (44 units)
3. Ministry Studies Requirement (24 units)
4. Shared courses from the list above: (8 units)
  - MINS600 Mission and Discipleship (4 units)\*
  - MINS640 Business as Mission (4 units)\*\*

*Notes:*

\* *This course requirement can be fulfilled by MGMT800 Business Capstone as well. The Mission & Discipleship project course (MINS600) is a culminating experience and project development course where the student is required to develop a comprehensive ministry / mission plan and present it to faculty supervisors. This course is only for the students in the last year to take.*

\*\* *This course requirement can be fulfilled by LEAD700 Leadership as well.*

### **2. Master of Business Administration Core Curriculum (48 Units Total, 8 Units Shared)**

Students are required to take following business administration course requirements:

1. FINC500 Finance I (4 units)
2. FINC510 Finance II (4 units)
3. MGMT550 Applied Business Research (4 units)
4. ECON600 Macroeconomics in the Global Economy (4 units)
5. ECON610 Microeconomic Analysis (4 units)
6. MKTG600 Marketing Management (4 units)
7. MKTG610 Operations Management (4 units)
8. MGMT650 Human Resource Management (4 units)
9. LEAD700 Leadership (4 units)^
10. MGMT710 Business Strategy (4 units)
11. MGMT720 Business Law (4 units)
12. MGMT800 Business Capstone Project (4 units)^^

Notes:

<sup>^</sup> This course requirement can be fulfilled by MINS640 Business as Missions as well.

<sup>^^</sup> This course requirement can be fulfilled by MINS600 Mission and Discipleship as well. The Business Capstone Project course (MGMT800) is a culminating experience and project development course where the student is required to develop a comprehensive business plan and present it to faculty supervisors. This course is only for the students in the last quarter to take.

### **3. Internship Requirement (12 Units)**

Students are required to enroll the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- PRAC501-803 Curricular Practical Experience 1-12\* (1 unit each)

\* Students taking a higher quarterly course load than required by the program will need to register this course during the summer session(s) as well to ensure completing 12 quarters of internship by the time of graduation.

### **4. General Ministry Skills (0 Units)**

The M.Div. / M.B.A. onsite students are required to pass 4 quarters of PRAC020 Graduate Christian Service and PRAC021 Graduate Chapel every term that they are enrolled. Please refer to the Christian Service Program Handbook for more detailed information.

## **Graduation and Employment Rates**

Students completing the M.Div. and M.B.A. within the joint degree program at Olivet University do not enroll in an independent academic program. They enroll in the Master of Divinity and Master of Business Administration programs consecutively and are awarded the respective degrees upon fulfilling the graduation requirements of each degree. Graduation and employment rates are therefore properly included in each individual degree program. Please refer to the respective chapters above in this catalog.

## **Master of Divinity / Master of Arts in Music Joint Degree Program**

The Olivet University M.A. Music / M.Div. Joint Degree program trains business men, executives and founders of strongly mission and commission driven ventures, who understand their professional business career as an opportunity to minister in an untraditional way.

This joint degree program is designed for students pursuing a ministry career in business and equips them with credentialed academic degrees in business and in divinity. They are thus eligible for pastoral ordination, the professional doctorate in Ministry (D.Min.) as well as qualified to serve in management or entrepreneurial positions.

## **Program Goals**

The complete program goals for each of the degree programs apply as they can be found in the section for each degree above in the catalog. Additionally the internship courses specifically address the following Institutional Core Learning Outcomes:

es4:	Recognize the importance of self-discipline and service.
mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

## Graduation Requirements

Graduate students at Olivet University must fulfill the following degree requirements for graduation:

1. Pass a total of 148 quarter hours: 96 quarter hours of Master of Divinity required courses, 40 quarter hours of music core courses, and 12 quarter hours of internship requirements.
2. Maintain a 3.00 (B grade point average) in all Olivet University work.
3. Receive a passing mark for all Christian Service and Chapel requirements.
4. Satisfactorily complete the major performance requirements.
5. Complete all degree requirements within the 7-year time limit.
6. Satisfy all financial responsibilities to the university.

Students are subject to the Master of Divinity and Master of Arts in Music degree requirements of the Catalog of the year in which they entered.

## Time Limit

The M.Div. and M.B.A. or M.A. joint degrees are normally fulfilled in four (4) years of full-time study. Except under extenuating circumstances, all requirements for both degrees must be completed within six (6) years of the date of enrollment. Students who have not completed the requirements within the six-year period must apply to the Registrar's Office for an enrollment extension every term, up to a maximum of seven (7) years from the date of enrollment.

## Curriculum

The 4-year curriculum is essentially a combination of the M.Div and the M.A. Music core curricula. The design of the M.Div. and M.A. Music degrees requires half-time or full-time service in ministry from all students throughout both programs.

Please refer to the M.Div. and M.A. Music chapter in this catalog for applicable course and faculty lists.

### 1. Master of Divinity Core Curriculum (96 Units Total)

Students are required to take the following M.Div. required courses. Please refer to the Master of Divinity chapter of this catalog for a detailed course list:

1. Biblical & Biblical Languages Studies Requirement (28 units)
2. Theological & Historical Studies Requirement (44 units)
3. Ministry Studies Requirement (24 units)

## **2. Master of Arts in Music Core Curriculum (40 Units)**

### ***Professional Studies Requirement***

Students must complete seven seminar courses (28 units):

- MUSC500 Music History (4 units)
- MUSC510 Graduate Theory Review (4 units)
- MUTH500 Worship Studies (4 units)
- MUTH510 Graduate Worship Leadership (4 units)
- MUTH520 Contemporary Praise & Worship Songs (4 units)
- MUTH600 Graduate Worship Technology (4 units)
- MUTH610 The Hymn in Christian Worship (4 units)

### ***Major Performance Requirement***

Students must complete a three-course sequence below (12 units):

- MUPR710 Performance Program I (4 units)
- MUPR720 Performance Program II (4 units)
- MUPR730 Performance Program III (4 units)
- MUPR740 Concert Leadership I (4 units)
- MUPR750 Concert Leadership II (4 units)
- MUPR760 Concert Leadership III (4 units)

## **3. Internship Requirement (12 Units)**

Students are required to enroll the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- PRAC501-803 Curricular Practical Experience 1-12\* (1 unit each)

*\* Students taking a higher quarterly course load than required by the program will need to register this course during the summer session(s) as well to ensure completing 12 quarters of internship by the time of graduation.*

#### 4. General Ministry Skills (0 Units)

The M.Div. / M.A. onsite students are required to pass 4 quarters of PRAC020 Graduate Christian Service, and PRAC021 Graduate Chapel every term that they are enrolled. Please refer to the Christian Service and Chapel Handbook for more detailed information.

### Graduation and Employment Rates

Students completing the M.Div. and a M.A. within the joint degree program at Olivet University do not enroll in an independent academic program. They enroll in the Master of Divinity and Master of Arts programs in their field of study consecutively and are awarded the respective degrees upon fulfilling the graduation requirements of each degree. Graduation and employment rates are therefore properly included in each individual degree program. Please refer to the respective chapters above in this catalog.

### Master of Divinity / Master of Arts in Journalism Joint Degree Program

The Olivet University M.A. Journalism / M.Div. Joint Degree program is a special opportunity for Christians who are called to serve in the media and communications field. Its goal is to equip students with professional journalism skills and strong theological background in order to communicate the message of God effectively with the world. It offers diverse career paths for graduates to serve within the church in pastoral role or in media organizations as journalism professionals.

#### Program Goals

The complete program goals for each of the degree programs apply as they can be found in the section for each degree above in the catalog. Additionally the internship courses specifically address the following Institutional Core Learning Outcomes:

es4:	Recognize the importance of self-discipline and service.
mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

## Graduation Requirements

Graduate students at Olivet University must fulfill the following degree requirements for graduation:

1. Pass a total of 148 quarter hours: 48 quarter hours of professional studies, and at least 8 quarter hours of open electives.
2. Maintain a 3.00 (B grade point average) in all Olivet University work.
3. Receive a passing mark for all Christian Service and Chapel requirements.
4. Demonstrate proficiency in Bible, theology and history knowledge with by completing the ABHE Bible Test J in the top 40th percentile of all nationwide participants;
5. Satisfactorily complete the business capstone project final paper.
6. Complete all degree requirements within the 7-year time limit.
7. Satisfy all financial responsibilities to the university.

Students are subject to the Master of Divinity and Master of Business Administration degree requirements of the Catalog of the year in which they entered.

## Time Limit

The M.Div. and M.B.A. or M.A. joint degrees are normally fulfilled in four (4) years of full-time study. Except under extenuating circumstances, all requirements for both degrees must be completed within six (6) years of the date of enrollment. Students who have not completed the requirements within the six-year period must apply to the Registrar's Office for an enrollment extension every term, up to a maximum of seven (7) years from the date of enrollment.

## Curriculum

The 4-year curriculum is essentially a combination of the Olivet M.A. Journalism and the M.Div. core curricula with an overlap in the elective and capstone courses, which have been part of both curricula. The design of the M.Div. and M.A. degrees requires half-time or full-time employment from all students throughout both programs. The programs are offered in an mornings-only/weekend format to maximize the integration of essential curricular studies and theory with practical application and professional reflection.

Please refer to the M.Div. and M.A. Journalism chapters in this catalog for applicable course and faculty lists.

### 1. Master of Divinity Core Curriculum (96 Units Total, 8 Units Shared)

Students are required to take the following M.Div. required courses. Please refer to the Master of Divinity chapter of this catalog for a detailed course list:

1. Biblical & Biblical Languages Studies Requirement (28 units)
2. Theological & Historical Studies Requirement (44 units)
3. Ministry Studies Requirement (24 units)
4. Shared courses from the list above: (8 units)



- MINS600 Mission and Discipleship (4 units)\*

*Notes:*

*\* This course requirement can be fulfilled by JOUR690 Journalism Capstone as well. The Mission & Discipleship project course (MINS600) is a culminating experience and project development course where the student is required to develop a comprehensive ministry / mission plan and present it to faculty supervisors. When pursuing a joint degree in divinity and journalism, the project has to be in the field of Christian media and communications. This course is only for the students in the last year to take.*

**2. Master of Arts in Journalism Core Curriculum (44 Units Total, 4 Units Shared)**

Students are required to take following journalism course requirements:

***Journalism Core (16 Units)***

- JOUR500 News Writing and Reporting (4)
- JOUR510 Editing and News Judgment (4)
- JOUR520 Media Law and Ethics (4)
- JOUR530 Media and Society (4)

***Skills (20 Units)***

- JOUR609 Advanced Writing and Reporting (4)
- JOUR610 Newsroom Management (4)
- JOUR601 Multimedia Journalism (4)
- JOUR540 Audio and Video Production (4)
- JOUR603 Feature Writing (4)

***Journalism Elective (4 Units)***

- 4 additional graduate units from the Olivet School of Media and Communication catalog

***Capstone (4 Units)***

- JOUR690 Journalism Capstone (4)^

Notes:

*^ This course requirement can be fulfilled by MINS600 Mission and Discipleship as well. The Journalism Capstone Project course (JOUR690) is a culminating experience and project development course where the student is required to develop a comprehensive ministry / mission plan and present it to faculty supervisors. When pursuing a joint degree in divinity and journalism, the project has to be in the field of Christian media and communications. This course is only for the students in the last year to take.*

### **3. Internship Requirement (12 Units)**

Students are required to enroll the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- PRAC501-803 Curricular Practical Experience 1-12\* (1 unit each)

*\* Students taking a higher quarterly course load than required by the program will need to register this course during the summer session(s) as well to ensure completing 12 quarters of internship by the time of graduation.*

### **4. General Ministry Skills (0 Units)**

The M.Div. / M.A. onsite students are required to pass 4 quarters of PRAC020 Graduate Christian Service and PRAC021 Graduate Chapel every term that they are enrolled. Please refer to the Christian Service Program Handbook for more detailed information.

## **Graduation and Employment Rates**

Students completing the M.Div. and a M.A. within the joint degree program at Olivet University do not enroll in an independent academic program. They enroll in the Master of Divinity and Master of Arts programs in their field of study consecutively and are awarded the respective degrees upon fulfilling the graduation requirements of each degree. Graduation and employment rates are therefore properly included in each individual degree program. Please refer to the respective chapters above in this catalog.

## **Master of Divinity / Master of Arts in Graphic Design Joint Degree Program**

The Olivet University OSAD. / M.Div. Joint Degree program trains visual communicated men, executives and founders of strongly mission and commission driven ventures, who understand their professional Design skills as an opportunity to minister in an untraditional way.

This joint degree program is designed for students pursuing a ministry skills in graphic design and equips them with credentialed academic degrees in Graphic design and in divinity. They are thus eligible for pastoral ordination, the professional doctorate in Ministry (D.Min.) as well as qualified to serve in management or entrepreneurial positions.

## **Program Goals**

The complete program goals for each of the degree programs apply as they can be found in the section for each degree above in the catalog. Additionally the internship courses specifically address the following Institutional Core Learning Outcomes:

es4:	Recognize the importance of self-discipline and service.
mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

## Graduation Requirements

Graduate students at Olivet University must fulfill the following degree requirements for graduation:

1. Pass a total of 146 quarter hours: 46 quarter hours of professional studies, and at least 8 quarter hours of open electives.
2. Maintain a 3.00 (B grade point average) in all Olivet University work.
3. Receive a passing mark for all Christian Service and Chapel requirements.
4. Demonstrate proficiency in Bible, theology and history knowledge with by completing the ABHE Bible Test J in the top 40th percentile of all nationwide participants;
5. Satisfactorily complete the business capstone project final paper.
6. Complete all degree requirements within the 7-year time limit.
7. Satisfy all financial responsibilities to the university.

Students are subject to the Master of Divinity and Master of Art and Design School degree requirements of the Catalog of the year in which they entered.

## Time Limit

The M.Div. and M.B.A. or M.A. joint degrees are normally fulfilled in four (4) years of full-time study. Except under extenuating circumstances, all requirements for both degrees must be completed within six (6) years of the date of enrollment. Students who have not completed the requirements within the six-year period must apply to the Registrar's Office for an enrollment extension every term, up to a maximum of seven (7) years from the date of enrollment.

## Curriculum

The 4-year curriculum is essentially a combination of the Olivet MAGD. and the M.Div core curricula with an overlap in the Graphic *Design as Missions* and “Conerstone” courses, which have been part of both curricula. The design of the M.Div. and MAGD degrees requires half-time or full-time employment from all students throughout both programs. The programs are offered in an mornings-only/weekend format to maximize the integration of essential curricular studies and theory with practical application and professional reflection.

Please refer to the M.Div. and MAGD. chapter in this catalog for applicable course and faculty lists.

### **1. Master of Divinity Core Curriculum (96 Units Total, 8 Units Shared)**

Students are required to take the following M.Div. required courses. Please refer to the Master of Divinity chapter of this catalog for a detailed course list:

1. Biblical & Biblical Languages Studies Requirement (28 units)
2. Theological & Historical Studies Requirement (44 units)
3. Ministry Studies Requirement (24 units)
4. Shared courses from the list above: (8 units)
  - MPG511 *Graphic Design as Missions* (4 units)\*
  - MPG561 *Mission and Discipleship* (4 units)\*\*

*Notes:*

\* *This course requirement can be fulfilled by MGMT800 Business Capstone as well. The Mission & Discipleship project course (MINS600) is a culminating experience and project development course where the student is required to develop a comprehensive ministry / mission plan and present it to faculty supervisors. This course is only for the students in the last year to take.*

\*\* *This course requirement can be fulfilled by LEAD700 Leadership as well.*

### **2. Master of Business Administration Core Curriculum (46 Units Total)**

Students are required to take following business administration course requirements:

1. GDES500 History of Graphic Design (4 units)
2. GDES510 Making Idea Visible (4 units)
3. GDES530 Digital Design Studio (4 units) Equivalencies - GDES520 Advanced Digital Imaging
4. GDES600 Advanced Typography I (4 units)
5. GDES690 Final Design Project Research (4 units)
6. GDES791 Final Design Project (2 units)
7. GDES620 Advanced Visual Design (4 units)
8. GDES650 Advanced Interaction & Usability (4 units)
9. GDES670 Advanced Branding and Identity (4 units)
10. GDES680 Graphic Arts Seminar I (4 units)
11. GDES710 Advanced Typography II (4 units)
12. GDES780 Graphic Arts Seminar II (4 units)

Notes:

<sup>^</sup> This course requirement can be fulfilled by MPG 511 Graphic Design as Missions as well.

<sup>^^</sup> This course requirement can be fulfilled by MPG 561 Mission and Discipleship as well.

### 3. Internship Requirement (8 Units)

Students are required to enroll the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- MPG 501,502,503,504 Ministry Practicum in Graphic design (1 unit)
- MPG 551,552,553,554 Ministry Practicum in Graphic design (1 unit)

*\* Students taking a higher quarterly course load than required by the program will need to register this course during the summer session(s) as well to ensure completing 12 quarters of internship by the time of graduation.*

### 4. General Ministry Skills (0 Units)

The M.Div. / MAGD. onsite students are required to pass 4 quarters of PRAC020 Graduate Christian Service and PRAC021 Graduate Chapel every term that they are enrolled. Please refer to the Christian Service Program Handbook for more detailed information.

## Graduation and Employment Rates

Students completing the M.Div. and a M.A. within the joint degree program at Olivet University do not enroll in an independent academic program. They enroll in the Master of Divinity and Master of Arts programs in their field of study consecutively and are awarded the respective degrees upon fulfilling the graduation requirements of each degree. Graduation and employment rates are therefore properly included in each individual degree program. Please refer to the respective chapters above in this catalog.

## Master of Divinity / Master of Arts in Translation and Interpretation Joint Degree Program

The Olivet University M.A. Translation and Interpretation / M.Div. Joint Degree program trains intercultural communicators for the mission field. Combining language mastery with pastoral training enables them to interact more directly with their foreign missions field and culture.

This joint degree program is designed for students pursuing a ministry career as intercultural communicators of the Gospel and equips them with credentialed academic degrees in translation & interpretation and in divinity. They are thus eligible for pastoral ordination, the professional doctorate in Ministry (D.Min.) as well as qualified to serve in language professional positions.

## Program Goals

The complete program goals for each of the degree programs apply as they can be found in the section for each degree above in the catalog. Additionally the internship courses specifically address the following Institutional Core Learning Outcomes:

es4:	Recognize the importance of self-discipline and service.
mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

## Graduation Requirements

Graduate students at Olivet University must fulfill the following degree requirements for graduation:

1. Pass a total of 140 quarter hours: 96 quarter hours of Master of Divinity core curriculum, 44 quarter hours of M.A. Translation and Interpretation core curriculum, and 12 quarter hours of professional internships.\*
2. Maintain a 3.00 (B grade point average) in all Olivet University work.
3. Receive a passing mark for all Christian Service and Chapel requirements.
4. Satisfactorily complete the business capstone project.
5. Complete all degree requirements within the 7-year time limit.
6. Satisfy all financial responsibilities to the university.

\* 12 quarter hours of the core curricula overlap resulting in a total of 140 quarter hours instead of 152.

Students are subject to the Master of Divinity and Master of Arts in Translation and Interpretation degree requirements of the Catalog of the year in which they entered.

## Time Limit

The M.Div. and M.B.A. or M.A. joint degrees are normally fulfilled in four (4) years of full-time study. Except under extenuating circumstances, all requirements for both degrees must be completed within six (6) years of the date of enrollment. Students who have not completed the requirements within the six-year period must apply to the Registrar's Office for an enrollment extension every term, up to a maximum of seven (7) years from the date of enrollment.

## Curriculum

The 4-year curriculum is essentially a combination of the Olivet M.A. in Translation and Interpretation and the M.Div core curricula with an overlap in the *Theology Requirement of the M.A.TI* and the “Capstone” courses, which have been part of both curricula. The design of the M.Div. and M.A. in Translation and Interpretation degrees requires half-time or full-time employment from all students throughout both programs. The programs are offered in an mornings-only/weekend format to maximize the integration of

essential curricular studies and theory with practical application and professional reflection.

Please refer to the M.Div. and M.A.TI chapters in this catalog for applicable course and faculty lists.

### **1. Master of Divinity Core Curriculum (96 Units Total, 12 Units Shared)**

Students are required to take the following M.Div. required courses. Please refer to the Master of Divinity chapter of this catalog for a detailed course list:

1. Biblical & Biblical Languages Studies Requirement (28 units)
2. Theological & Historical Studies Requirement (44 units)
3. Ministry Studies Requirement (24 units)
  - MINS624, MINS625 fulfill M.A.TI program requirements
4. Shared courses from the list above: (8 units)
  - MINS600 Mission and Discipleship (4 units)\*

*Notes:*

*\* This course requirement can be fulfilled by TRIP680 T&I Capstone Project as well. The Mission & Discipleship project course (MINS600) is a culminating experience and project development course where the student is required to develop a comprehensive ministry / mission project and present it to faculty supervisors. This course is only for the students in the last year to take.*

### **2. Master of Arts in Translation and Interpretation Core Curriculum (44 Units Total, 12 Units Shared)**

Students are required to take following translation and interpretation course requirements:

1. TRIP500 Introduction to Translation & Interpretation (4 units)
2. TRIP510 Fundamentals of Translation (4 units)
3. TRIP520 Fundamentals of Interpretation (4 units)
4. TRIP533 Intermediate Translation (4 units)
5. TRIP534 Intermediate Consecutive Interpreting (4 units)
6. TRIP540 Terminology Management & Research (4 units)
7. TRIP551 Advanced Translation (4 units)
8. TRIP611 Advanced Consecutive Interpreting (4 units)
9. TRIP680 T&I Capstone Project (4 units)+
10. MINS624 Teaching the Transforming Word I (4 units)++
11. MINS625 Teaching the Transforming Word II (4 units)++

*Notes:*

*+ This course requirement can be fulfilled by MINS600 Mission and Discipleship as well. The T&I Capstone Project course (TRIP680) is a culminating experience and project development course where the student is required to develop a summative multilingual translation or interpretation project and present it to faculty supervisors. This course is only for the students in the last*

quarter to take.

++ *These courses are a shared requirement with the M.Div. core curriculum. The optional substitution of these courses with BIBL520 and BIBL521 permitted in the stand-alone M.A.TI program is not permitted for the joint degree option.*

### **3. Internship Requirement (12 Units)**

Students are required to enroll the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- PRAC501-803 Curricular Practical Experience 1-12\* (1 unit each)

*\* Students taking a higher quarterly course load than required by the program will need to register this course during the summer session(s) as well to ensure completing 12 quarters of internship by the time of graduation.*

### **4. General Ministry Skills (0 Units)**

The M.Div. / M.A. onsite students are required to pass 4 quarters of PRAC020 Graduate Christian Service and PRAC021 Graduate Chapel every term that they are enrolled. Please refer to the Christian Service Program Handbook for more detailed information.

## **Graduation and Employment Rates**

Students completing the M.Div. and a M.A. within the joint degree program at Olivet University do not enroll in an independent academic program. They enroll in the Master of Divinity and Master of Arts programs in their field of study consecutively and are awarded the respective degrees upon fulfilling the graduation requirements of each degree. Graduation and employment rates are therefore properly included in each individual degree program. Please refer to the respective chapters above in this catalog.

# **CHAPTER 6: ADVANCED GRADUATE DEGREE PROGRAMS**

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## **Master of Theology**

The Master of Theology (Th.M.) is an extension program of the Master of Divinity (M.Div.) program, designed to equip the students with scholarly competency and professional teaching skills in one field of biblical, historical, or theological studies. This degree requires a minimum of eighteen (18) months of full-time study, or may be completed over a longer period, up to a maximum of three (3) years without special permission from the director.

## **Additional Admission Requirements**



Additional admission requirements apply according to the chosen field of study:

**Biblical Studies:**

- Old Testament: pass Biblical Hebrew Language Advanced Proficiency Test\*
- New Testament: pass Biblical Greek Language Advanced Proficiency Test\*

**Practical Theology:**

- Preaching: proof of extensive preaching experience OR pass Comprehensive Preaching Examination\*\*
- Pastoral Care: provide additional reference
- Education: provide additional reference

\* Upon decision within the faculty of the respective department a failed language proficiency test in a Biblical language can result in a conditional admission to the program. The passing of the test then becomes part of the students graduation requirements and further attempts can only be granted after eight (8) units of relevant language classes have been taken. The first eight (8) additional units in these languages can be counted towards the Elective Courses graduation requirements, but not towards the Major Courses graduation requirements. If more than eight (8) units are required to pass, these cannot be counted towards the graduation requirements anymore.

\*\* Failed Comprehensive Preaching Examinations result in a recommendation for improvement towards the candidate and can be rescheduled at the discretion of the department faculty.

## **Program Goals**

In the context of Olivet University's mission, completion of the Master of Theology program will enable students to:

### **Spiritual and Personal**

- Mature in Christ-like attitude through affirmative engagement with his Word in a context of Christian community

### **Research and Teaching Skills**

- Identify and formulate a productive research problem.
- Independently conduct advanced academic research and writing in the chosen field.
- Understand and apply the major theories of learning and the essential components of teaching and assessment.
- Demonstrate a commitment to, and ability to carry out sound pedagogical practices of teaching in different settings.

### **Field Competence**

- Elucidate the major theories and approaches to inquiry and schools of practice in the field of study, articulate their sources, and illustrate both their applications and their relationships to allied fields of study.
- Assess the contributions of major figures and organizations in the field of study, apply its major methodologies and practices, and illustrate them.
- Articulate significant challenges involved in practicing the field of study, elucidate its leading edges, and explore the current limits of theory, knowledge and practice through a project that lies outside conventional boundaries.

## Graduation Requirements

In order to graduate with a Master of Theology degree from OTCS, the student must:

1. Pass a total of 44 quarter credits;
2. Maintain a GPA of 3.0 (B average) or above;
3. Meet all degree requirements within the 4-year time limit;
4. Complete Th.M. Thesis and Oral Defense;
5. Satisfy all financial responsibilities to the university;
6. Receive a passing mark for all Chapel requirements;
7. Comprehensive Examination in the field of study.

Students are subject to the Master of Theology degree requirements of the catalog of the year in which they entered.

## Time Limits

The Master of Theology degree is designed as a one to two years extension to the Master of Divinity program. Except under extenuating circumstances, all requirements for the degree must be completed within three (3) years of the date of enrollment. Students who have not completed the requirements within the three-year period must petition for extension every term, up to a maximum of four years from the date of enrollment, to remain in the program.

## Curriculum

Th.M. candidates select one of the following fields of study to concentrate on:

- Biblical Studies: (a) Old Testament, (b) New Testament
- History
- Theology
- Practical Theology: (a) Mission and Strategy, (b) Preaching, (c) Education, (d) Pastoral Care

Each candidate will be assigned an adviser. Candidates will arrange their individual programs of study in consultation with their advisers, and in accordance with the programs developed for their chosen areas of study.

### **Master of Theology Required Courses (16 Units)**

- RSCH650 Methods of Theological Research (4)
- RSCH651 Methods of Academic Teaching (4)
- RSCH700 Th.M. Thesis I (4)
- RSCH710 Th.M. Thesis II (4)

### **Master of Theology Major Courses (20 Units)**

Th.M. students are required to take 20 units of courses in their major field of study with course number 600 or higher.

### **Open Elective Courses (8 Units)**

Th.M. students are required to take 8 units of open electives with course number 600 or higher.

### **General Ministry Skills (0 Unit)**

The Th.M students are required to pass 3 quarters of PRAC021 Graduate Chapel\*. Please refer to the Christian Service Program Handbook for more detailed information.

\*Onsite students are required to pass PRAC021 every term that they are enrolled.

## **Course Descriptions**

Please refer to course descriptions under the M.Div section.

## **Graduation and Employment Rates**

The graduation rate information for Master of Theology is based on first year student who graduate within 18 months of starting their studies. The current graduate rate for the Th.M. program is 50%.

The current employment rate for the Th.M. program is 50%. The data reflects post-graduation plans of June 28, 2017 graduates of the Th.M. program whose status was confirmed as of nine months after graduation. Please also note that responses from graduates who reported working part time may not be reflected in this data.

## **Faculty**

Please refer to the faculty list under the M.Div section.

## CHAPTER 7: CERTIFICATE PROGRAMS

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### Certificate in English as a Second Language

The Certificate in English as a Second Language (ESL) Program upholds the Mission, Vision, Values, and Goals of Olivet University. The ESL Program contributes to the University's goal of equipping students with the practical skills to preach the Gospel effectively into and after the 'network generation.' Effective writing, speaking, and critical thinking skills are central to Olivet University's mission and the hallmark of an educated person. The program stresses all aspects of English: speaking, pronunciation, listening, reading, vocabulary, and writing.

### Program Goals

In the context of Olivet University's mission, completion of the ESL program will:

- Develop the student's ability to conduct complex research projects using English as their secondary language.
- Improve usage of verbal and auditory skills within an American college setting
- Enable students to function within the American culture to pursue further education in English.
- Point out areas for further development and refinement of English communication skills.

### Completion Requirements

Certificate in ESL students must fulfill the following completion requirements:

- Pass required quarter hours:
  - Beginner – 18 hours;
  - Intermediate – 18 hours;
  - Advanced – 18 hours.
- Receive a passing mark for Chapel requirements.
- Maintain a 3.00 (B grade point average) in all classes.
- Pass an ESL exit exam (OLSPT) meeting the following requirements:

- A minimum total OLSPT score of 75;
  - A minimum of 7 out of 10 in OLSPT Writing;
  - A minimum of 18 out of 25 in OLSPT Speaking.
- 
- Satisfy all financial responsibilities to the university.

## Curriculum

In the English as a Second Language Certificate Program students are required to take a minimum of 54 hours of ESL classes for graduation. An initial placement test determines the entry level of a student. If placed in Intermediate or Advanced Level, the student needs to demonstrate satisfactory progress within the first week of classes or he/she will be placed into the next lower level for the first quarter.

Final placement decisions are based on faculty review of a standard test and performance in the first week of classes. A Placement Test Guide is available at the language college office upon request.

### 1. Beginner Level (18 hours)

The beginner level consists of four (4) required foundational courses and a choice of one (1) course from a distribution course list.

#### *Foundation Courses*

- ENGL011 Beginner Reading and Writing I (4 hours)
- ENGL020 Beginner Reading and Writing II (4 hours)
- ENGL030 Beginner Listening and Speaking I (4 hours)
- ENGL040 Beginner Listening and Speaking II (4 hours)

#### *Distribution (Choose one course from the options below)*

- ENGL010 Independent Lab I (2 hours)
- ENGL031 English Grammar (4 hours)
- ENGL032 English Grammar in Chinese (4 hours)
- ENGL033 English Grammar in Korean (4 hours)
- ENGL034 English Grammar in Spanish (4 hours)
- ENGL063 Pronunciation (4 hours)

## **2. Intermediate Level (18 hours)**

- ENGL041 Independent Lab II (2 hours)
- ENGL045 Intermediate Reading and Writing I (4 hours)
- ENGL046 Intermediate Reading and Writing II (4 hours)
- ENGL050 Intermediate Listening and Speaking I (4 hours)
- ENGL060 Intermediate Listening and Speaking II (4 hours)

## **3. Advanced Level (18 hours)**

- ENGL070 Independent Lab III (2 hours)
- ENGL080 Advanced Reading and Writing I (4 hours)
- ENGL081 Advanced Reading and Writing II (4 hours)
- ENGL071 Advanced Listening and Speaking I (4 hours)
- ENGL072 Advanced Listening and Speaking II (4 hours)

## **6. General Ministry Skills (0 Unit)**

Students are required to pass PRAC011 College Chapel every quarter that they are enrolled. Please refer to the Christian Service Program Handbook for more detailed information.

## **Olivet Language Studies Proficiency Test (OLSPT)**

The Olivet Language Studies Proficiency Test (OLSPT) is a comprehensive English language proficiency examination. It is only offered by OSLE in connection with enrollment in the Certificate in ESL program. Passing the OLSPT is a requirement for the Certificate in ESL and is recognized by Olivet University's admissions office as sufficient demonstration of English language proficiency for the purpose of enrollment in the university's degree programs.

The OLSPT will be offered during the examination week at the end of each quarter. Only students currently registered in Advanced Level courses or those who have passed them are eligible to take OLSPT.

Students who previously failed OLSPT and in need of continued fulltime enrollment status to maintain student visa requirements must register the following courses while preparing to retake the examination.

- ENGL095 Independent Lab IV (2 hours)
- ENGL091 TOEFL Preparation Course Module 1 (4 hours)

- ENGL092 TOEFL Preparation Course Module 2 (4 hours)
- ENGL093 TOEFL Preparation Course Module 3 (4 hours)
- ENGL094 TOEFL Preparation Course Module 4 (4 hours)

## Course Descriptions

### *Beginner Level Courses*

#### **ENGL010 Independent Lab I (4)**

Students are open to self-paced instructions that cater to individual styles of learning. Self Study Materials assist students with developing their English skills in all aspects of listening, reading, and speaking.

#### **ENGL011 Beginner Reading and Writing I (4)**

The goal of these courses is to develop students' basic reading and writing skills at the low-beginner level. The objectives of these courses are for students to practice and apply reading and writing skills in a variety of basic tasks and activities incorporating vocabulary words and grammatical principles appropriate for the low-beginner level.

#### **ENGL020 Beginner Reading and Writing II (4)**

The goal of these courses is to further develop students' basic reading and writing skills at the high-beginner level. The objective of these courses are for students to practice and apply reading strategies and writing skills in a variety of basic tasks and activities incorporating vocabulary words, grammatical principles, and organizational patterns appropriate for the high-beginner level.

#### **ENGL030 Beginner Listening and Speaking I (4)**

The goal of these courses is to develop students' basic listening and speaking skills necessary for everyday language at the low-beginner level. The objectives of these courses are for students to practice and apply listening skills in comprehension activities and utilize basic vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the beginner level.

#### **ENGL040 Beginner Listening and Speaking II (4 hours)**

The goal of these courses is to further develop students' basic listening and speaking skills necessary for everyday language use at the high-beginner level. The objectives for these courses are for students to practice and apply listening skills in comprehension activities and utilize basic vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the high-beginner level.

#### **ENGL031 English Grammar (4)**

Advisory: Class will be conducted in English. Should be taken by ESL students whose native language is neither Chinese nor Korean.

The study of grammar is important for accurate English. This course is designed to introduce ESL students to the study and review of English grammar, along with written and oral practice.

#### **ENGL032 English Grammar in Chinese (4)**

*Note: Class will be conducted in Chinese. Should be taken by ESL students whose native language is Chinese*

The study of grammar is important for accurate English. This course is designed to introduce ESL students to the study and review of English grammar, along with written and oral practice.

**ENGL033 English Grammar in Korean (4)**

*Note: Class will be conducted in Korean. Should be taken by ESL students whose native language is Korean*

The study of grammar is important for accurate English. This course is designed to introduce ESL students to the study and review of English grammar, along with written and oral practice.

**ENGL034 English Grammar in Spanish (4 hours)**

*Note: Class will be conducted in Spanish. Should be taken by ESL students whose native language is Spanish*

The study of grammar is important for accurate English. This course is designed to introduce ESL students to the study and review of English grammar, along with written and oral practice.

**ENGL063 Pronunciation (4 hours)**

This course trains students to enhance listening skills and become more fluent and comprehensible in English through active practice activities. The course may include reading and oral presentations from a variety of sources in music, poems, literature, and short stories. Students will work on stressing sentences, liking/intonations, and a variety of listening/speaking exercises.

*Intermediate Level Courses*

**ENGL041 Independent Lab II (4 hours)**

Students are open to self-paced instructions that cater to individual styles of learning. Self Study Materials assist students with developing their English skills in all aspects of listening, reading, and speaking.

**ENGL045 Intermediate Reading and Writing I (4 hours)**

The goal of these courses is to develop and enhance students' reading and writing skills necessary for academic success at the intermediate level. The objectives of these courses are for students to practice and apply reading and writing strategies and incorporate vocabulary, grammatical principles, and specific paragraph structure and rhetorical patterns in a variety of tasks and activities appropriate for the intermediate level.

**ENGL046 Intermediate Reading and Writing II (4 hours)**

The goal of these courses is to deepen and broaden students' reading and writing skills necessary for academic success at the high-intermediate level. The objectives of these courses are for students to practice and apply reading and writing strategies and incorporate vocabulary, grammatical principles, and specific paragraph structure and rhetorical patterns in a variety of tasks and activities appropriate for the high-intermediate level.



**ENGL050 Intermediate Speaking and Listening I (4 hours)**

The goal of these courses is to further develop and enhance students' listening and speaking skills necessary for academic success at the intermediate level. The objectives of these courses are for students to practice and apply listening skills in comprehension activities and utilize common vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the intermediate level.

**ENGL060 Intermediate Speaking and Listening II (4 hours)**

The goal of these courses is to broaden and deepen students' listening and speaking skills for academic success at the high-intermediate level. The objectives of these courses are for students to practice and apply listening skills in comprehension activities and utilize vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the high-intermediate level.

*Advanced Level Courses*

**ENGL070 Independent Lab III (4 hours)**

Students are open to self-paced instructions that cater to individual styles of learning. Self Study Materials assist students with developing their English skills in all aspects of listening, reading, and speaking.

**ENGL071 Advanced Speaking and Listening I (4 hours)**

The goal of these courses is to expand and further refine students' listening and speaking skills for academic success at the advanced level. The objectives of these courses are for students to practice and apply listening skills in comprehension activities and utilize advanced vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the advanced level.

**ENGL072 Advanced Speaking and Listening II (4 hours)**

The goal of these courses is to expand and further refine students' listening and speaking skills for academic success at the high-advanced level. The objectives of these courses are for students to practice and apply listening skills in comprehension activities and utilize high-advanced vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the advanced level.

**ENGL080 Advanced Reading and Writing I (4 hours)**

The goal of these courses is to expand and further refine students' reading and writing skills necessary for academic success at the advanced level. The objectives of these courses are for students to practice and utilize reading and writing strategies and incorporate vocabulary, grammatical principles, and specific paragraph structure and rhetorical patterns in a variety of tasks and activities appropriate for the advanced level.

**ENGL081 Advanced Reading and Writing II (4 hours)**

The goal of these courses is to expand and further refine students' reading and writing skills necessary for academic success at the advanced level. The objectives of these courses are for students to practice and utilize reading and writing strategies and incorporate vocabulary, grammatical principles, and specific paragraph structure and rhetorical patterns in a variety of tasks and activities

appropriate for the high-advanced level.

### *Proficiency Test Preparation Courses*

#### **ENGL091-94 TOEFL Preparation Course Module 1-4 (4 hours each)**

The goal of these courses is for students to further analyze the TOEFL IBT format and its components and refine students' English and test taking skills. The objectives of these courses are to strengthen students' reading, writing, speaking, and listening skills, reinforce note-taking skills, broaden test-taking strategies, further build vocabulary, and deepen students understanding of more complex grammar points in level appropriate receptive and productive tasks involving complex academic and campus life passages.

#### **ENGL070 Independent Lab IV (4 hours)**

Students are open to self-paced instructions that cater to individual styles of learning. Self Study Materials assist students with developing their English skills in all aspects of listening, reading, and speaking.

## **Certificate in Languages**

The Certificate in Languages upholds the Mission, Vision, Values, and Goals of Olivet University. In particular the Certificate in Languages Program contributes to the University's goal of equipping students with the practical skills to preach the Gospel effectively into and after the 'network generation.

Effective Christian Mission faces many obstacles that include barriers in language and culture. In order to effectively proclaim the gospel across multiple borders, learning languages is essential. OSLE's Language Program is designed to prepare ministry bound men and women for work in interpretation and collaborations with other missionaries who are active or on sabbatical.

## **Program Goals**

In the context of Olivet University's mission, completion of the Certificate in Languages will enable students to:

- Exercise language competencies needed within the missions profession
- Be prepared to function within a foreign mission field
- Build foundational coursework that will enable pursuit of further education in the mission field/foreign language

## **Completion Requirements**

Certificate in Languages students must fulfill the following completion requirements:

- Pass a total of 28 quarter hours.
- Receive a passing mark for Chapel requirements.
- Maintain a 3.00 (B grade point average) in all classes.
- Satisfy all financial responsibilities to the university.

A certificate will be issued at the completion of the program.

## Curriculum

The Certificate in Languages is offered for the following language pairs:

- (1) English for Korean/Spanish/Chinese speakers.
- (2) Spanish for Korean/English/Chinese speakers.
- (3) Chinese for Korean/Spanish/English speakers.
- (4) Korean for English/Spanish/Chinese speakers.

Course Title		Format	Unit
XXXX110*	XXXX Language 1	On-line	4
XXXX111*	XXXX Language 2	On-line	4
XXXX112*	XXXX Language 3	Onsite	4
XXXX113*	XXXX Language 4	Onsite	4
XXXX114*	XXXX Language 5	Onsite	4
XXXX115*	XXXX Language 6	Onsite	4
XXXX116*	The art of Transcription	Onsite	4
Total Unit			28

\* The course codes above are spacers for the sake of simplification while displaying curricula for multiple languages simultaneously. Replace 'XXXX' with 'CNKR', 'CNSP', or 'CNEN' for the Chinese-Korean, Chinese-Spanish, Chinese-English language program for example.

### General Ministry Skills (0)

- PRAC011\*\* College Chapel (0 units)

\*\* Students are required to pass one quarter of PRAC011 College Chapel during their certificate program duration.

## Course Descriptions

### xxxx010\* Dictation Skill-Online (4)

For the course materials, recommended famous sermons and speeches will be used. This course focuses on helping students to

improve listening skill, writing, speaking, spelling and vocabulary in context.

**xxxx011\* Writing Skills-Online (4)**

Once students have become familiar with the basics of English and have begun communicating, writing can help open up new avenues of expression. These first steps are often difficult as students struggle to combine simple sentences into more complex structures. This guided writing lesson is intended to help bridge the gap from simply writing sentences to developing a larger structure.

**xxxx012\* Vocabulary (4)**

This course helps students understanding of vocabulary in context and how to make the right word choices to translate. Awkward expressions or choice of vocabulary that non English speaker use will be pointed out and smoother ways to use will be taught.

**xxxx013\* Translation & Interpretation (4)**

Students learn the basic concepts and theories of translation and interpretation. Students begin to learn the most common techniques and practices for translating and interpreting documents. This course prepares students to get acquainted with the practice of using two languages interchangeably as a tool for separate or simultaneous communication.

**xxxx014\* Presentation (4)**

Presentations will help students take their speaking levels to another level. Presentations are divided into formal and informal. The formal presentations will focus on translating articles and giving summaries of the topic in their own words. Students will be asked to prepare power points, handouts and will practice how to deliver in a formal manner. Informal presentations will consist of students coming up with their own dialogues, translating them from Korean, Chinese or Spanish to English and acting it out in front of an audience. It also includes interpreting different dialogues on the spot.

**xxxx015\* Pronunciation (4)**

In this course, students focus on refining English pronunciation skills with an emphasis on eliminating production errors in spontaneous spoken English. Students will review and expand their understanding of phonological principles. Skill mastery will be demonstrated through lengthy impromptu presentations on prepared or familiar topics.

**xxxx016\* The art of Transcription (4)**

In this course, students need to transcribe provided written article by hands on their note every class. After transcribing allsentences, students summarize the article with key points. That way student can develop the way of writing skills.

## **CHAPTER 8: CAREER SERVICES**

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### **Career Advisory**

Advisors and counselors are available to speak with ministry-bound students who seek advice for careers after graduation. Olivet

University provides information but is not required or obligated to offer placement services. Students may contact the director of their academic programs for more information.

## **Detailed Occupation Level for Graduate Programs**

### **Master of Divinity**

21-2000 Religious Workers (umbrella group)  
21-2090 Miscellaneous Religious Workers  
25-1126 Philosophy and Religion Teachers, Postsecondary  
25-1190 Miscellaneous Postsecondary Teachers

### **Master of Theology**

21-2000 Religious Workers (umbrella group)  
21-2090 Miscellaneous Religious Workers  
25-1126 Philosophy and Religion Teachers, Postsecondary  
25-1190 Miscellaneous Postsecondary Teachers

### **Master of Arts in Music**

25-1121 Art, Drama, and Music Teachers, Postsecondary  
27-2041 Music Directors and Composers  
27-2042 Musicians and Singers  
27-2090 Miscellaneous Entertainers and Performers, Sports and Related Workers  
49-9063 Musical Instrument Repairers and Tuners

### **Master of Arts in Journalism**

27-3020 News Analysts, Reporters, and Journalists  
27-3040 Writers and Editors  
27-3090 Miscellaneous Media and Communication Workers  
27-4020 Photographers

### **Master of Arts in Graphic Arts**

15-1255 Web and Digital Interface Designers  
25-1121 Art, Drama, and Music Teachers, Postsecondary  
27-1013 Fine Artists, Including Painters, Sculptors, and Illustrators  
27-1021 Commercial and Industrial Designers  
27-1024 Graphic Designers

### **Master of Arts in Information Technology**

15-1210 Computer and Information Analysts  
15-1220 Computer and Information Research Scientists  
15-1240 Database and Network Administrators and Architects  
15-1250 Software and Web Developers, Programmers, and Testers  
15-2051 Data Scientists  
17-2061 Computer Hardware Engineers  
25-1021 Computer Science Teachers, Postsecondary

**Master of Arts in Translations and Interpretation**

25-1123 English Language and Literature Teachers, Postsecondary  
25-1124 Foreign Language and Literature Teachers, Postsecondary  
25-3010 Adult Basic Education, Adult Secondary Education, and English as a Second Language Instructors

**Master of Arts in Teaching (Early Childhood/Childhood Education)**

11-9031 Education and Childcare Administrators, Preschool and Daycare  
25-2010 Preschool and Kindergarten Teachers  
39-9011 Childcare Workers

**Master of Business Administration**

11-1021 General and Operations Managers  
11-2011 Advertising and Promotions Managers  
11-2020 Marketing and Sales Managers  
11-2030 Public Relations and Fundraising Managers  
11-3030 Financial Managers  
11-3050 Industrial Production Managers  
11-3120 Human Resources Managers  
13-2010 Accountants and Auditors  
13-2030 Budget Analysts  
13-2050 Financial Analysts and Advisors  
25-1011 Business Teachers, Postsecondary  
41-4010 Sales Representatives, Wholesale and Manufacturing

**English as a Second Language**

25-3010 Adult Basic Education, Adult Secondary Education, and English as a Second Language Instructors

**Language Program**

25-3010 Adult Basic Education, Adult Secondary Education, and English as a Second Language Instructors

## Teaching English to Speakers of Other Languages (TESOL)

25-1123 English Language and Literature Teachers, Postsecondary

# CHAPTER 9: COURSE SELECTION AND SCHEDULING

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Instructions and dates for registration are located on Populi. All students will receive their Populi login ID and password upon enrollment. Students will be notified by email about registration instructions and the date by which they must register. Questions should be directed to the Office of Admissions.

Former students eligible for re-enrollment who have indicated their desire to attend Olivet University also will be notified about their status and any registration information via email.

## Adding and Dropping Courses

Students may officially add or drop course(s) with no clerical fee being charged until the specified add/drop date, after which a \$15 clerical fee will be charged for each course added or dropped. Additional per hour fees owed will be calculated based on the total amount due after the schedule adjustment has been made. Refunds owed will be calculated based on the total amount due after the schedule adjustment has been made.

A student wishing to add or drop a class needs to submit a *Drop/Add Class* form to the Registrar. The student is then responsible for obtaining permission from the faculty member teaching the course as well as the student's advisor.

A student wishing to withdraw from a course after the add/drop date may complete a *Drop Class* form with the Office of the Registrar. The student is also responsible for paying appropriate fees, and obtaining permission from the faculty member teaching the course as well as the student's advisor.

Anytime a student drops below fulltime status as a result of dropping or withdrawing from a course, he/she must get express permission from the Academic Dean and the College Program Director, because his/her financial status with the university might be affected.

## Dropping vs. Withdrawing

*Dropping:* Students may drop from class during the official drop/add period at the beginning of each quarter. This process occurs online. At the end of the quarter, no official record of the student having been in the class exists.

*Withdrawal (Class Withdrawal)*: Students may withdraw from courses following the drop/add period until week nine of the fall, winter, or spring quarter. A grade of "W" will appear in the student's official records.

## **Withdrawal Policies**

During the first week of the fall, winter or spring quarter, students may withdraw from a course with no record of the class appearing on the transcript. In weeks three through nine of the fall, winter and spring quarter, the student may withdraw with the advisor's permission. The course will be recorded on the transcript with the instructor's notation of "W," indicating that the student withdrew. After week nine of the fall, winter, or spring quarter, students may not withdraw from courses.

No student may withdraw from more than five courses during the duration of his/her studies to earn a degree. A student may not withdraw from the same course more than once.

Procedure: Withdrawal from a course is accomplished with an *Add/Drop Class* form, processed through the Registrar's Office.

There are two different types of withdrawal: "*College Withdrawal*," which is withdrawing from the college (all courses), and "*Class Withdrawal*," which is withdrawing from individual courses.

## **College Withdrawal (Complete Withdrawal) Policy**

If a student does not intend to return to OU or is planning to be away for more than one-year (four quarters), he/she is required to file *Leave of Absence/College Withdrawal* form.

To maintain good academic standing and eligibility for readmission to the college, students finding it necessary to withdraw must do so officially. Students will then have to apply for readmission in order to return. In this case, students may be subject to updated general education, major and degree requirements. Courses taken at another institution do not need prior approval but will be evaluated for possible transfer credit at the time of readmission. Readmission is not guaranteed and is subject to the admission criteria in place at the time students reapply.

## **Refunds for Withdrawals**

When withdrawing from a class, a student can drop a class with no charge as long as it is within the first two weeks of classes. Anytime after this, students must pay a \$15 drop fee to withdraw from a class. They will be able to do this up until the end of the fourth week of classes, at which point it is no longer possible to drop classes.

Tuition charges may be refunded 90% only if the withdrawal form is processed by the end of the second week of classes of the fall, winter and spring quarters. Students may withdraw after giving official notice and receive a refund of fees paid for which instruction was not received, through completion of 60 percent of the course or term. No refunds will be given after this time.

## **Repeating Courses**



Courses for which grades of “D” or better have been earned may not be repeated for credit. Courses for which grades of “F” have been received may be repeated for credit. Only the grade for the repeated attempt counts toward the grade point average. All entries on the transcript, however, remain a part of the student’s permanent academic record. Students will not be allowed to register for a course for which they have already received a passing grade.

## **Quarter System**

Courses of study at Olivet University are offered, and credit for satisfactory completion is granted, on a quarter basis.

The school year at Olivet University is divided into three regular quarters –fall, winter, and spring. With the exception of the summer quarter, which has 42 days of instruction, each quarter includes 10 weeks of instruction (not including final exams).

The basic unit for credit earned is the quarter hour, representing one hour of class per week for 10 weeks.

## **Online/Hybrid Learning**

Olivet University offers both online and hybrid courses that can be taken by students to fulfill their degree requirements at our school. Online courses may be taken by either online or resident students. Hybrid courses may be taken by resident students only. Online and hybrid courses have the same course descriptions and student learning objectives as their resident-only equivalents. Both course types are explained further in detail below.

As of the academic year 2015/16 a dedicated department for distance education programs, Olivet University International (OUI), has been established within Olivet University. Distinguishing distance education from its residential programs aims at ensuring the highest quality education for online students allowing course designers, instructional faculty and academic support staff to focus on serving the at-a-distance student body specifically. In a transitional process first the distance education programs in theology, business and information technology have been included in OUI, but ultimately all programs offered as distance education will be offered through OUI.

Curricular and learning resources are shared between both program types, residential and distance education.

### **Online Classes**

Olivet University offers a number of online-only courses through the school's online classroom. Both online and resident students are eligible to take online courses to fulfill their degree requirements. The vast majority of the class activity will take place online, including tools such as video conferencing, online lectures, forums, chat rooms, online tests and quizzes, and electronically submitted coursework. Course content can be accessed 24/7 at the student's convenience, but the student is responsible for keeping up with the curriculum throughout the quarter. Most course material will be available electronically, but students will typically still need to purchase a physical textbook for online courses.

Note that regardless of the number of credit hours awarded for a course, only 3 credit hours from online courses may be applied toward an F-1 student's full time status requirement. Online courses alone do not count towards the fulfillment of any residency or

on-site requirements.

### **Hybrid Courses**

For today's students at Olivet University having an online classroom containing learning resources, tracking the progress through course work, recording grades and enabling interaction with fellow students regardless of time and place and thus supporting effective learning is the standard for any course offered, on-site or online. Instead of using the existence of an online classroom to label a course "online" or "hybrid" Olivet University therefore uses the simultaneous existence of an on-campus component and an integral distance education component of any class as the decisive marker for being a hybrid course.

Olivet University distinguishes two general types of hybrid instruction: 1) remote teacher, 2) remote student or classroom. Regardless of type, an on-campus student enrolling in a hybrid course is sure to have a regular onsite component where attendance is tracked and face-to-face instruction/discussion is provided. An online student enrolling in a hybrid class, on the other hand, can be sure all activities and resources necessary for participation and for learning to happen in the course are available at a distance to him or her.

F-1 students participating in hybrid courses can have the full credit hours applied toward the full time status requirement.

### **Class Schedules**

Schedules listing classes offered each quarter are available on the university's course management system MyOlivet/Populi. Extension course offerings can also be found in MyOlivet. After receiving their ID and password, students may access the platform at the following address: <http://my.olivetuniversity.edu> or <https://olivet.populiweb.com>.

### **Class Attendance**

Students are expected to be punctual and regular in class attendance and to accept responsibility for all assigned work. Any student who has been absent for as many as one-third of the total class sessions for a course will have failed and will be suspended from the course. Within this framework, each instructor may set his/her own class attendance policy, and will inform students of this policy at the beginning of the term.

Class sessions missed because of illness or late registration will be counted as absences, except in the case of extenuating circumstances.

Students who are ill are expected to notify their instructors and to arrange to make up any missed work.

A student who is forced to miss classes for any extended period shall notify the Office of Academic Affairs of their college of his/her absence and the reason for it. A student who is absent from class for a period of two weeks without such notification will be considered as having unofficially withdrawn from the course and will receive a grade of "F". If the student has been unable to notify the institution for reasons beyond his/her control, he/she may be reinstated by petitioning the Academic Council.

Accumulated absence of 40% or more of any given course whether spread out over the entire quarter or consecutive, will earn the

student a grade of “NF,” failure for non-attendance. Excused absence is not counted as present.

Any student who misses an examination for a legitimate reason may be granted permission to take a "make-up" examination at the discretion of the faculty member.

Permission to give a final examination at any time other than the officially scheduled time must be obtained from the Division Chair.

Occasionally class absences result from a field trip scheduled for another course or from an authorized co-curricular activity (i.e. athletic event, music ensembles, etc.) that falls within class hours. Such group absences do not excuse a student from obligations to regularly scheduled courses, and it is the student's responsibility to be informed concerning the work missed and to complete all requirements in a manner satisfactory to the instructor. Students who participate in co-curricular activities, which may require class absences, should regularly attend class so that absences for co-curricular activities do not lead to course failure.

## Fulltime Enrollment

Fall, Winter and Spring quarters only.

To be classified as fulltime, undergraduate students must be enrolled for a minimum of 12 quarter hours, while graduate students must take a minimum of 8 quarter hours. Special permission must be granted to enroll in more than 16 hours for undergraduate students and 12 hours for graduate students per quarter. Such permission must be approved by the Academic Dean before registration.

Certificate in English as a Second Language students are required to take a minimum of 18 clock hours of instruction per week in order to reach fulltime enrollment status.

# CHAPTER 10: GRADE NOTATION AND POLICIES

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## Grading Policies

Grades shall be assigned to individual students on the basis of the instructor's judgment of the student's scholastic achievement using the grading system below.

## Graduate Grading System

Percentage Equivalent	Grade	Interpretation	Grade Points
100-93	A	Excellent	4.0

92-90	A-		3.7
89-88	B+		3.3
87-83	B	Satisfactory	3.0
82-80	B-		2.7
79-78	C+		2.3
77-73	C	Below Standard	2.0
72-70	C-		1.7
69-68	D+		1.3
67-63	D	Way Below Standard	1.0
62-60	D-		0.7
Below 60	F	Failure	0

**Other Grade Marks Used:**

<b>Grade</b>	<b>Interpretation</b>	<b>Grade</b>	<b>Interpretation</b>	<b>Grade</b>	<b>Interpretation</b>
I	Incomplete	M	Missing Grade	NP	No Pass/No Credit
IP	In Progress	NF	Non-Attendance Failure	E	Conditional
W	Withdrawal	P	Pass (C- or better)	AU	Audit

*Incomplete Grade (I)*

The “I” (Incomplete) grade is given when the course is not completed by the end of the term for acceptable reasons. If this grade is not removed within ten weeks of the end of the term, it becomes an “F.”

Students are permitted to withdraw from courses and receive a “W” only during the first half of any course. Students desiring an exception to this rule must petition through the Registrar's Office. “W” will not be calculated in the grade point average.

*In Progress Grade (IP)*

The grade of “IP” (In Progress) is issued only in the special circumstance of a course registered for in one term is to be completed by registering for the companion course in a subsequent term. Upon successful completion of the final course, the instructor changes the IP grade to the appropriate grade. IP grades are not included when calculating the grade point average.

*Withdrawal Grade (W)*

A grade of “W” (Withdrawal) is issued when a student formally withdraws from a course. The withdrawal must be initiated by the

student in accordance with the procedures and due deadline dates. “W” grades carry no credit and are not included when calculating the grade point average.

#### *Missing Grade (M)*

A grade of “M” (Missing Grade) is issued when no grade has been reported to the Enrollment Office. “M” grades carry no credit and are not included when calculating the grade point average. “M” grades will change to a grade of “NF”, one term after the initial term. Once converted to an “NF”, cannot be changed.

#### *Non-Attendance Failure Grade (NF)*

The grade of “NF” (Non-Attendance Failure) may be given by a professor for excessive absences by a student or when a student stops attending the class. This grade will be computed in the grade point average like a grade of “F.” “NF” grades cannot be changed after initial submission and other grades cannot be changed to a “NF.”

#### *Conditional Grade (E)*

A grade of “E” (Conditional) is earned only in continuing courses. This grade can be raised to a “D” by doing “C” grade work in the remainder of the course; otherwise, it becomes an “F”.

#### *Audit Grade (AU)*

A grade of “AU” (Audit) is issued when a student's attendance in an audited course is deemed adequate. AU grades carry no credit and are not included when calculating the grade point average.

## **Grade Appeal**

The normal appeal procedure begins with a consultation with the professor concerned. The following are the steps to filing a grade appeal:

1. Prior to the end of the quarter following the course in which the contested grade is issued, the student will request that the faculty member reconsider the grade that was awarded.
2. If dissatisfied with outcome of faculty decision, within 10 days of the faculty member's decision, the student may appeal in writing to the Division Chair.
3. Within 10 days of the College Dean or Director's decision, the student may submit a written appeal to the Academic Dean.
4. The student is responsible to monitor email daily throughout the appeals process.

## **Class Work**

All class work is due on the date set by the professor. No assignments will be accepted that are more than two weeks overdue, and grades on late work will be reduced for each day overdue, except under exceptional circumstances approved by the professor.

## CHAPTER 11: SATISFACTORY ACADEMIC PROGRESS REVIEW

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### Academic Good Standing

Undergraduate or graduate students are expected to maintain a grade point average ("GPA") of at least 2.0 or 3.0 on a 4.0 scale to remain in Academic Good Standing.

### Academic Disciplinary Status Overview

OU maintains academic disciplinary policies to encourage students to make the necessary academic and life changes to succeed. Students who fail to meet the minimum expectations of Academic Good Standing must meet more stringent standards and regularly consult with academic advisors.

#### Disciplinary Policy for Undergraduate/Graduate Students

The disciplinary policy provides a student with several opportunities to make the necessary adjustments prior to a final dismissal from OU.

Disciplinary Status:

- Academic Warning
- Academic Probation
- Academic Suspension (One regular term and any summer term)
- Academic Dismissal

Each Disciplinary Status, except for Academic Warning, will be indicated on the student's academic record.

#### 1. Academic Warning

If an undergraduate/graduate student's cumulative GPA falls below a 2.0 (undergraduate) or 3.0 (graduate), the student will be placed on Academic Warning.

Academic Warning is designed to help students make the required adjustments to achieve success and a degree at OU. These adjustments will vary based upon the individual circumstances of each student, but should be taken seriously.

If a student is placed on Academic Warning, the student will be required to follow certain protocols and meet higher academic standards. These protocols and standards are designed to bring the student back to Academic Good Standing and allow the student to

meet graduation requirements.

A student on Academic Warning is required to meet the following Satisfactory Progress Policy requirements for the term:

***Satisfactory Progress Policy:***

- Earn a minimum term GPA of 2.2 for undergraduate students or 3.2 for graduate students.
- May not withdraw or request an incomplete from a class. 1
- Meet with the academic advisor prior to registration.
- Retake all required Major and University Core Courses failed the previous term. 2
- Register for a maximum of 12 credit hours for undergraduate students and 8 credit hours for graduate students. 3
- Maintain satisfactory progress towards graduation.

*If a student on Academic Warning meets the Satisfactory Progress Policy requirements but fails to achieve a cumulative GPA of 2.0 (undergraduate) or 3.0 (graduate), the student will remain on Academic Warning and must continue to comply with all Satisfactory Progress Policy requirements.*

If at any time, a student's cumulative GPA meets the minimum requirements of 2.0 (undergraduate) or 3.0 (graduate) overall the student will regain Academic Good Standing. A student's cumulative GPA is only affected by OU coursework. Coursework at another institution cannot be used to return a student to Academic Good Standing.

1. Only F-1 students are required to comply with this rule.
2. The College Dean reserves the right to alter this requirement on a case-by-case basis.
3. The College Dean reserves the right to alter this requirement on a case-by-case basis.

If a student has registered for more than 12 credit hours (undergraduate) or 8 credit hours (graduate) prior to his or her placement on Academic Warning, the student's schedule must be reduced to a maximum of 12 credit hours (undergraduate) or 8 credit hours (graduate). The student is required to meet with his or her academic advisor to find an appropriate adjustment to the student's academic schedule.

**2. Academic Probation**

A student will be placed on Academic Probation for failure to meet the Satisfactory Progress Policy requirements while on Academic Warning. A student on Academic Probation is also required to meet the Satisfactory Progress Policy requirements as listed above.

Students who leave the University on Academic Warning or Academic Probation may be readmitted with the same status, even if they have attended another institution in the interim. Performance at another institution will be a factor in the readmission decision.

**3. Academic Suspension**

Students are automatically placed on Academic Suspension for failure to meet the Satisfactory Progress Policy requirements while

on Academic Probation.

Students on Academic Suspension may not enroll in, audit, or visit a class unless readmitted as described below. Students who have already pre-registered for classes will automatically be dropped from all classes.

When the student is academically suspended the student's official transcript states "Academic Suspension" for the affected term.

***Length of Academic Suspension***

- A student's First Academic Suspension will be for a period of one regular term and any summer term.
- A student's Second Academic Suspension is Final Dismissal from OU without a possible readmission.

**4. Readmission**

A student placed on First Academic Suspension must petition to his or her College Dean for readmission.

A student that is readmitted may be subject to additional probationary conditions placed upon them by the College Dean. Such additional probationary conditions may be individual to the student and his or her academic circumstances, but will be designed to encourage the student to reach Academic Good Standing and be eligible for Graduation.

A student who reenters the University after First Academic Suspension will re-enter on Academic Probation.

A student placed on Second Academic Suspension shall be permanently dismissed from the University without a possible readmission.

**Programs have the prerogative of recommending the termination of a student's admission at any time.**

The Registrar shall inform, in writing, any student who is not making satisfactory academic progress as soon as practicable after term grades have been reviewed and the appropriate action has been taken.

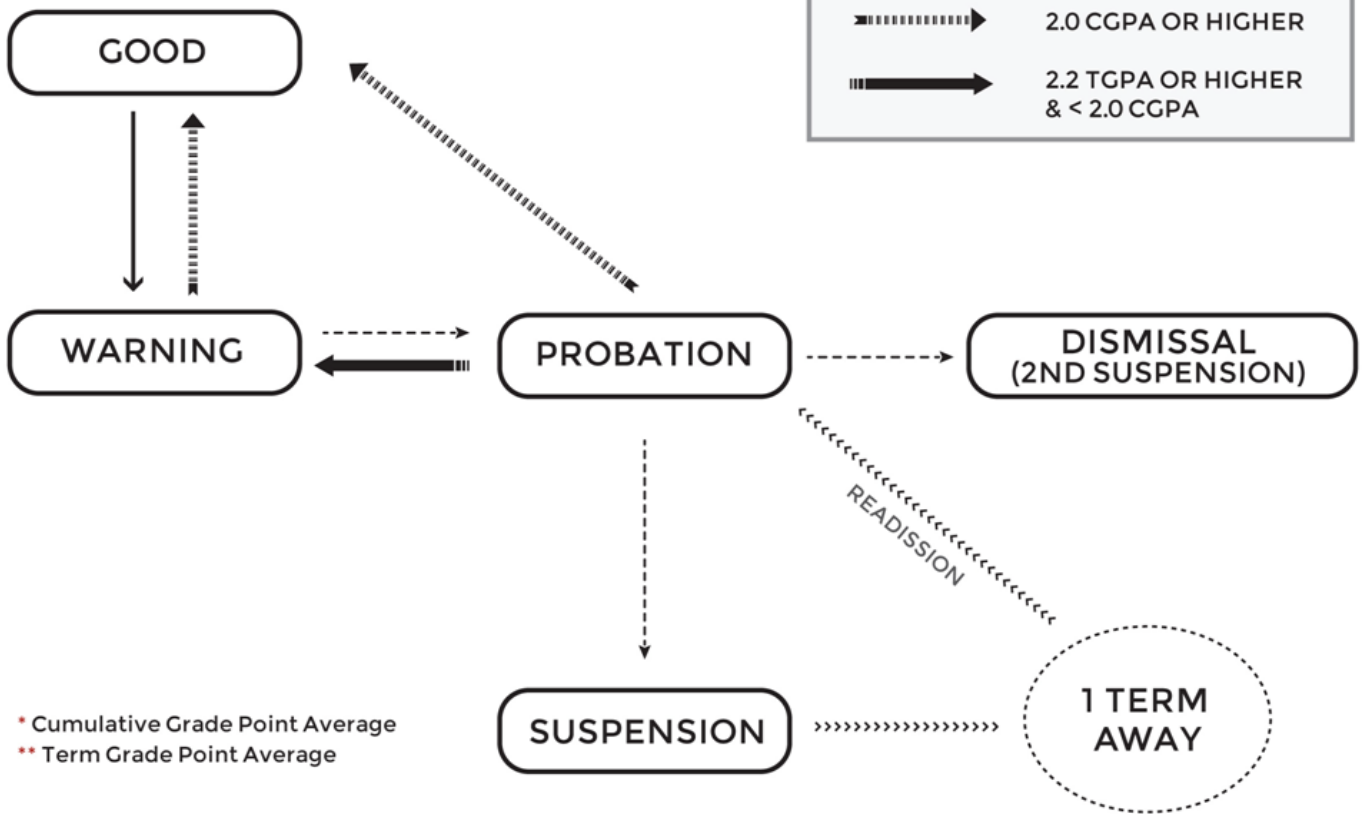
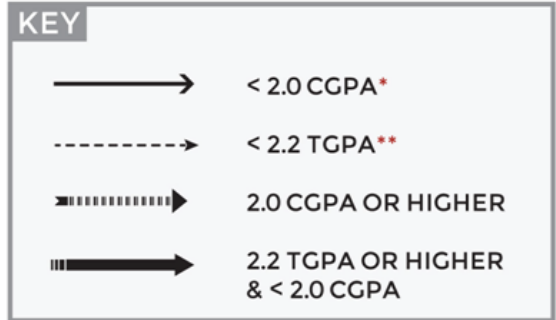
A student placed on Academic Suspension or Academic Dismissal status may appeal such action by filing a written appeal with the College Dean or designee no later than 10 working days after the date of the written notice.

The appeal shall include a brief outline of the reasons why the appeal should be granted. The decision of the College Dean or designee on the appeal shall be final.



# OU ACADEMIC STANDING FOR UNDERGRADUATE STUDENTS

2.0 GPA Standard  
12 Credit Thresholds



## Academic Progress of Students

### Midterm Monitoring

At midterm each quarter, all faculty members will receive a request to comment on the academic performance of their students.

Individual faculty members are often the first to notice that a student's academic performance in a particular class is unsatisfactory and may be indicative of overall academic difficulty and/or other problems. Indicators of difficulty may include unsatisfactory grades; poor or inconsistent work; poor or erratic attendance; inattentiveness, agitation; change in behavior, attitude, or appearance; inappropriate and/or inconsistent behavior, etc.

The evaluations from faculty not only help academic advisers in their monitoring of a student's academic performance and progress, but also assist them in their efforts to provide the appropriate support and resources to the student.

### **Academic Review**

At the end of each quarter, each program Division Committee, composed of faculty and academic staff, will review and may take action on the record of every student whose term or cumulative grade-point average is below 2.0 for undergraduate students and 3.0 for graduate students. The Committee will determine student standing, including academic warning, academic probation, suspension, and dismissal. All such students are notified via email. However, all students are responsible for monitoring their own academic record and performance, and failure to receive the notification does not nullify the academic standing action. In addition, students are encouraged to seek out assistance from the appropriate university resources.

Exercising the repeated course option does not negate prior academic standing action.

## **Statement of Academic Rigor**

Academic rigor helps to promote lifelong learning and is an integral aspect of Olivet University's mission. Academic rigor means sustaining a learning environment that challenges students to attain high levels of intellectual skills in an ethical manner.

### **Academic Rigor for Faculty**

Rigorous teaching permits faculty members to create learning environments that challenge students academically and encourage them to grow. Rigorous teaching requires a professional commitment to academic discipline and to inspiring students to develop their knowledge and understanding by developing their learning skills. Students should be able to expect faculty members to:

1. Strive to clearly communicate the course expectations and have them summarized on the syllabus, and to follow the curriculum;
2. Strive to come to class prepared, and to give students useful feedback on their assignments in as timely manner as the situation permits;
3. Strive to be available to students outside of the classroom;
4. Strive to make assignments relevant, meaningful and challenging;
5. Strive to create opportunities for learning in ways geared to students' diverse talents and abilities;
6. Strive to reduce, if not eliminate, the students' perceived need to plagiarize and to challenge plagiarism should it occur; and
7. Strive to evaluate our courses and ourselves.

### **Academic Rigor for Students**

To make the most of the college experience, students should approach college in terms of a rigor complementary to the faculty's. Rigorous learning requires fortitude, persistence, preparation, hard work, and zeal. Since college shifts students from the teacher-centered style of high school learning to a student-centered style of learning, it places a higher level of responsibility for performance onto the students. Such high performance at a demanding institution can lead to a successful and satisfying career. Therefore, rigorous students should expect themselves to:

1. Set high expectations along with a strong sense of collegiate purpose;
2. Come to class prepared to work, and to submit assignments by the deadlines;
3. Make the most of their time with faculty members in and out of class;
4. Treat fellow students and the classroom with respect, and to participate in the academic process;
5. Manage their time so they can treat college as real work with real value;
6. Participate with complete honesty and integrity;
7. Understand that collaboration with classmates on assignments, when required or encouraged, is acceptable behavior as long as the products of those assignments are truly the student's own work;
8. Accept responsibility for learning and for the grades earned.

## **CHAPTER 12: GRADUATION**

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### **General Requirements**

Students must meet minimum academic requirements to be eligible for graduation, according to the prescribed course of study outlined in the curricula of their respective programs, with an appropriate academic grade point average. Students must also satisfy all financial responsibilities to the university to qualify for graduation.

Students enrolled in undergraduate programs of the university must maintain an average grade of "C" (2.00) for graduation. Students enrolled in graduate programs of the university must maintain an average grade of "B" (3.00) for graduation. The grade average will be determined on the basis of grades recorded before enrollment for the final term of study.

After a graduation audit determines that a student is eligible to graduate, the student may choose to attend the commencement ceremony via live broadcast or be present at the Riverside campus to attend in person. Students who choose to attend in person are required to be present for both rehearsal and commencement exercises. If a student cannot be present, graduation in absentia may be approved for reasons satisfactory to the faculty. Arrangements to attend must be made six weeks before the commencement exercises, and must be made by written petition.

Students registering in the university for the first time should complete their work for the degree according to the requirements of the Catalog of the year in which they entered. Students who withdraw may wish to return under the requirements of their original

Catalog if they have missed no more than three consecutive regular quarters (for example, fall/ winter/spring). All other students must return under the requirements of the current Catalog.

Catalog years begin with the fall quarter. Students entering for the first time in a summer quarter will be subject to the Catalog for the fall quarter immediately following.

## **Additional Requirements**

1. The faculty of each respective program is responsible for determining any additional requirements for admission to, continuation in, and graduation from each degree program above and beyond the university's standards.
2. The faculty of each respective program is determinant in decisions and questions related to a student's admission, a student's continuation in a degree program, and eligibility for graduation. A student may submit a request for review in the Office of Student Services if a question arises on a decision made by the faculty. Appeals can be made, provided such a request is filed within 15 days after the date the decision is officially delivered to the student.
3. The faculty of each program reserves the right and authority to refuse approval of a candidate for graduation, or to terminate the continuance of a student in an academic program for any reason or reasons. The faculty decides the validity of such action, even if the student has met and is currently meeting the academic and other requirements for the degree program.

## **Graduation process**

1. Once students have successfully completed a minimum of 164 credits in the bachelor degree, 120 credits in the Master of Divinity degree, and 40 credits in other master degree, they may request graduation audit to each division.
2. Once students fulfill graduation requirements, students should apply for graduation by emailing the Registrar's Office and requesting the graduation application form.
3. Registrar's Office goes through a final graduation check and verifies whether students have completed all graduation requirements. If the student meets graduation requirements, Registrar Office notifies the student to fill out the graduation application form.
4. Students fill out graduation application form, submit the form and pay graduation fee.
5. Registrar's Office prepares and sends the diploma and an official transcript to the address typed on the graduation application form.

## CHAPTER 13: OLIVET UNIVERSITY POLICIES

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### Student Records

It is Olivet University's policy to maintain the confidentiality of all student education records.

No one outside the institution shall have access to nor will the institution disclose any information from a student's education records without the written consent of the student except to personnel within the institution; to persons or organizations providing student financial aid; to accrediting agencies carrying out their accreditation function; to persons in compliance with a judicial order; and to persons in an emergency in order to protect the health or safety of the student or other persons.

Within the Olivet community, only those members, individually or collectively, acting in the student's educational interest or involved with campus safety are allowed access to student education records.

The institution does provide directory information that includes: student name, address, telephone number, e-mail address, major field(s) of study, dates of attendance, photograph, class or level, enrollment status, and degrees, honors and awards received. Students may withhold directory information by notifying the Registrar.

Requests for non-disclosure will be honored by the institution for only one year; therefore, authorization to withhold directory information must be filed annually in the Office of the Registrar.

Students may inspect, review, and challenge the information contained in their education records, request a hearing if the outcome of the challenge is unsatisfactory, and submit explanatory statements for inclusion in their files if they feel the decisions to be unacceptable. The Registrar at Olivet has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, financial, and placement records. Education records do not include records of administrative and education personnel. These records are the sole records of the administration and education personnel who prepare them.

Students may not inspect and review the following: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student.

Requests for amendments to grades after a student has graduated will not be considered unless there is substantial evidence of inaccuracy on the institution's behalf.

Student records will be maintained for five (5) years from withdrawal or graduation, and student transcripts will be maintained permanently.

Olivet retains student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

## Confidentiality and Privacy Policies

Olivet University retains student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended (20 *United States Code* [U.S.C.] § 1232g; 34 *Code of Federal Regulations* [CFR] Part 99).

The federal law allows student above age of 18 or attends a school beyond the high school level to have the rights:

- To inspect and review education records maintained by the school.
- To request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, student has the right to place a statement with the record setting forth his or her view about the contested information.

Regarding data disclosure, according to FERPA:

- A school must have written permission from student in order to release any information from a student's education record
- A schools may disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- A school may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and students a reasonable amount of time to request that the school not disclose directory information about them.

Olivet University also adheres to the privacy requirements in the California Information Practices Act (California *Civil Code* Section 1798 et seq.), Article 1, Section 1 of the California Constitution, and all other applicable state laws and regulations that safeguard education records, privacy, and confidentiality.

Olivet University acknowledges that the right to privacy is a personal and fundamental right protected by Section 1 of Article I of the Constitution of California and by the United States Constitution and that all individuals have a right of privacy in information pertaining to them. It recognizes that the right to privacy is being threatened by the indiscriminate collection, maintenance, and dissemination of personal information and the lack of effective laws and legal remedies. The increasing use of computers and other sophisticated information technology has greatly magnified the potential risk to individual privacy that can occur from the maintenance of personal information. In order to protect the privacy of individuals, Olivet University is committed to maintain and disseminate personal information within strict limits.

## **Complaint and Grievance Policy**

The University defines a formal candidate/student complaint as any grievable issue between a candidate/student and a unit faculty or staff member that good faith efforts have failed to resolve, and has been submitted in writing by the candidate/student to that faculty or staff member's supervisor for further consideration and resolution. Grievable issues are defined as being subjected to an arbitrary, capricious, or unreasonable standard of academic performance (in the case of grades) or of a specific university policy.

Students expressing a grievance about the application of University policy, academic or non-academic, should attempt to seek informal resolution of the matter with the faculty or staff member involved, following that with the immediate supervisor of the faculty/staff member if necessary. If such informal procedures do not effect an equitable resolution of the matter, the student may submit a formal grievance form.

A formal grievance will be submitted to the Director of Student Services,, who will treat the complaint as a high priority. The Director of Student Services will contact the staff/faculty members directly involved and attempt to reach a resolution. If a suitable remedy for the grievance cannot be reached, a grievance committee will be formed to arrive at a successful resolution.

### **Grievance Procedures:**

Within five weekdays of the date on which the concern occurred, the student is encouraged to meet with the staff member and discuss the concern. It is hoped that most concerns can be resolved within this step. If the staff member and the student are not able to resolve the concern OR if the student feels uncomfortable meeting with the staff member, the matter may be escalated to the next level, and the grievance form should be completed.

### **To File a Grievance**

1. Obtain the student grievance form from the Office of Student Services. Fill it out completely, stating your case in full, and return it to the Office of Student Services. The grievance form should be submitted as soon as possible and no later than 60 calendar days after the situation took place.

2. If it is determined that the student has a valid grievance, a grievance committee will be convened. Its head will be a member of the University's administrative staff. It will also consist of one faculty member and one student selected at the beginning of the academic year for this task. If this grievance concerns a grade, the faculty member must be an actual instructor at the University.
3. After reviewing the report, the grievance committee will conduct an investigation, as may be appropriate, and make a judgment. The committee's decision will be communicated in writing within 15 calendar days to all involved parties.
4. If the decision made by the grievance committee does not satisfactorily resolve the issue, the student may appeal the decision to the Director of Student Services within 15 calendar days after receipt of the response.
5. Within 30 calendar days after receipt of the appeal, the Director of Student Services will meet with the student to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Director of Student Services will respond in writing with a final resolution of the complaint.

All complaints will be kept confidential to the extent permitted by law and every effort will be made to assure that no adverse action will be taken against the student filing the complaint. Such action will be subject to investigation and possible disciplinary sanctions.

### **Complaint Log**

Each University division is required to maintain an active student complaint log and must be prepared to present such a log for review by appropriate university officials. Student Complaint Log Form provides a template for policy compliance and reporting. The log contains the following elements: Date of complaint, name of complainant, description of the complaint, date of response, responder and description of the response.

A formal resolution of the complaint will involve a grievance committee, comprised of either the Academic Dean or the Director of Student Services (for student complaints), two faculty members, and two students or alternates and includes both men and women. The grievance committee will review the information to determine if harassment is evidenced, and will resolve the matter with all involved parties. Formal resolution involving written reprimand, disciplinary action, or dismissal must be approved by the University President. Any appeal of the grievance committee's action will be made to the University President.

## **General Code of Conduct**

### **Sanctions**

Student conduct sanctions are categorized as primary and secondary. More than one primary sanction or any combination of primary sanctions and secondary sanctions may be imposed for any single violation. Once a student has been finally assessed a disciplinary sanction, however, no more severe primary sanctions may be assessed against him or her by any higher University authority.

#### **1. Primary Sanctions (in order of severity):**

1.1 *Expulsion*: Separation of a student from the University whereby the student is not eligible for readmission to this university. Expulsion is permanently noted on the transcript.



1.2 *Dismissal*: Separation of a student from the University for an indefinite period of time. Readmission to the University may be possible in the future, but no specific time for a decision is established. Dismissal is permanently noted on the transcript.

1.3 *Suspension*: Separation of a student from the University for a definite period of time. The student is not guaranteed readmission at the end of such period of time, but is guaranteed a review of the case and a decision regarding eligibility for readmission. Suspension is noted on the transcript. If the student reenrolls, remains in good standing and completes the requirements for graduation, the student may request removal of the notation at the time he/she files for graduation. Requests must be submitted to the Office of the Registrar. The Chief Academic Office, in consultation with other University officials, will make the final decision regarding removal of the notation.

1.4 *Deferred Suspension*: The sanction of Suspension may be placed in deferred status. If a student is found in violation of any University rule during the time of Deferred Suspension, the Suspension takes effect immediately without further review. Additional student conduct sanctions appropriate to the new violation also may be taken. A student who has been issued a Deferred Suspension sanction is deemed “not in good standing” with the University. A student who is not in good standing is subject to the following restrictions:

- Ineligibility to hold an office in any student organization recognized by the University or to hold any elected or appointed office of the University.
- Ineligibility to represent the University to anyone outside the University community in any way, including representing the university at any official function, intercollegiate athletics or any forms of intercollegiate competition or representation.
- Ineligibility to receive a University-administered scholarship when the length of the Deferred Suspension is greater than one quarter. Some scholarships adhere to more strict guidelines, and, therefore, ineligibility may result from a lesser length of Deferred Suspension. This sanction implies a serious offense and must be uniformly applied by the office administering the scholarship upon notification by the University disciplinary officer.
- Additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct.

1.5 *Probation*: An official warning that a student’s conduct is in violation of University Rules, but is not sufficiently serious to warrant expulsion, dismissal or suspension. A student on conduct probation is deemed “not in good standing” with the University. This sanction includes the same restrictions listed in 1.4, Deferred Suspension.

1.6 *Letter of Reprimand*: A letter that makes a matter of record any incident that reflects unfavorably on the student or the University.

1.9 *Warning*: Admonition of a student for actions unbecoming to the University community.

## **2. Secondary Sanctions (no order of severity is established for secondary actions):**

2.1 *Community/University Service*: A student may be offered an opportunity to complete a specified number of hours of Community/University Service in lieu of other sanctions. The type of Community/University Service must be approved by the hearing officer/panel.

2.2 *Educational Requirements*: A provision to complete a specific educational requirement directly related to the violation

committed. The provision will be clearly defined. Such educational requirements may include, but are not limited to, completion of an alcohol education workshop, a diversity awareness workshop, essays, reports, etc.

2.3 *Restrictions*: The withdrawal of specified privileges for a definite period of time, but without the additional stipulations contained in the imposition of conduct probation. The restrictions involved will be clearly defined.

2.4 *Restitution*: A payment for financial injury to an innocent party in cases involving theft, destruction of property or deception. The assessed costs to be paid may be in addition to receipt of any of the above sanctions.

## **Harassment**

OU respects and encourages the dignity and professionalism of its employees and students and is committed to maintaining a learning and working environment that is free from any form of discrimination. Harassment in any form based on sex, race, color, age, national origin, disability, or any other characteristic protected by state or federal laws is prohibited, as are all forms of sexual intimidation and exploitation.

In keeping with this commitment, OU will not tolerate any unlawful harassment of its employees or students at the university by anyone, including any faculty member, staff member, student, visitor, vendor, contractor, or any other individuals providing services at the university. Harassment interferes with an individual's work or learning environment and will not be tolerated.

All members of the Olivet community are expected to follow and enforce the University's policy against harassment. Complaints of harassment will be promptly and thoroughly investigated and appropriate action, including disciplinary measures, will be taken when warranted. Faculty, students, and staff have the right at any time to raise the issue of harassment without fear of retaliation.

## **Academic Honesty**

Students shall maintain academic honesty in the conduct of their studies and other learning activities at Olivet University. The integrity of this academic institution, and the quality of the education provided in its degree programs, are based on the principle of academic honesty.

The maintenance of academic integrity and quality education is the responsibility of each student within this University. Cheating and plagiarism in connection with an academic program is as an offense for which a student may be expelled, suspended, put on probation, or given a less severe disciplinary sanction.

## **Student Responsibilities**

Students are responsible for knowing and understanding the rules of Academic Honesty as outlined in the college catalog, to include fabricating information and data, cheating, facilitating academic dishonesty, and plagiarizing.

Students are responsible for communicating with the instructor if they do not understand how the policy applies to a particular class

or assignment.

## Definitions

Academic dishonesty is an especially serious offense. It diminishes the quality of scholarship and defrauds those who depend upon the integrity of the academic programs. Such dishonesty includes, but is not limited to, the following:

- Giving unauthorized information to another student or receiving unauthorized information from another student during any type of assignment or test.
- Obtaining or providing without authorization questions or answers prior to the time of an assignment or test.
- Using unauthorized sources for answers during any assignment or test.
- Taking part in or arranging for another person to complete an assignment or to take a test in place of another.
- Giving or receiving answers by use of signals during a test.
- Altering answers on a scored test and submitting it for a higher grade.
- Collaborating with others in a required assignment without the approval of the instructor.
- Stealing class assignments or portions of assignments, including electronic files, and submitting them as one's own.
- Not crediting participants for their part in a group project or claiming credit for work not done on a group project.
- Plagiarism, which is presenting as one's own in whole or in part the argument, language, creations, conclusions, or scientific data of another without explicit acknowledgment. Examples include, but are not limited to:
  1. Using another person's written or spoken words without complete and proper citation.
  2. Using information from a World Wide Website, CD-ROM or other electronic source without complete and proper citation.
  3. Using statistics, graphs, charts and facts without acknowledging their source.
  4. Submitting a paper purchased from a term-paper service.
  5. Paraphrasing which is imitating someone else's argument using other words without acknowledging the source.
  6. Claiming credit for someone else's artistic work, such as a drawing, script, musical composition or arrangement.
  7. Using someone else's lab report as a source of data or results.
  8. Using one's own or substantially similar work, produced in connection with one course, to fulfill a requirement in another course without prior permission. A student may use the same or substantially the same work for assignments in two or more courses only with written permission from the instructors of all the classes involved.
  9. Submitting the results of a machine translation program as one's own work.

## **CHAPTER 14: STUDENT LIFE AND STUDENT SERVICES**

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### **Enrollment Requirements & Procedures**

Before enrolling, all applicants must also fill out an Enrollment Agreement and submit a deposit in accordance with the Student Fees and Payment schedule. A parent or legal guardian must sign the Enrollment Agreement if the applicant is under 18 years of age.

### **Digital “Orientation”**

At the start of the fall quarter, all entering students will receive a welcome package available in digital media format, which includes an introduction to Olivet University and an overview of its curricular and co-curricular programs, general policies, and administrative features.

Fall Orientation also provides a chance for students to connect socially with other community members in order to ease the transition into the start of a new academic year.

### **Student ID Cards**

All students are required to have a student ID card, which is distributed by the Office of Student Services. A physical ID card is also available upon request and a \$15.00 fee. Loaning a physical or digital ID card to another person is prohibited.

### **University-Wide Literary Style**

The most recent edition of Kate L. Turabian’s *A Manual for Writers of Term Papers, Theses, and Dissertations* is the basic manual of style for the writing of formal papers. Turabian allows for footnotes, endnotes, or parenthetical references. Each division and degree program may specify the kind of documentation it requires. Faculty members may specify exceptions to these standards for particular assignments as necessary.

### **Examinations**

Final examinations are usually two hours in length and are to be taken at the scheduled hour during exam week. In case of illness, a student should notify the Office of Student Services before the examination, if possible.

A final grade cannot be changed after it has been turned in to the Registrar, unless there has been an error in calculation or recording of the grade. Students have two weeks from the date of issuance of grades to report errors to the Registrar.

## Leave of Absence / Time Limit Policy

If students intend to return to OU within one year (four quarters) and want to preserve registration privileges, they should file a *Leave of Absence* form. A leave of absence may be taken up to a maximum one year (one quarter for LOA and three quarters for Continued Leave of Absence)\* by an enrolled undergraduate or graduate student who has a medical or personal reason that prohibits the student from progressing in his/her degree program.

Students must receive prior approval for any course(s) taken at another institution while on leave by completing a Transfer of Credit Application.

If a student does not return to OU within the stated time period, they will automatically be withdrawn from the college and will need to reapply if they wish to return.

Leaves of absence will extend the maximum time students have to complete the degree program by up to one year.

**\*Maximum Length of a Leave:** *A leave of absence is generally not approved for longer than one year. However, under special circumstances such as military deployment or medical emergency, a leave may be approved for a maximum of three years.*

### Maximum Time Limit

The maximum time limit to complete a master of divinity degree program at Olivet University is **6 years**.

All requirements for degree programs must be completed within set time limits after the student's first term of enrollment in his/her program.

If a student fails to complete his/her program within the time limit, his/her records will be deleted and reapplication is required to continue pursuit of the degree.

When additional time is necessary and appropriate, the student and advisor will petition the student's college for an extension. The extension may be denied, in which case the student will be dismissed, or it may be granted with qualification. The maximum extension is one additional year. Extensions require review of academic progress and any other factors regarded as relevant by the college, and approval by the academic dean.

## Academic Advising

Academic advising is an on-going, intentional, educational partnership dedicated to student academic success. After being admitted to the University, students will be assigned to an academic advisor. Whenever possible, students are assigned additional advisors in the area of study in which the students have expressed an interest.

The role of these advisors is to guide course selection and serve as a resource with regard to the university's policies and procedures.

Olivet values the spiritual and academic growth that may develop from healthy student-advisor relationships. Thus, students are encouraged to communicate with their advisors throughout their Olivet careers for advice and assistance in any academic issues.

It is to students' advantage to meet with their academic advisors at least once a quarter and to know their advisors well.

## **Academic Advising Center**

Academic Advising Center provides:

- Information about academic programs and policies.
- Guidance in course registration.
- Advice and assistance in any academic or vocational problems that may arise.
- Advisors to help students who encounter academic difficulties strategize ways to improve their performance.
- Evaluation of transfer courses and assessment of credits awarded.
- Assistance in conveying information about special needs to professors.
- Assistance in obtaining academic and classroom accommodations, if needed.
- Advice and counseling regarding learning or physical disabilities.
- Information about petitioning respective colleges for exceptions to academic policies.

Academic Advising serves as a resource in relationship to institutional policies, procedures, and administrators.

It is the responsibility of the student to see that the proper courses for the intended major are taken in the proper sequence. Special care should be taken if a course is offered in alternate years. The Division Chair and supporting faculty members can also be consulted for assistance as necessary, but ultimately the student accepts responsibility for registration in the desired and needed courses.

## **Petitions**

Should there arise a scenario in which an exception to an academic policy seems necessary, students may file a request online in the MyOlivet Solutions Center at [solutions.olivetuniversity.edu](https://solutions.olivetuniversity.edu).

## **Changes in Personal Information**

During registration and throughout the quarter, any change in a student's address, employment, marital status, number of children, or other pertinent data should be reported to the Office of the Registrar as soon as possible.

## **Transcripts**

In order for the Office of the Registrar to release a transcript, federal law requires a signature from the student requesting his/her transcript. Transcript request forms may be found in the Student Records area of Populi. Transcripts are issued with set fees. Please see fee schedule included in this Catalog.

Verbal requests, whether in person or over the phone, cannot be processed. A transcript request from a student on hold for unpaid fines or bills will not be processed until his/her financial obligations are met. Transcripts are generally processed within 24 hours of the request.

## Counseling

Students are encouraged to communicate openly, but respectfully, with all OU staff members, and to seek spiritual guidance at any, especially from Director of Student Services. Personal counseling is intended to help students better adjust to their University experience and to provide support for their personal walks of faith. OU also encourages students to maintain ties with WOA church leaders throughout their studies at OU.

OU also allows students to seek counseling services available in their local areas by requesting referrals from our office.

## Tutoring

Students who need extra assistance because of academic difficulties may arrange for tutoring through their Academic Advisors. The University believes in giving every student the opportunity for individualized assistance outside of the normal class setting. Online tutoring sessions help students clarify points from lectures, labs, discussion sessions, or assigned readings. All tutoring sessions are intended to supplement, not replace, any class attendance or personal study time.

Study sessions provide students with the opportunity to meet with instructors for individual assistance. Students who take advantage of study sessions are expected to perform better in the classroom. Should an instructor determine a student's progress in one or more areas to be unsatisfactory or below normal (typically considered less than C- work), the instructor may suggest an online study session.

## Netiquette Guide

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

## Security

**Remember that your password is the only thing protecting you from pranks or more serious harm.**

- Don't share your password with anyone
- Change your password if you think someone else might know it

- Always logout when you are finished using the system

## General Guidelines

### When communicating online, you should always:

- Treat instructor with respect, even in email or in any other online communication
- Always use your professors' proper title: Dr. or Prof., or if you in doubt use Mr. or Ms.
- Unless specifically invited, don't refer to them by first name.
- Use clear and concise language
- Remember that all college level communication should have correct spelling and grammar
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you"
- Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING
- Limit and possibly avoid the use of emoticons
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive
- Be careful with personal information (both yours and other's)
- Do not send confidential student information via e-mail

## Email Netiquette

### When you send an email to your instructor, teaching assistant, or classmates, you should:

- Use a descriptive subject line
- Be brief
- Avoid attachments unless you are sure your recipients can open them
- Avoid HTML in favor of plain text
- Sign your message with your name and return e-mail address
- Think before you send the e-mail to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, "reply all"
- Be sure that the message author intended for the information to be passed along before you click the "forward" button



## Message Board Netiquette and Guidelines

**When posting on the Discussion Board in your online class, you should:**

- Make posts that are on topic and within the scope of the course material
- Take your posts seriously and review and edit your posts before sending
- Be as brief as possible while still making a thorough comment
- Always give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying
- Don't repeat someone else's post without adding something of your own to it
- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point
- Always be respectful of others' opinions even when they differ from your own
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way
- Do not make personal or insulting remarks
- Be open-minded

## International Student Services

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### What to do first: A Checklist

Upon arriving at Olivet, there are a number of things that you need to do. We offer a checklist to help you to get started.

#### 1. Check-in at the Olivet International Student Office

Within ten days of arriving at Olivet, new F-1 students must check in at the International Student Office. Bring your passport, I-94 card, and I-20 with you. This is a mandatory procedure: under U.S. Department of Homeland Security guidelines, we are required to confirm your arrival. Failure to complete the check-in procedure may lead to your immigration status being terminated. If you have a "transfer pending" I-20, be sure to return to ISO as soon as you have completed your course registration so that the transfer process can be completed.

#### 2. Open a Bank Account

It is not safe to keep large amounts of cash in your apartment, so we recommend opening a bank account as soon as possible after you arrive. Deposit your checks so they clear in time for you to pay your bills. Ask the ISO for a courtesy letter to help you open a bank account, or otherwise notify us if you have problems or difficulties opening an account. Note: you do NOT need to have a Social Security Number to open a bank account, so please let us know if you are told otherwise.

### **3. Update Your Address**

All F-1 non-immigrants are required, under U.S. law, to report their U.S. residential (not mailing or PO Box) address through their respective schools and/or immigration sponsors. When you register for classes, be sure to update your U.S. local address with the ISO. Continue to update your address and contact information with the ISO within 10 days of any move.

### **4. Register and Start Classes**

Discuss with your academic advisor or program director about the courses you should be taking. Some programs follow a more structured curriculum while others may be more flexible.

### **5. Attend a Mandatory F-1 Immigration Information Session**

These sessions are mandatory for all new and incoming international students and are recommended for returning students who have been abroad for extended periods of time. See the orientation calendar for all session times.

#### **Mandatory F-1 Visa Orientation**

In order to ensure that you are aware of the regulations and requirements of your immigration status, the ISO holds visa orientation sessions for your benefit. Topics covered include: immigration requirements for full-time study; employment; travel; immigration documents and forms; and consequences of not maintaining lawful F-1 status. You are responsible for knowing all the information presented in these sessions. Consequences of not abiding by immigration regulations can be severe.

## **Immigration Information for F-1 Students**

### **Visa and Document Overview for Students in F-1 Status**

#### **Your Legal Obligations**

It is essential to remember that you must take full responsibility for maintaining your status with the Department of Homeland

Security (DHS). That is, you are responsible for finding out, knowing, and following pertinent regulations. If you take time early on to familiarize yourself with your obligations to the Department of Homeland Security, you should find it easy to maintain your legal status. If, however, you allow yourself to fall "out of status", it may be extraordinarily difficult to be reinstated to legal F-1 status.

The best resources to assist you in maintaining your status are the International Student Office at 1st floor of Olivet University. Every effort has been made to provide reliable and accurate information on rules that govern student immigration classifications. Feel free to come in and ask questions anytime.

### **Useful Websites for F-1 Students**

U.S. Immigration and Customs Enforcement <http://ice.gov>

U.S. Citizenship and Immigration Services: <http://www.uscis.gov/portal/site/uscis>

U.S. Department of State: <http://www.usembassy.gov/>

### A Few Words of Advice for Students

- Familiarize yourself with "Student Immigration Definitions" before reading anything else.
- Although most requests for documentation submitted to the ISO usually are done on the spot while you wait, it is prudent to allow at least five business days for processing.
- Bring with you your passport and all relevant immigration documents - including your I-20 and any previous I-20's - when you come to the ISO for immigration information or document processing.
- Carry financial documentation when you travel.
- If you are the least bit uncertain about your status - for example, whether your program will be full-time, whether your permission to stay is valid, or whether you can be paid for an assistantship - check with the ISO immediately.

Students who do not meet the full-time or normal progress requirements may have problems restoring their status. Therefore, if you believe your circumstances warrant extraordinary consideration, it is extremely important that you consult with the ISO or IAO before registering for your program. We are here to help you and advise you.

## **CHAPTER 15: LIBRARY SERVICES**

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### **Library Cards**

University ID cards and ID numbers serve as library cards for Olivet University students, faculty, instructors, lecturers and staff. Alumni, retired faculty and staff can exercise the limited library privileges as OU students with appropriate ID/PIN information.

## Library Hours

### *Riverside Main Campus*

Mon, Tue, Thu: 8:00 am – 9:30 pm PST

Wed, Fri: 8:00 am – 6:00 pm PST

Sat: 8:30 am – 12:00 pm PST

Sun: Closed

### *San Francisco Campus*

Mon, Tue, Thu: 9:00 am – 6:00 pm PST

Wed, Fri: 9:00 am – 6:00 pm PST

Sat: 9:00 am – 12:00 pm PST

Sun: Closed

## Circulation Policy

### Books and Periodicals

Once a Library patron selects desired materials, he or she proceeds to check out these selections by submitting the appropriate ID/PIN information as directed by the library computer system, which will allow the materials to be checked out for a two-week period. Library patrons may renew at the end of the two-week period twice for a total of six weeks.

### Other Materials

Requests for digital and audio-visual materials shelved in Olivet’s Media library follow the procedures used for books.

### Number of Items Borrowed

<b>Patron</b>	<b>Number of Items</b>	<b>Length of Loan</b>
Undergraduate Student	10	2 Weeks
Graduate Student	20	2 Weeks
Faculty/Staff	30	1 Month

Alumni	5	2 Weeks
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**Renewing Library Materials**

*In Person: At the Circulation/Check Out Desk.*

*Online: Renew by logging in My Account: <http://olivet.bywatersolutions.com/cgi-bin/koha/opac-user.pl>*

Ralph D. Winter Library materials can be renewed if the borrower’s account is in good standing. Account problems that may prevent renewal include:

- Reaching the maximum number of renewals - twice
- Fines and other library charges
- Blocks initiated by the Office of Student Finance Admissions and Records because of an unpaid bill or other account problem

The following items CANNOT be renewed:

- Items that have been requested by another patron. These items should be returned immediately to the Library on their due date.
- Reserve items
- Overdue items

Collection	Kind of Material	Length of Loan
Books	Circulating Reference Reserves	2 Weeks/ 1 Month Library Use Only 2 Hours
Magazines & Newspapers	Latest Issue Back Issues	Room Use 2 Weeks/ 1 Month
Audiovisual	Videotapes, compact discs, DVDs etc.	2 Weeks/ 1 Month

**Overdue Notices and Usage Blocking**

Overdue notices are issued as a courtesy to all library users. However, non-receipt of an overdue notice does not exempt a borrower from applicable punishment. For those who fail to comply with the circulation policy may be blocked from the library usage. To

avoid overdue notices and the blocking of usage, please renew your materials before the due date stamped in each item.

### **Returning Library Materials**

Borrowers may return Ralph D. Winter library materials to the Check-Out Desk on the University's main campus.

### **Reference Services**

A librarian is on duty for assistance to help locate information in the Library or from outside sources. In-depth instruction or workshops in the use of the reference tools, audio-visual materials and equipment, the Web catalog, Web periodical databases, Internet research, and library technologies are also available.

Forms related to library instruction requests /study assistance are available as appendices to this handbook.

### **Copying/Photocopy Services**

Patrons making or requesting copies are responsible for ensuring that their copying conforms to laws concerning copyright and fair use.

Copiers are available on the main level of the library. Copies are 10 cents per page for black and white, and 25 cents per page for color. After copying, patrons can pay at the circulation desk.

### **Computers and Internet**

The Library Computers consists of PC computers with programs to support academic work, including Internet access, document editing software (e.g. Microsoft Office), and Internet browser (e.g. Internet Explorer). All currently registered Olivet University students may use the computers. There are 15 computers in the Library, 7 for patron research and 8 for librarian and library staffs. For the E-Library, we have 20 computers available for patrons.

Computers may be used on a first-come-first-serve basis, though priority is given to reference activity. Students are encouraged to save their files to an external drive; files saved on the computer hard drive are subject to deletion when the computers are shut down. Students should use virus-free components, as viruses may cause serious damage.

Hard disks should not be tampered with, nor should any programs be added to or copied from computer hard drives.

## **CHAPTER 16: UNIVERSITY SERVICES AND UNIVERSITY OFFICES**

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## University Offices

**MyOlivet Solution Center:** <https://solutions.olivetuniversity.edu>

The MyOlivet Solution Center is the first point of contact for faculty, staff and students to connect with the university offices and college administrations. Feedback, support tickets, administrative help requests and certain application forms can be accessed here and inquiries will be routed to the department in charge.

For other correspondence with specific departments use the email addresses below.

**Student Finance Office:** [studentfinance@olivetuniversity.edu](mailto:studentfinance@olivetuniversity.edu)

**Financial Aid Office:** [finaid@olivetuniversity.edu](mailto:finaid@olivetuniversity.edu)

**Library Services:** [library@olivetuniversity.edu](mailto:library@olivetuniversity.edu)

**Registrar Office:** [registrar@olivetuniversity.edu](mailto:registrar@olivetuniversity.edu)

**Admissions Office:** [admissions@olivetuniversity.edu](mailto:admissions@olivetuniversity.edu)

**Student Services Office:** [student.info@olivetuniversity.edu](mailto:student.info@olivetuniversity.edu)

**International Student Office:** [iso@olivetuniversity.edu](mailto:iso@olivetuniversity.edu)

Below are contact information for each location and where class sessions will be held.

### *Olivet University, Riverside Campus*

36401 Tripp Flats Road,

Anza, CA 92539

[\(951\) 763 0500](tel:(951)7630500)

[info@olivetuniversity.edu](mailto:info@olivetuniversity.edu)

### *Olivet University, San Francisco Campus*

201 Seminary Drive,

Mill Valley, CA 94941

[\(415\) 371 0002](tel:(415)3710002)

[admissionsssf@olivetuniversity.edu](mailto:admissionsssf@olivetuniversity.edu)

### *Olivet University, New York Manhattan*

6 Barclay Street, Floors 3-5,

New York, NY 10007

[\(646\) 688 4866](tel:(646)6884866)

[nyc@olivetuniversity.edu](mailto:nyc@olivetuniversity.edu)

***Olivet University, New York Dover***

181 Hutchinson Ave,

Wingdale, NY 12594

[\(845\) 832 1208](tel:(845)8321208)

[nyc@olivetuniversity.edu](mailto:nyc@olivetuniversity.edu)

***Olivet University, Washington D.C.***

201 Rittenhouse St., NW

Washington, DC 20011

[\(951\) 763 0500](tel:(951)7630500)

[info@olivetuniversity.edu](mailto:info@olivetuniversity.edu)

***Olivet University, St. Louis***

5341 Emerson Ave.

St. Louis, MO 6312

[\(951\) 763 0500](tel:(951)7630500)

[info@olivetuniversity.edu](mailto:info@olivetuniversity.edu)

***Olivet University, Nashville***

141 Belle Forest Circle

Nashville, TN 37221

[\(615\) 454 2392](tel:(615)4542392)

[info@olivetuniversity.edu](mailto:info@olivetuniversity.edu)



***Olivet University, Atlanta***

953 Martin Luther King Jr. Dr. NW

Atlanta, GA 30314

[\(951\) 763 0500](tel:(951)7630500)

[info@olivetuniversity.edu](mailto:info@olivetuniversity.edu)

***Olivet University, Chicago***

3659 S. Honore St.

Chicago, IL 60609

[\(951\) 763 0500](tel:(951)7630500)

[info@olivetuniversity.edu](mailto:info@olivetuniversity.edu)

## **College Administration Offices**

**Olivet Theological College and Seminary:** [otcs@olivetuniversity.edu](mailto:otcs@olivetuniversity.edu)

**Jubilee College of Music:** [jcm@olivetuniversity.edu](mailto:jcm@olivetuniversity.edu)

**Olivet School of Media and Communication:** [osmc@olivetuniversity.edu](mailto:osmc@olivetuniversity.edu)

**Olivet School of Art and Design:** [osad@olivetuniversity.edu](mailto:osad@olivetuniversity.edu)

**Olivet Institute of Technology:** [oit@olivetuniversity.edu](mailto:oit@olivetuniversity.edu)

**Olivet Business School:** [obs@olivetuniversity.edu](mailto:obs@olivetuniversity.edu)

**Olivet School of Language Education:** [osle@olivetuniversity.edu](mailto:osle@olivetuniversity.edu)

**Olivet School of Engineering and Architecture:** [engineering@olivetuniversity.edu](mailto:engineering@olivetuniversity.edu)

**Olivet School of Agriculture:** [ag@olivetuniversity.edu](mailto:ag@olivetuniversity.edu)

## **Technology Requirements**

### **Broadband Internet**

A fast internet connection ensures that students navigate through Populi quickly and efficiently, typically DSL or cable service.

### **A modern, updated web browser**

Populi runs on up-to-date releases of popular web browsers.

Here are the browsers we recommend for use with Populi. We recommend students to always try to use the most recent version possible—as companies release newer versions of browsers, they usually drop support for older versions.

#### PC or Mac

- Google Chrome is probably the best option if you're using Windows. It's also very good for Mac users.
- Mozilla Firefox is another good choice on Windows computers (works pretty okay on Macs, too).
- Apple Safari is great on Macs. Not so much on Windows.
- Last and certainly least, Internet Explorer. If you're using Windows 10, they're encouraging you to use Microsoft Edge.

#### Mobile browsers

- iOS Safari does well, as does Google Chrome for iOS.
- The stock Android browser works, as does Chrome for Android.
- The Firefox browsers for both iOS and Android aren't problematic.
- Microsoft Edge (mentioned above) is baked-in to Windows 10 devices and works with Populi; the version of Internet Explorer in Windows 8.1 does alright, too.

If you tend to tinker with your browser settings, make sure to enable Javascript and cookies. Ad-blockers don't pose any problems for the most part, but if you do fiddle with those, just make sure to whitelist your school's Populi site.

#### Other common applications

You can use Populi to export all kinds of files. The three most common are spreadsheets, PDFs, and word documents (note the lower-case *w* there). Most computers have the software you need to open these files, but in case yours doesn't...

- [Open Office](#) can open spreadsheets and documents (we use it to generate files for [custom page layouts](#)).
- [Adobe Acrobat reader](#) handles PDFs. If, for some reason, you have to use an old version, the oldest one that works is version 6.

#### Monitor

Populi is easiest to use if your monitor is set at a minimum resolution of 1280 x 1024 pixels. This is not something most users with a modern computer or monitor need to worry about, but there it is anyway!

<https://support.populiweb.com/entries/87315-Introduction-to-Populi>

## EQUIPMENT USED IN COURSES

Students in any program are required to have their own laptops with wifi internet connection for course work and lectures. Below are suggested specifications.

- \* Type: PC or Mac
- \* Processor: Intel Core i5 or i7 or AMD equivalent
- \* Display: 13" or larger
- \* Memory: 8GB or higher for PC / 16GB or higher for MAC
- \* Hard Drive: 256GB SSD or higher
- \* I/O ports: Two USB 3.0 ports
- \* Video out: HDMI or DisplayPort
- \* Wireless: AC preferred, N minimum
- \* OS: Windows 10 (preferred) for PC / El Capitan (Sierra preferred)

Students in the IT, Media, Art, and Architecture programs are recommended to have higher specs on their laptops:

Apple MacBook Pro

- \* 13 or 15-inch screen
- \* 2.2GHz processor (2.6 or 2.7GHz will be faster)
- \* 8GB to 16GB RAM (more will be better, especially for animation projects)
- \* At least 256GB hard drive (512GB or larger will be better)

Desktop computers are also offered in the library, architecture, and ESL labs.

Media and Journalism students may also be working with equipment such as:

- 4K cinema video cameras
- Digital photography Cameras
- Lighting equipment and lights
- Sound and Audio Mic

Architecture and Engineering students may be working with construction related tools such as saw tables, electrical power tools, air pressure tools. Tools and equipment are available on loan to students who are taking the related courses or approved by the school.

## CHAPTER 17: UNIVERSITY LEADERSHIP AND INSTRUCTIONAL PERSONNEL

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### ACADEMIC AND ADMINISTRATIVE LEADERSHIP

- Dr. Tracy Davis  
*University President*
- Dr. Nathanael Tran  
*Vice President for Campus Planning, Interim Dean Olivet School of Engineering and Architecture*
- Dr. Matthias Gebhardt  
*Vice President for Academic Affairs, Interim Chief Enrollment Officer*
- Dr. Barnabas Jung  
*Chief Financial Officer*
- Dr. Walker Tzeng  
*Chief Operating Officer, Chaplain*
- Dr. Julia Tzeng  
*Dean of Students*
- Dr. Matthias Gebhardt  
*Dean of Olivet Theological College & Seminary*
- Dr. Merrill Smoak  
*Dean of Jubilee College of Music*
- Dr. David James Randolph  
*Dean of Olivet School of Media & Communication*
- Dr. Joan Carter  
*Dean of Olivet School of Art & Design*
- Dr. Donald Yoon  
*Dean of Institute of Technology*
- Dr. Jasmine Park  
*Dean of Olivet School of Language Education*
- Mr. Jacob Chatterjee, LL.M  
*Dean of Olivet Business School*

- Dr. Donald Tinder  
*Dean of Zinzendorf School of Doctoral Studies*
- Dr. William Wagner  
*Director of Olivet Institute for Global Strategic Studies*
- Dr. Joseph Ray Tallman  
*Director of Olive Branch Institute of Islamic Understanding*
- Dr. Tom Cowley  
*Director of Institute of Faith and Family*  
*Director of Doctor of Ministry Program*



**OLIVET UNIVERSITY**  
**ZINZENDORF SCHOOL OF DOCTORAL STUDIES**

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**D O C T O R   O F   M I N I S T R Y**  
**P R O G R A M   H A N D B O O K**

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# Zinzendorf School of Doctoral Studies - Doctor of Ministry Program Handbook

2019-2020

*September 1, 2018 through August 31, 2020*



Olivet University

[www.olivetuniversity.edu](http://www.olivetuniversity.edu)

*2nd Edition*



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## Welcome

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### Welcome from the Dean



Welcome to the Zinzendorf School of Doctoral Studies, the most recent development of Olivet University, initiated to advance our high calling for Christian leadership training. The name itself evokes the heart of the doctoral programs of Olivet.

Our goal has always been to strengthen and help define Christian leadership for global mission purposes.

Count Nicolaus L. von Zinzendorf (1700 to 1760) is our historical model. He was a father of the Moravian movement, an early Pietist movement that was based on a 15th century Bohemian reformation. Moravians added missions to the heart of Reformation Evangelical theology. They defined three essential values for global ministry;

- Commitment to personal and global transformation by the power of the Gospel of Jesus Christ.
- Commitment to Christian community, identified by worship, prayer, and sharing of resources.
- Commitment to the Great Commission service, bringing "Good News" to the nations through evangelism, church planting, and social transformation.

Zinzendorf and his Herrnhut followers carried the Gospel to every continent of the world and likewise surrounded this enterprise with the first Protestant prayer movement. God's formula for successful mission was linked with Evangelical theology and vibrant spirituality. This is the tradition we seek to uplift as we train a new generation from among all nations of the world with the best of higher biblical education.

Consider with us the possibilities of pursuing a doctoral degree with us. Our innovative programs will assure that you continue on at the highest level of educational impact in your service for the Church of Jesus Christ and the Kingdom of God.

Sincerely,

A handwritten signature in black ink that reads "Donald Tinder". The signature is written in a cursive, flowing style.

Dr. Donald Tinder, Dean of Zinzendorf School of Doctoral Studies

## Disclaimer

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This handbook and the policies and procedures contained herein are in effect from September 1, 2018 through August 31, 2019. Although the information herein has been reviewed, the text may nevertheless contain errors, which will be corrected when brought to the attention of the University.

Olivet University makes every reasonable effort to provide accurate information in the contents of this handbook, but reserves the right to make changes at any time without prior notice. The University reserves the right to change calendars, academic programs, individual courses, policies and fees and all other aspects of University operations by official action of the University. In addition, changes in policies, procedures, and administration may have occurred since the printed publication of this handbook. Updates and changes shall be reflected in the online version at the time they are made. In case of discrepancies between the online and printed versions of the handbook, the online version is to be considered definitive. Students should contact the appropriate department office for the most recent information.

If programs are discontinued, or if substantial changes in requirements for degrees are made, the University will endeavor to allow students disadvantaged by the change to continue under existing programs and requirements.

Any questions a student may have regarding this handbook that have not been satisfactorily answered by the University may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

## CHAPTER 1: GENERAL INFORMATION

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### Obtaining a Catalog

To order a copy of this catalog, please contact the Office of Admissions by email [admissions@olivetuniversity.edu](mailto:admissions@olivetuniversity.edu), at (951) 763 0500, or send a written request to the address below:

Olivet University  
Attn: Admissions  
36401 Tripp Flats Road  
Anza, CA 92539

There is a \$10.00\* fee for catalogs ordered within the United States, and a \$35.00\* fee for catalogs mailed outside of the United States. (Prices include shipping and handling.) Payments can be made via VISA, MasterCard, check, or money order. This Academic Catalog information is also available on-line at the following Web address: [www.olivetuniversity.edu](http://www.olivetuniversity.edu)

*\*Prices are subject to change*

## **Statement of Student Responsibility**

This Catalog has been made available to all students of Olivet University in digital format via the school's website. Prospective students must review this Catalog prior to signing an enrollment agreement.

By enrolling in Olivet University, students agree to accept and abide by the terms stated in this Catalog and all university policies. Students are expected to be familiar with the information presented in this Catalog, in any supplements and addenda to the Catalog, and with all university policies.

A student or any member of the public may file a complaint about this university with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **Statement of Non-Discrimination**

Olivet University admits qualified applicants who are personally committed to faith in Jesus Christ regardless of sex, race, color, national origin, or disability.

## **Academic Calendar 2018-2019**

Please visit <http://www.olivetuniversity.edu/academics/calendar.html> to see our latest academic calendar.

## **Administrative Holidays 2018-2019**

To reach Olivet University's Main Campus, please call +1 951 763 0500, Monday to Friday between 9:00 am – 5:00 pm PST. Olivet University offices will be closed on the following holidays.

<b>Administrative Holidays</b>
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<b>Fall Term:</b>  WOA Events Veterans Day Thanksgiving Break Christmas Holiday New Year's Day	Oct 29 – Nov 2, 2018 Nov 11, 2018 Nov 22-23, 2018 Dec 24-26, 2018 Jan 1, 2019
<b>Winter Term:</b>  Martin Luther King Day Presidents' Day	Jan 21, 2019 Feb 18, 2019
<b>Spring Term:</b>  Memorial Day	May 27, 2019
<b>Summer Term:</b>  Independence Day Labor Day	July 4, 2019 Sep 2, 2019

## Vision, Mission, Goals, Values

### Mission Statement

The mission statement of Olivet University is intended to serve as a guide for Board directors, staff members, and student conduct; strategic and programmatic planning; and institution-wide priority setting and evaluation. It evolved from a careful process of collaboration and consultation among Olivet University's founders, key administrators, faculty and selected advisors from affiliated and independently operating organizations recognized for their demonstrated commitment to the ideals and goals formalized here in the Olivet University mission statement.

*Olivet University is an institution of biblical higher education dedicated to training ministry-bound men and women as biblical scholars and leaders, and to equipping them with the practical skills to preach the Gospel effectively into and after the 'network generation' – thus priming them to revolutionize the world through Christian mission.*

### Vision

Our vision is born of God's enduring hope for a world that is "full of the knowledge of the Lord as the waters cover the sea" (Isaiah 11:9). The fulfillment of this vision inspires, orients, and defines the work of this institution.

## Mission Strategy

Olivet University accomplishes this mission through a comprehensive program of Biblical, general, and professional studies; applied scholarship in ministry environments affiliated with the University; and Christ-centered service and support. The five cross-cutting themes derived from our mission describe this quality education.

## Olivet University History

In 2000, Olivet was established as a Bible college named the Olivet Theological College & Seminary (OTCS). OTCS functioned as a 'seedbed' for missions, offering multiple fields of study and distance learning to ministry-bound students all over the world. OTCS developed quickly, necessitating several major changes to accommodate the school's diverse student body.

In 2004, Olivet University was incorporated and established multiple departments, each offering different degree programs. In addition to OTCS, there is the Jubilee College of Music, Olivet College of Journalism, Olivet College of Art & Design, Olivet Institute of Technology, Olivet College of Language Education, Olivet College of Business, Zinzendorf School of Doctoral Studies, Olivet Institute for Global Strategic Studies, Olive Branch Institute of Islamic Understanding, and Institute of Faith and Family.

The university's latest reorganization was supported by several key Christian ministries affiliated with the individual College divisions. These connections – some of which date back to Olivet's founding – are clearer and stronger as a result of Olivet University's current structure, especially in the areas of Olivet student recruitment and alumni employment.

Olivet University alumni later began an association of evangelical bodies named the World Olivet Assembly. Through a collaborative network, Olivet University aspires to carry out its mission of equipping ministers with opportunities and skills to revolutionize the world through Christian mission.

Olivet University's present-day 1,200 acre properties in Riverside Southern California offer a multidisciplinary residential campus with emphasis on academic studies and spiritual formation. Across the university curricula practical learning and entrepreneurial initiatives have been more systematically integrated and interdisciplinary studies have been encouraged through offering joint degrees between the Master of Divinity and other university colleges.

In 2017-18 the Olivet University San Francisco site began offering complete degree programs locally and moved into the former Golden Gate Baptist Theological Seminary campus in Mill Valley, CA. Olivet School of Media and Communication settled in its own Washington, DC, building with dormitory and food service facilities.

## Values

### *Jesus Christ*

"I am the way, the truth and the life." (John 14:6) Olivet acknowledges Jesus Christ as the only source of salvation and the foundation of all knowledge and truth.



### ***The Kingdom of God***

“But seek first his kingdom and his righteousness, and all these things will be given to you as well.” (Matthew 6:33)

### ***Access***

Olivet believes that Biblical education is a gift given by God to equip Christians in any part of the world for ministry. The University works to open the doors of Biblical higher education to qualified students, even in nations closed to the Gospel of Jesus Christ, by offering its programs through distance learning and by making this opportunity accessible.

### ***Global Community***

Olivet creates a global community by bringing into reach educational services, programs, and employment opportunities to qualified individuals from all over the world, and by providing learning opportunities among diverse students.

### ***Service***

Olivet expects all students, faculty, staff, and administrators to embrace the highest standards of personal integrity, honesty and responsibility for their studies and work based on the kenotic ethic of Jesus.

### ***Quality***

Olivet provides a high-quality, Biblical education suitable in scope and depth to the challenges of the day. The University assesses and evaluates all aspects of its academic model on an ongoing basis.

## **Institutional Goals of Olivet University**

*As an institution of Biblical higher education that values excellence in academics and professional ministry preparation within the context of a personal relationship with Jesus Christ, Olivet University will*

- Honor our Bible-based identity and heritage (BIBLICAL TRADITION & PRIDE)
- Attain recognition as a world-class institution of Biblical higher education (ACADEMIC EXCELLENCE)

*As a University committed to the evangelism and discipleship of all people through Christian mission, Olivet University will*

- Engage in programs, partnerships, and services that benefit mission and ministry (ENGAGEMENT)

*As a University pursuing the expression of these values throughout the world – especially among the **Network Generation**, Olivet University will*

- Optimize network and technology in the delivery of services and instruction (ACCESS & TECHNOLOGY)

*As a Christian, **Gospel-centered** community, Olivet University will*

- Foster a leadership environment that encourages serving others while achieving results (SERVICE)

As an *effective* University that seeks to *revolutionize the world through Christian mission*, Olivet University will

- Enhance planning, performance, assessment, and accountability aligned with OU values (INSTITUTIONAL QUALITY & EFFECTIVENESS)

### Olivet’s Core Learning Outcomes

Olivet’s core learning outcomes are learning outcomes expected of every Olivet graduate regardless of program area. They describe core skills and abilities our graduates need to succeed in the professional world, and in a world that demands continuous learning--skills like critical thinking, problem solving, writing, speaking, and the ability to do information research and use technology. Olivet’s curriculums are intentionally developed to foster achievement of these outcomes in all of our students. Each program at Olivet, including Olivet’s graduate and doctoral programs, describe what graduates of their particular programs or program areas will be able to do as a result of learning experiences within their programs. They intentionally flow, and often overlap with core (university-wide) outcomes to some extent. When that is the case, program-specific outcomes typically require the student to demonstrate higher levels of competency in a particular outcome, or performance of the outcome in a context unique to that discipline. The following is a description of Olivet’s core learning outcomes expected of every Olivet graduate regardless of program area.

#### Spiritual & Evangelistic Growth (se)

Since Olivet University is a Biblical institution centered on the Gospel of Jesus Christ, our educational outcomes include Spiritual outcomes. Therefore, Olivet will enable students to:

se1:	Develop habits of personal and corporate worship.
se2:	Learn the importance and power of personal and corporate prayer.
se3:	Examine the history of evangelism and the Church and its traditions.
se4:	Understand the power of a personal testimony.
se5:	Learn Scriptures that will help verbally articulate the Christian faith.
se6:	Communicate the Christian message in word and deed.

#### Biblical Competence (bc)

Since Olivet University is an institution of higher education training scholars and leaders, our educational outcomes include Academic outcomes. Therefore, Olivet will enable students to demonstrate:

bc1:	A basic understanding of Biblical facts and principles.
------	---

bc2:	An ability to inductively and methodically study Scripture.
bc3:	An understanding of the culture(s) in which the scriptures were written and the importance of context to proper understanding.
bc4:	An overt understanding of the Christian worldview and its juxtaposition to other worldviews.
bc5:	The ability to relate Biblical principles to life situations.

**Academic Excellence (ae)**

Since Olivet University is an institution of higher education training scholars and leaders, our educational outcomes include Academic outcomes. Therefore, Olivet will enable students to:

ae1:	Acquire basic knowledge in a broad base of subjects.
ae2:	Conduct in depth study in areas of special interest or giftedness.
ae3:	Establish patterns of clear and logical thought that recognize the effect of unexamined prepositions.
ae4:	Learn to effectively communicate thoughts and ideas.
ae5:	Develop methods of study and research that lead to lifelong learning.

**Emotional-Social Development (es)**

Since Olivet University is a Christian community with a world mission focus, our educational outcomes include Emotional-Social outcomes. Therefore, Olivet will enable students to:

es1:	Learn to recognize and apply one’s unique academic, social, and spiritual gifts.
es2:	Gain an understanding and appreciation of the differences of others.
es3:	Learn to lovingly and effectively communicate with those of differing world views.
es4:	Recognize the importance of self-discipline and service.

**Ministry Impact (mi)**

Since Olivet University is committed to training ministry-bound men and women for Christian mission, especially in the network

generation our educational outcomes include Ministry outcomes. Therefore, Olivet will enable students to:

mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

## Faith-First Educational Philosophy

Olivet University ascribes to the educational philosophy known as ‘faith first,’ which is articulated in the following University-wide doctrine:

Human knowledge as a whole exists and can only rightly be understood within the context of biblical truth, necessitating an approach to education and academic learning that values and thoroughly integrates the habits of scriptural study, reflection, and application across all fields and disciplines.

## Statement of Faith

Olivet University affirms the statement of faith of the World Olivet Assembly (WOA):

### We believe in:

The **Holy Scriptures** as originally given by God, divinely inspired, infallible, entirely trustworthy; and the supreme authority in all matters of faith and conduct.

One **God**, eternally existent in three persons, Father, Son, and Holy Spirit.

Our **Lord Jesus Christ**, God manifest in the flesh, His virgin birth, His sinless human life, His divine miracles, His vicarious and atoning death, His bodily resurrection, His ascension, His mediatorial work, and His Personal return in power and glory.

The **Salvation** of lost and sinful man through the shed blood of the Lord Jesus Christ by faith apart from works, and regeneration by the Holy Spirit.

The **Holy Spirit**, by whose indwelling the believer is enabled to live a holy life, to witness and work for the Lord Jesus Christ.

The **Unity** of the Spirit of all true believers, the Church, the Body of Christ.

The **Resurrection** of both the saved and the lost; they that are saved unto the resurrection of life, they that are lost unto the resurrection of damnation.

## **Olivet University Commitment to Students**

As a Christ-centered institution, Olivet is committed to emphasizing a biblically sound, integrated, faith-based education that promotes a zeal for spiritual, intellectual, emotional, physical, and social development in students.

### **Olivet is committed to:**

#### **Spiritual Wellness**

- Providing experiences of growing in Christ not in a static way, but as a creative and serendipitous adventure.
- Engaging touchstones of the spiritual formation process, including scriptural study, spiritual friendship and community, active practices for prayer and worship, service, and character and faith development through discipleship.
- Providing environments of grace to help students find companionship, encouragement, and spiritual guidance.

#### **Intellectual Wellness**

- Challenging the students with a continuous openness to new concepts, ideas, perspectives and cultures.
- Providing an educational environment that values diverse experiences and challenges and Biblical perspectives on critical issues.
- Equipping the students with the ability to successfully learn, apply new learning, change, and adapt.

#### **Emotional Wellness**

- Being aware and accepting of one's feelings.
- Being able to adjust to change and seek positive outcomes.
- Being joyful and positive.

#### **Physical Wellness**

- Providing clean and safe environment that will help the students gain freedom from illness, disease, and need for medications.
- Offering recreational and sporting programs that will promote and develop healthy lifestyle choices.
- Offering educational programs that will help maintain a balanced natural diet and regular sleeping habits.

#### **Social Wellness**

- Forming and contributing to positive relationships of mutual respect.
- Comfortably and effectively performing a variety of social and group roles.

- Seeking and fulfilling Christ-like leadership roles that contributes positively to communities and the larger society.

## Statements on Institutional Approval

Olivet University is a free standing unit within Olivet University. All institutional approvals and accreditations of Olivet University pertain to Olivet University as well.

### State of California

Olivet University is a private institution that has been approved to operate by the Bureau for Private Postsecondary Education (BPPE) of the State of California. Furthermore, Olivet University has been authorized by the BPPE to grant the following programs:

1. Bachelor of Arts in Theology
2. Bachelor of Arts in Music
3. Bachelor of Arts in Journalism
4. Bachelor of Arts in Graphic Design
5. Bachelor of Arts in Information Technology
6. Bachelor of Arts in Business
7. Bachelor of Arts in Children's Developmental Studies
8. Bachelor of Science in Civil Engineering
9. Bachelor of Science in Agriculture
10. Bachelor of Science in Architecture
11. Master of Divinity
12. Master of Theology
13. Master of Arts in Music
14. Master of Arts in Journalism
15. Master of Arts in Graphic Arts
16. Master of Arts in Information Technology
17. Master of Arts in Translation and Interpretation
18. Master of Arts in Teaching
19. Master of Business Administration
20. Doctor of Ministry
21. Doctor of Philosophy in Global Theological Studies
22. Certificate in English as a Second Language
23. Certificate in Languages

For more information about the BPPE, please visit <http://www.bppe.ca.gov/>.

### State of New York

Olivet New York is approved by the New York State Education Department (NYSED) Board of Regents to offer business and ministry internships and related courses from the M.B.A. and M.Div. programs at 6 Barclay Street in downtown Manhattan and its extension site at 181 Hutchinson Avenue in Wingdale, NY. Visit <http://www.regents.nysed.gov/> for more information about NYSED.

### State of Tennessee

Olivet University dba The Jubilee School is authorized for operation as a postsecondary educational institution by the Tennessee Higher Education Commission. In order to view job placement and graduation information on the programs offered by The Jubilee School, please visit [www.tn.gov/thec/](http://www.tn.gov/thec/) and click on the Authorized Institutions Data button.

#### **State of Washington D.C.**

Olivet University is approved by the DC Higher Education Licensure Commission to offer courses or instruction leading to the awarding of certificates, diplomas or degrees in the District of Columbia at 201 Rittenhouse Street, Washington, DC 20011, in accordance with the provisions of Title 38, Chapter 13, of the District of Columbia Official Code (D.C. Official Code §38-1301 et seq.), and applicable regulations of the DC Higher Education Licensure Commission.

#### **World Evangelical Alliance (WEA)**

Olivet University has Global Partner Membership status with the World Evangelical Alliance (WEA), the world's largest evangelical body.

For more information about the WEA, please visit <http://www.worldevangelicalalliance.org/>.

#### **National Association of Evangelicals (NAE) Membership**

Olivet University is a full member of the academic institutions body of the National Association of Evangelicals (NAE).

For more information about the NAE, please visit <http://www.nae.net/>.

#### **Institutional Accreditation**

Olivet University is a member of the Association for Biblical Higher Education (ABHE), having been granted accredited status by the ABHE Commission on Accreditation. Olivet University is accredited by the Commission on Accreditation of the Association for Biblical Higher education to grant certificates and degrees at the Associate, Baccalaureate, Master's, and Doctoral levels.

ABHE is recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA).

For more information about the ABHE, please visit <http://www.abhe.org>.

#### **Council for Higher Education Accreditation (CHEA)**

Olivet University is listed in the database of institutions recognized by U.S. accrediting organizations of the Council for Higher Education Accreditation (CHEA).

For more information about CHEA, please visit <http://www.chea.org/>.

### **Statement on Academic Freedom**

The university asserts the following principles of academic freedom:

1. Principles and policies concerning academic freedom are based on the belief that God is the author of all truth, and that the fear of the Lord is the beginning of wisdom.
2. Professors are employed because they are in agreement with the stated mission, educational philosophy, responsibilities and religious beliefs of Olivet University. They have the freedom to disagree with the position of the institution, but the manner and place of disagreement should be exemplary of a professional educator and in keeping with the scriptures. When a faculty member finds himself in basic disagreement with the institution, he should make his difference known and, in keeping with his personal integrity, find a place of employment that is consistent with his views.
3. Professors are entitled to full freedom in research and in publication subject to the adequate performance of their other duties. Research for pecuniary return, however, should be based upon an understanding with the authorities of the institution.
4. Professors are entitled to full freedom in classroom discussions of their teaching subject, but they should not introduce into the classroom controversial matters that have no relation to the assigned subject matter or the mission of the university.
5. Olivet University professors are members of a learned profession, and officers of an educational institution. When they speak or write as community members they should be free from institutional censorship or discipline; but their position in the community imposes special obligations. As scholars and educational officers, they should remember that the public might judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that they are not speaking for the institution.
6. Professors are entitled to due process when disciplinary action is taken against them regarding matters of academic freedom or other matters.

## **CHAPTER 2: APPLYING TO THE D.MIN. PROGRAM**

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### **Notice Concerning Transferability of Credits and Credentials Earned**

The transferability of credits you earn at Olivet University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in your Program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, or certificate that you earn at this institution are not accepted at the institution to which 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 Olivet University to determine if your credits, degree, or certificate will transfer.

Prospective students interested in applying to Olivet University should complete an application, available upon request from Olivet



University's Office of Admissions or on the Internet at <http://apply.myolivet.com/>

All applicants to Olivet University should evince strong Christian character, potential for effectiveness in Christian ministry, and the scholastic ability and emotional maturity to handle a higher education experience.

Admissions personnel will review applicants' information and inform them whether or not they have been accepted for admission. Prospective students are encouraged to discuss plans, goals, and questions with the Office of Admissions ( [admissions@olivetuniversity.edu](mailto:admissions@olivetuniversity.edu)) during this application process.

## **Admissions Policy**

Olivet University welcomes an application from any academically qualified person who desires to study in a spiritually disciplined atmosphere, and who is in agreement with the doctrinal position, ethical standards, educational philosophy, and Goals of the school. Olivet University does not discriminate on the basis of age, sex, race, color, national or ethnic origin, or against otherwise qualified handicapped persons in its admissions policies, employment policies, administrative policies, scholarship, and loan programs.

Applicants will be officially notified by email of their admission acceptance or denial, including the basis for any denial of admission.

Each prospective student should also demonstrate evidence of personal faith in Jesus Christ with a consistent testimony and character.

The privilege of attending Olivet University is contingent upon a student's full cooperation and agreement with the policies and principles of the school. The school reserves the right to request the withdrawal of any student who does not fit in with the spirit of the institution regardless of whether or not he or she conforms to all specific rules and regulations of the school. Any student who willfully violates the principles of the school or whose attitude and conduct is found not to be in the best interest of the community will be asked to withdraw.

### **Admission Qualifications**

Applicants for the D.Min.program must have the following four prerequisites:

1. Applicant must possess Master of Divinity degree from an accredited seminary or its educational equivalent, as determined by the Doctoral Council.
2. Applicant must give evidence of ability to do doctoral level work as indicated by a minimum cumulative grade point average of 3.0 (on a 4.0 scale) at the graduate level.
3. Applicant must have a minimum of three years of ministry experience during/after M.Div. studies and be currently involve in a ministry and normally remain in ministry throughout the duration of his or her doctoral program.
4. Applicant must demonstrate the ability to use the English language with skill and precision. Applicant for whom English is a second language must submit TOEFL, IELTS, or OLSPT scores that meet one of the following standards:
  - 1) A minimum TOEFL iBT total score of 80, including a minimum score of 20 on the writing section, or
  - 2) A minimum TOEFL CBT score of 213, plus a minimum of 4 on the TWE, or

- 3) A minimum TOEFL PBT score of 550, plus a minimum of 4 on the TWE, or
- 4) A minimum IELTS score of 6.5, plus a minimum of 5 in IELTS Writing, or
- 5) A minimum OLSPT score of 80, plus a minimum of 17 in OLSPT Writing and a minimum of 16 in OLSPT Speaking.

### **Application Requirements**

1. Application Form – Prospect students interested in applying to Olivet University must submit the application form from <http://apply.olivetuniversity.edu>.
2. Motivation Letter – Applicants must submit a written essay describing 1) Biography or brief sketch of their life 2) Their reason for pursuing study at Olivet and how your study is to be incorporated in your future work 3) how they relate to the ‘Statement of Faith’ as given in the program handbook.
3. Curriculum Vitae – Applicants must attach their curriculum vitae including following items: Name and contact information (including e-mail) and family data (spouse & children), Educational background (name of the colleges or universities attended, degrees earned, area(s) of study and graduation dates), Brief work history (Place of employment including address and job title, main tasks and achievements), Service documentation (any professional associations, volunteer work, committee membership, etc.)
4. Official Transcripts (undergraduate and above) – Applicants to the D. Min program must submit official transcripts undertaken at all colleges or universities.

Applicants are responsible for making sure this information is mailed directly from the issuing educational institution to Olivet University:

Olivet University  
Attn: Admissions  
36401 Tripp Flats Rd,  
Anza, CA 92539

5. Recommendations – Three recommendations are required. Recommendations should be provided by at least one pastor, and two others who are able to comment on your professional and educational goals and potential, such as professors and supervisors. Make a note that each form is to be filled out by someone who is not a member of immediate family or spouse of applicants.
6. Applicant must demonstrate the ability to use the English language with skill and precision. Applicant for whom English is a second language must submit TOEFL, IELTS, or OLSPT scores that meet one of the following standards:

- 1) A minimum TOEFL iBT total score of 80, including a minimum score of 20 on the writing section, or
- 2) A minimum TOEFL CBT score of 213, plus a minimum of 4 on the TWE, or
- 3) A minimum TOEFL PBT score of 550, plus a minimum of 4 on the TWE, or
- 4) A minimum IELTS score of 6.5, plus a minimum of 5 in IELTS Writing, or
- 5) A minimum OLSPT score of 80, plus a minimum of 17 in OLSPT Writing and a minimum of 16 in OLSPT Speaking.

1. Statement of Faith – Applicants must sign Olivet University’s Statement of Faith.
2. Application Fee – Applicants must submit a \$75.00 non-refundable application fee

### **Probationary Admission**

The Doctoral Council may, at times, admit on “probation” an applicant with a cumulative Grade Point Average (GPA) below 3.0. The reason for granting probation is evidence presented by the applicant that his or her cumulative GPA does not necessarily reflect his or her competence to do doctoral level work. A student admitted on probation is required to maintain a 3.0 cumulative GPA and adhere to any other stipulations imposed by the Doctoral Council, otherwise, he or she will be dismissed from the program

### **Entry Deferment**

Those students who are approved to begin the D.Min. Program may delay initial seminars up to a maximum of one year by submitting a formal petition to the Doctoral Committee for approval. After this one year period, students must submit a written request to begin the program, along with an explanation of the changes in circumstances which will permit the student to pursue the D.Min. degree.

### **Student Identity Verification**

Student identity verification is initiated during the admissions process to verify that the admitted student who participates in and completes coursework and assessments is the same student who is awarded credit.

### **Policy for Student Identity Verification in Distance Learning**

The policy for student identity verification applies to all credit-bearing distance education courses and programs offered by Olivet University, beginning with the application for admission and continuing through to a student’s graduation, transfer, or withdrawal from study.

The purpose of this policy is to ensure that Olivet University operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education.

Under HEOA, all credit-bearing courses and programs offered through distance learning methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. One or more of the following methods must be used:

1. A secure login and pass code;
2. Proctored examinations; and/or
3. New or emerging technologies and practices that are effective in verifying student identification.

## Implemented Practices for Compliance

### **a. Secured Electronic Identification System**

Olivet University verifies the online identity of all students through a secured electronic identification system. All students who participate in distance education for credit must be admitted to the University through the regular campus admissions process. The admitted student is issued a student identification number and directed to create an electronic identification, which consists of a login ID and password.

The login ID must be unique and the password must adhere to certain security rules, including periodic changes. Password information is kept confidential and is not accessible by anyone, including network administrators. Passwords can only be reset but not recovered. A student requesting that their password be reset may be asked to provide two or more pieces of information for comparison with data on file, or to come to the University in person with a photo ID or verification.

The login ID provides access to the Olivet University's online learning management system Populi. Populi integrates with Olivet University's student database to ensure appropriate and secure student access to online courses, school email, and other restricted services such as the e-library. Students may also obtain their grades, view their student account expense and balances, and access and update their personal information.

Populi provides instructors access to class rosters that include student photos associated with their name, student identification number and account. The student photo associated with the account is visible throughout the online classroom including the assignment, discussion and message board areas.

All Populi users are responsible for maintaining the security of login IDs and passwords. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or email is prohibited.

### **b. Proctoring**

All for-credit distance education courses at Olivet University require proctored final examinations. Midterm exams are strongly recommended to be proctored while tests/quizzes should be designed so that proctoring is unnecessary. Olivet University allows two forms of proctoring:

#### ***i) Onsite Proctoring***

Online students may name a person onsite to proctor the exam upon the University's approval. Proctors are required to complete a signed Proctor Agreement Form prior to the first exam being administered.

Olivet University reserves the right to verify a proctor's identity, require additional proof of eligibility, or require the selection of a different proctor. The proctor should verify the identity of the student based on a photo ID, sign for the student to have undergone a proper

exam according to the requirements given in the online classroom, and write a report about anomalies when necessary.

**ii) Online Proctoring**

Instructors/faculty may require online students to utilize ProctorU, an online proctoring service that uses a webcam and microphone. The examination would be set up in the ProctorU system by the instructor/faculty accordingly. Students are responsible for any costs associated with using an online proctoring service. Such costs must be brought to the students' attention at the time of registration for the course.

Acceptable forms of photo ID for proctoring:

- Valid U.S. passport book or passport card
- Valid U.S. military photo ID card for active duty, reserve, or retired personnel
- Valid foreign passport
- Valid state-issued Driver License or photo ID

The Information Technology Support Center at Olivet University consistently researches on the latest and emerging technologies and practices that are effective in verifying student identification. This policy and related practices will be reviewed annually for continued alignment with the appropriate federal regulations and policies and revised as necessary.

**Tuition and D.Min. Program Continuation Fee**

The D.Min. program is a single-fee program payable (1) in full at the time of matriculation, (2) in three annual installments at the beginning of each academic year, or (3) by permission in monthly installments for three years. Students who do not complete the program within the six-year time frame will be charged the D.Min. Program Continuation Fee per year from the seventh year.

The fee applies to all D.Min. candidates who complete the program in six years or less

**WOA Missionaries**

<b>Total Tuition</b>	\$12,000
<b>Three-annual Installments</b>	Years 1 to 3: \$4,000 per year
<b>D.Min. Program Continuation Fee</b>	Year 7+: \$2,000 per year

**Non-WOA Missionaries**

<b>Total Tuition</b>	\$20,250
<b>Three-annual Installments</b>	Years 1 to 3: \$6,750 per year

<b>D.Min. Program Continuation Fee</b>	Year 7+: \$2,000 per year
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## Other Fees

*All fees are non-refundable.*

<b>Admissions Fees</b>	
<b>Application for Admission</b>	\$75
<b>Enrollment Deposit:</b> First year doctoral students and transfer students are required to pay a non-refundable Enrollment Deposit of \$200 with their admission acceptance. The Enrollment Deposit is required in order to reserve a space in our class. The admission acceptance and deposit must be received by due deadlines. The deposit will offset a portion of your Tuition Fee for the first year.	
<b>General</b>	
<b>D.Min. Program Fee</b> <i>Fixed cost, non-refundable, paid once at start of program</i>	\$500
<b>Oral Defense Fee</b>	\$300
<b>Transcript Issuance</b>	\$15 per copy
<b>Verification of Attendance and Degree</b>	\$10 per copy
<b>Diploma Replacement</b>	\$30 per copy
<b>Late Payment Fee</b>	\$75
<b>Installment Payment Sign-up Fee (3 months)</b>	\$25
<b>Installment Payment Sign-up Fee (4 months or more)</b>	\$50
<b>Installment Late Payment Fee</b>	\$25 per occurrence
<b>Registration</b>	
<b>Registration Fee</b>	\$200 per year
<b>Registration Fee:</b> Each Academic year, students are required to fill out a Registration Form and choose among three items: “registration,” “entry deferment (first year student only),” or “leave or withdrawal” intention by June 30. The online form is available on MyOlivet. A registration fee of \$200 (per year) is charged upon submission of the form. First year students must pay an Enrollment Deposit of \$200 in lieu of the Registration Fee.	

<b>Late Registration Fee</b>	\$50
<b>Course Add/Drop Fee</b>	\$15 per course
<b>Advanced Deposit for Leave of Absence</b>	\$200 per year
<b>Advanced Deposit for Leave of Absence:</b> Students who request a one-year leave of absence are required to pay a non-refundable \$200 Advanced Deposit for Leave of Absence. The fee will reserve their space for guaranteed enrollment and will be applied directly toward the students' tuition account.	
<b>DMin Program Extension Fee</b>	\$250 per year
<b>DMin Program Extension Fee:</b> If the student requests and is approved for an extended time limit to complete their program, the student must pay a non-refundable \$250 DMin Program Extension Fee per year, plus an additional Continuation Fee required for the longer program.	
<b>Transfer Credit Fee</b>	\$80
<b>Audit Fee</b>	\$100 per unit
<b>Colloquium Registration Fee</b>	Charged prior to the event
<b>Colloquium Registration Fee:</b> The Colloquium Registration Fee is assessed and charged prior to the event. The fee does not cover travel, lodging, and other incidental expenses. Students are responsible for their own personal expenses.	
<b>Graduation</b>	
<b>Graduation Fee</b>	\$100
<b>Graduation Fee:</b> A non-refundable Graduation Fee of \$100 is assessed to all students at the University each time a student applies to graduate. It is used to defray the cost of processing candidates for graduation, printing diplomas, and conducting the commencement ceremonies. The Graduation Fee does not cover the cap and gown fees.	

## Tuition Payment Policy

### Payment Options

Students can make a payment on Populi. Payment may be made using cash, checks, debit or credit cards. Cash is accepted at the cashier on the first floor of the campus. Checks are accepted either in person at the cashier or by mailing the payment to Attn: Student Finance Office, Olivet University, 36401 Tripp Flats Rd. Anza, CA 92539.

All checks need to be in US currency and should be made payable to *Olivet University*. Please include the student name and ID on the check. Debit/Credit card payment can be made online at the student account on Populi (convenience fee applies). The payment

for the tuition is due at the beginning of each quarter by the date announced by the school. Students have an option to pay in full or apply for an installment payment plan.

## **Installment Payment Plan**

Olivet wants to help students budget for the cost of their education cost by offering them an equal and interest-free installment payment option. Payment plans available are a three-month plan (for fall, winter and spring) or two-month plan( for summer). A \$25 fee will be charged during sign-up for an installment payment plan. If a student fails to pay the first installment, he or she will be terminated from the installment plan and the remaining balance will be due immediately.

## **Delinquent Accounts**

All financial obligations are to be paid on or before the due date and an account is considered delinquent the day after the financial obligation is due. It is the student's responsibility to keep his/her account current. If accounts are delinquent, the following fees or restrictions will be applied:

- A late payment fee of \$75 charged.
- Restricted from registering for the subsequent quarter.
- Grade will not be released.
- Transcript and other official school documents will not be issued
- Degree will not be awarded.

## **Student Account Disputes**

All disputes concerning student accounts should be directed to the Business Office. Contact staff by calling 951 763 0500 or email [studentfinance@olivetuniversity.edu](mailto:studentfinance@olivetuniversity.edu).

## **Cancellation and Refund Policy**

### **Student's Right to Cancel**

A student who cancels the enrollment agreement within seven days (until midnight of the seventh day excluding Saturdays, Sundays, and legal holidays) after signing the agreement will receive a refund of all monies paid except the non-refundable application fee. A student who cancels after seven days but prior to the student's first lesson and materials are received will receive a refund of all monies paid except for the nonrefundable application fee. All requests for cancellation by the Student must be in writing, verified email, or hand delivered to the Registrar, Olivet University, 36401 Tripp Flats Rd. Anza, CA 92539. Cancellation is effective on the



date written notice of cancellation is sent. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

### **Refund Policy:**

Students officially withdrawing or leaving from Olivet University may receive a partial or full refund of tuition. Regardless, a \$15 drop fee will be applied per course drop fee. All other fees are non-refundable. Refunds will be based on the total charge incurred by the student at the time of withdrawal or leave, not the amount the student has actually paid. Students must complete a Student Withdrawal Form or Leave of Absence Form and submit it to the Registrar's office. The effective date is the date that the student files the form. Refunds will be made within 30 calendar days of the notification of an official withdrawal or leave of absence.

#### **Fall, Winter and Spring quarter:**

100 percent Refund – Withdrawal or Leave of Absence Form received before end of week 1.

Partial Refund\*- Withdrawal or Leave of Absence Form received before end of week 1 of the quarter and prior to the end of week 5. During week 2: 80 percent refund, during week 3: 70 percent refund, during week 4: 60 percent refund, during week 5: 50 percent refund. (If the course length is not 10 weeks, the partial refund schedule will be adapted to actual course length with 50 percent refund correlating with having completed less than 50 percent of the course length.)

No Refund - Withdrawal or Leave of Absence Form received before end of week 5, or after completion of 50 percent of course length.

Summer quarter:

Withdrawal or Leave of Absence Form received before end of week 1.

Partial Refund\*- Withdrawal or Leave of Absence Form received before end of week 1 of the quarter and prior to the end of week 5. See footnote for refund amount calculation formula. For courses differing from the OU standard 10-week format partial refund is only available when less than 50 percent of course hours have been completed.

No Refund - Withdrawal or Leave of Absence Form received before end of week 5, or after completion of 50 percent of course length.

\*Partial Refund is based on the tuition billed for the quarter in which the student withdraws, according to the following formula:  $\text{tuition} / \text{total program hours} \times \text{course completed hours} = \text{tuition earned by the school}$ . For the purpose of this calculation, the total program hours equals the number of hours scheduled for the term.

### **Loans**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

## **Bankruptcy**

Educational and related fees are generally non-dischargeable in bankruptcy and will survive after the bankruptcy has closed. Except in certain limited situations, this means that a student will still owe the debt to the university after the bankruptcy.

Presently, Olivet University does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has 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 (11 U.S.C. Sec. 1101 et seq.)

## **California Student Tuition Recovery Fund**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following conditions apply:

To be eligible for STRF, a student must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
- You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
- You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
- The institution has been ordered to pay a refund by the Bureau but has failed to do so.

- The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
- You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
- You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

### **Sample Student Refund Calculation**

*Student completed 2 weeks of the 10-week term or 20% of the term. Student due a refund for 80% of the remainder of the tuition bill less the drop fee of \$15 per course calculated as follows:*

80% x \$2,184 (total tuition paid) = \$1,747

Drop fee of \$15 per course x 2 courses = (\$30)

Total refund due to student = \$1,717

## **General Transfer Student Admissions Policy**

A **transfer student** is defined as any student who has previously matriculated as a degree candidate at another institution and has earned or is earning college-level academic credit at the undergraduate/graduate level.

Students applying for transfer to Olivet University must follow the admission procedures. Official college transcripts from all schools attended must be sent directly from the previously attended college(s) to:

Olivet University  
Attn: Admissions  
36401 Tripp Flats Rd.  
Anza, CA 92539

Coursework transferred or accepted for credit toward any OU degree must be relevant to the degree program, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in this university's own degree programs. In assessing and documenting equivalent learning and qualified faculty, OU personnel consult official institutional

catalogs and employ recognized guides which aid in the evaluation for credit.

Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and the National Association of Foreign Student Affairs, or such services as are provided by AACRAO or the World Education Services (WES).

OU accepts transfer credit from other accredited educational institutions subject to the following general criteria:

## **UNDERGRADUATE**

- A minimum grade of “C”(or equivalent); courses graded “pass/fail” are not transferred unless it is stipulated on the transcript that a “pass” required a grade of “C” (2.0) or above;
- Credit is applicable to the OU program of study in which the student intends to enroll.

## **GRADUATE**

- A minimum grade of “B”(or equivalent); courses graded “pass/fail” are not transferred unless it is stipulated on the transcript that a “pass” required a grade of “B” (3.0) or above;
- Credit is applicable to the OU program of study in which the student intends to enroll.

In order to assist students with curricular planning, the transfer evaluation process must be completed as soon as possible. After enrollment at the university, courses taken at another institution are evaluated for transfer by the Registrar’s Office.

Transfer courses are evaluated in the Office of Admissions for acceptance of core curriculum requirements and general elective credit. Transfer credits applied toward major requirements are determined in consultation with the appropriate academic divisions.

### **Transfer Grades**

- A student’s grade point average at Olivet University is based only on courses completed at this institution. The Olivet University grade point average is used to determine academic standing and graduation.
- Transfer grade equivalents will be determined and recorded with the student’s transfer credit. Credit will be awarded for courses in which a “C” or higher was earned. Grades of “F” are included in the calculation of the transfer grade point average.
- Transfer grades and grade point averages are assigned on the basis of the Olivet University grading policy. For courses taken at institutions that use combined grades (e.g., “AB”), the lower grade will be used.
- Courses taken at institutions that use a grading system not comparable to the Olivet University grading system will be evaluated with the transfer grade equivalents of Pass or Not Pass. “Withdraw failing” grades are calculated in a student’s transfer grade point average as “F” grades.
- When fractions are accumulated and awarded as general electives, grade points are accumulated in similar fashion. For example, a student who took one four quarter hour course with an “A” and two four quarter hour courses with a “B” would

receive general elective credit (to compensate for fractions) for two credit hours and six grade points.

### **Credit Hour Equivalencies**

- The credit hour minimums are based on courses from quarter calendar institutions. If a course at another institution is offered for fewer credit hours than an equivalent course at Olivet University, the student will be given transfer credit for the equivalent course at Olivet University but only for the number of credit hours earned at the other institution. In such cases, the student may need to take an additional course to fulfill credit hour requirements.
- When semester credit is converted to quarter hour equivalents, a conversion factor of two-thirds is used. When conversions result in fractions, credit granted per course is reduced to the nearest whole number. Fractions are accumulated and reduced to the nearest whole number, and general elective credit is awarded for that total.

Zinzendorf School of Doctoral Studies (ZSDS) may permit the transfer of up to fifteen hours of credit into its D.Min. program, subject to certain stipulations. First, the credit must have been earned in another recognized/accredited doctoral program. Second, the credit must have been earned for courses that are equivalent to courses in ZSDS's curriculum. Transfer of credit is not automatic, but must be approved by the Registrar and the Doctoral Council.

### **Instances of Fraud**

Anyone found to have been admitted to Olivet University on the basis of false information will be immediately dismissed and will forfeit all financial payments made and academic credits accumulated during all periods of enrollment following that admission.

## **CHAPTER 3: SCHOLARSHIP AND FINANCIAL ASSISTANCE**

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### **Institutional Financial Aid Disclosure**

Olivet University does not offer financial aid for its D.Min. programs. All inquiries regarding financial assistance should be made through the Student Finance Office. Please contact the Student Finance Office by phone at 951-763-0500 or e-mail [finaid@olivetuniversity.edu](mailto:finaid@olivetuniversity.edu).

### **Installment Payment Plan**

Students may request four-annual installment or a twelve-month installment payment plan. Installment payment plan sign-up forms are available on MyOlivet. A \$50 fee will be charged during sign-up for twelve-month installment payment plan.

### **State or Federal Aid**

OU does not participate in any State-funded financial assistance programs.

OU does not participate in any Federally-funded financial assistance programs.

### **Contact Information**

All inquiries regarding financial assistance should be made through the Financial Aid Office.

Office hours : 9:00am - 5:00pm, Mon-Fri

Phone: 951 763 0500

Email: [finaid@olivetuniversity.edu](mailto:finaid@olivetuniversity.edu)

## **CHAPTER 4: ACADEMIC REGULATIONS**

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### **Credit Hour**

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than –

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately ten weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”

This definition, which defines the credit hour numerically, is to be used as a baseline for decisions about various types of programs by faculty, who remain responsible for setting course requirements that are compliant in this area.

## **CHAPTER 5: DOCTOR OF MINISTRY PROGRAM**

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The Doctor of Ministry (D.Min.), accredited by the Association for Biblical Higher Education (ABHE), is a prestigious education program, designed to advance the candidates engaged in Christian ministries to the highest level in his or her field. The Doctor of Ministry degree is considered the terminal degree in the area of ministry, thus the graduates of the Doctor of Ministry program must demonstrate competent knowledge and insights that meets the high expectation. While maintaining its academic expectations, the

emphasis of the Doctor of Ministry is the “practice of ministry”. Upon admission to the Doctor of Ministry Program, a candidate’s final goal for degree award, will be to design, implement, evaluate, and record an original ministry-related project at the highest doctoral standards.

The degree emphasizes mastery of advanced knowledge regarding the purpose and practice of ministry in many dimensions. Thus as a candidate undertakes Doctoral studies, he or she must carefully review past achievements, current interests, and future focus of passion in God’s Kingdom. As a candidate considers a doctoral project, the goal of the degree work is to develop new knowledge about the practice of ministry. Many have chosen to view the Doctor of Ministry degree as similar to an Gd.D. in education or J. D. in law. People attaining this degree may be viewed as individuals responsible at the highest levels for maintaining Christ-centered values and practices within the church and its missions worldwide.

The Doctor of Ministry is a degree program culminating in the recognition of advanced professional studies pursued by practicing ministers and Christian professionals. The program sharpens the skills of those actively engaged in ministry. Plenary seminars and lectures are designed to allow ministers to continue their ministry throughout the duration of the program. Professors will teach the most current methods of ministry in various fields through seminars, classes, and dialog with students. The incorporation of technology is also emphasized by the faculty. This doctorate provides an opportunity for high academic achievement, and develops intellectual and practical capability of practicing ministers and Christian professionals. The Doctor of Ministry program at Olivet University seeks to satisfy the standards as defined by the Association of Theological Schools:

“...shall include the design and completion of a written doctoral level project that addresses both the nature and the practice of ministry. The project should be of sufficient quality that it contributes to the practice of ministry as judged by professional standards and has the potential for application in other contexts of ministry.

The ministry project should demonstrate the candidate’s ability to identify a specific theological topic in ministry, organize an effective research model, use appropriate resources, and evaluate the results, and should reflect the candidate’s depth of theological insight in relation to ministry. Upon completion of the doctoral project, there shall be an oral presentation and evaluation. The completed written project, with any supplemental material, should be accessioned in the institution’s library.” (Bulletin 43, Part 1, The Association of Theological Schools in the United States and Canada, 1998.p.112-113.)

## Areas of Study

Olivet is an institution of Biblical higher education dedicated to training ministry-bound men and women as Biblical scholars and leaders and to equipping them with practical skills to preach the Gospel effectively into and after the ‘network generation’. Because of the many activities students engage in that are designed to revolutionize the world, a number of Doctoral projects will emerge from student activities. At Olivet, projects in the Doctor of Ministry program are broadly grouped under four headings:

1. General Pastoral Ministry
2. Intercultural Ministry
3. Campus Ministry
4. Vocational Ministry

Examples ministry projects are:

- Leadership for the Church, Development of Ministries
- Strategies for Evangelism and Church Growth
- Worship and music, Effective communication, proclamation, preaching.
- Intercultural communication, Intentional Multi-cultural ministry
- Leadership and Development in an intercultural context
- Contextualization for Meaningful ministry
- Improvement in the practice of worldwide Missionary activities
- New ideas to bring Christ to students around the world
- Projects that reach post-modern issues among students
- Advances in learning regarding Bible Study and Christian service
- Advances in knowledge regarding accreditation, student spiritual growth
- New ideas concerning distance learning, student chat rooms, e-library
- Innovative internet programs that may help other ABHE members

This list is a sampling of potential projects to start a candidate thinking of their respective interests and gifts. It is not an exhaustive list, but is designed to initiate creative thinking and reflection.

The candidate should seek God's will in determining their interests and choosing a project. Let Romans 12:1-2 be your guide.

“Therefore I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasant to God - this is your spiritual act of worship. Do not conform any longer to the pattern of the world, but be transformed by renewing your mind. Then you will be able to test and approve what God's will is- his good, pleasing and perfect will.”

The Doctor of Ministry at Olivet is an adult learning experience. Only people who have demonstrated previous academic excellence and ministry achievement should be interested in pursuit of advanced learning. A candidate should have a M.Div. degree and 3 years of ministry experience. The candidate will get out proportionately from the program, what they are willing to invest in time and effort. It is designed to be an active, independent learning experience with phased 'building block' milestones. The Candidate should complete Doctoral Studies – Application Form to seek the Doctoral Council approval for Admission to the program.

## **Faculty Organization and Responsibilities**

The D.Min. program has several divisions within the faculty. The following is a “User's Guide” to explain how the faculty divides



responsibility for the D.Min. students.

### **Doctoral Council**

The Doctoral Council administers both the D.Min. and Ph.D. programs of Zinzendorf on behalf of its entire faculty and of the Board of Trustees of Olivet University.

The Doctoral Council will meet as needed to oversee the program, usually monthly. It acts on completed applications to the program to decide who will be admitted. It is responsible for making policy decisions involved with administering the doctoral programs.

The Doctoral Council for 2018-19 consists of:

- Donald Tinder, Ph.D. (chair)
- William Wagner, Th.D., D.Miss
- Joseph Ray Tallman, D.Miss.
- Tracy Davis, D.Min.
- Matthias Gebhardt, PhD.
- Thomas Cowley, D.Min.
- Mark Wagner, Ph.D.
- Stacey Kim, D.Min.
- Rachel Mak, D.Min.
- Merrill Smoak, D.W.S.

The implementation of the decisions of the Doctoral Council is carried out by the Dean, Donald Tinder, the Administrator, and the Administrative Assistant. Communications to the committee are addressed to the Administrator. Once a Mentor has been appointed for a Final Project, communications normally come through the Mentor rather than directly from the student. Until then, the administrative staff is responsible for monitoring student programs to be sure appropriate progress is being made.

### **Program Goals**

In the context of Olivet University's mission, completion of the D.Min program will enable students to:

- Achieve the highest level of theological and practical knowledge in a chosen ministry field or enhance their effectiveness in a chosen ministry field.
- Contribute meaningful research and project to a chosen ministry field.
- Become a model of Christ-like living in word and deed.

## Program Components

The Doctor of Ministry program requires a total of 45 quarter credits including 9 credits of Core Courses, 17 credits of Elective Seminars and Independent Studies, 8 credits of Supervised Ministry courses, and 11 credits of Final Paper-Project.

### General Curriculum Requirement Summary

1. **Core Courses (9 credits):** Students will complete four core courses in Global Theological Studies, Global Missiology, A Study of Modern Day Strategies for Growth and Doctoral Research and Presentation to undergird the theological formation of the students and their research projects, which are guided by the Doctoral Team. The courses are designed as two to three credits intensive learning experience. The courses will normally be offered during the annual Doctoral Colloquium and significant reading and writing is required in advance of, and following the class meeting dates. Students would be wise to regard a course as a quarter long experience with a condensed class meeting experience.
2. **Elective Seminars and Independent Studies (17 credits):** At the annual doctoral colloquium elective seminars for two credits (meeting twenty hours) or one credit (meeting ten hours) are offered. At the colloquia, students will normally enroll in four seminars, whether required or elective. Elective seminars will be offered contingent upon a sufficient number of students registering in advance to participate in them.

Students select a maximum of 8 quarter credit hours at a colloquium; no more than 22 quarter credit hours can be taken throughout the course of study. At their own initiative, students may also petition the Doctoral Council, using the Official Form for that purpose, to approve, in advance, an appropriate independent study with varying credit. If approved, a member of the faculty would be appointed as supervisor. Each credit would represent at least 30 clock hours of work. These independent studies can take a variety of approaches. One kind would be to do an in-depth study, concluding with a research paper (which may or may not be included in some way in the Final Project). Another kind would be to participate in an appropriate conference, usually one with a very practical theme. It may be conducted by some group besides Olivet, although the Doctoral Council would appoint a member of the faculty (who would not necessarily attend the conference) to receive the student's report on the conference and evaluate a project or paper associated with it. Other ways of earning these independent credits are possible. As students do so, examples will be posted and provide guidance for seeing what might be available in one's own region and area of interest.

3. **Supervised Ministry (8 credits):** Each student in the D.Min. program will enroll in Supervised Ministry Practica during his or her program.

Students may take these courses at any point in the first three years of their degree. The seminars are offered online and/or on-site, and the students may continue their work from their ministry fields while maintaining interaction with faculty members.

Supervised Ministries can be set in churches, schools, vocational workplaces, and other places where ministry takes place, as long as the setting makes a contribution to the student's area of study. Students may want to choose supervised ministries that will provide opportunities to explore the areas of practical research that can be useful in developing the project for their final paper.

The student's Supervised Ministry (SM) supervisor encourages interactive learning within ministry by becoming an advisor, friend, and objective evaluator. The SM supervisor should have experience and competence sufficient to evaluate the

Supervised Ministry placement from both practical and theological perspectives. The SM supervisor's resume or C.V. should be attached to the Supervised Ministry Proposal for evaluation by the student's mentors and the Doctoral Council. The student will be evaluated on a Pass/Fail basis by their mentors.

The object of this aspect of the D.Min. program is to provide intensive mentoring to the participant in his or her place of ministry and encourage the student to reflect theologically and practically on his or her ministry and life. It will promote contextualized learning experience to the D. Min students.

4. **Final Paper-Project (11 credits):** The Final Project consists of a Project Proposal (1 credit), the Final Paper-Project (9 credits), and the Project Defense (1 credit). In order to be accepted into the Final Phase the student must successfully write the Project Proposal and defend it in front of his/her Doctoral Committee. At this stage, students will work with the mentor towards implementing the project. Upon the mentor's recommendation the Defense can be scheduled in front of his/her full Doctoral Committee. Students will receive nine quarter credits in class Final Paper-Project. Successful Oral Defense and satisfactory implementation of all required changes will award the final credit hour and complete the program. Students will be evaluated on a Pass/Fail basis by their Doctoral Committee.

## CHAPTER 6: COURSE SELECTION AND SCHEDULING

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Instructions and dates for registration are located on Populi. All students will receive their Populi login ID and password upon enrollment. Students will be notified by email about registration instructions and the date by which they must register. Questions should be directed to the Office of Admissions.

Former students eligible for re-enrollment who have indicated their desire to attend Olivet University also will be notified about their status and any registration information via email.

### Adding and Dropping Courses

Students may officially add or drop course(s) with no clerical fee being charged until the specified add/drop date, after which a \$15 clerical fee will be charged for each course added or dropped. Additional per hour fees owed will be calculated based on the total amount due after the schedule adjustment has been made. Refunds owed will be calculated based on the total amount due after the schedule adjustment has been made.

A student wishing to add or drop a class needs to submit a *Drop/Add Class* form to the Registrar. The student is then responsible for obtaining permission from the faculty member teaching the course as well as the student's advisor.

A student wishing to withdraw from a course after the add/drop date may complete a *Drop Class* form with the Office of the Registrar. The student is also responsible for paying appropriate fees, and obtaining permission from the faculty member teaching the course as well as the student's advisor.

Anytime a student drops below fulltime status as a result of dropping or withdrawing from a course, he/she must get express

permission from the Academic Dean and the College Program Director, because his/her financial status with the university might be affected.

### **Dropping vs. Withdrawing**

*Dropping:* Students may drop from class during the official drop/add period at the beginning of each quarter. This process occurs online. At the end of the quarter, no official record of the student having been in the class exists.

*Withdrawal (Class Withdrawal):* Students may withdraw from courses following the drop/add period until week nine of the fall, winter, or spring quarter. A grade of "W" will appear in the student's official records.

### **Repeating Courses**

Courses for which grades of "D" or better have been earned may not be repeated for credit. Courses for which grades of "F" have been received may be repeated for credit. Only the grade for the repeated attempt counts toward the grade point average. All entries on the transcript, however, remain a part of the student's permanent academic record. Students will not be allowed to register for a course for which they have already received a passing grade.

## **CHAPTER 7: GRADE NOTATION AND POLICIES**

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### **Grading Policies**

Grades shall be assigned to individual students on the basis of the instructor's judgment of the student's scholastic achievement using the grading system below.

### **Graduate Grading System**

<b>Percentage Equivalent</b>	<b>Grade</b>	<b>Interpretation</b>	<b>Grade Points</b>
100-93	A	Excellent	4.0
92-90	A-		3.7
89-88	B+		3.3
87-83	B	Satisfactory	3.0

82-80	B-		2.7
79-78	C+		2.3
77-73	C	Below Standard	2.0
72-70	C-		1.7
69-68	D+		1.3
67-63	D	Way Below Standard	1.0
62-60	D-		0.7
Below 60	F	Failure	0

**Other Grade Marks Used:**

Grade	Interpretation	Grade	Interpretation	Grade	Interpretation
I	Incomplete	M	Missing Grade	NP	No Pass/No Credit
IP	In Progress	NF	Non-Attendance Failure	E	Conditional
W	Withdrawal	P	Pass (C- or better)	AU	Audit

*Incomplete Grade (I)*

The "I" (Incomplete) grade is given when the course is not completed by the end of the term for acceptable reasons. If this grade is not removed within ten weeks of the end of the term, it becomes an "F."

Students are permitted to withdraw from courses and receive a "W" only during the first half of any course. Students desiring an exception to this rule must petition through the Registrar's Office. "W" will not be calculated in the grade point average.

*In Progress Grade (IP)*

The grade of "IP" (In Progress) is issued only in the special circumstance of a course registered for in one term is to be completed by registering for the companion course in a subsequent term. Upon successful completion of the final course, the instructor changes the IP grade to the appropriate grade. IP grades are not included when calculating the grade point average.

*Withdrawal Grade (W)*

A grade of "W" (Withdrawal) is issued when a student formally withdraws from a course. The withdrawal must be initiated by the student in accordance with the procedures and due deadline dates. "W" grades carry no credit and are not included when calculating the grade point average.

*Missing Grade (M)*

A grade of "M" (Missing Grade) is issued when no grade has been reported to the Enrollment Office. "M" grades carry no credit and

are not included when calculating the grade point average. “M” grades will change to a grade of “NF”, one term after the initial term. Once converted to an “NF”, cannot be changed.

#### *Non-Attendance Failure Grade (NF)*

The grade of “NF” (Non-Attendance Failure) may be given by a professor for excessive absences by a student or when a student stops attending the class. This grade will be computed in the grade point average like a grade of “F.” “NF” grades cannot be changed after initial submission and other grades cannot be changed to a “NF.”

#### *Conditional Grade (E)*

A grade of “E” (Conditional) is earned only in continuing courses. This grade can be raised to a “D” by doing “C” grade work in the remainder of the course; otherwise, it becomes an “F”.

#### *Audit Grade (AU)*

A grade of “AU” (Audit) is issued when a student's attendance in an audited course is deemed adequate. AU grades carry no credit and are not included when calculating the grade point average.

## **Grade Appeal**

The normal appeal procedure begins with a consultation with the professor concerned. The following are the steps to filing a grade appeal:

1. Prior to the end of the quarter following the course in which the contested grade is issued, the student will request that the faculty member reconsider the grade that was awarded.
2. If dissatisfied with outcome of faculty decision, within 10 days of the faculty member's decision, the student may appeal in writing to the Division Chair.
3. Within 10 days of the College Dean or Director's decision, the student may submit a written appeal to the Academic Dean.
4. The student is responsible to monitor email daily throughout the appeals process.

## **Class Work**

All class work is due on the date set by the professor. No assignments will be accepted that are more than two weeks overdue, and grades on late work will be reduced for each day overdue, except under exceptional circumstances approved by the professor.

# **CHAPTER 8: SATISFACTORY ACADEMIC PROGRESS REVIEW**

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## **Academic Good Standing**

Undergraduate or graduate students are expected to maintain a grade point average ("GPA") of at least 2.0 or 3.0 on a 4.0 scale to remain in Academic Good Standing.

## Academic Disciplinary Status Overview

OU maintains academic disciplinary policies to encourage students to make the necessary academic and life changes to succeed. Students who fail to meet the minimum expectations of Academic Good Standing must meet more stringent standards and regularly consult with academic advisors.

### Disciplinary Policy for Undergraduate/Graduate Students

The disciplinary policy provides a student with several opportunities to make the necessary adjustments prior to a final dismissal from OU.

Disciplinary Status:

- Academic Warning
- Academic Probation
- Academic Suspension (One regular term and any summer term)
- Academic Dismissal

Each Disciplinary Status, except for Academic Warning, will be indicated on the student's academic record.

#### 1. Academic Warning

If an undergraduate/graduate student's cumulative GPA falls below a 2.0 (undergraduate) or 3.0 (graduate), the student will be placed on Academic Warning.

Academic Warning is designed to help students make the required adjustments to achieve success and a degree at OU. These adjustments will vary based upon the individual circumstances of each student, but should be taken seriously.

If a student is placed on Academic Warning, the student will be required to follow certain protocols and meet higher academic standards. These protocols and standards are designed to bring the student back to Academic Good Standing and allow the student to meet graduation requirements.

A student on Academic Warning is required to meet the following Satisfactory Progress Policy requirements for the term:

#### *Satisfactory Progress Policy:*

- Earn a minimum term GPA of 2.2 for undergraduate students or 3.2 for graduate students.
- May not withdraw or request an incomplete from a class. 1

- Meet with the academic advisor prior to registration.
- Retake all required Major and University Core Courses failed the previous term. 2
- Register for a maximum of 12 credit hours for undergraduate students and 8 credit hours for graduate students. 3
- Maintain satisfactory progress towards graduation.

*If a student on Academic Warning meets the Satisfactory Progress Policy requirements but fails to achieve a cumulative GPA of 2.0 (undergraduate) or 3.0 (graduate), the student will remain on Academic Warning and must continue to comply with all Satisfactory Progress Policy requirements.*

If at any time, a student's cumulative GPA meets the minimum requirements of 2.0 (undergraduate) or 3.0 (graduate) overall the student will regain Academic Good Standing. A student's cumulative GPA is only affected by OU coursework. Coursework at another institution cannot be used to return a student to Academic Good Standing.

1. Only F-1 students are required to comply with this rule.
2. The College Dean reserves the right to alter this requirement on a case-by-case basis.
3. The College Dean reserves the right to alter this requirement on a case-by-case basis.

If a student has registered for more than 12 credit hours (undergraduate) or 8 credit hours (graduate) prior to his or her placement on Academic Warning, the student's schedule must be reduced to a maximum of 12 credit hours (undergraduate) or 8 credit hours (graduate). The student is required to meet with his or her academic advisor to find an appropriate adjustment to the student's academic schedule.

## **2. Academic Probation**

A student will be placed on Academic Probation for failure to meet the Satisfactory Progress Policy requirements while on Academic Warning. A student on Academic Probation is also required to meet the Satisfactory Progress Policy requirements as listed above.

Students who leave the University on Academic Warning or Academic Probation may be readmitted with the same status, even if they have attended another institution in the interim. Performance at another institution will be a factor in the readmission decision.

## **3. Academic Suspension**

Students are automatically placed on Academic Suspension for failure to meet the Satisfactory Progress Policy requirements while on Academic Probation.

Students on Academic Suspension may not enroll in, audit, or visit a class unless readmitted as described below. Students who have already pre-registered for classes will automatically be dropped from all classes.

When the student is academically suspended the student's official transcript states "Academic Suspension" for the affected term.



### ***Length of Academic Suspension***

- A student's First Academic Suspension will be for a period of one regular term and any summer term.
- A student's Second Academic Suspension is Final Dismissal from OU without a possible readmission.

### **4. Readmission**

A student placed on First Academic Suspension must petition to his or her College Dean for readmission.

A student that is readmitted may be subject to additional probationary conditions placed upon them by the College Dean. Such additional probationary conditions may be individual to the student and his or her academic circumstances, but will be designed to encourage the student to reach Academic Good Standing and be eligible for Graduation.

A student who reenters the University after First Academic Suspension will re-enter on Academic Probation.

A student placed on Second Academic Suspension shall be permanently dismissed from the University without a possible readmission.

**Programs have the prerogative of recommending the termination of a student's admission at any time.**

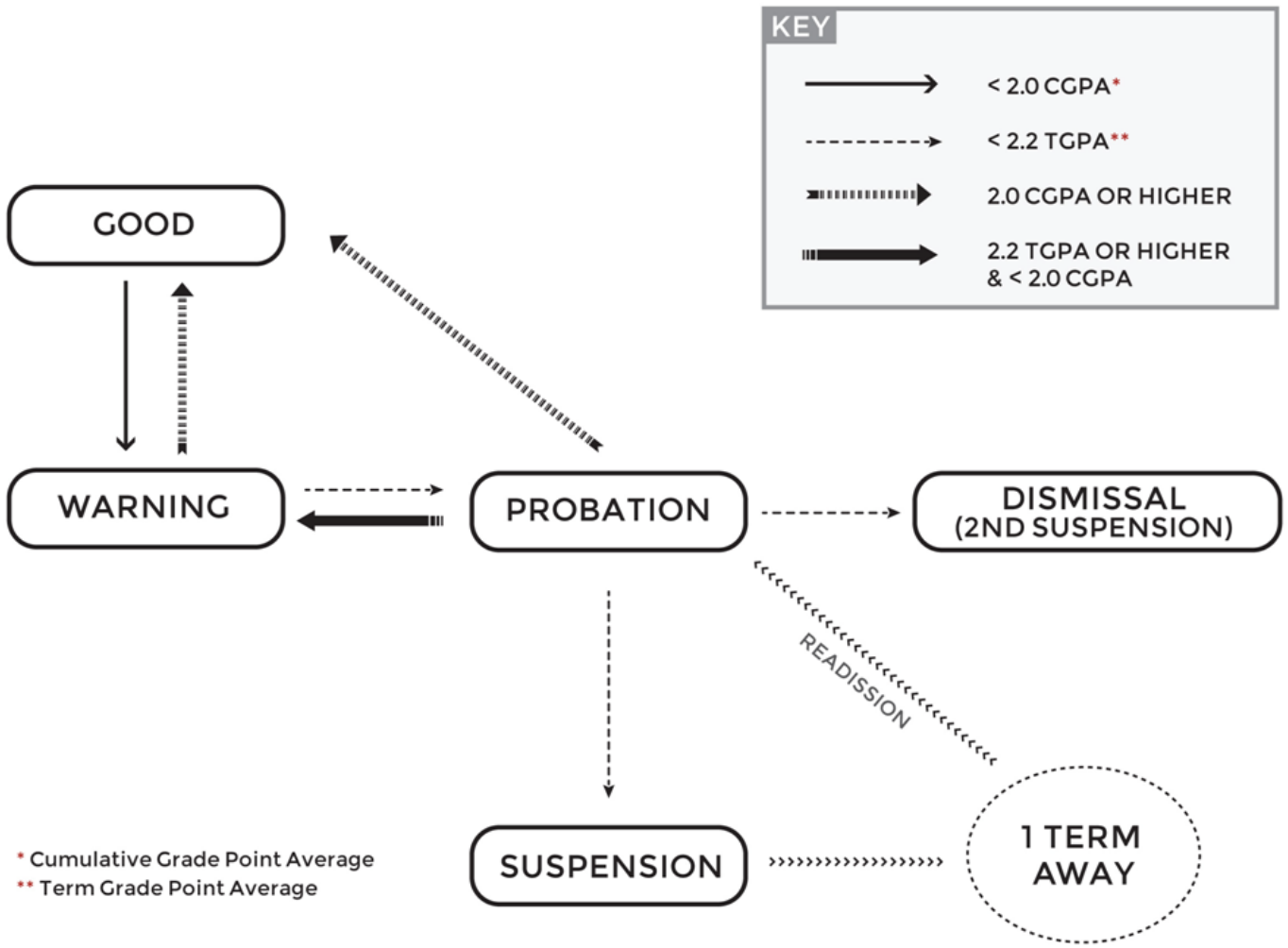
The Registrar shall inform, in writing, any student who is not making satisfactory academic progress as soon as practicable after term grades have been reviewed and the appropriate action has been taken.

A student placed on Academic Suspension or Academic Dismissal status may appeal such action by filing a written appeal with the College Dean or designee no later than 10 working days after the date of the written notice.

The appeal shall include a brief outline of the reasons why the appeal should be granted. The decision of the College Dean or designee on the appeal shall be final.

# OU ACADEMIC STANDING FOR UNDERGRADUATE STUDENTS

**2.0 GPA Standard  
12 Credit Thresholds**



## CHAPTER 9: GRADUATION

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Olivet University will confer the Doctor of Ministry degree on students who have met the requirements for graduation as outlined in the Doctor of Ministry Program Handbook, have been recommended by the Doctoral Committee, and are approved by the Board of Trustees.

To graduate the participant:

- Must satisfactorily complete 45 quarter credits of doctoral work
- Must maintain a cumulative grade point average of 3.0.
- Must be in good standing at Zinzendorf School of Doctoral Studies, according to the Academic Integrity section of the D.Min. Program Handbook, with all bills paid.
- Must complete an Expect to Graduate (ETG) form by the deadline.
- Must receive approval to graduate after passing an Oral Examination administered by the Mentor and the Doctoral Committee.
- Must have attended at least two annual colloquia, unless otherwise excused by the Doctoral Committee.
- Must complete all degree requirements within the 6-year time limit, unless explicitly extended upon application to the Doctoral Council. A "continuation fee" would be required.

The graduation rate information is based on first year doctoral students who graduate within 4 years of starting their studies. The current rate for the Doctor of Ministry program is 26%. The rate does not include transfer students.

The current employment rate for the Doctor of Ministry program is 100%. The data reflects post-graduation plans of June 28, 2017 graduates of the Doctor of Ministry program whose status was confirmed as of nine months after graduation. Please also note that responses from graduates who reported working part time may not be reflected in this data.

## CHAPTER 10: OLIVET UNIVERSITY POLICIES

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### Student Records

It is Olivet University's policy to maintain the confidentiality of all student education records.

No one outside the institution shall have access to nor will the institution disclose any information from a student's education records without the written consent of the student except to personnel within the institution; to persons or organizations providing student financial aid; to accrediting agencies carrying out their accreditation function; to persons in compliance with a judicial order; and to persons in an emergency in order to protect the health or safety of the student or other persons.

Within the Olivet community, only those members, individually or collectively, acting in the student's educational interest or involved with campus safety are allowed access to student education records.

The institution does provide directory information that includes: student name, address, telephone number, e-mail address, major field(s) of study, dates of attendance, photograph, class or level, enrollment status, and degrees, honors and awards received. Students may withhold directory information by notifying the Registrar.

Requests for non-disclosure will be honored by the institution for only one year; therefore, authorization to withhold directory information must be filed annually in the Office of the Registrar.

Students may inspect, review, and challenge the information contained in their education records, request a hearing if the outcome of the challenge is unsatisfactory, and submit explanatory statements for inclusion in their files if they feel the decisions to be unacceptable. The Registrar at Olivet has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, financial, and placement records. Education records do not include records of administrative and education personnel. These records are the sole records of the administration and education personnel who prepare them.

Students may not inspect and review the following: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student.

Requests for amendments to grades after a student has graduated will not be considered unless there is substantial evidence of inaccuracy on the institution's behalf.

Olivet retains student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

## **Confidentiality and Privacy Policies**

Olivet University retains student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended (20 *United States Code* [U.S.C.] § 1232g; 34 *Code of Federal Regulations* [CFR] Part 99).

The federal law allows student above age of 18 or attends a school beyond the high school level to have the rights:

- To inspect and review education records maintained by the school.

- To request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, student has the right to place a statement with the record setting forth his or her view about the contested information.

Regarding data disclosure, according to FERPA:

- A school must have written permission from student in order to release any information from a student's education record
- A schools may disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- A school may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and students a reasonable amount of time to request that the school not disclose directory information about them.

Olivet University also adheres to the privacy requirements in the California Information Practices Act (California *Civil Code* Section 1798 et seq.), Article 1, Section 1 of the California Constitution, and all other applicable state laws and regulations that safeguard education records, privacy, and confidentiality.

Olivet University acknowledges that the right to privacy is a personal and fundamental right protected by Section 1 of Article I of the Constitution of California and by the United States Constitution and that all individuals have a right of privacy in information pertaining to them. It recognizes that the right to privacy is being threatened by the indiscriminate collection, maintenance, and dissemination of personal information and the lack of effective laws and legal remedies. The increasing use of computers and other sophisticated information technology has greatly magnified the potential risk to individual privacy that can occur from the maintenance of personal information. In order to protect the privacy of individuals, Olivet University is committed to maintain and disseminate personal information within strict limits.

## Complaint and Grievance Policy

The University defines a formal candidate/student complaint as any grievable issue between a candidate/student and a unit faculty or staff member that good faith efforts have failed to resolve, and has been submitted in writing by the candidate/student to that faculty or staff member's supervisor for further consideration and resolution. Grievable issues are defined as being subjected to an arbitrary, capricious, or unreasonable standard of academic performance (in the case of grades) or of a specific university policy.

Students expressing a grievance about the application of University policy, academic or non-academic, should attempt to seek informal resolution of the matter with the faculty or staff member involved, following that with the immediate supervisor of the faculty/staff member if necessary. If such informal procedures do not effect an equitable resolution of the matter, the student may submit a formal grievance form.

A formal grievance will be submitted to the Director of Student Services,, who will treat the complaint as a high priority. The Director of Student Services will contact the staff/faculty members directly involved and attempt to reach a resolution. If a suitable remedy for the grievance cannot be reached, a grievance committee will be formed to arrive at a successful resolution.

### Grievance Procedures:

Within five weekdays of the date on which the concern occurred, the student is encouraged to meet with the staff member and discuss the concern. It is hoped that most concerns can be resolved within this step. If the staff member and the student are not able to resolve the concern OR if the student feels uncomfortable meeting with the staff member, the matter may be escalated to the next level, and the grievance form should be completed.

### To File a Grievance

1. Obtain the student grievance form from the Office of Student Services. Fill it out completely, stating your case in full, and return it to the Office of Student Services. The grievance form should be submitted as soon as possible and no later than 60 calendar days after the situation took place.
2. If it is determined that the student has a valid grievance, a grievance committee will be convened. Its head will be a member of the University's administrative staff. It will also consist of one faculty member and one student selected at the beginning of the academic year for this task. If this grievance concerns a grade, the faculty member must be an actual instructor at the University.
3. After reviewing the report, the grievance committee will conduct an investigation, as may be appropriate, and make a judgment. The committee's decision will be communicated in writing within 15 calendar days to all involved parties.
4. If the decision made by the grievance committee does not satisfactorily resolve the issue, the student may appeal the decision to the Director of Student Services within 15 calendar days after receipt of the response.
5. Within 30 calendar days after receipt of the appeal, the Director of Student Services will meet with the student to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Director of Student Services will respond in writing with a final resolution of the complaint.

All complaints will be kept confidential to the extent permitted by law and every effort will be made to assure that no adverse action

will be taken against the student filing the complaint. Such action will be subject to investigation and possible disciplinary sanctions.

### **Complaint Log**

Each University division is required to maintain an active student complaint log and must be prepared to present such a log for review by appropriate university officials. Student Complaint Log Form provides a template for policy compliance and reporting. The log contains the following elements: Date of complaint, name of complainant, description of the complaint, date of response, responder and description of the response.

A formal resolution of the complaint will involve a grievance committee, comprised of either the Academic Dean or the Director of Student Services (for student complaints), two faculty members, and two students or alternates and includes both men and women. The grievance committee will review the information to determine if harassment is evidenced, and will resolve the matter with all involved parties. Formal resolution involving written reprimand, disciplinary action, or dismissal must be approved by the University President. Any appeal of the grievance committee's action will be made to the University President.

## **General Code of Conduct**

### **Sanctions**

Student conduct sanctions are categorized as primary and secondary. More than one primary sanction or any combination of primary sanctions and secondary sanctions may be imposed for any single violation. Once a student has been finally assessed a disciplinary sanction, however, no more severe primary sanctions may be assessed against him or her by any higher University authority.

#### **1. Primary Sanctions (in order of severity):**

1.1 *Expulsion*: Separation of a student from the University whereby the student is not eligible for readmission to this university. Expulsion is permanently noted on the transcript.

1.2 *Dismissal*: Separation of a student from the University for an indefinite period of time. Readmission to the University may be possible in the future, but no specific time for a decision is established. Dismissal is permanently noted on the transcript.

1.3 *Suspension*: Separation of a student from the University for a definite period of time. The student is not guaranteed readmission at the end of such period of time, but is guaranteed a review of the case and a decision regarding eligibility for readmission. Suspension is noted on the transcript. If the student reenrolls, remains in good standing and completes the requirements for graduation, the student may request removal of the notation at the time he/she files for graduation. Requests must be submitted to the Office of the Registrar. The Chief Academic Office, in consultation with other University officials, will make the final decision regarding removal of the notation.

1.4 *Deferred Suspension*: The sanction of Suspension may be placed in deferred status. If a student is found in violation of any University rule during the time of Deferred Suspension, the Suspension takes effect immediately without further review. Additional student conduct sanctions appropriate to the new violation also may be taken. A student who has been issued a Deferred Suspension

sanction is deemed “not in good standing” with the University. A student who is not in good standing is subject to the following restrictions:

- Ineligibility to hold an office in any student organization recognized by the University or to hold any elected or appointed office of the University.
- Ineligibility to represent the University to anyone outside the University community in any way, including representing the university at any official function, intercollegiate athletics or any forms of intercollegiate competition or representation.
- Ineligibility to receive a University-administered scholarship when the length of the Deferred Suspension is greater than one quarter. Some scholarships adhere to more strict guidelines, and, therefore, ineligibility may result from a lesser length of Deferred Suspension. This sanction implies a serious offense and must be uniformly applied by the office administering the scholarship upon notification by the University disciplinary officer.
- Additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct.

**1.5 Probation:** An official warning that a student’s conduct is in violation of University Rules, but is not sufficiently serious to warrant expulsion, dismissal or suspension. A student on conduct probation is deemed “not in good standing” with the University. This sanction includes the same restrictions listed in 1.4, Deferred Suspension.

**1.6 Letter of Reprimand:** A letter that makes a matter of record any incident that reflects unfavorably on the student or the University.

**1.9 Warning:** Admonition of a student for actions unbecoming to the University community.

## **2. Secondary Sanctions (no order of severity is established for secondary actions):**

**2.1 Community/University Service:** A student may be offered an opportunity to complete a specified number of hours of Community/University Service in lieu of other sanctions. The type of Community/University Service must be approved by the hearing officer/panel.

**2.2 Educational Requirements:** A provision to complete a specific educational requirement directly related to the violation committed. The provision will be clearly defined. Such educational requirements may include, but are not limited to, completion of an alcohol education workshop, a diversity awareness workshop, essays, reports, etc.

**2.3 Restrictions:** The withdrawal of specified privileges for a definite period of time, but without the additional stipulations contained in the imposition of conduct probation. The restrictions involved will be clearly defined.

**2.4 Restitution:** A payment for financial injury to an innocent party in cases involving theft, destruction of property or deception. The assessed costs to be paid may be in addition to receipt of any of the above sanctions.

## **Harassment**

OU respects and encourages the dignity and professionalism of its employees and students and is committed to maintaining a



learning and working environment that is free from any form of discrimination. Harassment in any form based on sex, race, color, age, national origin, disability, or any other characteristic protected by state or federal laws is prohibited, as are all forms of sexual intimidation and exploitation.

In keeping with this commitment, OU will not tolerate any unlawful harassment of its employees or students at the university by anyone, including any faculty member, staff member, student, visitor, vendor, contractor, or any other individuals providing services at the university. Harassment interferes with an individual's work or learning environment and will not be tolerated.

All members of the Olivet community are expected to follow and enforce the University's policy against harassment. Complaints of harassment will be promptly and thoroughly investigated and appropriate action, including disciplinary measures, will be taken when warranted. Faculty, students, and staff have the right at any time to raise the issue of harassment without fear of retaliation.

## **Academic Honesty**

Students shall maintain academic honesty in the conduct of their studies and other learning activities at Olivet University. The integrity of this academic institution, and the quality of the education provided in its degree programs, are based on the principle of academic honesty.

The maintenance of academic integrity and quality education is the responsibility of each student within this University. Cheating and plagiarism in connection with an academic program is as an offense for which a student may be expelled, suspended, put on probation, or given a less severe disciplinary sanction.

## **Student Responsibilities**

Students are responsible for knowing and understanding the rules of Academic Honesty as outlined in the college catalog, to include fabricating information and data, cheating, facilitating academic dishonesty, and plagiarizing.

Students are responsible for communicating with the instructor if they do not understand how the policy applies to a particular class or assignment.

## **Definitions**

Academic dishonesty is an especially serious offense. It diminishes the quality of scholarship and defrauds those who depend upon the integrity of the academic programs. Such dishonesty includes, but is not limited to, the following:

- Giving unauthorized information to another student or receiving unauthorized information from another student during any type of assignment or test.
- Obtaining or providing without authorization questions or answers prior to the time of an assignment or test.
- Using unauthorized sources for answers during any assignment or test.

- Taking part in or arranging for another person to complete an assignment or to take a test in place of another.
- Giving or receiving answers by use of signals during a test.
- Altering answers on a scored test and submitting it for a higher grade.
- Collaborating with others in a required assignment without the approval of the instructor.
- Stealing class assignments or portions of assignments, including electronic files, and submitting them as one's own.
- Not crediting participants for their part in a group project or claiming credit for work not done on a group project.
- Plagiarism, which is presenting as one's own in whole or in part the argument, language, creations, conclusions, or scientific data of another without explicit acknowledgment. Examples include, but are not limited to:
  1. Using another person's written or spoken words without complete and proper citation.
  2. Using information from a World Wide Website, CD-ROM or other electronic source without complete and proper citation.
  3. Using statistics, graphs, charts and facts without acknowledging their source.
  4. Submitting a paper purchased from a term-paper service.
  5. Paraphrasing which is imitating someone else's argument using other words without acknowledging the source.
  6. Claiming credit for someone else's artistic work, such as a drawing, script, musical composition or arrangement.
  7. Using someone else's lab report as a source of data or results.
  8. Using one's own or substantially similar work, produced in connection with one course, to fulfill a requirement in another course without prior permission. A student may use the same or substantially the same work for assignments in two or more courses only with written permission from the instructors of all the classes involved.
  9. Submitting the results of a machine translation program as one's own work.

## **CHAPTER 11: STUDENT LIFE AND STUDENT SERVICES**

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### **Enrollment Requirements & Procedures**

Before enrolling, all applicants must also fill out an Enrollment Agreement and submit a deposit in accordance with the Student Fees and Payment schedule. A parent or legal guardian must sign the Enrollment Agreement if the applicant is under 18 years of age.

## Digital “Orientation”

At the start of the fall quarter, all entering students will receive a welcome package available in digital media format, which includes an introduction to Olivet University and an overview of its curricular and co-curricular programs, general policies, and administrative features.

Fall Orientation also provides a chance for students to connect socially with other community members in order to ease the transition into the start of a new academic year.

## Student ID Cards

All students are required to have a student ID card, which is distributed by the Office of Student Services. A physical ID card is also available upon request and a \$15.00 fee. Loaning a physical or digital ID card to another person is prohibited.

## University-Wide Literary Style

The most recent edition of Kate L. Turabian’s *A Manual for Writers of Term Papers, Theses, and Dissertations* is the basic manual of style for the writing of formal papers. Turabian allows for footnotes, endnotes, or parenthetical references. Each division and degree program may specify the kind of documentation it requires. Faculty members may specify exceptions to these standards for particular assignments as necessary.

## Examinations

Final examinations are usually two hours in length and are to be taken at the scheduled hour during exam week. In case of illness, a student should notify the Office of Student Services before the examination, if possible.

A final grade cannot be changed after it has been turned in to the Registrar, unless there has been an error in calculation or recording of the grade. Students have two weeks from the date of issuance of grades to report errors to the Registrar.

## Leave of Absence

If students intend to return to OU within one year (four quarters) and want to preserve registration privileges, they should file a leave of absence/college withdrawal form. A leave of absence may be taken up to a maximum one year (one quarter for LOA and three quarters for Continued Leave of Absence (CLOA))\* by an enrolled graduate student who has a medical or personal reason that prohibits the student from progressing in his/her degree program.

Students must receive prior approval for any course(s) taken at another institution while on leave by completing a *Transfer of Credit Application*.

If a student does not return to OU within the stated time period, they will automatically be withdrawn from the college and will need to reapply if they wish to return.

*(\*Maximum Length of a leave: A leave of absence is generally not approved for longer than one year. However, under special circumstances such as military deployment or medical emergency, a leave may be approved for a maximum of three years)*

Leaves of absence will extend the maximum time students have to complete the degree program by up to one year.

## Academic Advising

Academic advising is an on-going, intentional, educational partnership dedicated to student academic success. After being admitted to the University, students will be assigned to an academic advisor. Whenever possible, students are assigned additional advisors in the area of study in which the students have expressed an interest.

The role of these advisors is to guide course selection and serve as a resource with regard to the university's policies and procedures. Olivet values the spiritual and academic growth that may develop from healthy student-advisor relationships. Thus, students are encouraged to communicate with their advisors throughout their Olivet careers for advice and assistance in any academic issues.

It is to students' advantage to meet with their academic advisors at least once a quarter and to know their advisors well.

## Academic Advising Center

Academic Advising Center provides:

- Information about academic programs and policies.
- Guidance in course registration.
- Advice and assistance in any academic or vocational problems that may arise.
- Advisors to help students who encounter academic difficulties strategize ways to improve their performance.
- Evaluation of transfer courses and assessment of credits awarded.
- Assistance in conveying information about special needs to professors.
- Assistance in obtaining academic and classroom accommodations, if needed.
- Advice and counseling regarding learning or physical disabilities.
- Information about petitioning respective colleges for exceptions to academic policies.

Academic Advising serves as a resource in relationship to institutional policies, procedures, and administrators.

It is the responsibility of the student to see that the proper courses for the intended major are taken in the proper sequence. Special

care should be taken if a course is offered in alternate years. The Division Chair and supporting faculty members can also be consulted for assistance as necessary, but ultimately the student accepts responsibility for registration in the desired and needed courses.

## **Petitions**

Should there arise a scenario in which an exception to an academic policy seems necessary, students may file a request online in the MyOlivet Solutions Center at [solutions.olivetuniversity.edu](https://solutions.olivetuniversity.edu).

## **Changes in Personal Information**

During registration and throughout the quarter, any change in a student's address, employment, marital status, number of children, or other pertinent data should be reported to the Office of the Registrar as soon as possible.

## **Transcripts**

In order for the Office of the Registrar to release a transcript, federal law requires a signature from the student requesting his/her transcript. Transcript request forms may be found in the Student Records area of Populi. Transcripts are issued with set fees. Please see fee schedule included in this Catalog.

Verbal requests, whether in person or over the phone, cannot be processed. A transcript request from a student on hold for unpaid fines or bills will not be processed until his/her financial obligations are met. Transcripts are generally processed within 24 hours of the request.

## **Counseling**

Students are encouraged to communicate openly, but respectfully, with all OU staff members, and to seek spiritual guidance at any, especially from Director of Student Services. Personal counseling is intended to help students better adjust to their University experience and to provide support for their personal walks of faith. OU also encourages students to maintain ties with WOA church leaders throughout their studies at OU.

OU also allows students to seek counseling services available in their local areas by requesting referrals from our office.

## **Tutoring**

Students who need extra assistance because of academic difficulties may arrange for tutoring through their Academic Advisors. The University believes in giving every student the opportunity for individualized assistance outside of the normal class setting. Online tutoring sessions help students clarify points from lectures, labs, discussion sessions, or assigned readings. All tutoring sessions are intended to supplement, not replace, any class attendance or personal study time.

Study sessions provide students with the opportunity to meet with instructors for individual assistance. Students who take advantage of study sessions are expected to perform better in the classroom. Should an instructor determine a student's progress in one or more

areas to be unsatisfactory or below normal (typically considered less than C- work), the instructor may suggest an online study session.

## Netiquette Guide

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

## Security

**Remember that your password is the only thing protecting you from pranks or more serious harm.**

- Don't share your password with anyone
- Change your password if you think someone else might know it
- Always logout when you are finished using the system

## General Guidelines

**When communicating online, you should always:**

- Treat instructor with respect, even in email or in any other online communication
- Always use your professors' proper title: Dr. or Prof., or if you in doubt use Mr. or Ms.
- Unless specifically invited, don't refer to them by first name.
- Use clear and concise language
- Remember that all college level communication should have correct spelling and grammar
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you"
- Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING
- Limit and possibly avoid the use of emoticons
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive
- Be careful with personal information (both yours and other's)
- Do not send confidential student information via e-mail

## Email Netiquette

### When you send an email to your instructor, teaching assistant, or classmates, you should:

- Use a descriptive subject line
- Be brief
- Avoid attachments unless you are sure your recipients can open them
- Avoid HTML in favor of plain text
- Sign your message with your name and return e-mail address
- Think before you send the e-mail to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, “reply all”
- Be sure that the message author intended for the information to be passed along before you click the “forward” button

## Message Board Netiquette and Guidelines

### When posting on the Discussion Board in your online class, you should:

- Make posts that are on topic and within the scope of the course material
- Take your posts seriously and review and edit your posts before sending
- Be as brief as possible while still making a thorough comment
- Always give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying
- Don't repeat someone else's post without adding something of your own to it
- Avoid short, generic replies such as, “I agree.” You should include why you agree or add to the previous point
- Always be respectful of others' opinions even when they differ from your own
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way
- Do not make personal or insulting remarks
- Be open-minded

## CHAPTER 12: UNIVERSITY SERVICES AND UNIVERSITY OFFICES

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### University Offices

**MyOlivet Solution Center:** <https://solutions.olivetuniversity.edu>

The MyOlivet Solution Center is the first point of contact for faculty, staff and students to connect with the university offices and college administrations. Feedback, support tickets, administrative help requests and certain application forms can be accessed here and inquiries will be routed to the department in charge.

For other correspondence with specific departments use the email addresses below.

**Student Finance Office:** [studentfinance@olivetuniversity.edu](mailto:studentfinance@olivetuniversity.edu)

**Financial Aid Office:** [finaid@olivetuniversity.edu](mailto:finaid@olivetuniversity.edu)

**Library Services:** [library@olivetuniversity.edu](mailto:library@olivetuniversity.edu)

**Registrar Office:** [registrar@olivetuniversity.edu](mailto:registrar@olivetuniversity.edu)

**Admissions Office:** [admissions@olivetuniversity.edu](mailto:admissions@olivetuniversity.edu)

**Student Services Office:** [student.info@olivetuniversity.edu](mailto:student.info@olivetuniversity.edu)

**International Student Office:** [iso@olivetuniversity.edu](mailto:iso@olivetuniversity.edu)

### Technology Requirements

#### Broadband Internet

A fast internet connection ensures that students navigate through Populi quickly and efficiently, typically DSL or cable service.

#### A modern, updated web browser

Populi runs on up-to-date releases of popular web browsers.

Here are the browsers we recommend for use with Populi. We recommend students to always try to use the most recent version possible—as companies release newer versions of browsers, they usually drop support for older versions.



## PC or Mac

- Google Chrome is probably the best option if you're using Windows. It's also very good for Mac users.
- Mozilla Firefox is another good choice on Windows computers (works pretty okay on Macs, too).
- Apple Safari is great on Macs. Not so much on Windows.
- Last and certainly least, Internet Explorer. If you're using Windows 10, they're encouraging you to use Microsoft Edge.

## Mobile browsers

- iOS Safari does well, as does Google Chrome for iOS.
- The stock Android browser works, as does Chrome for Android.
- The Firefox browsers for both iOS and Android aren't problematic.
- Microsoft Edge (mentioned above) is baked-in to Windows 10 devices and works with Populi; the version of Internet Explorer in Windows 8.1 does alright, too.

If you tend to tinker with your browser settings, make sure to enable Javascript and cookies. Ad-blockers don't pose any problems for the most part, but if you do fiddle with those, just make sure to whitelist your school's Populi site.

## Other common applications

You can use Populi to export all kinds of files. The three most common are spreadsheets, PDFs, and word documents (note the lower-case *w* there). Most computers have the software you need to open these files, but in case yours doesn't...

- [Open Office](#) can open spreadsheets and documents (we use it to generate files for [custom page layouts](#)).
- [Adobe Acrobat reader](#) handles PDFs. If, for some reason, you have to use an old version, the oldest one that works is version 6.

## Monitor

Populi is easiest to use if your monitor is set at a minimum resolution of 1280 x 1024 pixels. This is not something most users with a modern computer or monitor need to worry about, but there it is anyway!

<https://support.populiweb.com/entries/87315-Introduction-to-Populi>

## CHAPTER 13: UNIVERSITY LEADERSHIP

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For the Doctor of Ministry Program of Zinzendorf School of Doctoral Studies. These are the ones expected to be active or available during the 2018-19 academic year. The professors may also serve as mentors.

### PROFESSORS

#### **Alfred Merrill Smoak, Jr.**

- D.W.S., The Institute for Worship Studies (2002)
- M.C.M., The Southern Baptist Theological Seminary (1975)
- B.A., California Baptist University (1973)

#### **Atul Aghamkar**

- Ph.D., Fuller Theological Seminary (1995)
- Th.M., South Asia Institute of Advanced Christian Studies (1985)
- B.D., Union Biblical Seminary (1977)
- B.A., University of Pune (1974)

#### **Bertil Ekstrom**

- Ph.D., Open University, England (2011)
- M.Th., Baptist Theological Seminary in Sao Paulo, Brazil (1996)
- B.Th., Baptist Theological Seminary in Sao Paulo, Brazil (1982)
- B.A., Uppsala University, Sweden (1974)

#### **Chang Sik Lee**

- Ph.D. Aquinas Institute of Theology (1971)
- Th.B., Hanshin Theological Seminary, Korea (1950)

#### **Chansamone Saiyasak**

- Ph.D., Evangelische Theologische Faculteit, Belgium (2007)
- D.Min., Mid-America Baptist Theological Seminary (2000)
- M.Div., Mid-America Baptist Theological Seminary (1994)
- B.A., Liberty University (1987)

**Charles Weber**

- Certificate of Chinese Studies, Peking University (1988)
- Ph.D., The University of Chicago (1982)
- M.A., The University of Chicago (1979)
- B.A., Wheaton College (1967)

**Cleon L. Rogers**

- Th.D., Dallas Theological Seminary (1991)
- Th.M., Dallas Theological Seminary (1980)
- B.A., Southeastern Bible College (1977)

**Dankit Nassiume**

- Ph.D., University of Manitoba, Canada (1988)
- M.Sc., University of Manitoba, Canada (1985)
- B.Sc., University of Nairobi, Kenya (1981)

**David Jang**

- Ph.D., Dankook University, Korea (1993)
- M.Div., Hanshin University (1992)
- M.A., Yonsei University (1983)
- B.A., Hanshin University (1981)

**David Pederson**

- Ph.D., Evangelische Theologische Faculteit, Belgium (1997)
- M.Div., Trinity International University (1987)
- B.A., Wheaton College (1983)

**Donald Tinder**

- Ph.D., Yale University (1969)
- M.Div., Fuller Theological Seminary (1964)
- B.A., Yale University (1960)

**Gerhard Venter**

- Ph.D., University of Johannesburg, South Africa (1987)
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**OLIVET UNIVERSITY**  
**ZINZENDORF SCHOOL OF DOCTORAL STUDIES**

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**D O C T O R O F P H I L O S O P H Y ,**  
**G L O B A L T H E O L O G I C A L S T U D I E S**  
**H A N D B O O K**

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# Zinzendorf School of Doctoral Studies - Doctor of Philosophy, Global Theological Studies Handbook - Copy



Olivet University  
[www.olivetuniversity.edu](http://www.olivetuniversity.edu)

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## Welcome

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### Welcome from the Dean



Welcome to the Zinzendorf School of Doctoral Studies, the most recent development of Olivet University, initiated to advance our high calling for Christian leadership training. The name itself evokes the heart of the doctoral programs of Olivet.

Our goal has always been to strengthen and help define Christian leadership for global mission purposes.

Count Nicolaus L. von Zinzendorf (1700 to 1760) is our historical model. He was a father of the Moravian movement, an early Pietist movement that was based on a 15th century Bohemian reformation. Moravians added missions to the heart of Reformation Evangelical theology. They defined three essential values for global ministry;

- Commitment to personal and global transformation by the power of the Gospel of Jesus Christ.
- Commitment to Christian community, identified by worship, prayer, and sharing of resources.
- Commitment to the Great Commission service, bringing "Good News" to the nations through evangelism, church planting, and social transformation.

Zinzendorf and his Herrnhut followers carried the Gospel to every continent of the world and likewise surrounded this enterprise with the first Protestant prayer movement. God's formula for successful mission was linked with Evangelical theology and vibrant spirituality. This is the tradition we seek to uplift as we train a new generation from among all nations of the world with the best of higher biblical education.

Consider with us the possibilities of pursuing a doctoral degree with us. Our innovative programs will assure that you continue on at the highest level of educational impact in your service for the Church of Jesus Christ and the Kingdom of God.

Sincerely,

A handwritten signature in black ink that reads "Donald Tinder". The signature is written in a cursive, flowing style.

Dr. Donald Tinder, Dean of Zinzendorf School of Doctoral Studies

## Disclaimer

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This handbook and the policies and procedures contained herein are in effect from September 1, 2018 through August 31, 2019. Although the information herein has been reviewed, the text may nevertheless contain errors, which will be corrected when brought to the attention of the University.

Olivet University makes every reasonable effort to provide accurate information in the contents of this handbook, but reserves the right to make changes at any time without prior notice. The University reserves the right to change calendars, academic programs, individual courses, policies and fees and all other aspects of University operations by official action of the University. In addition, changes in policies, procedures, and administration may have occurred since the printed publication of this handbook. Updates and changes shall be reflected in the online version at the time they are made. In case of discrepancies between the online and printed versions of the handbook, the online version is to be considered definitive. Students should contact the appropriate department office for the most recent information.

If programs are discontinued, or if substantial changes in requirements for degrees are made, the University will endeavor to allow students disadvantaged by the change to continue under existing programs and requirements.

Any questions a student may have regarding this handbook that have not been satisfactorily answered by the University may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

## CHAPTER 1: GENERAL INFORMATION

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### Obtaining a Catalog

To order a copy of this catalog, please contact the Office of Admissions by email [admissions@olivetuniversity.edu](mailto:admissions@olivetuniversity.edu), at (951) 763 0500, or send a written request to the address below:

Olivet University  
Attn: Admissions  
36401 Tripp Flats Road  
Anza, CA 92539

There is a \$10.00\* fee for catalogs ordered within the United States, and a \$35.00\* fee for catalogs mailed outside of the United States. (Prices include shipping and handling.) Payments can be made via VISA, MasterCard, check, or money order. This Academic Catalog information is also available on-line at the following Web address: [www.olivetuniversity.edu](http://www.olivetuniversity.edu)

*\*Prices are subject to change*

## **Statement of Student Responsibility**

This Catalog has been made available to all students of Olivet University in digital format via the school's website. Prospective students must review this Catalog prior to signing an enrollment agreement.

By enrolling in Olivet University, students agree to accept and abide by the terms stated in this Catalog and all university policies. Students are expected to be familiar with the information presented in this Catalog, in any supplements and addenda to the Catalog, and with all university policies.

A student or any member of the public may file a complaint about this university with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **Statement of Non-Discrimination**

Olivet University admits qualified applicants who are personally committed to faith in Jesus Christ regardless of sex, race, color, national origin, or disability.

## **Academic Calendar 2018-2019**

Please visit <http://www.olivetuniversity.edu/academics/calendar.html> to see our latest academic calendar.

## **Administrative Holidays 2018-2019**

To reach Olivet University's Main Campus, please call +1 951 763 0500, Monday to Friday between 9:00 am – 5:00 pm PST. Olivet University offices will be closed on the following holidays.

<b>Administrative Holidays</b>
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<b>Fall Term:</b>  WOA Events Veterans Day Thanksgiving Break Christmas Holiday New Year's Day	Oct 29 – Nov 2, 2018 Nov 11, 2018 Nov 22-23, 2018 Dec 24-26, 2018 Jan 1, 2019
<b>Winter Term:</b>  Martin Luther King Day Presidents' Day	Jan 21, 2019 Feb 18, 2019
<b>Spring Term:</b>  Memorial Day	May 27, 2019
<b>Summer Term:</b>  Independence Day Labor Day	July 4, 2019 Sep 2, 2019

## Vision, Mission, Goals, Values

### Mission Statement

The mission statement of Olivet University is intended to serve as a guide for Board directors, staff members, and student conduct; strategic and programmatic planning; and institution-wide priority setting and evaluation. It evolved from a careful process of collaboration and consultation among Olivet University's founders, key administrators, faculty and selected advisors from affiliated and independently operating organizations recognized for their demonstrated commitment to the ideals and goals formalized here in the Olivet University mission statement.

*Olivet University is an institution of biblical higher education dedicated to training ministry-bound men and women as biblical scholars and leaders, and to equipping them with the practical skills to preach the Gospel effectively into and after the 'network generation' – thus priming them to revolutionize the world through Christian mission.*

### Vision

Our vision is born of God's enduring hope for a world that is "full of the knowledge of the Lord as the waters cover the sea" (Isaiah 11:9). The fulfillment of this vision inspires, orients, and defines the work of this institution.

## Mission Strategy

Olivet University accomplishes this mission through a comprehensive program of Biblical, general, and professional studies; applied scholarship in ministry environments affiliated with the University; and Christ-centered service and support. The five cross-cutting themes derived from our mission describe this quality education.

## Olivet University History

In 2000, Olivet was established as a Bible college named the Olivet Theological College & Seminary (OTCS). OTCS functioned as a 'seedbed' for missions, offering multiple fields of study and distance learning to ministry-bound students all over the world. OTCS developed quickly, necessitating several major changes to accommodate the school's diverse student body.

In 2004, Olivet University was incorporated and established multiple departments, each offering different degree programs. In addition to OTCS, there is the Jubilee College of Music, Olivet College of Journalism, Olivet College of Art & Design, Olivet Institute of Technology, Olivet College of Language Education, Olivet College of Business, Zinzendorf School of Doctoral Studies, Olivet Institute for Global Strategic Studies, Olive Branch Institute of Islamic Understanding, and Institute of Faith and Family.

The university's latest reorganization was supported by several key Christian ministries affiliated with the individual College divisions. These connections – some of which date back to Olivet's founding – are clearer and stronger as a result of Olivet University's current structure, especially in the areas of Olivet student recruitment and alumni employment.

Olivet University alumni later began an association of evangelical bodies named the World Olivet Assembly. Through a collaborative network, Olivet University aspires to carry out its mission of equipping ministers with opportunities and skills to revolutionize the world through Christian mission.

Olivet University's present-day 1,200 acre properties in Riverside Southern California offer a multidisciplinary residential campus with emphasis on academic studies and spiritual formation. Across the university curricula practical learning and entrepreneurial initiatives have been more systematically integrated and interdisciplinary studies have been encouraged through offering joint degrees between the Master of Divinity and other university colleges.

In 2017-18 the Olivet University San Francisco site began offering complete degree programs locally and moved into the former Golden Gate Baptist Theological Seminary campus in Mill Valley, CA. Olivet School of Media and Communication settled in its own Washington, DC, building with dormitory and food service facilities.

## Values

### *Jesus Christ*

"I am the way, the truth and the life." (John 14:6) Olivet acknowledges Jesus Christ as the only source of salvation and the foundation of all knowledge and truth.

### ***The Kingdom of God***

“But seek first his kingdom and his righteousness, and all these things will be given to you as well.” (Matthew 6:33)

### ***Access***

Olivet believes that Biblical education is a gift given by God to equip Christians in any part of the world for ministry. The University works to open the doors of Biblical higher education to qualified students, even in nations closed to the Gospel of Jesus Christ, by offering its programs through distance learning and by making this opportunity accessible.

### ***Global Community***

Olivet creates a global community by bringing into reach educational services, programs, and employment opportunities to qualified individuals from all over the world, and by providing learning opportunities among diverse students.

### ***Service***

Olivet expects all students, faculty, staff, and administrators to embrace the highest standards of personal integrity, honesty and responsibility for their studies and work based on the kenotic ethic of Jesus.

### ***Quality***

Olivet provides a high-quality, Biblical education suitable in scope and depth to the challenges of the day. The University assesses and evaluates all aspects of its academic model on an ongoing basis.

## **Institutional Goals of Olivet University**

*As an institution of Biblical higher education that values excellence in academics and professional ministry preparation within the context of a personal relationship with Jesus Christ, Olivet University will*

- Honor our Bible-based identity and heritage (BIBLICAL TRADITION & PRIDE)
- Attain recognition as a world-class institution of Biblical higher education (ACADEMIC EXCELLENCE)

*As a University committed to the evangelism and discipleship of all people through Christian mission, Olivet University will*

- Engage in programs, partnerships, and services that benefit mission and ministry (ENGAGEMENT)

*As a University pursuing the expression of these values throughout the world – especially among the **Network Generation**, Olivet University will*

- Optimize network and technology in the delivery of services and instruction (ACCESS & TECHNOLOGY)

*As a Christian, **Gospel-centered** community, Olivet University will*

- Foster a leadership environment that encourages serving others while achieving results (SERVICE)



As an *effective University that seeks to revolutionize the world through Christian mission*, Olivet University will

- Enhance planning, performance, assessment, and accountability aligned with OU values (INSTITUTIONAL QUALITY & EFFECTIVENESS)

## Olivet’s Core Learning Outcomes

Olivet’s core learning outcomes are learning outcomes expected of every Olivet graduate regardless of program area. They describe core skills and abilities our graduates need to succeed in the professional world, and in a world that demands continuous learning--skills like critical thinking, problem solving, writing, speaking, and the ability to do information research and use technology. Olivet’s curriculums are intentionally developed to foster achievement of these outcomes in all of our students. Each program at Olivet, including Olivet’s graduate and doctoral programs, describe what graduates of their particular programs or program areas will be able to do as a result of learning experiences within their programs. They intentionally flow, and often overlap with core (university-wide) outcomes to some extent. When that is the case, program-specific outcomes typically require the student to demonstrate higher levels of competency in a particular outcome, or performance of the outcome in a context unique to that discipline. The following is a description of Olivet’s core learning outcomes expected of every Olivet graduate regardless of program area.

### Spiritual & Evangelistic Growth (se)

Since Olivet University is a Biblical institution centered on the Gospel of Jesus Christ, our educational outcomes include Spiritual outcomes. Therefore, Olivet will enable students to:

se1:	Develop habits of personal and corporate worship.
se2:	Learn the importance and power of personal and corporate prayer.
se3:	Examine the history of evangelism and the Church and its traditions.
se4:	Understand the power of a personal testimony.
se5:	Learn Scriptures that will help verbally articulate the Christian faith.
se6:	Communicate the Christian message in word and deed.

### Biblical Competence (bc)

Since Olivet University is an institution of higher education training scholars and leaders, our educational outcomes include Academic outcomes. Therefore, Olivet will enable students to demonstrate:

bc1:	A basic understanding of Biblical facts and principles.
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bc2:	An ability to inductively and methodically study Scripture.
bc3:	An understanding of the culture(s) in which the scriptures were written and the importance of context to proper understanding.
bc4:	An overt understanding of the Christian worldview and its juxtaposition to other worldviews.
bc5:	The ability to relate Biblical principles to life situations.

### Academic Excellence (ae)

Since Olivet University is an institution of higher education training scholars and leaders, our educational outcomes include Academic outcomes. Therefore, Olivet will enable students to:

ae1:	Acquire basic knowledge in a broad base of subjects.
ae2:	Conduct in depth study in areas of special interest or giftedness.
ae3:	Establish patterns of clear and logical thought that recognize the effect of unexamined prepositions.
ae4:	Learn to effectively communicate thoughts and ideas.
ae5:	Develop methods of study and research that lead to lifelong learning.

### Emotional-Social Development (es)

Since Olivet University is a Christian community with a world mission focus, our educational outcomes include Emotional-Social outcomes. Therefore, Olivet will enable students to:

es1:	Learn to recognize and apply one's unique academic, social, and spiritual gifts.
es2:	Gain an understanding and appreciation of the differences of others.
es3:	Learn to lovingly and effectively communicate with those of differing world views.
es4:	Recognize the importance of self-discipline and service.

### Ministry Impact (mi)

Since Olivet University is committed to training ministry-bound men and women for Christian mission, especially in the network

generation our educational outcomes include Ministry outcomes. Therefore, Olivet will enable students to:

mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

## Faith-First Educational Philosophy

Olivet University ascribes to the educational philosophy known as ‘faith first,’ which is articulated in the following University-wide doctrine:

Human knowledge as a whole exists and can only rightly be understood within the context of biblical truth, necessitating an approach to education and academic learning that values and thoroughly integrates the habits of scriptural study, reflection, and application across all fields and disciplines.

## Statement of Faith

Olivet University affirms the statement of faith of the World Olivet Assembly (WOA):

### We believe in:

The **Holy Scriptures** as originally given by God, divinely inspired, infallible, entirely trustworthy; and the supreme authority in all matters of faith and conduct.

One **God**, eternally existent in three persons, Father, Son, and Holy Spirit.

Our **Lord Jesus Christ**, God manifest in the flesh, His virgin birth, His sinless human life, His divine miracles, His vicarious and atoning death, His bodily resurrection, His ascension, His mediatorial work, and His Personal return in power and glory.

The **Salvation** of lost and sinful man through the shed blood of the Lord Jesus Christ by faith apart from works, and regeneration by the Holy Spirit.

The **Holy Spirit**, by whose indwelling the believer is enabled to live a holy life, to witness and work for the Lord Jesus Christ.

The **Unity** of the Spirit of all true believers, the Church, the Body of Christ.

The **Resurrection** of both the saved and the lost; they that are saved unto the resurrection of life, they that are lost unto the resurrection of damnation.

## **Olivet University Commitment to Students**

As a Christ-centered institution, Olivet is committed to emphasizing a biblically sound, integrated, faith-based education that promotes a zeal for spiritual, intellectual, emotional, physical, and social development in students.

### **Olivet is committed to:**

#### **Spiritual Wellness**

- Providing experiences of growing in Christ not in a static way, but as a creative and serendipitous adventure.
- Engaging touchstones of the spiritual formation process, including scriptural study, spiritual friendship and community, active practices for prayer and worship, service, and character and faith development through discipleship.
- Providing environments of grace to help students find companionship, encouragement, and spiritual guidance.

#### **Intellectual Wellness**

- Challenging the students with a continuous openness to new concepts, ideas, perspectives and cultures.
- Providing an educational environment that values diverse experiences and challenges and Biblical perspectives on critical issues.
- Equipping the students with the ability to successfully learn, apply new learning, change, and adapt.

#### **Emotional Wellness**

- Being aware and accepting of one's feelings.
- Being able to adjust to change and seek positive outcomes.
- Being joyful and positive.

#### **Physical Wellness**

- Providing clean and safe environment that will help the students gain freedom from illness, disease, and need for medications.
- Offering recreational and sporting programs that will promote and develop healthy lifestyle choices.
- Offering educational programs that will help maintain a balanced natural diet and regular sleeping habits.

#### **Social Wellness**

- Forming and contributing to positive relationships of mutual respect.
- Comfortably and effectively performing a variety of social and group roles.

- Seeking and fulfilling Christ-like leadership roles that contributes positively to communities and the larger society.

## Statements on Institutional Approval

Olivet University is a free standing unit within Olivet University. All institutional approvals and accreditations of Olivet University pertain to Olivet University as well.

### State of California

Olivet University is a private institution that has been approved to operate by the Bureau for Private Postsecondary Education (BPPE) of the State of California. Furthermore, Olivet University has been authorized by the BPPE to grant the following programs:

1. Bachelor of Arts in Theology
2. Bachelor of Arts in Music
3. Bachelor of Arts in Journalism
4. Bachelor of Arts in Graphic Design
5. Bachelor of Arts in Information Technology
6. Bachelor of Arts in Business
7. Bachelor of Arts in Children's Developmental Studies
8. Bachelor of Science in Civil Engineering
9. Bachelor of Science in Agriculture
10. Bachelor of Science in Architecture
11. Master of Divinity
12. Master of Theology
13. Master of Arts in Music
14. Master of Arts in Journalism
15. Master of Arts in Graphic Arts
16. Master of Arts in Information Technology
17. Master of Arts in Translation and Interpretation
18. Master of Arts in Teaching
19. Master of Business Administration
20. Doctor of Ministry
21. Doctor of Philosophy in Global Theological Studies
22. Certificate in English as a Second Language
23. Certificate in Languages

For more information about the BPPE, please visit <http://www.bppe.ca.gov/>.

### State of New York

Olivet New York is approved by the New York State Education Department (NYSED) Board of Regents to offer business and ministry internships and related courses from the M.B.A. and M.Div. programs at 6 Barclay Street in downtown Manhattan and its extension site at 181 Hutchinson Avenue in Wingdale, NY. Visit <http://www.regents.nysed.gov/> for more information about NYSED.

### State of Tennessee

Olivet University dba The Jubilee School is authorized for operation as a postsecondary educational institution by the Tennessee Higher Education Commission. In order to view job placement and graduation information on the programs offered by The Jubilee School, please visit [www.tn.gov/thec/](http://www.tn.gov/thec/) and click on the Authorized Institutions Data button.

#### **State of Washington D.C.**

Olivet University is approved by the DC Higher Education Licensure Commission to offer courses or instruction leading to the awarding of certificates, diplomas or degrees in the District of Columbia at 201 Rittenhouse Street, Washington, DC 20011, in accordance with the provisions of Title 38, Chapter 13, of the District of Columbia Official Code (D.C. Official Code §38-1301 et seq.), and applicable regulations of the DC Higher Education Licensure Commission.

#### **World Evangelical Alliance (WEA)**

Olivet University has Global Partner Membership status with the World Evangelical Alliance (WEA), the world's largest evangelical body.

For more information about the WEA, please visit <http://www.worldevangelicalalliance.org/>.

#### **National Association of Evangelicals (NAE) Membership**

Olivet University is a full member of the academic institutions body of the National Association of Evangelicals (NAE).

For more information about the NAE, please visit <http://www.nae.net/>.

#### **Institutional Accreditation**

Olivet University is a member of the Association for Biblical Higher Education (ABHE), having been granted accredited status by the ABHE Commission on Accreditation. Olivet University is accredited by the Commission on Accreditation of the Association for Biblical Higher education to grant certificates and degrees at the Associate, Baccalaureate, Master's, and Doctoral levels.

ABHE is recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA).

For more information about the ABHE, please visit <http://www.abhe.org>.

#### **Council for Higher Education Accreditation (CHEA)**

Olivet University is listed in the database of institutions recognized by U.S. accrediting organizations of the Council for Higher Education Accreditation (CHEA).

For more information about CHEA, please visit <http://www.chea.org/>.

### **Statement on Academic Freedom**

The university asserts the following principles of academic freedom:

1. Principles and policies concerning academic freedom are based on the belief that God is the author of all truth, and that the fear of the Lord is the beginning of wisdom.
2. Professors are employed because they are in agreement with the stated mission, educational philosophy, responsibilities and religious beliefs of Olivet University. They have the freedom to disagree with the position of the institution, but the manner and place of disagreement should be exemplary of a professional educator and in keeping with the scriptures. When a faculty member finds himself in basic disagreement with the institution, he should make his difference known and, in keeping with his personal integrity, find a place of employment that is consistent with his views.
3. Professors are entitled to full freedom in research and in publication subject to the adequate performance of their other duties. Research for pecuniary return, however, should be based upon an understanding with the authorities of the institution.
4. Professors are entitled to full freedom in classroom discussions of their teaching subject, but they should not introduce into the classroom controversial matters that have no relation to the assigned subject matter or the mission of the university.
5. Olivet University professors are members of a learned profession, and officers of an educational institution. When they speak or write as community members they should be free from institutional censorship or discipline; but their position in the community imposes special obligations. As scholars and educational officers, they should remember that the public might judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that they are not speaking for the institution.
6. Professors are entitled to due process when disciplinary action is taken against them regarding matters of academic freedom or other matters.

## **CHAPTER 2: APPLYING TO THE PH.D. PROGRAM**

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### **Notice Concerning Transferability of Credits and Credentials Earned**

The transferability of credits you earn at Olivet University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in your Program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, or certificate that you earn at this institution are not accepted at the institution to which 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 Olivet University to determine if your credits, degree, or certificate will transfer.

Prospective students interested in applying to Olivet University should complete an application, available upon request from Olivet

University's Office of Admissions or on the Internet at <http://apply.myolivet.com/>

All applicants to Olivet University should evince strong Christian character, potential for effectiveness in Christian ministry, and the scholastic ability and emotional maturity to handle a higher education experience.

Admissions personnel will review applicants' information and inform them whether or not they have been accepted for admission. Prospective students are encouraged to discuss plans, goals, and questions with the Office of Admissions ([admissions@olivetuniversity.edu](mailto:admissions@olivetuniversity.edu)) during this application process.

## Admissions Policy

Olivet University welcomes an application from any academically qualified person who desires to study in a spiritually disciplined atmosphere, and who is in agreement with the doctrinal position, ethical standards, educational philosophy, and Goals of the school. Olivet University does not discriminate on the basis of age, sex, race, color, national or ethnic origin, or against otherwise qualified handicapped persons in its admissions policies, employment policies, administrative policies, scholarship, and loan programs.

Applicants will be officially notified by email of their admission acceptance or denial, including the basis for any denial of admission.

Each prospective student should also demonstrate evidence of personal faith in Jesus Christ with a consistent testimony and character.

The privilege of attending Olivet University is contingent upon a student's full cooperation and agreement with the policies and principles of the school. The school reserves the right to request the withdrawal of any student who does not fit in with the spirit of the institution regardless of whether or not he or she conforms to all specific rules and regulations of the school. Any student who willfully violates the principles of the school or whose attitude and conduct is found not to be in the best interest of the community will be asked to withdraw.

## Admission Qualifications

1. Applicant must give evidence of studies in recognized schools equivalent to at least four years of advanced university level humanities and theological studies, as determined by the Doctoral Committee.
2. Applicant must give evidence of ability to do doctoral level work as indicated by a minimum cumulative grade point average of 3.3 (on a 4.0 scale) at the graduate level.
3. Applicant must provide samples of his or her writing, such as a Master's thesis or at least fifty pages of academic papers for advanced university level theological courses.
4. Applicant must have fluency in Greek for those specializing in New Testament themes and a fluency in Hebrew for those specializing in Old Testament themes.
5. Applicant must have a reading competency in two other languages, preferably one of which is either German or French.
6. Applicant must demonstrate the ability to use the English language with skill and precision. Applicant for whom English is a second language must submit TOEFL, IELTS, or OLSPT scores that meet one of the following standards:
  1. 1) A minimum TOEFL iBT total score of 80, including a minimum score of 20 on the writing section, or



2. 2) A minimum TOEFL CBT score of 213, plus a minimum of 4 on the TWE, or
3. 3) A minimum TOEFL PBT score of 550, plus a minimum of 4 on the TWE, or
4. 4) A minimum IELTS score of 6.5, plus a minimum of 5 in IELTS Writing, or
5. 5) A minimum OLSPT score of 80, plus a minimum of 17 in OLSPT Writing and a minimum of 16 in OLSPT Speaking.

## Application Requirements

**Application Form** – Prospect students interested in applying to Olivet University must submit the application form from [apply.olivetuniversity.edu](http://apply.olivetuniversity.edu).

**Motivation Letter** – Applicants must submit a written essay describing

1) Biography or brief sketch of their life 2) Their reason for pursuing study at Olivet and how your study is to be incorporated in your future work 3) how they relate to the ‘Statement of Faith’ as given in the program handbook.

**Curriculum Vitae** – Applicants must attach their curriculum vitae including following items: Name and contact information (including e-mail) and family data (wife & children), Educational background (name of the colleges or universities attended, degrees earned, area(s) of study and graduation dates), Brief work history (Place of employment including address and job title, main tasks and achievements), Service documentation (any professional associations, volunteer work, committee membership, etc.)

**Official Transcripts** (undergraduate and above) – Applicants to the Ph.D program must submit official transcripts undertaken at all colleges or universities.

Applicants are responsible for making sure this information is mailed directly from the issuing educational institution to Olivet University:

Olivet University  
Attn: Admissions  
36401 Tripp Flats Rd,  
Anza, CA 92539

**Recommendations** – Five recommendations are required. Recommendations should be provided by at least one ministry colleague or collaborator, two former professors, and two others by church/parachurch leadership. Make a note that each form is to be filled out by someone who is not a member of immediate family or spouse of applicants.

**Statement of Faith** – Applicants must sign Olivet University’s Statement of Faith.

**Application Fee** – Applicants must submit a \$75.00 non-refundable application fee

## **Probationary Admission**

The Doctoral Committee may, at times, admit on “probation” an applicant with a cumulative Grade Point Average (GPA) below 3.3. The reason for granting probation is evidence presented by the applicant that his or her cumulative GPA does not necessarily reflect his or her competence to do doctoral level work. A student admitted on probation is required to maintain a 3.3 cumulative GPA and adhere to any other stipulations imposed by the Doctoral Committee, otherwise, he or she will be dismissed from the program

## **Entry Deferment**

Those students who are approved to begin the Ph.D. Program may delay enrolling in the initial seminars that will be conducted at the next Doctoral Colloquium up to a maximum of one year by submitting a formal explanation to the Doctoral Committee for approval. At least three months before the Colloquium when they are prepared to start, they must notify the Doctoral Committee. Otherwise it will be assumed they have withdrawn their application to the program.

## **Student Identity Verification**

Student identity verification is initiated during the admissions process to verify that the admitted student who participates in and completes coursework and assessments is the same student who is awarded credit.

### **Policy for Student Identity Verification in Distance Learning**

The policy for student identity verification applies to all credit-bearing distance education courses and programs offered by Olivet University, beginning with the application for admission and continuing through to a student’s graduation, transfer, or withdrawal from study.

The purpose of this policy is to ensure that Olivet University operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education.

Under HEOA, all credit-bearing courses and programs offered through distance learning methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. One or more of the following methods must be used:

1. A secure login and pass code;
2. Proctored examinations; and/or
3. New or emerging technologies and practices that are effective in verifying student identification.

## **Implemented Practices for Compliance**

### **a. Secured Electronic Identification System**

Olivet University verifies the online identity of all students through a secured electronic identification system. All students who participate in distance education for credit must be admitted to the University through the regular campus admissions process. The

admitted student is issued a student identification number and directed to create an electronic identification, which consists of a login ID and password.

The login ID must be unique and the password must adhere to certain security rules, including periodic changes. Password information is kept confidential and is not accessible by anyone, including network administrators. Passwords can only be reset but not recovered. A student requesting that their password be reset may be asked to provide two or more pieces of information for comparison with data on file, or to come to the University in person with a photo ID or verification.

The login ID provides access to the Olivet University's online learning management system Populi. Populi integrates with Olivet University's student database to ensure appropriate and secure student access to online courses, school email, and other restricted services such as the e-library. Students may also obtain their grades, view their student account expense and balances, and access and update their personal information.

Populi provides instructors access to class rosters that include student photos associated with their name, student identification number and account. The student photo associated with the account is visible throughout the online classroom including the assignment, discussion and message board areas.

All Populi users are responsible for maintaining the security of login IDs and passwords. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or email is prohibited.

## **b. Proctoring**

All for-credit distance education courses at Olivet University require proctored final examinations. Midterm exams are strongly recommended to be proctored while tests/quizzes should be designed so that proctoring is unnecessary. Olivet University allows two forms of proctoring:

### ***i) Onsite Proctoring***

Online students may name a person onsite to proctor the exam upon the University's approval. Proctors are required to complete a signed Proctor Agreement Form prior to the first exam being administered.

Olivet University reserves the right to verify a proctor's identity, require additional proof of eligibility, or require the selection of a different proctor. The proctor should verify the identity of the student based on a photo ID, sign for the student to have undergone a proper exam according to the requirements given in the online classroom, and write a report about anomalies when necessary.

### ***ii) Online Proctoring***

Instructors/faculty may require online students to utilize ProctorU, an online proctoring service that uses a webcam and microphone. The examination would be set up in the ProctorU system by the instructor/faculty accordingly. Students are responsible for any costs associated with using an online proctoring service. Such costs must be brought to the students' attention at the time of registration for the course.

Acceptable forms of photo ID for proctoring:

- Valid U.S. passport book or passport card
- Valid U.S. military photo ID card for active duty, reserve, or retired personnel
- Valid foreign passport
- Valid state-issued Driver License or photo ID

The Information Technology Support Center at Olivet University consistently researches on the latest and emerging technologies and practices that are effective in verifying student identification. This policy and related practices will be reviewed annually for continued alignment with the appropriate federal regulations and policies and revised as necessary.

## Tuition and Ph.D. Program Continuation Fee

The Ph.D. program is a single-fee program payable (1) in full at the time of matriculation, (2) in four annual installments at the beginning of each academic year, or (3) by permission in monthly installments for four years. Students who do not complete the program within the eight-year time frame will be charged the Ph.D. Program Continuation Fee per year from the ninth year.

The fee applies to all Ph.D. candidates who complete the program in eight years or less.

Tuition would be reduced proportional to transfer credits allowed toward the degree. The maximum allowable is 20 credits of total 60 units, therefore maximum reduction would be one third of total tuition due.

<b>Total Tuition</b>	\$38,200
<b>Four-annual Installments</b>	Year 1 to 4: \$9,550 per year
<b>Ph.D. Program Continuation Fee</b>	Year 9+: \$2,500 per year

## Other Fees

*All fees are non-refundable.*

<b>Admissions Fees</b>	
<b>Application for Admission</b>	\$75
<b>Enrollment Deposit</b>	\$200

<b>Enrollment Deposit:</b> First year doctoral students and transfer students are required to pay a non-refundable Enrollment Deposit of \$200 with their admission acceptance. The Enrollment Deposit is required in order to reserve a space in our class. The admission acceptance and deposit must be received by due deadlines. The deposit will offset a portion of your Tuition Fee for the first year.	
<b>General</b>	
<b>Technology Fee</b>	\$100 per year
<b>Transcript Issuance</b>	\$15 per copy
<b>Verification of Attendance and Degree</b>	\$10 per copy
<b>Diploma Replacement</b>	\$30 per copy
<b>Late Payment Fee</b>	\$75
<b>Installment Payment Sign-up Fee (3 months)</b>	\$25
<b>Installment Payment Sign-up Fee (4 months or more)</b>	\$50
<b>Installment Late Payment Fee</b>	\$25 per occurrence
<b>Registration</b>	
<b>Registration Fee</b>	\$200 per year
<b>Registration Fee:</b> Each Academic year, students are required to fill out a Registration Form and choose among three items: “registration,” “entry deferment (first year student only),” or “leave or withdrawal” intention by June 30. The online form is available on MyOlivet. A registration fee of \$200 (per year) is charged upon submission of the form. First year students must pay an Enrollment Deposit of \$200 in lieu of the Registration Fee.	
<b>Late Registration Fee</b>	\$50
<b>Course Add/Drop Fee</b>	\$15 per course
<b>Advanced Deposit for Leave of Absence</b>	\$200 per year

<b>Advanced Deposit for Leave of Absence:</b> Students who request a one-year leave of absence are required to pay a non-refundable \$200 Advanced Deposit for Leave of Absence. The fee will reserve their space for guaranteed enrollment and will be applied directly toward the students' tuition account.	
<b>Ph.D. Program Extension Fee</b>	\$250 per year
<b>Ph.D. Program Extension Fee:</b> If the student requests and is approved for an extended time limit to complete their program, the student must pay a non-refundable \$250 Ph.D. Program Extension Fee per year, plus an additional Continuation Fee required for the longer program.	
<b>Transfer Credit Fee</b>	\$80
<b>Audit Fee</b>	\$100 per unit
<b>Colloquium Registration Fee</b>	Charged prior to the event
<b>Colloquium Registration Fee:</b> The Colloquium Registration Fee is assessed and charged prior to the event. The fee does not cover travel, lodging, and other incidental expenses. Students are responsible for their own personal expenses.	
<b>Graduation</b>	
<b>Graduation Fee</b>	\$100
<b>Graduation Fee:</b> A non-refundable Graduation Fee of \$100 is assessed to all students at the University each time a student applies to graduate. It is used to defray the cost of processing candidates for graduation, printing diplomas, and conducting the commencement ceremonies. The Graduation Fee does not cover the cap and gown fees.	

## Tuition Payment Policy

### Payment Options

Students can make a payment on Populi. Payment may be made using cash, checks, debit or credit cards. Cash is accepted at the cashier on the first floor of the campus. Checks are accepted either in person at the cashier or by mailing the payment to Attn: Student Finance Office, Olivet University, 36401 Tripp Flats Rd. Anza, CA 92539.

All checks need to be in US currency and should be made payable to ***Olivet University***. Please include the student name and ID on the check. Debit/Credit card payment can be made online at the student account on Populi (convenience fee applies). The payment for the tuition is due at the beginning of each quarter by the date announced by the school. Students have an option to pay in full or apply for an installment payment plan.

## **Installment Payment Plan**

Olivet wants to help students budget for the cost of their education cost by offering them an equal and interest-free installment payment option. Payment plans available are a three-month plan (for fall, winter and spring) or two-month plan( for summer). A \$25 fee will be charged during sign-up for an installment payment plan. If a student fails to pay the first installment, he or she will be terminated from the installment plan and the remaining balance will be due immediately.

## **Delinquent Accounts**

All financial obligations are to be paid on or before the due date and an account is considered delinquent the day after the financial obligation is due. It is the student's responsibility to keep his/her account current. If accounts are delinquent, the following fees or restrictions will be applied:

- A late payment fee of \$75 charged.
- Restricted from registering for the subsequent quarter.
- Grade will not be released.
- Transcript and other official school documents will not be issued
- Degree will not be awarded.

## **Student Account Disputes**

All disputes concerning student accounts should be directed to the Business Office. Contact staff by calling 951 763 0500 or email [studentfinance@olivetuniversity.edu](mailto:studentfinance@olivetuniversity.edu).

## **Cancellation and Refund Policy**

### **Student's Right to Cancel**

A student who cancels the enrollment agreement within seven days (until midnight of the seventh day excluding Saturdays, Sundays, and legal holidays) after signing the agreement will receive a refund of all monies paid except the non-refundable application fee. A student who cancels after seven days but prior to the student's first lesson and materials are received will receive a refund of all

monies paid except for the nonrefundable application fee. All requests for cancellation by the Student must be in writing, verified email, or hand delivered to the Registrar, Olivet University, 36401 Tripp Flats Rd. Anza, CA 92539. Cancellation is effective on the date written notice of cancellation is sent. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

## **Refund Policy:**

Students officially withdrawing or leaving from Olivet University may receive a partial or full refund of tuition. Regardless, a \$15 drop fee will be applied per course drop fee. All other fees are non-refundable. Refunds will be based on the total charge incurred by the student at the time of withdrawal or leave, not the amount the student has actually paid. Students must complete a Student Withdrawal Form or Leave of Absence Form and submit it to the Registrar's office. The effective date is the date that the student files the form. Refunds will be made within 30 calendar days of the notification of an official withdrawal or leave of absence.

### **Fall, Winter and Spring quarter:**

100 percent Refund – Withdrawal or Leave of Absence Form received before end of week 1.

Partial Refund\*- Withdrawal or Leave of Absence Form received before end of week 1 of the quarter and prior to the end of week 5. During week 2: 80 percent refund, during week 3: 70 percent refund, during week 4: 60 percent refund, during week 5: 50 percent refund. (If the course length is not 10 weeks, the partial refund schedule will be adapted to actual course length with 50 percent refund correlating with having completed less than 50 percent of the course length.)

No Refund - Withdrawal or Leave of Absence Form received before end of week 5, or after completion of 50 percent of course length.

Summer quarter:

Withdrawal or Leave of Absence Form received before end of week 1.

Partial Refund\*- Withdrawal or Leave of Absence Form received before end of week 1 of the quarter and prior to the end of week 5. See footnote for refund amount calculation formula. For courses differing from the OU standard 10-week format partial refund is only available when less than 50 percent of course hours have been completed.

No Refund - Withdrawal or Leave of Absence Form received before end of week 5, or after completion of 50 percent of course length.

\*Partial Refund is based on the tuition billed for the quarter in which the student withdraws, according to the following formula:  $\text{tuition} / \text{total program hours} \times \text{course completed hours} = \text{tuition earned by the school}$ . For the purpose of this calculation, the total program hours equals the number of hours scheduled for the term.



## **Loans**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

## **Bankruptcy**

Educational and related fees are generally non-dischargeable in bankruptcy and will survive after the bankruptcy has closed. Except in certain limited situations, this means that a student will still owe the debt to the university after the bankruptcy.

Presently, Olivet University does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has 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 (11 U.S.C. Sec. 1101 et seq.)

## **California Student Tuition Recovery Fund**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following conditions apply:

To be eligible for STRF, a student must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
- You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
- You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

- The institution has been ordered to pay a refund by the Bureau but has failed to do so.
- The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
- You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
- You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

### **Sample Student Refund Calculation**

*Student completed 2 weeks of the 10-week term or 20% of the term. Student due a refund for 80% of the remainder of the tuition bill less the drop fee of \$15 per course calculated as follows:*

80% x \$2,184 (total tuition paid) = \$1,747

Drop fee of \$15 per course x 2 courses = (\$30)

Total refund due to student = \$1,717

## **General Transfer Student Admissions Policy**

A **transfer student** is defined as any student who has previously matriculated as a degree candidate at another institution and has earned or is earning college-level academic credit at the undergraduate/graduate level.

Students applying for transfer to Olivet University must follow the admission procedures. Official college transcripts from all schools attended must be sent directly from the previously attended college(s) to:

Olivet University  
Attn: Admissions  
36401 Tripp Flats Rd.  
Anza, CA 92539

Coursework transferred or accepted for credit toward any OU degree must be relevant to the degree program, with course content

and level of instruction resulting in student competencies at least equivalent to those of students enrolled in this university's own degree programs. In assessing and documenting equivalent learning and qualified faculty, OU personnel consult official institutional catalogs and employ recognized guides which aid in the evaluation for credit.

Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and the National Association of Foreign Student Affairs, or such services as are provided by AACRAO or the World Education Services (WES).

OU accepts transfer credit from other accredited educational institutions subject to the following general criteria:

## **UNDERGRADUATE**

- A minimum grade of "C"(or equivalent); courses graded "pass/fail" are not transferred unless it is stipulated on the transcript that a "pass" required a grade of "C" (2.0) or above;
- Credit is applicable to the OU program of study in which the student intends to enroll.

## **GRADUATE**

- A minimum grade of "B"(or equivalent); courses graded "pass/fail" are not transferred unless it is stipulated on the transcript that a "pass" required a grade of "B" (3.0) or above;
- Credit is applicable to the OU program of study in which the student intends to enroll.

In order to assist students with curricular planning, the transfer evaluation process must be completed as soon as possible. After enrollment at the university, courses taken at another institution are evaluated for transfer by the Registrar's Office.

Transfer courses are evaluated in the Office of Admissions for acceptance of core curriculum requirements and general elective credit. Transfer credits applied toward major requirements are determined in consultation with the appropriate academic divisions.

### **Transfer Grades**

- A student's grade point average at Olivet University is based only on courses completed at this institution. The Olivet University grade point average is used to determine academic standing and graduation.
- Transfer grade equivalents will be determined and recorded with the student's transfer credit. Credit will be awarded for courses in which a "C" or higher was earned. Grades of "F" are included in the calculation of the transfer grade point average.
- Transfer grades and grade point averages are assigned on the basis of the Olivet University grading policy. For courses taken at institutions that use combined grades (e.g., "AB"), the lower grade will be used.
- Courses taken at institutions that use a grading system not comparable to the Olivet University grading system will be evaluated with the transfer grade equivalents of Pass or Not Pass. "Withdraw failing" grades are calculated in a student's transfer grade point average as "F" grades.

- When fractions are accumulated and awarded as general electives, grade points are accumulated in similar fashion. For example, a student who took one four quarter hour course with an “A” and two four quarter hour courses with a “B” would receive general elective credit (to compensate for fractions) for two credit hours and six grade points.

### **Credit Hour Equivalencies**

- The credit hour minimums are based on courses from quarter calendar institutions. If a course at another institution is offered for fewer credit hours than an equivalent course at Olivet University, the student will be given transfer credit for the equivalent course at Olivet University but only for the number of credit hours earned at the other institution. In such cases, the student may need to take an additional course to fulfill credit hour requirements.
- When semester credit is converted to quarter hour equivalents, a conversion factor of two-thirds is used. When conversions result in fractions, credit granted per course is reduced to the nearest whole number. Fractions are accumulated and reduced to the nearest whole number, and general elective credit is awarded for that total.

### **Transfer Credit Award Requirements**

Transfer credit is awarded based on specific requirements:

- Credit must be awarded from an official college or university transcript or from an official document considered equivalent to a transcript by the Registrar.
- Courses taken in university or seminary in a continuing education or extension program must be applicable toward a doctoral degree.
- The maximum credit transferrable from another institution at the doctoral level is :  
20 quarter hours.
- Only equivalent level doctoral course work will be accepted toward their respective degrees.
- A student who fails to finish by his/her program time limit may transfer credits necessary to graduate for up to two years afterwards. After two years, the student will be withdrawn automatically from the university, but may petition the Academic Council for permission to complete the degree.
- Previously awarded transfer credit will be deducted if coursework is repeated.
- Developmental courses that are similar in content to credit earning courses at Olivet University will be accepted; however, those courses that are not applied toward a degree at the transferring institution will not be accepted.
- No transfer credit is granted for Certificate programs.
- Olivet University does not award credit for experiential education.
- Olivet University has not entered into an articulation or transfer agreement with any other college or university.
- Students seeking to transfer credit from institutions outside the United States and Canada are subject to having their transcripts reviewed by a credentials evaluation service as a guide for transfer credit evaluation (see “Transfer Students - Specific Policies” section of the Academic Catalog for more information).

Olivet University reserves the right to notify applicants that they must have their non U.S. academic transcripts evaluated by an academic transcript evaluating agency using a course-by-course report. Olivet prefers that transcripts be evaluated by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). In such cases, credit and placement decisions are based on recommendations of AACRAO. (Credentials evaluation reports are the financial responsibility of the applicant.)

## **Instances of Fraud**

Anyone found to have been admitted to Olivet University on the basis of false information will be immediately dismissed and will forfeit all financial payments made and academic credits accumulated during all periods of enrollment following that admission.

# **CHAPTER 3: SCHOLARSHIP AND FINANCIAL ASSISTANCE**

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## **Institutional Financial Aid Disclosure**

Olivet University does not offer financial aid for its Ph.D. programs. All inquiries regarding financial assistance should be made through the Student Finance Office. Please contact the Student Finance Office by phone at 951-763-0500 or e-mail [finaid@olivetuniversity.edu](mailto:finaid@olivetuniversity.edu).

## **Installment Payment Plan**

Students may request four-annual installment or a twelve-month installment payment plan. Installment payment plan sign-up forms are available on MyOlivet. A \$50 fee will be charged during sign-up for twelve-month installment payment plan.

## **State or Federal Aid**

OU does not participate in any State-funded financial assistance programs.

OU does not participate in any Federally-funded financial assistance programs.

## **Contact Information**

All inquiries regarding financial assistance should be made through the Financial Aid Office.

Office hours : 9:00am - 5:00pm, Mon-Fri

Phone: 951 763 0500

Email: [finaid@olivetuniversity.edu](mailto:finaid@olivetuniversity.edu)

## **CHAPTER 4: ACADEMIC REGULATIONS**

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### **Credit Hour**

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than –

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately ten weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”

This definition, which defines the credit hour numerically, is to be used as a baseline for decisions about various types of programs by faculty, who remain responsible for setting course requirements that are compliant in this area.

## **CHAPTER 5: GLOBAL THEOLOGICAL STUDIES PROGRAM**

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### **Doctor of Philosophy, Global Theological Studies**

This handbook describes a primarily non-residential doctoral program under evangelical auspices that is offered by Zinzendorf School of Doctoral Studies, Olivet University, San Francisco. Meeting the admission requirements indicates that the student is believed to be qualified to complete the required number of seminars with a grade of at least B-. Upon successful completion of this “Seminars Phase” and then a comprehensive “Doctoral Examination” before a committee, the student begins supervised research and writing in the “Dissertation Phase.”

All written submissions mentioned below, and any other materials for the Doctoral Council, are to be sent to the ZSDS Administrator.

### **Faculty Organization and Responsibilities**

The Ph.D. program has several divisions within the faculty. The following is a “User’s Guide” to explain how the faculty divides responsibility for the doctoral students.

## Doctoral Council

The Doctoral Council administers both the D.Min. and Ph.D. programs of Zinzendorf on behalf of its entire faculty and of the Board of Trustees of Olivet University.

The Doctoral Council will meet as needed to oversee the program, usually monthly. It acts on completed applications to the program to decide who will be admitted. It is responsible for making policy decisions involved with administering the doctoral programs.

The Doctoral Council for 2018-19 consists of:

- Donald Tinder, Ph.D. (chair)
- William Wagner, Th.D., D.Miss
- Joseph Ray Tallman, D.Miss.
- Tracy Davis, D.Min.
- Matthias Gebhardt, Ph.D.
- Thomas Cowley, D.Min.
- Mark Wagner, Ph.D.
- Stacey Kim, D.Min.
- Merrill Smoak, D.W.S.

The implementation of the decisions of the Doctoral Council is carried out by the Dean, Donald Tinder, the Administrator, and the Administrative Assistant. Communications to the council are addressed to the Administrator. Once a Advisor has been appointed for the Dissertation, communications normally come through the Advisor rather than directly from the student. Until then, the administrative staff is responsible for monitoring student programs to be sure appropriate progress is being made.

## Program Overview

1. Application to the Ph.D. program accepted
2. Attendance at next annual and subsequent Doctoral Colloquia
3. Seminars Phase
4. Doctoral Examination to be taken within 4 years
5. Dissertation Phase for up to 4 years
6. Graduation to Ph.D. within 8 years (unless permission to extend granted) and after notice of intention given 9 months previously

## Program Goals

Graduates of the Ph.D. in Global Theological Studies will be expected to:

- Be conversant with some of the major global issues at the forefront of theological research and have a grasp of relevant research methodologies in their particular areas of study;
- Conduct original research. They will identify, communicate and solve new problems and challenges in their respective fields of expertise;
- Demonstrate sensitivity to cultural and ethnic diversity on a global scale;
- Produce a coherent, cogently argued and properly researched and written dissertation that makes an original, scholarly contribution.

## Program Phases

### Seminars Phase

A total of 45 credits must be earned in this phase, usually most of them from participation in the seminars offered at the annual Doctoral Colloquium. Some credits may also be earned through online seminars. Many credits may be earned from a variety of kinds of independent studies. These must be approved in advance by the Doctoral Council and the resulting learning outcomes evaluated by a member of the faculty.

At the colloquium, each seminar meets everyday for one week, either all morning or all afternoon. Students register in September and usually receive assignments to complete before coming to the colloquium in November. Following the intensive two weeks, in which a student would normally take four seminars, assignments throughout the remainder of the academic year are to be completed by the dates assigned. Each seminar counts for two credits and therefore a minimum of sixty clock hours is required for each.

The wide range of seminars that are offered gives the PhD student opportunity to gain a broad background in biblical-theological-historical-ministerial studies from a global perspective. Some of the seminars, and then especially one's guided independent studies, will help prepare for focusing on the expecting specific topic of the dissertation. (See below on the Dissertation Phase.)

Nine credits are to be earned from the required seminars (unless one is explicitly excused) that are offered at every colloquium. Two credits each come from Global Theology, Global Missiology, and Research Methods. A fourth required seminar for three credits on Global Strategies is completely available online. The elective seminars to be offered for 2018-19 are (1) Current Trends of Evangelism, (2) Theology and Current Issues, (3) Apologetics for Ministry, (4) Ph.D. Colloquium I.

### Annual Colloquium

So long as a PhD student is in the "Seminars Phase" (see below for information on it) participation in the annual Doctoral Colloquium is required. Advanced permission from the Doctoral Council is required to be excused and will almost certainly delay completion of the program. Currently this colloquium is conducted at the Olivet campus in Riverside County, California, during the



first half of November.

## The Doctoral Oral Examination

The Doctoral Oral Examination marks the culmination of the Seminars Phase and, if successfully passed, marks the transition to the Dissertation Phase.

- It requires completing or nearly completing the 45 credits during the Seminars Phase and therefore prepared to take the Doctoral Oral Examination. The Doctoral Council will name a committee to conduct the oral examination at a time and place to be agreed.
- The examination committee is chaired by a Doctoral Council representative and has at least two other members from the faculty. The chairman submits in writing the results of the examination.
- All students who take this examination receive a “Certificate of Doctoral Studies” recording what they have done. Those who pass are granted permission to apply to transition into the Dissertation Phase. For those who do not pass, one re-examination, administered six to twelve months later, may or may not be granted upon written application to the Doctoral Council.
- The student must proceed to the Doctoral Examination within four years of entering the program. Only exceptional and unanticipated circumstances would permit the Doctoral Council to grant a one year extension after a written request, with full explanation, from the student submitted through at least one member of the faculty from whom they have successfully completed a seminar. The professor will add his or her recommendations.

## Dissertation Phase

### Overview

Upon completion of the Seminars Phase with the successful passing of the Doctoral Examination, the student submits a suggested title and thesis statement to register for the Dissertation Phase. Upon its acceptance the Doctoral Council assigns the student to an Advisor from the faculty, usually one from whom the student has taken some seminars and independent studies during Seminars Phase. The Advisor supervises the student’s research and writing of a dissertation on a topic related to global theological studies. If necessary, a Co-Advisor with complementary expertise is also appointed. The dissertation must demonstrate the student’s ability to do independent and original research and thereby making a valid and original contribution to scholarly literature. The dissertation is worth 15 credits in the overall Ph.D. program.

**After assignment to an Advisor the student has four years in which to research, write, and defend the dissertation** The Doctoral Council may grant two one-year extensions in cases of extenuating circumstances but only provided there is evidence of significant progress. Every extension after the eight years limit for the total program will require payment of the “continuation” fee.

### *Detailed Procedures for the Dissertation Phase*

### **Application to Begin the Dissertation Phase**

Upon completion of the Seminars Phase and passing of the Doctoral Examination:

- The student submits for approval a preliminary title, subject, thesis, basic approach and methodology as well as potential available sources to be used for the dissertation. (Do not confuse this with the longer and later “prospectus”.) This must be done within at least six months, preferably sooner.
- The Doctoral Council assigns the student to an Advisor from the faculty.
- The Advisor supervises the student's research and writing of a dissertation on a topic within or closely related to the area of the student's major field of study
- If necessary, a Co-Advisor with complementary expertise is also appointed.
- The dissertation must be in English, or another language in which the student and Advisors(s) are fluent. If the dissertation is written in a language other than English it must be approved by the Doctoral Council.
- If a student decides to modify an approved thesis subject, written notice with explanation is to be submitted through the Advisor for the Doctoral Council's approval.

### **Doctoral Committee**

The Doctoral Committee:

- approves the doctoral student's application for independent studies and supervised practica. It approves proposed Final Projects
- evaluates projects upon completion.
- conducts the final oral examination
- determines whether the dissertation meets acceptable standards

After entering the Dissertation phase, the student's Advisor makes an official proposal to the Doctoral Council for the approval of a Doctoral Committee which will be comprised of three or more persons. The Advisor also becomes the chair of the student's Doctoral Committee. The committee's composition might be changed over the years as circumstances require.

### **Selection a Doctoral Committee**

The Doctoral Council ensures that, at a minimum:

- All Doctoral Committee members have at least three years of research experience related to their degrees
- All Doctoral Committee members have been active in their field of scholarship or profession during the three-year period prior to their participation in the Committee
- At least one member of the Doctoral Committee is a member of OUI's doctoral faculty,

- At least two members of the doctoral committee hold doctorates from an accredited institution other than OUI,
- All committee members are qualified in the subject area(s) of the dissertation topic.
- At least one member of the Doctoral Committee must be from outside the OUI faculty.

## **Involvement of Faculty and Outside Scholars**

### **Role of Advisors**

- The Advisor supervises the research for and the writing of the dissertation.
- He or she receives successively the concept (subject and title), an account of intended approach, a preliminary outline, the proposal, and the entire dissertation, *chapter by chapter*.
- The Advisor is to give critical remarks and methodological instructions. He may suggest additional research and reading and insist on improvement of spelling and style. The student should then revise the work taking into account these remarks.
- The Advisor is not to correct or rewrite paragraphs. Specific suggestions of correction should only be exemplary. The dissertation work must remain the work of the student!
- All initiative for progress on the writing of the dissertation is the responsibility of the student.

### **Role of Co-Advisors**

- It is the decision of the Doctoral Council whether a Co-Advisor is to assist the Advisor in the supervision of the work.
- A Co-Advisor will be involved when the subject matter of a dissertation goes beyond the area of expertise of the Advisor.
- It is the Advisor who has the final responsibility. The Co-Advisor should not share his remarks directly with the student but rather give his input to the Advisor who can then, after possibly screening or annotating them, share them with the student. It is very important that a student gets one integrated reaction as two or more separate sets of remarks may cause confusion.

### **Role of the Doctoral Committee**

- To give advice requested by the Advisor or Co-Advisor throughout the course of research and writing.
- To carefully read the Provisional Dissertation, unless resued for good reason

The Advisor(s) and the assigned reader(s) are to submit written reports to the doctoral secretary for the Doctoral Committee. This is to be done within two months of their receipt of the provisional dissertation. These reports are strictly confidential for the use of the Doctoral Committee and whomever they share them with. The reports should first, by way of summary, contain a short overall evaluation, and then go on to comment on the dissertation chapter by chapter taking into account the following aspects:

1. The original contribution of the dissertation beyond the given state of research,
2. The adequacy of the methods used,
3. The mastery of primary sources as well as the international scholarly literature
4. The cogency of the argument developed and the correctness of style and form.
5. The report may also indicate if it is thought that the dissertation is unacceptable (perhaps unless significant improvements)

or, conversely, if it is outstanding enough to be considered “cum laude.”

In addition to the reports for the council, the Advisor(s) and readers should make suggestions for realistic improvements and corrections of any clear mistakes. But these are communicated to the student only through the Advisor, who may modify them.

### **Submission of Prospectus**

Once a student has done the initial research, resolved the problems faced at the start, determined how the outline will look and decided about the content, he/she must submit a prospectus as soon as possible according to the following guidelines. Note that this is quite distinct from the initial registration. It would normally be at least six months after the appointment of the Advisor, but not more than twelve months. A prospectus should:

- State what the subject is and why it is important to devote a dissertation to it;
- Summarize what has previously been written;
- Give indication of new contributions that can be anticipated;
- Clarify the methodological approach that will be taken;
- Contain an outline, a brief explanation of the structure, and a short description of content and significance of every section and sub-section (but not the sub-sub sections).
- Give a preliminary bibliography
- Be about ten pages long.

The dissertation prospectus is given through the Advisor to the Doctoral Committee. The committee approves or suggests revision of the prospectus. These suggestions are sent to the Advisor, who is responsible to communicate them to the student. Should the student make substantive changes to the proposal, he or she will need to resubmit it to the Doctoral Committee through the Advisor.

The student is to provide the Advisor with regular (at least twice yearly) updates of the prospectus as to development and documentation. The Advisor is likewise to keep the Dr Comt informed of the student's overall progress. During the research and writing, the student is to modify the proposal from what he/she ‘will do’ to what he/she ‘has done.’ The end result is to be a description of the dissertation (something intermediate between the prospectus and the summary). This ‘updated prospectus’ is to be turned in when the student notifies his/her intention for graduation. It will be used for external reader recruitment.

### **Intention for Graduation**

At least nine months before an intended graduation, the student, through the Advisor, notifies the Doctoral Committee along with the ‘updated proposal’. Upon receipt of this notice, the Doctoral Committee seeks an outside reader and other details. This notice also indicates that the student plans to submit the provisional dissertation no later than six months before the intended graduation.

### **Submission of Provisional Dissertation**

- A CD with the dissertation in a single pdf file is to be submitted to the Doctoral Committee along with a written statement

giving the consent of the Advisor(s) at least six months before the intended graduation,

- The Title Page should give the month and year that the dissertation is submitted NOT the date of the graduation.
- The doctoral administrator will send the copies to one or two readers (one is usually from another faculty) and one copy will be given to a representative of the Doctoral Committee.
- These readers then have two months to read the dissertation and submit their reports.
- The committee, based on these reports, may possibly recommend the student to withdraw from the program rather than face possible or probable rejection of the dissertation at the defense.
- The provisional dissertation is returned to the student through the promoter with any recommendations for corrections or improvements.

### **Submission of Final Dissertation**

- After receipt of the provisional dissertation with recommendations, the student has two months to make improvements and then submit the final copy. This would then be two months before the intended graduation. If the final copy is not ready, then the original intended graduation date will be postponed so that two months is allowed for the Doctoral Committee to prepare for the defense. An oral defense before representatives of the faculty is scheduled. (Ideally some defenses will take place at the annual colloquium, so that newer students could see what a defense is like.) The final copy is to have the title page dated with the month and year of the defense.
- A separate copy of the Summary and Abstract in English is to be given with it.
- On a separate sheet, the student is to indicate adequately any and all changes that were made between the provisional and the final submission. This allows the Advisor(s) and the Doctoral Committee to check the revised dissertation without having to read through it in it's entirety. Only changes in content or arrangement need to be listed, not mere spelling or other trivial corrections.
- The Doctoral Committee will grant permission for the secretary to have copies made and distributed as directed by the committee.

## **General Guidelines for The Dissertation**

### **Standards that Need to be Met**

- The dissertation must be a major piece of independent scholarly research in some field of theological studies, enhancing knowledge beyond the actual state of research in the given area.
- Topic and scope of the dissertation must be restricted and clearly defined. The problem which needs to be solved by way of academic research must be explicitly defined in the introduction, and the appropriate methods and logical steps to solve it need to be stated clearly.
- A dissertation should concisely demonstrate awareness of the current state of research on the topic as well as of the latest relevant literature and state it concisely. It should go from there to the argument, and not dwell at length on matters already covered satisfactorily by others.

- A dissertation must show ability to precisely handle the appropriate methods in the chosen field of research. The student has to work with the relevant sources, and must diligently document the use of primary and secondary sources. One cannot make claims without substantiation.
- The dissertation should normally be between 250 and 300 pages in length plus footnotes, bibliography and appendices.

## **Style**

The style of the writing must be clear, professional and grammatically proper. It should follow the conventions of academic literature that are found in international scholarly journals and monographs.

## **The Use of Primary and Secondary Sources**

These sources are the basis for Ph.D. research. Their nature and the methodology with them will vary widely with the topic, as does the length of discussion justifying their selection. Primary sources are either original documents, the recorded results of one's own investigations or direct information from a person who is the object of study. Secondary sources are (usually documented) references by others to such primary sources. Primary as well as secondary sources must be identified in such a way that they can be traced by the reader. In a dissertation, a student must use all primary sources that are relevant to the research and accessible. Use of secondary sources is appropriate:

- If the primary source is not accessible,
- To identify the source whenever arguments or information are obtained from it,
- To inform the readers about opponents and supporters of a certain opinion;
- When the source provides opinions or arguments that need to be challenged.

## **Research in Other Languages**

All relevant sources in a dissertation must be processed in their original language. E.g. where patristic opinion is studied, it will be necessary to make use of the patristic texts (especially the writings in Latin or Greek) in the original languages. Requirements may be less strict when a dissertation does not involve a detailed study of patristic writings, but a more synthetic overview of opinion about a certain topic. It is acceptable to make use of translations of literature in a language in which the student is not fluent. However, when dealing with a very particular statement the student needs to check the wording in the original text when:

- The editor of a translation signals different possible interpretations;
- The translations contradict each other;
- The student feels uncertain about the rendering in the translation;
- The precise wording of a phrase or statement is important for proving the student's point.

A student should include in the research the directly relevant scholarly literature in the main European languages (English, German, and French). Interaction with literature in other languages is not only desirable but it is also indispensable particularly if the subject is pertinent for researchers within that specific language area.

## Details for the Dissertation

### Format and Binding

- The student is responsible to make sure that the technical requirements are fully met. He may check this by sending a few sample pages for verification.
- The text must be typed, single spaced, on one side and on A4 or 8.5x11” size for the copies to be made.
- Only the name of the author and the title may be printed on the spine.
- Blank pages require a blank insert. Inserts are to be counted but not numbered.
- The cover is identical to the title page.

### Bibliographical Description in Notes and Bibliography

Students must follow the latest edition of ‘Turabian’ for their notes and bibliography, as well as other matters of style and format not specifically addressed in this manual. If the student is writing the dissertation in another language then the accepted form used in that country can apply to this dissertation. Permission to use another form must be obtained from the Doctoral Committee.

- Kate L. Turabian et al, *A Manual for Writers of Term Papers, Theses and Dissertations*. Eighth edition (Chicago: University of Chicago Press, 2013).

Two useful guides to the Turabian method applied specifically to academic writing in religion and theology and from an international perspective are:

- Lawrence D. McIntosh, *A Style Manual for the Presentation of Papers and Theses in Religion and Theology* (WaggaWagga NSW Australia: Center for Information Studies Charles Sturt University, corrected reprint, 1995)
- Nancy Jean Vyhmeister, *Quality Research Papers for Students of Religion and Theology*: Third Edition (Grand Rapids, Zondervan, 2014)

Turabian offers two fundamentally different ways of referencing: Footnotes Style and Text Reference Style. Either is permissible, so long as the Advisor agrees and it is used consistently. Slight variations to Turabian’s guidelines are permitted, provided that consistency is kept. For dissertations written in languages other than English the student must confer with the Advisor on any modifications to be made to Turabian so as to conform to academic style in that language.

## Details for Parts of the Dissertation

### Title Page

- The title page of Olivet dissertations must be in English following the model to be requested from the Doctoral Administrator at the time the student first notifies of the intention to be promoted.
- If it is in a language other than English, the student is to add a second title page in the language of the dissertation. The title “Translation of the Title Page” then goes on the English title page.
- Internal or external readers should not be mentioned on the title page, only promoters, co-promoters or adjunct-promoters.

### Abstract

- A half page ‘Abstract’ in English should be provided both bound at the beginning of the dissertation and on separate pages.
- An extra ‘Abstract’ in another language (the language of the dissertation or the language of the culture in which the student is working) is optional.

### Table of Contents

The table of contents must include reference to all levels, except when a table of contents is printed at the beginning of each chapter. In that case the general table includes only one or two levels.

### Preface

A preface is a short address to the reader, in which reference can be made to situational information that is not directly related to the method or the content of the dissertation.

### Footnotes

Footnotes are used to:

1. Acknowledge sources even if not directly quoted unless the alternate reference style is used.
2. Further explain the meaning or setting of data, if supplying this information in the body text would reduce the readability;
3. List authors holding to an opinion described in the body text.

Footnotes must always be brief, concise, and to the point. If more extensive additional material is needed, this should be offered in an appendix.

The numbering of footnotes starts again at the beginning of each new chapter. Endnotes are not allowed.

### Introduction



- States the problems;
- Limits the subject;
- Formulates the thesis that will be defended;
- Traces the history of research of the subject and outlines the present range of opinion;
- Demonstrates the timeliness of this study;
- Describes the methods that were followed and shows their suitability;
- Gives an account of the presuppositions that are held.
- Reflects on the position of the researcher in relation to the subject of research. (Is the author an insider or an outsider, a participant or an observer, etc?)

## Bibliography

All literature that is used in the dissertation, and consequently referred to in the notes, must be listed in the bibliography. Works that have not contributed directly to the realization of the dissertation need not be included. However, they may also be listed in the event that the author still wants to show that he or she is aware of certain works but has (presumably) decided they do not contribute. Works that were in no way consulted should not be listed or at least not without the giving of an explanation.

## Summary

- A ‘Summary’ in English of ca. 5 pages, single spaced, must be submitted both for binding at the end of the dissertation and separately. It should contain a clear account of the research done, the difficulties that have been encountered and the methodological approach that has been taken.
- An extra ‘Summary’ in another language (the language of the dissertation or the language of the culture the candidate is working in) is optional.
- This summary will be distributed to all members of the theological faculty along with the announcement of the intended graduation.

## CHAPTER 6: COURSE SELECTION AND SCHEDULING

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Instructions and dates for registration are located on Populi. All students will receive their Populi login ID and password upon enrollment. Students will be notified by email about registration instructions and the date by which they must register. Questions should be directed to the Office of Admissions.

Former students eligible for re-enrollment who have indicated their desire to attend Olivet University also will be notified about

their status and any registration information via email.

## **Adding and Dropping Courses**

Students may officially add or drop course(s) with no clerical fee being charged until the specified add/drop date, after which a \$15 clerical fee will be charged for each course added or dropped. Additional per hour fees owed will be calculated based on the total amount due after the schedule adjustment has been made. Refunds owed will be calculated based on the total amount due after the schedule adjustment has been made.

A student wishing to add or drop a class needs to submit a *Drop/Add Class* form to the Registrar. The student is then responsible for obtaining permission from the faculty member teaching the course as well as the student's advisor.

A student wishing to withdraw from a course after the add/drop date may complete a *Drop Class* form with the Office of the Registrar. The student is also responsible for paying appropriate fees, and obtaining permission from the faculty member teaching the course as well as the student's advisor.

Anytime a student drops below fulltime status as a result of dropping or withdrawing from a course, he/she must get express permission from the Academic Dean and the College Program Director, because his/her financial status with the university might be affected.

### **Dropping vs. Withdrawing**

*Dropping:* Students may drop from class during the official drop/add period at the beginning of each quarter. This process occurs online. At the end of the quarter, no official record of the student having been in the class exists.

*Withdrawal (Class Withdrawal):* Students may withdraw from courses following the drop/add period until week nine of the fall, winter, or spring quarter. A grade of "W" will appear in the student's official records.

## **Repeating Courses**

Courses for which grades of "D" or better have been earned may not be repeated for credit. Courses for which grades of "F" have been received may be repeated for credit. Only the grade for the repeated attempt counts toward the grade point average. All entries on the transcript, however, remain a part of the student's permanent academic record. Students will not be allowed to register for a course for which they have already received a passing grade.

# **CHAPTER 7: GRADE NOTATION AND POLICIES**

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## Grading Policies

Grades shall be assigned to individual students on the basis of the instructor's judgment of the student's scholastic achievement using the grading system below.

### Graduate Grading System

Percentage Equivalent	Grade	Interpretation	Grade Points
100-93	A	Excellent	4.0
92-90	A-		3.7
89-88	B+		3.3
87-83	B	Satisfactory	3.0
82-80	B-		2.7
79-78	C+		2.3
77-73	C	Below Standard	2.0
72-70	C-		1.7
69-68	D+		1.3
67-63	D	Way Below Standard	1.0
62-60	D-		0.7
Below 60	F	Failure	0

#### Other Grade Marks Used:

Grade	Interpretation	Grade	Interpretation	Grade	Interpretation
I	Incomplete	M	Missing Grade	NP	No Pass/No Credit
IP	In Progress	NF	Non-Attendance Failure	E	Conditional
W	Withdrawal	P	Pass (C- or better)	AU	Audit

*Incomplete Grade (I)*

The “I” (Incomplete) grade is given when the course is not completed by the end of the term for acceptable reasons. If this grade is not removed within ten weeks of the end of the term, it becomes an “F.”

Students are permitted to withdraw from courses and receive a “W” only during the first half of any course. Students desiring an exception to this rule must petition through the Registrar's Office. “W” will not be calculated in the grade point average.

#### *In Progress Grade (IP)*

The grade of “IP” (In Progress) is issued only in the special circumstance of a course registered for in one term is to be completed by registering for the companion course in a subsequent term. Upon successful completion of the final course, the instructor changes the IP grade to the appropriate grade. IP grades are not included when calculating the grade point average.

#### *Withdrawal Grade (W)*

A grade of “W” (Withdrawal) is issued when a student formally withdraws from a course. The withdrawal must be initiated by the student in accordance with the procedures and due deadline dates. “W” grades carry no credit and are not included when calculating the grade point average.

#### *Missing Grade (M)*

A grade of “M” (Missing Grade) is issued when no grade has been reported to the Enrollment Office. “M” grades carry no credit and are not included when calculating the grade point average. “M” grades will change to a grade of “NF”, one term after the initial term. Once converted to an “NF”, cannot be changed.

#### *Non-Attendance Failure Grade (NF)*

The grade of “NF” (Non-Attendance Failure) may be given by a professor for excessive absences by a student or when a student stops attending the class. This grade will be computed in the grade point average like a grade of “F.” “NF” grades cannot be changed after initial submission and other grades cannot be changed to a “NF.”

#### *Conditional Grade (E)*

A grade of “E” (Conditional) is earned only in continuing courses. This grade can be raised to a “D” by doing “C” grade work in the remainder of the course; otherwise, it becomes an “F”.

#### *Audit Grade (AU)*

A grade of “AU” (Audit) is issued when a student's attendance in an audited course is deemed adequate. AU grades carry no credit and are not included when calculating the grade point average.

## **Grade Appeal**

The normal appeal procedure begins with a consultation with the professor concerned. The following are the steps to filing a grade appeal:

1. Prior to the end of the quarter following the course in which the contested grade is issued, the student will request that the faculty member reconsider the grade that was awarded.
2. If dissatisfied with outcome of faculty decision, within 10 days of the faculty member's decision, the student may appeal in writing to the Division Chair.

3. Within 10 days of the College Dean or Director's decision, the student may submit a written appeal to the Academic Dean.
4. The student is responsible to monitor email daily throughout the appeals process.

## **Class Work**

All class work is due on the date set by the professor. No assignments will be accepted that are more than two weeks overdue, and grades on late work will be reduced for each day overdue, except under exceptional circumstances approved by the professor.

# **CHAPTER 8: SATISFACTORY ACADEMIC PROGRESS REVIEW**

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## **Academic Good Standing**

Undergraduate or graduate students are expected to maintain a grade point average ("GPA") of at least 2.0 or 3.0 on a 4.0 scale to remain in Academic Good Standing.

## **Academic Disciplinary Status Overview**

OU maintains academic disciplinary policies to encourage students to make the necessary academic and life changes to succeed. Students who fail to meet the minimum expectations of Academic Good Standing must meet more stringent standards and regularly consult with academic advisors.

### **Disciplinary Policy for Undergraduate/Graduate Students**

The disciplinary policy provides a student with several opportunities to make the necessary adjustments prior to a final dismissal from OU.

Disciplinary Status:

- Academic Warning
- Academic Probation
- Academic Suspension (One regular term and any summer term)
- Academic Dismissal

Each Disciplinary Status, except for Academic Warning, will be indicated on the student's academic record.

### **1. Academic Warning**

If an undergraduate/graduate student's cumulative GPA falls below a 2.0 (undergraduate) or 3.0 (graduate), the student will be

placed on Academic Warning.

Academic Warning is designed to help students make the required adjustments to achieve success and a degree at OU. These adjustments will vary based upon the individual circumstances of each student, but should be taken seriously.

If a student is placed on Academic Warning, the student will be required to follow certain protocols and meet higher academic standards. These protocols and standards are designed to bring the student back to Academic Good Standing and allow the student to meet graduation requirements.

A student on Academic Warning is required to meet the following Satisfactory Progress Policy requirements for the term:

***Satisfactory Progress Policy:***

- Earn a minimum term GPA of 2.2 for undergraduate students or 3.2 for graduate students.
- May not withdraw or request an incomplete from a class. 1
- Meet with the academic advisor prior to registration.
- Retake all required Major and University Core Courses failed the previous term. 2
- Register for a maximum of 12 credit hours for undergraduate students and 8 credit hours for graduate students. 3
- Maintain satisfactory progress towards graduation.

*If a student on Academic Warning meets the Satisfactory Progress Policy requirements but fails to achieve a cumulative GPA of 2.0 (undergraduate) or 3.0 (graduate), the student will remain on Academic Warning and must continue to comply with all Satisfactory Progress Policy requirements.*

If at any time, a student's cumulative GPA meets the minimum requirements of 2.0 (undergraduate) or 3.0 (graduate) overall the student will regain Academic Good Standing. A student's cumulative GPA is only affected by OU coursework. Coursework at another institution cannot be used to return a student to Academic Good Standing.

1. Only F-1 students are required to comply with this rule.
2. The College Dean reserves the right to alter this requirement on a case-by-case basis.
3. The College Dean reserves the right to alter this requirement on a case-by-case basis.

If a student has registered for more than 12 credit hours (undergraduate) or 8 credit hours (graduate) prior to his or her placement on Academic Warning, the student's schedule must be reduced to a maximum of 12 credit hours (undergraduate) or 8 credit hours (graduate). The student is required to meet with his or her academic advisor to find an appropriate adjustment to the student's academic schedule.

## **2. Academic Probation**

A student will be placed on Academic Probation for failure to meet the Satisfactory Progress Policy requirements while on Academic Warning. A student on Academic Probation is also required to meet the Satisfactory Progress Policy requirements as

listed above.

Students who leave the University on Academic Warning or Academic Probation may be readmitted with the same status, even if they have attended another institution in the interim. Performance at another institution will be a factor in the readmission decision.

### **3. Academic Suspension**

Students are automatically placed on Academic Suspension for failure to meet the Satisfactory Progress Policy requirements while on Academic Probation.

Students on Academic Suspension may not enroll in, audit, or visit a class unless readmitted as described below. Students who have already pre-registered for classes will automatically be dropped from all classes.

When the student is academically suspended the student's official transcript states "Academic Suspension" for the affected term.

#### ***Length of Academic Suspension***

- A student's First Academic Suspension will be for a period of one regular term and any summer term.
- A student's Second Academic Suspension is Final Dismissal from OU without a possible readmission.

### **4. Readmission**

A student placed on First Academic Suspension must petition to his or her College Dean for readmission.

A student that is readmitted may be subject to additional probationary conditions placed upon them by the College Dean. Such additional probationary conditions may be individual to the student and his or her academic circumstances, but will be designed to encourage the student to reach Academic Good Standing and be eligible for Graduation.

A student who reenters the University after First Academic Suspension will re-enter on Academic Probation.

A student placed on Second Academic Suspension shall be permanently dismissed from the University without a possible readmission.

#### **Programs have the prerogative of recommending the termination of a student's admission at any time.**

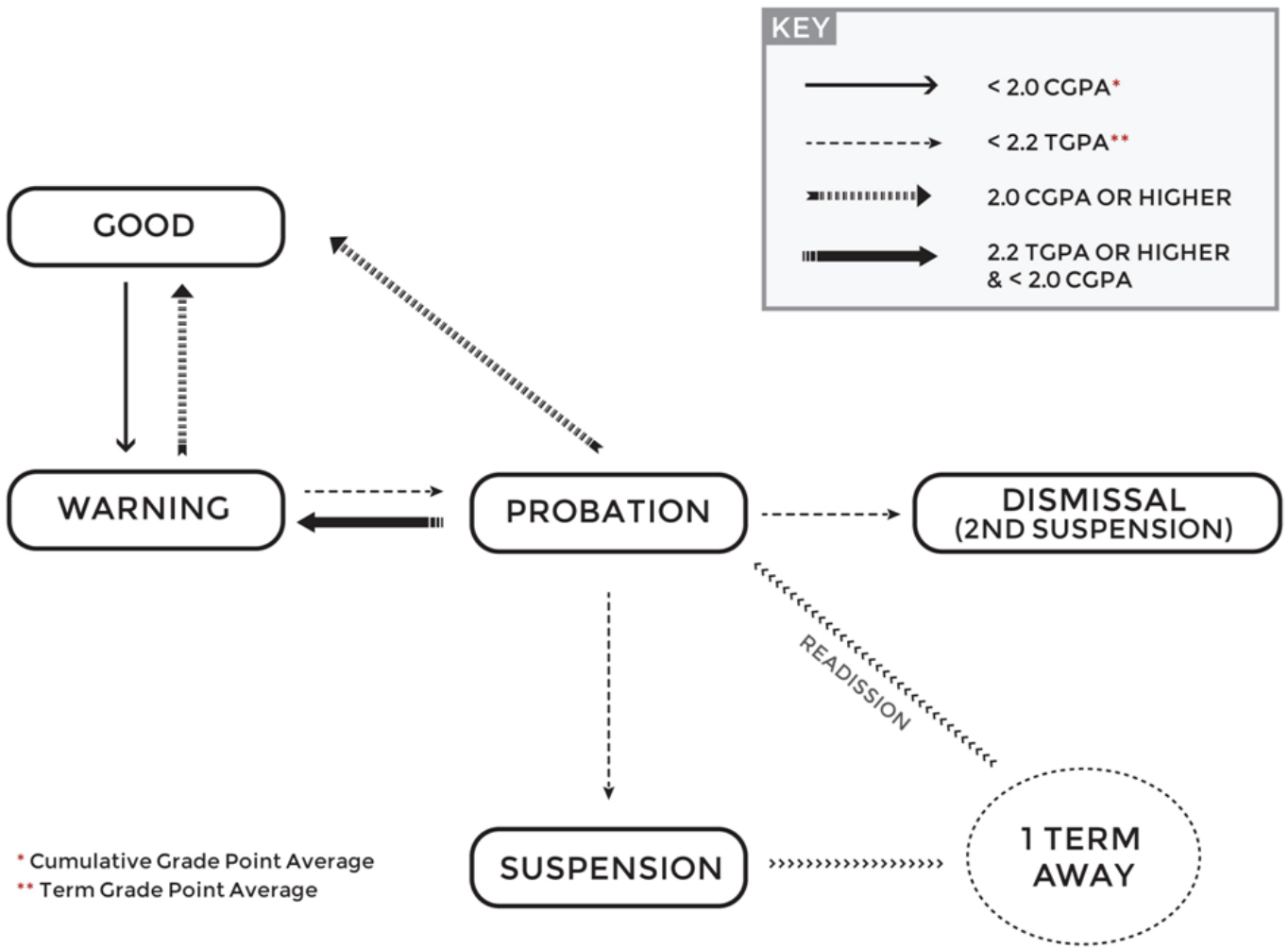
The Registrar shall inform, in writing, any student who is not making satisfactory academic progress as soon as practicable after term grades have been reviewed and the appropriate action has been taken.

A student placed on Academic Suspension or Academic Dismissal status may appeal such action by filing a written appeal with the College Dean or designee no later than 10 working days after the date of the written notice.

The appeal shall include a brief outline of the reasons why the appeal should be granted. The decision of the College Dean or designee on the appeal shall be final.

## OU ACADEMIC STANDING FOR UNDERGRADUATE STUDENTS

**2.0 GPA Standard  
12 Credit Thresholds**





## **CHAPTER 9: GRADUATION**

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### **The Graduation**

#### **Gowns**

At the graduation ceremony, preferably all professors will wear academic gowns. Each faculty member can have either his own gown or the colors of the Olivet faculty.

The student wears a academic gown as well. Only after passing the defense is the student hooded. Doctoral regalia for Olivet are presently being ordered from a Korean supplier. When the student gives notice of the intention to be promoted, information will be sent on ordering a gown. As a norm a cap is not used in our graduations. Olivet also provides for the renting of a gown and/or hood. Sizes available are small, medium and large.

#### **Oral Presentation**

In a maximum of 20 minutes (100 words = one minute) the student presents the thesis of his or her dissertation. It is to be a presentation of the central contribution and a concise argumentation rather than a mere summary of the dissertation. This presentation must be in English.

#### **Questioning, Opposition, and Defense**

After the presentation questions will be asked by the faculty. These questions may be simply asking for additional information or clarification. However, it is also allowed to ask questions reflecting an opposing view or concern about overlooked data or interpretations.

The student answers the questions as briefly as possible, referring to the dissertation as appropriate and justifying omissions or controversial interpretations.

#### **Deliberation**

After the defense, the examining body retreats for a deliberation. The evaluations by the assigned members of the examining body are taken into account and summed up by the presiding officer.

#### **Grading and Honors**

The grading procedures for doctoral graduations involve three possibilities:

**(1) Not acceptable.** However, usually the student would *not* have been scheduled for graduation if the Doctoral Council had reason to think this the likely result.

**(2) Acceptable.** The degree is to be conferred. The requirements for a Ph.D. dissertation are fully met. This is an honorable result. However, Olivet reserves the right to require some improvements before authorizing publication as it stands.

**(3) Cum laude.** The degree is publicly conferred “with honors.” The dissertation is an exceptionally distinguished work. It should be published as it stands or with only minor corrections. (Note that Olivet does not grant higher honors; “cum laude” itself is to be a rare recognition.)

In making its decision as to the grade, the examining board considers that the dissertation in its final form is worth four-fifths and its oral defense is worth one-fifth. The written views of assigned readers who were not able to be present may be taken into consideration.

## Graduation and Employment Rate

The graduation rate information is based on first year doctoral students who graduate within 3 years of starting their studies. The current on-time graduation rate for the Doctor of Philosophy in Global Theological Studies program is 25%. The rate does not include transfer students.

The current employment rate for the Ph.D. in Global Theological Studies program is 100%. The data reflects post-graduation plans of June 28, 2017 graduates of the Ph.D. in Global Theological Studies program whose status was confirmed as of nine months after graduation. Please also note that responses from graduates who reported working part time may not be reflected in this data.

# CHAPTER 10: OLIVET UNIVERSITY POLICIES

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## Student Records

It is Olivet University’s policy to maintain the confidentiality of all student education records.

No one outside the institution shall have access to nor will the institution disclose any information from a student’s education records without the written consent of the student except to personnel within the institution; to persons or organizations providing student financial aid; to accrediting agencies carrying out their accreditation function; to persons in compliance with a judicial order; and to persons in an emergency in order to protect the health or safety of the student or other persons.

Within the Olivet community, only those members, individually or collectively, acting in the student’s educational interest or involved with campus safety are allowed access to student education records.

The institution does provide directory information that includes: student name, address, telephone number, e-mail address, major

field(s) of study, dates of attendance, photograph, class or level, enrollment status, and degrees, honors and awards received. Students may withhold directory information by notifying the Registrar.

Requests for non-disclosure will be honored by the institution for only one year; therefore, authorization to withhold directory information must be filed annually in the Office of the Registrar.

Students may inspect, review, and challenge the information contained in their education records, request a hearing if the outcome of the challenge is unsatisfactory, and submit explanatory statements for inclusion in their files if they feel the decisions to be unacceptable. The Registrar at Olivet has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, financial, and placement records. Education records do not include records of administrative and education personnel. These records are the sole records of the administration and education personnel who prepare them.

Students may not inspect and review the following: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student.

Requests for amendments to grades after a student has graduated will not be considered unless there is substantial evidence of inaccuracy on the institution's behalf.

Olivet retains student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

## Confidentiality and Privacy Policies

Olivet University retains student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended (20 *United States Code* [U.S.C.] § 1232g; 34 *Code of Federal Regulations* [CFR] Part 99).

The federal law allows student above age of 18 or attends a school beyond the high school level to have the rights:

- To inspect and review education records maintained by the school.
- To request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, student has the right to place a statement with the record setting forth his or her view about the contested information.

Regarding data disclosure, according to FERPA:

- A school must have written permission from student in order to release any information from a student's education record
- A schools may disclose those records, without consent, to the following parties or under the following conditions (34 CFR §

99.31):

- School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- A school may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and students a reasonable amount of time to request that the school not disclose directory information about them.

Olivet University also adheres to the privacy requirements in the California Information Practices Act (California *Civil Code* Section 1798 et seq.), Article 1, Section 1 of the California Constitution, and all other applicable state laws and regulations that safeguard education records, privacy, and confidentiality.

Olivet University acknowledges that the right to privacy is a personal and fundamental right protected by Section 1 of Article I of the Constitution of California and by the United States Constitution and that all individuals have a right of privacy in information pertaining to them. It recognizes that the right to privacy is being threatened by the indiscriminate collection, maintenance, and dissemination of personal information and the lack of effective laws and legal remedies. The increasing use of computers and other sophisticated information technology has greatly magnified the potential risk to individual privacy that can occur from the maintenance of personal information. In order to protect the privacy of individuals, Olivet University is committed to maintain and disseminate personal information within strict limits.

## **Complaint and Grievance Policy**

The University defines a formal candidate/student complaint as any grievable issue between a candidate/student and a unit faculty or staff member that good faith efforts have failed to resolve, and has been submitted in writing by the candidate/student to that faculty or staff member's supervisor for further consideration and resolution. Grievable issues are defined as being subjected to an arbitrary, capricious, or unreasonable standard of academic performance (in the case of grades) or of a specific university policy.

Students expressing a grievance about the application of University policy, academic or non-academic, should attempt to seek informal resolution of the matter with the faculty or staff member involved, following that with the immediate supervisor of the faculty/staff member if necessary. If such informal procedures do not effect an equitable resolution of the matter, the student may

submit a formal grievance form.

A formal grievance will be submitted to the Director of Student Services,, who will treat the complaint as a high priority. The Director of Student Services will contact the staff/faculty members directly involved and attempt to reach a resolution. If a suitable remedy for the grievance cannot be reached, a grievance committee will be formed to arrive at a successful resolution.

### **Grievance Procedures:**

Within five weekdays of the date on which the concern occurred, the student is encouraged to meet with the staff member and discuss the concern. It is hoped that most concerns can be resolved within this step. If the staff member and the student are not able to resolve the concern OR if the student feels uncomfortable meeting with the staff member, the matter may be escalated to the next level, and the grievance form should be completed.

### **To File a Grievance**

1. Obtain the student grievance form from the Office of Student Services. Fill it out completely, stating your case in full, and return it to the Office of Student Services. The grievance form should be submitted as soon as possible and no later than 60 calendar days after the situation took place.
2. If it is determined that the student has a valid grievance, a grievance committee will be convened. Its head will be a member of the University's administrative staff. It will also consist of one faculty member and one student selected at the beginning of the academic year for this task. If this grievance concerns a grade, the faculty member must be an actual instructor at the University.
3. After reviewing the report, the grievance committee will conduct an investigation, as may be appropriate, and make a judgment. The committee's decision will be communicated in writing within 15 calendar days to all involved parties.
4. If the decision made by the grievance committee does not satisfactorily resolve the issue, the student may appeal the decision to the Director of Student Services within 15 calendar days after receipt of the response.
5. Within 30 calendar days after receipt of the appeal, the Director of Student Services will meet with the student to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Director of Student Services will respond in writing with a final resolution of the complaint.

All complaints will be kept confidential to the extent permitted by law and every effort will be made to assure that no adverse action will be taken against the student filing the complaint. Such action will be subject to investigation and possible disciplinary sanctions.

### **Complaint Log**

Each University division is required to maintain an active student complaint log and must be prepared to present such a log for review by appropriate university officials. Student Complaint Log Form provides a template for policy compliance and reporting. The log contains the following elements: Date of complaint, name of complainant, description of the complaint, date of response, responder and description of the response.

A formal resolution of the complaint will involve a grievance committee, comprised of either the Academic Dean or the Director of

Student Services (for student complaints), two faculty members, and two students or alternates and includes both men and women. The grievance committee will review the information to determine if harassment is evidenced, and will resolve the matter with all involved parties. Formal resolution involving written reprimand, disciplinary action, or dismissal must be approved by the University President. Any appeal of the grievance committee's action will be made to the University President.

## General Code of Conduct

### Sanctions

Student conduct sanctions are categorized as primary and secondary. More than one primary sanction or any combination of primary sanctions and secondary sanctions may be imposed for any single violation. Once a student has been finally assessed a disciplinary sanction, however, no more severe primary sanctions may be assessed against him or her by any higher University authority.

#### 1. Primary Sanctions (in order of severity):

1.1 *Expulsion*: Separation of a student from the University whereby the student is not eligible for readmission to this university. Expulsion is permanently noted on the transcript.

1.2 *Dismissal*: Separation of a student from the University for an indefinite period of time. Readmission to the University may be possible in the future, but no specific time for a decision is established. Dismissal is permanently noted on the transcript.

1.3 *Suspension*: Separation of a student from the University for a definite period of time. The student is not guaranteed readmission at the end of such period of time, but is guaranteed a review of the case and a decision regarding eligibility for readmission. Suspension is noted on the transcript. If the student reenrolls, remains in good standing and completes the requirements for graduation, the student may request removal of the notation at the time he/she files for graduation. Requests must be submitted to the Office of the Registrar. The Chief Academic Office, in consultation with other University officials, will make the final decision regarding removal of the notation.

1.4 *Deferred Suspension*: The sanction of Suspension may be placed in deferred status. If a student is found in violation of any University rule during the time of Deferred Suspension, the Suspension takes effect immediately without further review. Additional student conduct sanctions appropriate to the new violation also may be taken. A student who has been issued a Deferred Suspension sanction is deemed "not in good standing" with the University. A student who is not in good standing is subject to the following restrictions:

- Ineligibility to hold an office in any student organization recognized by the University or to hold any elected or appointed office of the University.
- Ineligibility to represent the University to anyone outside the University community in any way, including representing the university at any official function, intercollegiate athletics or any forms of intercollegiate competition or representation.
- Ineligibility to receive a University-administered scholarship when the length of the Deferred Suspension is greater than one quarter. Some scholarships adhere to more strict guidelines, and, therefore, ineligibility may result from a lesser length of Deferred Suspension. This sanction implies a serious offense and must be uniformly applied by the office administering the

scholarship upon notification by the University disciplinary officer.

- Additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct.

1.5 *Probation*: An official warning that a student's conduct is in violation of University Rules, but is not sufficiently serious to warrant expulsion, dismissal or suspension. A student on conduct probation is deemed "not in good standing" with the University. This sanction includes the same restrictions listed in 1.4, Deferred Suspension.

1.6 *Letter of Reprimand*: A letter that makes a matter of record any incident that reflects unfavorably on the student or the University.

1.9 *Warning*: Admonition of a student for actions unbecoming to the University community.

## **2. Secondary Sanctions (no order of severity is established for secondary actions):**

2.1 *Community/University Service*: A student may be offered an opportunity to complete a specified number of hours of Community/University Service in lieu of other sanctions. The type of Community/University Service must be approved by the hearing officer/panel.

2.2 *Educational Requirements*: A provision to complete a specific educational requirement directly related to the violation committed. The provision will be clearly defined. Such educational requirements may include, but are not limited to, completion of an alcohol education workshop, a diversity awareness workshop, essays, reports, etc.

2.3 *Restrictions*: The withdrawal of specified privileges for a definite period of time, but without the additional stipulations contained in the imposition of conduct probation. The restrictions involved will be clearly defined.

2.4 *Restitution*: A payment for financial injury to an innocent party in cases involving theft, destruction of property or deception. The assessed costs to be paid may be in addition to receipt of any of the above sanctions.

## **Harassment**

OU respects and encourages the dignity and professionalism of its employees and students and is committed to maintaining a learning and working environment that is free from any form of discrimination. Harassment in any form based on sex, race, color, age, national origin, disability, or any other characteristic protected by state or federal laws is prohibited, as are all forms of sexual intimidation and exploitation.

In keeping with this commitment, OU will not tolerate any unlawful harassment of its employees or students at the university by anyone, including any faculty member, staff member, student, visitor, vendor, contractor, or any other individuals providing services at the university. Harassment interferes with an individual's work or learning environment and will not be tolerated.

All members of the Olivet community are expected to follow and enforce the University's policy against harassment. Complaints of harassment will be promptly and thoroughly investigated and appropriate action, including disciplinary measures, will be taken when warranted. Faculty, students, and staff have the right at any time to raise the issue of harassment without fear of retaliation.

## Academic Honesty

Students shall maintain academic honesty in the conduct of their studies and other learning activities at Olivet University. The integrity of this academic institution, and the quality of the education provided in its degree programs, are based on the principle of academic honesty.

The maintenance of academic integrity and quality education is the responsibility of each student within this University. Cheating and plagiarism in connection with an academic program is as an offense for which a student may be expelled, suspended, put on probation, or given a less severe disciplinary sanction.

## Student Responsibilities

Students are responsible for knowing and understanding the rules of Academic Honesty as outlined in the college catalog, to include fabricating information and data, cheating, facilitating academic dishonesty, and plagiarizing.

Students are responsible for communicating with the instructor if they do not understand how the policy applies to a particular class or assignment.

## Definitions

Academic dishonesty is an especially serious offense. It diminishes the quality of scholarship and defrauds those who depend upon the integrity of the academic programs. Such dishonesty includes, but is not limited to, the following:

- Giving unauthorized information to another student or receiving unauthorized information from another student during any type of assignment or test.
- Obtaining or providing without authorization questions or answers prior to the time of an assignment or test.
- Using unauthorized sources for answers during any assignment or test.
- Taking part in or arranging for another person to complete an assignment or to take a test in place of another.
- Giving or receiving answers by use of signals during a test.
- Altering answers on a scored test and submitting it for a higher grade.
- Collaborating with others in a required assignment without the approval of the instructor.
- Stealing class assignments or portions of assignments, including electronic files, and submitting them as one's own.



- Not crediting participants for their part in a group project or claiming credit for work not done on a group project.
- Plagiarism, which is presenting as one's own in whole or in part the argument, language, creations, conclusions, or scientific data of another without explicit acknowledgment. Examples include, but are not limited to:
  1. Using another person's written or spoken words without complete and proper citation.
  2. Using information from a World Wide Website, CD-ROM or other electronic source without complete and proper citation.
  3. Using statistics, graphs, charts and facts without acknowledging their source.
  4. Submitting a paper purchased from a term-paper service.
  5. Paraphrasing which is imitating someone else's argument using other words without acknowledging the source.
  6. Claiming credit for someone else's artistic work, such as a drawing, script, musical composition or arrangement.
  7. Using someone else's lab report as a source of data or results.
  8. Using one's own or substantially similar work, produced in connection with one course, to fulfill a requirement in another course without prior permission. A student may use the same or substantially the same work for assignments in two or more courses only with written permission from the instructors of all the classes involved.
  9. Submitting the results of a machine translation program as one's own work.

## **CHAPTER 11: STUDENT LIFE AND STUDENT SERVICES**

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### **Enrollment Requirements & Procedures**

Before enrolling, all applicants must also fill out an Enrollment Agreement and submit a deposit in accordance with the Student Fees and Payment schedule. A parent or legal guardian must sign the Enrollment Agreement if the applicant is under 18 years of age.

### **Digital “Orientation”**

At the start of the fall quarter, all entering students will receive a welcome package available in digital media format, which includes an introduction to Olivet University and an overview of its curricular and co-curricular programs, general policies, and administrative features.

Fall Orientation also provides a chance for students to connect socially with other community members in order to ease the transition into the start of a new academic year.

## Student ID Cards

All students are required to have a student ID card, which is distributed by the Office of Student Services. A physical ID card is also available upon request and a \$15.00 fee. Loaning a physical or digital ID card to another person is prohibited.

## University-Wide Literary Style

The most recent edition of Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations* is the basic manual of style for the writing of formal papers. Turabian allows for footnotes, endnotes, or parenthetical references. Each division and degree program may specify the kind of documentation it requires. Faculty members may specify exceptions to these standards for particular assignments as necessary.

## Examinations

Final examinations are usually two hours in length and are to be taken at the scheduled hour during exam week. In case of illness, a student should notify the Office of Student Services before the examination, if possible.

A final grade cannot be changed after it has been turned in to the Registrar, unless there has been an error in calculation or recording of the grade. Students have two weeks from the date of issuance of grades to report errors to the Registrar.

## Leave of Absence

If students intend to return to OU within one year (four quarters) and want to preserve registration privileges, they should file a leave of absence/college withdrawal form. A leave of absence may be taken up to a maximum one year (one quarter for LOA and three quarters for Continued Leave of Absence (CLOA))\* by an enrolled graduate student who has a medical or personal reason that prohibits the student from progressing in his/her degree program.

Students must receive prior approval for any course(s) taken at another institution while on leave by completing a *Transfer of Credit Application*.

If a student does not return to OU within the stated time period, they will automatically be withdrawn from the college and will need to reapply if they wish to return.

(\***Maximum Length of a leave:** *A leave of absence is generally not approved for longer than one year. However, under special circumstances such as military deployment or medical emergency, a leave may be approved for a maximum of three years*.)

Leaves of absence will extend the maximum time students have to complete the degree program by up to one year.

## Academic Advising

Academic advising is an on-going, intentional, educational partnership dedicated to student academic success. After being admitted to the University, students will be assigned to an academic advisor. Whenever possible, students are assigned additional advisors in the area of study in which the students have expressed an interest.

The role of these advisors is to guide course selection and serve as a resource with regard to the university's policies and procedures. Olivet values the spiritual and academic growth that may develop from healthy student-advisor relationships. Thus, students are encouraged to communicate with their advisors throughout their Olivet careers for advice and assistance in any academic issues.

It is to students' advantage to meet with their academic advisors at least once a quarter and to know their advisors well.

## Academic Advising Center

Academic Advising Center provides:

- Information about academic programs and policies.
- Guidance in course registration.
- Advice and assistance in any academic or vocational problems that may arise.
- Advisors to help students who encounter academic difficulties strategize ways to improve their performance.
- Evaluation of transfer courses and assessment of credits awarded.
- Assistance in conveying information about special needs to professors.
- Assistance in obtaining academic and classroom accommodations, if needed.
- Advice and counseling regarding learning or physical disabilities.
- Information about petitioning respective colleges for exceptions to academic policies.

Academic Advising serves as a resource in relationship to institutional policies, procedures, and administrators.

It is the responsibility of the student to see that the proper courses for the intended major are taken in the proper sequence. Special care should be taken if a course is offered in alternate years. The Division Chair and supporting faculty members can also be consulted for assistance as necessary, but ultimately the student accepts responsibility for registration in the desired and needed courses.

## Petitions

Should there arise a scenario in which an exception to an academic policy seems necessary, students may file a request online in the MyOlivet Solutions Center at [solutions.olivetuniversity.edu](https://solutions.olivetuniversity.edu).

## Changes in Personal Information

During registration and throughout the quarter, any change in a student's address, employment, marital status, number of children, or other pertinent data should be reported to the Office of the Registrar as soon as possible.

## Transcripts

In order for the Office of the Registrar to release a transcript, federal law requires a signature from the student requesting his/her transcript. Transcript request forms may be found in the Student Records area of Populi. Transcripts are issued with set fees. Please see fee schedule included in this Catalog.

Verbal requests, whether in person or over the phone, cannot be processed. A transcript request from a student on hold for unpaid fines or bills will not be processed until his/her financial obligations are met. Transcripts are generally processed within 24 hours of the request.

## Counseling

Students are encouraged to communicate openly, but respectfully, with all OU staff members, and to seek spiritual guidance at any, especially from Director of Student Services. Personal counseling is intended to help students better adjust to their University experience and to provide support for their personal walks of faith. OU also encourages students to maintain ties with WOA church leaders throughout their studies at OU.

OU also allows students to seek counseling services available in their local areas by requesting referrals from our office.

## Tutoring

Students who need extra assistance because of academic difficulties may arrange for tutoring through their Academic Advisors. The University believes in giving every student the opportunity for individualized assistance outside of the normal class setting. Online tutoring sessions help students clarify points from lectures, labs, discussion sessions, or assigned readings. All tutoring sessions are intended to supplement, not replace, any class attendance or personal study time.

Study sessions provide students with the opportunity to meet with instructors for individual assistance. Students who take advantage of study sessions are expected to perform better in the classroom. Should an instructor determine a student's progress in one or more areas to be unsatisfactory or below normal (typically considered less than C- work), the instructor may suggest an online study session.

## Netiquette Guide

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you

communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

## Security

**Remember that your password is the only thing protecting you from pranks or more serious harm.**

- Don't share your password with anyone
- Change your password if you think someone else might know it
- Always logout when you are finished using the system

## General Guidelines

**When communicating online, you should always:**

- Treat instructor with respect, even in email or in any other online communication
- Always use your professors' proper title: Dr. or Prof., or if you in doubt use Mr. or Ms.
- Unless specifically invited, don't refer to them by first name.
- Use clear and concise language
- Remember that all college level communication should have correct spelling and grammar
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you"
- Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING
- Limit and possibly avoid the use of emoticons
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive
- Be careful with personal information (both yours and other's)
- Do not send confidential student information via e-mail

## Email Netiquette

**When you send an email to your instructor, teaching assistant, or classmates, you should:**

- Use a descriptive subject line

- Be brief
- Avoid attachments unless you are sure your recipients can open them
- Avoid HTML in favor of plain text
- Sign your message with your name and return e-mail address
- Think before you send the e-mail to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, “reply all”
- Be sure that the message author intended for the information to be passed along before you click the “forward” button

## Message Board Netiquette and Guidelines

### When posting on the Discussion Board in your online class, you should:

- Make posts that are on topic and within the scope of the course material
- Take your posts seriously and review and edit your posts before sending
- Be as brief as possible while still making a thorough comment
- Always give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying
- Don't repeat someone else's post without adding something of your own to it
- Avoid short, generic replies such as, “I agree.” You should include why you agree or add to the previous point
- Always be respectful of others' opinions even when they differ from your own
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way
- Do not make personal or insulting remarks
- Be open-minded

## CHAPTER 12: UNIVERSITY SERVICES AND UNIVERSITY OFFICES

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### University Offices

**MyOlivet Solution Center:** <https://solutions.olivetuniversity.edu>

The MyOlivet Solution Center is the first point of contact for faculty, staff and students to connect with the university offices and college administrations. Feedback, support tickets, administrative help requests and certain application forms can be accessed here and inquiries will be routed to the department in charge.

For other correspondence with specific departments use the email addresses below.

**Student Finance Office:** [studentfinance@olivetuniversity.edu](mailto:studentfinance@olivetuniversity.edu)

**Financial Aid Office:** [finaid@olivetuniversity.edu](mailto:finaid@olivetuniversity.edu)

**Library Services:** [library@olivetuniversity.edu](mailto:library@olivetuniversity.edu)

**Registrar Office:** [registrar@olivetuniversity.edu](mailto:registrar@olivetuniversity.edu)

**Admissions Office:** [admissions@olivetuniversity.edu](mailto:admissions@olivetuniversity.edu)

**Student Services Office:** [student.info@olivetuniversity.edu](mailto:student.info@olivetuniversity.edu)

**International Student Office:** [iso@olivetuniversity.edu](mailto:iso@olivetuniversity.edu)

## Technology Requirements

### Broadband Internet

A fast internet connection ensures that students navigate through Populi quickly and efficiently, typically DSL or cable service.

### A modern, updated web browser

Populi runs on up-to-date releases of popular web browsers.

Here are the browsers we recommend for use with Populi. We recommend students to always try to use the most recent version possible—as companies release newer versions of browsers, they usually drop support for older versions.

#### PC or Mac

- Google Chrome is probably the best option if you're using Windows. It's also very good for Mac users.
- Mozilla Firefox is another good choice on Windows computers (works pretty okay on Macs, too).
- Apple Safari is great on Macs. Not so much on Windows.
- Last and certainly least, Internet Explorer. If you're using Windows 10, they're encouraging you to use Microsoft Edge.

#### Mobile browsers

- iOS Safari does well, as does Google Chrome for iOS.
- The stock Android browser works, as does Chrome for Android.
- The Firefox browsers for both iOS and Android aren't problematic.
- Microsoft Edge (mentioned above) is baked-in to Windows 10 devices and works with Populi; the version of Internet Explorer in Windows 8.1 does alright, too.

If you tend to tinker with your browser settings, make sure to enable Javascript and cookies. Ad-blockers don't pose any problems for the most part, but if you do fiddle with those, just make sure to whitelist your school's Populi site.

### **Other common applications**

You can use Populi to export all kinds of files. The three most common are spreadsheets, PDFs, and word documents (note the lower-case *w* there). Most computers have the software you need to open these files, but in case yours doesn't...

- [Open Office](#) can open spreadsheets and documents (we use it to generate files for [custom page layouts](#)).
- [Adobe Acrobat reader](#) handles PDFs. If, for some reason, you have to use an old version, the oldest one that works is version 6.

### **Monitor**

Populi is easiest to use if your monitor is set at a minimum resolution of 1280 x 1024 pixels. This is not something most users with a modern computer or monitor need to worry about, but there it is anyway!

<https://support.populiweb.com/entries/87315-Introduction-to-Populi>

## **CHAPTER 13: INSTRUCTIONAL PERSONNEL**

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### **Faculty List**

Professors on the Zinzendorf Faculty expected to be active or available for the Ph.D program in 2018 and beyond.

#### **Atul Aghamkar**

- Ph.D., Fuller Theological Seminary (1995)
- Th.M., South Asia Institute of Advanced Christian Studies (1985)



- B.D., Union Biblical Seminary (1977)
- B.A., University of Pune (1974)

**Bertil Ekstrom**

- Ph.D., Open University, England (2011)
- M.Th., Baptist Theological Seminary in Sao Paulo, Brazil (1996)
- B.Th., Baptist Theological Seminary in Sao Paulo, Brazil (1982)
- B.A., Uppsala University, Sweden (1974)

**Chansamone Saiyasak**

- Ph.D., Evangelische Theologische Faculteit, Belgium (2007)
- D.Min., Mid-America Baptist Theological Seminary (2000)
- M.Div., Mid-America Baptist Theological Seminary (1994)
- B.A., Liberty University (1987)

**Charles Weber**

- Certificate of Chinese Studies, Peking University (1988)
- Ph.D., The University of Chicago (1982)
- M.A., The University of Chicago (1979)
- B.A., Wheaton College (1967)

**Cleon L. Rogers**

- Th.D., Dallas Theological Seminary (1991)
- Th.M., Dallas Theological Seminary (1980)
- B.A., Southeastern Bible College (1977)

**Dankit Nassiume**

- Ph.D., University of Manitoba, Canada (1988)
- M.Sc., University of Manitoba, Canada (1985)
- B.Sc., University of Nairobi, Kenya (1981)

**David Jang**

- Ph.D., Dankook University, Korea (1993)
- M.Div., Hanshin University (1992)
- M.A., Yonsei University (1983)
- B.A., Hanshin University (1981)

**David Pederson**

- Ph.D., Evangelische Theologische Faculteit, Belgium (1997)
- M.Div., Trinity International University (1987)
- B.A., Wheaton College (1983)

**Donald Tinder**

- Ph.D., Yale University (1969)
- M.Div., Fuller Theological Seminary (1964)
- B.A., Yale University (1960)

**Gerhard Venter**

- Ph.D., University of Johannesburg, South Africa (1987)
- M.Div., Southern Baptist Theological Seminary (1982)
- B.A., University of Johannesburg, South Africa (1981)

**Ghassan Khalaf**

- Ph.D., Evangelische Theologische Faculteit, Belgium (2001)
- Diploma in Theology, Arab Baptist Theological Seminary, Lebanon (1969)

**Imad Shehadeh**

- Th.D., Dallas Theological Seminary (1990)
- Th.M., Dallas Theological Seminary (1986)
- B.A., University of California, San Diego (1977)

**Joseph Ray Tallman**

- D.Miss., Trinity Evangelical Divinity School (1982)
- M.A., University of Kansas (1976)
- M.Div., Midwestern Baptist Theological Seminary (1975)
- B.A., Oakland University (1972)

**Karl Heinz Kuhlman**

- D. Th., University of South Africa, South Africa (1984)
- Th.M., Evangelische Landeskirche Hannover, Germany (1960)
- B.D., Evangelische Landeskirche Hannover, Germany

**Mark Hanna**

- Ph.D., University of Southern California (1969)
- M.A., University of Southern California (1965 and 1967)
- B.A., American University of Beirut (1957)

**Nupanga Weanzana**

- Ph.D., University of Pretoria, South Africa (2003)
- Th.M., Bangui Evangelical Graduate School of Theology, Central African Republic

**Ovidiu T.T. Bulzan**

- Ph. D., Southeastern Baptist Theological Seminary (2006)
- M.Div., Southeastern Baptist Theological Seminary (1996)
- B.A., University of Timisoara, Romania (1975)

**Philip Roberts**

- Post-doctorate, Oxford University
- Ph. D., Free University Amsterdam
- M.Div., Southern Baptist Theological Seminary

**Rosalee Ewell**

- Ph.D., Duke University (2003)
- M.A., Fuller Theological Seminary (1997)
- B.A., Westmont College (1994)

**W. Creighton Marlowe**

- Ph.D., Mid-America Baptist Theological Seminary (1985)
- ThM., Western Seminary Portland (1979)
- MDiv., Western Seminary Portland (1977)
- B.A., University of North Carolina (1973)

**William L. Wagner**

- Th.D., University of South Africa (1990)
- D.Miss., Fuller Theological Seminary (1977)
- M.Div., Southwestern Baptist Theological Seminary (1961)
- B.S., University of New Mexico (1957)

**William Mark Wagner**

- Ph. D., Southwestern Baptist Theological Seminary(1998)
- M.Div, Southwestern Baptist Theological Seminary (1991)
- B.A., Baylor University (1987)



# OLIVET UNIVERSITY INTERNATIONAL

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A C A D E M I C   C A T A L O G

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2018 - 2019

# Academic Catalog

2018-2019

*September 1, 2018 through August 31, 2019*



Olivet University International  
[international.olivetuniversity.edu](http://international.olivetuniversity.edu)

*36401 Tripp Flats Rd, Anza, CA 92539. Phone: +1.951.763.0500*

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## Welcome From the President

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### Welcome from the President

Hello and welcome to Olivet University International in the name of Our Lord and Savior Jesus Christ!

I am thankful and delighted to introduce you to Olivet.

We are a Christian University completely committed to our mission of raising leaders and scholars to fulfill the Great Commission. To this end, each and every one of our programs is intended to instill a love for God's Word, as well as a passion for sharing it with others through missions and ministry.

Olivet started out with a vision to train ministers who would preach the Word of God to the ends of the earth. A true seedbed for missions, Olivet Theological College and Seminary (OTCS) sent out pastors and missionaries across the world – including places that historically have been hostile to the Gospel of Jesus Christ. These especially difficult mission fields produced character-building perseverance and enduring hope in Olivet. They also inspired Olivet to develop God-sharing tools of technology, which transformed Olivet into a leading online educator that it is today.

Nearly a quarter of a century later, the founding vision of OTCS is alive and thriving at Olivet University International. By the grace of our Lord, Olivet's programs have greatly expanded in scope to span the undergraduate, graduate, and doctoral levels. Though the theological school remains Olivet's flagship college, we also provide areas of study in music, media, design, information technology, language and business. These accredited programs provide quality and rigorous learning experiences that are producing leaders who are increasingly better equipped to face the modern-day challenges of their respective fields. Education at Olivet involves immersive field experience and classroom learning. Just as in its beginnings, our University's two-part structure of academics is intended to link theory to practice, where students can efficiently apply their textbook knowledge. Hence, the Olivet mission is to graduate men and women well-practiced and positioned to succeed in professional ministry service.

As the Apostle Paul once said, "Press on toward the goal to win the prize for which God has called [him] heavenward in Christ Jesus" (Philippians 3:14). In the same spirit, learning at Olivet is a lifelong journey. We emphasize the importance of continuous study in our pursuit of excellence. This is something we value at Olivet University. I invite you to explore our website to learn about, pray for, and participate in the great things God is doing in and through Olivet. Please visit often, and once again, welcome to Olivet University International!

Blessings in Christ,

**Tracy J. Davis**

## CHAPTER 1: GENERAL INFORMATION

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### Obtaining a Catalog

To order a printed, bound copy of this catalog, please contact the Office of Admissions at (951) 763 0500, email [info@international.olivetuniversity.edu](mailto:info@international.olivetuniversity.edu), or send a written request to the address below:

Olivet University International  
Attn: Admissions  
36401 Tripp Flats Road  
Anza, CA 92539

There is a \$10.00\* fee for catalogs ordered within the United States, and a \$35.00\* fee for catalogs mailed outside of the United States. (Prices include shipping and handling.) Payments can be made via VISA, MasterCard, check, or money order. This Academic Catalog information is also available on-line at the following Web address: [international.olivetuniversity.edu](http://international.olivetuniversity.edu)

*\*Prices are subject to change*

### General Policy Statement

#### Statement of Student Responsibility

This Catalog has been made available to all students of Olivet University International in digital format via the school's website. Prospective students must review this Catalog prior to signing an enrollment agreement.

By enrolling in Olivet University International, students agree to accept and abide by the terms stated in this Catalog and all university policies. Students are expected to be familiar with the information presented in this Catalog, in any supplements and addenda to the Catalog, and with all university policies.

A student or any member of the public may file a complaint about this university with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

#### Disclaimer

This handbook and the policies and procedures contained herein are in effect from September 1, 2018 through August 31, 2019. Although the information herein has been reviewed, the text may nevertheless contain errors, which will be corrected when brought to the attention of the University.

Olivet University International makes every reasonable effort to provide accurate information in the contents of this handbook, but reserves the right to make changes at any time without prior notice. The University reserves the right to change calendars, academic programs, individual courses, policies and fees and all other aspects of University operations by official action of the University. In addition, changes in policies, procedures, and administration may have occurred since the printed publication of this handbook. Updates and changes shall be reflected in the online version at the time they are made. In case of discrepancies between the online and printed versions of the handbook, the online version is to be considered definitive. Students should contact the appropriate department office for the most recent information.

If programs are discontinued, or if substantial changes in requirements for degrees are made, the University will endeavor to allow students disadvantaged by the change to continue under existing programs and requirements.

Any questions a student may have regarding this handbook that have not been satisfactorily answered by the University may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

## Academic Calendar 2018-2019

Please visit <http://international.olivetuniversity.edu/academiccalendar.html> to see our latest academic calendar.

### Administrative Holidays 2018-2019

To reach Olivet University International, please call +1 951 763 0500, Monday to Friday between 9:00 am – 5:00 pm PST. Olivet University International offices will be closed on the following holidays.

<b>Administrative Holidays</b>	
<b>Summer Term:</b> Independence Day Labor Day	July 4, 2018 Sep 3, 2018
<b>Fall Term:</b> WOA Events Veterans Day Thanksgiving Break Christmas Holiday New Year's Day	Oct 27 – Nov 2, 2018 Nov 11, 2018 Nov 22 – 23, 2018 Dec 23 – 26, 2018 Jan 1, 2019
<b>Winter Term:</b> Martin Luther King Day Presidents Day	Jan 21, 2019 Feb 18, 2019
<b>Spring Term:</b> Memorial Day	May 27, 2019

## **Vision, Mission, Goals, Values**

### **Mission Statement**

The mission statement of Olivet University International is intended to serve as a guide for Board directors, staff members, and student conduct; strategic and programmatic planning; and institution-wide priority setting and evaluation. It evolved from a careful process of collaboration and consultation among Olivet University International's founders, key administrators, faculty and selected advisors from affiliated and independently operating organizations recognized for their demonstrated commitment to the ideals and goals formalized here in the Olivet University International mission statement.

The mission of Olivet University's e-campus — named “Olivet University International,” or “OUI” — is to provide widely accessible, quality, Biblical education at a distance to students dedicated to a life of Christian service for the Great Commission of Jesus Christ, educating them to be effective leaders of Christian churches and ministries.

### **Vision**

OUI believes that access to Biblical higher education is a key ingredient in a world “full of the knowledge of the Lord.” It views Biblical higher education as a gift from God and a tool that can be used to transform the lives of individuals and this world for Jesus Christ and His Kingdom. OUI believes that Biblical education plays a fundamental role in advancing the Great Commission, strengthening the Church and Christian community and equipping people for effective ministry service.

### **Mission Strategy**

Olivet University International accomplishes this mission through a comprehensive program of Biblical, general, and professional studies; applied scholarship in ministry environments affiliated with Olivet; and Christ-centered service and support. The five cross-cutting themes derived from our mission describe this quality education.

### **Olivet University International History**

“Olivet University International” was established at the same time as Olivet University in 2000 as a purely online e-Campus within Olivet University. As an early adopter of online education, Olivet University International gained hands-on experience in the use of technology for course delivery and entire degree programs to off-site learners through such technologies.

By the grace of God, Olivet University's OUI e-Campus has gained recognition as a leader in online education, particularly in evangelical circles. It not only employs technology online and in classroom settings to support its own growth, but also explores how IT tools can be made especially relevant to biblically-based institutions of higher education in general.

In order to continue accomplishing our mission and remain at the cutting edge of IT and educational delivery, on March 3, 2016, Olivet University announced the transition of “Olivet University International” from being embedded within Olivet University to



“branch” e-Campus status. It is Olivet’s goal to bring this plan into fruition in 2018.

## Values

### *Jesus Christ*

“I am the way, the truth and the life.” (John 14:6) Olivet acknowledges Jesus Christ as the only source of salvation and the foundation of all knowledge and truth.

### *The Kingdom of God*

“But seek first his kingdom and his righteousness, and all these things will be given to you as well.” (Matthew 6:33)

### *Access*

Olivet believes that Biblical education is a gift given by God to equip Christians in any part of the world for ministry. The University works to open the doors of Biblical higher education to qualified students, even in nations closed to the Gospel of Jesus Christ, by offering its programs through distance learning and by making this opportunity accessible.

### *Global Community*

Olivet creates a global community by bringing into reach educational services, programs, and employment opportunities to qualified individuals from all over the world, and by providing learning opportunities among diverse students.

### *Service*

Olivet expects all students, faculty, staff, and administrators to embrace the highest standards of personal integrity, honesty and responsibility for their studies and work based on the kenotic ethic of Jesus.

### *Quality*

Olivet provides a high-quality, Biblical education suitable in scope and depth to the challenges of the day. The University assesses and evaluates all aspects of its academic model on an ongoing basis.

## Institutional Goals of Olivet University International

As an institution of Biblical higher education that values excellence in academics and professional ministry preparation within the context of a personal relationship with Jesus Christ, Olivet University International will

1. Honor our Bible-based identity and heritage (BIBLICAL TRADITION & IDENTITY)
2. Be a leading institution of biblical higher education in distance learning (ACADEMIC EXCELLENCE)
3. Engage in programs, partnerships, and services that benefit students, mission and ministry (ENGAGEMENT)

4. Offer accessible education and optimize technologies in the delivery of services and instruction (ACCESS & TECHNOLOGY)
5. Foster a sustainable environment that encourages serving others while achieving results (SERVICE)
6. Enhance planning, performance, assessment, and accountability aligned with OUI's values (INSTITUTIONAL QUALITY & EFFECTIVENESS)

## **Faith-First Educational Philosophy**

Olivet University International ascribes to the educational philosophy known as 'faith first,' which is articulated in the following University-wide doctrine:

Human knowledge as a whole exists and can only rightly be understood within the context of biblical truth, necessitating an approach to education and academic learning that values and thoroughly integrates the habits of scriptural study, reflection, and application across all fields and disciplines.

## **Statement of Faith**

We affirm the statement of faith of the World Olivet Assembly WOA:

### **We believe in:**

The Holy Scriptures as originally given by God, divinely inspired, infallible, entirely trustworthy; and the supreme authority in all matters of faith and conduct.

One God, eternally existent in three persons, Father, Son, and Holy Spirit.

Our Lord Jesus Christ, God manifest in the flesh, His virgin birth, His sinless human life, His divine miracles, His vicarious and atoning death, His bodily resurrection, His ascension, His mediatorial work, and His Personal return in power and glory.

The Salvation of lost and sinful man through the shed blood of the Lord Jesus Christ by faith apart from works, and regeneration by the Holy Spirit.

The Holy Spirit, by whose indwelling the believer is enabled to live a holy life, to witness and work for the Lord Jesus Christ.

The Unity of the Spirit of all true believers, the Church, the Body of Christ.

The Resurrection of both the saved and the lost; they that are saved unto the resurrection of life, they that are lost unto the resurrection of damnation.

## **Olivet University International Commitment to Students**

As a Christ-centered institution, Olivet is committed to emphasizing a biblically sound, integrated, faithbased education that promotes a zeal for spiritual, intellectual, emotional, physical, and social development in students.

**Olivet is committed to:**

**Spiritual Wellness**

- Providing experiences of growing in Christ not in a static way, but as a creative and serendipitous adventure.
- Engaging touchstones of the spiritual formation process, including scriptural study, spiritual friendship and community, active practices for prayer and worship, service, and character and faith development through discipleship.
- Providing environments of grace to help students find companionship, encouragement, and spiritual guidance.

**Intellectual Wellness**

- Challenging the students with a continuous openness to new concepts, ideas, perspectives and cultures.
- Providing an educational environment that values diverse experiences and challenges and Biblical perspectives on critical issues.
- Equipping the students with the ability to successfully learn, apply new learning, change, and adapt.

**Emotional Wellness**

- Being aware and accepting of one's feelings.
- Being able to adjust to change and seek positive outcomes.
- Being joyful and positive.

**Physical Wellness**

- Providing clean and safe environment that will help the students gain freedom from illness, disease, and need for medications.
- Offering recreational and sporting programs that will promote and develop healthy lifestyle choices.
- Offering educational programs that will help maintain a balanced natural diet and regular sleeping habits.

**Social Wellness**

- Forming and contributing to positive relationships of mutual respect.
- Comfortably and effectively performing a variety of social and group roles.
- Seeking and fulfilling Christ-like leadership roles that contributes positively to communities and the larger society.

## CHAPTER 2: APPLYING TO OUI

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### Notice Concerning Transferability of Credits and Credentials Earned

The transferability of credits you earn at Olivet University International is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in your Program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, or certificate that you earn at this institution are not accepted at the institution to which 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 Olivet University International to determine if your credits, degree, or certificate will transfer.

Prospective students interested in applying to Olivet University International should complete an application, available upon request from Olivet University International's Office of Admissions or on the Internet at <http://international.olivetuniversity.edu/apply.html>

All applicants to Olivet University International should evince strong Christian character, potential for effectiveness in Christian ministry, and the scholastic ability and emotional maturity to handle a higher education experience.

Admissions personnel will review applicants' information and inform them whether or not they have been accepted for admission. Prospective students are encouraged to discuss plans, goals, and questions with the Office of Admissions ( [admissions@international.olivetuniversity.edu](mailto:admissions@international.olivetuniversity.edu)) during this application process.

### Admissions Policy

Olivet University International welcomes an application from any academically qualified person who desires to study in a spiritually disciplined atmosphere, and who is in agreement with the doctrinal position, ethical standards, educational philosophy, and objectives of the school. Olivet University International does not discriminate on the basis of age, sex, race, color, national or ethnic origin, or against otherwise qualified handicapped persons in its admissions policies, employment policies, administrative policies, scholarship, and loan programs.

Applicants will be officially notified by email of their admission acceptance or denial, including the basis for any denial of admission.

Each prospective student should also demonstrate evidence of personal faith in Jesus Christ with a consistent testimony and character.

The privilege of attending Olivet University International is contingent upon a student's full cooperation and agreement with the policies and principles of the school. The school reserves the right to request the withdrawal of any student who does not fit in with the spirit of the institution regardless of whether or not he or she conforms to all specific rules and regulations of the school. Any student who willfully violates the principles of the school or whose attitude and conduct is found not to be in the best interest of the community will be asked to withdraw.

**DISCLAIMER:** Due to state regulations regarding distance education, currently OUI is accepting applications only for the following U.S. states: Arizona, California, Georgia, Hawaii, Idaho, Massachusetts, Nebraska, New Hampshire, New Jersey, New York, Ohio, South Carolina, South Dakota, Texas, Virginia, Washington. Qualified applicants from all other U.S. states, please feel free to browse and apply to Olivet University's residential programs at [www.olivetuniversity.edu](http://www.olivetuniversity.edu) and <https://apply.olivetuniversity.edu>

## Admission Requirements

### Undergraduate

1. Application Form – Prospective students interested in applying to Olivet University International must submit the application form through <http://international.olivetuniversity.edu/apply.html>. Olivet University International does not accept the Common Application.
2. Essays – Applicants must submit a written essay approximately 700-1000 words in length describing their personal faith in Jesus Christ. Applicants must also submit their admission essay no less than 1000 words, describing their reason for applying to the University and their study plan. All applicants to Olivet University International should evince a strong Christian character, potential for effectiveness in Christian ministry, and the scholastic ability and emotional maturity to handle a higher education experience.
3. High School Transcripts – Applicants to Olivet University International's undergraduate degree programs must submit an official high school transcript from public, private, or home school or official transcripts undertaken at all colleges or universities. Applicants who have not graduated from high school must attain the General Educational Development (GED) certificate before admission. If applicants who reside in the United States but attended school in foreign countries are unable to produce the required documents, evidence may include certification from other official sources.

Applicants are responsible for making sure this information is mailed directly from the issuing educational institution to Olivet University International:

Olivet University International  
Attn: Admissions  
36401 Tripp Flats Rd.  
Anza, CA 92539

4. Test Scores – Applicants must submit SAT/ACT test scores, with exceptions\*. If an applicant submits multiple score reports, the highest score earned in each single sub score of the examination is used.

\*NOTE: SAT /ACT test scores are not required to establish the admission eligibility of applicants with high school grade point averages of 3.00 or above in a 4.0 scale. While applicants are not required to submit test scores to Olivet if they earn at least a 3.00 average, it is recommended that they submit standardized admission tests, which can be helpful for the purposes of advising and placement in appropriate courses.

5. English Language Proficiency

- A. Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:
    1. Undergraduate Degree: A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT), a 6.0 on the International English Language Test (IELTS), or 44 on the Pearson Test of English Academic Score Report. A high school diploma completed at an accredited/recognized high school (where the medium of instruction is English).
    2. A minimum grade of Level 3 on the ACT COMPASS's English as a Second Language Placement Test;
    3. A minimum grade of Pre-1 on the Eiken English Proficiency Exam;
    4. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;
    5. A transcript indicating completion of at least 30 semester credit hours with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English. A "B" or higher is required for master's degree, first professional degree, or professional doctoral degree.
    6. A diploma of completion of the Certificate in English as a Second Language program from Olivet University or passing the Olivet Language Studies Proficiency Test (OLSPT) in English with scores at or above: total score 75, writing score 7, speaking score 18.
  - B. Transcripts not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.
6. Recommendations – Applicants must submit at least two recommendation letters. Submitting three recommendation letters is highly recommended. One letter must be a reference from an World Olivet Assembly (WOA) church pastor who is knowledgeable about the applicant's church involvement. The other recommendation letter should be submitted by persons qualified to speak about the applicant's academic and/or professional abilities, as described on the recommendation forms provided by Olivet University International. Recommendations may not be from a member of your immediate family or your spouse.
  7. Statement of Faith – Applicants must sign Olivet University International's Statement of Faith.
  8. Application Fee – Applicants must submit a \$75.00 non-refundable application fee

**Provisional Undergraduate Admission**

When evaluating the admission eligibility of an applicant still enrolled in the final year of high school, coursework in progress is included in the tally of required quarters/semesters of study. Admission notices issued on the basis of evaluation of an eight or ten-quarter (or four to five semester) record will stipulate that coursework in progress must be completed successfully and all Olivet University International admission requirements satisfied prior to high school graduation. A preliminary admission offer may be rescinded for applicants who do not accurately report their academic performance or who do not retain eligibility at the time of high school graduation, e.g., failure to complete courses in progress, failure to maintain the grade point average, etc.

Applicants must submit an official high school transcript showing date of graduation. Applicants for whom admission decisions cannot be made on the basis of reported information will be notified of additional information requirements by the campus.

## Graduate

1. Application Form. Prospective students interested in applying to Olivet University must submit the application form from <http://international.olivetuniversity.edu/apply.html>. Olivet University does not accept the Common Application.
2. Essays. Applicants must submit a written essay approximately 700-1000 words in length describing their personal faith in Jesus Christ. Applicants must also submit their admission essay no less than 1000 words, describing their reason for applying to the University and their study plan. All applicants to Olivet University should evince a strong a Christian character, potential for effectiveness in Christian ministry, and the scholastic ability and emotional maturity to handle a higher education experience.
3. A bachelor's degree from a CHEA or USDE-accredited U.S. institution.

Applicants are responsible for making sure this information is mailed directly from the issuing educational institution to Olivet University International:

Olivet University International  
Attn: Admissions  
36401 Tripp Flats Rd.  
Anza, CA 92539

4. A minimum 3.0 grade point average on a 4.0 scale, or the equivalent according to the institution's grading norms, for all course work during the last two years of undergraduate study. Applicants with an undergraduate GPA of less than 3.0 may be admitted on probation under the following provisions:
  - The applicant must complete sixteen hours of graduate courses with a cumulative graduate GPA of 3.0 or higher.
  - Successful completion of these requirements will lift the student's probationary status and allow him or her to continue in the degree program.
  - An undergraduate background supported by undergraduate achievement, which would indicate the ability to engage successfully in graduate theological studies.
5. Proficiency in Bible knowledge. A student seeking to enter an Olivet University International graduate degree program must take a written comprehensive examination in the area of Bible knowledge. The Bible knowledge examination tests a student's comprehension of the biblical story in its progressive unfolding of the history of redemption against the backdrop of creation and sin.

A passing score on this exam demonstrates a level of competency that does not require remedial coursework in Bible and theology. Scores that rank below the 80th percentile level will determine that a student must enroll in 8 hours of remedial, non-credit Biblical studies courses (THEO200 and THEO211), which Olivet offers at the undergraduate level as required core curriculum courses for all students enrolled in its Bachelor of Arts degree programs.

6. Test Scores – Applicants must submit GRE/GMAT test scores, with exceptions.\*  
If an applicant submits multiple score reports, the highest score earned in each single sub score of the examination is used.

\*NOTE: GRE/GMAT test scores are not required to establish the admission eligibility of applicants with bachelor's degree program grade point averages of 3.00 or above in a 4.0 scale. While applicants are not required to submit test scores to Olivet if they earn at least a 3.00 average, it is recommended that they submit standardized admission tests, which can be helpful for the purposes of advising and placement in appropriate courses.

7. English Language Proficiency assessment

- A. Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:
  1. Master's Degree: A minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 50 on the Pearson Test of English Academic Score Report.
  2. First Professional Degree or Professional Doctoral Degree: A minimum score of 550 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 80 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 58 on the Pearson Test of English Academic Score Report.
  3. A minimum grade of Level 3 on the ACT COMPASS's English as a Second Language Placement Test;
  4. A minimum grade of Pre-1 on the Eiken English Proficiency Exam;
  5. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;
  6. A transcript indicating completion of at least 30 semester credit hours with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English. A "B" or higher is required for master's degree, first professional degree, or professional doctoral degree.
  7. A diploma of completion of the Certificate in English as a Second Language program from Olivet University or passing the Olivet Language Studies Proficiency Test (OLSPT) in English with scores at or above: total score 75, writing score 7, speaking score 18.
- B. Transcripts not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

8. Recommendations. Applicants must submit at least three recommendation letters. One letter must be a reference from a World Olivet Assembly (WOA) church pastor who is knowledgeable about the applicant's church involvement. The other two recommendations should come from someone who is able to comment on your professional and educational goals and potential. This could be a professor or supervisor. Recommendations may not be from a member of your immediate family or your spouse



9. Statement of Faith – Applicants must sign Olivet University International's Statement of Faith.
10. Application Fee – Applicants must submit an-refundable application fee

## Doctor of Ministry

1. Application Form – Prospect students interested in applying to Olivet University must submit the application form from <http://international.olivetuniversity.edu/apply.html>
2. Motivation Letter – Applicants must submit a written essay describing
  - Biography or brief sketch of their life
  - Reason for pursuing study at Olivet and how study is to be incorporated in future work
  - How they relate to the 'Statement of Faith' as given in the Catalog
3. Curriculum Vitae – Applicants must attach their curriculum vitae including following items: Name and contact information (including email) and family data (spouse & children), Educational background (name of the colleges or universities attended, degrees earned, area(s) of study and graduation dates), Brief work history (Place of employment including address and job title, main tasks and achievements), Service documentation (any professional associations, volunteer work, committee membership, etc.)
4. Official Transcripts (undergraduate and above) – Applicants to the D. Min program must submit official transcripts undertaken at all colleges or universities.

Applicants are responsible for making sure this information is mailed directly from the issuing educational institution to Olivet University International:

Olivet University International  
Attn: Admissions  
36401 Tripp Flats Rd,  
Anza, CA 92539

5. Recommendations – Three recommendations are required. Recommendations should be provided by at least one pastor, and two others who are able to comment on your professional and educational goals and potential, such as professors and supervisors. Make a note that each form is to be filled out by someone who is not a member of immediate family or spouse of applicants.
6. English Language Proficiency
  - A. Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

1. First Professional Degree or Professional Doctoral Degree: A minimum score of 550 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 80 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 58 on the Pearson Test of English Academic Score Report.
2. A minimum grade of Level 3 on the ACT COMPASS's English as a Second Language Placement Test;
3. A minimum grade of Pre-1 on the Eiken English Proficiency Exam;
4. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;
5. A transcript indicating completion of at least 30 semester credit hours with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English. A "B" or higher is required for master's degree, first professional degree, or professional doctoral degree.
6. A diploma of completion of the Certificate in English as a Second Language program from Olivet University or passing the Olivet Language Studies Proficiency Test (OLSPT) in English with scores at or above: total score 75, writing score 7, speaking score 18.

- B. Transcripts not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

7. Statement of Faith – Applicants must sign Olivet University's Statement of Faith.

8. Application Fee – Applicants must submit a \$75.00 non-refundable application fee.

***Applicants for the D.Min. program must have the following three prerequisites:***

1. Applicant must possess a Master of Divinity degree from an accredited seminary requiring 90 or more semester credit hours (135 quarter credit hours) on the graduate level. Applicants holding graduate degrees not meeting these requirements are subject to credential evaluation and will be required to take additional graduate courses as determined during the admissions process.
2. Applicant must give evidence of ability to do doctoral level work as indicated by a minimum cumulative grade point average of 3.0 (on a 4.0 scale) at the graduate level.
3. Applicant must have a minimum of three years of ministry experience during/after M.Div. studies and be currently involved in a ministry and normally remain in ministry throughout the duration of his or her doctoral program.

## **Student Identity Verification**

Student identity verification is initiated during the admissions process to verify that the admitted student who participates in and completes coursework and assessments is the same student who is awarded credit.

## **Policy for Student Identity Verification in Distance Learning**

The policy for student identity verification applies to all credit-bearing distance education courses and programs offered by Olivet University International, beginning with the application for admission and continuing through to a student's graduation, transfer, or withdrawal from study.

The purpose of this policy is to ensure that Olivet University operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education.

Under HEOA, all credit-bearing courses and programs offered through distance learning methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. One or more of the following methods must be used:

1. A secure login and pass code;
2. Proctored examinations; and/or
3. New or emerging technologies and practices that are effective in verifying student identification.

## **Implemented Practices for Compliance**

### **a. Secured Electronic Identification System**

Olivet University International verifies the online identity of all students through a secured electronic identification system. All students who participate in distance education for credit must be admitted to the University through the regular campus admissions process. The admitted student is issued a student identification number and directed to create an electronic identification, which consists of a login ID and password.

The login ID must be unique and the password must adhere to certain security rules, including periodic changes. Password information is kept confidential and is not accessible by anyone, including network administrators. Passwords can only be reset but not recovered. A student requesting that their password be reset may be asked to provide two or more pieces of information for comparison with data on file, or to come to the University in person with a photo ID or verification.

The login ID provides access to the University's online learning management system Populi. Populi integrates student database and LMS to ensure appropriate and secure student access to online courses, school email, and other restricted services such as the e-library. Students may also obtain their grades, view their student account expense and balances, and access and update their personal information.

Populi provides instructors access to class rosters that include student photos associated with their name, student identification number and account. The student photo associated with the account is visible throughout the online classroom including the assignment, discussion and message board areas.

All Populi users are responsible for maintaining the security of login IDs and passwords. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or email is prohibited.

## **b. Proctoring**

All for-credit distance education courses at Olivet University International require proctored final examinations. Midterm exams are strongly recommended to be proctored while tests/quizzes should be designed so that proctoring is unnecessary. Olivet University International allows two forms of proctoring:

### ***i) Onsite Proctoring***

Online students may name a person onsite to proctor the exam upon the University's approval. Proctors are required to complete a signed Proctor Agreement Form prior to the first exam being administered.

Olivet University International reserves the right to verify a proctor's identity, require additional proof of eligibility, or require the selection of a different proctor. The proctor should verify the identity of the student based on a photo ID, sign for the student to have undergone a proper exam according to the requirements given in the online classroom, and write a report about anomalies when necessary.

### ***ii) Online Proctoring***

Instructors/faculty may require online students to utilize ProctorU, an online proctoring service that uses a webcam and microphone. The examination would be set up in the ProctorU system by the instructor/faculty accordingly. Students are responsible for any costs associated with using an online proctoring service. Such costs must be brought to the students' attention at the time of registration for the course.

Acceptable forms of photo ID for proctoring:

- Valid U.S. passport book or passport card
- Valid U.S. military photo ID card for active duty, reserve, or retired personnel
- Valid foreign passport
- Valid state-issued Driver License or photo ID

The Information Technology Support Center at Olivet University International consistently researches on the latest and emerging technologies and practices that are effective in verifying student identification. This policy and related practices will be reviewed annually for continued alignment with the appropriate federal regulations and policies and revised as necessary.

## Costs of Attendance, Tuition and Fee

<b>Books and Supplies (Estimated annual costs)</b>	
Undergraduate-level	\$400
M.A.IT	\$400
M.Div	\$400
MBA	\$400
D.Min	\$560
<b>Tuition</b>	
Per undergraduate-level credit	\$242
Per M.A.IT credit	\$373
Per M.Div credit	\$278
Per MBA credit	\$500
Per doctoral-level credit	\$450
Per doctoral-level credit (With WOA Missionary Discount)	\$267
<b>D.Min Colloquium Fees</b>	
Registration Fee	\$100
Housing & Food Fee	\$550
The whole amount of Housing & Food Fee will be paid to the 3rd party through OUI. It can be waived if a student can make arrangements for housing and food by his/her own.	

## Other Fees (Non-Refundable)\*

<b>Admissions Fees</b>	
Application for Admission	\$75
<b>General Fees</b>	

Colloquium Registration Fee	\$600
Transcript Issuance	\$15 per copy
Verification of Attendance and Degree	\$10 per copy
Diploma Replacement	\$30 per copy
Late Payment Fee	\$75
Advanced Standing Examinations	\$20 per exam
Installment Payment Sign-up Fee (3 months)	\$25
Installment Payment Sign-up Fee (4 months or more)	\$50
Installment Late Payment Fee	\$25 per occurrence
Student ID Card	\$15
Expedite Service Fee	\$20
<b>Registration Fees</b>	
Course Audit Fee	\$50 per unit - student or alumni \$75 per unit - Non-OU student or alumni
Late Registration Fee	\$50
Course Add/Drop Fee	\$15 per course
Advanced Deposit for Leave of Absence	\$150 per quarter (\$200 per quarter for D.Min)
Advanced Deposit for Leave of Absence: Students who request a one quarter leave of absence are required to pay a non-refundable \$150 Advanced Deposit for Leave of Absence. The fee will reserve their space for guaranteed enrollment and will be applied directly toward the students' tuition account.	
Continued Leave of Absence Request Fee	\$100 per quarter
Program Extension Fee (D.Min)	\$250 per year
If the student requests and is approved for an extended time limit to complete their program, the student must pay a non-refundable \$250 D.Min Program Extension Fee per year, plus an additional Continuation Fee required for the longer program.	
Transfer Credit Fee	\$80
Audit Fee (D.Min)	\$100 per unit

Audit Fee (All other programs)	\$50 per unit - student or Alumni \$75 per unit - Non-OU student or Alumni
Oral Defense Fee (D.Min)	\$300
<b>Graduation Fees</b>	
Graduation Fee (D.Min)	\$200
Graduation Fee (All other programs)	\$100
Graduation Fee: A non-refundable Graduation Fee is assessed to all students at the University each time a student applies to graduate. It is used to defray the cost of processing candidates for graduation, printing diplomas, and conducting the commencement ceremonies. The Graduation Fee does not cover the cap and gown fees.	

*\*Olivet University International reserves the right to change tuition and fees at any time.*

## Tuition Payment Policy

### Payment Options

Students can make a payment on Populi. Payment may be made using cash, checks, debit or credit cards. Cash is accepted at the cashier on the first floor of the campus. Checks are accepted either in person at the cashier or by mailing the payment to Attn: Student Finance Office, Olivet University International, 36401 Tripp Flats Rd. Anza, CA 92539.

All checks need to be in US currency and should be made payable to Olivet University International. Please include the student name and ID on the check. Debit/Credit card payment can be made online at the student account on Populi (convenience fee applies). The payment for the tuition is due at the beginning of each quarter by the date announced by the school. Students have an option to pay in full or apply for an installment payment plan.

### Installment Payment Plan

Olivet wants to help students budget for the cost of their education cost by offering them an equal and interest-free installment payment option. Payment plans available are a three-month plan (for fall, winter and spring) or two-month plan (for summer). A \$25 fee will be charged during sign-up for an installment payment plan. If a student fails to pay the first installment, he or she will be terminated from the installment plan and the remaining balance will be due immediately.

### Delinquent Accounts

All financial obligations are to be paid on or before the due date and an account is considered delinquent the day after the financial obligation is due. It is the student's responsibility to keep his/her account current. If accounts are delinquent, the following fees or restrictions will be applied:

- A late payment fee of \$75 charged.
- Restricted from registering for the subsequent quarter.
- Grade will not be released.
- Transcript and other official school documents will not be issued
- Degree will not be awarded.

## Student Account Disputes

All disputes concerning student accounts should be directed to the Business Office. Contact staff by calling (+1) 951 763 0500 or email [studentfinance@international.olivetuniversity.edu](mailto:studentfinance@international.olivetuniversity.edu).

## Cancellation and Refund Policy

### Student's Right to Cancel

A student who cancels the enrollment agreement within seven days (until midnight of the seventh day excluding Saturdays, Sundays, and legal holidays) after signing the agreement will receive a refund of all monies paid except the non-refundable application fee. A student who cancels after seven days but prior to the student's first lesson and materials are received will receive a refund of all monies paid except for the nonrefundable application fee. All requests for cancellation by the Student must be through verified email to [registrar@international.olivetuniversity.edu](mailto:registrar@international.olivetuniversity.edu) or in writing to the Registrar, Olivet University International, 36401 Tripp Flats Rd. Anza, CA 92539. Cancellation is effective on the date written notice of cancellation is sent. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

### Refund Policy:

Students officially withdrawing or leaving from Olivet University International may receive a partial or full refund of tuition. Regardless, a \$15 drop fee will be applied per course drop. All other fees are nonrefundable. Refunds will be based on the total charge incurred by the student at the time of withdrawal or leave, not the amount the student has actually paid. Students must complete a Student Withdrawal Form or Leave of Absence Form and submit it to the Registrar's office. The effective date is the date that the student files the form. Refunds will be made within 30 calendar days of the notification of an official withdrawal or leave of absence.

### Refund Calculation:

100 percent Refund – Withdrawal or Leave of Absence Form received before end of week 1 of the academic term.

Partial Refund\*- Withdrawal or Leave of Absence Form received after end of week 1 of the quarter and prior to the end of week 5. Partial refund is calculated by dividing the number of calendar days enrolled in the term by the number of total days of instruction in the term. The result will be the portion of tuition charged that will not be refunded.



No Refund - Withdrawal or Leave of Absence Form received after completion of 50 percent of course length.

Colloquium Fees Refund - Some of the courses in the Doctoral of Ministry program have a short in-residence component called Doctoral Colloquium. Charges related to the Colloquium include a one-time registration fee of \$100 , and \$550 for housing and food . A student can receive 100 percent refund of the registration fee if he/she cancels the colloquium before completing the first session of the colloquium. There will be no refund for the registration fee if the student cancels the colloquium after completing the first session. The \$550 housing and food fee can be refunded 100% if a student cancels at least 30 days before the colloquium starts. There will be no refund for the food and housing fee if a student cancels within 30 days before the colloquium starts or after the colloquium starts.

Table of Academic Term Lengths for Refund Calculations

	Weeks of Instruction	Days of Instruction (For Refund Calculations)
<b>Fall, Winter, Spring Terms</b>	10	70
<b>Summer Term</b>	8	56
<b>Doctoral Year Term</b>	36	252

**Sample Student Refund Calculation 1: Undergraduate Studies**

*In 2018 the Academic Calendar on the university website lists September 20 (Thursday) as the first day of classes in the Fall quarter. An undergraduate student submits the notification to drop a course on October 2 (Withdrawal or Leave of Absence Form) to the registrar via email. The course was dropped past September 27, the "Last day to add/drop courses without charge" as published in the Academic Calendar. October 2 is the 13th calendar day of the term. The term length of the Fall term for the purpose of refund calculations is 70 days.*

- $1 - (13 / 70) = 81.43\%$
- 81.43% of \$968 (for 4 credits @ \$242 per credit) paid = \$788.24
- Drop fee of \$15 per course x 1 course = (\$15)
- TOTAL REFUND DUE TO STUDENT = \$773.24

**Sample Student Refund Calculation 2: Master of Divinity**

*In 2018 the Academic Calendar on the university website lists July 2 (Monday) as the first day of classes in the Summer quarter. A Master of Divinity student submits a notification to drop two course on July 29 (Withdrawal or Leave of Absence Form) to the registrar via email. The course was dropped on the 28th calendar day and past the July 6 "Last day to add/drop courses without charge" as published in the Academic Calendar. The total term length is 56 days for the purpose of calculating tuition refunds.*

- $1 - (28 / 56) = 50\%$
- 50% of \$2,224 (for 8 credits @ \$278 per credit) paid = \$1,112.00
- Drop fee of \$15 per course x 2 courses = (\$30)
- TOTAL REFUND DUE TO STUDENT = \$1,082.00

*If the same student would have submitted the drop request on July 30, the course would not have been possible to drop anymore. No refund would have been granted and no drop fee would have applied.*

### **Sample Student Refund Calculation 3: Master of Information Technology**

*In 2018 the Academic Calendar on the university website lists July 2 (Monday) as the first day of classes in the Summer quarter. A Master of Information Technology student submits a notification to drop two course on July 29 (Withdrawal or Leave of Absence Form) to the registrar via email. The course was dropped on the 28th calendar day and past the July 6 "Last day to add/drop courses without charge" as published in the Academic Calendar. The total term length is 56 days for the purpose of calculating tuition refunds.*

- $1 - (28 / 56) = 50\%$
- 50% of \$2,984 (for 8 credits @ \$373 per credit) paid = \$1,492.00
- Drop fee of \$15 per course x 2 courses = (\$30)
- TOTAL REFUND DUE TO STUDENT = \$1,462.00

*If the same student would have submitted the drop request on July 30, the course would not have been possible to drop anymore. No refund would have been granted and no drop fee would have applied.*

### **Sample Student Refund Calculation 4: Master of Business Administration**

*In 2018 the Academic Calendar on the university website lists July 2 (Monday) as the first day of classes in the Summer quarter. A Master of Business Administration student submits a notification to drop two course on July 29 (Withdrawal or Leave of Absence Form) to the registrar via email. The course was dropped on the 28th calendar day and past the July 6 "Last day to add/drop courses without charge" as published in the Academic Calendar. The total term length is 56 days for the purpose of calculating tuition refunds.*

- $1 - (28 / 56) = 50\%$

- 50% of \$4,000 (for 8 credits @ \$500 per credit) paid = \$2,000.00
- Drop fee of \$15 per course x 2 courses = (\$30)
- TOTAL REFUND DUE TO STUDENT = \$1,970.00

*If the same student would have submitted the drop request on July 30, the course would not have been possible to drop anymore. No refund would have been granted and no drop fee would have applied.*

**Sample Student Refund Calculation 5: Doctor of Ministry (Non WOA Missionaries)**

*In 2018 the Academic Calendar on the university website lists September 20 (Thursday) as the first day of classes in the Fall quarter. A Doctor of Ministry (Non WOA missionaries) student submits a notification to drop 5 courses on October 7 (Withdrawal or Leave of Absence Form) to the registrar via email, the 18th calendar day of the term. The course was dropped past September 27, the "Last day to add/drop courses without charge" as published in the Academic Calendar. Since it's the first year of the student's doctoral study, the student needs to attend the Doctoral Colloquium. At the time the courses were dropped, the Doctoral Colloquium did not begin yet, but it was within 30 days before the colloquium began, and the student had already paid the colloquium fees. The total term length is 252 days for the purpose of calculating tuition refunds.*

- $1 - (18 \text{ calendar days} / 252 \text{ term days}) = 92.86\%$
- Tuition paid: \$4,950 (for 11 credits @ \$450 per credit)
  - $92.86\% = \$4,596.57 \text{ refund}$
- Colloquium Registration Fee paid: \$100 = \$100 refund
- Colloquium Housing and Food Fee paid: \$550 = \$0 refund
- Drop fee of \$15 per course x 5 course = (\$75)
- TOTAL REFUND DUE TO STUDENT = \$4,621.57

*If the same student would have dropped the courses above on November 6, 2018, the second day of classes at the colloquium and the 48th calendar day of the term, the refund calculation would have been as follows:*

- $1 - (48 \text{ calendar days} / 252 \text{ term days}) = 80.95\%$
- Tuition paid: \$4,950 (for 11 credits @ \$450 per credit)
  - $80.95\% = \$4007.03 \text{ refund}$
- Colloquium Registration Fee paid: \$100 = \$0 refund
- Colloquium Housing and Food Fee paid: \$550 = \$0 refund

- Drop fee of \$15 per course x 5 course = (\$75)
- TOTAL REFUND DUE TO STUDENT = \$3,932.03

### **Sample Student Refund Calculation 6: Doctor of Ministry (WOA Missionaries)**

*In 2018 the Academic Calendar on the university website lists September 20 (Thursday) as the first day of classes in the Fall quarter. A Doctor of Ministry (WOA missionaries) student submits a notification to drop 5 courses on October 7 (Withdrawal or Leave of Absence Form) to the registrar via email, the 18th calendar day of the term. The course was dropped past September 27, the "Last day to add/drop courses without charge" as published in the Academic Calendar. Since it's the first year of the student's doctoral study, the student needs to attend the Doctoral Colloquium. At the time the courses were dropped, the doctoral colloquium did not begin yet, but it was within 30 days before the colloquium began, and the student had already paid the colloquium fees. The total term length is 252 days for the purpose of calculating tuition refunds.*

- $1 - (18 \text{ calendar days} / 252 \text{ term days}) = 92.86\%$
- Tuition paid: \$2,933.37 (for 11 credits @ \$266.67 per credit)
  - $92.86\% = \$2,723.93 \text{ refund}$
- Colloquium Registration Fee paid: \$100 = \$100 refund
- Colloquium Housing and Food Fee paid: \$550 = \$0 refund
- Drop fee of \$15 per course x 5 course = (\$75)
- TOTAL REFUND DUE TO STUDENT = \$2,748.93

*If the same student would have dropped the courses above on November 6, 2018, the second day of classes at the colloquium and the 48th calendar day of the term, the refund calculation would have been as follows:*

- $1 - (48 \text{ calendar days} / 252 \text{ term days}) = 80.95\%$
- Tuition paid: \$2,933.37 (for 11 credits @ \$266.67 per credit)
  - $80.95\% = \$2,374.56 \text{ refund}$
- Colloquium Registration Fee paid: \$100 = \$0 refund
- Colloquium Housing and Food Fee paid: \$550 = \$0 refund
- Drop fee of \$15 per course x 5 course = (\$75)
- TOTAL REFUND DUE TO STUDENT = \$2,399.56

## **Loans**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Educational and related fees are generally non-dischargeable in bankruptcy and will survive after the bankruptcy has closed. Except in certain limited situations, this means that a student will still owe the debt to the university after the bankruptcy.

Presently, Olivet University International does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has 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 (11 U.S.C. Sec. 1101 et seq.)

## **California Student Tuition Recovery Fund**

Students must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following conditions apply:

A student in an education program, who is a California resident, or is enrolled in a residency program, and prepay all or part of their tuition either by cash, guaranteed student loans, or personal loans, and Student whose total charges are paid by a third party such as an employer, government program or other payer, and who has no separate agreement to repay the third party. Students may be eligible for STRF if they 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 any of the following:

The school closed before course of instruction was completed.

The school's failure to pay refund or charges on behalf of the student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

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. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

## **Transfer Students**

### **General Policy**

A transfer student is defined as any student who has previously matriculated as a degree candidate at another institution and has earned or is earning college-level academic credit at the undergraduate/graduate level.

Students applying for transfer to Olivet University International must follow the admission procedures. Official college transcripts from all schools attended must be sent directly from the previously attended college(s) to:

Olivet University International  
Attn: Admissions  
36401 Tripp Flats Rd.  
Anza, CA 92539

Coursework transferred or accepted for credit toward any OUI degree must be relevant to the degree program, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in this university's own degree programs. In assessing and documenting equivalent learning and qualified faculty, OUI personnel consult official institutional catalogs and employ recognized guides which aid in the evaluation for credit.

Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and the National Association of Foreign Student Affairs, or such services as are provided by AACRAO or the World Education Services (WES). OUI accepts transfer credit from other accredited educational institutions subject to the following general criteria:

### **Undergraduate Criteria**

- A minimum grade of "C"(or equivalent); courses graded "pass/fail" are not transferred unless it is stipulated on the transcript that a "pass" required a grade of "C" (2.0) or above;
- Credit is applicable to the OU program of study in which the student intends to enroll.

### **Graduate Criteria**

- A minimum grade of "B"(or equivalent); courses graded "pass/fail" are not transferred unless it is stipulated on the transcript that a "pass" required a grade of "B" (3.0) or above;
- Credit is applicable to the OU program of study in which the student intends to enroll.

In order to assist students with curricular planning, the transfer evaluation process must be completed as soon as possible. After enrollment at the university, courses taken at another institution are evaluated for transfer by the Registrar's Office.

Transfer courses are evaluated in the Office of Admissions for acceptance of core curriculum requirements and general elective credit. Transfer credits applied toward major requirements are determined in consultation with the appropriate academic divisions.

### **Doctor of Ministry Criteria**

Zinzendorf School of Doctoral Studies (ZSDS) may permit the transfer of up to 6 hours of credit into its D.Min. program, subject to certain stipulations. First, the credit must have been earned in another recognized/accredited doctoral program. Second, the credit must have been earned for courses that are equivalent to courses in ZSDS's curriculum. Transfer of credit is not automatic, but must be approved by the Registrar and the Doctoral Council.

## Specific Policies

Transfer credit is awarded based on specific requirements:

### Undergraduate

- Credit must be awarded from an official college or university transcript, from an official Advanced Placement or International Baccalaureate test score report, or from an official document considered equivalent to a transcript by the Registrar.
- Courses taken in a college or university in a continuing education or extension program must be applicable toward the degree being pursued by full-time students at that institution.
- Only equivalent level course work will be accepted toward their respective degrees.
- The maximum credit transferrable from another institution at the undergraduate level is: 135 quarter hours.
- A student who fails to finish by his/her anticipated graduation date may transfer credits necessary to graduate for up to two years afterwards. After two years, the student will be withdrawn automatically from the university, but may petition the Academic Council for permission to complete the degree.
- Previously awarded transfer credit will be deducted if coursework is repeated.
- Developmental courses that are similar in content to credit earning courses at Olivet University International will be accepted; however, those courses that are not applied toward a degree at the transferring institution will not be accepted.
- No transfer credit is granted for Certificate programs.
- Olivet University International has not entered into an articulation or transfer agreement with any other college or university.
- Transfer students with an earned baccalaureate degree from CHEA- or USDE-recognized accredited institutions normally will have the core curriculum requirements for the undergraduate program waived.
- Courses that are over 10 years old are not transferred directly to Olivet University International unless the courses are part of a baccalaureate or associate degree. However, credits that are over 10 years old may be validated by the student's successful completion ("C" or better) of recent upper level college course in the discipline.
- Students seeking to transfer credit from institutions outside the United States and Canada are subject to having their transcripts reviewed by a credentials evaluation service as a guide for transfer credit evaluation (see "Transfer Students - Specific Policies" section of this Catalog or more information).

### Graduate

- Credit must be awarded from an official college or university transcript or from an official document considered equivalent to a transcript by the Registrar.
- Courses taken in a college or university in a continuing education or extension program must be applicable toward the MA degree being pursued by full-time students at that institution.
- The maximum credit transferrable from another institution at the graduate level is :

- 50% for the Master of Divinity program, or 68 quarter hours.
- 50% for the Master of Arts and Master of Business Administration program, or 28 quarter hours.
- Only equivalent level graduate course work will be accepted toward their respective degrees.
- A student who fails to finish by his/her anticipated graduation date may transfer credits necessary to graduate for up to two years afterwards. After two years, the student will be withdrawn automatically from the university, but may petition the Academic Council for permission to complete the degree.
- Previously awarded transfer credit will be deducted if coursework is repeated.
- Developmental courses that are similar in content to credit earning courses at Olivet University will be accepted; however, those courses that are not applied toward a degree at the transferring institution will not be accepted.
- No transfer credit is granted for Certificate programs.
- Olivet University International does not award credit for experiential education.
- Olivet University International has not entered into an articulation or transfer agreement with any other college or university.
- Students seeking to transfer credit from institutions outside the United States and Canada are subject to having their transcripts reviewed by a credentials evaluation service as a guide for transfer credit evaluation (see “Transfer Students - Specific Policies” section of this Catalog for more information).

Olivet University International reserves the right to notify applicants that they must have their non U.S. academic transcripts evaluated by an academic transcript evaluating agency using a course-by-course report. Olivet prefers that transcripts be evaluated by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). In such cases, credit and placement decisions are based on recommendations of AACRAO. (Credentials evaluation reports are the financial responsibility of the applicant.)

### **Transfer Grades**

- A student’s grade point average at Olivet University International is based only on courses completed at this institution. The Olivet University International grade point average is used to determine academic standing and graduation.
- Transfer grade equivalents will be determined and recorded with the student’s transfer credit. Credit will be awarded for courses in which a “C” or higher was earned. Grades of “F” are included in the calculation of the transfer grade point average.
- Transfer grades and grade point averages are assigned on the basis of the Olivet University International grading policy. For courses taken at institutions that use combined grades (e.g., “AB”), the lower grade will be used.
- Courses taken at institutions that use a grading system not comparable to the Olivet University International grading system will be evaluated with the transfer grade equivalents of Pass or Not Pass. “Withdraw failing” grades are calculated in a student’s transfer grade point average as “F” grades.
- When fractions are accumulated and awarded as general electives, grade points are accumulated in similar fashion. For example, a student who took one four quarter hour course with an “A” and two four quarter hour courses with a “B” would receive general elective credit (to compensate for fractions) for two credit hours and six grade points.



## Credit Hour Equivalencies

- The credit hour minimums are based on courses from quarter calendar institutions. If a course at another institution is offered for fewer credit hours than an equivalent course at Olivet University International, the student will be given transfer credit for the equivalent course at Olivet University International but only for the number of credit hours earned at the other institution. In such cases, the student may need to take an additional course to fulfill credit hour requirements.
- When semester credit is converted to quarter hour equivalents, a conversion factor of two-thirds is used. When conversions result in fractions, credit granted per course is reduced to the nearest whole number. Fractions are accumulated and reduced to the nearest whole number, and general elective credit is awarded for that total.

## Transfer Admissions Requirements

### Undergraduate

#### Lower division Transfer Admission Requirements

Lower division transfer is for transfer applicants who meet the following eligibility standards:

- Meet freshman admission requirements
- Good standing at the last college or university attended
- Fewer than 135 quarter or 90 semester units in college or university transferable units
- Overall grade point average of 2.0 (C) or better in all transferable units attempted

**NOTE:** An applicant with less than 45 quarter hours completed at their previous college or university may be required to submit a high school transcript. Olivet University International evaluates each applicant's academic performance and history as well as the subjective application materials.

#### Upper Division Admission Requirements

Upper division transfer is for transfer applicants who meet the following eligibility standards:

- Meet freshman admission requirements
- Good standing at the last college or university attended
- 135 units or more quarter units (90 semester units) in college or university transferable units
- Have completed at least 45 quarter (30 semester) units of general education courses, graded C or better in each course.  
Recommended components:
  - 1 course of 4 quarter (3 semester) units in written communication

- 1 course of 4 quarter (3 semester) units in oral communication
  - 1 course of 4 quarter (3 semester) units in information literacy
  - 1 course of 4 quarter (3 semester) units in mathematics/quantitative reasoning (above the level of intermediate algebra.)
- Overall grade point average of 2.0 (C) or better in all transferable units attempted

**NOTE:** Olivet University International also evaluates each applicant's academic performance and history as well as the subjective application materials.

### **Graduate**

Transfer credits may be accepted no more than 68 quarter hours for the M.Div program and 28 quarter hours for the MA or MBA programs (or the equivalent awarded by another recognized institution). Transfer is for applicants who meet the following eligibility standards:

- Meet admission requirements
- Good standing at the last college or university attended
- Overall grade point average of 3.0 (B) or better in all transferable units attempted.

### **Fees for Transfer Credit**

Fees for Transfer credit are assessed based on per institution and per transfer credit application basis (instead of per-unit). A non-refundable \$80 assessment fee is due once per institution and per transfer credit application.

### **Advanced Placement (AP) and International Baccalaureate (IB) Exams**

Students are granted one full course credit (4 quarter units) for any Advanced Placement (AP) or International Baccalaureate (IB) Higher Level Exam on which an appropriate score has been earned (for AP, a score of 4 or 5; for IB, a score of 6 or 7), within transfer limits for each degree level. (Other equivalent exams, such as the Swiss matura or the British A-levels, are also available for one course credit, when completed with an equivalent score). Credit is not granted for exams that duplicate each other, such as AP and IB English Literature.

AP and IB credit is treated like transfer credit. AP credit will be recorded as "Pass" on Olivet University International grade reports and transcripts. Transfer students wishing to receive course credit for AP exams must request AP transcripts be sent to Olivet University International, or submit official college transcripts that clearly indicate the AP subject for which the student was awarded credit by the transferring institution.

## Instances of Fraud

Anyone found to have been admitted to Olivet University International on the basis of false information will be immediately dismissed and will forfeit all financial payments made and academic credits accumulated during all periods of enrollment following that admission.

## CHAPTER 3: SCHOLARSHIP AND FINANCIAL ASSISTANCE

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Financial aid at Olivet University International begins with the commitment of the affiliated ministries to quality education. Gifts from the affiliated ministries and faithful individuals provide major funding for the financial assistance. The University Financial Aid serves as a tool to meet enrollment goals of the University and attract students who would contribute to His Kingdom and the diverse student population. The goal of the financial aid is to remove financial barriers in order to maintain access for qualified students.

The University does not yet offer scholarships from Federal or State Financial Aid Programs including Title IV at this time. However, various assistance programs are offered by the University and its affiliate ministries. All aid granted is based on the availability of funds.

### Application Process and Forms

The scholarship application forms are available on Populi. Updated financial aid information and application forms is made available at least 60 days prior to deadline. Specific instructions and eligibility information are included on the page of financial aid program on Populi. Please contact any application questions to the Financial Aid Office by calling at 951 763 0500 or [finaid@international.olivetuniversity.edu](mailto:finaid@international.olivetuniversity.edu). Please contact Financial Aid Office immediately upon any decision to cancel an application after it has been submitted.

Financial aid recipients are notified by email regarding award status at least 21 days prior to the payment deadline. All aid recipients are required to draft a personal "Thank You" letter addressed to the affiliated ministries or fund donors. Students and donors alike have greatly benefited from the fellowship and joy generated through this unique element of the Financial Aid Program.

Financial Aid Program recipients who register as full-time students and then withdraw to part-time hours, or withdraw from active enrollment, must relinquish all scholarship funds and bear responsibility for full payment of all tuition charges.

### Deadlines

Students may apply for the scholarship by submitting the Financial Aid Application form by the deadline. Form should be submitted by August 30 for the fall quarter, December 30 for the winter quarter and April 3, 2019 for the spring quarter.

## **International Student Scholarship**

This fund was established in 2009, with preference towards those demonstrating exceptional academic and/or leadership abilities. Scholarship is awarded on the basis of the applicant's spiritual maturity, academic excellence, ministry potential, financial need and mission of Olivet University International.

Financial aid for international students is distributed in the form of tuition scholarships and maximum allowance covers 100 percent tuition. It is renewable each year for the duration of the program. However this is dependent upon continuing financial need, satisfactory academic progress and availability of funds.

### **Eligibility for Scholarship**

- Be accepted into an Olivet's degree program according to admissions requirements
- Be enrolled as a full time

### **Conditions for renewal**

- Scholarship recipients must be committed to full-time enrollment
- Scholarship recipients must maintain at least a 3.3 GPA to qualify for continued receipt of scholarship
- Scholarship recipients must abide by all the rules and policies set by the University
- Students must be active local church members and evidence commitment to the church as active body of Christ.

## **Missionary Scholarship**

This fund was established for Olivet University International students, with preference towards those students with lifelong missionary service. Students with exceptional full-time missionary service backgrounds in WOA churches are eligible to apply for missionary scholarship, the maximum allowance which covers tuition for each academic year. Scholarship recipients must evidence commitment to the WOA churches and maintain good academic standing and a GPA of 3.0 or higher throughout their course of study in order to maintain their award each quarter.

### **Award**

Financial aid for international students is distributed in the form of tuition scholarships and maximum allowance covers 100 percent tuition. It is renewable each year for the duration of the program.

### **Conditions for renewal**

- Scholarship recipients must be committed to full-time enrollment

- Scholarship recipients must maintain at least a 3.0 GPA to qualify for continued receipt of scholarship
- Scholarship recipients must abide by all the rules and policies set by the University
- Students must be active WOA missionary and evidence commitment to the church as active body of Christ.\*

\*Missionary scholarship applicants can meet this criteria by

1. Holding Membership in World Olivet Assembly (WOA)

- Providing membership certificate of (OA Regional or national assembly, OR or fellowship chapter) and maintain membership throughout course of study)

2. Provide evidence of active missionary or leadership service

- Letter of reference from employing / supporting church/fellowship

3. Continued missionary service throughout the course of study

- Sign an MOU (Memorandum of Understanding) between student and church/ministry to serve a minimum of three (3) years in ministry service.

## Ministry Scholarships

Students can apply for scholarships among affiliated ministries of Olivet University International. Scholarships offered can cover up to 50% of the tuition for full-time study, depending on the student's relationship with the ministry. This scholarship is awarded on a quarter basis. Student must enroll full time to receive their scholarship and achieve a GPA of 3.3 or above and demonstrate his/her ministry involvement.

### Eligibility for Scholarship

- Be accepted into an Olivet's degree program according to admissions requirements
- Be enrolled as full-time
- Be involved in ministry

### State or Financial Aid

OUI does not participate in any State-funded financial assistance programs.

OUI does not participate in any Federally-funded financial assistance programs.

### Contact Information

All inquiries regarding financial assistance should be made through the Financial Aid Office.

Office hours : 8:00am - 5:00pm, Mon-Fri  
Phone: 951 763 0500  
Email: finaid@international.olivetuniversity.edu

## CHAPTER 4: ACADEMIC REGULATIONS

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**Our educational offerings are delivered 100% through distance education.** (\*The Doctor of Ministry program has additional in-person requirements.)

### Credit Hour

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than –

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately ten weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”

This definition, which defines the credit hour numerically, is to be used as a baseline for decisions about various types of programs by faculty, who remain responsible for setting course requirements that are compliant in this area.

### Bachelor of Arts Degree Requirements

Undergraduate students at Olivet University International must fulfill the following Bachelor of Arts degree requirements for graduation:

1. Complete a minimum of 180 quarter credits.
2. Complete the Bachelor of Arts degree Core Requirements.
3. Complete a major. (Students are subject to the major requirements of the Catalog of the year in which they entered.)
4. Receive a passing mark for all Christian Service and Chapel requirements;
5. Maintain a 2.00 (C) grade point average in all Olivet University International work and a 2.00 (C) in all major course work attempted.
6. Complete all degree requirements within the 7-year time limit.
7. Satisfy all financial responsibilities to the university.

## Master of Divinity Degree Requirements

In order to graduate with a Master of Divinity degree from Olivet University International, the student must:

1. Pass a total of 136 quarter credits;
2. Maintain a GPA of 3.0 (B average) or above;
3. Complete all degree requirements within the time limit, unless extenuating circumstances exist;
4. Receive a passing mark for all Christian Service and Chapel requirements;
5. Demonstrate proficiency in Bible, theology and history knowledge with by completing the ABHE Bible Test J in the top 40th percentile of all nationwide participants.
6. Satisfy all financial responsibilities of the university.

Students are subject to the Master of Divinity degree requirements of the catalog of the year in which they entered.

## Master of Business Administration Degree Requirements

Graduate students at Olivet University must fulfill the following Master's degree requirements for graduation:

1. Demonstrate proficiency in Bible knowledge with a passing score on the written comprehensive examination in the area of Bible knowledge or required coursework (THEO200 and THEO211) in Bible and theology.
2. Pass a total of 56 quarter hours: 48 quarter hours of professional studies, and at least 8 quarter hours of open electives.
3. Maintain a 3.00 (B grade point average) in all Olivet University work.
4. Receive a passing mark for all Christian Service and Chapel requirements.
5. Satisfactorily complete the capstone project final paper.
6. Complete all degree requirements within the 5-year time limit.
7. Satisfy all financial responsibilities to the university.

## Master of Arts in Information Technology Degree Requirements

Students are subject to the Master of Information Technology degree requirements of the Catalog of the year in which they entered.

Graduate students at Olivet University must fulfill the following Master's degree requirements for graduation:

1. Demonstrate proficiency in Bible knowledge with a passing score on the written comprehensive examination in the area of Bible knowledge or required coursework (THEO200 and THEO211) in Bible and theology.
2. Pass a total of 56 quarter hours: 48 quarter hours of professional studies, and at least 8 quarter hours of open electives.
3. Maintain a 3.00 (B grade point average) in all Olivet University work.
4. Receive a passing mark for all Christian Service and Chapel requirements.
5. Satisfactorily complete the capstone project final paper.
6. Complete all degree requirements within the 5-year time limit.
7. Satisfy all financial responsibilities to the university.

Students are subject to the Master of Information Technology degree requirements of the Catalog of the year in which they entered.

## Doctor of Ministry Degree Requirements

Olivet University will confer the Doctor of Ministry degree on students who have met the requirements for graduation as outlined in the Doctor of Ministry Program Handbook, have been recommended by the Doctoral Committee, and are approved by the Board of Trustees.

To graduate, the participant:

1. Must satisfactorily complete 45 quarter credits of doctoral work
2. Must maintain a cumulative grade point average of 3.0.
3. Must be in good standing with all bills paid.
4. Must complete a Graduation Application Form by the deadline.
5. Must receive approval to graduate after passing an Oral Examination administered by the Doctoral Committee.
6. Must have attended the annual colloquia, unless otherwise excused by the Doctoral Council.
7. Must complete all degree requirements within the 6-year time limit, unless explicitly extended upon application to the Doctoral Council. A "continuation fee" would be required.

## CHAPTER 5: UNDERGRADUATE PROGRAMS

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In order to successfully complete a Bachelor of Arts degree from Olivet University International students need to complete the Bachelor of Arts Degree Core consisting of a distribution of courses from the liberal arts and sciences including required biblical, textual, and historical studies called General Education and Bible; a group of required theological, professional courses called Theological Studies Core; and required classes in Chapel and Christian Service. These requirements apply to all major, while differences in the required choices from the General Education section may vary based on pre-requisite courses for the major.

Each student is free to choose a major at the beginning of his or her program of study and change this major till the end of Spring quarter of the sophomore year. While a change in major potentially always causes a delay in study effects might be considered minor up to this point. Major changes later in the program are discouraged, because of potentially great delays in the course of study.

### Bachelor of Arts Degree Core / General Education

OUI's General Education in liberal arts and sciences requirement emphasizes broad academic learning as a foundation and complement to specialized and professional courses in the student's major field. Math and the sciences go hand in hand with composition and rhetoric, the humanities, and specifically a thorough engagement with the Christian tradition of learning through courses in biblical studies, church history and ethics. The habits of mind developed here allow each student to cultivate a critical and creative intellectual capacity that stays of value long after college, in the pursuit and the fulfillment of their life's purpose.



All Bachelor of Arts students must complete 92 units of General Education and Bible and 16 units of Theological Studies Core as part of their programs of study.

## Olivet’s Core Learning Outcomes

Olivet’s core learning outcomes are learning outcomes expected of every Olivet graduate regardless of program area. They describe core skills and abilities our graduates need to succeed in the professional world, and in a world that demands continuous learning--skills like critical thinking, problem solving, writing, speaking, and the ability to do information research and use technology. Olivet’s curriculums are intentionally developed to foster achievement of these outcomes in all of our students. Each program at Olivet, including Olivet’s graduate and doctoral programs, describe what graduates of their particular programs or program areas will be able to do as a result of learning experiences within their programs. They intentionally flow, and often overlap with core (university-wide) outcomes to some extent. When that is the case, program-specific outcomes typically require the student to demonstrate higher levels of competency in a particular outcome, or performance of the outcome in a context unique to that discipline. The following is a description of Olivet’s core learning outcomes expected of every Olivet graduate regardless of program area.

### Spiritual & Evangelistic Growth (se)

Since Olivet University is a Biblical institution centered on the Gospel of Jesus Christ, our educational outcomes include Spiritual outcomes. Therefore, Olivet will enable students to:

se1:	Develop habits of personal and corporate worship.
se2:	Learn the importance and power of personal and corporate prayer.
se3:	Examine the history of evangelism and the Church and its traditions.
se4:	Understand the power of a personal testimony.
se5:	Learn Scriptures that will help verbally articulate the Christian faith.
se6:	Communicate the Christian message in word and deed.

### Biblical Competence (bc)

Since Olivet University is an institution of higher education training scholars and leaders, our educational outcomes include Academic outcomes. Therefore, Olivet will enable students to demonstrate:

bc1:	A basic understanding of Biblical facts and principles.
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bc2:	An ability to inductively and methodically study Scripture.
bc3:	An understanding of the culture(s) in which the scriptures were written and the importance of context to proper understanding.
bc4:	An overt understanding of the Christian worldview and its juxtaposition to other worldviews.
bc5:	The ability to relate Biblical principles to life situations.

**Academic Excellence (ae)**

Since Olivet University is an institution of higher education training scholars and leaders, our educational outcomes include Academic outcomes. Therefore, Olivet will enable students to:

ae1:	Acquire basic knowledge in a broad base of subjects.
ae2:	Conduct in depth study in areas of special interest or giftedness.
ae3:	Establish patterns of clear and logical thought that recognize the effect of unexamined prepositions.
ae4:	Learn to effectively communicate thoughts and ideas.
ae5:	Develop methods of study and research that lead to lifelong learning.

**Emotional-Social Development (es)**

Since Olivet University is a Christian community with a world mission focus, our educational outcomes include Emotional-Social outcomes. Therefore, Olivet will enable students to:

es1:	Learn to recognize and apply one's unique academic, social, and spiritual gifts.
es2:	Gain an understanding and appreciation of the differences of others.
es3:	Learn to lovingly and effectively communicate with those of differing world views.
es4:	Recognize the importance of self-discipline and service.

**Ministry Impact (mi)**

Since Olivet University is committed to training ministry-bound men and women for Christian mission, especially in the network

generation our educational outcomes include Ministry outcomes. Therefore, Olivet will enable students to:

mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

## Curriculum

**Prerequisites:** Prerequisites are courses that must be completed with a "C" or better prior to registration in a specific course. Students must meet the course prerequisites or otherwise satisfy the instructor of their preparation to take the course. Prerequisites can be waived only at the discretion of the instructor or department offering the course. Pre-requisites to study specific area and course are put at the end of each course name in parentheses. Students should observe the requirement before taking the courses with pre-requisites.

### 1. Required Courses for All Undergraduate Students (60 units)

#### (1) Methods & Foundation Courses (12)

All students must complete the following three General Education required courses:

- COMM130 Speech & Communication (4 units)
- SOCI150 Research & Writing (4 units)
- ANTH320 World Perspectives (4 units)

#### (2) Biblical, Textual and Historical Studies Foundation Courses (32)

All students must complete the following eight required Bible courses:

- BIBL100 Old Testament Survey (4 units)
- BIBL110 New Testament Survey (4 units)
- BIBL120 The Gospels (4 units)
- BIBL240 Romans I (4 units)
- BIBL250 Romans II (4 units) (*Prerequisite: BIBL240*)
- BIBL330 Pentateuch (4 units)
- HIST110 History of Christianity (4 units)
- THEO220 Introduction to Christian Ethics (4 units)

#### (3) Theological Studies Core (16)

All students must complete the following four Theological Studies Core courses:

- THEO100 Introduction to Theology (4 units)
- THEO200 God's Plan of Creation and Redemption I (4 units)
- THEO211 God's Plan of Creation and Redemption II (4 units)
- THEO310 Biblical Apologetics (4 units)

## **2. General Education Electives Distribution (48 units)**

All students must complete a number of General Education courses distributed between the fields of (1) Humanities/Arts, (2) Natural, Information Science, and Mathematics, and (3) Social/Behavioral Science. Courses listed in each area are not exhaustive; other courses may meet category requirements. Therefore, consult with your academic advisor. Acceptable courses for the distribution requirement include general introductory courses within the disciplines represented in the area. Courses that meet the distribution requirement criteria in each area are listed below. Bachelor of Arts students choose 48 quarter hours in total, including two courses from each of the three areas below.

*Note: Individual courses below might be prerequisite for certain major courses.*

### **(1) Humanities/Arts (8 or more units)**

- ENGL120 English Literature & Composition (4 units)
- BIBL211 The Pauline Epistles (4 units)
- ARTH230 Introduction to Arts (4 units)
- MUSC240 Introduction to Music (4 units)
- HIST220 US History & Government (4 units)
- HIST350 World Christian Movement (4 units)
- GREK100 Foreign Language (Greek I) (5 units)
- GREK110 Foreign Language (Greek II) (5 units) (*Prerequisite: GREK100*)

### **(2) Natural, Information Science and Mathematics (8 or more units)**

- MATH100 Calculus 1 (5 units)
- MATH110 Calculus 2 (5 units) (*Prerequisite: MATH100*)
- MATH120 Differential Equations (4 units) (*Prerequisite: MATH110*)
- MATH230 Probability & Statistics (4 units)
- MATH300 Linear Algebra (4 units) (*Prerequisite: MATH110*)

- PHYS130 Calculus-Based Physics 1 (4 units) (*Prerequisite: MATH110*)
- BIOS250 Principles of Biology (4 units)
- ITEC100 Introduction to Information Technology (4 units)

**(3) Social, Behavioral Science (8 or more units)**

- SOCI100 Introduction to Sociology (4 units)
- PSYC280 Introduction to Psychology (4 units)
- ANTH201 Cultural Studies (4 units)
- ECON200 Macroeconomics (4 units)
- ECON310 Microeconomics (4 units)

**3. General Ministry Skills (0 units)**

Bachelor of Arts students are required to pass 6 quarters of PRAC010 College Christian Service and 9 quarters of PRAC011 College Chapel.

*\* Please refer to the Christian Service Program Handbook for more detailed information.*

## Course Descriptions

*Methods & Foundation Courses (Required for all undergraduate programs.)*

**COMM130 Speech & Communication (4)**

Demonstrating professionalism in speech and conduct at the workplace is essential toward building successful working relationships with clients and co-workers. This course provides opportunities for students in internships to develop strong and persuasive oral communication and presentation skills. They will learn how to speak more clearly, confidently and effectively before clients/employers, in meetings, and toward networking purposes. The course will also instruct students on professional mannerisms and behavior. In this course, students develop communication skills in public speaking, small group interaction and interpersonal communication. Emphasis is placed on the fundamental process of developing ideas, the organization of materials, speaker-listener relationships, group dynamics, and techniques of verbal and nonverbal expression.

**SOCI150 Research & Writing (4)**

This course introduces strategies for effective research-based writing, critical thinking and writing skill development and enables students to read, write and think analytically. Helps students develop basic writing skills. The course includes instruction in grammar, punctuation, sentence structure, pre-writing skill, and paragraph development, as well as basic research skills. The ultimate goal is for each student to be able to write a 500- word essay that is understandable, well organized, and written in Standard American English. The following activities are designed to enable the student to achieve the ultimate goal.

**ANTH320 World Perspectives (4)**

An introduction to world affairs in an increasingly complex and interdependent international system. Both the conceptual and practical aspects of problem solving and decision making are examined. With a clear focus on worldview thinking and its importance to understanding the world and one's own place in it this course seeks to equip students with the necessary tools to recognize, identify and critique various worldviews or perspectives on this world.

*Biblical, Textual and Historical Studies Foundation Courses (Required for all undergraduate programs.)*

**BIBL100 Old Testament Survey (4)**

This course is a foundational introduction to the content, background, interpretation, and critical studies of the Old (First) Testament.

**BIBL110 New Testament Survey (4)**

Introductory survey of the New Testament, including the life and ministry of Christ and apostles. The course also introduces students to various texts of the New Testament, to their historical contexts and to several approaches for their interpretation.

**BIBL120 The Gospels (4 units)**

Studying the earthly life of our Lord Jesus Christ, along with the special emphasis of each gospel's portrayal.

**BIBL240 Romans I (4)**

This course is a literary and expository study of the most doctrinal and practical book of the New Testament. BIBL240 is part one of a sequence with BIBL250, four credit hours each, designed to provide students with an in-depth look at the book (the gospel according to Paul) as well as some of the important passages that will be discussed. BIBL240 covers chapters 1 to 8 while BIBL250 deals with chapters 9 to 16.

**BIBL250 Romans II (4 units)**

This course is an expository study of the most doctrinal and practical book of the New Testament. BIBL250 is designed to provide students with an in-depth look at the book (the gospel according to Paul) as well as some of the important passages that will be discussed. BIBL250 deals with chapters 9 to 16.

*Prerequisite: BIBL240*

**BIBL330 Pentateuch (4 units)**

The class will center on the opening 5 books of the Old Testament, the Pentateuch. The class will a survey of the main theories of the formation of the Pentateuch including the Document Hypothesis and of the main themes as encountered in the first five books of the Old Testament.

**HIST110 History of Christianity (4 units)**

History of Christianity is a basic introduction to the history of the Christian church from its founding at Pentecost to the present day. It covers major events, figures and various driving forces from inside and from without the church from the Apostolic Fathers to medieval and modern Christianity.

**THEO220 Introduction to Christian Ethics (4 units)**

The study of ethics seeks to determine whether moral values and obligations are objective or subjective, absolute or relative. It also aims at resolving the problem of the criterion for determining the morally good and morally bad, the morally right and morally

wrong--for example, whether morality is to be judged by consequences or by intrinsic duty. In addition to addressing these issues, the differences between general ethics and Christian ethics will be highlighted. Finally, the course will focus on the application of the biblical principles of Christian ethics to various moral issues, such as abortion, capital punishment, etc. The overarching objective of the course is to make an important contribution to producing mature servants of Christ who love God supremely and who are biblically knowledgeable and culturally aware in their ministry and love for others.

*Theological Studies Core Courses (Required for all undergraduate programs.)*

**THEO100 Introduction to Theology (4)**

Brief overview of the history of theology. Definition and nature of theology. The fourfold sources for theology, emphasizing Scripture. Revelation, natural and special. Theology and philosophy.

**THEO200 God's Plan of Creation and Redemption I (4)**

Survey of the biblical story in its progressive unfolding of the history of redemption against the backdrop of creation and sin. THEO200 is part one of a sequence with THEO211, four credit hours each, designed to acquaint students with the narrative of the Bible, to enhance the students' appreciation of this story as both formative and normative of life. The course focuses on laying and expanding foundations in biblical doctrine preparing their application in various ministry situations. THEO200 focuses on creation and sin while THEO211 on redemption and restoration. Emphasis is placed on the unity of Scripture, God's grand plan and interaction with humanity. Attention is given to the intent of this master narrative and to its eternal significance and present-day relevance.

**THEO211 God's Plan of Creation and Redemption II (4 units)**

Survey of the biblical story in its progressive unfolding of the history of redemption against the backdrop of creation and sin. THEO211 is part two of a sequence with THEO200, four credit hours each, designed to acquaint students with the narrative of the Bible, to enhance the students' appreciation of this story as both formative and normative of life. The course focuses on laying and expanding foundations in biblical doctrine preparing their application in various ministry situations. THEO200 focuses on creation and sin while THEO211 on redemption and restoration. Emphasis is placed on the unity of Scripture, God's grand plan and interaction with humanity. Attention is given to the intent of this master narrative and to its eternal significance and present-day relevance.

**THEO310 Biblical Apologetics (4)**

This course provides a basic introduction to the biblical, theological, historical, and philosophical foundations of Christian apologetics. It explores certain challenges to Christian belief and provides resources for thinking about those concerns.

*Humanities/Arts Distribution*

**ANTH201 Cultural Studies (4)**

Examines Biblical principles and applications that facilitate the planting of churches and church-planting movements, while taking different cultural realities into account. We will spotlight missions of the Jewish community, of Christ, and the churches that followed after Jesus.

**ARTH230 Introduction to Arts (4)**

Students will survey the world of visual arts from medium, theory, historical context, and vocabulary. Through the course, students learn to describe, analyze, interpret, and evaluate a survey of art in its historical, cultural, and social contexts. Projects will be assigned for students to transfer application of thinking components to other experiences/situations. Example: Discuss and write their own artwork and the work of others. Explore problems through technique, and composition in creating and discussing artwork.

**BIBL211 The Pauline Epistles (4)**

This is a course on Paul's conversion, calling, his missionary journeys, and his eventual martyrdom. It will also include in-depth studies on the historical and cultural context of Paul's epistles to the churches. The course will attempt to survey Paul's basic theological teachings, the debates on it, and its contribution to contemporary Christianity.

**ENGL120 English Literature & Composition (4)**

This course offers to students the instruction and practice in exposition and argumentation using reading selections from various types of prose.

**GREK100 Greek I (5)**

An introduction to the Koine Greek language of the New Testament. Emphasis will be placed on acquisition of basic vocabulary, introduction to the grammar, verbal voice, tense, and aspect.

**GREK110 Greek II (5)**

This course is a continuation of Greek I. Special emphasis will be given to the function of case, form, tense, voice, and mood. Some word studies will be done.

*Prerequisite: GREK100*

**HIST220 US History & Government (4)**

A survey of American history from the colonial era to the present. The social, political, cultural, and economic developments of our country are studied.

**HIST350 World Christian Movement (4)**

A study on the expansion of the Christian movement across the world from the time of Christ to the present, and the task yet to be accomplished. This course is a study of spiritual awakenings as manifested in the history of the church, and is designed to give you an introductory overview of the world missionary enterprise. This course surveys the outreach of the Christian movement from apostolic times to the present. Analysis and evaluation of the relationships between the Christian mission and secular and ecclesiastical cultures are included.

**MUSC240 Introduction to Music (4)**

Music appreciation is designed to introduce students to the discipline of music through listening, discussion, and analysis. The



course will provide the student with the knowledge, understanding and appreciation of music through the study of the elements of music; listening to and analysis of representative musical works, and a survey of major music forms and stylistic periods from the middle ages through the present.

*Natural, Information Science and Mathematics Distribution*

**BIOS250 Principles of Biology (4 units)**

An introduction to fundamental biological topics, including cells, energy transduction, genetics, organism structure/function, and ecology.

**ITEC100 Introduction to Information Technology (4 units)**

This course surveys foundational elements of current information technology/systems. Topics include current IT introduction, computers organizations and systems, program language, database management, network concepts, IT personal, legal, ethical and organizational issues, information security, internet & web, ecommerce, ERP, emerging trends, etc.

**MATH100 Calculus 1 (5)**

This course covers single and multi-variable differential calculus, including 3-dimensional geometry and vectors. Applications in science and engineering are emphasized.

**MATH110 Calculus 2 (5)**

This course is a continuation of MATH100, with coverage of single and multi-variable integral calculus and elementary ordinary differential equations. Applications in science and engineering are emphasized.

*Prerequisite: MATH100*

**MATH120 Differential Equations (4)**

This course covers analytic and numerical solutions to differential equations and systems of differential equations, using a variety of techniques. An introduction to classical partial differential equations is also included.

*Prerequisite: MATH110*

**MATH230 Probability & Statistics (4)**

This course addresses fundamental probability and statistical concepts, with emphasis on reasoning under conditions of uncertainty. Major topics include data analysis; modeling, probabilistic models, simulation, random variables and their distributions, hypothesis testing, confidence intervals, and simple linear regression.

**MATH300 Linear Algebra (4)**

This course covers solutions to homogeneous and non-homogeneous systems of Equations with strong emphasis on engineering applications.

*Prerequisite: MATH110*

**PHYS130 Calculus-Based Physics 1 (4)**

This course is designed to promote scientific literacy and to develop the use of scientific modes of thought to solve complex problems. Course content includes classical mechanics, including the laws of motion, conservation of energy, and conservation of

momentum.

*Prerequisite: MATH110.*

*Social, Behavioral Science Distribution Electives*

**ECON200 Macroeconomics (4)**

Introductory course on the basic principles of macroeconomics, including national income accounting, business cycles, income determination, and monetary and fiscal problems and policy.

**ECON310 Microeconomics (4)**

Topics covered include the nature and method of economics and the role of the private and government sectors. Emphasis is placed on the firm, market structures, and resource allocation.

**PSYC280 Introduction to Psychology (4)**

This introductory course will provide students with an overview of the current body of knowledge and methods of the science of psychology. Topics will include the historical foundations of psychology, cognition, emotions, learning, human development, biological bases of behavior, personality, psychological disorders, psychotherapy and behavior change, and social behavior. Emphasis also will be placed on the application of psychology to diverse human endeavors.

**SOCI100 Introduction to Sociology**

This course is to introduce the basic fields of sociology, focusing on issues and the findings of contemporary and classical sociology via lecture, film/video presentations, discussion, and readings from major theories. The study will include topics such as culture, socialization, social institutions, and inequality with an emphasis on contrasting biblical and worldly understanding of social system

*General Ministry Skills*

**PRAC010 College Christian Service (0)**

Weekly involvement in ministry with satisfactory completion of student's self-evaluation form and supervisor's evaluation form, as described in the Christian Service Program Handbook.

**PRAC011 College Chapel (0)**

Chapel participation is required for the entire student community. Attendance will be recorded and a grade of pass or fail will be assigned. A passing grade in Chapel is mandatory for graduation.

## **Bachelor of Arts in Theology**

The Bachelor of Arts in Theology program offers four years of college-level training in critical and applied Biblical and theological studies. Students enrolled in this program will study Scripture in depth, including doctrinal and historical perspectives, and prepare to live out the Biblical calling of theological study with a theoretical and practical background in missions. The Bachelor of Arts in Theology program also features core curriculums in

general studies and professional studies, with opportunities to apply classroom learning in practical ministry environments.

## **Program Goals**

In the context of Olivet's mission, completion of the Bachelor of Arts in Theology program will enable students to:

- Articulate the Biblical basis of mission.
- Outline the history of missions.
- Discuss intelligently various strategies current issues in missions work.
- Defend personal faith in Jesus Christ, drawing on Scriptural truth in light of competing ethical frameworks.
- Gain experience by becoming involved in missions work.

## **Graduation Requirements**

Undergraduate students at OUI must fulfill the following Bachelor's degree requirements for graduation:

- Pass a total of 180 quarter hours: 108 quarter hours of bachelor of art core courses, 44 quarter hours of theology major courses, 28 open electives.
- Maintain a 2.00 (C grade point average) in all OUI work.
- Receive a passing mark for all Christian Service and Chapel requirements.
- Satisfactorily complete a final project and final portfolio.
- Students are subject to the Bachelor of Arts in Theology degree requirements of the catalog of the year in which they entered.
- Satisfy all financial responsibilities to the university.

## **Time Limits**

The Bachelor of Arts degree program usually is completed in four years of fulltime study. All requirements for the degree must be completed within six years of the initial date of enrollment, except under extenuating circumstances. Students who have not completed the requirements within the six years period must apply to the Registrar's Office for a continuation for each year beyond this period, up to a maximum of eight years from the initial date of enrollment.

## **Curriculum**

**Prerequisites:** Prerequisites are courses that must be completed with a "C" or better prior to registration in a specific course. Students must meet the course prerequisites or otherwise satisfy the instructor of their preparation to take the course. Prerequisites can be waived only at the discretion of the instructor or department offering the course. Pre-requisites to study specific area and course are put at the end of each course name in parentheses. Students should observe the requirement before taking the courses with pre-requisites.

### **1. Bachelor of Arts Degree Core (108 units)**

The Bachelor of Arts Degree Core is divided into two sub-areas: (1) General Education and Bible; (2) Theological Studies Core; and (3) General Ministry Skills. See section Bachelor of Arts Degree Core above for details.

1. General Education and Bible (92 units)
2. Theological Studies Core (16 units)
3. General Ministry Skills (0 units)

### **2. Major Courses (44 units)**

All B.A. in Theology students are required to take 44 units of advanced biblical & theological studies courses (300 to 499) as well as introductory to advanced practical theology courses (100 to 499).

- BIBL490 Senior Seminar (4 units) (*Prerequisite: 32 Units 'Biblical, Textual and Historical Studies Core' completed*)
- MINS200 Introduction to Missions (4 units)
- MINS201 Introduction to Business as Mission (4 units)
- MINS300 Evangelism & Discipleship (4 units)
- MINS310 Introduction to Web for Missions (4 units)
- MINS330 Introduction to Teaching and Preaching (4 units)
- MINS380 Spiritual Formation (4 units)
- MINS410 Christian Leadership (4 units)
- MINS430 Church Planting & Development (4 units) (*Prerequisite: completed MINS200 Introduction to Missions*)
- MINS440 Mission Methods & Strategy (4 units) (*Prerequisite: completed MINS200 Introduction to Missions*)
- THEO490 Topics in Theology (4 units) (*Prerequisite: 32 Units 'Biblical, Textual and Historical Studies Core' completed*)

### **3. Open Electives (28 units)**

All B.A. in Theology students are required to take an additional 28 units of open electives. These electives can be chosen from any courses from OUI's undergraduate degree programs. Additional Ministry Practice credits may be applied toward open electives.

## Course Descriptions

### *Theology Major Courses (Required)*

#### **BIBL490 Senior Seminar (4 units)**

Senior seminar utilizes knowledge acquired in prerequisite courses prior to the student taking part in a seminar style course, with a clear focus on reading, understanding, presenting, and discussing the materials. In this class, the students will have to engage independently and under guidance into wrestling with the understanding and interpretation of the texts covered in the seminar. Senior Seminar is a cumulative experience for Bachelor of Theology students

#### **THEO490 Topics in Theology (4 units)**

*Prerequisite: 16 Units 'Theological Studies Core' completed. Permission from the instructor and/or the program director.*

This topics in theology seminar is designed to provide context for reflection and integration of previous theological studies and to further the theological understanding of an important issue facing Christians today. The course consists of a seminar format, including a major paper and oral presentation. Students combine Christian theology, biblical studies, and ethics to examine various ways in which the Christian faith can be lived out today.

#### **MINS200 Introduction to Missions (4 units)**

This course gives an introductory overview of Christian missions. It advances the mission of Olivet New York by equipping students as biblical scholars and leaders, by helping them understand God's call to missions, as well as improving their practical response to the calling. This course will introduce Christian missions in the theological, historical, cultural and strategic perspectives.

#### **MINS201 Introduction to Business as Mission (4 units)**

The purpose of this course is to explore the theological, ethical and missiological issues involved in Business as Mission. The student will read key texts on the topic that explore Business as Mission from a variety of viewpoints, interact with practitioners of Business as Mission, and conduct practical exercises on various aspect of Business as Mission.

#### **MINS300 Evangelism & Discipleship (4 units)**

Evangelism and Discipleship deals with Biblical principles and methodologies of effective evangelism, and instructs the student in the principles, methods and content of disciple-making, fostering continuous growth and maturity in Christian communities. Class also seeks to develop the skills of personal evangelism, and determine strategies for discipleship.

#### **MINS310 Introduction to Web for Missions (4 units)**

*Prerequisite: MINS201 Introduction to Business as Mission*

This course will focus on business as mission using web-based strategies using hands-on labs learning, lectures and guest speakers.

#### **MINS330 Introduction to Teaching and Preaching (4 units)**

*Prerequisite: THEO211 God's Plan of Creation and Redemption II*

Biblical studying and teaching is a divinely ordained way of calling people to repentance and for edifying the people of God. It is communicating God's Word to His people—standing between the world of Scripture and the world of people and speaking the truth of God. This course is an introduction to basic concepts of sermon preparation and presentation. This will be done by studying the

textbook, listening to sermons, writing and preaching the sermon note with actual practice. The student will sharpen both their preparation of sermon and preaching skills.

**MINS380 Spiritual Formation (4 units)**

Spiritual Formation explores the goals and processes of spiritual formation in the life of a Christian. It provides biblical and theological understanding of spirituality and spiritual formation, and examines characteristics of spirituality of the Beatitudes, which is considered as the quintessence of Christian spirituality for the Kingdom of God, and equips students with the classic spiritual disciplines that can contribute to forming such spirituality.

**MINS410 Christian Leadership (4 units)**

This course helps students develop the attitudes, skills and character traits to become empowered Christian leaders in this era. Students may build new patterns of thoughts and actions, based on biblical and theological insights.

**MINS430 Church Planting & Development (4 units)**

*Prerequisite: MINS300 Evangelism & Discipleship*

A course designed to explore the meaning of church growth and to prepare students to lead their churches to grow both numerically and spiritually. The study will focus on church educational tasks and structures and how these can be used to reach people. Emphasis is on the “how to” of implementing the Great Commission in a particular location.

**MINS440 Mission Methods & Strategy (4 units)**

*Prerequisite: MINS200 Introduction to Missions*

*Prerequisite: MINS201 Introduction to Business as Mission*

*Prerequisite: MINS430 Church Planting & Development*

A capstone investigation of how strategy interacts with and guides a Christian ministry within its internal and external environments. Focus is on corporate- and business unit-level strategy, strategy development, strategy implementation, and the overall strategic management process. Topics include organizational mission, vision, goal setting, environmental assessment, and strategic decision making. Techniques such as mission field analysis, SWOT analysis, and ministry analysis are presented. Discussion covers strategic implementation as it relates to ministry structure, mission policy, leadership, and evaluation issues. The ability to “think strategically” and to weigh things from the perspective of the Great Commission in an increasingly globally connected environment is emphasized. A comprehensive study project is to be produced to integrate knowledge and skills gained through previous study.

*Elective Courses*

**MINS302 Media and Business as Mission (4 units)**

*Prerequisite: MINS201 Introduction to Business as Mission*

This course is focused on equipping students with the practical skills for effective ministry in and beyond the ‘network generation.’ This hands-on lab focused course will explore business as mission in the domain of (new) media.

**MINS400 Business as Mission Project (4 units)**

*Prerequisite: 3.3 grade points or better in MINS302*

Business as Mission project development lab class for students, who have proven competence in the field to apply their skills in

creating a summative project.

### **PRAC300 Ministry Internship (4 units)**

Undergraduate students in their third and fourth years of study may participate in an internship involving ministry in a church or specialized ministry organization with an approved Olivet Assembly ministry affiliate for at least 8 hours per week each quarter. Emphasis is placed upon the development of practical ministry skills in the context of today's network generation; the integration of biblical and theological studies with actual ministry; and the importance of theological reflection in this process. Internships can run concurrently with the academic year. The second part of this culminating learning experience provides opportunities to share, examine, and reflect upon internship experiences, and to revisit the theories and practices of the College discipline as they apply in the real world of the interns' specific placement. Interns also will focus on career planning and development. Please refer to the Ministry Practice Handbook for detailed information.

## **Bachelor of Arts in Information Technology**

The Bachelor of Arts in Information Technology degree program is designed to equip ministry-bound men and women with a Biblical postsecondary education that incorporates an understanding of information technology necessary for professional ministry service in a new era of networks.

### **Program Goals**

In the context of OUI's mission, completion of the Bachelor of Arts in Information Technology degree program will provide students with:

- An ability to apply knowledge of computing and mathematics appropriate to the program's student outcomes and to the discipline
- An ability to analyze a problem, and identify and define the computing requirements appropriate to its solution
- An ability to design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs
- An ability to function effectively on teams to accomplish a common goal
- An understanding of professional, ethical, legal, security and social issues and responsibilities
- An ability to communicate effectively with a range of audiences
- An ability to analyze the local and global impact of computing on individuals, organizations, and society
- Recognition of the need for and an ability to engage in continuing professional development
- An ability to use current techniques, skills, and tools necessary for computing practice.
- An ability to use and apply current technical concepts and practices in the core information technologies of human computer interaction, information management, programming, networking, and web systems and technologies.
- An ability to identify and analyze user needs and take them into account in the selection, creation, evaluation, and

administration of computer-based systems.

- An ability to effectively integrate IT-based solutions into the user environment.
- An understanding of best practices and standards and their application.
- An ability to assist in the creation of an effective project plan.
- An ability to value and seek mission-related opportunities for the application of new and developing technologies.

## Graduation Requirements

Undergraduate students at OUI must fulfill the following Bachelor's degree requirements for graduation:

- Pass a total of 184 quarter hours: 108 quarter hours of bachelor of arts core courses, 62 quarter hours of information technology major courses, and 14 units of open electives.
- Maintain a 2.00 (C grade point average) in all OUI work.
- Receive a passing mark for all Christian Service and Chapel requirements.
- Satisfactorily complete a final project and final portfolio.
- Students are subject to the Bachelor of Arts in Information Technology degree requirements of the catalog of the year in which they entered.
- Satisfy all financial responsibilities to the university.

## Time Limits

The Bachelor of Arts degree program usually is completed in four years of fulltime study. All requirements for the degree must be completed within six years of the initial date of enrollment, except under extenuating circumstances. Students who have not completed the requirements within the six years period must apply to the Registrar's Office for a continuation for each year beyond this period, up to a maximum of eight years from the initial date of enrollment.

## Curriculum

**Prerequisites:** Prerequisites are courses that must be completed with a "C" or better prior to registration in a specific course. Students must meet the course prerequisites or otherwise satisfy the instructor of their preparation to take the course. Prerequisites can be waived only at the discretion of the instructor or department offering the course. Pre-requisites to study specific area and course are put at the end of each course name in parentheses. Students should observe the requirement before taking the courses with pre-requisites.

### 1. Bachelor of Arts Degree Core (108 units)



The Bachelor of Arts Degree Core is divided into two sub-areas: (1) General Education and Bible; (2) Theological Studies Core; and (3) General Ministry Skills. A detailed description of the course of study in the Degree Core can be found in the section Bachelor of Arts Degree Core above for in this catalog.

*(1) General Education and Bible (92 units)*

The following five mathematics and science courses are required prerequisites for BAIT major courses.

- · MATH100 Calculus I (5 units)
- · MATH110 Calculus II (5 units) (*Prerequisite: MATH100*)
- · MATH230 Probability & Statistics (4 units)
- · MATH300 Linear Algebra (4 units) (*Prerequisite: MATH110*)
- · PYHS130 Calculus-Based Physics 1 (4 units) (*Prerequisite: MATH110*)

*(2) Theological Studies Core (16 units)*

*(3) General Ministry Skills (0 units)*

**2. Information Technology Major Courses (62 units)**

Students must complete 76 units of information technology major courses, including 54 units required core courses, and 8 units senior project.

**a.) Required Core Courses (54 units)**

Students must complete following required major courses.

- ITEC100 Introduction to Information Technology (4 units)
- ITEC120 Programming Fundamentals and Data Structures (4 units)
- ITEC220 Introduction to Object-Oriented Programming (4 units) (*Prerequisite: ITEC120*)
- ITEC230 Introduction to Operating Systems (4 units) (*Prerequisite: ITEC120*)
- ITEC240 Computer Networking (4 units) (*Prerequisite: ITEC230*)
- ITEC300 Introduction to Database Management Systems (4 units) (*Prerequisite: ITEC120*)
- ITEC310 Website Technologies & Development I (4 units) (*Prerequisite: ITEC120*)
- ITEC320 Software Engineering (4 units) (*Prerequisite: ITEC220*)
- ITEC340/341 Introduction to IOS Programming/ Android Programming (4 units) (*Prerequisite: ITEC220*)
- ITEC350 Human Computer Interaction (4 units) (*Prerequisite: ITEC320*)
- ITEC370 Software Analysis and Design (4 units) (*Prerequisite: ITEC320*)

- ITEC401 Network and Information Security (4 units) (*Prerequisite: ITEC240*)
- ITEC410 Website Technologies & Development II (4 units) (*Prerequisite: ITEC310*)
- ITEC470 Technology and Theology (2 units)

**b.) Senior Project (8 units)**

- ITEC490 IT Senior Project I (2 units) (*Prerequisite: Permission from the program director*)
- ITEC499 IT Senior Project II (6 units) (*Prerequisite: ITEC490 IT Senior Project I*)

Note: Please refer to the Senior Project Handbook for detailed information.

**3. Open Electives (14 units)**

Students are required to complete 14 units open elective courses among the course offerings of OUI and from the list below, depending on availability.

- ITEC140 Practical Unix/Linux (4 units) (*Prerequisites: ITEC120*)
- ITEC330 Principle of Software Development (4 unit) (*Prerequisite: ITEC220*)
- ITEC360 Algorithm Analysis and Design (4 units)
- ITEC420 Introduction to Statistics for Computer Scientist (4 units) (*Prerequisite: MATH230 Probability & Statistics*)
- ITEC430 Introduction to Ecommerce Systems (4 units) (*Prerequisite: MATH230 Probability & Statistics*)
- ITEC480 IT Senior Seminar (2 units) (*Prerequisite: approval from program director*)
- PRAC302 IT Internship (4 units)

## Course Descriptions

**ITEC100 Introduction to Information Technology (4 units)**

This course surveys foundational elements of current information technology/systems. Topics include current IT introduction, computers organizations and systems, program language, database management, network concepts, IT personal, legal, ethical and organizational issues, information security, internet & web, ecommerce, ERP, emerging trends, etc.

**ITEC120 Programming Fundamentals and Data Structures (4 units)**

This course introduces the basic concepts of computer development and programming applications with various data structures and algorithms. Topics include fundamental data types; flow of control statements (conditional, loop); functions; arrays; data structures; file I/O; class and object concepts, etc. Basics of Python, or C, will be introduced in the course.

**ITEC140 Practical Unix/Linux (4)**

This course introduces fundamental concepts of Unix/Linux and its programming interfaces. Topics include system call interfaces, files, terminal control and signals, process control and communications, resource sharing. Programming will be done using

Unix/Linux Shell script and C programming.

*Prerequisites: ITEC120*

**ITEC220 Introduction to Object-Oriented Programming (4 units)**

This course introduces object-oriented programming, using object-oriented techniques and Java language. Classes, overloading, information hiding, polymorphism, inheritance, and overriding will be described.

*Prerequisite: ITEC120*

**ITEC230 Introduction to Operating Systems (4 units)**

This course introduces modern operating systems. We will focus on UNIX-based operating systems, though we will also learn about alternative operating systems, including Windows. The course will begin with an overview of the structure of modern operating systems. Over the course of the subsequent units, we will discuss the history of modern computers, analyze in detail each of the major components of an operating system (from processes to threads), and explore more advanced topics in the field, including memory management and file input/output. The class will conclude with a discussion of various system-related security issues.

*Prerequisite: ITEC120*

**ITEC240 Computer Networking (4 units)**

This course introduces current network technologies. Topics include network architectures and protocols, application layer, TCP/IP model, link layer and LAN, and network security.

*Prerequisite: ITEC230*

**ITEC300 Introduction to Database Management Systems (4 units)**

Introduction to the foundations of database systems. It covers the fundamental concepts of database systems. Topics include data models, query languages, Database Application Development, Relational Database Design and Normalization, implementation techniques of database management systems (index structures, concurrency control, recovery, and query processing).

*Prerequisite: ITEC120*

**ITEC310 Website Technologies & Development I (4 units)**

Study of current Web development technologies on both web server side and client side, programming development using XHTML, CSS, JavaScript, PHP and MySQL.

*Prerequisite: ITEC120*

**ITEC320 Software Engineering (4 units)**

This course introduces software life cycle model, software development environment, project management, software requirements and specifications, software design and architecture, and software maintenance.

*Prerequisite: ITEC220*

**ITEC330 Principles of Software Development (4 units)**

This course studies software development fundamentals and principles. Different software development processes and models will be discussed, with a primary focus on Agile software development. It covers how to use Agile software development principles and tools, such as Test-Driven Development (TDD), Behavior-Driven Design (BDD), User Stories, lo-fi UI Sketching, and Version Control using Git, etc., to develop, test, and deploy a modern web-based software using Ruby on Rails framework.

*Prerequisite: ITEC220*

**ITEC340 Introduction to IOS Programming (4 units)**

In this course you'll learn the basics of creating original apps for iPhone, iPod touch, and iPad using Xcode, the Swift language, and Cocoa Touch with the iOS SDK.

*Prerequisite: ITEC220*

**ITEC341 Introduction to Android Programming (4 units)**

Lecture will go over the key ideas and examples for building Android programs, leading to a programming exercise on the same material. The exercises should not be too hard, just giving you chance to apply what you just saw. Topics: Getting started: SDK, tooling, debugging, the emulator; Basic Program: activities, layouts, widgets, listeners, menu commands, intents, multiple views, built-in animations, simple persistence; Animation Program and Network Program.

*Prerequisite: ITEC220*

**ITEC350 Human Computer Interaction (4 units)**

This course studies major topics in human-computer interaction. Topics include human-centered design requirements, assessment of the impact of the design on performance and product satisfaction, analysis of the design effectiveness, and investigation into the social impact of ubiquitous computing environments in relation to privacy, security, inequality, and embodiment.

*Prerequisite: ITEC320*

**ITEC370 Software Analysis and Design (4 units)**

Object-oriented techniques for specifying, designing, and implementing software systems. Topics include requirements capture and analyze, system analysis, design, and implementation. Primary emphasis on the UML methodology, separation of layers, design patterns, and the importance of these in developing software project. Students will design a major group project and implement portions using Ruby or Java.

*Prerequisite: ITEC320*

**ITEC401 Network and Information Security (4 units)**

The course covers principles of computer systems and network security. Various attack techniques and how to defend against them are discussed. Topics include network attacks and defenses, operating system security, web security, e-mail, botnet, malware, social engineering attacks, privacy, and digital rights management. Course projects will focus on building reliable code and understanding attacks. The course is intended for senior undergraduates and first year graduate students.

*Prerequisite: ITEC240*

**ITEC410 Website Technologies & Development II (4 units)**

This course studies how to build modern web-based application using high-productive Agile development iteration with Ruby On

Rails. It focuses on Ruby language and the famous web framework Rails. Common techniques used together with Agile development such as TDD and BDD and popular framework Rspec and Cucumber are introduced.

*Prerequisite: ITEC310*

**ITEC420 Introduction to Statistics for Computer Scientist (4 units)**

Statistics is about extracting meaning from data. In this course, we will introduce techniques for visualizing relationships in data and systematic techniques for understanding the relationships using mathematics. Topics include: counting and combinatorial, random variables, conditional probability, independence, distributions, expectation, point estimation, and limit theorems. Applications of probability in computer science including machine learning and the use of probability in the analysis of algorithms.

*Prerequisite: MATH230 Probability & Statistics*

**ITEC430 Introduction to Ecommerce Systems**

This course studies both business and technology elements of eCommerce. Topics include eCommerce models and concepts, eCommerce Infrastructure, E-commerce System Development, eCommerce Security and Payment systems, Mobile eCommerce characters and technology, Marketing concepts and communications, Ethical, Social and Political eCommerce issues, etc.

*Prerequisite: MATH230 Probability & Statistics*

**ITEC470 Technology and Theology (2 units)**

This course let students study technology and theology in both context. On one hand, students study the meaning of technology from the viewpoint of theology. They study why God allowed technology to begin and used, and study how God plan technology to develop. On the other hand, student will learn technology used by individual Christians, Churches, Christian organizations or Christian companies. Students learn its history, how it contributes for the kingdom of God, what kind of problems is seen in the usage of technology and how to solve it.

**ITEC480 IT Senior Seminar (2 units)**

This course will present current technology in the Computer Systems and Information Technology fields.

*Prerequisite: approval from program director*

**ITEC490 IT Senior Project I (2 units)**

First phase of Senior Project, which is designed to satisfy the requirements for a capstone experience of Bachelor of Arts degree in Information Technology. Student will identify capstone project topic, seek an advisor, write, and oral present and get approval a senior project proposal by the end of the process. Refer to the Senior Project Handbook for detailed information.

*Prerequisite: Permission from the program director*

**ITEC499 IT Senior Project II (6 units)**

Second phase of Senior Project, which is designed to satisfy the requirements for a capstone experience of Bachelor of Arts degree in Information Technology. Students will develop and implement the senior project, and writing a senior project paper in this phase. Students must have passed ITEC490 Senior Project I with an approved Senior Project Proposal before starting this phase. Refer to the Senior Project Handbook for detailed information.

*Prerequisite: ITEC490 IT Senior Project I*

**PRAC302 IT Internship (4 units)**

Undergraduate students in their third and fourth years of study may participate in an internship involving ministry in a church or specialized ministry organization with an approved OIT ministry affiliate for at least 8 hours per week each quarter. Emphasis is placed upon the development of practical ministry skills in the context of today's network generation; the integration of biblical and theological studies with actual ministry; and the importance of theological reflection in this process. Internships can run concurrently with the academic year.

The second part of this culminating learning experience provides opportunities to share, examine, and reflect upon internship experiences, and to revisit the theories and practices of the College discipline as they apply in the real world of the interns' specific placement. Interns also will focus on career planning and development.

Please refer to the Ministry Practice Handbook for detailed information.

## **Bachelor of Arts in Business Administration**

The Bachelor of Arts in Business Administration is a four-year undergraduate degree program preparing students to contribute to a world revolutionized through Christian mission as business professionals. The program combines Bachelor of Arts Degree Core courses, business courses as well as open elective courses with the aim of cultivating a Biblical worldview and a professional perspective in students consistent with the mission of OUI.

### **Program Goals**

In the context of OUI's mission, completion of the Bachelor of Arts in Business program will enable students to:

- Understand economic and financial theories and their application to the business setting.
- Understand production models and distribution systems and their roles in the value creation process.
- Demonstrate verbal, written and presentation communication skills appropriate for business environments.
- Exercise decision-making skills to solve business problems.
- Reflect critically on the relationship between business and Christian faith.

### **Graduation Requirements**

Undergraduate students at OUI must fulfill the following Bachelor's degree requirements for graduation:

- Pass a total of 180 quarter hours: 16 quarter hours of biblical studies and theological studies, at least 92 quarter hours of general education courses, 52 quarter units of business major courses and 20 quarter hours of open elective courses.
- Maintain a 2.00 (C grade point average) in all OUI work.
- Receive a passing mark for all Christian Service and Chapel requirements.
- Students are subject to the Bachelor's in business administration degree requirements of the catalog of the year in which they entered.
- Satisfy all financial responsibilities to the university.

## Time Limits

The Bachelor of Arts degree program usually is completed in four years of fulltime study. All requirements for the degree must be completed within six years of the initial date of enrollment, except under extenuating circumstances. Students who have not completed the requirements within the six years period must apply to the Registrar's Office for a continuation for each year beyond this period, up to a maximum of eight years from the initial date of enrollment.

## Curriculum

**Prerequisites:** Prerequisites are courses that must be completed with a "C" or better prior to registration in a specific course. Students must meet the course prerequisites or otherwise satisfy the instructor of their preparation to take the course. Prerequisites can be waived only at the discretion of the instructor or department offering the course. Pre-requisites to study specific area and course are put at the end of each course name in parentheses. Students should observe the requirement before taking the courses with pre-requisites.

### 1. Bachelor of Arts Degree Core (108 units)

The Bachelor of Arts Degree Core is divided into two sub-areas: (1) General Education and Bible; (2) Theological Studies Core; and (3) General Ministry Skills. A detailed description of the course of study in the Degree Core can be found in the section Bachelor of Arts Degree Core above for in this catalog.

#### (1) General Education and Bible (92 units)

The following five mathematics and science courses are required for Business Major students.

- MATH100 Calculus I (5 units)
- MATH110 Calculus II (5 units) (*Prerequisite: MATH100*)
- MATH230 Probability & Statistics (4 units)
- MATH300 Linear Algebra (4 units) (*Prerequisite: MATH110*)
- ITEC100 Introduction to Information Technology (4 units)

The following three Social/Behavioral Science courses are required for Business Major students.

- ECON200 Macroeconomics (4 units)
- ECON310 Microeconomics (4 units)
- PSYC280 Introduction to Psychology (4 units)

#### (2) Theological Studies Core (16 units)

#### (3) General Ministry Skills (0 units)

## 2. Business Major Courses (52 units)

Students must complete 52 units of business major courses.

- COMM100 Business Communications (4 units)
- FINC110 Accounting I (4 units) (*Prerequisite: MATH100, MATH110*)
- FINC210 Accounting II (4 units) (*Prerequisite: FINC110*)
- MKTG200 Organizational Behavior (4 units)
- FINC300 Finance (4 units)
- MKTG300 Marketing (4 units) (*Prerequisite: MATH100, MATH110*)
- MGMT300 Business Policy & Strategy (4 units) (*Prerequisite: MGMT400*)
- ECON400 Global Business (4 units)
- LEAD400 Organizational Leadership (4 units) (*Prerequisite: MGMT400*)
- MGMT400 Management (4 units) (*Prerequisite: MATH100, MATH110, ITEC100*)
- MGMT410 Introduction to Production and Quantitative Methods (4 units) (*Prerequisite: MATH100, MATH110, MATH230*)
- MGMT420 Human Resources Management (4 units) (*Prerequisite: MGMT400*)
- MGMT450 Ethical and Legal Issues in Business (4 units)

## 3. Open Elective Courses (20 units)

All Business Major students are required to take an additional 20 units of open elective courses. 1) Students can choose any undergraduate level courses from Olivet University International including courses from the Theology and IT Divisions..2) PRAC301 Business Internship credits may be applied toward open electives.

### Course Descriptions

#### **COMM100 Business Communications (4)**

Students will learn to communicate in a clear, courteous and complete manner on both personal and professional levels. Skills in oral, written, interpersonal, technological and employment communication are emphasized.

#### **MKTG200 Organizational Behavior (4)**

This course is designed is to provide students with an understanding of the field of organizational behavior and the various research strategies that it employs. Topics of study include the scientific method, various research methodologies, and the use of academic research journals.

#### **MGMT300 Business Policy and Strategy (4)**

The course explores the components of each process of the strategy management with the comprehensive review and evaluation as



an integrated wholesome business picture. Topics covering strategic management, social responsibility, external information scanning, internal analytics, strategic decision making, strategy selection, implementation and evaluation.

*Prerequisite: MGMT400*

**MGMT400 Management (4)**

Introduction to the basic functions of management in task-oriented organizations. Students will explore the functions of production, marketing, finance, and personnel, along with staff services and social responsibility.

*Prerequisite: MATH100, MATH110, ITEC100*

**MGMT410 Introduction to Production and Quantitative Methods (4)**

An introduction to designing, planning, operating and controlling production systems. Emphasis is on managerial concepts and strategies relating to the management of operations in both manufacturing and service environments. Quantitative and qualitative methods and tools will be introduced and applied.

*Prerequisite: MATH100, MATH110, MATH230*

**MGMT420 Human Resources Management (4)**

The course introduces the functions of human resource management in pursuing the success of the organization. Topics can include strategic planning, recruitment, selection, evaluation, HR development and relationship, compensation and appropriate skills development.

*Prerequisite: MGMT400*

**LEAD400 Organizational Leadership (4)**

This course is designed to cover the foundational theories and the practical performance of leadership. Students will have a comprehensive, practical and integrative focus on individual, team, and organization leadership and management. The course will explore developing leadership introduction, understanding critical issues and learning appropriate skills.

*Prerequisite: MGMT400*

**MGMT450 Ethical and Legal Issues in Business (4)**

Comprehensive study of the legal and ethical issues of concern to business. The course will cover those areas of the U.S. legal system that are most relevant to business, such as the law of torts, strict liability, intellectual property, and contract law. It will explore the role of ethics and values in business decision making, and will approach these subjects from the perspective of the stakeholders as opposed to an economic interpretation of the firm and its responsibilities.

**MKTG300 Marketing (4)**

This introductory course covers the topics of the importance of marketing, its different phases, the differences between marketing goods and services, wholesaling, retailing, pricing strategies, analysis of markets, and distribution.

*Prerequisite: MATH100, MATH110*

**FINC110 Accounting I (4)**

Topics covered include the accounting cycle, forms of business organizations, assets, liabilities, owner's equity, and financial statement preparation and analysis.

*Prerequisite: MATH100, MATH110*

**FINC210 Accounting II (4)**

Topics covered include cost behavior, job order costing, process costing, cost-volume-profit relationships, contribution costing, standard costs, relevant costs and budgets.

*Prerequisite: FINC110*

**FINC300 Finance (4)**

The courses studies on the topics of financial management, financial markets, and financial investments.

**ECON400 Global Business (4)**

Studies in the national economic and cultural differences; international trade policies and institutions; foreign direct investment; regional economic integration; international monetary system; global competition; current international business trends and development.

**PRAC301 Business Internship (4)**

Undergraduate students in their third and fourth years of study may participate in an internship involving ministry in a church or specialized ministry organization with an approved OBS ministry affiliate for at least 8 hours per week each quarter. Emphasis is placed upon the development of practical ministry skills in the context of today's network generation; the integration of biblical and theological studies with actual ministry; and the importance of theological reflection in this process. Internships can run concurrently with the academic year.

The second part of this culminating learning experience provides opportunities to share, examine, and reflect upon internship experiences, and to revisit the theories and practices of the College discipline as they apply in the real world of the interns' specific placement. Interns also will focus on career planning and development. Please refer to the Ministry Practice Handbook for detailed information.

## **CHAPTER 6: GRADUATE STUDIES**

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Olivet University International offers the Master of Divinity, a first professional degree preparing graduates for pastoral ministry and providing the stepping stone for further studies towards a professional doctoral degree. In the areas of business and information technology it offers a Master of Business Administration degree as well as a Master of Arts degree in Information Technology.

### **Master of Divinity**

The Master of Divinity program is designed to prepare future ministers for work as pastors, missionaries, and chaplains in the world of twenty-first century Christian mission. This program provides students with core Biblical and theological instruction, leadership training, as well as the skills necessary to perform ministerial duties in the local church.

## Program Goals

In the context of Olivet University's mission, completion of the Master of Divinity program will enable students to:

- Grow in likeness to Christ
- Develop biblically and theologically sound expository sermons within a historical context
- Evaluate contemporary moral and social issues by applying Biblical and theological principles
- Develop professional competencies, particularly in missions and church ministry

## Graduation Requirements

In order to graduate with a Master of Divinity degree from Olivet New York, the student must:

1. Pass a total of 136 quarter credits;
2. Maintain a GPA of 3.0 (B average) or above;
3. Complete all degree requirements within the time limit, unless extenuating circumstances exist;
4. Receive a passing mark for all Christian Service and Chapel requirements;
5. Demonstrate proficiency in Bible, theology and history knowledge with by completing the ABHE Bible Test J in the top 40th percentile of all nationwide participants.
6. Satisfy all financial responsibilities of the university.

Students are subject to the Master of Divinity degree requirements of the catalog of the year in which they entered.

## Time Limits

The Master of Divinity degree is normally fulfilled in four (4) years of study. Except under extenuating circumstances, all requirements for the degree must be completed within six (6) years of the date of enrollment. Students who have not completed the requirements within the six-year period must apply to the Registrar's Office for an enrollment extension every term, up to a maximum of seven (7) years from the date of enrollment.

## Curriculum

**Prerequisites:** Prerequisites are courses that must be completed with a "B" or better prior to registration in a specific course. Students must meet the course prerequisites or otherwise satisfy the instructor of their preparation to take the course. Prerequisites can be waived only at the discretion of the instructor or department offering the course. Pre-requisites to study specific area and course are put at the end of each course name in parentheses. Students should observe the requirement before taking the courses with pre-requisites.

### **1. Biblical & Biblical Languages Studies Requirement (36 units)**

Students are required to take the following eight biblical studies courses and two biblical language courses:

- BIBL501 Old Testament I (4 units)
- BIBL502 Old Testament II (4 units) (*Prerequisite: BIBL501*)
- BIBL503 Old Testament III (4 units) (*Prerequisite: BIBL502*)
- BIBL511 New Testament I (4 units)
- BIBL512 New Testament II (4 units) (*Prerequisite: BIBL511*)
- BIBL513 New Testament III (4 units) (*Prerequisite: BIBL512*)
- BIBL520 Studies in Romans I (4 units)
- BIBL521 Studies in Romans II (4 units) (*Prerequisite: BIBL520*)
- BIBL550 Introduction to Biblical Hebrew\* (2 units)
- BIBL560 Introduction to Biblical Greek\* (2 units)

\*Note: These courses may be waived if the student takes proficiency exams and demonstrates competency in the Biblical Hebrew or Biblical Greek.

### **2. Theological & Historical Studies Requirement (44 Units)**

Students are required to take following seven theological studies courses and four historical studies courses:

- THEO500 Theological Prolegomena (4 units)
- THEO501 Systematic Theology I (4 units) (*Prerequisite: THEO500*)
- THEO502 Systematic Theology II (4 units) (*Prerequisite: THEO501*)
- THEO503 Systematic Theology III (4 units) (*Prerequisite: THEO502*)
- THEO600 Christian Apologetics (4 units)
- THEO610 Christian Ethics (4 units)
- THEO620 Biblical Hermeneutics (4 units)

- HIST500 Historical Theology (4 units)
- HIST501 History of Christianity I: 100-1500 (4 units)
- HIST502 History of Christianity II: 1500-1900 (4 units)
- HIST503 History of Christianity III: 1900-Present (4 units)

### **3. Ministry Studies Requirement (24 Units)**

All students are required to take following the following six ministry studies courses:

- MINS600 Mission & Discipleship (4 units) (*Prerequisite: Student should have completed a minimum of 90 credit hours and be in the final year of studies.*)
- MINS700 Homiletics (4 units)
- MINS710 Pastoral Counseling (4 units)
- MINS624 Teaching the Transforming Word of God I (4 units)
- MINS625 Teaching the Transforming Word of God II (4 units) (*Prerequisite: MINS624*)
- MINS640 Business as Mission (4 units)

### **4. Ministry Studies Distribution Requirement (24 Units)**

All students must take 24 additional units from the Ministry Studies category of Theology graduate program.

### **5. Open Electives Requirement (8 Units)**

Students are required to take additional courses of their choice from Theology graduate program or approved courses from other programs.

### **6. General Ministry Skills (0 Unit)**

The M.Div. students are required to pass 4 quarters of PRAC020 Graduate Christian Service and 6 quarters of PRAC021 Graduate Chapel. Please refer to the Christian Service Program Handbook for more detailed information.

## **Course Descriptions**

### **Biblical Studies & Languages (required)**

#### **BIBL501 Old Testament I (4)**

Background and content of the first five books. Special attention to foundational matters and Israel's setting in the ancient near east.

#### **BIBL502 Old Testament II (4)**

Prerequisite: BIBL501

Background and content of the OT Book of History (the Former Prophets and some of the Writings) and Prophecy (Major and Minor Prophets).

**BIBL503 Old Testament III (4)**

Prerequisite: BIBL502

Background and content of the OT Book of Psalms and the OT Wisdom Books.

**BIBL511 New Testament I (4)**

Studying the earthly life of our Lord Jesus Christ, along with the special emphasis of each gospel's portrayal. This course is broken into two major sections. During the first half of the class, we will read the gospels in series, focusing on each author's unique portrayal of Jesus. During the second half of the class, we will read the gospels in parallel, allowing us to see more clearly the similarities and differences of the gospels. We will pay close attention to background and good hermeneutical principles throughout the class.

**BIBL512 New Testament II (4)**

Prerequisite: BIBL511

The beginnings of Christianity and the challenges it faced. Special emphasis on Paul's positive message in his letters, and his response to alternatives and difficulties.

**BIBL513 New Testament III (4)**

Prerequisite: BIBL512

The letters to Hebrews and by James, John, Peter and Jude show that Paul was not the only early theologian. The Revelation to John, properly handled, gives a uniquely valuable, though challenging perspective.

**BIBL520 Studies in Romans I (4)**

This course is an expository study of the most doctrinal and practical book of the New Testament. BIBL520 is part one of a sequence with BIBL521, four credit hours each, designed to provide students with an in-depth look at the book (the gospel according to Paul) as well as some of the important doctrinal passages that will be discussed. BIBL520 covers chapters 1 to 8 while BIBL521 deals with chapters 9 to 16.

**BIBL521 Studies in Romans II (4)**

Prerequisite: BIBL520

This course is an expository study of the most doctrinal and practical book of the New Testament. BIBL521 is designed to provide students with an in-depth look at the book (the gospel according to Paul) as well as some of the important doctrinal passages that

will be discussed. BIBL521 deals with chapters 9 to 16.

**BIBL550 Introduction to Biblical Hebrew (2)**

Enables, through an inductive method, working with the Old Testament Hebrew text with a focus on how to use the digital and print scholarly tools and understand its meaning beyond mere morphology.

**BIBL560 Introduction to Biblical Greek (2)**

Enables working with the New Testament, through an inductive method, working with the New Testament Hebrew text with a focus on how to use the digital and print scholarly tools and understand its meaning beyond mere morphology.

**Historical Studies (required)**

**HIST500 Historical Theology (4)**

Historical theology is a Christian Theology to use the method of historical studies and study a history in Christian beliefs. This course is designed to study the historical development of Christianity (Christian Doctrine) and to explore the historical circumstances to influence the formation and development of doctrine. It should also organize a historical context of contemporary, primary theological developments, theologian and theological thoughts and movements. The course will study through detailed case studies about the important subject for the general comprehension of contemporary events.

**HIST501-503 History of Christianity I-III (4 units each)**

This course is a three part sequence that examines the history of the Christian movement from its beginnings as a small sect within Judaism to its modern picture as we see in 21st century.

**Theological Studies (required)**

**THEO500 Theological Prolegomena (4)**

Theological Prolegomena is a course that focuses on the conditions that are necessary for the systematic study of the defining doctrines of biblical Christianity. Systematic theology is not done in a vacuum, and this means that it is important to critically evaluate theories about the nature of reality and knowledge. The question of theological method must also be clarified so that systematic theology can be done properly.

**THEO501 Systematic Theology I (4)**

Prerequisite: THEO500

After the students acquired a basic understanding of the preconditions for systematic theology, they are ready to begin a study of the various divisions of the discipline. This course will provide an overview of the nature and attributes of God, the creation of the universe and life on the earth, and the doctrine of the incarnation of the Son of God.

**THEO502 Systematic Theology II (4)**

Prerequisite: THEO501

The topics to be systematically examined in this course are the biblical teaching on the nature and effects of sin, the nature of salvation and its evidence, including an evaluation of different perspectives on the foregoing subjects.

**THEO503 Systematic Theology III (4)**

Prerequisite: THEO502

The topics to be systematically examined in this course are the biblical teaching on the nature of the church, its structure, function and mission; and the nature of last things, including the biblical prophecies pertaining to the end of the age and the eternal state in the new heavens and earth.

**THEO600 Christian Apologetics (4)**

This course deals with a most important subject: how we communicate the Christian faith to those who are opposed or uncommitted to it. Christian apologetics defends the faith against opponents but also reaches out to them in a positive way. "Apologetics" comes from the Greek, "Apologetics" which means presenting a subject in its best light.

**THEO610 Christian Ethics (4)**

The study of ethics seeks to determine whether moral values and obligations are objective or subjective, absolute or relative. It also aims at resolving the problem of the criterion for determining the morally good and morally bad, the morally right and morally wrong. In addition, the differences between general ethics and Christian ethics will be highlighted. Finally, the course will focus on the application of the biblical principles of Christian ethics to various moral issues, such as abortion, capital punishment, etc.

**THEO620 Biblical Hermeneutics (4)**

Through this course, students will learn the process of examining biblical texts to uncover its deeper meaning and magnitude. Through reading the Bible, attending lecture classes, having group dialogue, and creating research assignments, students will come to know the differing methods of how to interpret text.

**Theological Studies (elective)**

**THEO635 World Religions (4)**

This course explores the nature and function of the major religions of the world from a Christian perspective. Each of the religions will be studied in terms of their founders, history, authoritative sources, core beliefs, and the rituals and attitudes that are typical in the lives of their adherents.

**THEO738 20th Century Theology: Christ and Modernism (4)**

This course surveys the major cultural, theological, and historical events in Christianity and theology from the late nineteenth century to the present. The interrelations between Christianity and the different predominant cultures of the last century as well as



important people and movements will be covered.

### **Ministry Studies (required)**

#### **MINS600 Mission & Discipleship (4)**

Prerequisite: Student should have completed a minimum of 90 credit hours and be in the final year of studies.

This capstone course focuses on integrating key aspects of seminary education with Christian ministry to prepare graduating students for vocational ministry. The Master of Divinity candidate consolidates and synthesizes important learning gleaned from coursework, experience and assignments, thereby demonstrating proficiency in applying this knowledge toward practical mission work. Reflection, self assessment, sharing of ideas and critical analysis are all vital components designed to fulfill academic, spiritual and professional formation.

#### **MINS624 Teaching the Transforming Word I (4)**

Survey of the biblical story in its progressive unfolding of the history of redemption against the backdrop of creation and sin. MINS624 is part one of a sequence with MINS625, four credit hours each, designed to acquaint students with the narrative of the Bible, to enhance the students' appreciation of this story as both formative and normative of life, and to eventually help the student to teach the Scripture for life change.

#### **MINS625 Teaching the Transforming Word II (4)**

Prerequisite: MINS624

Survey of the biblical story in its progressive unfolding of the history of redemption against the backdrop of creation and sin. MINS625 is part two of a sequence with MINS624, four credit hours each, designed to acquaint students with the narrative of the Bible, to enhance the students' appreciation of this story as both formative and normative of life, and to eventually help the student to teach the Scripture for life change.

#### **MINS640 Business as Mission (4)**

This course examines the emergent role of business in Christian missions. Themes covered include: 1) the theology of business as mission; 2) practical issues concerning the use of business as a vehicle for cross-cultural missions, and 3) specific for-profit business models and case studies. By the end of the course the student will have a better understanding of the opportunities and challenges associated with integrating business and missions.

#### **MINS700 Homiletics (4)**

Biblical preaching is a divinely ordained way of calling people to repentance and for edifying the people of God. It is communicating God's Word to His people—standing between the world of Scripture and the world of people and speaking the truth of God. This course is designed to expose students to understand homiletics and methods of it. This will be done by studying the writings of different authors and by listening to sermons preached by those who advocate a given perspective.

**MINS710 Pastoral Counseling (4)**

A study of the Biblical principles to Christian counseling. Application and implementation of a Biblical model of counseling will be emphasized.

**Ministry Studies (elective)**

**MINS500 Pastoral Formation (4)**

This course integrates biblical and theological study with practical exercises in order to provide the students with both knowledge and experiences to foster Christian maturity. This course will focus on understanding Christlikeness, nurturing personal spiritual formation, and discerning gifts and callings which will promote the maturity of the community of faith.

**MINS603 Social Media in Missions (4)**

This course explores the use of social media as a platform for missions and ministry, engaging students in practical assignments and peer review for effective outreach.

**MINS610 Intercultural Studies (4)**

This course provides students with knowledge in the subject of Biblical foundations for intercultural ministry. It advances the mission of Olivet University by equipping students as fruitful citizens of the Kingdom of God blessing peoples through diversity acceptance and enrichment through service to mankind.

**MINS720 Church Planting & Growth (4)**

Evaluates various kinds of church planting opportunities and methodologies. Offers step-by-step procedures, and calls upon individuals to share their individual church planting experiences. Qualitative and quantitative factors of growing a church from a Biblical perspective receive attention.

**MINS730 Church Administration (4)**

This course is an inquiry into and application of the theological foundations and principles of church dynamics, more commonly known as “church administration”. The essence of the course is to equip the leader, pastor, and missionary to understand the nature, mission, organization and function of a local church in all of its dimensions and practices.

**MINS740 Pastoral Theology (4)**

The application of Christian Theology to pastoral situations bringing the Gospel to bear on individual's needs and circumstances. He is a practitioner of the faith. Clinically applying all that he knows of God, of the saving power of the grace of Christ, of Christian teaching and experience, to specific moral and spiritual problems. The pastor's purpose is larger and deeper than physical or mental health or social rehabilitation. He seeks besides these the reconciliation of individuals to God to each other and to life which not only establishes the individual in peace and lays the foundation of abiding joy, but releases within the souls such faith, hope and love as enable it to meet all demands with equanimity and resource.

**PRAC500 Ministry Practicum (4)**

Graduate students participate in supervised ministry in a church or specialized ministry approved by the school. Interns must have a total 120 hours of site contact hours to receive 4 quarter units. Emphasis is placed on the development of practical ministry skills with the integration of Biblical and theological studies.

**PRAC020 Graduate Christian Service (0)**

Weekly involvement in ministry with satisfactory completion of student's self-evaluation form and supervisor's evaluation form, as described in the Christian Service Program Handbook.

**PRAC021 Graduate Chapel (0)**

Chapel participation is required for the entire student community. Attendance will be recorded and a grade of pass or fail will be assigned. A passing grade in Chapel is mandatory for graduation.

## **Master of Business Administration**

The Master of Business Administration program is a two-year graduate degree program that trains students as professional leaders in the field of business with a solid biblical foundation. The program provides students with the academic and practical training necessary for them to become competent and influential individuals in the field of business.

### **Program Goals**

In the context of Olivet University International's mission, completion of the Master of Business Administration program will enable students to:

- Be prepared for effective Christian leadership in the field of business.
- Use the relationship between the functional areas of business and long-range planning, implementation and control to solve business problems.
- Analyze business from global perspectives to find opportunities, develop strategies, and solve problems in the business world.
- Interact effectively with people of diverse backgrounds in typical business settings.

- Interpret the relationship between Christian faith and business based on a biblical and theological understanding.

## Graduation Requirements

Graduate students at Olivet University must fulfill the following Master's degree requirements for graduation:

- Demonstrate proficiency in Bible knowledge with a passing score on the written comprehensive examination in the area of Bible knowledge or required coursework (THEO200 and THEO211) in Bible and theology.
- Pass a total of 56 quarter hours: 48 quarter hours of professional studies, and at least 8 quarter hours of open electives.
- Maintain a 3.00 (B grade point average) in all Olivet University International work.
- Receive a passing mark for all Christian Service and Chapel requirements.
- Satisfactorily complete the capstone project final paper.
- Complete all degree requirements within the 5-year time limit.
- Satisfy all financial responsibilities to the university.
- Students are subject to the Master of Business Administration degree requirements of the Catalog of the year in which they entered.

## Time Limits

The Master of Business Administration degree is normally fulfilled in two (2) years of study. Except under extenuating circumstances, all requirements for the degree must be completed within four (4) years of the date of enrollment. Students who have not completed the requirements within the four-year period must petition for extension every term, up to a maximum of five (5) years from the date of enrollment, to remain in the program.

## Curriculum

**Prerequisites:** Prerequisites are courses that must be completed with a "B" or better prior to registration in a specific course. Students must meet the course prerequisites or otherwise satisfy the instructor of their preparation to take the course. Prerequisites can be waived only at the discretion of the instructor or department offering the course. Pre-requisites to study specific area and course are put at the end of each course name in parentheses. Students should observe the requirement before taking the courses with pre-requisites.

### Prerequisite Courses

- MATH100 Calculus 1 (5 units)
- MATH230 Probability & Statistics (4 units)

Note: These two courses do not count towards degree requirements and are required of all students who have not taken at least 6 semester units of university level math courses before entering Olivet University.

### **Core Courses (48 Units)**

Students are required to take the following 12 core courses of 48 units listed below:

- FINC500 Finance I (4 units) (**Prerequisite:** *ECON600 Macroeconomics in Global Economy, ECON610 Microeconomic Analysis*)
- FINC510 Finance II (4 units) (**Prerequisite:** *FINC500 Finance*)
- MGMT550 Applied Business Research (4 units) (**Prerequisite:** *at least 9 credits in Mathematics*)
- ECON600 Macroeconomics in the Global Economy (4 units)
- ECON610 Microeconomic Analysis (4 units)
- MKTG600 Marketing Management (4 units) (**Prerequisite:** *MGMT720 Business Law*)
- MGMT610 Operations Management (4 units) (**Prerequisite:** *ECON610 Microeconomic Analysis*)
- MGMT650 Human Resource Management (4 units)
- LEAD700 Leadership (4 units)
- MGMT710 Business Strategy (4 units) (**Prerequisite:** *MGMT610 Operations Management*)
- MGMT720 Business Law (4 units)
- MGMT800 Business Capstone Project (4 units) (**Prerequisite:** *at least 10 MBA core courses*)

Notes: The Business Capstone Project course (MGMT800) is a culminating experience and project development course where the student is required to develop a comprehensive business plan and present it to faculty supervisors. This course is only for the students in the last quarter to take.

### **Elective Courses (8 Units)**

Students are required to complete 8 units worth of elective courses. Current available elective courses are listed below:

- MINS640 Business as Mission (4 units)
- MKTG650 Digital Marketing and Electronic Commerce (4units)
- MGMT600 Entrepreneurship (4units)
- PRAC501 Business Practicum (4 units)

### **General Ministry Skills (0 Units)**

The M.B.A. students are required to pass 2 quarters of PRAC020 Graduate Christian Service and 3 quarters of PRAC021 Graduate Chapel. Please refer to the Christian Service Program Handbook for more detailed information.

## Course Descriptions

### **FINC500 Finance I (4)**

Studies include financial management of the firm, including capital budgets, working capital analysis, and financing policy.

*Prerequisite: ECON600 Macroeconomics in Global Economy, ECON610 Microeconomic Analysis*

### **FINC510 Finance II (4)**

Students learn how to apply quantitative analysis to financial problems of the firm that are important to practice, including issues related to financing and investment.

*Prerequisite: FINC500 Finance*

### **MGMT550 Applied Business Research (4)**

A course to investigate the techniques of the research process as applied to business and economics. Experience is gained in defining research problems, designing a research project, and in collecting, analyzing, recording, and interpreting data. Also, an analysis of pertinent research literature in business and economics is conducted.

*Prerequisite: at least 9 credits in Mathematics*

### **ECON600 Macroeconomics in the Global Economy (4)**

This study of macroeconomics considers the worldwide economic environment within which businesses operate. Topics covered include the gross domestic product, unemployment, investment, interest rates, the supply of money, inflation, exchange rates, international trade, business cycles, and fiscal and monetary policy.

### **ECON610 Microeconomic Analysis (4)**

Studies about microeconomic analysis and policy under mixed capitalism. Topics covered include the economic environment and institutions, markets, consumer choice, production and resource allocation.

### **MKTG600 Marketing Management (4)**

Course exploring marketing opportunities through product development, pricing strategies, customer communications and channel management.

*Prerequisite: MGMT720 Business Law*

### **MGMT610 Operations Management (4)**

Course covering processes that transform inputs into finished goods and services, process improvement, total quality management, product and process development, supply chain management, and the relation of operations strategy to product and service design and to business strategy.

*Prerequisite: ECON610 Microeconomic Analysis*

**MGMT650 Human Resource Management (4)**

The course explores the primary role of human resource professionals to effectively, systematically and strategically manage today's organizations. Key points can be human resource recruitment, selection, development, appraisal, retention, compensation, reward and performance system, training and development system, and equal employment opportunity.

**LEAD700 Leadership (4)**

Course covering the history, art, science and practice of leadership in organizational setting. Topics include leadership history, change, visioning, coaching followership and socio-technical concerns.

*Prerequisite: ECON610 Microeconomic Analysis*

**MGMT710 Business Strategy (4)**

Course focused on analyzing and diagnosing business problems as well as developing and implementing effective strategic solutions.

*Prerequisite: MGMT610 Operations Management*

**MGMT720 Business Law (4)**

This course explores the legal environment in which businesses operate and studies the interaction between business and the legal system. Students examine various areas of the law which are integral to operating a business enterprise. Topics include contracts, torts, agency, Uniform Commercial Code, ethical and criminal implications of business actions, property laws, and the legal aspects of different business entities.

**MGMT800 Business Capstone Project (4)**

The business capstone project will allow the students to bring out the skills and knowledge that they have undertaken from the previous courses to achieve MBA degree. The students are expected to submit a comprehensive work, make a business plan, proposal (for project, process, program, etc.), or any other similar work approved by the faculty mentor of this course. Additionally, the students do need to give a presentation defense. The business plan can be the strategic efforts for some current companies or the project to launch a new business venture.

*Prerequisite: at least 10 MBA core courses*

**PRAC501 Business Practicum (4)**

MBA students participate in supervised internship in the companies or non-profit organizations approved by OBS. Interns must have a total 120 hours of site contact hours to receive 4 quarter units. Emphasis is placed on the development of practical business skills with the integration of Biblical values and ethics in the business world. MBA students are allowed to take Business Practicum up to two quarters.

**MKTG650 Digital Marketing and Electronic Commerce (4)**

In this experiential learning class students and their business team members will create an online retail strategy and working internet commerce site -including positioning your retail brand against target consumers, choosing category assortment, negotiating certain terms with vendors, setting prices and promotions, managing inventories, developing messaging and advertising, factoring in competition, and constructing a viable online business model.

**MGMT600 Business as Mission (4)**

This course examines the emergent role of business in Christian missions. Themes covered include: 1) the theology of business as missions; 2) practical issues concerning the use of business as a vehicle for cross-cultural missions, and 3) specific for-profit business models and case studies. By the end of the course the student will have a better understanding of the opportunities and challenges associated with integrating business and missions.

**MGMT600 Entrepreneurship (4)**

This course is offered for students who are involved in the process of creating and developing new products or services within organizations or who plan to start their own business. This integrative course directly addresses these problems and develops the fundamental business skills necessary to identify, evaluate, develop and exploit business opportunities.

**PRAC020 Graduate Christian Service (0)**

Weekly involvement in the setting of churches/parachurches with satisfactory completion of student's selfevaluation form and supervisor's evaluation form as described in the Christian Service Program Handbook.

**PRAC021 Graduate Chapel (0)**

Chapel participation is required for the entire student community. Attendance will be recorded and a grade of pass or fail will be assigned. A passing grade in Chapel is mandatory for graduation.

## **Master of Arts in Information Technology**

The Master of Arts in Information Technology (M.A. IT) is a two-year graduate degree program, designed to equip ministry-bound men and women with a broad knowledge and experience of principles and theories underlying applied information technology, as well as emerging technology and practices necessary for them to apply technologies to their ministry and businesses to solve complex problems.

The program balances theoretical and practical aspects of information technology with coursework, practicum and capstone projects. Independent problem-solving and analytical thinking skills are integrated throughout the curriculum.

The program is grounded in the underlying computer science principles and systems, emphasizing a concentration Web and Mobile Application Development. Course work includes operating systems, database systems, networking, Object-Oriented programming and methodologies, security, software development and engineering, distributed system and data analysis, etc.

The MAIT degree requires 52 units of course work, including 24 units of core studies, 12 units of concentration courses, 8 units of capstone courses, and 8 units of open elective courses. Students are expected to complete all studies in 2 years full-time.

Students are required to finish a two-quarter process capstone projects during the 2nd year of study. Capstone project is an opportunity for students to apply the knowledge they acquire through Master's coursework to a project of their own interest or sponsored by industry. The goal of the Capstone is for students to synthesize, integrate, and apply the skills and competencies they have acquired, to a realworld IT problem of their choosing.

## **Program Goals**



In the context of Oliver University's mission, completion of the M.A. IT degree program will develop and enable students to:

1. Demonstrate a broad knowledge of principles and theories underlying applied information technology, including operating systems, database systems, computer networking, and object-oriented programming.
2. Demonstrate a substantial knowledge of one of the following Information Technology concentrations: Networking & Security, Software Engineering, and Web & Mobile Development.
3. Evaluate business requirements, design and develop applications using modern software engineering concepts, techniques, practices, and tools.
4. Work effectively within a team, including communicating effectively with both technical and non-technical audiences.
5. Analyze and develop solutions to real world problems based on current and emerging practices and technologies.
6. Value and seek opportunities to apply new or emerging technologies to solve problems in mission-related settings.

## Graduation Requirements

Graduate students at OUI must fulfill the following Master's degree requirements for graduation:

- Demonstrate proficiency in Bible knowledge with a passing score on the written comprehensive examination in the area of Bible knowledge or required coursework (THEO200 and THEO211) in Bible and theology.
- Pass a total of 56 quarter hours: 48 quarter hours of professional studies, and at least 8 quarter hours of open electives.
- Maintain a 3.00 (B grade point average) in all OUI work.
- Receive a passing mark for all Christian Service and Chapel requirements.
- Satisfactorily complete the capstone project final paper.
- Complete all degree requirements within the 5-year time limit.
- Satisfy all financial responsibilities to the university.
- Students are subject to the M.A. IT degree requirements of the Catalog of the year in which they entered.

## Time Limits

The Master of Arts Degree is normally fulfilled in two (2) years of study. Except under extenuating circumstances, all requirements for the degree must be completed within four (4) years of the date of enrollment. Students who have not completed the requirements within the four-year period must petition for extension every term, up to a maximum of five (5) years from the date of enrollment, to remain in the program.

## Curriculum

**Prerequisites:** Prerequisites are courses that must be completed with a "B" or better prior to registration in a specific course. Students must meet the course prerequisites or otherwise satisfy the instructor of their preparation to take the course. Prerequisites can be waived only at the discretion of the instructor or department offering the course. Pre-requisites to study specific area and course are put at the end of each course name in parentheses. Students should observe the requirement before taking the courses with pre-requisites.

### **General Prerequisite Courses**

- ITEC110 Programming Fundamentals and Data Structures (4 units)
- ITEC120 Computer Organization and Systems (4 units)
- ITNS100 Network Concepts and Foundation (4 units)

Note: Those courses do not count towards degree requirements.

### **Core Required Studies (24 Units)**

Students are required to take the following six core courses:

- ITEC500 Operating Systems (4 units)
- ITEC510 Database Systems (4 units)
- ITNS500 Computer Networking (4 units)
- ITWE500 Web Technology and Development (4 units) (*Prerequisite: ITSE500*)
- ITSE500 Object-Oriented Design and Programming (4 units)
- ITSE510 Principles of Software Development (4 units) (*Prerequisite: ITSE500 or ITWE500*)

### **Concentration Courses (12 units)**

Olivet's Master of Art in Information Technology program currently offers the following concentration. Students in this concentration are required to complete a total of 12 units from the courses listed below.

#### *Web and Mobile Application Development Concentration*

The Web & Mobile Application Development concentration provides students a broad background of both client side and server-side web applications development, and iOS & Android application development.

- ITWE520 Web Application Development with Ruby on Rails (4 units) (*Prerequisite: ITWE500*)
- ITWE530 Web Services and SOA (4 units) (*Prerequisite: ITWE520*)
- ITWE540 E-Commerce Systems (4 units) (*Prerequisite: ITWE500 or ITSE500*)
- ITSE560 Android Programming (4 units) (*Prerequisite: ITSE500*)

- ITSE570 iOS App Development (4 units) (*Prerequisite: ITSE500*)

### **Open Electives (8 units)**

Students are required to take 8 units open elective courses from among the course offerings of OUI.

### **Capstone Project (12 Units)**

- ITCP600 IT Capstone Project I (2 units) (*Prerequisite: ITWE500, ITSE500, Permission from the division chair.*)
- ITCP700 IT Capstone Project II (6 units) (*Prerequisite: ITCP600 IT Capstone Project I*)
- ITCP710 IT Capstone Project III (4 units) (*Prerequisite: ITCP700 IT Capstone Project II*)

*Note 1:* ITCP600/700 IT Capstone Project I/II are only available for 2nd year Master students.

*Note 2:* If IT Capstone II is not completed by the end of the quarter in which the student registers for credit, he/she will receive an incomplete 'I' grade. Students could register for ITCP710 IT Capstone Project III to continue. ITCP710 can be registered for up to 2 quarters.

*Note 3:* Please refer to the Capstone Project Handbook for detailed information.

### **General Ministry Skills (0 Units)**

Students are required to pass 2 quarters of PRAC020 Graduate Christian Service and 3 quarters of PRAC021 Graduate Chapel. Please refer to the Christian Service Program Handbook for more detailed information.

## **Course Descriptions**

### **ITEC500 Operating Systems (4)**

Study operating system design and real-world operating system implementations i.e. Windows, Unix, Linux, and operating system in hand-held devices. Topics include operating systems history, operating system architectures, virtual machine implementations, process management and synchronization, storage and I/O management, networking and remote access, security, performance evaluation, operating system case studies, and contemporary operating systems offerings.

### **ITEC510 Database Systems (4)**

Architecture, design and implementation of current database systems. Topics include data models, query languages, relational database design and normalization, database integrity and security, query optimization, concurrent control, advance in distributed database, database management, emerging database techniques such as NoSQL, management of semistructured and complex data.

### **ITNS500 Computer Networking (4)**

Study computer network principles, design and implementations. Topics include introduction of network architectures and protocols, TCP/IP networking protocols in detail, network analysis, design, and implementations, and an overview on network security.

### **ITNS540 Distributed Systems (4)**

Study distributed system design and implementations, client-server and peer-to-peer systems, distributed communications, naming, synchronization, reliability, fault-tolerance, replication and consistency, cloud computing, real world implementations of distributed

systems.

This course is for learning latest best practice of designing, composing and operating distributed system especially in cloud computing environment based on the principle of “Codified Infrastructure” and “DevOps”. The course is based on the professional experience in multiple projects to create real world distributed systems. The instructor will share both practical knowhow and theoretical principles behind the decision making for designing and developing distributed systems.

**ITDS530 Machine Learning (4)**

This course provides a broad introduction to machine learning and statistical pattern recognition. Topics include: supervised learning (generative/discriminative learning, parametric/non-parametric learning, neural networks, support vector machines); unsupervised learning (clustering, dimensionality reduction, kernel methods); learning theory (bias/variance trade offs; VC theory; large margins); reinforcement learning and adaptive control. The course will also discuss recent applications of machine learning, such as robotic control, data mining, autonomous navigation, bioinformatics, speech recognition, and text and web data processing.

**ITSE500 Object-Oriented Design and Programming (4)**

This course introduces object-oriented design and programming using the Java programming language. Topics include fundamental object-oriented programming concepts, such as classes, objects, methods, interfaces, packages, inheritance, encapsulation, and polymorphism, and advanced Java programming, such as MVC design patterns, Java threads, platform-independent programming, data base connectivity (JDBC), serialization, GUI Design.

**ITWE500 Web Technology and Development (4)**

Study of current Web development technologies on both web server side and client side, programming development using XHTML, CSS, JavaScript, PHP and MySQL.

*Prerequisite: ITSE500*

**ITSE510 Principles of Software Development (4)**

This course studies software development fundamentals and principles. Different software development processes and models will be discussed, with a primary focus on Agile software development. It covers how to use Agile software development principles and tools, such as Test-Driven Development (TDD), Behavior-Driven Design (BDD), User Stories, lo-fi UI Sketching, and Version Control using Git, etc., to develop, test, and deploy a modern web-based software using Ruby on Rails framework.

*Prerequisite: ITSE500 or ITWE500*

*Web and Mobile Application Development Concentration Courses*

**ITWE520 Web Application Development with Ruby on Rails (4)**

This course studies how to build modern web-based application using high-productive Agile development iteration with Ruby On Rails. It focuses on Ruby language and the famous web framework Rails. Common techniques used together with Agile development such as TDD and BDD and popular framework Rspec and Cucumber are introduced.

*Prerequisite: ITWE500*

**ITWE530 Web Services and SOA (4)**

Overview and the fundamental concepts of Service Oriented Architecture (SOA), including common design principles and related

computer science, engineering and technology aspects. Primary topics include evolution of the SOA over the years and how it is applied today, Basic concept of SOA and common SOA design patterns, Web-based Services: RESTful web services, Non Web-based Services, Common technologies used in the real world SOA environment, such as Ruby on Rails, ActiveMQ, Redis, MySQL, Apache Thrift, Google protobuf, and Cloud computing and Web Security

**Prerequisite:** *ITWE520*

#### **ITWE540 E-Commerce System Development (4)**

This course studies both business and technology elements of eCommerce. Topics include eCommerce models and concepts, eCommerce Infrastructure, E-commerce System Development, eCommerce Security and Payment systems, Mobile eCommerce characters and technology, Marketing concepts and communications, Ethical, Social and Political eCommerce issues, etc.

**Prerequisite:** *ITWE500 or ITSE500*

#### **ITSE560 Android Programming (4)**

This course covers fundamentals of software development for Android platforms. Basic Java development concepts for Android will be covered. Additionally, excursions into advanced mobile device development topics will also be covered. These topics may include: Camera and Imaging API, OpenGL ES and 3D Rendering for Mobile Devices, FastCV for Computer Vision, NDK and Native Software Development on Android.

**Prerequisite:** *ITSE500*

#### **ITSE570 iOS App Development (4)**

Learn advanced techniques for iOS Application development using Objective-C/Swift. Topics covered include a review of iPhone programming fundamentals, Multiview Applications, Tab Bars, Pickers, Table Views, Navigation Controllers, iPad Considerations, incorporate Web Services, Core Data App Access, iCloud.

**Prerequisite:** *ITSE500*

#### *Capstone Project Courses*

#### **ITCP600 IT Capstone Project I (2)**

First phase of IT Capstone Project, which is designed to satisfy the requirements for a capstone experience of master's degree in Information Technology. Student will identify capstone project topic, seek an advisor, write, and oral present and get approval a capstone project proposal by the end of the process. Refer to the Capstone Project Handbook for detailed information.

**Prerequisite:** *ITWE500, ITSE500, Permission from the division chair.*

#### **ITCP700 IT Capstone Project II (6)**

Second phase of IT Capstone Project, which is designed to satisfy the requirements for a capstone experience of master's degree in Information Technology. Students will develop and implement the capstone project, and writing a capstone project paper in this phase. Students must have passed ITCP600 IT Capstone Project I with an approved Capstone Project Proposal and register course ITCP700 IT Capstone Project II (6 credits) before starting this phase. Refer to the Capstone Project Handbook for detailed information.

**Prerequisite:** *ITCP600 IT Capstone Project I*

#### **ITCP710 IT Capstone Project III (4)**

Continual phase of ITCP700 IT Capstone Project II. If IT Capstone II is not completed by the end of the quarter in which the student registers for credit, he/she will receive an incomplete 'I' grade for ITCP700. Students will register for ITCP710 Capstone Project III to continue. ITCP710 can be registered for up to 2 quarters. Refer to the Capstone Project Handbook for detailed information.

*Prerequisite: ITCP700 IT Capstone Project II*

## CHAPTER 7: DOCTORAL STUDIES

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Olivet University International offers the Doctor of Ministry, a professional doctoral degree the terminal degree for pastoral ministry and the sign that its graduates have attained the highest learning and skill level in the field of Christian ministry.

### Doctor of Ministry

The Doctor of Ministry (D. Min.) program at Olivet University International is a prestigious education program, designed to advance the candidates engaged in Christian ministries to the highest level in his or her field. The Doctor of Ministry degree is considered the terminal degree in the area of ministry, thus the graduates of the Doctor of Ministry program must demonstrate competent knowledge and insights that meets the high expectation. While maintaining its academic expectations, the emphasis of the Doctor of Ministry is the “practice of ministry”. Upon admission to the Doctor of Ministry Program, a candidate’s final goal in order to be awarded the degree, will be to design, implement, evaluate, and record an original ministry-related project at the highest doctoral standards.

The degree emphasizes mastery of advanced knowledge regarding the purpose and practice of ministry in many dimensions. Thus as a candidate undertakes doctoral studies, he or she must carefully review past achievements, current interests, and future focus of passion in God’s Kingdom. As a candidate considers a doctoral project, the goal of the degree work is to develop new knowledge about the practice of ministry. Many have chosen to view the Doctor of Ministry degree as similar to an Ed.D. in education or J. D. in law. People attaining this degree may be viewed as individuals responsible at the highest levels for maintaining Christ-centered values and practices within the church and its missions worldwide.

The Doctor of Ministry is a degree program culminating in the recognition of advanced professional studies pursued by practicing ministers and Christian professionals. The program sharpens the skills of those actively engaged in ministry. General seminars and supervised independent studies are designed to allow ministers to continue their ministry throughout the duration of the program. Professors will teach the most current methods of ministry in various fields through seminars, classes, and dialog with students. The incorporation of technology is also emphasized by the faculty. This doctorate provides an opportunity for high academic achievement, and develops intellectual and practical capability of practicing ministers and Christian professionals.

The Doctor of Ministry program at Olivet University International seeks to satisfy the standards as defined by the Association of Theological Schools:

“...shall include the design and completion of a written doctoral level project that addresses both the nature and the practice of

ministry. The project should be of sufficient quality that it contributes to the practice of ministry as judged by professional standards and has the potential for application in other contexts of ministry.

The ministry project should demonstrate the candidate's ability to identify a specific theological topic in ministry, organize an effective research model, use appropriate resources, and evaluate the results, and should reflect the candidate's depth of theological insight in relation to ministry. Upon completion of the doctoral project, there shall be an oral presentation and evaluation. The completed written project, with any supplemental material, should be accessioned in the institution's library." (Bulletin 43, Part 1, The Association of Theological Schools in the United States and Canada, 1998.p.112-113)

All written submissions mentioned below, and any other materials for the Doctoral Committee, are to be sent to the D.Min. Office: [dminoffice@international.olivetuniversity.edu](mailto:dminoffice@international.olivetuniversity.edu).

## Areas of Study

Olivet University International is an institution of distance Biblical higher education dedicated to training ministry-bound men and women as Biblical scholars and leaders and to equipping them with practical skills to preach the Gospel effectively into and after the 'network generation'. Because of the many activities students engage in that are designed to revolutionize the world, a number of doctoral projects will emerge from student activities.

At Olivet University International, projects in the Doctor of Ministry program are broadly grouped under four headings:

1. General Pastoral Ministry
2. Intercultural Ministry
3. Campus Ministry
4. Vocational Ministry

Examples of ministry projects are:

- Leadership for the Church, Development of Ministries
- Strategies for Evangelism and Church Growth
- Worship and music, Effective communication, proclamation, preaching.
- Intercultural communication, Intentional Multi-cultural ministry
- Leadership and Development in an intercultural context
- Contextualization for Meaningful ministry
- Improvement in the practice of worldwide Missionary activities
- New ideas to bring Christ to students around the world
- Projects that reach post-modern issues among students
- Advances in learning regarding Bible study and Christian service

- Advances in knowledge regarding accreditation, student spiritual growth
- New ideas concerning distance learning, student chat rooms, e-library
- Innovative internet programs that may help other ABHE members

This list is a sampling of potential projects to start a candidate thinking of their respective interests and gifts. It is not an exhaustive list, but is designed to initiate creative thinking and reflection.

## Program Goals for the D. Min. Program

In the context of Olivet University's mission, completion of the D. Min program will enable students to:

- Enhance their theological and practical effectiveness in a chosen ministry field.
- Have contributed a significant research project within a chosen ministry field.
- Demonstrated the ability to interpret the context of their ministry through biblical / theological as well as historical/ social inquiry.
- Become a model of Christ-like living in word and deed.

## Curriculum

**Prerequisites:** Prerequisites are courses that must be completed with a "B" or better prior to registration in a specific course. Students must meet the course prerequisites or otherwise satisfy the instructor of their preparation to take the course. Prerequisites can be waived only at the discretion of the instructor or department offering the course. Pre-requisites to study specific area and course are put at the end of each course name in parentheses. Students should observe the requirement before taking the courses with pre-requisites.

The Doctor of Ministry program requires a total of 45 credits in the quarter system, more than 80% of the courseworks can be done through internet. Each course or seminar credit normally calls for ten clock hours of interaction with faculty or its equivalent and at least twenty clock hours in preparation for and follow-up to this interaction.

Olivet University International online Doctor of Ministry degree program requires students to complete a total of 45 credits. While totally 26 units of it is the required and elective seminars, or independent studies supervised by professor. 8 units is the ministry projects, 11 units for the paper on final project. All coursework is online, except for one two-week-long residential study during the first year. It is a tailor-made online DMin program designed to help the practitioners to stay in their local mission field to earn a doctorate.

In order to provide OUI students with personal interaction with their professors and mentors, an additional residential component is provided for students. Each student will need to attend one residential two-week colloquium in the course of their studies, first-year of study is preferable. Students are limited to take no more than 8 credits in the colloquium, which comprised of less than 18% of the whole program.



**The 45 credits are divided this way:**

1. Nine (9) from core or required seminars,
2. Seventeen (17) from elective seminars or approved independent studies supervised by professor,
3. Eight (8) from approved and supervised ministry projects or practica,
4. Eleven (11) credits for the Paper on the Final Project.

<b>Course</b>	<b>Credit Hours</b>	<b>Residential* / Online</b>
<i>Required Seminars (9 credits)</i>		
THEO800 Global Theological Foundations	2	Residential
MINS800 Global Missiology	2	Residential
RSCH800 Doctoral Research & Presentation	2	Residential
MINS801 A Study of Modern Day Strategies for Growth	3	Online
<i>Elective Seminars (17 credits)</i>		
BIBL801 Advanced New Testament Background	2	Online
HIST810 Modern East Asian History Emphasizing Christian Influences	2	Residential / Online
MINS811 Buddhism	2	Online
MINS812 Spirituality and Missions	2	Online
MINS813 The Emergence of National Mission Movements in the Global South	2	Online
MINS814 Women in Christian History & Theology	2	Residential / Online
MINS815 Educational Mission of the Church	2	Online

MINS816 Evangelizing University Students	2	Online
MINS817 Epistemology and Ontology in Discipleship	2	Online
MINS818 Hinduism	2	Online
MINS819 The Historical Significance of Movements in the Development of Christianity	2	Residential / Online
MINS820 Pastoring Cross-Cultural International Churches	2	Residential / Online
MINS850A-H: Doctoral Independent Studies A-H ( <i>Prerequisite: All four required seminars completed.</i> )	1-8	Online
<i>Practicum (8 credits)</i>		
PRAC800A Ministry Internship – A	8	Online
<i>Final Project (11 credits)</i>		
MINS980 Final Paper/Project <b>(Prerequisite:</b> <i>All four required seminars completed.</i> <i>11 units of elective seminars completed.</i> <i>8 units of practica completed.</i> <i>At least 34 credits earned total.</i> <i>Written topic approval by mentor and Doctoral Committee.)</i>	11	Online

\* Maximum of 8 units from the "residential" category can be registered throughout the course of study.

### **Residential Component – DOCTORAL COLLOQUIUM**

The Doctor of Ministry includes a residential component, called the Doctoral Colloquium, which the student is required to attend once in order to fulfill the required credit hours. It is offered annually, typically scheduled in the month of November.

[Disclaimer: Colloquium date are subject to change only under extraordinary circumstances, and if such a case arises, students will be notified by email at least six months in advance.]

The colloquium is an opportunity for students studying at a distance to meet face to face with faculty and fellow students.

The colloquium fee is \$650 USD, a separate fee from tuition.

Housing and meals are included. In addition, student is responsible for his/her own travel costs to and from the colloquium location. This amount varies, depending on where the student is traveling from.

The colloquium is typically held at the Riverside, CA (USA) campus\*:

36401 Tripp Flats Rd  
Anza, CA 92539  
USA

*\*This location is subject to change under extraordinary or special circumstances. In such a case, students will be notified six months in advance.*

Elaboration on how credits are earned:

### **REQUIRED SEMINARS totaling 9 credits**

These are normally offered in the classroom for ten clock hours each at the doctoral colloquium and then followed up throughout the academic year in the online classroom. The seminars are entitled “Global Theological Foundations”, “Global Missiology”, “A Study of Modern Day Strategies for Growth”, and “Doctoral Research and Presentation”. “A Study of Modern Day Strategies for Growth” is available entirely online for registering during the academic year that the student intends to complete it.

### **ELECTIVE SEMINARS and APPROVED INDEPENDENT STUDIES totaling 17 credits**

A. All of the elective seminars can be accessed through internet. There are totally 12 elective seminars available through online platform. Students are able to study the seminars, discussion through live chat and discussion in "populi" platform purely through online method. Students can choose according to their interest of research and track to fulfill this 17 credits by elective seminars together with 1-8 credits of independent studies.

B. Among the 12 electives, three of them are also provided in the residential colloquia as an optional choice. All of them are 2-

credit courses, they are: (1) HIST810 Modern East Asian History Emphasizing Christian Influences, (2) MINS814 Women in Christian History & Theology, (3) MINS819 The Historical Significance of Movements in the Development of Christianity and (4) MINS820 Pastoring Cross-Cultural International Churches.

C. Students can also finish all of their independent studies through online initiatives. For Doctoral Independent Studies, which required students to complete all four required seminars as pre-requisite, students may petition the Doctoral Committee, using the Official Form for that purpose, to approve, in advance, an appropriate independent study with varying credit. If approved, a member of the faculty would be appointed as supervisor.

Each credit would represent at least 30 clock hours of work. These independent studies can take a variety of approaches. One kind would be to do an in-depth study, concluding with a research paper (which may or may not be included in some way in the Final Project). Another kind would be to participate in an appropriate conference, usually one with a very practical theme. It may be conducted by some group besides Olivet, although the Doctoral Committee would appoint a member of the faculty (who would not necessarily attend the conference) to receive the student's report on the conference and evaluate a project or paper associated with it. Other ways of earning these independent credits are possible. As students do so, examples will be posted and provide guidance for seeing what might be available in one's own region and area of interest.

#### **SUPERVISED MINISTRIES or PRACTICA totaling 8 credits**

These credits have some similarities with the above independent studies, in that they are to be initiated by the student on the official Supervise Ministry Proposal Form submitted to the Doctoral Committee. They need to be approved in advance by the committee, and they will have a member of the faculty either assigned as the supervisor or assigned to receive the reports of the approved on-site ministry supervisor (OMS). Each credit must represent at least thirty (30) clock hours of practical ministry, including the time in preparing for and reporting on it. A formal academic paper would not normally be expected. The practical ministry may relate to one's intended Final Project, but it does not have to. It will normally involve contact with those to whom one is ministering. However, it could also include many hours of preparation such as creating computer resources as curricula or other forms of outreach for varying target ages or groups.

Supervised Ministries can be set in churches, schools, vocational workplaces, and other places where ministry takes place, as long as the setting makes a contribution to the student's doctoral program. Students may want to choose supervised ministries that will provide opportunities to explore the areas of practical research that can be useful in developing the project for their final paper.

Ideally, the student's on-site ministry supervisor (OMS) encourages interactive learning within ministry by becoming an advisor, friend, and objective evaluator. The OMS should have experience and competence sufficient to evaluate the ministry performance from both practical and theological perspectives. The OMS's resume or should be attached to the Supervised Ministry Proposal for evaluation by the Doctoral Committee.

The object of this aspect of the program is to provide intensive mentoring to the participant in his or her place(s) of ministry and to encourage the student to reflect theologically and practically on his or her ministry(s) and life. It will promote a very contextualized learning experience to the student.

#### **FINAL PAPER/PROJECT totaling 11 credits**

Upon satisfactory completion of all seminar and other requirements, students register for their Final Project and are assigned a

Mentor from the Faculty. At the beginning of this section “Doctor of Ministry” there is a major summary of what the project is to do and many examples of them. As to style, and format, the Final Project and any formal papers for earlier credits, when in English, must conform to *A Manual for Writers of Research Papers, Theses, and Dissertations: Eighth Edition*; (Chicago: University of Chicago Press, 2013) by Kate L. Turabian, revised by Wayne C. Booth, et.al.. Also valuable because it is more specialized is *Quality Research Papers for Students of Religion and Theology: Third Edition*; (Grand Rapids, Zondervan, 2014), by Nancy Jean Vyhmeister. When approved to write in another language, comparable authoritative guides must be used.

With the goal of protecting the rights and welfare of those individuals who agree to participate in research, OUI has created an Institutional Review Board and adapted an Institutional Review Manual. In general, research conducted by candidates for the D.Min. degree falls into the category of “exempt” research, that is, the proposed research project was reviewed and it was determined that the only involvement of human subjects is in one of the categories listed under 45 CFR 46 Section 101(b)(1)-(6) and 21 CFR 56. 104(d). The Doctoral Committee serves as the institutional review board (IRB) for OUI and the committee Chair makes the determination if a proposed project is exempt, is eligible for expedited review or must undergo a full board review. Training for the IRB is provided by Citi Program.

The Doctor of Ministry Project Handbook gives in detail guidance on identifying, researching, writing, and presenting a project dissertation on the highest professional standards. All candidates are advised to study the Handbook closely.

## Course Descriptions

### *Required Seminars*

#### **MINS800 Global Missiology (3)**

This revised seminar gives an opportunity for the entering DMin student, as well as those continuing from the 2014 seminar, to review their previous studies in cultural and theological areas, while at the same time encouraging exploration in both global and topical areas requiring doctoral level thinking and writing.

#### **MINS801 A Study of Modern Day Strategies for Growth (3)**

The course is designed to help graduate students develop a mega strategy for world evangelization. It includes an in depth study of eight growing contemporary global churches and movements. The study will focus on principles common to all while also making a detailed study of the following growing entities: 1.) The Southern Baptists (Evangelicals), 2.) The Assemblies of God (Charismatics), 3.) The Jehovah’s Witnesses, 4.) The Mormon Church, 5.) The Homosexual Movement, 6.) Islam, 7.) The Roman Catholic Church, and 8.) World Class Organizations including the Lausanne Movement, the World Council of Churches, and the World Evangelical Assembly.

#### **THEO800 Global Theological Foundations (3)**

This seminar gives an opportunity for the entering DMin student to review their previous studies in historical and theological areas generally, while at the same time encouraging exploration in both global and topical areas previously underdeveloped.

#### **RSCH800 Doctoral Research and Presentation (2)**

The student is introduced to the methods and materials necessary for adequate and appropriate research for producing a doctor of ministry thesis or project (biblical, theological, historical, missiological, or pastoral/practical). Additional study will be needed if the

student plans a subject requiring religious sociological data. The focus will be on the nature of graduate-level research, how to present it, and practical experience with the writing of an academic article capable of being published.

*Required Online Elective(s)*

**MINS850A-H Doctrinal Independent Study – A-H (1-8)**

(See detailed description above.) At least one credit of this course group is required for graduation.) Independent studies can take a variety of approaches. One kind would be to do an in-depth study, concluding with a research paper (which may or may not be included in some way in the Final Project). Another kind would be to participate in an appropriate conference, usually one with a very practical theme. It may be conducted by some group besides Olivet, although the Doctoral Committee would appoint a member of the faculty (who would not necessarily attend the conference) to receive the student's report on the conference and evaluate a project or paper associated with it. Other ways of earning these independent credits are possible. As students do so, examples will be posted and provide guidance for seeing what might be available in one's own region and area of interest.

**Prerequisite:** *All four required seminars completed.*

*Required Practica*

**PRAC800A-G Ministry Internship – A-G (2-8)**

(See detailed description above) Supervised Ministries can be set in churches, schools, vocational workplaces, and other places where ministry takes place, as long as the setting makes a contribution to the student's doctoral program. Students may want to choose supervised ministries that will provide opportunities to explore the areas of practical research that can be useful in developing the project for their final paper.

*Required Final Project/Dissertation*

**MINS980 Final Paper/Project (11)**

(See detailed description and topic examples above) The ministry project should demonstrate the candidate's ability to identify a specific theological topic in ministry, organize an effective research model, use appropriate resources, and evaluate the results, and should reflect the candidate's depth of theological insight in relation to ministry. Upon completion of the doctoral project, there shall be an oral presentation and evaluation. The completed written project, with any supplemental material, should be accessioned in the institution's library.

**Prerequisite:** *All four required seminars completed.*

*11 units of elective seminars completed.*

*8 units of practica completed.*

*At least 34 credits earned total.*

*Written topic approval by mentor and Doctoral Committee.*

**MINS981 Final Paper/Project – Continuation (0)**

All students with an incomplete grade in MINS980 Final Paper/Project need to enroll in this course at the beginning of the annual doctoral term. This course is a zero credit continuation course of the D.Min. project class.

**Prerequisite:** *Incomplete grade (IP) in MINS980.*

*Elective Seminars at Colloquium*

**BIBL801 Advanced New Testament Background (2)**

This is a study of the historical background of the era prior to and during the New Testament (the 1st Century AD) to gain a better understanding of the origin of cultures, movements, places and names taken for granted in the New Testament documents.

**HIST810 Modern East Asian History Emphasizing Christian Influences (2)**

Modern East Asian History focuses on the historical and cultural developments and distinctions of China, Korea and Japan from 1800 to the present. Emphasis is on the historical events from the past that have shaped contemporary East Asian societies, that elucidate the interactions between the three societies, and that highlight the introduction, developments and cultural impacts of Christianity. Attention will be given to a comparison of the Christian worldview with those of the various East Asian societies and to an explanation of the roles and experiences of the Christian church in East Asia.

**MINS811 Buddhism (2)**

A study of the historical emergence of Buddhism and its teaching. Major points of comparison between Christianity and Buddhism as well as communication of the gospel in the Buddhist context will be studied.

**MINS812 Spirituality and Missions (2)**

This is an in-depth study of the relationship between spiritual warfare, worldview and evangelism. The study will focus on the interplay between the spiritual powers and cultural themes as it relates to the receptivity of an ethnic-social group to the gospel. The goal of the course is to explore keys to overcoming cultural and spiritual barriers to evangelism.

**MINS813 Missions from the Non-Western World (2)**

This seminar will survey the advance of the Church in the non-western world, which has greatly impacted mission of the Church worldwide. It also seeks to demonstrate and interpret the rapid globalization of the church. The dynamics and characteristics of the churches in global south and east will also be discussed.

**MINS814 Women in Christian History and Theology (2)**

This seminar provides an overview of the study of women in Christian history and theology, including their roles, understanding of attitudes toward women and their participation in Christian movements and traditions.

**MINS815 Educational Mission of the Church (2)**

This course discusses the nature and mission of how the Church best nurtures faith in its adherents. Educational theory and philosophy is applied to the theological task of educating God's people.

**MINS816 Evangelizing University Students (2)**

This seminar deals with Biblical principles and methodologies of effective evangelism campus students and instructs the student in the principles, methods and content of disciple-making, fostering continuous growth and maturity in college students. This course helps students develop the practical skills of communicating the Gospel in campus and mentoring new student Christians.

**MINS817 Epistemology and Ontology in Discipleship (2)**

This course attempts to critically reflect on the relationship between the epistemological and ontological aspects in a dynamic

interplay in Discipleship, by providing a sequential, developmental and interactive personal framework for life and Christian witness.

**MINS818 Hinduism (2)**

This seminar offers an advanced survey of the Hindu tradition, including historical development of Hinduism through the use of texts, archeological finds and modern scholarship.

**MINS819 The Historical Significance of Movements in the Development of Christianity (Contemporary Trends & Issues in Discipleship) (2)**

The purpose of the course is to help advanced students at the to have a better understanding of major growth movements in the history of the Christian Church, and the dynamics of contemporary Christian movements. Six historical movements will be studied and the student will be challenged to compare the major aspects of these movements to contemporary ones.

**MINS820 Pastoring Cross-Cultural International Churches (2)**

International congregations of expatriates are growing at a rapid rate as the world globalizes. This course examines the philosophy, theology, and practice of pastoring and planting international congregations. The student will particularly look into culture shock and the ways that the expatriate might be shepherded, evangelized, disciplined, and encouraged through the process of adapting to foreign culture.

**THEO810 Advanced Biblical Hermeneutics (2)**

This course analyzes advanced issues in biblical hermeneutics. Students will be guided in the application of formerly acquired basic skills of interpretation. We will engage with hot topics in applied theology, identifying the underlying hermeneutical models which produce differing viewpoints. The preliminary reading and classroom discussion will focus on the issues of infant baptism and women's ordination as examples.

## **Faculty Organization and Responsibilities**

The D.Min. program of Zinzendorf is served by a faculty comprising (1) Professors who offer the seminars and may serve as supervisors for independent studies, and (2) Mentors who work closely with students on their final projects and may serve as supervisors for the credits for approved ministries. The student's Mentor nominates the Doctoral Committee for approval by the Doctor of Ministry Program Director for the project and examination phase. The professors may also serve in the role of mentor. See the current list of faculty at the end.

## **Doctoral Council**

The Doctoral Council administers both the D.Min. on behalf of its entire faculty and of the Board of Trustees of Olivet University International.

The Doctoral Council will meet as needed to oversee the program, usually monthly. It acts on completed applications to the program to decide who will be admitted. It has to approve the applications for independent studies and supervised practica. It approves proposed Final Projects, designates the mentors for them, and then evaluates them on completion. It is responsible for making policy decisions involved with administering the doctoral programs.



The Doctoral Council for 2018-19 consists of:

- Rachael Mak, D.Min. (Chair)
- Tom Cowley, Ph.D. (Program Director)
- Mark Wagner, Ph.D.
- Esther Kim, D.Min.
- Tracy Davis, D.Min.
- Matthias Gebhardt, Ph.D.
- Martin Zhao, Ph.D.

The implementation of the decisions of the Doctoral Council is carried out by the Director of the Doctor of Ministry Program and the Administrator. Communications to the council are addressed to the Administrator. Once a Mentor has been appointed for a Final Project, communications normally come through the Mentor rather than directly from the student. Until then, the administrative staff is responsible for monitoring student programs to be sure appropriate progress is being made.

### **Evaluation of the Program**

The D.Min. Program emphasizes supervision and evaluation. The Doctoral Council supervises and evaluates the program with the assistance of the administrative staff.

The student also has an opportunity to evaluate the program. The student evaluates the course offerings, and gives feedback concerning the functioning of their teachers, supervisors and mentors.

### **Requirements for Graduation**

Olivet University International will confer the Doctor of Ministry degree on students who have met the requirements for graduation as outlined in the Doctor of Ministry Program Handbook, have been recommended by the Doctoral Committee, and are approved by the Board of Trustees.

To graduate, the participant:

1. Must satisfactorily complete 45 quarter credits of doctoral work
2. At least one (1) elective credit must be taken online, not at the colloquium.
3. Must maintain a cumulative grade point average of 3.0.
4. Must be in good standing with all bills paid.
5. Must complete a Graduation Application Form by the deadline.
6. Must receive approval to graduate after passing an Oral Examination administered by the Mentor and the Doctoral Committee.
7. Must have attended the annual colloquia, unless otherwise excused by the Doctoral Committee.
8. Must complete all degree requirements within the 6-year time limit, unless explicitly extended upon application to the

Doctoral Committee. A "continuation fee" would be required.

## CHAPTER 8: COURSE SELECTION AND SCHEDULING

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Instructions and dates for registration are located on Populi. All students will receive their Populi login ID and password upon enrollment. Students will be notified by email about registration instructions and the date by which they must register. Questions should be directed to the Office of Admissions. Former students eligible for re-enrollment who have indicated their desire to attend Olivet University International also will be notified about their status and any registration information via email.

### Adding and Dropping Courses

Students may officially add or drop course(s) with no clerical fee being charged until the specified add/drop date, after which a \$15 clerical fee will be charged for each course added or dropped. Additional per hour fees owed will be calculated based on the total amount due after the schedule adjustment has been made. Refunds owed will be calculated based on the total amount due after the schedule adjustment has been made.

A student wishing to add or drop a class needs to submit a Drop/Add Class form to the Registrar. The student is then responsible for obtaining permission from the faculty member teaching the course as well as the student's advisor.

A student wishing to withdraw from a course after the add/drop date may complete a Drop Class form with the Office of the Registrar. The student is also responsible for paying appropriate fees, and obtaining permission from the faculty member teaching the course as well as the student's advisor.

Anytime a student drops below fulltime status as a result of dropping or withdrawing from a course, he/she must get express permission from the Academic Dean and the College Program Director, because his/her financial status with the university might be affected.

### Dropping vs. Withdrawing

*Dropping:* Students may drop from class during the official drop/add period at the beginning of each quarter. This process occurs online. At the end of the quarter, no official record of the student having been in the class exists.

*Withdrawal (Class Withdrawal):* Students may withdraw from courses following the drop/add period until week nine of the fall, winter, or spring quarter. A grade of "W" will appear in the student's official records.

### Withdrawal Policies

During the first week of the fall, winter or spring quarter, students may withdraw from a course with no record of the class appearing on the transcript. In weeks three through nine of the fall, winter and spring quarter, the student may withdraw with the advisor's permission. The course will be recorded on the transcript with the instructor's notation of "W," indicating that the student withdrew. After week nine of the fall, winter, or spring quarter, students may not withdraw from courses.

No student may withdraw from more than five courses during the duration of his/her studies to earn a degree. A student may not withdraw from the same course more than once.

Procedure: Withdrawal from a course is accomplished with an Add/Drop Classform, processed through the Registrar's Office.

There are two different types of withdrawal: "College Withdrawal," which is withdrawing from the college (all courses), and "Class Withdrawal," which is withdrawing from individual courses.

### **College Withdrawal (Complete Withdrawal) Policy**

If a student does not intend to return to OUI or is planning to be away for more than one-year (four quarters), he/she is required to file Leave of Absence/College Withdrawal form.

To maintain good academic standing and eligibility for readmission to the college, students finding it necessary to withdraw must do so officially. Students will then have to apply for readmission in order to return. In this case, students may be subject to updated general education, major and degree requirements. Courses taken at another institution do not need prior approval but will be evaluated for possible transfer credit at the time of readmission. Readmission is not guaranteed and is subject to the admission criteria in place at the time students reapply.

### **Refunds for Withdrawals**

When withdrawing from a class, a student can drop a class with no charge as long as it is within the first two weeks of classes. Anytime after this, students must pay a \$15 drop fee to withdraw from a class. They will be able to do this up until the end of the fourth week of classes, at which point it is no longer possible to drop classes.

Tuition charges may be refunded 90% only if the withdrawal form is processed by the end of the second week of classes of the fall, winter and spring quarters. Students may withdraw after giving official notice and receive a refund of fees paid for which instruction was not received, through completion of 60 percent of the course or term. No refunds will be given after this time.

### **Repeating Courses**

Courses for which grades of "D" or better have been earned may not be repeated for credit. Courses for which grades of "F" have been received may be repeated for credit. Only the grade for the repeated attempt counts toward the grade point average. All entries on the transcript, however, remain a part of the student's permanent academic record. Students will not be allowed to register for a course for which they have already received a passing grade.

### **Quarter System**

Courses of study at Olivet University International are offered, and credit for satisfactory completion is granted, on a quarter basis.

The school year at Olivet University International is divided into three regular quarters –fall, winter, and spring. With the exception of the summer quarter, which has 42 days of instruction, each quarter includes 10 weeks of instruction (not including final exams).

The basic unit for credit earned is the quarter hour, representing one hour of class per week for 10 weeks.

### **Online Learning**

Olivet University International offers online-only courses through the school's online classroom. The vast majority or the entire class activity will take place online, including tools such as video conferencing, online lectures, forums, chat rooms, online tests and quizzes, and electronically submitted coursework. Course content can be accessed 24/7 at the student's convenience, but the student is responsible for keeping up with the curriculum throughout the quarter. Most course material will be available electronically, but students might occasionally need to purchase a physical textbook for online courses.

### **Class Schedules**

Schedules listing classes offered each quarter are available on the university's course management system Populi. Extension course offerings can also be found in Populi. After receiving their ID and password, students may access Populi at the following address: <https://olivet.populiweb.com>.

### **Class Attendance**

Students in synchronous classes are expected to be punctual and regular in class attendance and to accept responsibility for all assigned work. Any student who has been absent for as many as one-third of the total class sessions for a course will have failed and will be suspended from the course. Within this framework, each instructor may set his/her own class attendance policy, and will inform students of this policy at the beginning of the term.

Synchronous class sessions missed because of illness or late registration will be counted as absences, except in the case of extenuating circumstances.

Students who are ill are expected to notify their instructors and to arrange to make up any missed work. A student who is forced to miss classes for any extended period shall notify the Office of Student Services of his/her absence and the reason for it. A student who is absent from class for a period of two weeks without such notification will be considered as having unofficially withdrawn from the course and will receive a grade of "F". If the student has been unable to notify the institution for reasons beyond his/her control, he/she may be reinstated by petitioning the Academic Council.

Any student who misses an examination for a legitimate reason may be granted permission to take a "make-up" examination at the discretion of the faculty member.

Permission to give a final examination at any time other than the officially scheduled time must be obtained from the Division Chair.

## CHAPTER 9: GRADE NOTATION AND POLICIES

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### Grading Policies

Grades shall be assigned to individual students on the basis of the instructor's judgment of the student's scholastic achievement using the grading system below.

### Grading System (Undergraduate)

Percentage Equivalent	Grade	Interpretation	Grade Points
100-93	A	Excellent	4.0
92-90	A-		3.7
89-88	B+		3.3
87-83	B	Good	3.0
82-80	B-		2.7
79-78	C+		2.3
77-73	C	Satisfactory	2.0
72-70	C-		1.7
69-68	D+		1.3
67-63	D	Minimum Passing	1.0
62-60	D-		0.7
Below 60	F	Failure	0

### Grading System (Graduate, Doctoral)

Percentage Equivalent	Grade	Interpretation	Grade Points
100-93	A	Excellent	4.0

92-90	A-		3.7
89-88	B+		3.3
87-83	B	Satisfactory	3.0
82-80	B-		2.7
79-78	C+		2.3
77-73	C	Below Standard	2.0
72-70	C-		1.7
69-68	D+		1.3
67-63	D	Way Below Standard	1.0
62-60	D-		0.7
Below 60	F	Failure	0

**Other Grade Marks Used:**

Grade	Interpretation	Grade	Interpretation	Grade	Interpretation
I	Incomplete	M	Missing Grade	NP	No Pass/No Credit
IP	In Progress	NF	Non-Attendance Failure	E	Conditional
W	Withdrawal	P	Pass (C- or better)	AU	Audit

*Incomplete Grade (I)*

The “I” (Incomplete) grade is given when the course is not completed by the end of the term for acceptable reasons. If this grade is not removed within ten weeks of the end of the term, it becomes an “F.”

Students are permitted to withdraw from courses and receive a “W” only during the first half of any course. Students desiring an exception to this rule must petition through the Registrar's Office. “W” will not be calculated in the grade point average.

*In Progress Grade (IP)*

The grade of “IP” (In Progress) is issued only in the special circumstance of a course registered for in one term is to be completed by registering for the companion course in a subsequent term. Upon successful completion of the final course, the instructor changes the IP grade to the appropriate grade. IP grades are not included when calculating the grade point average.

*Withdrawal Grade (W)*

A grade of “W” (Withdrawal) is issued when a student formally withdraws from a course. The withdrawal must be initiated by the

student in accordance with the procedures and due deadline dates. “W” grades carry no credit and are not included when calculating the grade point average.

#### *Missing Grade (M)*

A grade of “M” (Missing Grade) is issued when no grade has been reported to the Enrollment Office. “M” grades carry no credit and are not included when calculating the grade point average. “M” grades will change to a grade of “NF”, one term after the initial term. Once converted to an “NF”, cannot be changed.

#### *Non-Attendance Failure Grade (NF)*

The grade of “NF” (Non-Attendance Failure) may be given by a professor for excessive absences by a student or when a student stops attending the class. This grade will be computed in the grade point average like a grade of “F.” “NF” grades cannot be changed after initial submission and other grades cannot be changed to a “NF.”

#### *Conditional Grade (E)*

A grade of “E” (Conditional) is earned only in continuing courses. This grade can be raised to a “D” by doing “C” grade work in the remainder of the course; otherwise, it becomes an “F”.

#### *Audit Grade (AU)*

A grade of “AU” (Audit) is issued when a student's attendance in an audited course is deemed adequate. AU grades carry no credit and are not included when calculating the grade point average.

## **Grade Point Averaging and Deficits**

The term “average” refers to the grade point average (GPA) for work completed at the university. Grades received at other institutions are NOT averaged with grades received at Olivet University for the purpose of meeting university average requirements.

Averages are determined by computing the ratio of grade points to quarter hours attempted.

A grade point deficit is defined as the number of grade points below a C average on hours attempted at Olivet University. If the grade point average is less than 2.0, there is a grade point deficit.

Only grades higher than C will lower a deficit.

### **Calculating the Grade Point Average**

- Multiply grade value times the number of credit hours for total grade points.
- Divide the total number of grade points by the number of hours carried.

### **Calculating the Grade Point Deficit**

To determine grade point deficit students must first calculate the grade point average.

- Multiply the total Olivet University hours carried for a grade by 2 (for 2.0 GPA) and
- Subtract the total grade points earned to determine the deficit.

For instance, if a student has taken 100 hours for a grade, then 200 grade points are needed for a 2.0 GPA.

If there are 196 grade points, there is a 4-point deficit.

In compiling a student's grade point average, the following factors must also be taken into consideration:

1. When transfer credit is awarded, the transfer grade is not computed in the grade point average.
2. When a student repeats a course, both the initial grade and the repeat grade appear on the transcript. However, only the last completion mark will be included in the grade point average.

## Grade Appeal

The normal appeal procedure begins with a consultation with the professor concerned. The following are the steps to filing a grade appeal:

1. Prior to the end of the quarter following the course in which the contested grade is issued, the student will request that the faculty member reconsider the grade that was awarded.
2. If dissatisfied with outcome of faculty decision, within 10 days of the faculty member's decision, the student may appeal in writing to the Division Chair.
3. Within 10 days of the Division Chair's decision, the student may submit a written appeal to the Chief Academic Officer (CAO).

The student is responsible to monitor email daily throughout the appeals process.

## CHAPTER 10: SATISFACTORY ACADEMIC PROGRESS REVIEW

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### Academic Good Standing

Undergraduate or graduate students are expected to maintain a grade point average ("GPA") of at least 2.0 or 3.0 on a 4.0 scale to remain in Academic Good Standing.

### Academic Disciplinary Status Overview

OUI maintains academic disciplinary policies to encourage students to make the necessary academic and life changes to succeed. Students who fail to meet the minimum expectations of Academic Good Standing must meet more stringent standards and regularly consult with academic advisors.



## Disciplinary Policy for Undergraduate/Graduate Students

The disciplinary policy provides a student with several opportunities to make the necessary adjustments prior to a final dismissal from OUI.

Disciplinary Status:

- Academic Warning
- Academic Probation
- Academic Suspension (One regular term and any summer term)
- Academic Dismissal

Each Disciplinary Status, except for Academic Warning, will be indicated on the student's academic record.

### 1. Academic Warning

If an undergraduate/graduate student's cumulative GPA falls below a 2.0 (undergraduate) or 3.0 (graduate), the student will be placed on Academic Warning.

Academic Warning is designed to help students make the required adjustments to achieve success and a degree at OUI. These adjustments will vary based upon the individual circumstances of each student, but should be taken seriously.

If a student is placed on Academic Warning, the student will be required to follow certain protocols and meet higher academic standards. These protocols and standards are designed to bring the student back to Academic Good Standing and allow the student to meet graduation requirements.

A student on Academic Warning is required to meet the following Satisfactory Progress Policy requirements for the term:

*Satisfactory Progress Policy:*

- Earn a minimum term GPA of 2.2 for undergraduate students or 3.2 for graduate students.
- Meet with the academic advisor prior to registration.
- Retake all required Major and University Core Courses failed the previous term. 1
- Register for a maximum of 12 credit hours for undergraduate students and 8 credit hours for graduate students. 2
- Maintain satisfactory progress towards graduation.

If a student on Academic Warning meets the Satisfactory Progress Policy requirements but fails to achieve a cumulative GPA of 2.0 (undergraduate) or 3.0 (graduate), the student will remain on Academic Warning and must continue to comply with all Satisfactory Progress Policy requirements.

If at any time, a student's cumulative GPA meets the minimum requirements of 2.0 (undergraduate) or 3.0 (graduate) overall the student will regain Academic Good Standing. A student's cumulative GPA is only affected by OUI coursework. Coursework at another institution cannot be used to return a student to Academic Good Standing.

1 The CAO reserves the right to alter this requirement on a case-by-case basis.

2 The CAO reserves the right to alter this requirement on a case-by-case basis. If a student has registered for more than 12 credit hours (undergraduate) or 8 credit hours (graduate) prior to his or her placement on Academic Warning, the student's schedule must be reduced to a maximum of 12 credit hours (undergraduate) or 8 credit hours (graduate). The student is required to meet with his or her academic advisor to find an appropriate adjustment to the student's academic schedule.

## **2. Academic Probation**

A student will be placed on Academic Probation for failure to meet the Satisfactory Progress Policy requirements while on Academic Warning. A student on Academic Probation is also required to meet the Satisfactory Progress Policy requirements as listed above.

Students who leave the University on Academic Warning or Academic Probation may be readmitted with the same status, even if they have attended another institution in the interim. Performance at another institution will be a factor in the readmission decision.

## **3. Academic Suspension**

Students are automatically placed on Academic Suspension for failure to meet the Satisfactory Progress Policy requirements while on Academic Probation.

Students on Academic Suspension may not enroll in, audit, or visit a class unless readmitted as described below. Students who have already pre-registered for classes will automatically be dropped from all classes.

When the student is academically suspended the student's official transcript states "Academic Suspension" for the affected term.

### *Length of Academic Suspension*

- A student's First Academic Suspension will be for a period of one regular term and any summer term.
- A student's Second Academic Suspension is Final Dismissal from OUI without a possible readmission.

## **4. Readmission**

A student placed on First Academic Suspension must petition to his or her College Dean for readmission.

A student that is readmitted may be subject to additional probationary conditions placed upon them by the College Dean. Such

additional probationary conditions may be individual to the student and his or her academic circumstances, but will be designed to encourage the student to reach Academic Good Standing and be eligible for Graduation.

A student who reenters the University after First Academic Suspension will re-enter on Academic Probation.

A student placed on Second Academic Suspension shall be permanently dismissed from the University without a possible readmission.

Programs have the prerogative of recommending the termination of a student's admission at any time.

The Registrar shall inform, in writing, any student who is not making satisfactory academic progress as soon as practicable after term grades have been reviewed and the appropriate action has been taken.

A student placed on Academic Suspension or Academic Dismissal status may appeal such action by filing a written appeal with the Division Chair or designee no later than 10 working days after the date of the written notice.

The appeal shall include a brief outline of the reasons why the appeal should be granted. The decision of the College Dean or designee on the appeal shall be final.

## **Academic Progress of Students**

### **Midterm Monitoring**

At midterm each quarter, all faculty members will receive a request to comment on the academic performance of their students.

Individual faculty members are often the first to notice that a student's academic performance in a particular class is unsatisfactory and may be indicative of overall academic difficulty and/or other problems. Indicators of difficulty may include unsatisfactory grades; poor or inconsistent work; poor or erratic attendance; inattentiveness, agitation; change in behavior, attitude, or appearance; inappropriate and/or inconsistent behavior, etc.

The evaluations from faculty not only help academic advisers in their monitoring of a student's academic performance and progress, but also assist them in their efforts to provide the appropriate support and resources to the student.

### **Academic Review**

At the end of each quarter, each program Division Committee, composed of faculty and academic staff, will review and may take action on the record of every student whose term or cumulative grade-point average is below 2.0 for undergraduate students and 3.0 for graduate students. The Committee will determine student standing, including academic warning, academic probation, suspension, and dismissal. All such students are notified via email. However, all students are responsible for monitoring their own academic record and performance, and failure to receive the notification does not nullify the academic standing action. In addition, students are encouraged to seek out assistance from the appropriate university resources.

Exercising the repeated course option does not negate prior academic standing action.

## Statement of Academic Rigor

Academic rigor helps to promote lifelong learning and is an integral aspect of Olivet University International's mission. Academic rigor means sustaining a learning environment that challenges students to attain high levels of intellectual skills in an ethical manner.

### Academic Rigor for Faculty

Rigorous teaching permits faculty members to create learning environments that challenge students academically and encourage them to grow. Rigorous teaching requires a professional commitment to academic discipline and to inspiring students to develop their knowledge and understanding by developing their learning skills. Students should be able to expect faculty members to:

1. Strive to clearly communicate the course expectations and have them summarized on the syllabus, and to follow the curriculum;
2. Strive to come to class prepared, and to give students useful feedback on their assignments in as timely manner as the situation permits;
3. Strive to be available to students outside of the classroom;
4. Strive to make assignments relevant, meaningful and challenging;
5. Strive to create opportunities for learning in ways geared to students' diverse talents and abilities;
6. Strive to reduce, if not eliminate, the students' perceived need to plagiarize and to challenge plagiarism should it occur; and
7. Strive to evaluate our courses and ourselves.

### Academic Rigor for Students

To make the most of the college experience, students should approach college in terms of a rigor complementary to the faculty's. Rigorous learning requires fortitude, persistence, preparation, hard work, and zeal. Since college shifts students from the teacher-centered style of high school learning to a student-centered style of learning, it places a higher level of responsibility for performance onto the students. Such high performance at a demanding institution can lead to a successful and satisfying career. Therefore, rigorous students should expect themselves to:

1. Set high expectations along with a strong sense of collegiate purpose;
2. Come to class prepared to work, and to submit assignments by the deadlines;
3. Make the most of their time with faculty members in and out of class;
4. Treat fellow students and the classroom with respect, and to participate in the academic process;
5. Manage their time so they can treat college as real work with real value;
6. Participate with complete honesty and integrity;
7. Understand that collaboration with classmates on assignments, when required or encouraged, is acceptable behavior as long as the products of those assignments are truly the student's own work;
8. Accept responsibility for learning and for the grades earned.

## CHAPTER 11: GRADUATION

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### General Requirements

Students must meet minimum academic requirements to be eligible for graduation, according to the prescribed course of study outlined in the curricula of their respective programs, with an appropriate academic grade point average. Students must also satisfy all financial responsibilities to the university to qualify for graduation.

Students enrolled in undergraduate programs of the university must maintain an average grade of “C” (2.00) for graduation. Students enrolled in graduate programs of the university must maintain an average grade of “B” (3.00) for graduation. The grade average will be determined on the basis of grades recorded before enrollment for the final term of study.

After a graduation audit determines that a student is eligible to graduate, the student may choose to attend the commencement ceremony via live broadcast or be present at the Riverside campus to attend in person. Students who choose to attend in person are required to be present for both rehearsal and commencement exercises. If a student cannot be present, graduation in absentia may be approved for reasons satisfactory to the faculty. Arrangements to attend must be made six weeks before the commencement exercises, and must be made by written petition.

Students registering in the university for the first time should complete their work for the degree according to the requirements of the Catalog of the year in which they entered. Students who withdraw may wish to return under the requirements of their original Catalog if they have missed no more than three consecutive regular quarters (for example, fall/ winter/spring). All other students must return under the requirements of the current Catalog.

Catalog years begin with the fall quarter. Students entering for the first time in a summer quarter will be subject to the Catalog for the fall quarter immediately following.

### Additional Requirements

1. The faculty of each respective program is responsible for determining any additional requirements for admission to, continuation in, and graduation from each degree program above and beyond the university's standards.
2. The faculty of each respective program is determinant in decisions and questions related to a student's admission, a student's continuation in a degree program, and eligibility for graduation. A student may submit a request for review in the Office of Student Services if a question arises on a decision made by the faculty. Appeals can be made, provided such a request is filed within 15 days after the date the decision is officially delivered to the student.
3. The faculty of each program reserves the right and authority to refuse approval of a candidate for graduation, or to terminate the continuance of a student in an academic program for any reason or reasons. The faculty decides the validity of such action, even if the student has met and is currently meeting the academic and other requirements for the degree program.

## Graduation process

1. Once students have successfully completed a minimum of 164 credits in the bachelor degree, 120 credits in the Master of Divinity degree, and 40 credits in other master degree, they may request graduation audit to each division.
2. Once students fulfill graduation requirements, students should apply for graduation by emailing the Registrar's Office and requesting the graduation application form.
3. Registrar's Office goes through a final graduation check and verifies whether students have completed all graduation requirements. If the student meets graduation requirements, Registrar Office notifies the student to fill out the graduation application form.
4. Students fill out graduation application form, submit the form and pay graduation fee.
5. Registrar's Office prepares and sends the diploma and an official transcript to the address typed on the graduation application form.

## CHAPTER 12: OLIVET UNIVERSITY INTERNATIONAL POLICIES

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### Student Records

It is Olivet University International's policy to maintain the confidentiality of all student education records. No one outside the institution shall have access to nor will the institution disclose any information from a student's education records without the written consent of the student except to personnel within the institution; to persons or organizations providing student financial aid; to accrediting agencies carrying out their accreditation function; to persons in compliance with a judicial order; and to persons in an emergency in order to protect the health or safety of the student or other persons.

Within the Olivet community, only those members, individually or collectively, acting in the student's educational interest are allowed access to student education records. The institution does provide directory information that includes: student name, address, telephone number, e-mail address, major field(s) of study, dates of attendance, photograph, class or level, enrollment status, and degrees, honors and awards received. Students may withhold directory information by notifying the Registrar.

Requests for non-disclosure will be honored by the institution for only one year; therefore, authorization to withhold directory information must be filed annually in the Office of the Registrar.

Students may inspect, review, and challenge the information contained in their education records, request a hearing if the outcome of the challenge is unsatisfactory, and submit explanatory statements for inclusion in their files if they feel the decisions to be unacceptable. The Registrar at Olivet has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, financial, and placement records. Education records do not include records of administrative and education personnel. These records are the sole records of the administration and education personnel who prepare them.

Students may not inspect and review the following: financial information submitted by their parents; confidential letters and

recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student.

Requests for amendments to grades after a student has graduated will not be considered unless there is substantial evidence of inaccuracy on the institution's behalf.

Olivet retains student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

## **Confidentiality and Privacy Policies**

Olivet University International retains student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended (*20 United States Code* [U.S.C.] § 1232g; *34 Code of Federal Regulations* [CFR] Part 99).

The federal law allows student above age of 18 or attends a school beyond the high school level to have the rights:

- To inspect and review education records maintained by the school.
- To request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, student has the right to place a statement with the record setting forth his or her view about the contested information.

Regarding data disclosure, according to FERPA:

- A school must have written permission from student in order to release any information from a student's education record
- A schools may disclose those records, without consent, to the following parties or under the following conditions (34 CFR §99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- A school may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and students a reasonable amount of time to request that the school not disclose directory information about them.

Olivet University International also adheres to the privacy requirements in the California Information Practices Act (California Civil Code Section 1798 et seq.), Article 1, Section 1 of the California Constitution, and all other applicable state laws and regulations that safeguard education records, privacy, and confidentiality.

Olivet University International acknowledges that the right to privacy is a personal and fundamental right protected by Section 1 of Article I of the Constitution of California and by the United States Constitution and that all individuals have a right of privacy in information pertaining to them. It recognizes that the right to privacy is being threatened by the indiscriminate collection, maintenance, and dissemination of personal information and the lack of effective laws and legal remedies. The increasing use of computers and other sophisticated information technology has greatly magnified the potential risk to individual privacy that can occur from the maintenance of personal information. In order to protect the privacy of individuals, Olivet University International is committed to maintain and disseminate personal information within strict limits.

## **Statement of Non-Discrimination**

Olivet University International admits qualified applicants who are personally committed to faith in Jesus Christ regardless of sex, race, color, national origin, or disability.

## **Complaint and Grievance Policy**

The University defines a formal candidate/student complaint as any grievable issue between a candidate/student and a unit faculty or staff member that good faith efforts have failed to resolve, and has been submitted in writing by the candidate/student to that faculty or staff member's supervisor for further consideration and resolution. Grievable issues are defined as being subjected to an arbitrary, capricious, or unreasonable standard of academic performance (in the case of grades) or of a specific university policy.

Students expressing a grievance about the application of University policy, academic or non-academic, should attempt to seek informal resolution of the matter with the faculty or staff member involved, following that with the immediate supervisor of the faculty/staff member if necessary. If such informal procedures do not effect an equitable resolution of the matter, the student may submit a formal grievance form.

A formal grievance will be submitted to the Director of Student Services,, who will treat the complaint as a high priority. The Director of Student Services will contact the staff/faculty members directly involved and attempt to reach a resolution. If a suitable remedy for the grievance cannot be reached, a grievance committee will be formed to arrive at a successful resolution.

## **Grievance Procedures:**

Within five weekdays of the date on which the concern occurred, the student is encouraged to meet with the staff member and discuss the concern. It is hoped that most concerns can be resolved within this step. If the staff member and the student are not able to resolve the concern OR if the student feels uncomfortable meeting with the staff member, the matter may be escalated to the next level, and the grievance form should be completed.



## To File a Grievance

1. Obtain the student grievance form from the Office of Student Services. Fill it out completely, stating your case in full, and return it to the Office of Student Services. The grievance form should be submitted as soon as possible and no later than 60 calendar days after the situation took place.
2. If it is determined that the student has a valid grievance, a grievance committee will be convened. Its head will be a member of the University's administrative staff. It will also consist of one faculty member and one student selected at the beginning of the academic year for this task. If this grievance concerns a grade, the faculty member must be an actual instructor at the University.
3. After reviewing the report, the grievance committee will conduct an investigation, as may be appropriate, and make a judgment. The committee's decision will be communicated in writing within 15 calendar days to all involved parties.
4. If the decision made by the grievance committee does not satisfactorily resolve the issue, the student may appeal the decision to the Director of Student Services within 15 calendar days after receipt of the response.
5. Within 30 calendar days after receipt of the appeal, the Director of Student Services will meet with the student to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Director of Student Services will respond in writing with a final resolution of the complaint.

All complaints will be kept confidential to the extent permitted by law and every effort will be made to assure that no adverse action will be taken against the student filing the complaint. Such action will be subject to investigation and possible disciplinary sanctions.

- Olivet University International is the online school of Olivet University, which is accredited by the Association for Biblical Higher Education (ABHE), a national educational accreditation agency recognized by the Council for High Education Accreditation and the U.S. Department of Education. The ABHE is located at 5850 T.G. Lee Blvd., Ste 130, Orlando, FL 32822. To file an accreditation-related complaint with ABHE, contact them through this form. If your issue cannot be resolved directly with the institution, you may file a complaint with the appropriate agency in your state of residence:
- **California.** California Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. Phone: (916) 431-6924, Fax: (916) 263-1897.
- **New York.** New York Office of College and University Evaluation, New York State Education Department, EBA Room 969, 89 Washington Avenue, Albany, NY 12234. Phone: (518) 474-1551, Email: ocueinfo@mail.nysed.gov.

## General Code of Conduct

### Sanctions

Student conduct sanctions are categorized as primary and secondary. More than one primary sanction or any combination of primary sanctions and secondary sanctions may be imposed for any single violation. Once a student has been finally assessed a disciplinary

sanction, however, no more severe primary sanctions may be assessed against him or her by any higher University authority.

**Primary Sanctions (in order of severity):**

1. Expulsion: Separation of a student from the University whereby the student is not eligible for readmission to this university. Expulsion is permanently noted on the transcript.
2. Dismissal: Separation of a student from the University for an indefinite period of time. Readmission to the University may be possible in the future, but no specific time for a decision is established. Dismissal is permanently noted on the transcript.
3. Suspension: Separation of a student from the University for a definite period of time. The student is not guaranteed readmission at the end of such period of time, but is guaranteed a review of the case and a decision regarding eligibility for readmission. Suspension is noted on the transcript. If the student reenrolls, remains in good standing and completes the requirements for graduation, the student may request removal of the notation at the time he/she files for graduation. Requests must be submitted to the Office of the Registrar. The Chief Academic Office, in consultation with other University officials, will make the final decision regarding removal of the notation.
4. Deferred Suspension: The sanction of Suspension may be placed in deferred status. If a student is found in violation of any University rule during the time of Deferred Suspension, the Suspension takes effect immediately without further review. Additional student conduct sanctions appropriate to the new violation also may be taken. A student who has been issued a Deferred Suspension sanction is deemed “not in good standing” with the University. A student who is not in good standing is subject to the following restrictions:
  - Ineligibility to hold an office in any student organization recognized by the University or to hold any elected or appointed office of the University.
  - Ineligibility to represent the University to anyone outside the University community in any way, including representing the university at any official function, intercollegiate athletics or any forms of intercollegiate competition or representation.
  - Ineligibility to receive a University-administered scholarship when the length of the Deferred
  - Suspension is greater than one quarter. Some scholarships adhere to more strict guidelines, and, therefore, ineligibility may result from a lesser length of Deferred Suspension. This sanction implies a serious offense and must be uniformly applied by the office administering the scholarship upon notification by the University disciplinary officer.
  - Additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct.
5. Probation: An official warning that a student’s conduct is in violation of University Rules, but is not sufficiently serious to warrant expulsion, dismissal or suspension. A student on conduct probation is deemed “not in good standing” with the University. This sanction includes the same restrictions listed in 1.4, Deferred Suspension.
6. Letter of Reprimand: A letter that makes a matter of record any incident that reflects unfavorably on the student or the University.
7. Warning: Admonition of a student for actions unbecoming to the University community.

**Secondary Sanctions (no order of severity is established for secondary actions):**

1. Community/University Service: A student may be offered an opportunity to complete a specified number of hours of Community/University Service in lieu of other sanctions. The type of Community/University Service must be approved by

the hearing officer/panel.

2. Educational Requirements: A provision to complete a specific educational requirement directly related to the violation committed. The provision will be clearly defined. Such educational requirements may include, but are not limited to, completion of an alcohol education workshop, a diversity awareness workshop, essays, reports, etc.
3. Restrictions: The withdrawal of specified privileges for a definite period of time, but without the additional stipulations contained in the imposition of conduct probation. The restrictions involved will be clearly defined.
4. Restitution: A payment for financial injury to an innocent party in cases involving theft, destruction of property or deception. The assessed costs to be paid may be in addition to receipt of any of the above sanctions.

## Harassment

OUI respects and encourages the dignity and professionalism of its employees and students and is committed to maintaining a learning and working environment that is free from any form of discrimination. Harassment in any form based on sex, race, color, age, national origin, disability, or any other characteristic protected by state or federal laws is prohibited, as are all forms of sexual intimidation and exploitation.

In keeping with this commitment, OUI will not tolerate any unlawful harassment of its employees or students at the university by anyone, including any faculty member, staff member, student, visitor, vendor, contractor, or any other individuals providing services at the university. Harassment interferes with an individual's work or learning environment and will not be tolerated.

All members of the Olivet community are expected to follow and enforce the University's policy against harassment. Complaints of harassment will be promptly and thoroughly investigated and appropriate action, including disciplinary measures, will be taken when warranted. Faculty, students, and staff have the right at any time to raise the issue of harassment without fear of retaliation.

## Academic Honesty

Students shall maintain academic honesty in the conduct of their studies and other learning activities at Olivet University International. The integrity of this academic institution, and the quality of the education provided in its degree programs, are based on the principle of academic honesty.

The maintenance of academic integrity and quality education is the responsibility of each student within this University. Cheating and plagiarism in connection with an academic program is as an offense for which a student may be expelled, suspended, put on probation, or given a less severe disciplinary sanction.

## Student Responsibilities

Students are responsible for knowing and understanding the rules of Academic Honesty as outlined in the college catalog, to include fabricating information and data, cheating, facilitating academic dishonesty, and plagiarizing.

Students are responsible for communicating with the instructor if they do not understand how the policy applies to a particular class or assignment.

## Definitions

Academic dishonesty is an especially serious offense. It diminishes the quality of scholarship and defrauds those who depend upon the integrity of the academic programs. Such dishonesty includes, but is not limited to, the following:

- Giving unauthorized information to another student or receiving unauthorized information from another student during any type of assignment or test.
- Obtaining or providing without authorization questions or answers prior to the time of an assignment or test.
- Using unauthorized sources for answers during any assignment or test.
- Taking part in or arranging for another person to complete an assignment or to take a test in place of another.
- Giving or receiving answers by use of signals during a test.
- Altering answers on a scored test and submitting it for a higher grade.
- Collaborating with others in a required assignment without the approval of the instructor.
- Stealing class assignments or portions of assignments, including electronic files, and submitting them as one's own.
- Not crediting participants for their part in a group project or claiming credit for work not done on a group project.
- Plagiarism, which is presenting as one's own in whole or in part the argument, language, creations, conclusions, or scientific data of another without explicit acknowledgment. Examples include, but are not limited to:
  1. Using another person's written or spoken words without complete and proper citation.
  2. Using information from a World Wide Website, CD-ROM or other electronic source without complete and proper citation.
  3. Using statistics, graphs, charts and facts without acknowledging their source.
  4. Submitting a paper purchased from a term-paper service.
  5. Paraphrasing which is imitating someone else's argument using other words without acknowledging the source.
  6. Claiming credit for someone else's artistic work, such as a drawing, script, musical composition or arrangement.
  7. Using someone else's lab report as a source of data or results.
  8. Using one's own or substantially similar work, produced in connection with one course, to fulfill a requirement in another course without prior permission. A student may use the same or substantially the same work for assignments in two or more courses only with written permission from the instructors of all the classes involved.
  9. Submitting the results of a machine translation program as one's own work.

The Academic Honesty policy is included in all syllabi.

## Policy Implementation

The institution handles each case according to its context, at the discretion of the appropriate authority.

The first level of enforcement is at the course level, with the severity of the implementation at the discretion of the instructor.

Typical sanctions include, but are not limited to:

- Instructor asks students to re-submit assignment on a different topic.
- Receiving zero points for the part of the assignment in question.
- Failing the assignment in question.
- Failing the course in case of repeated cheating.
- Mandatory counseling with the student's academic advisor.

The next level of enforcement is the division level, handled by the Academic Adviser and the Division Chair. The final decision in disciplinary questions such as academic honesty is determined by the Division Chair. Sanctions include:

- Academic warning, for the first or second occurrence.
- Academic probation, for the second or third occurrence. (Requires Division Chair approval)
- Academic suspension, for the third occurrence or especially severe cases. (Requires Division Chair approval)
- Dismissal from the school, for the third occurrence or especially severe cases. (Requires Division Chair approval)

Students can appeal disciplinary actions regarding academic honesty to the next highest level of academic hierarchy. Decisions of the Division Chair are final and can only be appealed in the case of a suspension or dismissal from the school. In this case, an appeal must be directed to the Executive Director.

## CHAPTER 13: STUDENT LIFE AND STUDENT SERVICES

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### Enrollment Requirements & Procedures

Before enrolling, all applicants must also fill out an Enrollment Agreement and submit a deposit in accordance with the Student Fees and Payment schedule. A parent or legal guardian must sign the Enrollment Agreement if the applicant is under 18 years of age.

### Digital “Orientation”

All entering students will receive a welcome package available in digital media format, which includes an introduction to Olivet

University International and an overview of its curricular and co-curricular programs, general policies, and administrative features.

## **Student ID Cards**

All students are required to have a digital student ID card, which is distributed by the Office of Student Services. Loaning an ID card to another person is prohibited.

## **Class Work**

All class work is due on the date set by the instructor or professor. No assignments will be accepted that are more than two weeks overdue unless another arrangement is made upon the discretion of the instructor or professor. Grades on late work will be reduced for each day overdue, except under exceptional circumstances approved and upon the discretion of the instructor or professor.

## **University-Wide Literary Style**

The most recent edition of Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations* is the basic manual of style for the writing of formal papers. Turabian allows for footnotes, endnotes, or parenthetical references. Each division and degree program may specify the kind of documentation it requires. Faculty members may specify exceptions to these standards for particular assignments as necessary.

## **Examinations**

Final examinations are usually two hours in length and are to be taken at the scheduled hour during exam week. In case of illness, a student should notify the Office of Student Services before the examination, if possible.

A final grade cannot be changed after it has been turned in to the Registrar, unless there has been an error in calculation or recording of the grade. Students have two weeks from the date of issuance of grades to report errors to the Registrar.

## **Leave of Absence / Time Limit Policy**

If students intend to return to OUI within one year (four quarters) and want to preserve registration privileges, they should file a Leave of Absence form. A leave of absence may be taken up to a maximum one year (one quarter for LOA and three quarters for Continued Leave of Absence)\* by an enrolled undergraduate or graduate student who has a medical or personal reason that prohibits the student from progressing in his/her degree program.

Students must receive prior approval for any course(s) taken at another institution while on leave by completing a Transfer of Credit Application.

If a student does not return to OUI within the stated time period, they will automatically be withdrawn from the college and will need to reapply if they wish to return.

Leaves of absence will extend the maximum time students have to complete the degree program by up to one year.

**\*Maximum Length of a Leave:** *A leave of absence is generally not approved for longer than one year. However, under special circumstances such as military deployment or medical emergency, a leave may be approved for a maximum of three years.*

### **Maximum Time Limit**

The maximum time limit to complete a baccalaureate degree program at Olivet University International is **7 years**.

All requirements for degree programs must be completed within set time limits after the student's first term of enrollment in his/her program.

If a student fails to complete his/her program within the time limit, his/her records will be deleted and reapplication is required to continue pursuit of the degree.

When additional time is necessary and appropriate, the student and advisor will petition the student's college for an extension. The extension may be denied, in which case the student will be dismissed, or it may be granted with qualification. The maximum extension is one additional year. Extensions require review of academic progress and any other factors regarded as relevant by the college, and approval by the academic dean.

## **Academic Advising**

Academic advising is an on-going, intentional, educational partnership dedicated to student academic success. After being admitted to the University, students will be assigned to an academic advisor. Whenever possible, students are assigned additional advisors in the area of study in which the students have expressed an interest.

The role of these advisors is to guide course selection and serve as a resource with regard to the university's policies and procedures. Olivet values the spiritual and academic growth that may develop from healthy student-advisor relationships. Thus, students are encouraged to communicate with their advisors throughout their Olivet careers for advice and assistance in any academic issues.

It is to students' advantage to meet with their academic advisors at least once a quarter and to know their advisors well.

## **Academic Advising Center**

Academic Advising Center provides:

- Information about academic programs and policies.
- Guidance in course registration.
- Advice and assistance in any academic or vocational problems that may arise.
- Advisors to help students who encounter academic difficulties strategize ways to improve their performance.
- Evaluation of transfer courses and assessment of credits awarded.
- Assistance in conveying information about special needs to professors.

- Assistance in obtaining academic and classroom accommodations, if needed.
- Advice and counseling regarding learning or physical disabilities.
- Information about petitioning respective colleges for exceptions to academic policies.

Academic Advising serves as a resource in relationship to institutional policies, procedures, and administrators.

It is the responsibility of the student to see that the proper courses for the intended major are taken in the proper sequence. Special care should be taken if a course is offered in alternate years. The Division Chair and supporting faculty members can also be consulted for assistance as necessary, but ultimately the student accepts responsibility for registration in the desired and needed courses.

OUI does not discriminate on the basis of disability in its admissions processes or in the provision of its educational programming. Students who are admitted with psychiatric, learning, orthopedic or sensory conditions that will substantially limit one or more major life areas to the extent that it may require accommodations may identify themselves to the institution and complete a form applying for that consideration. The institution will make reasonable accommodations in compliance with Section 504 of the Rehabilitation Act of 1973.

Students with a disability requiring reasonable academic accommodations are advised to complete an accommodation application form that is available by emailing [oui\\_student.services@olivetuniversity.edu](mailto:oui_student.services@olivetuniversity.edu), the Student Services Office. The student will receive written notification of the accommodations that are being offered and/or being denied within 15 days.

## **Petitions**

Should there arise a scenario in which an exception to an academic policy seems necessary, students may file a request online in the Student Services Center in Populi.

## **Changes in Personal Information**

During registration and throughout the quarter, any change in a student's address, employment, marital status, number of children, or other pertinent data should be reported to the Office of the Registrar as soon as possible.

## **Transcripts**

In order for the Office of the Registrar to release a transcript, federal law requires a signature from the student requesting his/her transcript. Transcript request forms may be found in the Student Records area of Populi. Transcripts are issued with set fees. Please see fee schedule included in this Catalog.

Verbal requests, whether in person or over the phone, cannot be processed. A transcript request from a student on hold for unpaid fines or bills will not be processed until his/her financial obligations are met. Transcripts are generally processed within 24 hours of the request.



## Counseling

Students are encouraged to communicate openly, but respectfully, with all OUI staff members, and to seek spiritual guidance at any, especially from Director of Student Services. Personal counseling is intended to help students better adjust to their University experience and to provide support for their personal walks of faith. OUI also encourages students to maintain ties with WOA church leaders throughout their studies at OUI.

OUI also allows students to seek counseling services available in their local areas by requesting referrals from our office.

## Tutoring

Students who need extra assistance because of academic difficulties may arrange for tutoring through their Academic Advisors. The University believes in giving every student the opportunity for individualized assistance outside of the normal class setting. Online tutoring sessions help students clarify points from lectures, labs, discussion sessions, or assigned readings. All tutoring sessions are intended to supplement, not replace, any class attendance or personal study time.

Study sessions provide students with the opportunity to meet with instructors for individual assistance. Students who take advantage of study sessions are expected to perform better in the classroom. Should an instructor determine a student's progress in one or more areas to be unsatisfactory or below normal (typically considered less than C- work), the instructor may suggest an online study session.

## Netiquette Guide

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

## Security

Remember that your password is the only thing protecting you from pranks or more serious harm.

- Don't share your password with anyone
- Change your password if you think someone else might know it
- Always logout when you are finished using the system

## General Guidelines

**When communicating online, you should always:**

- Treat instructor with respect, even in email or in any other online communication
- Always use your professors' proper title: Dr. or Prof., or if you in doubt use Mr. or Ms.

- Unless specifically invited, don't refer to them by first name.
- Use clear and concise language
- Remember that all college level communication should have correct spelling and grammar
- Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you”
- Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING
- Limit and possibly avoid the use of emoticons
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive
- Be careful with personal information (both yours and other's)
- Do not send confidential patient information via e-mail

## Email Netiquette

**When you send an email to your instructor, teaching assistant, or classmates, you should:**

- Use a descriptive subject line
- Be brief
- Avoid attachments unless you are sure your recipients can open them
- Avoid HTML in favor of plain text
- Sign your message with your name and return e-mail address
- Think before you send the e-mail to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, “reply all”
- Be sure that the message author intended for the information to be passed along before you click the “forward” button

## Message Board Netiquette and Guidelines

**When posting on the Discussion Board in your online class, you should:**

- Make posts that are on topic and within the scope of the course material
- Take your posts seriously and review and edit your posts before sending
- Be as brief as possible while still making a thorough comment
- Always give proper credit when referencing or quoting another source

- Be sure to read all messages in a thread before replying
- Don't repeat someone else's post without adding something of your own to it
- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point
- Always be respectful of others' opinions even when they differ from your own
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way
- Do not make personal or insulting remarks
- Be open-minded

## CHAPTER 14: UNIVERSITY SERVICES AND UNIVERSITY OFFICES

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### University Offices

Student Finance Office: [studentfinance@international.olivetuniversity.edu](mailto:studentfinance@international.olivetuniversity.edu)

Financial Aid Office: [finaid@international.olivetuniversity.edu](mailto:finaid@international.olivetuniversity.edu)

Library Services: [library@olivetuniversity.edu](mailto:library@olivetuniversity.edu)

Registrar Office: [registrar@international.olivetuniversity.edu](mailto:registrar@international.olivetuniversity.edu)

Admissions Office: [admissions@international.olivetuniversity.edu](mailto:admissions@international.olivetuniversity.edu)

### University Services

#### Technology Requirements

##### **Broadband Internet**

A fast internet connection ensures that students navigate through Populi quickly and efficiently, typically DSL or cable service.

##### **A modern, updated web browser**

Populi runs on up-to-date releases of popular web browsers.

Here are the browsers we recommend for use with Populi. We recommend students to always try to use the most recent version possible—as companies release newer versions of browsers, they usually drop support for older versions.

*PC or Mac*

- Google Chrome is probably the best option if you're using Windows. It's also very good for Mac users.
- Mozilla Firefox is another good choice on Windows computers (works pretty okay on Macs, too).
- Apple Safari is great on Macs. Not so much on Windows.
- Last and certainly least, Internet Explorer. If you're using Windows 10, they're encouraging you to use Microsoft Edge.

#### *Mobile browsers*

- iOS Safari does well, as does Google Chrome for iOS.
- The stock Android browser works, as does Chrome for Android.
- The Firefox browsers for both iOS and Android aren't problematic.
- Microsoft Edge (mentioned above) is baked-in to Windows 10 devices and works with Populi; the version of Internet Explorer in Windows 8.1 does alright, too.

If you tend to tinker with your browser settings, make sure to enable Javascript and cookies. Ad-blockers don't pose any problems for the most part, but if you do fiddle with those, just make sure to whitelist your school's Populi site.

#### **Other common applications**

You can use Populi to export all kinds of files. The three most common are spreadsheets, PDFs, and word documents (note the lower-case w there). Most computers have the software you need to open these files, but in case yours doesn't...

- Open Office can open spreadsheets and documents (we use it to generate files for custom page layouts).
- Adobe Acrobat reader handles PDFs. If, for some reason, you have to use an old version, the oldest one that works is version 6.

#### **Monitor**

Populi is easiest to use if your monitor is set at a minimum resolution of 1280 x 1024 pixels. This is not something most users with a modern computer or monitor need to worry about, but there it is anyway!

<https://support.populiweb.com/entries/87315-Introduction-to-Populi>

## **CHAPTER 15: UNIVERSITY LEADERSHIP AND INSTRUCTIONAL PERSONNEL**

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### **OUI Leadership**

## **Administration**

### **President**

Tracy Davis, D.Min.

### **Executive Director**

Martin Zhao, Ph.D.

### **Chief Academic Officer**

Martin Zhao, Ph.D.

### **Director of Finances and Facilities**

Livingstone Choi, Ph.D.

### **Director of Enrollment**

Kathy Tran, D.Min.

### **Division Chair, Ministry/Theology**

Rachael Mak, D.Min.

### **Division Chair, Information Technology**

Thomas Kong, M.S., M.Eng.

### **Division Chair, Business**

Mark Li, M.B.A.

## **Board of Trustees**

Andrew T. Lin - Chairman

Brian Kim - Treasurer

Winnie Wong – Secretary

Christopher Chou - Trustee

Tracy Davis - University President

## **Advisory Boards**

### **THEOLOGY/MINISTRY**

Gerald Helguero, Olivet Assembly  
Philip Liu, New York Immanuel Community Church  
Zechariah Lim, Elim Center International  
Minai Lee, Hyeam Institute of Theology

### **BUSINESS**

Edward Sun, Fortis China  
Bin Wu, Tent Making Ministry  
Sunny Sun, Fortis

### **IT**

Yao Wu, Beihang University  
Junho Go, 33 Universal  
Jingyang Li, Precision Communication Media Technology co. LTD

## **OUI Course Instructors**

### **Allan Greenberg**

Ph.D.  
Union Institute and University  
Computer Applications & Online Education

### **Atul Aghamkar**

Ph.D.  
Fuller Theological Seminary  
Intercultural Studies

### **Bertil Ekstrom**

Ph.D.  
Open University  
Missiology

### **Chansamone Saiyasak**

Ph.D.  
Evangelische Theologische Faculteit  
Religious Study

### **Christy Tran**

D.Min.  
Olivet University

New Testament

**Creighton Marlowe**

Ph.D.

Mid-America Baptist Theological Seminary

Old Testament

**Darlene Gautsch**

Ph.D.

Golden Gate Baptist Theological Seminary

Old Testament

**David Pederson**

Ph.D.

Evangelische Theologische Faculteit

Missiology

**Deborah Im**

D.Min.

Olivet University

New Testament

**Donald Tinder**

Ph.D.

Yale University

Church History

**Emily Ko**

D.Min.

Olivet University

Violin Performance

**Esther Jung**

Ph.D

Yonsei University

Counseling

**Esther Kim**

D.Min

Olivet University

Missiology

**Faith Kim**

D.Min.  
Olivet University  
Spiritual Formation

**Gerhard Venter**

Ph.D.  
University of Johannesburg  
Church administration

**Jasmine Park**

M.Div.  
Olivet University  
Practical Theology

**Jianbin Lei**

M.A.  
Olivet University  
Program Language

**Jianhua Dong**

Ph.D.  
University of Illinois  
Data Science

**Karen Taylor**

M.A.  
California State University  
Graphic Design

**Linda Mercadante**

Ph.D.  
Princeton Theological Seminary  
Historical Theology

**Lisa Tolliver**

MBA  
Columbia University  
Comparative & Labor Economics

**Livingstone Choi**

Ph.D.  
Busan National University



Physics

**Lowell Lee**

D.Min.

Olivet University

Practical Theology

**Lucia Bendzalova**

MBA

Olivet University

Accounting

**Mark Hanna**

Ph.D.

University of Southern California

Philosophy

**Mark Li**

MBA

Indiana University

Marketing, Entrepreneurship

**Mark Wagner**

Ph. D.

Southwestern Baptist Theological Seminary

Practical Theology

**Matthias Gebhardt**

Ph.D.

Olivet University

Theology and Culture

**Maury Robertson**

Ph.D.

Golden Gate Baptist Theological Seminary

New Testament

**Michael Huang**

M.S.

University of Southern California

Software Engineer

**Mimi Haddad**

Ph.D.  
University of Durham  
Historical theology

**Ovidiu Bulzan**

Ph.D.  
Southeastern Baptist Theological Seminary  
Missiology

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New Testament

**Ray Tallman**

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Systems and Networking

**Sara Marchant**

M.F.A.  
UC Riverside  
Creative Writing

**Sarah LaFleur**

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**Susan Bubbers**

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London School of Theology  
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**Thang Duong**

Ph.D.  
University of California

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**Timothy Howe**

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**Thomas Kong**

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Electrical Engineering  
M.A. Olivet University  
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