

OLIVET UNIVERSITY

UNDERGRADUATE ACADEMIC CATALOG

2019 - 2020

Undergraduate Academic Catalog

2019-2020

September 1, 2019 through August 31, 2020

Olivet University
www.olivetuniversity.edu

Table of Contents

Welcome From the President
Disclaimer
CHAPTER 1: GENERAL INFORMATION
- Obtaining a Catalog
- Statement of Student Responsibility
- Statement of Non-Discrimination
- Academic Calendar 2019-2020
- Administrative Holidays 2019-2020
- Vision, Mission, Goals, Values
  - Mission Statement
  - Vision
  - Mission Strategy
  - Olivet University History
  - Values
  - Institutional Goals of Olivet University
  - Olivet's Core Learning Outcomes
  - Faith-First Educational Philosophy
  - Statement of Faith
  - Olivet University Commitment to Students
  - University Seal
  - Statements on Institutional Approval

CHAPTER 2: APPLYING TO OU
- NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION
- Admissions Policy
  - Undergraduate
    - Provisional Undergraduate Admission
  - English Language Proficiency Requirements for Undergraduate Programs and Courses
  - Spanish Language Proficiency Requirements for Individual Undergraduate Courses
  - Chinese Language Proficiency Requirements for Undergraduate Programs and Courses
  - Korean Language Proficiency Requirements for Individual Undergraduate Courses
- Student Identity Verification
  - Policy for Student Identity Verification in Distance Learning
  - Implemented Practices for Compliance
    - a. Secured Electronic Identification System

b. Proctoring
i) Onsite Proctoring
ii) Online Proctoring
Costs of Attendance, Tuition and Fee
Undergraduate Tuition*
Other Fees (Non-Refundable)*
Tuition Payment Policy
Payment Options
Installment Payment Plan
Delinquent Accounts
Student Account Disputes
Student Tuition Recovery Fund Disclosures
Cancellation and Refund Policy
Student's Right to Cancel
Refund Policy:
Fall, Winter and Spring quarter:
Summer quarter:
Loans
Bankruptcy
California Student Tuition Recovery Fund
Sample Student Refund Calculation
General Transfer Student Admissions Policy
UNDERGRADUATE
GRADUATE
Transfer Credit Award Requirements
Advanced Placement (AP) and International Baccalaureate (IB) Exams
Instances of Fraud
CHAPTER 3: SCHOLARSHIP AND FINANCIAL ASSISTANCE
Application Process and Forms
Deadlines
International Student Scholarship
Missionary Scholarship
General Scholarship
Contact Information
CHAPTER 4: ACADEMIC REGULATIONS
Credit Hour
CHAPTER 5: BACHELOR DEGREE PROGRAMS
Bachelor's Degree Core Curriculum

Bachelor of Arts Degree Requirements
Program Goals
B.A. Core Curriculum
Course Descriptions
CHAPTER 5.1: BACHELOR OF ARTS MAJORS
Bachelor of Arts in Theology (Major)
Program Goals
Graduation Requirements
Time Limits
Curriculum
Graduation and Employment Rates
Course Descriptions
Faculty List
Bachelor of Arts in Children's Development Studies (Major)
Program Goals
Graduation Requirements
Time Limits
Curriculum
Course Descriptions
Graduation and Employment Rates
Faculty
Bachelor of Arts in Music (Major)
Program Goals
Graduation Requirements
Time Limits
Curriculum
Course Descriptions
Graduation and Employment Rates
Bachelor of Arts in Journalism (Major)
Program Goals
Graduation Requirements
Time Limits
Curriculum
Course Descriptions
Graduation and Employment Rates
Media and Communication College Faculty
Bachelor of Arts in Graphic Design (Major)
Program Goals

- Graduation Requirements
- Time Limits
- Curriculum

Olivet School of Art and Design Course Catalog

- Fine Arts and Illustration Courses
- Art History and Theory Courses
- Graphic Design Courses
- Miscellaneous Fields in Art and Design
- Internships and Practical Learning
- Graduation and Employment Rates
- Art and Design College Faculty

Bachelor of Arts in Fine Arts (Major)

- Program Goals
- Graduation Requirements
- Time Limit
- Curriculum
- Graduation and Employment Rates

Bachelor of Arts in Information Technology (Major)

- Program Goals
- Graduation Requirements
- Time Limits
- Curriculum
- Course Descriptions
- Graduation and Employment Rates
- IT College Faculty

Bachelor of Arts in Business (Major)

- Program Goals
- Graduation Requirements
- Time Limits
- Curriculum
- Course Descriptions
- Graduation and Employment Rates
- Business College Faculty

CHAPTER 5.2: BACHELOR OF SCIENCE MAJORS

Bachelor of Science in Agriculture (Major)

- Program Goals
- Graduation Requirements
- Agriculture Major Time Limits

- Curriculum
- Course Descriptions
- Graduation and Employment Rates
- Agriculture College Faculty
- Bachelor of Science in Architecture (Major)
  - Program Goals
  - Graduation Requirements
  - Time Limit
  - Curriculum
  - Graduation and Employment Rates
- Bachelor of Science in Civil Engineering (Major)
  - Program Goals
  - Graduation Requirements
  - Time Limit
  - Curriculum
  - Course Descriptions
  - Graduation and Employment Rates
  - Engineering and Architecture College Faculty

CHAPTER 6: UNDERGRADUATE MINORS

- Minor Certification Requirements
- Application Process
- Graphic Design Minor
  - Minor Program Goals
  - Curriculum
- Journalism Minor
  - Minor Program Goals
  - Curriculum
- Strategic Communication Minor
  - Minor Program Goals
  - Curriculum

CHAPTER 7: CERTIFICATE PROGRAMS

- English as a Second Language Program (ESL)
- ESL Admissions
- Certificate in English as a Second Language
  - Program Goals
  - Completion Requirements
  - Curriculum
  - Olivet Language Studies Proficiency Test (OLSPT)

Course Descriptions
CHAPTER 8: CAREER SERVICES
Career Advisory
Detailed Occupation Level for Undergraduate Programs
CHAPTER 9: COURSE SELECTION AND SCHEDULING
Adding and Dropping Courses
Withdrawal Policies
College Withdrawal (Complete Withdrawal) Policy
Refunds for Withdrawals
Repeating Courses
Quarter System
Online/Hybrid Learning
Class Schedules
Class Attendance
Fulltime Enrollment
CHAPTER 10: GRADE NOTATION AND POLICIES
Grading Policies
Undergraduate Grading System
Grade Appeal
Class Work
CHAPTER 11: SATISFACTORY ACADEMIC PROGRESS REVIEW
Academic Good Standing
Academic Disciplinary Status Overview
Academic Progress of Students
Statement of Academic Rigor
CHAPTER 12: GRADUATION
General Requirements
Additional Requirements
Graduation process
CHAPTER 13: OLIVET UNIVERSITY POLICIES
Student Records
Confidentiality and Privacy Policies
Complaint and Grievance Policy
General Code of Conduct
Sanctions
Harassment
Academic Honesty
Student Responsibilities

Definitions
CHAPTER 14: STUDENT LIFE AND STUDENT SERVICES
Enrollment Requirements & Procedures
Digital “Orientation”
Student ID Cards
University-Wide Literary Style
Examinations
Leave of Absence / Time Limit Policy
Academic Advising
Academic Advising Center
Petitions
Changes in Personal Information
Transcripts
Counseling
Tutoring
Netiquette Guide
Security
General Guidelines
Email Netiquette
Message Board Netiquette and Guidelines
International Student Services
What to do first: A Checklist
Immigration Information for F-1 Students
Visa and Document Overview for Students in F-1 Status
CHAPTER 15: LIBRARY SERVICES
Library Cards
Library Hours
Circulation Policy
Reference Services
Copying/Photocopy Services
Computers and Internet
CHAPTER 16: UNIVERSITY SERVICES AND UNIVERSITY OFFICES
University Offices
College Administration Offices
Technology Requirements
CHAPTER 17: UNIVERSITY LEADERSHIP
ACADEMIC AND ADMINISTRATIVE LEADERSHIP

Welcome From the President



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

This handbook and the policies and procedures contained herein are in effect from September 1, 2019 through August 31, 2020. 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, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

CHAPTER 1: GENERAL INFORMATION

Obtaining a Catalog

To order a copy of this catalog, please contact the Office of Admissions by email 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

**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.

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 2019-2020

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

Administrative Holidays 2019-2020

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.

Administrative Holidays	
Fall Term:	
WOA Events	Oct 14 – 25, 2019
Veterans Day	Nov 11, 2019
Thanksgiving Break	Nov 28-29, 2019
Christmas Holiday	Dec 24-25, 2019
New Year's Day	Jan 1, 2020
Winter Term:	
Martin Luther King Day	Jan 20, 2020
Presidents' Day	Feb 17, 2020
Spring Term:	
Good Friday	April 10, 2020
Memorial Day	May 25, 2020
Summer Term:	
Independence Day (observed)	July 3, 2020
Labor Day	Sep 7, 2020

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 County in 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 join 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, bulding with dormitory and food service facilities.

The year 2019 saw the launch of the first degree programs offered entirely in Chinese and Korean language as well as the opportunity for select classes to be offered in Spanish, Chinese, and Korean to complement the standard English language courses. The latest addition to the University network was the initiation of classes at two locations in St. Louis, MO.

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. TheUniversity 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 toqualified 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.

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 contains several colleges as well as Olivet University International, its free standing eCampus unit within Olivet University. All institutional approvals and accreditations of Olivet University pertain to Olivet University as well as all its

units.

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 Theology (Chinese)
3. Bachelor of Arts in Music
4. Bachelor of Arts in Journalism
5. Bachelor of Arts in Graphic Design
6. Bachelor of Arts in Fine Arts
7. Bachelor of Arts in Information Technology
8. Bachelor of Arts in Business
9. Bachelor of Arts in Children's Developmental Studies
10. Bachelor of Science in Civil Engineering
11. Bachelor of Science in Agriculture
12. Bachelor of Science in Architecture
13. Master of Divinity
14. Master of Divinity (Chinese)
15. Master of Divinity (Korean)
16. Master of Theology
17. Master of Arts in Music
18. Master of Arts in Journalism
19. Master of Arts in Graphic Arts
20. Master of Arts in Information Technology
21. Master of Arts in Translation and Interpretation
22. Master of Arts in Teaching (Early Childhood/Childhood Education)
23. Master of Business Administration
24. Doctor of Ministry
25. Doctor of Philosophy in Global Theological Studies
26. Doctor of Philosophy in Information Technology
27. Certificate in English as a Second Language
28. Certificate in Languages
29. Certificate in 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/ 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

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) 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. Program Language Proficiency

A. Olivet University requires submission of evidence for proficiency in the language of instruction. Instructions offered are only in

the language(s) of the specific degree program enrolled/applied for. See the section on "Program Language Proficiency Requirements" below. Olivet University offers the following types of programs.

i. Degree programs in English. This is the regular type of degree program offered at Olivet University and as long as not noted otherwise in the enrollment agreement, all instructions at Olivet University are offered in English.

ii. Degree programs fully in Chinese. These degree programs exclusively require evidence for minimum Chinese language proficicency. All instructions at these programs are offered in Chinese only.

iii. Degree programs fully in Korean. These degree programs exclusively require evidence for minimum Korean language proficicency. All instructions at these programs are offered in Korean only.

iv. Degree programs with additional language proficiency requirements beyond the ones relating to the language of instruction. These language requirements normally relate to original languages required for research and are separately listed in those program descriptions.

Note: Students enrolled in any of the programs described may demonstrate proficiency in additional languages of instruction throughout the course of study. Even though this allows registration of additional courses as they are available, more than half (50%) of the program must be completed in the original program language, or a change of program must be applied for.

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.

English Language Proficiency Requirements for Undergraduate Programs and Courses

All instructions at Olivet University's English programs are offered in English. The majority of instructions at Olivet University's programs listed as offered "partially in (language)" 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 (45 quarter 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.)

Any program specific English language requirements exceeding theose noted here are listed in the degree program description, if applicable.

Spanish Language Proficiency Requirements for Individual Undergraduate Courses

Olivet University does currently not offer undergraduate programs entirely in Spanish. The majority of instructions at Olivet University's programs listed as offered "partially in (language)" are offered in English. Prospective students whose native language is not Spanish and who have not earned a degree from an appropriately accredited institution where Spanish is the principal language of instruction must demonstrate college-level proficiency in Spanish through one of the following for admission:

1. A high school diploma completed at an accredited/recognized high school where the medium of instruction is Spanish.

2. A transcript indicating completion of coursework instructed in Spanish language of at least 30 semester credit hours with an average grade of “C” or higher at an institution of higher education recognized and accredited by the department of education.

Any program specific Spanish language requirements exceeding theose noted here are listed in the degree program description, if applicable.

Chinese Language Proficiency Requirements for Undergraduate Programs and Courses

All instructions at Olivet University's Chinese programs are offered in Chinese. The majority of instructions at Olivet University's programs listed as offered "partially in (language)" are offered in English. Prospective students whose native language is not Chinese and who have not earned a degree from an appropriately accredited institution where Chinese is the principal language of instruction must demonstrate college-level proficiency in Chinese through one of the following for admission:

1. A high school diploma completed at an accredited/recognized high school where the medium of instruction is Chinese.
2. A grade of C as the minimum grade in Chinese language in high school graduation examination (a.k.a. Zhongkao examination).
3. Minimum grade of E on GCE AL/AS, grade of C/ Grade 4 on GCSE/ IGCSE, grade of C on GCE OL, level 4 on IB, level 3 on AP, level 3 on HKDSE.
4. A minimum grade of level 5 or above and with each subject scored over 60 points on Chinese Proficiency Test (HSK), an international standardized test of Chinese language proficiency.
5. A transcript indicating completion of coursework instructed in Chinese language of at least 30 semester credit hours with an average grade of “C” or higher at an institution of higher education recognized and accredited by the department of education.

Any program specific Chinese language requirements exceeding theose noted here are listed in the degree program description, if applicable.

Korean Language Proficiency Requirements for Individual Undergraduate Courses

Olivet University does currently not offer undergraduate programs entirely in Korean. The majority of instructions at Olivet University's programs listed as offered "partially in (language)" are offered in English. Prospective students whose native language is not Korean and who have not earned a degree from an appropriately accredited institution where Korean is the principal language of instruction must demonstrate college-level proficiency in Korean through one of the following for admission:

1. A high school diploma completed at an accredited/recognized high school where the medium of instruction is Korean.
2. A transcript indicating completion of coursework instructed in Korean language of at least 30 semester credit hours with an average grade of “C” or higher at an institution of higher education recognized and accredited by the department of education.

Any program specific Korean language requirements exceeding theose noted here are listed in the degree program description, if applicable.

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 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

Annual Cost of Attendance (Undergraduate Degree Programs)	
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)
Typical Total Annual Cost:	**$21,406**

Undergraduate Tuition*

Bachelor Degree Programs	$242 per unit
Basic Certificate Programs	$170 per unit
Auditing Courses	See *Registration Fees* below

Other Fees (Non-Refundable)*

Admissions Fees	
Application for Admission	$75
General Fees	
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
Registration Fees	
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
Payment Fees	
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

Graduation Fees	
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.

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: tuition / total program hours program hours x course completed hours in term = 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% 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, 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

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. 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

CHAPTER 4: ACADEMIC REGULATIONS

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

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 units)

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 units)
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 units)
This course is 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 units)
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 units)
An exploration of sustainable agriculture in sub-Saharan Africa and the central issues and debates in the anthropology ofsubSaharan Africa.
Prerequisite: *ANTH201*
Humanities/Arts Distribution Course

ARTH205 Symbolism in Arts (4 units)
In this course, students will explore images that have indirect suggestions of mystical ideas, emotions, and states of mind, to discover and unlock symbolic images with artistic and poetic meanings. By understanding the symbolic images from Christianity to other cultures, it will help the students for their communications with the knowledge to connect the past, present, and future with the hidden meanings.
Humanities/Arts Distribution Course

ARTH220 History of Graphic Design (4 units)
This course offers a comprehensive survey of the historical and cultural events, technical innovations, art and design movementsand important designers and typographers that have formed the origins of the art form that we now call graphic design.
Humanities/Arts Distribution Course

ARTH230 Introduction to Art (4 units)
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

ARTH300 Contemporary Art History (4 units)
Art movement begins at the end of 20th to early 21st century, it challenges the traditional art's boundaries, and breaking rules were set by the tradition, it is the art of today. Students will learn how contemporary art is impacting and influencing the modern society, to explore and understand the art movement.
Humanities/Arts Distribution Course

BIBL211 The Pauline Epistles (4 units)
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

ENGL110 Oral Communications for English Language (4 units)
This course offers undergraduate students the opportunity to increase awareness of and to practice features of advanced spoken communication typical of academic environments: academic discussion/debate, conference/classroom/informal presentation, and question/answer sessions. Targeted skills include structure/organization, body language, intonation, dealing with nervousness, and

awareness of cross-cultural communication patterns. As a workshop, this course requires active participation in a variety of speaking tasks, presentation preparation outside of class and feedback/discussion of peer communication.
Humanities/Arts Distribution Course

ENGL120 English Literature & Composition (4 units)
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

ENGL120 English Literature & Composition (4 units)
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

FARI105 Basic Perspective (4 units)
In this class, students will be introduced to ideas of perspective, how to identify perspective and apply it to their creations, with principle, guidelines, rules, and method. Students will be able to conduct drawings with perspective in their work of creation.
Humanities/Arts Distribution Course

GREK100 Greek I (5 units)
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 units)
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 units)
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 units)
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 units)
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

BIOS210 Nutrition (4 units)
An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques.
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. Studentswill 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 units)
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 units)

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 units)
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 units)
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 units)
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 units)
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 units)
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 units)
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 units)
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 units)
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 units)
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 (4 units)
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 (4 units)
This course provides a broad introduction to the issues and perspectives in rural sociology. Different levels will be explored fromthe 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 units)
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 units)

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

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 48 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.

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.

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 externalenvironments. 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.

Faculty List

Doohyun D. Yoon
D. Min., Olivet University, San Francisco, CA (2015)
M.Div., Olivet University, San Francisco, CA (2010)

Esther D. Jung
Ph.D., Yonsei University, The Graduate School (2014)
Th.M., Yonsei University, The United Graduate School of Theology (2008)
B.A. in Theology, Yonsei University, South Korea (2004)

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

Joseph J. Lee
Ph.D., Yonsei University, The Graduate School (2017)
Th.M., Yonsei University, The United Graduate School of Theology (2011)
B.A. in Theology, Yonsei University (2008)
B.A. in English Literature, Yonsei University, South Korea (2008)

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 N.W. Cheung
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)
B.Soc.Sc., The Chinese University of Hong Kong, HK (2002)

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)

Stacey Kim
D.Min., Olivet University, San Francisco, CA (2015)
M.Div., Olivet University, San Francisco, CA (2010)

B.A., Economics, Ewha Woman’s University, Seoul, South Korea (2007)

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)

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 onauthors 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, 48 quarter hours of music major courses, 24 quarter 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 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. Music Major Courses (48 units)

Music Core Seminars

Students are required to take 24 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 (4 units)
- MUTH310 Introduction to Worship (4 units)
- MUTH330 The Hymn in Christian Worship (2 units)

Performance and Practice Courses

Students are required to take 24 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)

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 include 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 for conducting instrumental and vocal ensembles. The course teaches standard beat patterns, how to handlecueing, 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 (4 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 a 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 Merril 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)

Reuben Chae
B.A., Jubilee College of Music, Olivet University (2010)
M.A., Jubilee College of Music, Olivet University (2014)

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.

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. Journalism Major Courses (52 units)

Students must complete 52 units of journalism major courses, including 20 units required core courses, 12 units in one of the three concentrations, 8 units of journalism electives, and 12 units of ministry internship courses.

(1) Journalism Major Core (20 units)

Students are required to take the following courses of 20 quarter hours 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 (12 units)

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

i) Reporting/Writing

This specialization prepares students to become professional journalists, equipping them with the abilities to report in depth and to write clearly in various styles.

- JOUR300 Advanced Reporting (4)
- JOUR310 News Editing (4)
- JOUR320 Feature Writing (4)

ii) Multimedia

This specialization will enable students to be proficient in the use of multimedia tools for innovative storytelling.

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

iii) Strategic Communication

This specialization prepares students to pursue opportunities in public relations and other related fields, equipping them with the skills to create strategic messages for the public.

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

(3) Journalism Major Electives (8 units)

To complete studies in the journalism major, students need to take 8 units from the course list below.

- COMM110 Communication Theory (4)
- COMM140 Audience Engagement (4)
- COMM330 Advertisement (4)
- JOUR200 Media Ethics (4)
- JOUR210 Strategic Social Media (4)
- JOUR220 International Media (4)
- JOUR360 Opinions, Blogs, Reviews (4)
- JOUR370 Religion Reporting (4)
- JOUR380 Google and the Media (4)
- JOUR390 Broadcast News (4)

(4) Ministry Internship (12 units)

Ministry internship is required of journalism majors. It is designed to give students practical experience in the real working environment as well as receive additional training and networking that will help students compete in the marketplace.

Students must complete 12 quarter hours of internship in total upon graduation.

- PRAC300 Ministry Internship I (4)
- PRAC310 Ministry Internship II (4)
- PRAC320 Ministry Internship III (4)

3. Open Electives (20 units)

Students are required to take an additional 20 units of open electives. These electives can be chosen from any courses from Olivet University's undergraduate degree programs.

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):

JOUR300 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*

JOUR310 News Editing (4)
Introduction to the fundamentals of news editing, including copyediting, content editing and headline writing.
Prerequisite: *JOUR100, JOUR110*

JOUR320 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*

Multimedia Elective Courses:

JOUR330 Introduction to Photojournalism (4)
Students will learn the basics of photojournalism, including what makes a good photo. Topics also include the history of

photojournalism.

JOUR340 Audio and Video Production (4)
This course teaches students how to create and edit video and audio news stories.

JOUR350 Multimedia Storytelling (4)
Students will learn to integrate multiple media elements, including photo, audio, video, and graphics, to create digital stories.
Prerequisite: *JOUR330, JOUR340*

Strategic Communication Elective Courses:

COMM300 Introduction to Strategic Communication (4)
This course will cover the basic principles of strategic communication and give students an understanding of the public relationsand 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:

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.

COMM330 Advertisement (4)
Explores the history and development of advertising as well as basic advertising campaigns.
Prerequisite: *COMM131 Advertising and Public Relations*

JOUR200 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.

JOUR210 Strategic Social Media (4)
Students will learn to strategically use social media to interact, build personal and business relationships, build publicity and market a brand.

JOUR220 International Media (4)
Examines international law and news media systems in various parts of the world.

JOUR360 Opinions, Blogs, Reviews (4)
Students will produce narratives and other creative stories that are built from facts but go beyond the hard news format to engage readers.
Prerequisite: *JOUR100*

JOUR370 Religion Reporting (4)
Students will learn how to report and write for Christian news organizations.
Prerequisite: *JOUR100, JOUR110*

JOUR380 Google and the Media (4)
Examines how Google and SEO have impacted journalism and the media business.

JOUR390 Broadcast News (4)
Students will learn the basics of broadcast journalism, including story selection, writing skills and on-camera presentation.

PRAC300-320 Ministry Internship I ~III (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 princples and processes.
- Able to include various research findings into design work.
- Ability to work in a multi-discplinary / multi-cultral 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 entrepreneural 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 MI300/310/320are 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 MI300/310/320are 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.

Olivet School of Art and Design Course Catalog

Fine Arts and Illustration Courses

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.
Prerequisite: *None*
Course Type: *Professional Studies Course*
Program Requirements: *Fine Arts Major (Core Requirement)*

FARI102 Intermediate Drawing (4 units)
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*
Course Type: *Professional Studies Course*
Program Requirements: *Fine Arts Major (Core Requirement)*

FARI105 Basic Perspective (4 units)
In this class, students will be introduced to ideas of perspective, how to identify perspective and apply it to their creations, with principle, guidelines, rules, and method. Students will be able to conduct drawings with perspective in their work of creation.
Prerequisite: *None*
Course Type: *General Education (Humanities Distribution)*
Program Requirements: *Fine Arts Major (Gen Ed Req)*

FARI110 Color Theory and Design (4 units)
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.
Prerequisite: *FARI101 Introduction to Drawing*
Course Type: *General Education (Humanities Distribution)*
Program Requirements: *Fine Arts Major (Gen Ed Req), Graphic Arts Major (Gen Ed Req), Graphic Arts Minor (Core Requirement)*

FARI121 Introduction to Oil Painting (4 units)
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*
Course Type: *Professional Studies Course*
Program Requirements: *Fine Arts Major (Core Requirement)*

FARI201 Anatomy (4 units)
Anatomy is one of the fundamental subjects for anyone who wants to create artwork associated with the human form, students will learn the amazing human form from inside out. The course will be emphasized on the anatomical structure of bones and muscles, from form to insertion, to functionalities.
Prerequisite: *FARI102 Intermediate Drawing*
Course Type: *General Education (Science and Math Distribution)*
Program Requirements: *Fine Arts Major (General Education Requirement)*

FARI202 Quick Studies in Drawing (4 units)
This course is designed to train students to be able to capture subject matters with the limited time frame, enable students to capture subjects quickly and more accurately. Students will practice with different subject matters, and mediums to explore the maximize the possibilities of quick study drawings.
Prerequisite: *FARI101 Introduction to Drawing*
Course Type: *Professional Studies Course*
Program Requirements: *Fine Arts Major (Core Requirement)*

FARI300 Head and Hands Drawing (4 units)
This course will learn the human head and hands, from direct observation with an emphasis on proportion, form, structure, and anatomy. Students will learn how to see, analysis, and express the subjects in the drawing.
Prerequisite: *FARI201 Anatomy*
Course Type: *Professional Studies Course*
Program Requirements: *Fine Arts Major (Core Requirement)*

FARI305 Portrait Painting (4 units)
This class will focus on the painting of human head, from basic to more complex setting. To explore the subject with oil paint. A classical medium to create rich and powerful representational idea of the human head, at one point in history, oil portrait was used to measure and rank society status.
Prerequisite: *FARI300 Heads and Hands Drawing*
Course Type: *Professional Studies Course*
Program Requirements: *Fine Arts Major (Core Requirement)*

FARI310 Clothed Figure Drawing (4 units)
A classical approach to studying human form in costumes. Students will use drawing medium to generate artwork from live models, in-class activity with different length of in-class practices. It will focus on human form and folds, to learn how to express the different type of fabric and the unique character of different folds.
Prerequisite: *None*
Course Type: *Professional Studies Course*
Program Requirements: *Fine Arts Major (Core Requirement)*

FARI400 Clothed Figure Painting (4 units)

A painting course emphasizes the technique with the clothed human figure with surrounding elements to increase narrative, with composition elements. Open the creative mind to utilize human figure and different components to express the meaning of their creation.
Prerequisite: *FARI310 Clothed Figure Drawing*
Course Type: *Professional Studies Course*
Program Requirements: *Fine Arts Major (Core Requirement)*

FARI402 Narrative Composition (4 units)
In this course, students will learn how to operate gallery exhibitions and art related events, from preparations, maintaining the gallery, usage of digital media, interact with collectors, legal business laws, and rules. To learn the responsibilities of gallery assistants, gallery manager, and gallery owner, allow the students to have the knowledge to be involved deeper into the art world.
Prerequisite: *FARI310 Clothed Figure Drawing*
Course Type: *Professional Studies Course*
Program Requirements: *Fine Arts Major (Core Requirement)*

FARI403 Digital Painting (4 units)
The course is designed to allow fine artists to learn how to use the digital medium to create their artworks, another tool to create their works of art. Digital painting allows fine art students to explore more possibilities on their creation, with the quicker approach to see the resolve, to create original digital artworks or refined studies for traditional medium.
Prerequisite: *FARI310 Clothed Figure Drawing*
Course Type: *Professional Studies Course*
Program Requirements: *Fine Arts Major (Core Requirement)*

FARI420 Senior Portfolio (4 units)
This course focuses on the student’s future, how students can survive and compete with the rest of the world. Students will be ableto build their portfolio and learn the basic laws to understand their rights in the field of art, to protect themselves, and prevent simple issues for their creative future. The student is required to host a graduation show to represent their best works throughout the years of study.
Prerequisite: *FARI402 Narrative Composition*
Course Type: *Professional Studies Course, Capstone Course*
Program Requirements: *Fine Arts Major (Core Requirement)*

Art History and Theory Courses

ARTH100 Art History: Iconography 13th - 14th Century (4 units)
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.
Prerequisite: *None*
Course Type: *General Education (Humanities Distribution)*
Program Requirements: *Fine Arts Major (Gen Ed Req), Graphic Design Major (Gen Ed Req)*

ARTH120 World Art History (4 units)
Students will study the objects of arts in their historical development and stylistic contexts. Through studying the world art history,it will take students for a time-traveling trip, a journey to discover and understand the world of art from stone age to modern culture. It is very important to understand the past, to lead the future in the art field.
Prerequisite: *None*
Course Type: *General Education (Humanities Distribution)*
Program Requirements: *Fine Arts Major (Gen Ed Req), Graphic Design Major (Gen Ed Req)*

ARTH205 Symbolism in Arts (4 units)
In this course, students will explore images that have indirect suggestions of mystical ideas, emotions, and states of mind, to discover and unlock symbolic images with artistic and poetic meanings. By understanding the symbolic images from Christianity to other cultures, it will help the students for their communications with the knowledge to connect the past, present, and future with the hidden meanings.
Prerequisite: *None*
Course Type: *General Education (Humanities Distribution)*
Program Requirements: *Fine Arts Major (Gen Ed Req), Graphic Design Major (Gen Ed Req)*

ARTH220 History of Graphic Design (4 units)
This course offers a comprehensive survey of the historical and cultural events, technical innovations, art and design movementsand important designers and typographers that have formed the origins of the art form that we now call graphic design.
Prerequisite: *None*
Course Type: *General Education (Humanities Distribution)*
Program Requirements: *Graphic Design Major (Gen Ed Req)*

ARTH300 Contemporary Art History (4 units)
Art movement begins at the end of 20th to early 21st century, it challenges the traditional art’s boundaries, and breaking rules were set by the tradition, it is the art of today. Students will learn how contemporary art is impacting and influencing the modern society, to explore and understand the art movement.
Prerequisite: *None*
Course Type: *General Education (Humanities Distribution)*
Program Requirements: *Fine Arts Major (Gen Ed Req), Graphic Design Major (Gen Ed Req)*

Graphic Design Courses

GDES100 Basic Graphic Design (4 units)
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.
Prerequisite: *None*
Course Type: *Professional Studies Course*
Program Requirements: *Graphic Design Major (Core Requirement), Graphic Design Minor (Core Requirement)*

GDES200 Typography 1 (4 units)
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.
Prerequisite: *None*
Course Type: *Professional Studies Course*
Program Requirements: *Graphic Design Major (Core Requirement), Graphic Design Minor (Core Requirement)*

GDES220 Introduction to Digital Layout (4 units)
No description available.
Prerequisite: *None*
Course Type: *Professional Studies Course*
Program Requirements: *Graphic Design Major (Core Requirement), Graphic Design Minor (Core Requirement)*

NOT IN POPULI
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.
Prerequisites: *None*
Course Type: *Professional Studies Course*
Program Requirements: *Graphic Design Elective*

NOT IN POPULI

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.

Prerequisites: *None*

Course Type: *Professional Studies Course*

Program Requirements: *Graphic Design Elective*

GDES260 Intro to Advertising Design (4 units)

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.

Prerequisite: *None*

Course Type: *Professional Studies Course*

Program Requirements: *Graphic Design Major (Core Requirement)*

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 cording and css.

Prerequisite: *DCAP200 Digital Imaging*

Course Type: *Professional Studies Course*

Program Requirements: *Graphic Design Major (Core Requirement), Graphic Design Minor (Core Requirement)*

NOT IN POPULI

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.

Prerequisites: *None*

Course Type: *Professional Studies Course*

Program Requirements: *Graphic Design Elective*

GDES330 Typography 2 (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 Typography 1*
Course Type: *Professional Studies Course*
Program Requirements: *Graphic Design Elective*

RETIRED IN POPULI SHOULD BE DELETED HERE ALSO
GDES340 Interactive Design & User Experience (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 Webdesign 1*
Course Type: *Professional Studies Course*
Program Requirements: *Graphic Design Elective*

GDES350 Usability (4 units)
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.
Prerequisite: *GDES300 Wed Design 1*
Course Type: *Professional Studies Course*
Program Requirements: *Graphic Design Major (Core Requirement)*

RETIRED IN POPULI SHOULD BE DELETED HERE
GDES370 Typography 3 (4 units)
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*
Course Type: *Professional Studies Course*
Program Requirements: *Graphic Design Elective*

GDES380 Graphic Product Design (4 units)
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: *GDES250 3D Modeling, GDES401 Design Thinking*

Course Type: *Professional Studies Course*
Program Requirements: *Graphic Design Major (Core Requirement)*

GDES400 Corporate Identity (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.
Prerequisites: *GDES200, GDES210*
Course Type: *Professional Studies Course*
Program Requirements: *Graphic Design Elective*

NOT IN POPULI
GDES401 Design Thinking (4 units)
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 expertiseas. They also learn by various of experience of thinking not only by research. Through this, they learn to form creative thoughts and draw conclusions.
Prerequisites: *None*
Course Type: *Professional Studies Course*
Program Requirements: *Graphic Design Elective*

GDES410 Publication Design (4 units)
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: *GDES100 Basic Graphic Design, GDES330 Typography 2*
Course Type: *Professional Studies Course*
Program Requirements: *Graphic Design Major (Core Requirement)*

RETIRED IN POPULI SHOULD BE DELETED HERE
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.
Prerequisites: *GDES330 Typography 2, GDES400 Corporate Identity*
Course Type: *Professional Studies Course*
Program Requirements: *Graphic Design Elective*

RETIRED IN POPULI SHOULD BE DELETED HERE
GDES430 Web Design 2 (4 units)
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: *GDES300 Web Design 1*
Course Type: *Professional Studies Course*
Program Requirements: *Graphic Design Elective*

NOT IN POPULI
GDES440 Animation (4 units)
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: GDES250 3D Modeling
Course Type: *Professional Studies Course*
Program Requirements: *Graphic Design Elective*

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*
Course Type: *Professional Studies Course*
Program Requirements: *Graphic Design Major (Core Requirement)*

Miscellaneous Fields in Art and Design

DCAP200 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.
Prerequisite: *None*
Course Type: *Professional Studies Course*
Program Requirements: *Graphic Design Major (Core Requirement), Graphic Design Minor (Core Elective)*

DCAP300 Digital Video (4 units)
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 Digital Imaging*
Course Type: *Professional Studies Course*
Program Requirements: *Graphic Design Elective*

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.
Prerequisites: *None*
Course Type: *Professional Studies Course*
Program Requirements: *Design Elective*

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.
Prerequisites: *None*
Course Type: *Professional Studies Course*
Program Requirements: *Design Elective*

Internships and Practical Learning

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.
Prerequisite: *100 total units earned*
Course Type: *Internship Course*
Program Requirements: *Graphic Design Major (Core Requirement)*

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)
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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)

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B.F.A. Visual Communication Design, Hong-Ik University, Seoul, Korea (2005)

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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
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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 Fine Arts (Major)

The Bachelor of Fine Arts in Fine Art program is designed to provide talented men and women with a biblical education that explores the connections between Christian mission combined with fine arts to prepare them as ministry practitioners.

Program Goals

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

- Demonstrate craftsmanship in the tools and technologies required for professional completion of a project.
- Develop skills in visual communication, conceptually-driven image development, and composition.
- Define audience/client needs and translate them into an appropriate aesthetic.
- Practice professional presentation/exhibition of their artwork.
- Seek to contribute to the shaping of a meaningful visual culture by applying Gospel values to the practice of fine art creations.

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 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 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 (24 units)

- ARTH100 Art History: Iconography 13th – 14th Century (4 units)
- ARTH120 World Art History (4 units)
- ARTH205 Symbolism in the Arts (4 units)
- ARTH300 Contemporary Art History (4 units)
- FARI110 Color Theory (4 units)
- FARI105 Basic Perspective

Science Requirements (4 units)

- FARI201 Anatomy

(3) General Ministry Skills (0 units)

2. Fine Arts Major Courses (44 units)

Students must complete 44 units of fine arts major courses.

- FINA 100 Fundamental Drawing (4 units)
- FINA 110 Intermediate Drawing (4 units)
- FINA 200 Introduction to Oil Painting (4 units)
- FINA 202 Quick Studies drawing (4 units)
- FINA 300 Head and Hands Drawing (4 units)
- FINA 305 Portrait Painting (4 units)
- FINA 310 Clothed Figure Drawing (4 units)
- FINA 400 Clothed Figure Painting (4 units)
- FINA 402 Narrative Composition (4 units)
- FINA 403 Digital Painting (4 units)
- FINA 420 Senior Portfolio (4 units)

Major Elective Courses
Students may choose the following courses upon availability.

- MI300-320 Ministry Internship I-II

Note: Ministry Practice Courses MI300/310/320are 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 is 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.

Graduation and Employment Rates

The graduation and employment rates for the Bachelor of Arts in Fine Arts will not be available until the program produces its first graduates.

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

Information Technology Major Required Courses

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.

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 learnabout 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 client-side web development technology including HTML, Cascading Style Sheets, JavaScript, and AJAX.
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*

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*

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 technologyfrom 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.

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*

Information Technology Elective Courses

ITDS300 Introduction to Big Data (4 units)
TBA

ITDS340 Introduction to Data Mining (4 units)
TBA

ITEC107 Programming Methodology (4 units)
Programming Methodology is an introduction to the engineering of computer applications emphasizing modern software engineering principles: object-oriented design, decomposition, encapsulation, abstraction, and testing. Uses the Java programming language. Emphasis is on good programming style and the built-in facilities of the Java language.

ITEC127 Computer Organization and Systems (4 units)
Introduction to Computing, Software, Hardware, Processor Activities, State Machine, Data Path Architecture, State Machine Design, Addressing Modes, Introduction to memory system, CPU - Memory Interaction, Cache Organization, Virtual Memory, Segmentation, Address Translation and Protection, DMA: Direct Memory Access, Programmed I/O, Interrupt Driven I/O, I/O devices and buses.

ITEC140 Practical Unix/Linux (4 units)
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*

ITEC317 Statistical Computing with R Laboratory (4 units)
Introduces the R programming language for statistical computing. Topics include basic facilities of R including mathematical, graphical, and probability functions, building simulations, introductory data fitting and machine learning. Provides exposure to the functional programming paradigm.
Prerequisite: *ITEC107*

ITEC327 Principles of Software Development (4 units)
This course will provide an advanced introduction to computer vision while emphasizing basic techniques from numerical analysis and applied mathematics (linear algebra, probability and statistics, optimization).

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*

ITEC337 Introduction to Natural Language Processing (4 units)
A computationally oriented introduction to natural language processing, the goal of which is to enable computers to use human languages as input, output, or both. Possible topics include parsing, grammar induction, information retrieval, and machine translation. Topics to be Covered: Introduction to NLP, History and state-of-the-art, Lexical semantics and word-sense disambiguation, Information retrieval models, Text categorization, Part-of-speech tagging and HMMs, Morphology.
Prerequisite: *ITEC107, ITEC120*

ITEC357 Introduction to Cryptography and Information Security (4 units)
Introduction to Information Security

ITEC360 Algorithm Analysis and Design (4 units)
This course teaches techniques for the design and analysis of efficient algorithms, emphasizing methods useful in practice. Topics covered include: sorting; search trees, heaps, and hashing; divide-and-conquer; dynamic programming; amortized analysis; graph algorithms; shortest paths; network flow; computational geometry; number-theoretic algorithms; polynomial and matrix calculations; caching; and parallel computing.
Prerequisite: *ITEC107*

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 combinatory, 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 (4 units)
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*

ITEC477 Special Topics in Information Technology (4 units)
The course will present special topics in the Computer Systems and Information Technology fields.
Prerequisite: *Permission by Instructor*

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*

ITEC487 Independent Study, IT (4 units)
In this course, students can do independent research under the supervision of the faculty. Students can repeat the course once up to 8 units.

ITMH310 Mathematical Foundations of Computing (4 units)
This course is about mathematical techniques that are useful in computer science, to analyze algorithms and prove impossibility results. The course has four parts: (1) introduction to the kind of discrete mathematics that is useful in computer science, including sets, graphs and proofs by induction; (2) finite automata, which model simple linear-time algorithms and capture the power of regular expressions — we will be able to understand the power and limitation of this class of algorithms inside out; (3) turing machines and undecidability, in which we study the power of arbitrary algorithms that are allowed arbitrarily large running times — we will show that there are several important problems that are unsolvable even under such conditions; (4) complexity theory and NP-completeness, which is concerned with the study of what we can do with efficient algorithms.

ITMH320 Introduction to Probability for Computer Scientists (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 combinatory, 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.

ITNS107 Network Concept and Foundation (4 units)
This course introduces the concept of layering and functions of seven layers in computer networks; Topics include OSI sevenlayers, data transmission, error and link control, MAC protocols, TCP/IP, and ATM.

ITNS327 Introduction to Internat Programming (4 units)
This course introduces fundamentals of application programming on the Internet. Topics include general client/ serverprogramming, socket programming, Internet and intranet programming, and Web applications.
Prerequisite: *ITNS107*

ITWE317 Website Client Side Design & Development (4 units)
The Client-Side programming course consists of three parts spanning basic web design and front-end web development through complex user interface management and creation of a professional website. You will learn the core technical skills necessary for a complete and practical understanding of front-end web development, from HTML and CSS to the JavaScript DOM and AJAX.
Prerequisite: *ITEC310*

ITWE337 Web Server Side Design & Development (4 units)
In this course students will learn the basics of writing this type of application using the Ruby on Rails framework. We will focus on the work that needs to be done on the server side to dynamically generate webpages, store data long-term in a database, and process

requests from the client side. In addition, students will become familiar with architecture for large-scale user-facing applications: the model-view-controller design pattern. By the end of the course, students will be able to design and develop their own modern web applications.
Prerequisite: *ITEC310*

ITWE447 Internet & Web Security (4 units)
TBA

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 (2018)
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.A., Information Technology, Olivet University, San Francisco, CA (
M.S., Control Theory and Control Engineering, Northeastern University, China (2011)
B.S., Automation, Northeastern University, China (2009)

Yong Zhao
M.A., Information Technology, Olivet University, San Francisco, CA (

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)
- BSPT201-403 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

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. Thiscourse

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)*
- *SOCI150 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)*
- CVNG*240 Statics and Dynamics (4 units)*
- CVNG*310 Structural Analysis (4 units)*
- CVNG*410 Structural Design 1 (4 units)*
- CVNG*411 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 ad 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

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 rquested 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 princples 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)

- COMM140 Audience Engagement (4 units)
- JOUR120 Fundamentals of Multimedia Journalism (4 units)
- JOUR130 Media Law (4 units)

- JOUR210 Strategic Social Media (4 units)
- JOUR330 Introduction to Photojournalism (4 units)
- JOUR340 Audio and Video Production (4 units)
- JOUR370 Religion Reporting (4 units)
- JOUR380 Google and the Media (4 units)
- PRAC300 Ministry Internship I* (4 units)
- PRAC310 Ministry Internship II* (4 units)
- PRAC320 Ministry Internship III* (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

English as a Second Language Program (ESL)

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. 1. Complete all course work
2. 2. Maintain a 3.00 (B grade point average) in all classes
3. 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. 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

ESL Levels	OLSPT	TOEFL: PBT.IBT	TOEIC	IELTS
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

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

ESL Levels	OLSPT	TOEFL: PBT.IBT	TOEIC	IELTS
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

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 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 theadvanced 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.

CHAPTER 8: CAREER SERVICES

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

The following classification of instructional programs offered at Olivet University and its academic units is intended for general overview purposes. Completion of any educational program listed below or offered by the University does not guarantee employment in any of the occupational classes described, nor does it imply that the program does not prepare its graduates for any other occupations.

This list is a chosen standard by the University to measure its educational outcomes against. Employment rates will consider only employment in the fields listed under each degree program. This list is subject to change at sole discretion of the University and its understanding of the content and anticipated outcomes of its educational programs.

CIP (Classification of Instructional Programs) Codes follow the 2010 edition published by the National Center for Education Statistics (NCES) and are listed with each educational program name in bold type. CIP have been assigned by faculty and academic adminsitration according their overall understanding of the program.

SOC (Standard Occupational Classification) Codes follow the 2018 edition manual published by the Executive Office of the President, Office of Management and Budget and are listed below each educational program. SOC codes have been assigned using the "education crosswalk search" at www.onetonline.org and with input from faculty and administration where deemed necessary.

Bachelor of Arts Degree (CIP 39.0201 Bible/Biblical Studies)

21-2021 Directors, Religious Activities and Education
21-2090 Miscellaneous Religious Workers

B.A. Theology Major (CIP 39.0301 Missions/Missionary Studies and Missiology)

21-2021 Directors, Religious Activities and Education
21-2090 Miscellaneous Religious Workers

B.A. Children’s Developmental Studies Major (CIP 13.1210 Early Childhood Education and Teaching)

11-9031 Education and Childcare Administrators, Preschool and Daycare
25-2011.00 Preschool Teachers, Except Special Education
25-2012.00 Kindergarten Teachers, Except Special Education
39-9011 Childcare Workers

B.A. Music Major (CIP 50.0902 Music, General)

25-2031.00 Secondary School Teachers, Except Special and Career/Technical Education
27-2042.01 Singers
27-2042.02 Musicians, Instrumental

B.A. Journalism Major (CIP 09.0401 Journalism)

27-3020 News Analysts, Reporters, and Journalists
27-3021.00 Broadcast News Analysts
27-3022.00 Reporters and Correspondents
27-3041.00 Editors
27-3043.04 Copy Writers
27-3090 Miscellaneous Media and Communication Workers
27-4020 Photographers

B.A.Graphic Design Major (CIP 11.0801 Web Page, Digital/Multimedia and Information Resources Design)

15-1134.00 Web Developers
27-1014.00 Multimedia Artists and Animators
27-1024.00 Graphic Designers
27-1021 Commercial and Industrial Designers
15-1255 Web and Digital Interface Designers

Bachelor of Arts in Information Technology (CIP 11.0103 Information Technology)

11-3021.00 Computer and Information Systems Managers
15-1111.00 Computer and Information Research Scientists
15-1121.00 Computer Systems Analysts
15-1121.01 Informatics Nurse Specialists
15-1122.00 Information Security Analysts
15-1132.00 Software Developers, Applications
15-1133.00 Software Developers, Systems Software
15-1143.00 Computer Network Architects
15-1143.01 Telecommunications Engineering Specialists

B.A. Business Major (CIP 52.0201 Business Administration and Management, General)

11-1011.00 Chief Executives
11-1021.00 General and Operations Managers
11-2011 Advertising and Promotions Managers
11-2020 Marketing and Sales Managers
11-2022.00 Sales Managers
11-2030 Public Relations and Fundraising Managers
11-3011.00 Administrative Services Managers
11-3051.00 Industrial Production Managers
11-3071.01 Transportation Managers
11-3071.02 Storage and Distribution Managers
11-3120 Human Resources Managers
11-9021.00 Construction Managers
11-9151.00 Social and Community Service Managers
11-9199.01 Regulatory Affairs Managers
11-9199.02 Compliance Managers
11-9199.03 Investment Fund Managers
11-9199.04 Supply Chain Managers
11-9199.07 Security Managers
11-9199.08 Loss Prevention Managers
11-9199.09 Wind Energy Operations Managers
11-9199.10 Wind Energy Project Managers
13-1051.00 Cost Estimators
13-1111.00 Management Analysts

B.A. Fine Arts Major (CIP 52.0201 Business Administration and Management, General)

27-1013.00 Fine Artists, Including Painters, Sculptors, and Illustrators
27-1019.00 Artists and Related Workers, All Other

Bachelor of Science in Agriculture (CIP 01.0000 Agriculture, General)

11-9013.01 Nursery and Greenhouse Managers
11-9013.02 Farm and Ranch Managers
19-1011.00 Animal Scientists
19-1012.00 Food Scientists and Technologists
19-1013.00 Soil and Plant Scientists

Bachelor of Science in Architecture (CIP 04.0201 Architecture)

11-9041.00 Architectural and Engineering Managers
17-1011.00 Architects, Except Landscape and Naval

Bachelor of Science in Civil Engineering (CIP 14.0801 Civil Engineering, General)

11-9041.00 Architectural and Engineering Managers
17-2051.00 Civil Engineers

CHAPTER 9: COURSE SELECTION AND SCHEDULING

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

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 completedby 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 creditand 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 within10 days after the submission

CHAPTER 11: SATISFACTORY ACADEMIC PROGRESS REVIEW

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.

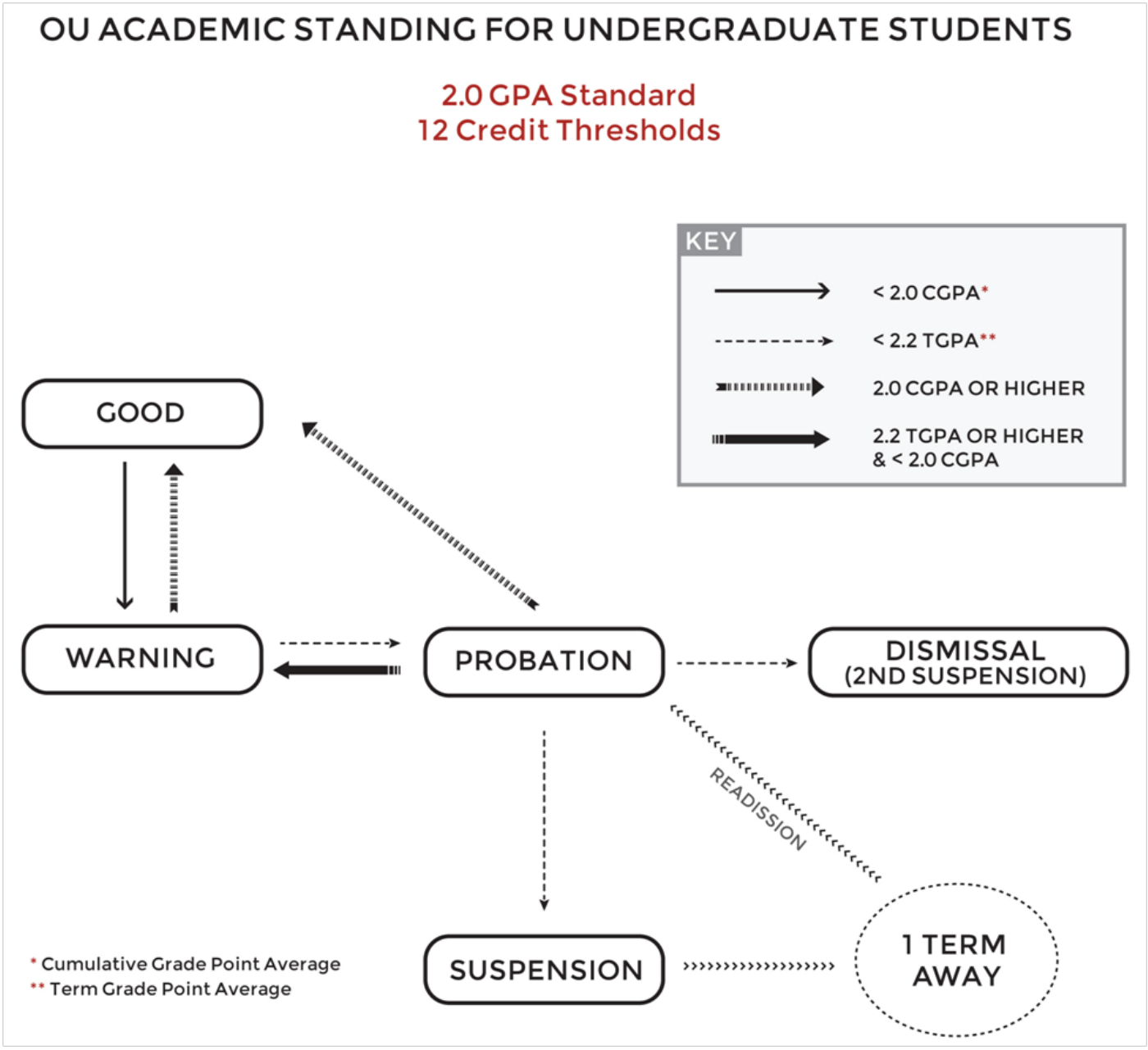
A student placed on Second Academic Suspension shall be permanently dismissed from the University without a possible readmission.

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

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

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

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.

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

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

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

Patron	Number of Items	Length of Loan

Undergraduate Student	10	2 Weeks
Graduate Student	20	2 Weeks
Faculty/Staff	30	1 Month
Alumni	5	2 Weeks

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

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

Financial Aid Office: finaid@olivetuniversity.edu

Library Services: library@olivetuniversity.edu

Registrar Office: registrar@olivetuniversity.edu

Admissions Office: admissions@olivetuniversity.edu

Student Services Office: student.info@olivetuniversity.edu

International Student Office: 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

Olivet University, San Francisco Campus

201 Seminary Drive,

Mill Valley, CA 94941

(415) 371 0002

admissionssf@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

Jubilee College of Music: jcm@olivetuniversity.edu

Olivet School of Media and Communication: osmc@olivetuniversity.edu

Olivet School of Art and Design: osad@olivetuniversity.edu

Olivet Institute of Technology: oit@olivetuniversity.edu

Olivet Business School: obs@olivetuniversity.edu

Olivet School of Language Education: osle@olivetuniversity.edu

Olivet School of Engineering and Architecture: engineering@olivetuniversity.edu

Olivet School of Agriculture: 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. Beloware 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

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

GRADUATE ACADEMIC CATALOG

2019 - 2020

Graduate Academic Catalog

2019-2020

September 1, 2019 through August 31, 2020

Olivet University
www.olivetuniversity.edu

Table of Contents

Welcome From the President
Disclaimer
CHAPTER 1: GENERAL INFORMATION
- Obtaining a Catalog
- Statement of Student Responsibility
- Statement of Non-Discrimination
- Academic Calendar 2019-2020
- Administrative Holidays 2019-2020
- Vision, Mission, Goals, Values
  - Mission Statement
  - Vision
  - Mission Strategy
  - Olivet University History
  - Values
  - Institutional Goals of Olivet University
  - Olivet's Core Learning Outcomes
  - Faith-First Educational Philosophy
  - Statement of Faith
  - Olivet University Commitment to Students
  - Statements on Institutional Approval

CHAPTER 2: APPLYING TO OU
- NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION
- Admissions Policy
  - Graduate
  - English Language Proficiency Requirements for Graduate Programs and Courses
  - Spanish Language Proficiency Requirements for Individual Graduate Courses
  - Chinese Language Proficiency Requirements for Graduate Programs and Courses
  - Korean Language Proficiency Requirements for Graduate Programs and Courses
- Student Identity Verification
  - Policy for Student Identity Verification in Distance Learning
  - Implemented Practices for Compliance
    - a. Secured Electronic Identification System
    - b. Proctoring
    - i) Onsite Proctoring

ii) Online Proctoring
Costs of Attendance, Tuition and Fee
Graduate Tuition*
Other Fees (Non-Refundable)*
Housing Payment Options
Meal Plan
Tuition Payment Policy
Payment Options
Installment Payment Plan
Delinquent Accounts
Student Account Disputes
Student Tuition Recovery Fund Disclosures
Cancellation and Refund Policy
Student's Right to Cancel
Refund Policy:
Fall, Winter and Spring quarter:
Summer quarter:
Loans
Bankruptcy
California Student Tuition Recovery Fund
Sample Student Refund Calculation
General Transfer Student Admissions Policy
UNDERGRADUATE
GRADUATE
Instances of Fraud
CHAPTER 3: SCHOLARSHIP AND FINANCIAL ASSISTANCE
Application Process and Forms
Deadlines
International Student Scholarship
Missionary Scholarship
General Scholarship
Contact Information
CHAPTER 4: ACADEMIC REGULATIONS
Credit Hour
CHAPTER 5: GRADUATE DEGREE PROGRAMS
First Professional Degrees
Master's Degrees

- Dual Degree Programs
- Advanced Graduate Degree Programs
- Non-degree Certificate Programs

CHAPTER 5.1: FIRST PROFESSIONAL DEGREE PROGRAMS

- Master of Divinity
  - Program Goals
  - Graduation Requirements
  - Time Limit
  - Curriculum
  - Marketplace Ministry Concentration
    - Concentration Goals
    - Curriculum
  - Media Ministry Concentration
    - Concentration Goals
    - Curriculum
  - Nehemiah Ministry Concentration
    - Concentration Goals
    - Curriculum
  - Church Planting Ministry Concentration
    - Concentration Goals
    - Curriculum
  - Prayer and Spirituality Concentration
    - Concentration Goals
    - Curriculum
  - Children's Ministry Concentration
    - Concentration Goals
    - Curriculum
  - Teen Ministry Concentration
    - Concentration Goals
    - Curriculum
  - Discipleship and Pastoral Care Concentration
    - Concentration Goals
    - Curriculum
  - Culinary Ministry Concentration
    - Concentration Goals
    - Curriculum
- Master of Divinity (Advanced Standing)
  - Course Waivers

Graduation and Employment Rates
Course Descriptions
Faculty
CHAPTER 5.2: MASTER'S DEGREE PROGRAMS
Master of Arts in Music
Program Goals
Graduation Requirements
Time Limits
Curriculum
Course Descriptions
Graduation and Employment Rates
Faculty
Master of Arts in Journalism
Program Goals
Graduation Requirements
Time Limits
Curriculum
Course Descriptions
Graduation and Employment Rates
OSMC Graduate Faculty
Master of Arts in Graphic Arts
Program Goals
Graduation Requirements
Time Limits
Curriculum
Course Descriptions
Graduation and Employment Rates
OSAD Graduate Faculty
Master of Arts in Information Technology
Program Goals
Graduation Requirements
Time Limits
Curriculum
Course Descriptions
Graduation and Employment Rates
Faculty
Master of Arts in Translation and Interpretation
Program Goals

Graduation Requirements
Time Limits
Curriculum
Course Descriptions
Graduation and Employment Rates
Faculty
Master of Arts in Teaching (Early Childhood / Childhood Education)
Program Goals
Specific Admissions Requirements
Graduation Requirements
Time Limits
Curriculum
Course Descriptions
Graduation and Employment Rates
Faculty
Master of Business Administration
Program Goals
Graduation Requirements
Time Limits
Curriculum
Course Descriptions
Graduation and Employment Rates
Faculty
CHAPTER 5.3: JOINT DEGREE PROGRAMS
Master of Divinity / Master of Business Administration Joint Degree Program
Program Goals
Graduation Requirements
Time Limit
Curriculum
Graduation and Employment Rates
Master of Divinity / Master of Arts in Music Joint Degree Program
Program Goals
Graduation Requirements
Time Limit
Curriculum
Graduation and Employment Rates
Master of Divinity / Master of Arts in Journalism Joint Degree Program
Program Goals

Graduation Requirements
Time Limit
Curriculum
Graduation and Employment Rates
Master of Divinity / Master of Arts in Graphic Design Joint Degree Program
Program Goals
Graduation Requirements
Time Limit
Curriculum
Graduation and Employment Rates
Master of Divinity / Master of Arts in Translation and Interpretation Joint Degree Program
Program Goals
Graduation Requirements
Time Limit
Curriculum
Graduation and Employment Rates
CHAPTER 6: ADVANCED GRADUATE AND DOCTORATE PROGRAMS
Master of Theology
Additional Admission Requirements
Program Goals
Graduation Requirements
Time Limits
Curriculum
Course Descriptions
Graduation and Employment Rates
Faculty
Doctor of Philosophy in Information Technology
Program Goals
Graduation Requirements
Curriculum
Graduation and Employment Rates
CHAPTER 7: CERTIFICATE PROGRAMS
Certificate in English as a Second Language
Program Goals
Completion Requirements
Curriculum
Olivet Language Studies Proficiency Test (OLSPT)
Course Descriptions

- Certificate in Languages
  - Program Goals
  - Completion Requirements
  - Curriculum
  - Course Descriptions
- Certificate in Teaching English to Speakers of Other Languages (TESOL)
  - Program Goals
  - Completion Requirements
  - Time Limits
  - Curriculum

CHAPTER 8: CAREER SERVICES
- Career Advisory
- Detailed Instructional and Occupation Classification for Graduate Programs

CHAPTER 9: COURSE SELECTION AND SCHEDULING
- Adding and Dropping Courses
- Withdrawal Policies
  - College Withdrawal (Complete Withdrawal) Policy
- Refunds for Withdrawals
- Repeating Courses
- Quarter System
- Online/Hybrid Learning
- Class Schedules
- Class Attendance
- Fulltime Enrollment

CHAPTER 10: GRADE NOTATION AND POLICIES
- Grading Policies
- Graduate Grading System
- Grade Appeal
- Class Work

CHAPTER 11: SATISFACTORY ACADEMIC PROGRESS REVIEW
- Academic Good Standing
- Academic Disciplinary Status Overview
- Academic Progress of Students
- Statement of Academic Rigor

CHAPTER 12: GRADUATION
- General Requirements
- Additional Requirements
- Graduation process

CHAPTER 13: OLIVET UNIVERSITY POLICIES

- Student Records
- Confidentiality and Privacy Policies
- Complaint and Grievance Policy
- General Code of Conduct
  - Sanctions
  - Harassment
- Academic Honesty
  - Student Responsibilities
  - Definitions

CHAPTER 14: STUDENT LIFE AND STUDENT SERVICES

- Enrollment Requirements & Procedures
- Digital “Orientation”
- Student ID Cards
- University-Wide Literary Style
- Examinations
- Leave of Absence / Time Limit Policy
- Academic Advising
  - Academic Advising Center
  - Petitions
- Changes in Personal Information
- Transcripts
- Counseling
- Tutoring
- Netiquette Guide
  - Security
  - General Guidelines
  - Email Netiquette
  - Message Board Netiquette and Guidelines
- International Student Services
  - What to do first: A Checklist
- Immigration Information for F-1 Students
  - Visa and Document Overview for Students in F-1 Status

CHAPTER 15: LIBRARY SERVICES

- Library Cards
- Library Hours
- Circulation Policy
- Reference Services
- Copying/Photocopy Services

Computers and Internet
CHAPTER 16: UNIVERSITY SERVICES AND UNIVERSITY OFFICES
University Offices
College Administration Offices
Technology Requirements
CHAPTER 17: UNIVERSITY LEADERSHIP AND INSTRUCTIONAL PERSONNEL
ACADEMIC AND ADMINISTRATIVE LEADERSHIP

Welcome From the President



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

This handbook and the policies and procedures contained herein are in effect from September 1, 2019 through August 31, 2020. 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, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

CHAPTER 1: GENERAL INFORMATION

Obtaining a Catalog

To order a copy of this catalog, please contact the Office of Admissions by email 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

**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.

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 2019-2020

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

Administrative Holidays 2019-2020

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.

Administrative Holidays	
Fall Term:	
WOA Events	Oct 14 – 25, 2019
Veterans Day	Nov 11, 2019
Thanksgiving Break	Nov 28-29, 2019
Christmas Holiday	Dec 24-25, 2019
New Year's Day	Jan 1, 2020
Winter Term:	
Martin Luther King Day	Jan 20, 2020
Presidents' Day	Feb 17, 2020
Spring Term:	
Good Friday	April 10, 2020
Memorial Day	May 25, 2020
Summer Term:	
Independence Day (observed)	July 3, 2020
Labor Day	Sep 7, 2020

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 County in 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 join 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, bulding with dormitory and food service facilities.

The year 2019 saw the launch of the first degree programs offered entirely in Chinese and Korean language as well as the opportunity for select classes to be offered in Spanish, Chinese, and Korean to complement the standard English language courses. The latest addition to the University network was the initiation of classes at two locations in St. Louis, MO.

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. TheUniversity 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 toqualified 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 contains several colleges as well as Olivet University International, its free standing eCampus unit within Olivet University. All institutional approvals and accreditations of Olivet University pertain to Olivet University as well as all its units.

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

14. Master of Divinity (Chinese)
15. Master of Divinity (Korean)
16. Master of Theology
17. Master of Arts in Music
18. Master of Arts in Journalism
19. Master of Arts in Graphic Arts
20. Master of Arts in Information Technology
21. Master of Arts in Translation and Interpretation
22. Master of Arts in Teaching (Early Childhood/Childhood Education)
23. Master of Business Administration
24. Doctor of Ministry
25. Doctor of Philosophy in Global Theological Studies
26. Doctor of Philosophy in Information Technology
27. Certificate in English as a Second Language
28. Certificate in Languages
29. Certificate in 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/ 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

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) 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 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. 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. Program Language Proficiency

A. Olivet University requires submission of evidence for proficiency in the language of instruction. Instructions offered are only in the language(s) of the specific degree program enrolled/applied for. See the section on "Program Language Proficiency Requirements" below. Olivet University offers the following types of programs.

i. Degree programs in English. This is the regular type of degree program offered at Olivet University and as long as not noted otherwise in the enrollment agreement, all instructions at Olivet University are offered in English.

ii. Degree programs fully in Chinese. These degree programs exclusively require evidence for minimum Chinese language proficiency. All instructions at these programs are offered in Chinese only.

iii. Degree programs fully in Korean. These degree programs exclusively require evidence for minimum Korean language proficiency. All instructions at these programs are offered in Korean only.

iv. Degree programs with additional language proficiency requirements beyond the ones relating to the language of instruction. These language requirements normally relate to original languages required for research and are separately listed in those program descriptions.

Note: Students enrolled in any of the programs described may demonstrate proficiency in additional languages of instruction throughout the course of study. Even though this allows registration of additional courses as they are available, more than half (50%) of the program must be completed in the original program language, or a change of program must be applied for.

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 current 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 non-refundable application fee

English Language Proficiency Requirements for Graduate Programs and Courses

All instructions at Olivet University's English programs are offered in English. The majority of instructions at Olivet University's programs listed as offered "partially in (language)" 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 (45 quarter 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.

7. A high school diploma completed at an accredited/recognized high school (where the medium of instruction is English).

8. 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.)

Any program specific English language requirements exceeding theose noted here are listed in the degree program description, if applicable.

Spanish Language Proficiency Requirements for Individual Graduate Courses

Olivet University does not offer entire programs on the graduate level in Spanish at this point. The majority of instructions at Olivet University's programs listed as offered "partially in (language)" are offered in English. Prospective students whose native language is not Spanish and who have not earned a degree from an appropriately accredited institution where Spanish is the principal language of instruction must demonstrate college-level proficiency in Spanish through one of the following for admission:

1. A high school diploma completed at an accredited/recognized high school where the medium of instruction is Spanish.
2. A transcript indicating completion of coursework instructed in Spanish language of at least 30 semester credit hours with an average grade of “C” or higher at an institution of higher education recognized and accredited by the department of education.

Any program specific Spanish language requirements exceeding theose noted here are listed in the degree program description, if applicable.

Chinese Language Proficiency Requirements for Graduate Programs and Courses

All instructions at Olivet University's Chinese programs are offered in Chinese. The majority of instructions at Olivet University's programs listed as offered "partially in (language)" are offered in English. Prospective students whose native language is not Chinese and who have not earned a degree from an appropriately accredited institution where Chinese is the principal language of instruction must demonstrate college-level proficiency in Chinese through one of the following for admission:

1. A college diploma completed at an accredited/recognized high school where the medium of instruction is Chinese.
2. A grade of C as the minimum grade in Chinese language in high school graduation examination (a.k.a. Zhongkao examination).
3. Minimum grade of E on GCE AL/AS, grade of C/ Grade 4 on GCSE/ IGCSE, grade of C on GCE OL, level 4 on IB, level 3 on AP, level 3 on HKDSE.
4. A minimum grade of level 5 or above and with each subject scored over 60 points on Chinese Proficiency Test (HSK), an international standardized test of Chinese language proficiency.
5. A transcript indicating completion of coursework instructed in Chinese language of at least 30 semester credit hours with an average grade of “C” or higher at an institution of higher education recognized and accredited by the department of education.

Any program specific Chinese language requirements exceeding theose noted here are listed in the degree program description, if applicable.

Korean Language Proficiency Requirements for Graduate Programs and Courses

All instructions at Olivet University's Korean programs are offered in Korean. The majority of instructions at Olivet University's programs listed as offered "partially in (language)" are offered in English. Prospective students whose native language is not Korean and who have not earned a degree from an appropriately accredited institution where Korean is the principal language of instruction must demonstrate college-level proficiency in Korean through one of the following for admission:

1. A high school diploma completed at an accredited/recognized high school where the medium of instruction is Korean.

2. A transcript indicating completion of coursework instructed in Korean language of at least 30 semester credit hours with an average grade of “C” or higher at an institution of higher education recognized and accredited by the department of education.

Any program specific Korean language requirements exceeding theose noted here are listed in the degree program description, if applicable.

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 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

Annual Cost of Attendance (Graduate Degree Programs)	
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)
Typical Total Annual Cost:	**$15,613**
Typical Total Quarterly Cost:	**$5,204**

Graduate Tuition*

Graduate Degree Programs	$273 per unit
Basic Certificate Programs	$170 per unit
Auditing Courses	See *Registration Fees* below

Other Fees (Non-Refundable)*

Admissions Fees	
Application for Admission	$75
General Fees	
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
Registration Fees	
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
Payment Fees	
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
strong>Graduation Fees	
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 at Riverside Campus

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 a 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 the student chooses to live off-site, Olivet University is not responsible to provide housing services.

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

Housing Payment Options

See License Agreement for complete details and student obligations. Only students and persons directly affiliated with the university may apply for on-campus housing. All other applicants please apply through North Coast Land Holdings, LLC.

Room Type	Students	Guest
Dorm-2 occupancy (shared bath)	$500 per person / month	$16.50 p.p./ day
Dorm-1 occupancy (shared bath)	$1000 per room / month	$33 per day
Dorm Single (with bath)	$1000 per room / month	$33 per day
Studio appartment	$1030 and up / month	N.A.
1-Bdr appartment	$1450 and up / month	N.A.
2-Bdr appartment	$1800 and up / month	N.A.
3-Bdr+ appartment	$2250 and up / month	N.A.

Deposit (due upon arrival)	one month of rent	$330
Room Reservation Fee	$100	$100
Additional Parking Fee	$100 per month	N.A.
Additional Key	$20	N.A.
Unreturned Replacement Key	$20	$20

Meal Plan

	Non-WOA	WOA
Adult (15+years)	$9.00 per meal	$7.00 per meal
Child (4-14 years)	$156 per week	$78 per week
Child (0-3 years)	$24 per day	$12 per day

NOTE: If payment is not received at the CL Office by the 5th of each month, a late fee starting at $25 will be assessed.

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.

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: tuition / total program hours program hours x course completed hours in term = 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% 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.

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

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. 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

CHAPTER 4: ACADEMIC REGULATIONS

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

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 Minsitry 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 coopration 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

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 Divinty 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: 96 quarter credits Master of Divinity Core, 40 quarter credits in the chosen Concentration;
2. Maintain a GPA of 3.0 (B average) or above in course work applicable to degree;
3. Receive a passing mark for all Christian Service and Chapel requirements;
4. Complete all degree requirements within the time limit, unless extenuating circumstances exist;
5. 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 unless a change to a more recent catalog year has been approved.

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 (32 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. BIBL520 Studies in Romans I (4 units)
8. BIBL550 Introduction to Biblical Hebrew* (2 units)
9. 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 (20 Units)

All students are required to take following the following six ministry studies courses:

1. MINS600 Mission & 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)

**Note: These are New York State approved courses. Course MINS600 is formerly called Evagelism & Discipleship.

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 experienc, and prepare an integrative capstone project synthesizing acquired skliis 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)
- Culinary Ministry Concentration (40 Units)
- Children's Ministry Concentration (40 Units)

- Prayer and Spirituality Concentration (40 Units)
- Youth Ministry Concentration (40 Units)

Master of Divinity Ministry Practice Program

OFFERED AT SITES IN NEW YORK ONLY. Equialencies apply.

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 requries 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.

3. Business Electives (12 Units)

Electives can be chosen freely from course offerings in Olivet University's OBS as available at the location of your studies. It is recommended to choose course going deeper into your topics of interest in this field.

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)

- JOUR530 Media and Society (4 units)
- JOUR606 Social Media and Audience Development (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.

3. Journalism and Communication Electives (12 Units)

Electives can be chosen freely from course offerings in Olivet University's OSMC as available at the location of your studies. It is recommended to choose course going deeper into your topics of interest in this field.

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 (OSEA) 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 Consttruction 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.

3. Architecture and Engineering Electives (12 Units)

Electives can be chosen freely from course offerings in Olivet University's OSEA as available at the location of your studies. It is recommended to choose course going deeper into your topics of interest in this field.

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 requries 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.

3. Practical Theology Electives (12 Units)

Electives can be chosen freely from practical theology courses beginning with the course code MINS in Olivet University's OTCS as available at the location of your studies. It is recommended to choose course going deeper into your topics of interest in this field.

Prayer and Spirituality Concentration

Preparing minsters 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 requries 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.

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, eduational theory, curriculum design, and parents and community relations equip students with the tools needeed 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 requries 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.

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 Concentration

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, praciting 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.

Culinary Ministry Concentration

The Olivet University Master of Divinity Culinary Ministry concentration teaches the core elements of culinary arts and hospitality from a Biblcial 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 Ministryconcentration will enable students to:

- Demonstrate skills and knwoledge 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.
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 requries 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 untis)
- 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.

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.

Course Waivers

The following courses from the Master of Divinity 2019 catalog curriculum will be waived for graduates from an undergraduate program including the Olivet University Bible core curriculum. Graduates from comparable Bible college degrees may evaluate their transcripts for equivalency following the transfer credit procedures of the University. Note Curricula may vary from year to year.

1. Bible Core Courses (28 units)

1. BIBL501 Old Testament I (4 units) equivalent to BIBL100 Old Testament Survey
2. BIBL511 New Testament I (4 units) equivalent to BIBL110 New Testament Survey
3. BIBL520 Studies in Romans I (4 untis) equivalent to BIBL240 Romans I
4. MINS624 Teaching the Transforming Word I (4 units) equivalent to THEO200 God's Plan of Creation and Redemption I
5. MINS625 Teaching the Transforming Word II (4 units) equivalent to THEO211 God's Plan of Creation and Redemption II
6. THEO600 Christian Apologetics (4 units) equivalent to BIBL310 Biblical Apologetics
7. THEO610 Christian Ethics (4 units) equivalent to THEO220 Introduction to Christian Ethics

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.

Course Descriptions

Biblical Studies & Languages (required)

BIBL501 Old Testament I (4 units)
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 units)
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 units)
Background and content of the OT Book of Psalms and the OT Wisdom Books.

BIBL511 New Testament I (4 units)
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 units)
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 units)
The letters to Hebrews and by James, John, Peter and Jude show that Paul was not the only early theologian. The Revelation toJohn, properly handled, gives a uniquely valuable, though challenging perspective.

BIBL520 Studies in Romans I (4 units)
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.
Advanced Standing Option: *BIBL240*

BIBL550 Introduction to Biblical Hebrew (2 units)
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 units)
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)

BIBL521 Studies in Romans II (4 units)
Elective continuation of Part I BIBL521 deals with chapters 9 to 16.
Prerequisite BIBL521: *BIBL520*

BIBL522 Biblical Hospitality (2 units)
Let's take a journey through Scripture as we paint a word portrait of biblical hospitality.

BIBL600 Hebrew I (4 units)
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 units)
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 units)
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 units)
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 units)
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 units 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 units)
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 units)
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 units)
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 units)
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 Christianism (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 units)
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 units)
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 units)
Continuation of MINS600 Mission & Discipleship, the capstone course of the Master of Divinity program.

MINS624-625 Teaching the Transforming Word I-II (4 units 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*

MINS700 Homiletics (4 units)
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 units)
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 units)
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 units)
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.

MINS511 Teen Ministry 101 (4 units)
This course explores the biblical, educational, theological, and philosophical foundations of youth ministry. Students assess their personal gifts and personalities in relation to ministry.

MINS512 Teaching Bible to Teens (4 units)
Hands on teaching workshop for youth ministers.

MINS601 Educational Ministry of the Church (4 units)
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 units)
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 units)
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 units)
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.

MINS611 Evangelism and Discipleship of Teens (4 units)
This course is an intensive examination of the philosophy and principles for youth ministry programming, including ministry purpose and goals, leadership development, teaching strategies, outreach strategies, budgeting, and evaluation.

MINS640 Business as Mission (4 units)
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.

MINS650 Christian Family and Marriage (4 units)
This is an introductory course on marriage and family, intended to present a more balanced understanding than your own personal experience might give you. Attention is given to topics such as courtship, choice of a mate, engagement, marital adjustment and the development of problem solving skills.

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 units)
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 units)
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 units)
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 units)
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 units)
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 units)

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 units)
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.

PRAC501-803 Curricular Practical Experience 1-12 (1 units 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 units)
Principles and practices of research, engagement of research tools, production of thesis topic, thesis outline and introduction tothesis.

RSCH660 Methods of Academic Instruction (4 units)
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 units)

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 units)
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 units)
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 units)
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 units)
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 units)
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.
Advanced Standing Option: *THEO310*

THEO610 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. 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.
Advanced Standing Option: *THEO220*

THEO620 Biblical Hermeneutics (4 units)
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 units)
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 units)
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 units)
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 untis)
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.

Faculty

Boram G. Suh

M.S.LIS, Drexel University (2017)
M.A.T, Fuller Theological Seminary (2010)
B.S., Seoul National University (2004)

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)

Christy Tran
D. Min., Olivet University, San Francisco, CA (2011)
M.Div., Olivet University, San Francisco, CA (2005)
B.A., Mokwon University, Korea (1999)

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Ph.D., Golden Gate Baptist Theological Seminary (1991)
M.Div., Golden Gate Baptist Theological Seminary (1984)
B.A., California Baptist College (1980)

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)

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D. Min., Olivet University, San Francisco, CA (2013)
M.Div., Olivet University, San Francisco, CA (2008)

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D.Min., Olivet University, San Francisco, CA (2015)
M.Div., Olivet University, San Francisco, CA (2010)

Dayoun E. Jung
Th.D. in Pastoral Counseling, Yonsei University (2014)
Th.M. in Pastoral Counseling, Yonsei University (2008)
B.A. in Theology, Yonsei University (2005)

Esther D. Jung
Ph.D., Yonsei University, The Graduate School (2014)
Th.M., Yonsei University, The United Graduate School of Theology (2008)

B.A. in Theology, Yonsei University, South Korea (2004)

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B.S., Science Education/Physics, Ewha Womens University, Korea (1999)

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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)

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)

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

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M.Div., Olivet University (2006)
B.A. in Food and Nutrition, Busan University (2002)

Jongwon J. Lee
Ph.D., Yonsei University, The Graduate School (2017)
Th.M., Yonsei University, The United Graduate School of Theology (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)

Jungmin D. Cho
D.Min., (ABD), Olivet University (present)
M.Div., Olivet University (2006)
B.A., Information Technology, Olivet University (2007)
Bachelor of Computer Engineering, Seoul Women's University (2002)

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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)

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B.A. in Theology, Yonsei University, Korea (2008)
B.A. in English Literature, Yonsei University, Korea (2008)

Kyoungjun Jung
D.Min., Olivet University, San Francisco, CA (2014)
M.Div., Olivet University, San Francisco, CA (2006)
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Doctoral studies, Graduate Theological Union (1980)
M.C.S., Regent College B.A., American University (1978)
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D.Min., Olivet University (2013)
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B.A. in Early Childhood Education, Sungshin Women's University (2005)

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 G. 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)

Nayoun Kim
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M.Div., Olivet University, San Francisco, CA (2005)
B.A., Theology, Olivet University, San Francisco, CA (2003)

Rachael N.W. Cheung
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B.A., Theology, Olivet University, San Francisco, CA (2006)
B.Soc.Sc., The Chinese University of Hong Kong, HK (2002)

Richard Calenberg
Th.D., Grace Theological Seminary (1981)
Th.M., Dallas Theological Seminary (1972)
B.A., Tennessee Temple University (1968)

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M.Div., Olivet University, San Francisco, CA (2005)
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B.A. in Theology, Olivet University (2006)

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M.Div., Olivet University, San Francisco, CA (2010)
B.A., Economics, Ewha Woman’s University, Seoul, South Korea (2007)

Sumi E. Hwang

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B.A., Seoul National University (2003)

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
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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
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M.Div., Olivet University (2006)
B.A. in English Education, Daegu University (2003)

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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

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. 24 quarter hours of professional studies, 24 quarter hours of Juries and 2 recitals, and 6 quarter hours of Ensembles; or
    2. 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 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)
- MUTH610 The Hymn in Christian Worship (4 units)
- MUTH600 Graduate Worship Technology (4 units)

Ensemble Requirements

Students may choose Ensemble course up to 6 quarters:

- ENSB500 Ensemble (1 unit)

Major Performance Requirements

Students must select at least one major performance field and complete four quarters of applied music series:

- 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)

Master's Project Requirements

Students must complete 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)

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)

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 isplaced 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 churchor

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 Merril 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.

M.A. in Journalism students may also choose to complete up to 50% of the entire program at OSMC's Washington D.C. campus. Please refer to the Washington D.C. Academic Catalog (http://www.olivetuniversity.edu/resources/washingtondc_academic_catalog.html) for details.

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 ehtics 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: 16 quarter hours of MA Journalism Core, 20 quarter hours of MA Journalism Skills, 12 quarter hours of MA Journalism Electives, 8 quarter hours of Journalism Internship, and 4 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 quarter hours of M.A. Journalism Core, 20 quarter hours of M.A. Journalism Skills, 12 quarter hours of M.A. Journalism Electives, 8 quarter hours of Ministry Practicum, and 4 quarter hours 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)

- JOUR540 Audio and Video Production (4)
- JOUR560 Photography and Photo Editing (4)
- JOUR601 Multimedia Journalism (4)
- JOUR606 Social Media and Audience Development (4)
- JOUR610 Newsroom Management (4)

3. Electives (12 Units)

**Open: Students may choose to take up to two relevant electives outside OSMC, with approval from the program director.*

- COMM510 Global Communication (4)
- JOUR550 History and Philosophy of Journalism (4)
- JOUR602 Data Reporting (4)
- JOUR603 Feature Writing (4)
- JOUR604 Opinion Writing, Critical Reviewing (4)
- JOUR605 Interview Techniques (4)
- JOUR607 Broadcast Journalism (4)
- JOUR608 Media Sales (4)
- JOUR609 Advanced Writing and Reporting (4)
- JOUR611 Media Management (4)
- JOUR612 SEO (4)

4. Ministry Practicum (8 units)

Ministry practicum is a requirement of graduation. It is designed to give students practical experience in the real working environment as well as receive additional training and networking that will help students compete in the marketplace.

Students must complete 8 quarter hours of practicum in total upon graduation.

- MPJ500 Ministry Practicum I (4)
- MPJ550 Ministry Practicum II (4)

5. Capstone Project (4 Units)

- JOUR690 Journalism Capstone (4)

6. General Ministry Skills (0 Unit)

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 units)

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 units)
Through hands-on training, students will develop skills in copyediting, content editing and news judgment.
Prerequisite: *JOUR500*

JOUR520 Media Law and Ethics (4 units)
This course will cover the legal and ethical issues affecting the media.

JOUR530 Media and Society (4 units)
Analyzes the mass media and its role, evolution and effects on society.

JOUR540 Audio and Video Production (4 units)
Students will learn how to produce audio and video news stories for the online platform.
Prerequisite: JOUR560

JOUR560 Photography and Photo Editing (4 units)
This course will train students' visual sense as they learn the art of photographic storytelling. Topics include photo composition and photo editing.

JOUR601 Multimedia Journalism (4 units)
Students will produce digital multimedia stories that combine text with photos, audio, video and infographics.
Prerequisite: JOUR540

JOUR606 Social Media and Audience Development (4 units)
Social media plays an integral part in reaching audiences. To that end, this course will cover strategic content creation, social media analytics tools and the user experience.

JOUR610 Newsroom Management (4 units)
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.*

COMM510 Global Communication (4 units)
A survey of how globalization has impacted journalism and mass communication.

JOUR550 History and Philosophy of Journalism (4 units)
Explores philosophical questions, including the changing role and responsibility of the press throughout history, objectivity in journalism, the approach to truth, and ethics in the context of broader moral theories.

JOUR602 Data Reporting (4 units)
Covers how to analyze, interpret and present data for public understanding.
Prerequisite: *JOUR500*

JOUR603 Feature Writing (4 units)
Students will produce narratives and other creative stories that are built from facts but go beyond the hard news format to engage readers.
Prerequisite: *JOUR500*

JOUR604 Opinion Writing, Critical Reviewing (4 units)
This course will cover various forms of opinion writing, including blogs, columns, editorials, and critical reviews, and help students develop rhetorical skills.
Prerequisite: *JOUR500*

JOUR605 Interview Techniques (4 units)
This course will help students become effective interviewers in diverse situations. Students will learn how to prepare for interviews, how to ask effective questions, when to press further and when to stay silent, and when to go off the record.
Prerequisite: *JOUR500*

JOUR607 Broadcast Journalism (4 units)
Students will gain practical experience in reporting and producing broadcast news stories.

JOUR608 Media Sales (4 units)
Covers digital advertising, including media buying, tracking and optimization, and provides an understanding of Internet marketing.

JOUR609 Advanced Writing and Reporting (4 units)
Students will produce in-depth stories and, in the process, develop skills in investigative reporting, beat reporting, and long-form writing.
Prerequisite: *JOUR500, JOUR510*

JOUR611 Media Management (4 units)
Focuses on leadership principles and the business aspects of media, including economic changes and business practices.
Prerequisite: 20 units from M.A. Journalism Core Requirement completed.

JOUR612 SEO (4 units)
Understand how search engine optimization works and learn how to write more effectively for online readers.

MPJ500-550 Ministry Practicum I~II (4 units each)
The duration of each 4-unit Ministry Practicum course is one academic year. Minimum 20 hours of internship work per week is required for each regular academic quarter when enrolled in this course. For the Summer quarter, students can choose how many hours to work per week, as long as a minimum of 200 hours is completed in total. Those hours can be completed over a limited period or spread over the summer.

Student and instructor will select an appropriate work area in the field of journalism, public relations, media or communications for on-the-job training, usually in an OU-affiliated news company. All internships must be approved by the School. Progress reports and summary required.

JOUR690 Journalism Capstone (4 units)
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 series with 2,000 words plus original video, audio, photos, and graphics

This course requires concurrent employment in a qualifying position in the field of journalism, public relations, media or communications of at least 20 hours per week. The final product from the Master's Project should be ready to publish.

Prerequisites: *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

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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)
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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)

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M.F.A. in Photography, Academy of Art University, San Francisco, CA (2008-Present)
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M.Div., Olivet University (2008)
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M.A. Journalism, Olivet University (2010)
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M.A. Journalism, Olivet University (2011)
M.Div., Olivet University (2009)
B.A. Theology, Olivet University (2005)

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 professionnal 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 minsitry 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 Trasnforming Word I (4 units)
- MINS625 Teaching the Trasnforming 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, combing 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 theorie to their visual works as like web publishing, advertisement, packages design,infographic so that produce valuable desgin.

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 understands 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 workshopswill 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
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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)

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M.Div., Olivet University, San Francisco, CA (2007)
B.A., in Architecture, Ewha Women's University, Seoul, Korea (2002)

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M.F.A., Graphic Design, University of Washington, Seattle, WA (2005)
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Kookhee Yoo
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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

- ITEC100 Introduction to Information Technology (4 units)
- ITEC120 Programming Fundamentals and Data Structures (4 units)
- ITEC230 Introduction to Operating Systems (4 units)

Note: Those courses do not count towards degree requirements.

Core Required Studies (25 Units)

Students are required to take the following six core courses:

- ITEC502 OS and Computer Architecture (5 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 (20 Units)

Students are required to take 20 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)
- ITEC597 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 (11 Units)

- ITCP600 IT Capstone Project I (2 units)
- ITCP701 IT Capstone Project II (5 units)
- ITCP710 IT Capstone Project III (4 units)

Note 1: ITCP600/701 IT Capstone Project I/II are only available for 2nd year Master students.

Note 2: 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 Data Science and Artificial Intelligence

ITDS500 Big Data, ITDS510 Data Mining (4 units each)
ITDS500 Big Data and ITDS510 Data Mining deal with Big Data assets including data preprocessing, data mining and data visualization. ITDS500 focuses on theories and IT structure setups using Hadoop and Spark while ITDS510 focuses on data mining algorithms and implementations.

ITDS520 Statistical Computing with R (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 combinatory, 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.

ITDS530 Machine Learning (4 units)
ITDS500 Big Data and ITDS510 Data Mining deal with Big Data assets including data preprocessing, data mining and data visualization. ITDS500 focuses on theories and IT structure setups using Hadoop and Spark while ITDS510 focuses on data mining algorithms and implementations.
Prerequisite: *Data Structures*

ITDS540 Computer Vision (4 units)
This course provides a broad introduction to computer vision. Topics include: Image processing technology with OpenCV, Image Classification with KNN, Image Segmentation, Style transfer with Convolution Neutral Networks (CNN), Image caption and understanding with Deep learning. This course will also introduce industry application of computer vision in Robotics, Drones, and VR/AR.
Prerequisite: ITDS530 Machine Learning

ITDS550 Natural Languag Processing (4 units)
Natural language processing (NLP) is one of the most important technologies of the information age. Understanding complex language utterances is also a crucial part of artificial intelligence. Applications of NLP are everywhere because people communicate most everything in language: web search, advertisement, emails, customer service, language translation, radiology reports, etc. There are a large variety of underlying tasks and machine learning models behind NLP applications. Recently, deep learning approaches have obtained very high performance across many different NLP tasks. These can solve tasks with single end-to-end models and do not require traditional, task-specific feature engineering. In this winter quarter course students will learn to implement, train, debug, visualize and invent their own neural network models. The course provides a thorough introduction to cutting-edge research in deep learning applied to NLP. On the model side we will cover word vector representations, window-based neural networks, recurrent neural networks, long-short-term-memory models, recursive neural networks, convolutional neural networks as well as some recent models involving a memory component. Through lectures and programming assignments students will learn the necessary engineering tricks for making neural networks work on practical problems.
Prerequisite: ITDS530 Machine Learning

ITDS640 Information Storage and Retrieval (4 units)
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.

ITDS650 Reinforcement Learning (4 units)
To realize the dreams and impact of Artificial Intelligence(AI) requires autonomous systems that learn to make good decisions.

Reinforcement learning is one powerful paradigm for doing so, and it is relevant to an enormous range of tasks, including robotics, game playing, consumer modeling and healthcare. This class will provide a solid introduction to the field of reinforcement learning and students will learn about the core challenges and approaches, including generalization and exploration. Through a combination of lectures, and written and coding assignments, students will become well versed in key ideas and techniques for Reinforcement Learning(RL). Assignments will include the basics of reinforcement learning as well as deep reinforcement learning — an extremely promising new area that combines deep learning techniques with reinforcement learning. In addition, students will advance their understanding and the field of RL through an open ended project.

Prerequisite: ITDS530 Machine Learning

ITDS670 Robotics (4 units)
TBD.
Prerequisite: *TBD*

Courses in General Computer Science and Information Technology

ITEC502 OS and Computer Architecture (5 units)
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 units)
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 (Instructor's Consent)*

ITEC560 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: *ITEC500, ITSE500*

ITEC570 Technology and Theology (2)
This course let students study technology and theology in both context. On one hand, students study the meaning of technologyfrom 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.

ITEC580 Arduino and Hardware Programming (4 units)

The Arduino is an open-source hardware/software platform for building digital devices and interactive objects that can sense and control the physical world around them. This course will provide the basics of Arduino from both, hardware and software point of view.

ITEC597 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.

ITEC600 Internet of Things (4 units)

This course covers the development of Internet of Things (IoT) products and services—including devices for sensing, actuation, processing, and communication.

ITEC610 Database Systems II (4 units)
Architecture, design and implementation of current database systems, database integrity and security, query optimization,concurrent control, advance in distributed database, database management.
Prerequisite: *ITEC510*

ITEC640 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.

Courses in computer and data security

ITNS521 Network Security II (4 units)

TBD

Prerequisite: ITNS520

ITEC607 Cryptography and Information Security (4 units)
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.

ITEC620 Security Practice Labs (4 units)

This course offers real world penetration test practice and defense practice on the network.

ITEC630 Cryptocurrencies, Blockchains, and Smart Contacts (4 units)

The potential applications for Bitcoin-like cryptocurrencies are enormous. The course will cover the technical aspects of cryptocurrencies, blockchain technologies, and distributed consensus. Students will learn how these systems work and how to engineer secure software that interacts with the Bitcoin network and other cryptocurrencies. This course is intended for advanced undergraduates and graduate students.
Prerequisite: ITNS520

ITEC637 Advanced Reading in Security (4 units)
This course provides up to date reading in papers in the topic of computer security.

Courses in computer *graphics & 3D technology*

ITEC650 Computer Graphics I (4 units) Techniques of modeling objects for the purpose of computer rendering: boundary representations, constructive solids geometry, hierarchical scene descriptions. Mathematical techniques for curve and surface representation. Basic elements of a computer graphics rendering pipeline; architecture of modern graphics display devices. Geometrical transformations such as rotation, scaling, translation, and their matrix representations. Homogeneous coordinates, projective and perspective transformations. Algorithms for clipping, hidden surface removal, rasterization, and anti-aliasing. Scan-line based and ray-based rendering algorithms. Lighting models for reflection, refraction, transparency.

ITEC651 Computr Graphics II (4 units)
This course provides a graduate-level introduction to advanced computer graphics algorithms and techniques. Students should already be familiar with basic concepts such as transformations, scan-conversion, scene graphs, shading, and light transport. Topics covered in this course include global illumination, mesh processing, subdivision surfaces, basic differential geometry, physically based animation, inverse kinematics, imaging and computational photography, and precomputed light transport.
Prerequisite: ITEC650

ITEC652 3D Modelling and Animation (4 units)
This course provides software practice of 3D Modeling and programming framework of 3D Modeling including OpenGL and unity3d.
Prerequisite: ITEC650

ITEC654 3D Printing (4 units)

This course introduces designing for 3D printing. This practical course introduces students to key stages of the design development process and human centered design strategies, identifying user behaviors and needs in the development of niche products. Fundamental skills are developed in the design and preparation of digital files, to create resolved 3D printed prototypes.

ITEC655 Virtual & Augmented Reality (4 units)
This course will focus on creating augmented reality (AR) and virtual reality (VR) interfaces that blend or substitute elements of the physical world with digital content. Given that AR/VR technologies have a high technical barrier of entry and are rapidly evolving,

the course will cover methods and tools to mitigate these issues. Students will learn how to approach technical problems in interaction design, to systematically study requirements, and balance technological limitations.
Prerequisite: ITEC650

ITEC660 Law for Information Technology (4 units)
Coverage of essential legal topics for the computer science professional including: Intellectual property law as it relates to computer science (patents, copyrights, trademarks, trade secrets) Contract issues such as licenses, and non-disclosure/non-compete agreements Dispute resolution General principles of business formation and ownership.

ITEC667 IT Graduate Seminar (4)
This course will present current technology in the Computer Systems and Information Technology fields.
Prerequisite: *Permission from the instructor and/or the program director*

Courses in Network and Distributed Computing Concentration

ITNS500 and ITNS510 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*

ITNS520 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*

ITNS530 Wireless and Mobile Networking (4)
Study wireless network architectures – Cellular, WLAN, satellite systems, and mobile computing and its application design.
Prerequisite: *Networking Fundamentals*

ITNS540 and ITNS557 Distributed Systems I & II (4 units)
TBD.
Prerequisite: *ITSE500 Object-Oriented Design and Programming, ITEC502 OS and Computer Architecture, ITNS500 Computer Networking.*

Courses in Web Technologies and Information System Concentration

ITWE500 and ITWE510 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.*

ITWE520 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*

ITWE530 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*

ITWE540 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

ITSE500 and ITSE510 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.*

ITSE520 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*

ITSE530 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*

ITSE540 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*

ITSE550 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*

ITSE560 Android Programming (4)
This course covers fundamentals of software development for Android platforms. Basic Java development concepts for Androidwill 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*

ITSE570 IOS App 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.

ITEC580 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 combinatory, 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.

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 thestudent 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.

Courses in seminars and research

RSCH711 Advanced Reading & Writing in Information Technology (4)

TBD

RSCH721 Directed Independent Study (4)

TBD

RSCH732 Research Methods and Proposal (4)

TBD

RSCH741 Doctoral Seminar in Information Technology (1)

TBD

Courses in dissertation phaze

ITEC800 Dissertation I – Proposal (2 units)

TBD

ITEC810 Dissertation II (4 units)

TBD

ITEC820 Dissertation III (4 units)

TBD

ITEC830 Dissertation IV (4 units)

TBD

ITEC840 Dissertation V (4 units)

TBD

ITEC850 Dissertation VI Paper and Final Defense (4 units)

TBD

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)

Xianglai Kong
TBA

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 minsitry 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 Trasnforming Word I (4 units)
- MINS625 Teaching the Trasnforming 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 ofmedicine, 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 Olivetministry 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:

- ACCT500 Introduction to Financial Accounting (4 units)
- ACCT510 Financial Accounting - Intermediate (4 units)
- ACCT520 Financial Accounting - Advanced (5 units)

- ACCT530 Managerial Accounting - Theory and Practice (4 units)
- ACCT540 Advanced Managerial Accounting (4 units)
- ACCT550 Cost Accounting (4 units)
- FINC520 Auditing and Attestation (4 units)
- FINC530 Auditing (5 units)
- FINC540 Federal Income Taxation - Theory and Practice (4 units)
- FINC550 Taxation of Business Entities (4 units)
- FINC570 Financial Statement Analysis and Reporting (4 units)
- MINS640 Business as Mission (4 units)
- MKTG650 Digital Marketing and Electronic Commerce (4 units)
- MGMT600 Entrepreneurship (4 units)
- MGMT710 Communication and Ethics and Responsibilities for Accountants (4 units)
- PRAC510 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.

6. New York City MBA Specific Courses

- MPB600 Ministry Practicum I (4 units)

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.

MGMT550 Applied Business Research (4)
A course to investigate the techniques of the research process as applied to business and economics. Experience is gained indefining 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.

MGMT650Human Resource Management (4)
The course explores the primary role of human resource professionals to effectively, systematically and strategically managetoday'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.

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 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

ACCT500 Introduction to Financial Accounting (4)

This introductory course to financial accounting will prepare the student to understand the basic principles that will help him to analyze financial statements and disclosures. This will allow the student to learn how accounting standards and managerial incentives affect the financial reporting process. In this course, the student will be able to understand and analyze the four most common financial statements: the Income Statement, the Balance Sheet, the Statement of Cash Flows, and the Statement of

Shareholders' Equity. Learning how to compile and analyze these financial statements in a standard format is necessary in the decision making process of managers, investors, lenders, stakeholders, and regulators. At the end of this course, the student will have the option to pursue more advanced business studies.

ACCT510 Financial Accounting - Intermediate (4)

This intermediate level course on financial accounting builds on the fundamental principles taught to students in Introduction to Financial Accounting. Students study the main components of the conceptual framework of accounting which consists of the preparation, analysis and interpretation of the financial statements under the commonly accepted accounting principles, as well as for the accounting for complex business transactions, as well as the techniques used in the performance evaluation of a firm. The main topics include the income statement, balance sheet, stockholders' equity, statement of cash flows, and full disclosure issues. Real-life case studies are used.

ACCT520 Financial Accounting - Advanced (5)

The Advanced Financial Accounting course is intended to prepare the student to analyze, interpret, and use financial statements effectively, from the perspective of a general manager and that of an investor. The course will follow and expand on the topics introduced in Intermediate Financial Accounting. More precisely, the course will introduce a more detailed framework for financial statement analysis, notably focusing on accounting analysis, financial ratio and cash flow analysis, as well as prospective forecasting and valuation analysis.

ACCT530 Managerial Accounting - Theory and Practice (4)

The Managerial Accounting course delves into the basic principles of financial accounting in connection to their application in the management field as well as in the assessment of a company’s performance by its internal users. It focuses on providing accounting related data for decision-making, production management, and product/service pricing. In their learning curriculum, the student will be asked to study and analyze several known concepts such as cost behavior and classification, job-order process and activity-based costings, and budgeting.

ACCT540 Advanced Managerial Accounting (4)

Advanced Managerial Accounting offers a complete study of accounting that will help make informed decisions. To achieve this new mindset, the student will gain knowledge of the generally accepted accounting principles and procedures crucial to the preparation and analysis of reports. The curriculum is comprised of readings, cases and problems concerning the major managerial accounting concepts. This will not only permit the student to gain the necessary knowledge, but also the aptitudes in the accounting field. He will be able to understand and use the information systems that are beneficial for measuring, processing, and communicating information useful in the making of economic decisions.

ACCT550 Cost Accounting (4)

This course examines the concepts and procedures underlying the development of a cost accounting system for managerial decisions, control, and performance reporting. Among the subject matters taught to the student: cost measurement and cost control;

flexible budgeting and variance analysis; management control systems; capacity analysis; cost information for decision making; pricing decisions; strategic profitability analysis; cost allocation and revenues. The course will be comprised of assigned readings, exercises, problems and analysis of cases. The cases provided will be based on real life business situations and problems.

FINC520 Auditing and Attestation (4)

This course includes examination of interrelation of different audit standards, techniques and procedures, responsibilities of auditors, audit opinions, and internal control techniques with the final auditor's certificate. The student learns about the professional and legal responsibilities of a CPA. Next, the course explores how to properly plan for an engagement, how to assess control risk, as well as a review of generally accepted auditing standards. The student will conclude this course with a review on accounting and standards related to attest engagements, as well as how to properly sample and use technology during audits.

FINC530 Auditing (5)

This course examines the philosophy behind the auditing process and covers the standards, concepts, and principles of auditing theory and practice that will provide a student with the necessary critical thinking, communication and effective decision-making skills in the fields of organizational auditing, financial reporting, and ethics. Some of the topics covered in this course are generally accepted auditing standards; systems of internal control; compliance tests; statistical sampling methods, quality and reliability of information for decision making; audit risk concepts, materiality, and evidence; frameworks for the rules of conduct and the code of professional conduct; and impact of electronic data processing (EDP) procedures on the auditor.

FINC540 Federal Income Taxation - Theory and Practice (4)

This course offers in-depth analysis of federal income taxation of individuals. Main subjects will notably include the definition of gross income, the requirements for various tax deductions, and capital gains and losses. Income tax problems frequently encountered by general tax practitioners, such as the tax consequences of sales and exchanges, will be discussed in detail.

FINC550 Taxation of Business Entities (4)

This course offers an in-depth analysis of taxation of business entities. The student will analyze, among others, the structure of the income provisions of the Internal Revenue Code, capital gains and losses; timing of tax liability; certain deferral and non-recognition problems; as well as the basics of the federal tax procedure.

FINC570 Financial Statement Analysis and Reporting (4)

This course examines the area of financial statement analysis and reporting. The student will be able to do a complete assessment of the financial health of a business organization. The course will cover the interpretation and the analysis of financial statements for credit and security analyses, lending and investment decisions, and the many decisions affected directly or indirectly by financial data.
The student will learn to analyze and compare companies financially, understand cash flow, and grasp the basic profitability issues and risk analysis concepts. Upon completion of the course, the student will be able to develop a more efficient and effective approach to researching, interpreting, and analyzing financial statements and will be able to characterize the fundamental efficiency

of an enterprise through its financial resources, the management of their generated funds, and allocation of funds to their different business activities.

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.

MGMT710 Communication and Ethics and Responsibilities for Accountants (4)

This course examines the ethical responsibilities faced by professional accountants in all fields: public accounting, industry, government and education. The student will be asked to analyze case studies regarding ethical situations and issues faced by the accounting profession based on the foundational ethical theory taught in the class. Throughout the curriculum, an emphasis will be put on the AICPA Code of Professional Conduct. The student will also learn about the roles and responsibilities of the FASB, IASB, PCAOB and SEC and the challenges and issues they face. The goal is to provide the student with the necessary know-how to confront the current issues affecting the profession of accountancy, with a special emphasis on ethics. This will also help the profession safeguard the public's confidence in the profession.

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.

Business School Practical Training and Internship Courses

BSPT501-803 Curricular Practical Experience I-XII (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 conflicts.

MKTG600 Marketing Management (4)
Course exploring marketing opportunities through product development, pricing strategies, customer communications and channel management. This course requires concurrent employment in a qualifying position in the field of the program of at least 20 hours per week.

LEAD700 Leadership (4)
Course covering the history, art, science and practice of leadership in organizational setting. Topics include leadership history, change, visioning, coaching follower-ship and socio-technical concerns. This course requires concurrent employment in a qualifying position in the field of the program of at least 20 hours per week.

MGMT710 Business Strategy (4)
Course focused on analyzing and diagnosing business problems as well as developing and implementing effective strategic solutions. This course requires concurrent employment in a qualifying position in the field of the program of at least 20 hours per week.

PRAC510 Business Practicum I (4)
MBA students participate in supervised internship in the companies or non-profit organizations approved by OBS. Interns musthave 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.

New York City MBA Specific Courses

MPB600 Ministry Practicum I (4)
Students will begin to carry out the practicum project by researching and writing proposals in specifc fields of Business Administration under the supervision of faculty members for the projects related with ministry work.

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

Jacob Chatterjee
LL.M., Columbia Law School, Columbia University, New York, USA (2003)
B.S.L., LL.B., Symbiosis Law School, Pune University (2001)

Michael Perez
D.M., Organizational Leadership, University of Phoenix, Phoenix, AZ (2014)
M.P.A., California State University, Fullerton, Fullerton, CA (1994)
B.Sc., Criminal Justice: Security Administration, California State University, Long Beach, Long Beach, CA (1988)

Rachel Zabaneh
Ed.D., Interdisciplinary Leadership Studies (Creighton University Graduate Scholar), Creighton University
M.A., Intercultural Leadership Studies, Crown College
B.S., Christian General Studies, Golden State Baptist College

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)

Sebastian Keita
MSc., International Business, HEC Montreal, Canada (2018)
Postgraduate Drug Development, Pharmacoeconomics, Pharmacy, University of Montreal, Canada (2010)
Postgraduate Administration, HEC Montreal (2009), Canada (2010)
B.A., Biochemistry, University of Montreal, Canada (2006)

CHAPTER 5.3: JOINT DEGREE PROGRAMS

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 graudate 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 Insitutional 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 minsitry / 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:
^ This course requirement can be fulfilled by MINS640 Business as Missions as well.
^^ 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 Adminsitration 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 worship pastors and music ministers whose ministry is comprised of word and music.

This joint degree program is designed for students pursuing a ministry career in music ministries and equips them with credentialed academic degrees in music and in divinity. They are thus eligible for pastoral ordination, the professional doctorate in Ministry (D.Min.) as well as qualified to serve in musical 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 Insitutional 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 Insitutional 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 units)
- JOUR510 Editing and News Judgment (4 units)
- JOUR520 Media Law and Ethics (4 units)
- JOUR530 Media and Society (4units)

Journalism Skills (20 Units)

- JOUR540 Audio and Video Production (4 units)
- JOUR560 Photography and Photo Editing (4 units)
- JOUR601 Multimedia Journalism (4 units)
- JOUR606 Social Media and Audience Development (4 units)
- JOUR610 Newsroom Management (4 units)

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 Insitutional 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 minsitry / 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:
^ This course requirement can be fulfilled by MPG 511 Graphic Design as Missions as well.
^^ 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 langauge 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 Insitutional 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 Trasnaltion 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 minsitry / 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 interpreation 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 Trasnforming Word I (4 units)++
11. MINS625 Teaching the Trasnforming 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 AND DOCTORATE PROGRAMS

Advanced graduate degree programs lead to degree requiring significant work beyond the master's level to complete. These programs are typically shorter in duration, but require a master's degree in the field of study to enter, or are longer programs, which combine the course work typically required in a master's degree in the field with advanced studies beyond the master's. These longer programs require applicants to hold a bachelor's degree with an excellent GPA and recommendations concerning their fitness for research and advanced study.

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.

Doctor of Philosophy in Information Technology

The Ph.D. in Information Technology program aims to train the next generation of Biblical scholars and leaders through an integrative approach to information technology education in preparation for global ministry in the 21st century and to increase the quantity and improve the quality of Olivet's programs in the area of Information Technology where Olivet is being demanded by the ever-changing technology trend and great research and development needs of ministries. This program will lasts for typically five years with current diverse concentrations on computer programming and algorithm, server security and cloud computing, machine learning and data science, software engineering and computer graphics.

Program Goals

Graduates of the Ph.D. in Information Technology will:

- Be conversant with some of the major issues at the forefront of recent information technology research and have a grasp of relevant research methodologies in their area of study;
- Conduct original research. They will identify, communicate and solve new problems and challenges in their respective fields of expertise;

- Demonstrate sensitivity to emerging trends in information technology and computer science; and
- Conduct Information Technology research projects and produce a coherent cogently argued dissertation

Graduation Requirements

Technology degree on students who have met the requirements for graduation as outlined in the PhD of Information Technology Handbook, have been recommended by the Doctoral Committee, and are approved by the Board of Trustees.

To graduate the participant:

- Must satisfactorily complete 136 quarter credits of doctoral work: 45 quarter hours of core required studies, 56 quarter hours of major studies, 13 quarter hours of seminars and research, and 22 quarter hours of dissertation and project courses.
- Must maintain a cumulative grade point average of 3.2.
- 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
- Must be in good standing at Olivet Institute of Technology, according to the Academic Integrity section of the Ph. D in IT. 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 Defense administered by the Mentor and the Doctoral Committee.
- Must have published at least one conference or journal paper in the chosen research topic.
- Must complete all degree requirements within the 8-year time limit, unless explicitly extended upon application to the Doctoral Council. A "continuation fee" would be required.

Students are subject to the Doctor of Philosophy in Information Technology degree requirements of the Catalog of the year in which they entered.

Curriculum

Prerequisite Courses

- ITEC100 Introduction to Information Technology (4 units)
- ITEC120 Programming Fundamentals and Data Structures (4 units)
- ITEC230 Introduction to Operating Systems (4 units)

Note: Those courses do not count towards degree requirements.

Core Required Studies (45 Units)

Students are required to take the following eleven core courses:

- ITDS500 Big Data (4 units)
- ITDS510 Data Mining (4 units)
- ITEC502 OS and Computer Architecture (5 units)
- ITEC510 Database Systems (4 units)
- ITNS500 Computer Networking (4 units)
- ITNS510 Computer Networking II (4 units)
- ITSE500 Object-Oriented Design and Programming (4 units)
- ITSE510 Principles of Software Development (4 units)
- ITWE500 Web Technology and Development (4 units)
- ITWE510 Front-End Web Development (4 units)
- ITWE520 Web Application Development with Ruby on Rails (4 units)

Major Studies (56 Units)

Students are required to take 56 units of major elective courses from among the course offerings of OIT. Courses below are grouped by field but can be taken in any combination.

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.

- 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.

- ITNS520 Network Security (4 units)
- ITNS530 Cloud Computing (4 units)

- ITNS540 Distributed Systems I (4 units)
- ITNS557 Distributed Systems II (4 units)

Data Science and Artificial Intelligence Group

The Data Science and Artificial Intelligence Group provides students the computational and statistical knowledge needed to turn big data into meaningful insights.

- ITDS520 Statistical Computing with R (4 units)
- ITDS530 Machine Learning (4 units)
- ITDS540 Computer Vision (4 units)
- ITDS560 Natural Language Processing (4 units)
- ITDS650 Reinforcement Learning (4 units)
- ITDS670 Robotics (4 units)

Computer and Data Security Group

The Computer and Data Security Group provides students with the knowledge of computer, web, mobile and data security.

- ITNS521 Network Security II (4 units)
- ITEC607 Cryptography and Information Security (4 units)
- ITEC620 Security Practice Labs (4 units)
- ITEC630 Cryptocurrencies, Blockchains, and Smart Contracts (4 units)
- ITEC637 Advanced Reading in Security (4 units)

Computer Graphics and 3D Technology

The Computer and Data Security Group provides students with the knowledge of computer, web, mobile and data security.

- ITEC650 Computer Graphics I (4 units)
- ITEC651 Computer Graphics II (4 units)
- ITEC652 3D Modelling and Animation (4 units)
- ITEC654 3D Printing (4 units)
- ITEC655 Virtual & Augmented Reality (4 units)

General Computer and Information Technologies

- ITDS640 Information Storage and Retrieval (4 units)
- ITEC501 Operating Systems II (4 units)
- ITEC511 Database Systems II (4 units)
- ITEC537 Wireless and Mobile Networking (4 units)
- ITEC560 Compilers (4 units)
- ITEC570 Technology and Theology (2 units)
- ITEC580 Arduino and Hardware Programming (4 units)
- ITEC590 Algorithm Analysis (4 units)
- ITEC600 Internet of Things (4 units)
- ITEC640 Human Computer Interaction (4 units)
- ITEC660 Law for Information Technology (4 units)
- ITEC667 Seminar (4 units)
- ITEC687 Graduate IT Independent Study (4 units)

Seminars and Research (13 Units)

Seminars and Research courses are required to take after finishing all the core courses and before taking the qualifying exams.

- RSCH711 Advanced Reading & Writing in Information Technology (4 units)
- RSCH721 Directed Independent Study (4 units)
- RSCH732 Research Methods and Proposal (4 units)
- RSCH741 Doctoral Seminar in Information Technology (1 unit)

Qualifying Examination

Upon completion of all Core Required Courses (45 units), and at least 12 units Major Studies, and 13 units of Seminars and Research students must qualify for doctoral candidacy via an oral examination before a doctoral committee. The Doctoral Committee consists of 3 faculty which vary according to the chosen area of research. Only passing students may proceed to the Dissertation Phase.

Dissertation Phase Courses (22 Units)

- ITEC800 Dissertation I – Proposal (2 units)
- ITEC810 Dissertation II (4 units)

- ITEC820 Dissertation III (4 units)
- ITEC830 Dissertation IV (4 units)
- ITEC840 Dissertation V (4 units)
- ITEC850 Dissertation VI Paper and Final Defense (4 units)

ITEC900 TGR Dissertation (4 units) is a course taken by students to extend period of dissertation. The units acquired to not count towards the degree requirements. Please refer to the OIT Dissertation Handbook for detailed information on the Dissertation Phase.

General Ministry Skills (0 Units)

Students are required to pass 2 quarters of PRAC020 Graduate Christian Service and enroll in PRAC021 Graduate Chapel each quarter taking courses. Please refer to the Christian Service Program Handbook for more detailed information.

Graduation and Employment Rates

The graduation and employment rates for the Doctor of Philosophy in Information Technology will not be available until the program produces its first graduates.

CHAPTER 7: CERTIFICATE PROGRAMS

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

All courses in the Certificate in English as a Second Language (ESL) program are offered in contact hours and not in units of academic credit. The courss below are NOT part of the undergraduate or graduate course catalog of Olivet University and do not count towards the fulfillment of a degree program.

Beginner Level Courses

ENGL010 Independent Lab I (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.

ENGL011 Beginner Reading and Writing I (4 hours)
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 hours)
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 hours)
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 hours)
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 hours)
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 hours)
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 theadvanced 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 units)
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 units)
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 units)
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 units)
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 units)
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 units)
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 units)
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.

Certificate in Teaching English to Speakers of Other Languages (TESOL)

The Olivet TESOL Certificate program is designed to prepare teachers in ministry. The ministry vision of teaching English as a

second language is to reach speakers of other languages around the world and share the Gospel. Olivet's high-level and practical program is not limited to the introduction of different teaching theories, but more focusing on real-time teaching practices in a classroom setting. This programmatic focus equips each student with a deep understanding of teaching effectively in culturally diverse classroom settings.

The TESOL program is designed for those who already have an excellent mastery of English. Courses provided in this program cover the following topics: Introduction to TESOL methods and approaches, Teaching Material and Assessment; Introduction to Language and Language Acquisition; Introduction to the Structure of English and Teaching Grammar; Cultural and Religious Understanding, Practicum, including Lesson Planning, Classroom Research, and Professionalism.

Students who finish this program will be qualified to teach both children and adults in a classroom setting professionally and a TESOL certificate would be granted upon completion of the certificate program.

Program Goals

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

- Understand the TESOL teaching methods for children to adults.
- Knowledgeable about day to day mission field language.
- Develop tests and assessments.
- Describe an overview of the English language .
- Differentiate between first and second language acquisition.
- Appreciate cultural and religious differences and learning styles.
- Teach grammar for writing and speaking.
- Plan lessons.
- Apply for a teaching position.
- Complete classroom observations, critiques, and teachings.

Completion Requirements

TESOL Certificate students must fulfill the following to complete the program:

- Pass required quarter hours:
    - Course One: 2 Units
    - Course Two: 2 Units

- Course Three: 2 Units
- Course Four: 4 Units
- Course Five: 2 Units
- Course Six: 2 Units

- Receive a passing mark for Chapel requirements.
- Maintain a 3.00 (B grade point average) in all classes.
- Each course will have it' own end of class assessment for students to pass
- Satisfy all financial responsibilities to the university.

Time Limits

TESOL Certificate Program degree is normally fulfilled in three quarters of study. This program is offered in a part format with normally 4units - 6units per quarter. Students who have not completed the requirements within the one year period must petition for extension every term, up to a maximum of 2 years from the date of enrollment, to remain in the program.

Curriculum

In the TESOL Certificate Program students are required to take a minimum of 14 units of TESOL classes for completion. The curriculum focuses on preparing students to be teachers of English in the mission field. Teaching techniques, cultural sensitivity, the language of the mission field, as well as language concepts are taught.

Before completion of the Certificate each student will have practical experience in English as a Second Language classrooms. Students will do research from which they will develop lesson plans. They will then teach these lessons while being observed and critiqued by a mentor. This program is designed to prepare each graduate to be effective in any ESL classroom.

TESL501 Introduction to TESOL Methods, Materials and Assessment (2 units)

- Overview of Approaches and Methods
- Teaching the Four Skills
- Language in the Mission Field
- Teaching Children
- Technology and Language Teaching
- Developing Classroom Tests and Assessment

TESL502 Introduction to Language and Language Learning (2 units)

- Overview of Linguistic Descriptions of Language (Phonology, Morphology, Syntax, etc.)
- Basics of First and Second Language Acquisition and everyday conversation
- Differences between Children and Adults in Learning Language
- Cultural and Religious Differences and Learning Styles

TESL503 Structure of English Language and Teaching Methods (2 units)

- Second Language Reading, Writing and Grammar
- Second Language Listening, Speaking, and Pronunciation
- Knowledge of methods, strategies, and resources that address the educational needs of ESL in their learning process, including the use of computer technology.

MINS610: Intercultural Studies (4 units)

- Course description in the OTCS Master of Divinity program

TESL504 ESL for Children (2 units)

- Teaching Methods for ESL children (ACE curriculum)
- Parental Involvement

TESL505 Teaching Practicum (2 units)

- Lesson planning for various situations
- Materials Evaluation & Preparation
- Basic Classroom Research and Finding Answers to Teaching Questions
- Professionalism: Resumes, Interviews, And Basic Professional Ethics
- 10 hours Classroom Observation and Critiques
- 10 Hours Classroom Teaching

CHAPTER 8: CAREER SERVICES

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 Instructional and Occupation Classification for Graduate Programs

The following classification of instructional programs offered at Olivet University and its academic units is intended for general overview purposes. Completion of any educational program listed below or offered by the University does not guarantee employment in any of the occupational classes described, nor does it imply that the program does not prepare its graduates for any other occupations.

This list is a chosen standard by the University to measure its educational outcomes against. Employment rates will consider only employment in the fields listed under each degree program. This list is subject to change at sole discretion of the University and its understanding of the content and anticipated outcomes of its educational programs.

CIP (Classification of Instructional Programs) Codes follow the 2010 edition published by the National Center for Education Statistics (NCES) and are listed with each educational program name in bold type. CIP have been assigned by faculty and academic adminsitration according their overall understanding of the program.

SOC (Standard Occupational Classification) Codes follow the 2018 edition manual published by the Executive Office of the President, Office of Management and Budget and are listed below each educational program. SOC codes have been assigned using the "education crosswalk search" at www.onetonline.org and with input from faculty and administration where deemed necessary.

Master of Divinity Degree Core (CIP 39.0602 Divinity/Ministry, 39.0699 Theological and Ministerial Studies, Other)

21-2000 Religious Workers (umbrella group)
21-2010 Clergy
21-2020 Directors, Religious Activities and Education
21-2090 Miscellaneous Religious Workers
25-1126 Philosophy and Religion Teachers, Postsecondary
25-1190 Miscellaneous Postsecondary Teachers

Master of Divinity in Marketplace Ministry Major (CIP 52.0799: Entrepreneurial and Small Business Operations, Other)
Master of Divinity in Business as MIssions Major (Ministry Practice Track) (CIP 52.0799: Entrepreneurial and Small Business Operations, Other

)

Self-employment, start-up possible.
11-2011 Advertising and Promotions Managers
11-2020 Marketing and Sales Managers
11-9199.01 Regulatory Affairs Managers
11-9199.02 Compliance Managers
11-9199.03 Investment Fund Managers
11-9199.04 Supply Chain Managers
11-9199.07 Security Managers
11-9199.08 Loss Prevention Managers

Master of Divinity in Media Ministry (CIP 09.9999 Communication, Journalism, and Related Programs, Other)

Self-employment, start-up possible.
27-3041.00 Editors
27-3043.04 Copy Writers

Master of Divinity in Nehemiah Ministry (CIP 15.1001 Construction Engineering Technology/Technician)

11-9021.00 Construction Managers
13-1051.00 Cost Estimators
17-3022.00 Civil Engineering Technicians

Master of Divinity in Church Planting Major (CIP 39.0301 Missions/Missionary Studies and Missiology)
Master of Divinity in Church and Mission Major (Ministry Practice Program) (CIP 39.0301 Missions/Missionary Studies and Missiology)

21-2021.00 Directors, Religious Activities and Education
25-1126.00 Philosophy and Religion Teachers, Postsecondary

Master of Divinity in Children's Ministry Major (CIP 39.0702 Youth Ministry)
Master of Divinity in Children's Ministry Major (Ministry Practice Program) (CIP 39.0702 Youth Ministry)
Master of Divinity in Teen Ministry Major (CIP 39.0702 Youth Ministry)

21-2011.00 Clergy
21-2021.00 Directors, Religious Activities and Education

Master of Divinity in Prayer and Spirituality Major (CIP 39.0602 Divinity/Ministry)
Master of Divinity in Elim Ministry Major (Ministry Practice Program) (CIP 39.0602 Divinity/Ministry)

21-2010 Clergy
21-2020 Directors, Religious Activities and Education

21-2090 Miscellaneous Religious Workers
25-1126 Philosophy and Religion Teachers, Postsecondary
25-1190 Miscellaneous Postsecondary Teachers

Master of Divinity in Culinary Ministry Major (CIP 12.0500 Cooking and Related Culinary Arts, General)

35-1012.00 First-Line Supervisors of Food Preparation and Serving Workers
35-2012.00 Cooks, Institution and Cafeteria
35-2014.00 Cooks, Restaurant
35-2019.00 Cooks, All Other

Master of Theology (CIP 39.0201 Bible/Biblical Studies, 39.0601 Theology/Theological Studies)

21-2011.00 Clergy
21-2021.00 Directors, Religious Activities and Education
21-2090 Miscellaneous Religious Workers
25-1126.00 Philosophy and Religion Teachers, Postsecondary

Master of Arts in Music (CIP 39.0501 Religious/Sacred Music, 50.0901 Music, General)

27-2041.01 Music Directors
27-2042.01 Singers
27-2042.02 Musicians, Instrumental
25-1121 Art, Drama, and Music Teachers, Postsecondary
25-1126.00 Philosophy and Religion Teachers, Postsecondary
25-2031.00 Secondary School Teachers, Except Special and Career/Technical Education

Master of Arts in Journalism (CIP 09.0401 Journalism)

25-1122.00 Communications Teachers, Postsecondary
27-3020 News Analysts, Reporters, and Journalists
27-3021.00 Broadcast News Analysts
27-3022.00 Reporters and Correspondents
27-3040 Writers and Editors
27-3041.00 Editors
27-3043.04 Copy Writers
27-3090 Miscellaneous Media and Communication Workers
27-4020 Photographers

Master of Arts in Graphic Arts (CIP 50.0102 Digital Arts, 11.0801 Web Page, Digital/Multimedia and Information Resources Design)

15-1134.00 Web Developers

15-1255 Web and Digital Interface Designers
25-1121.00 Art, Drama, and Music Teachers, Postsecondary
27-1011.00 Art Directors
27-1014.00 Multimedia Artists and Animators
27-1019.00 Artists and Related Workers, All Other
27-1024.00 Graphic Designers
27-1021 Commercial and Industrial Designers
27-4021.00 Photographers

Master of Arts in Information Technology (CIP 11.0101 Computer and Information Sciences, General, 11-3021.00 Computer and Information Systems Managers, 11.0102 Artificial Intelligence, 11.0103 Information Technology)

11-3021.00 Computer and Information Systems Managers
15-1111.00 Computer and Information Research Scientists
15-1121.00 Computer Systems Analysts
15-1122.00 Information Security Analysts
15-1132.00 Software Developers, Applications
15-1133.00 Software Developers, Systems Software
15-1141.00 Database Administrators
15-1142.00 Network and Computer Systems Administrators
15-1143.00 Computer Network Architects
15-1199.01 Software Quality Assurance Engineers and Testers
15-1199.03 Web Administrators
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
25-1021 Computer Science Teachers, Postsecondary

Master of Arts in Translations and Interpretation (CIP 16.0103 Language Interpretation and Translation)

25-1123.00 English Language and Literature Teachers, Postsecondary
25-1124.00 Foreign Language and Literature Teachers, Postsecondary
27-3091.00 Interpreters and Translators

Master of Arts in Teaching (Early Childhood/Childhood Education) (CIP: 13.1206 Teacher Education, Multiple Levels, 13.1202 Elementary Education and Teaching, 13.1209 Kindergarten/Preschool Education and Teaching, 13.1210 Early Childhood Education and Teaching)

11-9031 Education and Childcare Administrators, Preschool and Daycare

25-2011.00 Preschool Teachers, Except Special Education
25-2012.00 Kindergarten Teachers, Except Special Education
25-2021.00 Elementary School Teachers, Except Special Education
25-2031.00 Secondary School Teachers, Except Special and Career/Technical Education
39-9011 Childcare Workers

Master of Business Administration (CIP 52.0201 Business Administration and Management, General)

11-1011.00 Chief Executives
11-1021.00 General and Operations Managers
11-2011 Advertising and Promotions Managers
11-2020 Marketing and Sales Managers
11-2022.00 Sales Managers
11-2030 Public Relations and Fundraising Managers
11-3011.00 Administrative Services Managers
11-3030 Financial Managers
11-3051.00 Industrial Production Managers
11-3071.01 Transportation Managers
11-3071.02 Storage and Distribution Managers
11-3120 Human Resources Managers
11-9021.00 Construction Managers
11-9151.00 Social and Community Service Managers
11-9199.01 Regulatory Affairs Managers
11-9199.02 Compliance Managers
11-9199.03 Investment Fund Managers
11-9199.04 Supply Chain Managers
11-9199.07 Security Managers
11-9199.08 Loss Prevention Managers
11-9199.09 Wind Energy Operations Managers
11-9199.10 Wind Energy Project Managers
13-1051.00 Cost Estimators
13-1111.00 Management Analysts
13-2010 Accountants and Auditors
13-2030 Budget Analysts
13-2050 Financial Analysts and Advisors
25-1011.00 Business Teachers, Postsecondary
41-4010 Sales Representatives, Wholesale and Manufacturing

Certificate in Languages Program (CIP 16.0101 Foreign Languages and Literatures, General)

25-2031.00 Secondary School Teachers, Except Special and Career/Technical Education
27-3091.00 Interpreters and Translators

Teaching English to Speakers of Other Languages (TESOL) (CIP 13.1401 Teaching English as a Second or Foreign Language/ESL Language Instructor)

25-2012.00 Kindergarten Teachers, Except Special Education
25-2021.00 Elementary School Teachers, Except Special Education
25-2022.00 Middle School Teachers, Except Special and Career/Technical Education
25-2031.00 Secondary School Teachers, Except Special and Career/Technical Education
25-3011.00 Adult Basic and Secondary Education and Literacy Teachers and Instructors

Doctor of Philosophy in Information Technology (CIP 11.0101 Computer and Information Sciences, General)

15-1111.00 Computer and Information Research Scientists
15-1121.00 Computer Systems Analysts
15-1122.00 Information Security Analysts
15-1132.00 Software Developers, Applications
15-1133.00 Software Developers, Systems Software
15-1141.00 Database Administrators
15-1142.00 Network and Computer Systems Administrators
15-1143.00 Computer Network Architects
15-1220 Computer and Information Research Scientists
15-2051 Data Scientists
25-1021 Computer Science Teachers, Postsecondary

CHAPTER 9: COURSE SELECTION AND SCHEDULING

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

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 completedby 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 creditand 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 within10 days after the submission

CHAPTER 11: SATISFACTORY ACADEMIC PROGRESS REVIEW

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.

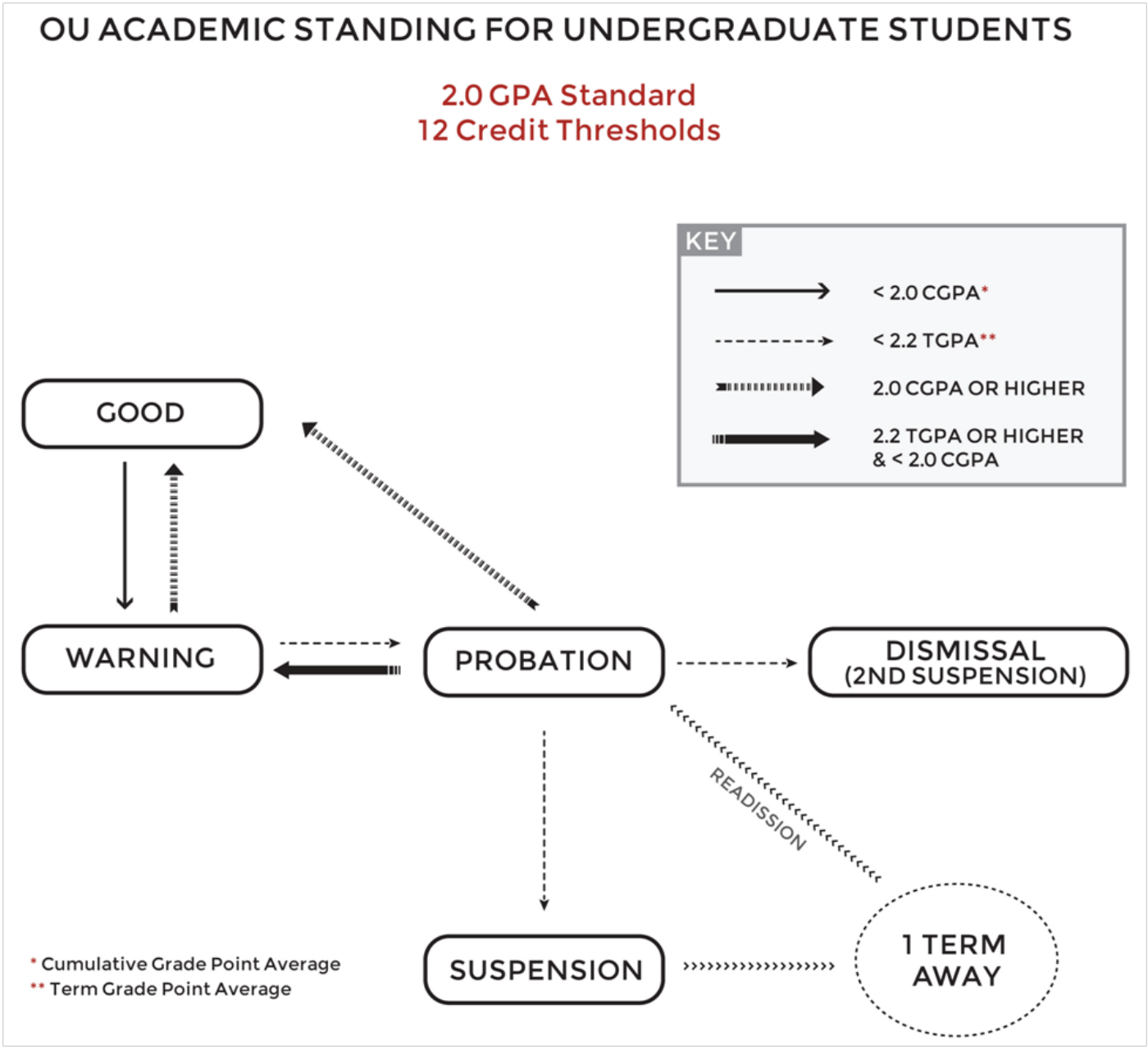
A student placed on Second Academic Suspension shall be permanently dismissed from the University without a possible readmission.

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

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

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

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.

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

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

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

Patron	Number of Items	Length of Loan

Undergraduate Student	10	2 Weeks
Graduate Student	20	2 Weeks
Faculty/Staff	30	1 Month
Alumni	5	2 Weeks

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

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

Financial Aid Office: finaid@olivetuniversity.edu

Library Services: library@olivetuniversity.edu

Registrar Office: registrar@olivetuniversity.edu

Admissions Office: admissions@olivetuniversity.edu

Student Services Office: student.info@olivetuniversity.edu

International Student Office: 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

Olivet University, San Francisco Campus

201 Seminary Drive,

Mill Valley, CA 94941

(415) 371 0002

admissionssf@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

Jubilee College of Music: jcm@olivetuniversity.edu

Olivet School of Media and Communication: osmc@olivetuniversity.edu

Olivet School of Art and Design: osad@olivetuniversity.edu

Olivet Institute of Technology: oit@olivetuniversity.edu

Olivet Business School: obs@olivetuniversity.edu

Olivet School of Language Education: osle@olivetuniversity.edu

Olivet School of Engineering and Architecture: engineering@olivetuniversity.edu

Olivet School of Agriculture: 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. Beloware 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

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

ACADEMIC CATALOG

2019 - 2020

Zinzendorf School of Doctoral Studies - Academic Catalog

2019-2020

September 1, 2019 through August 31, 2020

Olivet University
www.olivetuniversity.edu

Table of Contents

Welcome
- Welcome from the Dean

Disclaimer

CHAPTER 1: GENERAL INFORMATION
- Obtaining a Catalog
- Statement of Student Responsibility
- Statement of Non-Discrimination
- Academic Calendar 2019-2020
- Administrative Holidays 2019-2020
- Vision, Mission, Goals, Values
  - Mission Statement
  - Vision
  - Mission Strategy
  - Olivet University History
  - Values
  - Institutional Goals of Olivet University
  - Olivet's Core Learning Outcomes
  - Faith-First Educational Philosophy
  - Statement of Faith
  - Olivet University Commitment to Students
  - Statements on Institutional Approval
- Statement on Academic Freedom

CHAPTER 2: APPLYING TO ZSDS
- NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND THE CREDENTIALS EARNED
- Admissions Policy
  - Zinzendorf School Admissions Requirements
  - English Language Proficiency Requirements for Graduate Programs and Courses
  - Spanish Language Proficiency Requirements for Individual Graduate Courses
  - Chinese Language Proficiency Requirements for Graduate Programs and Courses
  - Korean Language Proficiency Requirements for Graduate Programs and Courses
- Entry Deferment
- Student Identity Verification
  - Policy for Student Identity Verification in Distance Learning
  - Implemented Practices for Compliance

a. Secured Electronic Identification System
b. Proctoring
i) Onsite Proctoring
ii) Online Proctoring
Program Tuition and Continuation Fee
Doctor of Ministry Program Tuition
Doctor of Philosophy Program Tuition
Other Fees
Tuition Payment Policy
Payment Options
Installment Payment Plan
Delinquent Accounts
Student Account Disputes
Student Tuition Recovery Fund Disclosures
Cancellation and Refund Policy
Student's Right to Cancel
Refund Policy:
Fall, Winter and Spring quarter:
Summer quarter:
Loans
Bankruptcy
California Student Tuition Recovery Fund
Sample Student Refund Calculation
General Transfer Student Admissions Policy
UNDERGRADUATE
GRADUATE
Instances of Fraud
CHAPTER 3: SCHOLARSHIP AND FINANCIAL ASSISTANCE
Insitutional Financial Aid Disclosure
Installment Payment Plan
Contact Information
CHAPTER 4: ACADEMIC REGULATIONS
Credit Hour
CHAPTER 5: DOCTOR OF MINISTRY PROGRAM
Areas of Study
Faculty Organization and Responsibilities
Program Goals
Graduation Requirements

Program Components
General Curriculum Requirement Summary
Course Descriptions
CHAPTER 6: DOCTOR OF PHILOSOPHY IN GLOBAL THEOLOGICAL STUDIES
Ph.D. in Global Theological Studies - Program Description
Program Goals
Requirements for Graduation
Time Limit
Curriculum
Course Descriptions
Graduation and Employment Rate
Faculty List
CHAPTER 7: CAREER SERVICES
Olivet Career Center
Detailed Occupation Level for Doctoral Programs
CHAPTER 8: COURSE SELECTION AND SCHEDULING
Adding and Dropping Courses
Repeating Courses
CHAPTER 9: GRADE NOTATION AND POLICIES
Grading Policies
Graduate Grading System
Grade Appeal
Class Work
CHAPTER 10: SATISFACTORY ACADEMIC PROGRESS REVIEW
Academic Good Standing
Academic Disciplinary Status Overview
CHAPTER 11: GRADUATION
General Requirements
Additional Requirements
Graduation process
Gowns
CHAPTER 12: OLIVET UNIVERSITY POLICIES
Student Records
Confidentiality and Privacy Policies
Complaint and Grievance Policy
General Code of Conduct
Sanctions
Harassment

- Academic Honesty
  - Student Responsibilities
  - Definitions

CHAPTER 13: STUDENT LIFE AND STUDENT SERVICES

- Enrollment Requirements & Procedures
- Digital “Orientation”
- Student ID Cards
- University-Wide Literary Style
- Examinations
- Leave of Absence
- Academic Advising
  - Academic Advising Center
  - Petitions
- Changes in Personal Information
- Transcripts
- Counseling
- Tutoring
- Netiquette Guide
  - Security
  - General Guidelines
  - Email Netiquette
  - Message Board Netiquette and Guidelines
- International Student Services
  - What to do first: A Checklist
- Immigration Information for F-1 Students
  - Visa and Document Overview for Students in F-1 Status

CHAPTER 14: LIBRARY SERVICES

- Library Cards
- Library Hours
- Circulation Policy
- Reference Services
- Copying/Photocopy Services
- Computers and Internet

CHAPTER 15: UNIVERSITY SERVICES AND UNIVERSITY OFFICES

- University Offices
- Technology Requirements

CHAPTER 16: UNIVERSITY LEADERSHIP

- ACADEMIC AND ADMINISTRATIVE LEADERSHIP

Welcome

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.

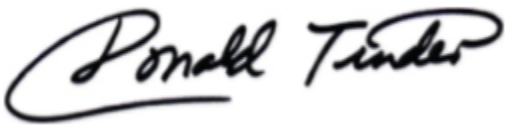
Count Nicolaus L. von Zinzendorf (1700 to 1760) is our historical model. He was a father of the Moravian movement, an early Pietist movement that was based on a 15th century Bohemian reformation. Moravians added missions to the heart of Reformation Evangelical theology. They defined three essential values 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,



Dr. Donald Tinder, Dean of Zinzendorf School of Doctoral Studies

Disclaimer

This handbook and the policies and procedures contained herein are in effect from September 1, 2019 through August 31, 2020. 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, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

CHAPTER 1: GENERAL INFORMATION

Obtaining a Catalog

To order a copy of this catalog, please contact the Office of Admissions by email 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

**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.

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 2019-2020

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

Administrative Holidays 2019-2020

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.

Administrative Holidays	
Fall Term:	
WOA Events	Oct 14 – 25, 2019
Veterans Day	Nov 11, 2019
Thanksgiving Break	Nov 28-29, 2019
Christmas Holiday	Dec 24-25, 2019
New Year's Day	Jan 1, 2020
Winter Term:	
Martin Luther King Day	Jan 20, 2020
Presidents' Day	Feb 17, 2020
Spring Term:	
Good Friday	April 10, 2020
Memorial Day	May 25, 2020
Summer Term:	
Independence Day (observed)	July 3, 2020
Labor Day	Sep 7, 2020

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 County in 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 join 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, bulding with dormitory and food service facilities.

The year 2019 saw the launch of the first degree programs offered entirely in Chinese and Korean language as well as the opportunity for select classes to be offered in Spanish, Chinese, and Korean to complement the standard English language courses. The latest addition to the University network was the initiation of classes at two locations in St. Louis, MO.

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. TheUniversity 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 toqualified 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 contains several colleges as well as Olivet University International, its free standing eCampus unit within Olivet University. All institutional approvals and accreditations of Olivet University pertain to Olivet University as well as all its units.

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

14. Master of Divinity (Chinese)
15. Master of Divinity (Korean)
16. Master of Theology
17. Master of Arts in Music
18. Master of Arts in Journalism
19. Master of Arts in Graphic Arts
20. Master of Arts in Information Technology
21. Master of Arts in Translation and Interpretation
22. Master of Arts in Teaching (Early Childhood/Childhood Education)
23. Master of Business Administration
24. Doctor of Ministry
25. Doctor of Philosophy in Global Theological Studies
26. Doctor of Philosophy in Information Technology
27. Certificate in English as a Second Language
28. Certificate in Languages
29. Certificate in 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/ 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 ZSDS

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND THE 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 should notice that no more than 45 graduate quarter credits or its equivalent awarded by another institution may be credited toward a doctoral 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) 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.

Zinzendorf School Admissions Requirements

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. Motivation Letter. Applicants must submit a written essay describing: 1) Biography or brief sketch of their life 2) Their reasonfor 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 on the university website.

3. Prior Degree Rrequirements:

i. **Doctor of Ministry Program:** A Master of Divinity degree or equivalent from a CHEA or USDE-accredited U.S. institution with a minimum of 135 quarter credit hours (or 90 semester credit hours). Note: students with a 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.

ii. **Doctor of Philosophy Program:** A master's degree in theology, divinity or related field demonstrating the fitness of the applicant for theological research and missional mindset.

Applicants are responsible for making sure original transcripts are mailed directly from the issuing educational institution to Olivet University:

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

4. Prior Degree Performance:

i. **Doctor of Ministry Program:** A minimum 3.0 grade point average in the prior graduate degree, and

ii. **Doctor of Philosophy Program:** 3.3 for the Doctor of Philosophy program 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 graduate study.

The Doctoral Committee may, at times, admit on "probation" an applicant with a cumulative Grade Point Average (GPA) below 3.0/3.3. 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 3.0/3.3 cumulative GPA and adhere to any other stipulations imposed by the Doctoral Committee, otherwise, he or she will be dismissed from the program

5. 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.).

The **Doctor of Ministry program** requires evidence for three years or more of ministry experience included in the resume.

6. 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.

7. Program Language Proficiency

A. Olivet University requires submission of evidence for proficiency in the language of instruction. Instructions offered are only in the language(s) of the specific degree program enrolled/applied for. See the section on "Program Language Proficiency Requirements" below. Olivet University offers the following types of programs.

i. Degree programs in English. This is the regular type of degree program offered at Olivet University and as long as not noted otherwise in the enrollment agreement, all instructions at Olivet University are offered in English.

ii. Degree programs partially offered in Spanish, or Korean, or Chinese. Degree programs described as partially offered in another language than English require evidence of minimum language progrficiency in English AND any other partial degree program language.

iii. Degree programs fully in Chinese. These degree programs exclusively require evidence for minimum Chinese language proficicency. All instructions at these programs are offered in Chinese only.

iv. Degree programs fully in Korean. These degree programs exclusively require evidence for minimum Korean language proficicency. All instructions at these programs are offered in Korean only.

v. Degree programs with additional language proficiency requirements beyond the ones relating to the language of instruction. These language requirements normally relate to original languages required for research and are separately listed in those program descriptions.

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 church pastor who is knowledgeable about the applicant's current 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 non-refundable application fee

English Language Proficiency Requirements for Graduate Programs and Courses

All instructions at Olivet University's English programs are offered in English. The majority of instructions at Olivet University's programs listed as offered "partially in (language)" 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 (45 quarter 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.

7. A high school diploma completed at an accredited/recognized high school (where the medium of instruction is English).

8. 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.)

Any program specific English language requirements exceeding theose noted here are listed in the degree program description, if applicable.

Spanish Language Proficiency Requirements for Individual Graduate Courses

Olivet University does not offer entire programs on the graduate level in Spanish at this point. The majority of instructions at Olivet University's programs listed as offered "partially in (language)" are offered in English. Prospective students whose native language is not Spanish and who have not earned a degree from an appropriately accredited institution where Spanish is the principal language of instruction must demonstrate college-level proficiency in Spanish through one of the following for admission:

1. A high school diploma completed at an accredited/recognized high school where the medium of instruction is Spanish.
2. A transcript indicating completion of coursework instructed in Spanish language of at least 30 semester credit hours with an average grade of “C” or higher at an institution of higher education recognized and accredited by the department of education.

Any program specific Spanish language requirements exceeding theose noted here are listed in the degree program description, if applicable.

Chinese Language Proficiency Requirements for Graduate Programs and Courses

All instructions at Olivet University's Chinese programs are offered in Chinese. The majority of instructions at Olivet University's programs listed as offered "partially in (language)" are offered in English. Prospective students whose native language is not Chinese and who have not earned a degree from an appropriately accredited institution where Chinese is the principal language of instruction must demonstrate college-level proficiency in Chinese through one of the following for admission:

1. A college diploma completed at an accredited/recognized high school where the medium of instruction is Chinese.
2. A grade of C as the minimum grade in Chinese language in high school graduation examination (a.k.a. Zhongkao examination).
3. Minimum grade of E on GCE AL/AS, grade of C/ Grade 4 on GCSE/ IGCSE, grade of C on GCE OL, level 4 on IB, level 3 on AP, level 3 on HKDSE.
4. A minimum grade of level 5 or above and with each subject scored over 60 points on Chinese Proficiency Test (HSK), an international standardized test of Chinese language proficiency.
5. A transcript indicating completion of coursework instructed in Chinese language of at least 30 semester credit hours with an average grade of “C” or higher at an institution of higher education recognized and accredited by the department of education.

Any program specific Chinese language requirements exceeding theose noted here are listed in the degree program description, if applicable.

Korean Language Proficiency Requirements for Graduate Programs and Courses

All instructions at Olivet University's Korean programs are offered in Korean. The majority of instructions at Olivet University's programs listed as offered "partially in (language)" are offered in English. Prospective students whose native language is not Korean and who have not earned a degree from an appropriately accredited institution where Korean is the principal language of instruction must demonstrate college-level proficiency in Korean through one of the following for admission:

1. A high school diploma completed at an accredited/recognized high school where the medium of instruction is Korean.
2. A transcript indicating completion of coursework instructed in Korean language of at least 30 semester credit hours with an average grade of “C” or higher at an institution of higher education recognized and accredited by the department of education.

Any program specific Korean language requirements exceeding theose noted here are listed in the degree program description, if applicable.

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 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.

Program Tuition and Continuation Fee

The the ZSDS degree programs are single-fee programs payable either (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 their program within the eight-year time frame will be charged the program specific continuation fee per year from the ninth year.

Doctor of Ministry Program Tuition

The fee applies to all D.Min. candidates who complete the program in six years or less

WOA Missionaries

Total Tuition	$12,000
Three-annual Installments	Years 1 to 3: $4,000 per year
Typical Quarterly Cost	$1,333
D.Min. Program Continuation Fee	Year 7+: $2,000 per year

Non-WOA Missionaries

Total Tuition	$20,250
Three-annual Installments	Years 1 to 3: $6,750 per year
Typical Quarterly Cost	$2,250
D.Min. Program Continuation Fee	Year 7+: $2,000 per year

Doctor of Philosophy Program Tuition

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.

Total Tuition	$38,200
Four-annual Installments	Year 1 to 4: $9,550 per year
Typical Quarterly Cost	$3,183
Ph.D. Program Continuation Fee	Year 9+: $2,500 per year

Other Fees

All fees are non-refundable.

Admissions Fees	
Application for Admission	$75
General	
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 current enrollment verificarion forms.	

Customized Verification Documents	$50 per copy
Registration Fee: 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.	
Diploma Replacement	$30 per copy
Expedite Service Fee (Rush Processing)	$25
Transcript Evaluation Fee	$50
Student ID Card	$15
Registration	
Colloquium Registration Fee (2 weeks)	$650
Colloquium Registration Fee (1 week)	$500
Colloquium: .Participation requirements are stated in the program curriculum. Colloquium lengths follow curricula requirements and may vary by program and year.	
Oral Defense Fee	$300
Audit Fee	$100 per unit
Late Registration Fee	$50
Course Add/Drop Fee	$15 per course
Advanced Deposit for Leave of Absence	$200 per year
Advanced Deposit for Leave of Absence: 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.	
DMin Program Extension Fee	$250 per year
DMin Program Extension Fee: 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.	
Transfer Credit Fee	$80
Payment	

Late Payment Fee	$25
Late Financial Aid Application Fee	$25
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
Graduation	
Graduation Fee	$200
Graduation Fee: A non-refundable Graduation Fee of $200 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.	

On-Campus Housing at San Francisco Campus

Olivet University San Francisco is pleased to offer you the opportunity to live on-campus at its Mill Valley 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. Mallory Hall and Truett Hall are located at 401 and 403 Storer Drive, Mill Valley, CA.

The Olivet University residence halls provide 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 a guide for proper living and learning at Olivet University.

The Olivet University Residence Halls consists of 150+ beds located throughout Mallory and Truett Hall. These are all double occupancy dorm rooms, and are generally distinguished with Mallory Hall as the women’s dorm, and Truett Hall as the men’s dorm.

Each unit is equipped with wireless Internet and furnished with a bed and desk for each student. Closet space is generous, and running water is also available in each unit. Ample bathrooms facilities are available and maintained daily.

Advantages of living in the Olivet University Residence Halls include close proximity to classes and facilities, leadership opportunities within the dorms, a living and study environment with fellow students, and on-site amenities such as laundry facilities, parking, gym, and meal plans.

Dormitoriy Beds (Mallory and Truett Halls)	
1 and 2- Occupancy	$500.00 per month
3-Occupancy	$333.33 per month

4-Occupancy	$250.00 per month
On-Campus Apartments (Limited Availability)	
Studio	~$1,030.00 per month
1-Bedroom	$1,200.00 ~ $1,800.00 per month
2-Bedroom	~$1,450.00 per month
3-Bedroom	~$2,400.00 per month
Other Residence Related Fees	
Security Deposit	1 month rent
Dorm Bed Reservation Fee (Overall occupancy permitting, during summer term or leave)	vaires by occupancy
Key Replacement Fee	$20.00

***Olivet University reserves the right to change residence license and other fees at any time.**

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

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

On-Campus Housing at Riverside Campus

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 a 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 the student chooses to live off-site, Olivet University is not responsible to provide housing services.

For more information, see the Riverside 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.

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: tuition / total program hours program hours x course completed hours in term = 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% 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

Insitutional Financial Aid Disclosure

Olivet University does not offer financial aid for its programs at the Zinzendorf School of Doctoral Studies. The University does not offer Federal or State Financial Aid Programs including Title IV at this time. 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. 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.

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.

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

CHAPTER 4: ACADEMIC REGULATIONS

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

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 this 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 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. 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 pro ject 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

Example areas 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.

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 or equivalent 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.

Applicants in active Christian ministry fields holding relevant master's degree are also encouraged to apply. Supplementary, prerequisite coursework might be required to reach candidacy in the D.Min. 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 2019-20 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.
- Merril Smoak, D.W.S.
- Joseph J Lee, Ph.D.
- Esther Jung, Ph.D.

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:

- Enhance their theological and practical effectiveness in a chosen ministry field.
- Have contributed a meaningful research and a project to 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.

Graduation Requirements

Olivet University will confer the Doctor of Ministry degree on students who have met the requirements for graduation as outlined in this catalog, and have been recommended by the Doctoral Committee.

To graduate the participant:

- Must satisfactorily complete 45 quarter credits of doctoral work of which 11 credits are for the Project Paper.
- 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 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 Council.
- 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.

Program Components

The Doctor of Ministry program requires a total of 45 quarter credits including 11 credits of Core Courses, 17 credits of coursework related a chosen field of ministry, 8 credits of Minsitry Field Work courses, and 11 credits for the Final Paper-Project.

General Curriculum Requirement Summary

I. **Phase 1: Core and First Year Courses (15 credits):**
Students will complete five core courses 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 before, and following the class meeting dates.

- Core Courses:
  - MINS801 A Study of Modern Day Strategies for Growth (3 units)
  - MINS802 Global Missiology (2 units)
  - MINS824 The Spiritual Autobiography (2 units)
  - RSCH800 Doctoral Research and Presentation (2 units)
  - THEO801 Theological Foundations for Ministry (2 units)
- Additional Phase 1 Courses:
  - MINS897 Connecting with Peers (1 unit)
  - PRAC811 Ministry Field Work I (2 units)
  - PRAC812 Ministry Summer Field Work I (1 unit)

II. **Phase 2: Ministry Track Professional Exchange Courses (7 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.

- Choose 4 units of track module courses and independent studies

- MINS898 Professional Exchange with Peers (1 unit) - second year
- PRAC821 Ministry Field Work II (2 units)

III. **Phase 3: Project Proposal (9 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.

- MINS900 Foundation Paper (6 units)
- MINS910 Project Proposal (2 units)
- PRAC822 Ministry Summer Field Work II (1 units)

IV. **Phase 4: Ministry Project and FInal Paper (14 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.

- MINS980 Final Paper/Project (11 units)
- PRAC831 Ministry Field Work III (2 units)
- MINS899 Drawing upon Peers (1 unit)

Course Descriptions

Required Courses in Practical Theology

MINS802 Global Missiology (2 units)
A Global Understanding of Great Commission responsibility as relevant communication of the Gospel to all of the peoples of the earth. Both cross-cultural communication and theological application of the Christian message are emphasized as primary responsibilities for ministry effectiveness wherever the student is serving God. Contemporary issues and trends and historical Mission methodologies will also be explored.

MINS803 A Study of Modern Day Strategies for Growth (3 units)

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 one growing entity.

MINS824 The Spiritual Autobiography (2 units)
The purpose of the course is to help advanced students at the Doctor of Ministry levels to explore key aspects of God's purpose for their life, God's given personality, spiritual gifts and talents in light of their current ministry. Different models and approaches to understanding one's purpose, personality and giftings will be explored and practical tools will be introduced in order to assist the student in formulating his or her auto-biography. The Auto-biography is a key tool for the Dmin student in developing his or her Dmin project paper.

MINS890 Exploring Transformative Ministry (4 units)
This is a four-credit course and the topic is related to the ministry tracks which includes 4 parts: (1) a lecture (1.5-2 hours) by ministry track leaders and other lecturers, (2) a bibliography for the D.Min. candidate to study and summarize, (3) the DMin candidate will write two 3-5 pages Turabian style paper commenting on the ministry trackmodule subjects, and (4) the candidate will present a brief summary of their paper to a peer group demonstrating knowledge of the topic.

Required Courses in Theology

THEO801 Theological Foundations for Ministry (2 units)
This seminar gives an opportunity for the entering D.Min. 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.

Required Field Work and Professional Interaction Courses

PRAC811, 821, 931 Ministry Field Work I-III (2 units each)
Required field research in the chosen minsitry area during the regular doctoral term. Portfolios must be prepared.

PRAC812, 822 Ministry Summer Field Work I, II (1 unit each)
Required field research in the chosen minsitry area during the summer term. Portfolios must be prepared.

PRAC832 Ministry Field Work (cont.) (0 units)
Continuation course in field research without credit award. Regular reports must be written to the Mentor. No portfolio required. Must match the Ministry Track or Final Project topic chosen. Once started, a student will stay enrolled in this course and receive an "I" grade until the final project has been defended and approved.

MINS897 Connecting with Peers (1 unit)
Collaborative learning course in the first year of study. During regular peer group meetings of students in different program segments valuable connections are made and experiences exchanged.

MINS898 Professional Exchange with Peers (1 unit)
This second year peer-group course follows the same meeting schedule and grouping as the previous course. Second year students, however, will experience an increased professional exchange with their doctoral peers while project ideas are being discussed and

tested.

MINS899 Drawing upon Professional Peers (1 unit)
Doctoral candidates in the third year of peer-group interaction will have each honed their professional and research expertise becoming valuable assets to the group while benefiting from new peers with fresh ideas and other experienced students.

Required Research Methods and Dissertation Courses

RSCH800 Doctoral Research & Presentation (2 units)
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.

MINS850A Doctoral Independent Study – A-H (1-8 units)
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.

MINS900 Foundational Research Paper (6 units)
Each student will write a comprehensive paper on the ministry field chosen for doctoral research covering the breadth and depth of this area as can be expected by doctoral candidates. The foundation paper is part of the comprehensive examination and will be significant part of the oral Project Proposal Defense and Examination.

MINS910 Final Project Proposal (2 units)
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.

MINS980 Final Paper/Project (11 units)
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.

MINS981 Final Paper/Project – Continuation (0 units)
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.

Elective Courses in Biblical Studies

BIBL801 Advanced New Testament Background (2 units)
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.

BIBL802 From Despair to Praise: A Study in the Psalms (2 units)
The Hebrew Psalms continue to be a constant source for private devotion and worship liturgy. This course will help students understand the place of the Psalms in the Old Testament canon, their different genres, their use in Christian history, and their theology for use today.

Elective Courses in Church History

HIST810 Modern East Asian History Emphasizing Christian Influences (2 units)
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.

Elective Courses in Missions, Practical Theology, World Religions

MINS811 Buddhism (2 units)
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 units)
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 The Emergence of National Mission Movements in the Global South (2 units)
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 & Theology (2 units)
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 units)

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 units)
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 units)
In Acts11:26 disciples were called Christians for the first time: a quality gave them a descriptive name. Today we have a name,often without the required quality. 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 units)
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 (2 units)
The purpose of the course is to help advanced students at the Doctor of Ministry and the PhD. levels 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 units)
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, discipled, and encouraged through the process of adapting to foreign culture.

MINS821 Seminar on Business as Mission (2 units)
This course examines the concepts of sustainable ministry in global missions and of all of God's people engaging in the global missio Dei (mission of God), especially the emerging movement of Christian-led, for-profit commercial business ventures that are intentionally devoted to glorifying God through the strategic development and use of authentic business activities (especially small to medium sized enterprises, or SME) to create authentic ministry opportunities for the whole body of Christ, which lead to the transformation of the world's least-reached people and peoples spiritually, economically, socially and environmentally. By the end of the course the student will have a better understanding of the opportunities and challenges associated with integrating business and the missio Dei.

MINS822 Apologetics for Ministry (2 units)
The purpose of the course is to help advance students at the Doctor of Ministry and the PhD. levels to have a better understanding of Christian apologetics so that they may be able to respond to objections and questions regarding the Christian faith. A general

overview of apologetics will be provided with major issues addressed and reviewed.

MINS823 Leading Mega World Strategies (2 units)
Leadership is an important part of ministry, but leadership depends greatly on who are those being led. The type of followers will determine the type of leadership needed. This course will be an advance course on leadership that will train specifically those who will be leading on the Mega and Meta levels. Those who possess a Doctoral degree need special teaching on a higher level, thus this course is planned to give advanced methods of leadership to those involved in an advanced ministry.

MINS860 Trends in Evangelism (2 units)
Many Universities and Seminaries around the United States are dropping their course on evangelism;thus it needs to be determined the reason for this phenomenon. This course is intended to help graduatestudents better understand the place of biblical evangelism in the modern secular world. Many have saidthat the zeal for evangelism is declining rapidly and that there needs to be new ways to explain what canbe done to give this important field of study a greater dynamic. Present means of evangelism will beexplored, and the students and class will attempt to define the best way to move forward in ourcontemporary settling.

Elective Courses in Theology

THEO810 Advanced Biblical Hermeneutics (2 units)
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.

THEO811 Oneness in Trinity vs. Absolute Oneness (2 units)
The goal of the course is to present Oneness in Trinity versus Absolute Oneness. To do so, the course covers the following subjects: the main obstacles to receiving God's revelation of himself; the distinct uses of the expression "God" in the Bible; the main errors about the Trinity that are repeated throughout history; the question of whether the God proclaimed by the Qur'an is the same as the God of the Bible; the historical struggle of Absolute Oneness; and the harmony of the doctrine of the Trinity with logic.

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.

For the Doctor of Ministry Program of Zinzendorf School of Doctoral Studies. These are the ones expected to be active or available during the 2019-20 academic year. The professors may also serve as mentors.

PROFESSORS

Alfred Merril Smoak, Jr. (Track Leader)

- 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, South 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 W. Gill

- Ph.D., University of Southern California (1979)
- M.A., San Francisco State University (1971)
- B.A., University of California, Berkeley (1968)

David Jang

- Ph.D., Dankook University, South 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)

Esther D. Jung (Track Leader)

- Ph.D., Yonsei University, The Graduate School (2014)
- Th.M., Yonsei University, The United Graduate School of Theology (2008)
- B.A., Yonsei University, South Korea (2004)

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)

Ginturn Tran (Track Leader)

- D.Min., Olivet University (2014)
- M.Div., Olivet University (2008)
- M.A., Academy of Art University (2008)
- B.A., University of Washington (2004)

Imad Shehadeh

- Th.D., Dallas Theological Seminary (1990)
- Th.M., Dallas Theological Seminary (1986)
- B.A., University of California, San Diego (1977)

Joanne Yim (Track Leader)

- 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)

Joseph J. Lee

- Ph.D., Yonsei University, The Graduate School (2017)
- Th.M., Yonsei University, The United Graduate School of Theology (2011)
- B.A. in Theology, Yonsei University (2008)

- B.A. in English Literature, Yonsei University, South Korea (2008)

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)

Mimi Haddad

- Ph.D., Historical Theology, University of Durham, England
- M.A., Gordon Conwell Theological Seminary

Nga Wai Cheung (Track Leader)

- D.Min, Olivet University (2014)
- M.Div, Olivet University (2010)
- B.A., Olivet University (2003)

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)

Susan Bubbers

- Ph.D., London School of Theology (2011)
- D. Min., Reformed Theological Seminary (2002)
- M. Div., Regent University (1991)

Tom Cowley (D.Min. Director, Track Leader)

- D.Min., United Theological Seminary (2004)
- M.A. Theological Studies, Golden Gate Baptist Theological Seminary (1998)
- M.B.A, Northwestern University (1965)
- B.S. Northwestern University (1960)

Creigton 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 (Track Leader)

- 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)

MENTORS

Candidates may request a D.Min. or Ph.D. degree holder from an accredited institution to be accepted as their Mentors. Mentors will be proficient in the language of the project paper, the field of ministry studies and have practical experience in Christian ministry.

CHAPTER 6: DOCTOR OF PHILOSOPHY IN GLOBAL THEOLOGICAL STUDIES

Ph.D. in Global Theological Studies - Program Description

The ZSDS Ph.D. Program offers a Ph.D. in Global Theological Studies. The Established Ph.D. programs normally offer several disciplines within religious studies. ZSDS has chosen to focus on one broad field of study, Global Theological Studies. Since the program has a cross-cultural emphasis and the student body and faculty is composed of students outside of North America and Europe, the focus on global theology allows for the study of broad spectrum of topics, using a variety of approaches that are explored from a cross-cultural and multi-national perspective. Understanding contextualization as it relates to theology and missiology and effectively and responsibly using contextualization principles are at the core of this program

The ZSDS Ph.D. Program is 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.” Upon completing the "Dissertation Phase" the student is able to graduate with a Ph.D. Degree in Global Theological Studies.

Program Goals

Graduates of the Ph.D. in Global Theological Studies will be expected to:

- Apply a solid and comprehensive understanding of the field of theology to engage problems emerging in world Christianity.
- Demonstrate sensitivity to cultural and ethnic diversity on a global scale.
- Demonstrate an ability to lecture on university level.
- Conduct original research.

Requirements for Graduation

Participants in the Olivet University Doctor of Philosophy in Global Theological Studies program must fulfill the following degree requirements for graduation. The participant:

1. Must satisfactorily complete 60 quarter credits of doctoral work of which 15 credits are for the dissertation.
2. Must maintain a cumulative grade point average of 3.3.

3. Must be in good standing at Zinzendorf School of Doctoral Studies, according to the Academic Integrity section of the Ph.D. Program Handbook, with all bills paid.
4. Must pass a comprehensive oral examination prior to entrance into the dissertation phase.
5. Produce a portfolio, which includes the above mentioned dissertation and 5 articles, 5 book reviews and 5 encyclopedia entries that contribute to the field of global theology.
6. Produce a coherent, cogently argued, properly researched and written dissertation that makes an original, scholarly contribution in the field of global theology.
7. Must receive approval to graduate after successfully defending his or her dissertation, which is administered by the Advisor and the Doctoral Committee.
8. Must complete all degree requirements within the 8-year time limit, unless explicitly extended on application to the Doctoral Committee. A "continuation fee" would be required.

Time Limit

The Ph.D. program must be completed within eight (8) years after formal acceptance into the program. 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 the program within the time limit, he/she will be considered to have withdrawn. Re-application is required to be considered for re-admission to the program.

Student Appeals to Extend the Time Limit for the Degree

When each student is assigned a Dissertation Advisor, he and his advisor will discuss his potential graduation date. If at any time in the Dissertation Phase the projected date of graduation falls after the seven years, the student, through his or her advisor should appeal with explanation to the Ph.D. Committee for an extension.

Approval: The student will be notified, through the Advisor, of the Ph.D. Committee's approval of the extension and the details. The student then most agree, in writing, to the terms of the extension.

Denial: If the committee denies the appeal, the student will be notified, through the Advisor, as soon as possible. The student may appeal to the Olivet University Academic Dean for reconsideration and the dean’s decision is final.

Curriculum

The Ph.D. in GTS program is a hybrid, borrowing from some of the best elements of North American and European doctoral models. The methodologies used, include: personal supervision, collaborative learning and Individual studies.

- During the duration of the studies, each student will work with two supervisors. The first will guide the student through the first phase of the program. He or she will oversee the progress in the program, oversee and participate in the Oral Exam which completes the first phase. An Advisor will be appointed by the Ph.D. Committee to advise and oversee the dissertation phase of the program. He or she will also supervise and participate in the defense of the dissertation, which will lead to the completion of the program. It is possible that the same person could serve as both supervisor in the Seminar Phase and the Dissertation Advisor.

- Collaborative Learning consist of formal courses comprised of onsite courses which are part of an annual Colloquium as well as online seminars. There are required seminars as well as electives. This collaborative learning facilitates peer relationship and peer learning. It also enables the professor to devote considerable time to guiding and mentoring students in their field of studies.
- Independent studies consists of topic related studies, which include directed readings, writing and presenting academic papers for seminars and publication, student teaching, preparation for the oral exam, development of a prospectus and the writing of a dissertation.

The program requires the completion of 60 credits. 45 Credits will be earned in the Seminar Phase through the successful completion of required and elective seminars and independent studies. 15 Credits will be awarded for the successful completion of the dissertation.

1. Seminar Phase (45 Units)

The Seminar Phase incorporates 45 credits through required and elective seminars, colloquium participation and independent studies and is completed with the successful passing of an oral exam and presentation of an academic portfolio. Once the student completes these requirements, he or she will be allowed to enter the dissertation phase.

Required Seminars (15 units)

- MINS803 A Study of Modern Day Strategies for Growth (3 units)
- MINS826 Advanced Exploration and Application of Global Missiology (3 units)
- MINS861 Contextualization (3 units)
- RSCH810 Doctoral Research and Presentation (3 units)
- THEO850 Global Theological Explorations (3 units)

Required Colloquia (total units vary)

Regular, annual colloquia are a core requirement of the Ph.D. program at ZSDS. Each student, who has not yet passed the qualifying examination for entry into the dissertation phase must attend the annual colloquium. Credit earned counts towards the elective seminars portion of the curriculum.

- THEO861-865 Ph.D. Colloquium I-V (3 units each)

Major Elective Seminars (30 units)

Students must complete advanced theological studies in their field of expertise and other course approved offerings from ZSDS catalog. Courses will be offered at the annual colloquiums, online, or as approved independent studies supervised by proigram faculty. Refer to the ZSDS course catalog for details. Course choices include:

- MINS827 Advanced Study on Discipleship (1 unit)
- MINS825 Ministry Leadership and Supervision (2 units)
- THEO851 Christian Theology and World Culture (3 units)
- RSCH850x Ph.D. Independent Study A-H (1-8 units)

2. Oral Examination (Qualifying Examination)

The Doctoral Oral Examination marks the culmination of the Seminars Phase and, if successfully passed, leads to the dissertation phase. 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.

Students must have completed all required seminars (15 units) and 30 additonal units the ZSDS Ph.D. course catalog. To apply submit a completed Ph.D. Portfolio and a written request for examination. The examination itself will be held in front of the student's doctoral committee and cover the content of the portfolio, all prior course work, the content of the Examination Reading List (Published by the Ph.D. Office), and key topic from the specific field of research chosen by the student.

3. Dissertation Phase (15 Units)

Upon completion of the Seminars Phase with the successful passing of the qualifying examination, the student officially enters the dissertation phase. In this phase, he or she will

- Get approval for the intended title and thesis statement,
- Submit a prospectus,
- Write a dissertation on a topic associated with global theology, and
- Defend it in front of members of the faculty.

The following courses are required in this phase:

- RSCH980 Prospectus (0 units)
- RSCH990 Dissertation Phase (15 units, *prerequisite: RSCH980*)
- RSCH992-994 Dissertation Phase Continuation I-III (0 units each)

Upon succesful completion of RSCH990 the student will be able to graduate. This course is initially enrolled after passing the Prospctus course and will receive an I - Incomplete grade if not completed within the initial term. Consequently the student must enroll and pass continuation courses each regular term until the final grade of RSCH990 is achieved.

Detailed Process

Upon entering the dissertation phase, 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. It is worth 15 credits in the overall Ph.D.program.

Course Descriptions

Required Courses

MINS803 A Study of Modern Day Strategies for Growth (3 units)

In our world today some religious and other groups are growing. We must ask the reasons why. In this course the student willstudy seven groups to see why they are growing with the purpose to held us develop a better Worldwide strategy for global evangelism. Towards the end of the course all should have a better idea of what is meant by a Mega strategy.

MINS826 Advanced Exploration and Application of Global Missiology (3 units)

This seminar gives an opportunity for the entering PHD student to build upon his/her previous studies in World Missions, Intercultural Studies and Global Theological Studies. It also seeks context-focused research that is comprehensive and adds new insight into the students ministry objective. It encourages improvement in cultural adaptation and global and local contextualization as needed in a unique ministry context.

MINS861 Contextualization (3 units)

The focus of the course is to study the interplay between the gospel and Culture. What does this interplay look like? What effect does this have on our understanding of theology and missiology? This course will analyze the different approaches to contextualizing the gospel and develop an evangelical approach for communicating the gospel in differing cultures.

THEO850 Global Theological Explorations (3 units)

This is an opportunity in one's PhD studies to review previous theological studies, but also the chance to explore avenues needing further and deeper study. Such study is needed especially in view of the increasing awareness of the global nature of Christian theology which heretofore has been shaped by the experience of Christendom, that is the close link between church and state in the Roman Empire and its successor states.

THEO861-865 Ph.D. Colloquium I-V (3 units each)

The purpose of the course is to prepare advanced students at the Ph.D. level for their Ph.D. Exams and writing adissertation in the field of Global Theology. The course provides an learning interaction between professors andstudents in order for students to develop their knowledge and expertise in the field of Global Theology throughdiverse readings, writing papers and peer discussion. The course also works with the student in preparing them todevelop a prospectus and write a Ph.D. dissertation.
Note: This course is required to register annualy until passing the qualifying examination. Credit earned varies with the number of years it is taken and counts towards the Major Electives Group.

RSCH810 Doctoral Research and Presentation (3 units)

The student is introduced to the methods and materials necessary for adequate and appropriate research for producing a doctoral(PhD)-level dissertation (biblical, theological, historical, missiological, or pastoral). 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 and PhD research, how to present it, and getting practical experience with the writing of an academic article capable of being published.

Elective Courses

MINS825 Ministry Leadership and Supervision (2 units)

An introduction to principles and methods of leadership and supervision. Unique aspects of biblical leadership as applied to church, and parachurch organizations will be explored. Current resources and techniques are examined.

MINS827 Advanced Study on Discipleship (1 unit)

The purpose of the course is to help advanced students at the Ph.D. level better understand both the development and structure of popular plans of discipleship with the purpose of helping the students develop their own plans,. The two most popular plans will be studied in detail.

RSCH850A-H Ph.D. Independent Study A-H (1-8 units)

The Independent Study courses allow to study a specialized topic or issue related to his or her field of study. Depending on the size of the study or related project the course can count from 1 to 8 credits. This study is supervised by one of the Olivet Ph.D. Professors. The topic and extent of the study needs to be approved by the Ph.D. Committee two months after signing up for the course, by Dec 1st.

THEO0851 Christian Theology and World Culture (3 units)

This course aims to provide students with a profound understanding pertaining to Christian theology and world culture. In order to fulfill the course objectives, to begin with, the course examines theological paradigms in light of the historical understanding of Protestantism: orthodox, liberal and radical theology. By utilizing typological approaches, in particular, the course is designed to explore the relations between Christian theology and other major themes such as science, religion, and culture. Conclusively, students in this course will gain broader and further construal as to theological spectrum and its relevance to other spheres of the modern culture.

Dissertation Courses

RSCH900 Doctoral Examination (0 units)

The Doctoral Oral Examination marks the culmination of the Seminars Phase and, if successfully passed, marks the transition to the Dissertation Phase. Each student will need to present the Ph.D. Committee a portfolio with their best 5 papers or articles, 5 Book reviews and 5 Encyclopedia entries. The written material should be selected from the work done during the Seminar phase in the different courses. This material will be evaluated and become part of the evaluation process for the Doctoral Examination.

RSCH980 Prospectus (Begin of the Dissertation Phase) (0 units)

Upon completion of the Seminars Phase and passing of the Doctoral Examination a number of steps need to be taken by the candidate in order to secure approval for the dissertation topic and to begin the writing process.

RSCH990 Dissertation Phase (15 units)
See the Ph.D. Handbook for further details about your dissertation phase.

RSCH992, 993, 994 Dissertation Phase (Continuation I-III) (0 units each)
A student having begun the dissertation phase will retain the grade "Incomplete" (IP) until all course requirements have been fulfilled.

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 0%. 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 30, 2018 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.

Faculty List

Professors on the Zinzendorf Faculty expected to be active or available for the Ph.D program in 2019 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 W. Gill

- Ph.D., University of Southern California (1979)
- M.A., San Francisco State University (1971)
- B.A., University of California, Berkeley (1968)

David Jang

- Ph.D., Dankook University, South 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)

Esther D. Jung

- Ph.D., Yonsei University, The Graduate School (2014)
- Th.M., Yonsei University, The United Graduate School of Theology (2008)
- B.A., Yonsei University, South Korea (2004)

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)

Imad Shehadeh

- Th.D., Dallas Theological Seminary (1990)
- Th.M., Dallas Theological Seminary (1986)
- B.A., University of California, San Diego (1977)

Joseph J. Lee

- Ph.D., Yonsei University, The Graduate School (2017)
- Th.M., Yonsei University, The United Graduate School of Theology (2011)
- B.A. in Theology, Yonsei University (2008)
- B.A. in English Literature, Yonsei University, South Korea (2008)

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)

Susan Bubbers

- Ph.D., London School of Theology (2011)
- D. Min., Reformed Theological Seminary (2002)
- M. Div., Regent University (1991)

W. Creigton 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)

CHAPTER 7: CAREER SERVICES

Olivet Career Center

Olivet Career Center offers a variety of services and tools to facilitate professional opportunities for Olivet students, alumni and employers.

We help students with career planning and employment services, including helping discern vocation within a godly calling and nurturing professional capabilities in the workplace and beyond.

Students receive support in identifying their God-given talents, measuring aptitude, resume and portfolio development, tailored job searches, and our highly effective individual career advising to determine or clarify a career path.

OCC works closely with the Ministry Practice office, having access to the same resources and network. Alumni employers and ministries are partnered with the University to recruit Olivet-trained workers, known for their mature and Christ-like ethics and competence in a diverse array of skills.

Coaching and Counseling

- Schedule a free 20-minute online session by emailing registrar@olivetuniversity.edu
- Discuss purpose and God’s calling in their career choices
- Identify strengths and weaknesses
- Discuss specific goals and clarity for your career.
- Discuss potential opportunities within the Olivet network

Detailed Occupation Level for Doctoral Programs

The following classification of instructional programs offered at Olivet University and its academic units is intended for general overview purposes. Completion of any educational program listed below or offered by the University does not guarantee employment in any of the occupational classes described, nor does it imply that the program does not prepare its graduates for any other occupations.

This list is a chosen standard by the University to measure its educational outcomes against. Employment rates will consider only employment in the fields listed under each degree program. This list is subject to change at sole discretion of the University and its understanding of the content and anticipated outcomes of its educational programs.

CIP (Classification of Instructional Programs) Codes follow the 2010 edition published by the National Center for Education Statistics (NCES) and are listed with each educational program name in bold type. CIP have been assigned by faculty and academic adminsitration according their overall understanding of the program.

SOC (Standard Occupational Classification) Codes follow the 2018 edition manual published by the Executive Office of the President, Office of Management and Budget and are listed below each educational program. SOC codes have been assigned using the "education crosswalk search" at www.onetonline.org and with input from faculty and administration where deemed necessary.

Doctor of Ministry (CIP 39.0602 Divinity/Ministry)
Doctor of Philosophy in Global Theological Studies (CIP 39.0601 Theology/Theological Studies, 39.0301Missions/Missionary Studies and Missiology)

21-2000 Religious Workers (umbrella group)
21-2010 Clergy
21-2020 Directors, Religious Activities and Education
21-2090 Miscellaneous Religious Workers
25-1126 Philosophy and Religion Teachers, Postsecondary
25-1190 Miscellaneous Postsecondary Teachers

CHAPTER 8: COURSE SELECTION AND SCHEDULING

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.

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 9: GRADE NOTATION AND POLICIES

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 completedby 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 creditand 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 within10 days after the submission

CHAPTER 10: SATISFACTORY ACADEMIC PROGRESS REVIEW

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.

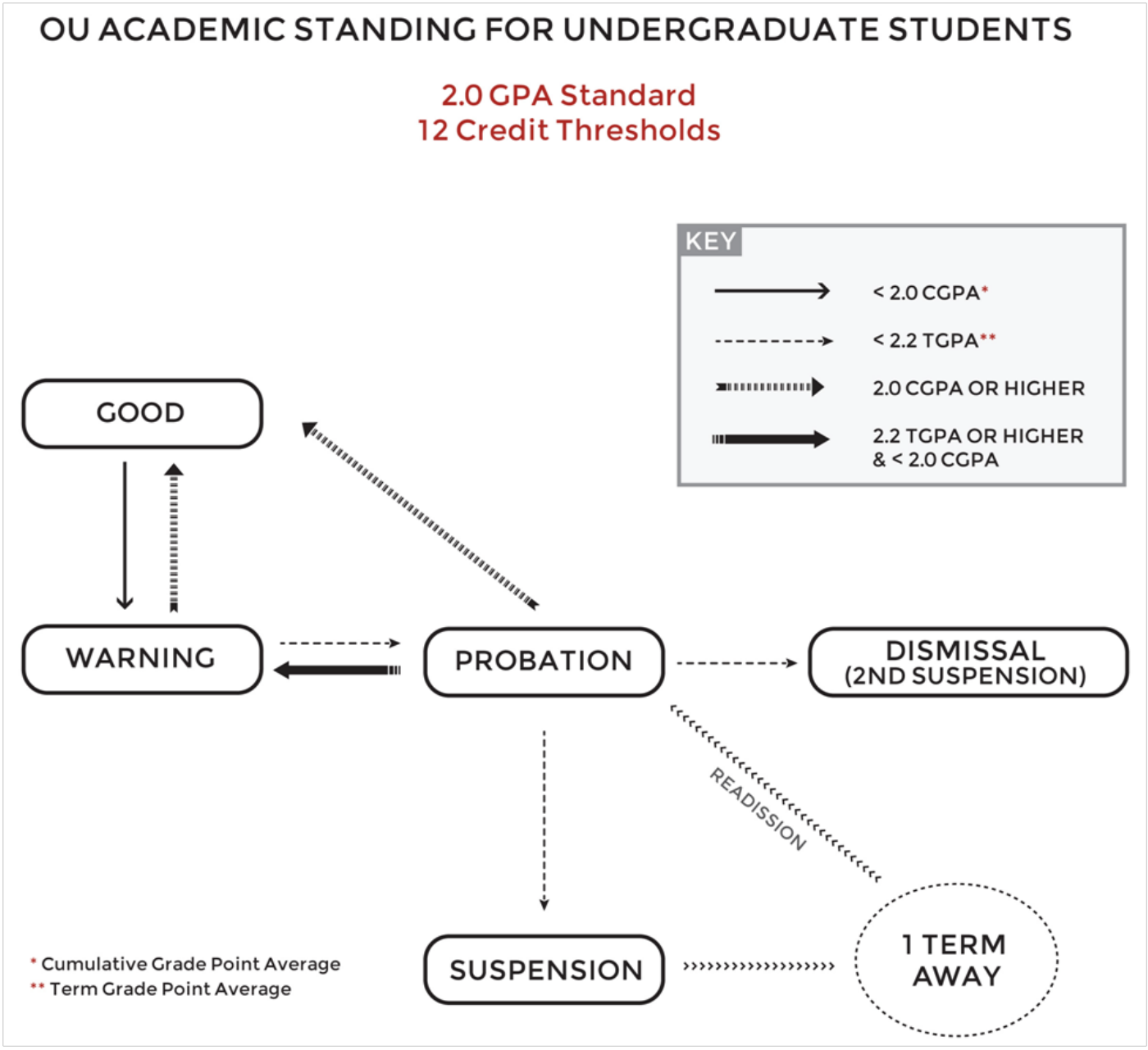
A student placed on Second Academic Suspension shall be permanently dismissed from the University without a possible readmission.

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
KEY
< 2.0 CGPA*
< 2.2 TGPA**
2.0 CGPA OR HIGHER
2.2 TGPA OR HIGHER & < 2.0 CGPA
GOOD
WARNING
PROBATION
DISMISSAL (2ND SUSPENSION)
READISSION
SUSPENSION
1 TERM AWAY
* Cumulative Grade Point Average
** Term Grade Point Average

CHAPTER 11: GRADUATION

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 Doctor of Ministry program of the Zinzendorf School of Doctoral Studiesmust maintain an average grade of “B” (3.00) for graduation. Students enrolled in the Doctor oh Philosophy program of the ZSDS must maintain an average grade of “B+” (3.30) 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 the oral defense of the Final Paper or Dissertation with at least "pass with minor changes", they may request graduation audit to the ZSDS.

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 the graduation application form, submit the form and pay the graduation fee.

5. The Registrar’s Office prepares and sends the diploma and an official transcript to the address typed on the graduation application form.

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 by female faculty in our graduations. Olivet also provides for the renting of a gown and/or hood. Sizes available are small, medium and large.

CHAPTER 12: OLIVET UNIVERSITY POLICIES

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 13: STUDENT LIFE AND STUDENT SERVICES

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.

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

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 14: LIBRARY SERVICES

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

Patron	Number of Items	Length of Loan

Undergraduate Student	10	2 Weeks
Graduate Student	20	2 Weeks
Faculty/Staff	30	1 Month
Alumni	5	2 Weeks

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 15: UNIVERSITY SERVICES AND UNIVERSITY OFFICES

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

Financial Aid Office: finaid@olivetuniversity.edu

Library Services: library@olivetuniversity.edu

Registrar Office: registrar@olivetuniversity.edu

Admissions Office: admissions@olivetuniversity.edu

Student Services Office: student.info@olivetuniversity.edu

International Student Office: 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

Olivet University, San Francisco Campus

201 Seminary Drive,

Mill Valley, CA 94941

(415) 371 0002

admissionssf@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

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. Beloware 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 16: UNIVERSITY LEADERSHIP

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 INTERNATIONAL

ACADEMIC CATALOG

2019 - 2020

Academic Catalog

2019-2020

September 1, 2019 through August 31, 2020

Olivet University International
international.olivetuniversity.edu

Table of Contents

Welcome From the President
- Welcome from the President

CHAPTER 1: GENERAL INFORMATION
- Obtaining a Catalog
- General Policy Statement
  - Statement of Student Responsibility
  - Disclaimer
- Academic Calendar 2019-2020
- Administrative Holidays 2019-2020
- Vision, Mission, Goals, Values
  - Mission Statement
  - Vision
  - Mission Strategy
  - Olivet University International History
  - Values
  - Institutional Goals of Olivet University International
  - Faith-First Educational Philosophy
  - Statement of Faith
  - Olivet University International Commitment to Students

CHAPTER 2: APPLYING TO OUI
- Notice Concerning Transferability of Credits and Credentials Earned
- Admissions Policy
- Admission Requirements
  - Undergraduate
  - Graduate
- Student Identity Verification
  - Policy for Student Identity Verification in Distance Learning
  - Implemented Practices for Compliance
    - a. Secured Electronic Identification System
    - b. Proctoring
- Costs of Attendance, Tuition and Fee
  - Other Fees (Non-Refundable)*
- Tuition Payment Policy
  - Payment Options

Installment Payment Plan
Delinquent Accounts
Student Account Disputes
Cancellation and Refund Policy
Student's Right to Cancel
Refund Policy:
Refund Calculation:
Sample Student Refund Calculation 1: Undergraduate Studies
Sample Student Refund Calculation 2: Master of Divinity
Sample Student Refund Calculation 3: Master of Information Technology
Sample Student Refund Calculation 4: Master of Business Administration
Sample Student Refund Calculation 5: Doctor of Ministry (Non WOA Missionaries)
Sample Student Refund Calculation 6: Doctor of Ministry (WOA Missionaries)
California Student Tuition Recovery Fund
Transfer Students
General Policy
Undergraduate Criteria
Graduate Criteria
Doctor of Ministry Criteria
Specific Policies
Transfer Admissions Requirements
Undergraduate
Graduate
Fees for Transfer Credit
Advanced Placement (AP) and International Baccalaureate (IB) Exams
Instances of Fraud
CHAPTER 3: SCHOLARSHIP AND FINANCIAL ASSISTANCE
Application Process and Forms
Deadlines
International Student Scholarship
Missionary Scholarship
Ministry Scholarships
CHAPTER 4: ACADEMIC REGULATIONS
Credit Hour
Master of Divinity Degree Requirements
Master of Business Administration Degree Requirements
Master of Arts in Information Technology Degree Requirements
Doctor of Ministry Degree Requirements
CHAPTER 5: UNDERGRADUATE PROGRAMS

- Bachelor of Arts Degree Core / General Education
  - Olivet's Core Learning Outcomes
  - Curriculum
  - Course Descriptions
- Bachelor of Arts in Theology
  - Program Goals
  - Graduation Requirements
  - Time Limits
  - Course Descriptions
- Bachelor of Arts in Information Technology
  - Program Goals
  - Graduation Requirements
  - Time Limits
  - Curriculum
  - Course Descriptions
- Bachelor of Arts in Business Administration
  - Program Goals
  - Graduation Requirements
  - Time Limits
  - Curriculum
  - Course Descriptions

CHAPTER 6: GRADUATE STUDIES

- Master of Divinity
  - Program Goals
  - Graduation Requirements
  - Time Limits
  - Curriculum
  - Course Descriptions
    - Biblical Studies & Languages (required)
    - Historical Studies (required)
    - Theological Studies (required)
    - Theological Studies (elective)
    - Ministry Studies (required)
    - Ministry Studies (elective)
- Master of Business Administration
  - Graduation Requirements
  - Time Limits
  - Curriculum

Course Descriptions
Master of Arts in Information Technology
Program Goals
Graduation Requirements
Time Limits
Curriculum
Course Descriptions
CHAPTER 7: DOCTORAL STUDIES
Doctor of Ministry
Areas of Study
Program Goals for the D. Min. Program
Curriculum
Course Descriptions
Faculty Organization and Responsibilities
Doctoral Council
Evaluation of the Program
Requirements for Graduation
CHAPTER 8: COURSE SELECTION AND SCHEDULING
Adding and Dropping Courses
Withdrawal Policies
College Withdrawal (Complete Withdrawal) Policy
Refunds for Withdrawals
CHAPTER 9: GRADE NOTATION AND POLICIES
Grading Policies
Grading System (Undergraduate)
Grading System (Graduate, Doctoral)
Grade Point Averaging and Deficits
Grade Appeal
CHAPTER 10: SATISFACTORY ACADEMIC PROGRESS REVIEW
Academic Good Standing
Academic Disciplinary Status Overview
Disciplinary Policy for Undergraduate/Graduate Students
Academic Progress of Students
Midterm Monitoring
Academic Review
Statement of Academic Rigor
CHAPTER 11: GRADUATION
General Requirements

- Additional Requirements
- Graduation process

CHAPTER 12: OLIVET UNIVERSITY INTERNATIONAL POLICIES

- Student Records
- Confidentiality and Privacy Policies
- Statement of Non-Discrimination
- Complaint and Grievance Policy
  - Grievance Procedures:
  - To File a Grievance
- General Code of Conduct
  - Sanctions
  - Harassment
- Academic Honesty
  - Student Responsibilities
  - Definitions
  - Policy Implementation

CHAPTER 13: STUDENT LIFE AND STUDENT SERVICES

- Enrollment Requirements & Procedures
- Digital “Orientation”
- Student ID Cards
- Class Work
- University-Wide Literary Style
- Examinations
- Leave of Absence / Time Limit Policy
- Academic Advising
  - Academic Advising Center
- Petitions
- Changes in Personal Information
- Transcripts
- Counseling
- Tutoring
- Netiquette Guide
  - Security
  - General Guidelines
  - Email Netiquette
  - Message Board Netiquette and Guidelines

CHAPTER 14: UNIVERSITY SERVICES AND UNIVERSITY OFFICES

- University Offices

University Services
Technology Requirements
CHAPTER 15: UNIVERSITY LEADERSHIP AND INSTRUCTIONAL PERSONNEL
OUI Leadership
Administration
Board of Trustees
Advisory Boards
OUI Course Instructors

Welcome From the President

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

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, 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
**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.

Disclaimer

This handbook and the policies and procedures contained herein are in effect from September 1, 2019 through August 31, 2020. 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, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Academic Calendar 2019-2020

Please visit https://international.olivetuniversity.edu/academiccalendar2019-2020.html to see our latest academic calendar.

Administrative Holidays 2019-2020

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.

Administrative Holidays	
Summer Term: Independence Day Labor Day	 July 4, 2019 Sep 3, 2019
Fall Term: WOA Events Veterans Day Thanksgiving Break Christmas Holiday New Year’s Day	 Oct 27 – Nov 2, 2019 Nov 11, 2019 Nov 22 – 23, 2019 Dec 23 – 26, 2019 Jan 1, 2020
Winter Term: Martin Luther King Day Presidents Day	 Jan 21, 2020 Feb 18, 2020
Spring Term: Memorial Day	 May 27, 2020

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.

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. TheUniversity 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 toqualified 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

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) 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 will fully 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: California, Hawaii, Idaho, Massachusetts, New Hampshire, New Jersey. 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 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 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 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 Profeesional 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 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

Books and Supplies (Estimated annual costs)	
Undergraduate-level	$400
M.A.IT	$400
M.Div	$400
MBA	$400
D.Min	$560
Tuition	
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
D.Min Colloquium Fees	
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)*

Admissions Fees	
Application for Admission	$75
General Fees	

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
Registration Fees	
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
Graduation Fees	
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.

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 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 calcuated 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)
Fall, Winter, Spring Terms	10	70
Summer Term	8	56
Doctoral Year Term	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 calendar days / 252 term days) = 92.86%
- Tuition paid: $4,950 (for 11 credits @ $450 per credit)
    - 92.86% = $4,596.57 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 calendar days / 252 term days) = 80.95%
- Tuition paid: $4,950 (for 11 credits @ $450 per credit)
    - 80.95% = $4007.03 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 calendar days / 252 term days) = 92.86%
- Tuition paid: $2,933.37 (for 11 credits @ $266.67 per credit)
    - 92.86% = $2,723.93 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 calendar days / 252 term days) = 80.95%
- Tuition paid: $2,933.37 (for 11 credits @ $266.67 per credit)
    - 80.95% = $2,374.56 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

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. 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 March 30, 2020 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

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

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.
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 oneof 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 is 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 Histrical 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 Histrical 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 equippingstudents 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 externalenvironments. 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 learnabout 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 systemrelated 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*

I**TEC341 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 combinatory, 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 technologyfrom 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

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) (***Prerequisite:*** *BIBL520*)
- BIBL521 Studies in Romans II (4 units)
- 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 Christianism (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 indefining 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*

MGMT650Human 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 strategicsolutions.
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 musthave 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 andprotocols, 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 to 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 includesfundamental 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 evolvement 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 Androidwill 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 thestudent 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

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.

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 preferrable. 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.

Course	**Credit Hours**	**Residential* / Online**
Required Seminars (9 credits)		
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
Elective Seminars (17 credits)		
BIBL801 Advanced New Testament Background	2	Online
HIST810 Modern East Asian History Emphasizing Christian Influences	2	Residential / Online
MINS811 Buddism	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 (***Prerequisite:*** *All four required seminars completed.*)	1-8	Online
Practicum (8 credits)		
PRAC800A Ministry Internship – A	8	Online
Final Project (11 credits)		
MINS980 Final Paper/Project (***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.*)	11	Online

* Maximum of 8 units from the "residential" category can be registered throughout the course of study.

Residential Component – DOCTORAL COLLUQUIUM

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 throughoutthe 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 Doctral 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, discipled, 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 2019-20 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

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 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 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

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 completedby 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 creditand 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

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

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

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

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 erm 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, 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

University Offices

Student Finance Office: studentfinance@international.olivetuniversity.edu
Financial Aid Office: finaid@international.olivetuniversity.edu
Library Services: library@olivetuniversity.edu
Registrar Office: registrar@international.olivetuniversity.edu
Admissions Office: 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-casew 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

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

Anthony Chiu - Trustee
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.
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M.Div.
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Practical Theology

Jianbin Lei
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Program Language

Jianhua Dong
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Karen Taylor
M.A.
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Linda Mercadante
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Princeton Theological Seminary
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Comparative & Labor Economics

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OLIVET UNIVERSITY INTERNATIONAL

수 강 편 람

2019 - 2020

수강편람

2019-2020

2019년 9월 1일부터 2020년 8월 31일

Olivet University International

international.olivetuniversity.edu

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Table of Contents

총장 인사말

- 총장 인사말

1장: 일반 정보

- 수강편람 신청방법
- 일반적인 정책
  - 학생 책임에 대한 성명
  - 책임에 대한 거부
- 학사 일정 2019-2020
- 행정 공휴일 2019-2020
- 비전, 사명, 목표, 가치
  - 사명문
  - 비전
  - 사역 전략
  - 올리벳 대학교 인터내셔널의 역사
  - 가치
  - 올리벳 대학교 인터내셔널 운영 목표
  - 신앙 우선의 교육 철학
  - 신앙 고백
  - 올리벳 대학교 인터내셔널의 학생에 대한 약속

2장: OUI 입학 안내

취득한 학점 및 학위의 편입에 관한 공지

입학 정책

모집요강

석사 과정

학생 신원 확인

온라인 원격 학습에서 학생의 신원 확인을 위한 정책

규정 준수를 위한 적용

a. 보안 전자 식별 시스템

b. 프록터 감독 시험

학업 비용, 등록금 및 수수료

기타 수수료 (환불 불가)*

등록금 납부 정책

결제 방법

분납 신청 계획

연체

이의 제기

수강 취소와 환불

학생의 취소할 권리

환불 정책:

환불 계산:

학생 환불 계산의 예시: 목회학 석사

캘리포니아 학생 수업료 회복 기금

편입 학생

일반 정책

대학원 기준

특정 정책

편입학 요구 사항

대학원

학점 편입 수수료

사기 사례

3장: 장학금과 재정 지원

지원 절차와 양식들

마감기한

국제 학생 장학금

선교사 장학금

사역 장학금

4장: 학업 규칙

이수 시간

Master of Divinity 학위 충족 조건

5장: 대학원 과정

목회학 석사

프로그램 목표

졸업요건

시간 제한

커리큘럼

과목 설명

성서 연구 및 언어 (필수)

역사 연구 (필수)

신학 연구 (필수)

신학 연구 (선택)

사역 연구 (필수)

사역 연구 (선택)

6장: 수강 과목 선택 및 시간 조정

수강 신청 변경(추가 및 중도 포기) 기간

수강 취소에 관한 학사 내규

대학 취소(완전 취소)에 관한 학사 내규

수강 취소에 대한 환불 규정

7장: 학점 표기법 및 규정

학점 규정

석/박사 성적 평가 기준표

평점 평균 산출 및 차감

성적 이의 신청

8장: 학업 진행 만족 기준(SAP) 심사

학업 적정 수준

학업 상 징계 등급 개요

학부/석사 과정 대상 징계 지침

학생의 학업 진행 상황

중간 학기 모니터링

학업 심사

학업상 엄격함에 대한 성명
9장 : 졸업
졸업 요건
추가 요건
졸업과정
10장: Olivet University International 정책
학생 기록
기밀 유지 및 개인 정보 보호 정책
차별 금지 선언문
불만 사항 및 고충 처리정책
불만 사항 처리 절차:
불만을 제기하려면
일반 행동 규정
제재
학대
학문적 정직
학생의 책임
정의
정책 구현
11장: 학생 생활과 학생 서비스
등록 조건과 절차
디지털 “오리엔테이션”
학생증

- 과제
- 대학 차원의 논문 작정 방법
- 시험
- 결석 / 시간 제한 정책
- 학사 지도
  - 학사 지도 센터
- 청원
- 개인 정보 변경
- 성적 증명서
- 상담
- 과외
- 네티켓 안내
  - 보안
  - 일반 지침
  - 이메일 네티켓
  - 메시지 보드 네티켓 및 지침

12 장 : 대학 서비스 및 대학 부서

- 대학 부서
- 서비스 이용 안내
  - 기술 요구사항

13장: 대학 리더십과 교수진

- OUI 리더십
  - 행정부

이사회

자문위원회

OUI 교수진

총장 인사말

총장 인사말

우리 주님과 구주 예수 그리스도의 이름으로 Olivet University International에 오신 것을 환영합니다!

올리벳을 소개하게 되어 매우 기쁩니다.

우리 대학은 기독교 대학으로 대사명의 완수를 위해 지도자와 학자 양성하는 일에 전념하고 있습니다. 이를 위해, 우리의 모든 프로그램은 하나님 말씀에 대한 사모함과 선교와 사역지에서 이를 나누고자 하는 열정을 심어주기 위해 만들어졌습니다.

올리벳은 땅 끝까지 복음을 전하기 원하는 사역자들을 훈련시키기 위한 비전을 가지고 시작했습니다. 선교의 진정한 모판으로서 올리벳 신학 대학교(OTCS)는 복음에 적대적인 곳을 포함한 전세계로 목사들과 선교사들을 파송했습니다. 특별히 어려운 선교지들은 인내를 통한 연단과 지속적인 소망을 올리벳에 가져왔습니다. 이는 또한 올리벳에게 하나님을 전하는 기술적 도구를 개발하도록 하는 영감을 주어, 현재 온라인 교육에 선두적인 자리에 있도록 변화시켰습니다.

그로부터 25여년이 지난 지금, OTCS의 설립 비전은 올리벳 대학교 인터내셔널 안에 살아 숨쉬고 있으며 날로 자라나고 있습니다. 주님의 은총 아래, 올리벳의 프로그램은 학사, 석사, 및 박사 과정까지 크게 확대 되었습니다. 올리벳은 신학대를 대표 대학으로 하면서 음악, 미디어, 디자인, 정보 기술, 언어 및 비지니스 분야에 대한 연구도 제공합니다. 이 공인된 프로그램은 각 분야의 현대적 도전 과제에 잘 대처할 수 있는 지도자를 배출하는 양질의 엄격한 학습 경험을 제공합니다. 올리벳의 교육은 몰입감 있는 현장 실습과 강의실 학습을 포함합니다. 이러한 2중 구조적 교육 방침은 학생들이 이론과 실제를 연결시켜 효과적으로 적용할 수 있도록 하기 위한 것입니다. 따라서 올리벳의 사명은 전문적인 사역 현장의 각 자리에서 성공적으로 실무를 수행할 수 있는 남성과 여성 졸업자를 배출하는 것입니다.

사도 바울은 "푯대를 향하여 그리스도 예수 안에서 하나님이 위에서 부르신 부름의 상을 위하여 달려간다고" (빌립보서 3:14) 말했습니다. 이런 면에서 올리벳에서의 교육은 평생에 걸친 여행과 같습니다. 우리는 우수성을 추구하기 위해 지속적인 교육의 중요성을 강조합니다. 이것은 올리벳 대학에서 중요하게 여기는 가치입니다. 우리 학교 웹사이트에서 하나님께서 올리벳을 통해 하고 계신 위대한 일을 만나고 기도하고 참여하실 수 있습니다. 자주 방문해주시고, 다시 한번 올리벳 대학 인터너셔널에 오신 것을 환영합니다!

그리스도 안에서 축복합니다.

Tracy J. Davis

1장: 일반 정보

수강편람 신청방법

수강편람은 입학처에서 받아보실 수 있습니다. 전화 (951) 763 0500, 혹은 이메일 info@international.olivetuniversity.edu로 신청하시거나 아래 주소로 서면 신청서를 보내십시오.

Olivet University International

Attn: Admissions

36401 Tripp Flats Road

Anza, CA 92539

미국내 주문시 $10*, 이외의 지역은 $35*의 수수료가 있습니다 (배송 및 취급 비용 포함). 결제는 비자, 마스터 카드, 수표 또는 머니 오더로 할 수 있습니다. 수강편람 정보는 다음의 웹주소에서 온라인으로도 이용할 수 있습니다.

international.olivetuniversity.edu

*수수료는 변경될 수 있음.

일반적인 정책

학생 책임에 대한 성명

본 수강편람은 학교 웹사이트를 통해 모든 학생들에게 디지털 형식으로 제공됩니다. 예비 학생들은 등록 계약서 (Enrollment Agreement)에 서명하기 전 반드시 본 수강편람을 검토해야 합니다.

올리벳 대학 인터내서널에 등록함으로써 학생들은 본 수강편람 및 대학 정책에 명시된 모든 조건을 수락하고 준수할 것에 동의합니다. 학생들은 수강편람과 부록으로 제공된 정보 및 모든 대학 정책을 숙지해야 합니다.

학생 및 다른 일반인이 본 대학에 대해 불만이 있는 경우 캘리포니아 사립 고등 교육국에 전화하거나 해당 기관의 웹사이트에서 불만 양식을 다운받아 작성하여 불만 사항을 제출할 수 있습니다. www.bppe.ca.gov.

책임에 대한 거부

본 수강편람과 여기에 포함된 정책 및 절차는 2019년 9월 1일부터 2020년 8월 31일까지 유효합니다. 본 문서의 정보는 검토를 거쳤지만 오류가 있을 수 있으며, 이러한 오류는 대학에서 발견시 수정될 것입니다.

올리벳 대학교 인터내셔널은 본 수강편람의 내용에 정확한 정보를 제공하기 위해 최선을 다하지만, 사전 통지 없이 언제든지 변경할 수 있는 권리를 보유합니다. 대학은 학교의 공식 조치에 의해 학사일정, 교육 과정, 개별 수업, 정책, 수수료 및 기타 대학 운영의 모든 측면을 변경할 권리가 있습니다. 또한, 수강편람의 인쇄 이후에도 정책, 절차 및 관리 내용이 변경될 수 있습니다. 모든 업데이트와 변경 내용은 오라인 버전에 반영됩니다. 온라인과 인쇄 내용이 일치하지 않을 경우, 온라인 버전을 최종 확정본으로 간주합니다. 최신 정보를 확인하기 위해서는 해당 부서 사무실에 연락해야 합니다.

학위 과정이 중단되거나 학위 수여 요건이 크게 변경될 경우, 대학은 변경으로 인해 어려움을 겪는 학생들이 기존 프로그램 및 요구

사항을 계속 유지할 수 있도록 노력할 것입니다.

학생이 본 수강편람과 관련한 질문에 대해 대학으로부터 만족스러운 답변을 얻지 못하는 경우, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov의 캘리포니아 사립 고등 교육국에 문의할 수 있습니다. 수신자 부담 전화 (888) 370-7589 또는 팩스 (916) 263-1897로 문의하십시오.

학사 일정 2019-2020

http://international.olivetuniversity.edu/academiccalendar.html에서 현재 학사일정을 확인할 수 있습니다.

행정 공휴일 2019-2020

Olivet University International에 연락하려면 월요일부터 금요일까지 오전 9시에서 오후 5시 (PST) 사이에 +1 951 763 0500 번으로 전화하십시오. Olivet University International 행정 사무실은 다음 휴일에 문을 닫습니다.

행정 공휴일	
여름학기:	
독립 기념일	July 4, 2019
노동절	Sep 2, 2019

가을학기: WOA 행사 퇴역 군인의 날 추수감사절 방학 크리스마스 새해 첫 날	 Oct 28 – Nov 1, 2019 Nov 11, 2019 Nov 28 – 29, 2019 Dec 24 – 25, 2019 Jan 1, 2020
겨울학기: 마틴 루터 킹의 날 대통령의 날	 Jan 20, 2020 Feb 17, 2020
봄학기: 현충일	 May 25, 2020

비전, 사명, 목표, 가치

사명문

Olivet University International 의 사명문은 이사회, 교직원 및 학생 행동, 전략 및 교육 교육 과정 기획, 기관 전체 내의 우선순위 설정 및 평가를 위한 지침서 역할을합니다. 여기서 공식화된 이상과 목표들은 Olivet University International의 설립자, 주요 관리자, 교수 그리고 계열사 및 독립된 운영 기관의 고문들이 그들의 헌신을 보이기 위해 신중히 협력하고 협의하는 과정에서 발전되었습니다.

“Olivet University International”또는“OUI”라고 불리는 Olivet University E캠퍼스의 사명은 예수 그리스도의 대사명을 위해 삶을 헌신한 학생들에게 널리 접근 가능한 온라인에서 양질의 성서적 교육을 제공하여 그들이 교회와 각 사역지에서 효과적인 지도자가 되도록 하는 것입니다.

비전

OUI는 성서 고등 교육에 대한 접근이 "주님의 지식으로 가득 찬" 세계의 핵심 요소라고 믿고 있습니다. 이는 성서 고등 교육은 하나님의 선물이며 예수 그리스도와 하나님 나라를 위해 개인의 삶과 이 세상을 변화시키는데 사용할 수있는 도구로 보는 것입니다. OUI는 성경 교육이 대사명을 확장시키고 교회와 기독 공동체를 강화하며 효과적인 사역을 위해 사람들을 준비시키는데 근본적인 역할을 한다고 믿습니다.

사역 전략

Olivet University International은 성경, 교양 및 전공 분야 등의 종합 교육 과정과 올리벳과 관련되 사역지에서 제공하는 장학금, 그리고 그리스도 중심의 서비스와 지원을 통해 이 사명을 수행합니다. 우리의 사명에서 파생된 5가지 교차 커팅 주제는 이러한 양질의 교육을 설명합니다.

올리벳 대학교 인터내셔널의 역사

“Olivet University International” 은 지난 2000년도에 Olivet University 내의 순수 온라인 e 캠퍼스로서 본교와 동시에 설립되었습니다. 온라인 교육의 초기 도입자로서 Olivet University International은 온라인 학생들을 위한 강의 제공 및 전체 학위 과정 제공을 가능하게 하는 기술 사용에 대한 실무 경험을 얻었습니다.

주님의 은혜로 올리벳 대학의 OUI e-캠퍼스는 복음주의자들 사이에서 온라인 교육의 선구자로 인정을 받았습니다. 또한 온라인과 강의실 환경에서 기술을 채택하여 자체 성장을 지원할 뿐만 아니라, IT 도구가 성경 기반의 고등 교육 기관과 특히 어떻게 관련 될 수 있는지 탐구합니다.

2016년 3월 3일, Olivet University는 사명을 완수하고 IT 및 교육 제공의 최첨단을 유지하기 위해 Olivet University 내에 속해 있던 "Olivet University International"을 따로 떼어 분교 형태의 e-캠퍼스로 전환하는 것을 발표했습니다.

가치

예수 그리스도

“ “예수께서 이르시되 내가 곧 길이요 진리요 생명이니 (요한복음 14:6)” 올리벳은 예수 그리스도가 유일한 구원의 근원이자모든 지식과 진리의 기초임을 인정합니다.

하나님 나라

“그런즉 너희는 먼저 그의 나라와 그의 의를 구하라 그리하면 이 모든 것을 너희에게 더하시리라” (마태복음 6장 33)

접근성

Olivet은 성경 교육이 전 세계 모든 사역지에 봉사하는 그리스도인들을 교육 시키기 위해 주신 하나님의 선물이라고 믿습니다. 본교는 온라인 교육을 통해 이러한 기회에 대한 접근성을 높여 예수 그리스도의 복음에 폐쇄적인 국가들에서도 자격을 갖춘 학생들에게 성서 고등 교육의 문을 열었습니다.

글로벌 커뮤니티

Olivet는 전 세계의 자격을 갖춘 개인에게 교육 서비스, 학위 과정 및 고용 기회를 제공하고 학습을 제공함으로써 글로벌 커뮤니티를 만듭니다.

서비스

Olivet는 모든 학생, 교수, 교직원 및 행정 스탭들이 예수님의 성서 윤리에 기초하여 연구 및 업무에 대한 최고 수준의 개인의 성실성, 정직성 및 책임을 수용 할 것을 기대합니다.

우수성

Olivet는 오늘 우리가 직면하는 도전적 문제들의 범위와 깊이에 적합한 양질의 성경 교육을 제공합니다. 본교는 지속적으로 학문적 모델의 모든 측면을 평가합니다.

올리벳 대학교 인터내셔널 운영 목표

Olivet University International은 예수 그리스도와의 개인적인 관계라는 맥락 안에서 학문과 전문 사역 준비의 우수성을 높이는 성경 고등 교육 기관으로서

1. 성서에 기반을 둔 정체성과 유산을 존중할 것입니다. (BIBLICAL TRADITION & IDENTITY)

2. 기독 대학 온라인 교육 분야의 선도 기관.
(ACADEMIC EXCELLENCE)

3. 학생, 선교, 그리고 사역에 도움이 되는 교육 프로그램, 파트너십 및 서비스에의 참여.
(ENGAGEMENT)

4. 서비스 및 강의 제공시 접근성 교육 제공 및 기술 최적화. (ACCESS & TECHNOLOGY)

5. 성과를 추구하는 동시에 서비스 제공을 장려하는 지속 가능한 환경 조성. (SERVICE)

6. OUI의 가치에 부합하는 계획, 수행, 평가 및 책임 강화. (INSTITUTIONAL QUALITY & EFFECTIVENESS)

신앙 우선의 교육 철학

Olivet University International은 '신앙 우선'으로 알려진 교육 철학을 다음과 같은 대학 전반의 교리로 표현하고 있다.

전적 존재로서의 인간 지식은 성서적 진리의 맥락 안에서만 올바르게 이해할 수 있으며, 모든 분야와 학문에 걸쳐 성서적 연구, 성찰,

적용의 습관을 중시하고 가치있게 통합하는 교육 및 학문적 연구에 대한 접근이 필요합니다.

신앙 고백

우리는 세계 올리벳 총회 WOA의 신앙 고백을 따릅니다.

우리는 믿습니다:

하나님께서 주신 성경은 성령으로 영감 받았고, 실수가 없으며, 절대 믿을 수 있는 우리 신앙과 행동의 모든 문제에 있어 최고의 권위를 행사합니다.

유일의 하나님은 세 인격, 즉 성부와 성자와 성령으로서 영원토록 존재합니다.

우리 주 예수 그리스도의 하나님이 육신으로 나타나심과 동정녀를 통해 나심, 죄가 없으심, 그 분의 신성한 기적, 대속과 속죄의 죽음, 육신의 부활, 승천, 중보자로서의 사역, 그리고 영광과 능력 안에서의 다시 오심을 믿습니다.

잃어버린 죄인의 구원은 우리의 행위와 관계 없이 예수 그리스도의 피흘리심을 믿는 믿음으로 얻으며 성령으로 통해 새롭게 됩니다.

성령은 믿는자들 안에 살아 신자가 거룩한 삶을 살 수 있게 하며, 주 예수 그리스도를 증거하며 그의 일을 합니다.

모든 참된 신자들, 교회, 그리고 그리스도의 몸의 연합을 믿습니다.

구원 받은 자와 구원 받지 못한 자 둘 모두의 부활을 믿으며, 구원 받은 자의 생명의 부활과 구원 받지 못한 자의 심판의 부활을 믿는다.

올리벳 대학교 인터내셔널의 학생에 대한 약속

올리벳은 그리스도 중심의 기관으로 학생들의 정신적, 지적, 정서적, 육체적, 사회적 발전에 대한 열성을 촉진하는 성경적으로 건전하고 통합된 신앙 기반의 교육을 강조하기 위해 노력하고 있습니다.

Olivet는 다음을 약속합니다:

영적 건강

- 그리스도 안에서의 성장 경험에 대해 정적인 방법이 아닌 창의적이고 세심한 모험적 방법을 제공.
- 성경 연구, 영적 우정과 공동체, 기도와 예배, 봉사, 제자도를 통한 인격과 신앙의 발전을 포함한 모든 영성 형성 과정의 기준을 제공.
- 학생들의 교우 관계, 격려 및 영적 지도에 대한 도움을 받을 수 있는 은혜로운 환경의 제공.

지적 건강

- 새로운 개념, 아이디어, 관점 및 문화에 대한 지속적 개방으로 학생들을 도전시킴.
- 중요한 문제에 대한 다양한 경험과 도전과 성서의 관점을 중시하는 교육 환경 제공.
- 성공적인 학습 능력, 새로운 학습에의 적용, 변화, 적응이 가능한 능력의 학생으로 양성.

감정적 건강

- 자신의 감성을 인식하고 받아들임.
- 변화에 적응하고 긍정적인 결과를 추구할 수 있는 능력.
- 즐겁고 긍정적인 삶

신체적 건강

- 학생들이 질병과 약물의 필요로부터 자유로울 수 있도록 깨끗하고 안전한 환경을 제공.
- 건강한 라이프 스타일 선택을 장려하고 개발 가능한 레크리에이션 및 스포츠 프로그램을 제공.
- 균형 잡힌 자연 식단과 규칙적인 수면 습관을 유지하는 데 도움이 되는 교육 프로그램 제공.

사회적 건강

- 상호 존중의 긍정적인 관계의 형성 및 기여.
- 다양한 사회적 집단적 역할을 편안하고 효과적으로 수행.
- 지역 사회와 더 큰 사회에 긍정적으로 기여하는 그리스도를 닮은 리더십 역할에 대한 추구 및 성취.

2장: OUI 입학 안내

취득한 학점 및 학위의 편입에 관한 공지

Olivet University International에서 얻은 학점의 인정 여부는 여러분이 학점을 인정받고 싶은 해당 교육 기관의 재량에 달려 있습니다. 여러분이 취득한 학위나 증명서가 인정받는 것 또한 해당 학교가 결정하게 됩니다. 만약 우리 대학에서 취득한 학점, 학위 및 자격증 등이 편입을 희망하는 학교에서 인정되지 않는다면, 해당 학교에서 요구하는 특정한 수업 과정의 일부 혹은 전부에 참여해야할 수도 있습니다. 이러한 이유로 학생들은 우리 대학에서의 과정이 여러분의 학습 목표와 맞을지를 반드시 확인해 봐야 합니다.

여기에는 Olivet University International에 진학한 후 편입을 원하는 기관에 연락하여 학점, 학위 또는 수료증이 편입되는지 여부를 결정하는 것이 포함될 수 있습니다.

Olivet University International에 지원하고자하는 예비 학생들은 Olivet University International의 입학처 또는 온라인에서 (http://international.olivetuniversity.edu/apply.html) 신청서를 작성해야 합니다.

Olivet University International의 모든 지원자들은 강한 기독인의 기질, 효과적인 기독교 사역에 대한 잠재력, 고등 교육 경험을 받아들일 수 있는 학문적 능력 및 정서적 성숙도를 입증해야 합니다.

입학 사정관은 지원자의 정보를 검토한 뒤 합격 여부를 알려줍니다. 예비 학생들은 지원 과정 동안 입학처 (admissions@international.olivetuniversity.edu) 에 입학과 관련된 계획, 목표 및 질문들을 문의할 수 있습니다.

입학 정책

Olivet University International은 영적 훈련의 환경 속에서 공부하기 원하며, 본교의 교리, 윤리적 기준, 교육철학 및 목표에 동의하는 학문적 자격을 갖춘 사람의 지원을 환영합니다. Olivet University International은 입학 정책, 고용 정책, 행정 정책, 장학금 및 대출 프로그램에서 연령, 성별, 인종, 피부색, 국적, 민족 또는 장애인을 차별하지 않습니다.

지원자는 합격 여부를 이메일로 통보 받습니다. 불합격시 합격 거부 기준도 함께 통보됩니다.

각 예비 학생들은 일관된 간증과 인격으로 예수 그리스도에 대한 개인적인 믿음의 증거를 제시해야 합니다.

Olivet University International에 입학의 특권은 학교의 정책과 원칙에 대한 학생의 완전한 협조와 동의에 달려 있습니다. 학교는 학교의 모든 특정 규칙과 규정을 준수하는지 여부에 관계없이 기관의 정신에 맞지 않는 학생에 대해 입학 취소를 요청할 권리가 있습니다. 학교의 원칙을 완전히 위반하거나 지역사회에 이득이 되지 않는 태도와 행동을 보이는 모든 학생은 입학 취소를 요청받을 것입니다.

책임 거부 조항: 온라인 교육에 관한 주 규정으로 인해 현재 OUI는 캘리포니아, 하와이, 아이다, 매사추세츠, 뉴햄프셔, 뉴저지 주에 대해서만 입학 지원을 받고 있습니다. 다른 모든 미국 주의 지원자들은 www.olivetuniversity.edu 및 https://apply.olivetuniversity.edu 에서 Olivet University의 온사잇 프로그램을 찾아보고 신청하십시오.

모집요강

석사 과정

1. 입학 신청서. Olivet University International에 지원하고자 하는 예비 학생들은 http://international.olivetuniversity.edu/apply.html을 통해 신청서를 제출해야 합니다. Olivet University International은 일반 지원서를 받지 않습니다.

2. 에세이. 지원자들은 예수 그리스도에 대한 개인적인 신앙을 설명하는 약 700-1000 단어의 서면 에세이를 제출해야 합니다. 지원자들은 또한 본 대학에 지원한 이유와 학업 계획을 설명하는 1000 단어 이상의 입학 에세이를 제출해야 합니다. Olivet University International의 모든 지원자들은 강한 기독인의 기질, 효과적인 기독교 사역에 대한 잠재력, 고등 교육 경험을 받아들일 수 있는 학문적 능력 및 정서적 성숙도를 입증해야 합니다.

3. CHEA 혹은 미국 교육국의 인가를 받은 학교에서 이수한 학사 학위

   성적 증명서는 발행 교육 기관에서 Olivet University International의 아래의 주소로 직접 발송 되어야 합니다.

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

4. 지난 2년간의 학부 과정에 대해 4.0 만점에서 최소 평점 3.0 이상이어야 함. 학부 평점이 3.0 미만인 지원자는 다음 규정에 따라 보호 관찰 (probation) 상태로 입학이 됩니다.

   - 지원자는 16시간의 대학원 과정 수업에서 평점 3.0 이상을 이수해야 합니다. 이러한 요건을 성공적으로 완수하면 학생의 수습 상태가 높아지고 학위 과정을 계속 할 수 있습니다.
   - 대학원 수준의 신학 수업을 성공적으로 참여할 수 있는 능력을 나타내는 학사 학업 성취 배경.

5. 성경 지식 능력. Olivet University International의 대학원 과정에 입학하려는 학생은 성경 지식 분야의 종합 시험을 치러야 합니다. 성경 지식 능력 시험은 창조와 죄의 배경에서 점진적으로 전개되는 구원의 역사에 대한 학생의 이해도를 시험합니다.

   이 시험에서 합격 점수는 성경과 신학에서 보충 수업을 필요로 하지 않는 능력 수준을 보여줍니다. 80 퍼센트 이하의 점수는 올리벳의 학부 수준에서 모든 학생에게 필요한 핵심 교과 과정으로 제공되는 무학점 성서학 수업(THEO200 및 THEO211)에 등록해야 함을 의미합니다.

6. 공인시험 성적 증명서 – 지원자는 예외의 경우*를 제외하고 GRE/ GMAT 시험 점수를 제출해야 합니다.
   지원자가 여러 개의 성적 증명서를 제출하는 경우, 각 시험의 최고 점수가 채택됩니다.

   * 참고 : GRE / GMAT 시험 점수는 학사 학위 프로그램의 평균 점수가 4.0점 만점에서 평점 3.00점 이상인 지원자의입학자격 설정에는 필요하지 않습니다. 지원자가 평균 3.00 이상을 획득 한 경우 Olivet에 시험 점수를 제출할 필요는 없지만, 표준화된 입학시험을 제출하는 것이 좋으며, 이는 적절한 과정에 대한 조언과 배치에 도움이 될 수 있습니다.

7. 영어 능력 평가

   - A. 모국어가 영어가 아니거나, 영어가 주 교육 언어가 아닌 인증된 교육 기관에서 학위를 취득하지 않은 예비 학생은 다음 중 하나를 통해 대학 수준의 영어 실력을 입증해야 합니다.

     1. 석사 학위: 페이퍼 베이스 토플 (토플 PBT) 530점 이상 혹은 인터넷 베이스 토플 (토플 iBT) 71점 이상, 국제 영어 시험 (IELTS) 6.5점 이상, 피어슨 영어 학업 성적 보고서 50점 이상.
     2. 첫 번째 전문 학위 혹은 박사 학위: 페이퍼 베이스 토플 (토플 PBT) 550점 이상 혹은 인터넷 베이스 토플 (토플 iBT) 80점 이상, 국제 영어 시험 (IELTS) 6.5점 이상, 피어슨 영어 학업 성적 보고서 58점 이상.

3. ACT COMPASS의 제 2 외국어 배치 시험에서 영어 레벨 3 이상
4. Eiken 영어 능력 시험에서 Pre-1 등급 이상
5. 다양한 ESOL시험과 캠프리지 대학을 통해 평가되는 CEFR (유럽연합 공통언어 표준등급) 시험의 B2 등급 이상
6. 미국 교육부 또는 고등 교육 인증위원회 (CHEA)가 인정한 기관에서 평점 C 이상, 최소 30학점 이상을 이수한 성적 증명서, 또는 해외에서 영어로 교육하는 대학들 중 국제 대학 핸드북 (International Handbook of Universities)에 등재된 학교의 성적 증명서. 석사, 1차 전문 학위 또는 박사 학위에는 B 이상이 필요합니다.
7. Olivet University에서 제 2 외국어 영어 과정(ESL)을 수료한 수료증이나 올리벳 언어 능력 시험 (OLSPT)의 영어 시험에서 말하기 18점, 쓰기 7점, 총점 75점 이상으로 통과한 수료증.

- B. 영어로 발행되지 않은 성적표는 적절한 제 3 기관에 의해 번역되거나, 해당 성적표의 언어에 능숙한 숙련된 성적표 평가자가 평가해야 합니다. 이 경우 평가자는 성적표 발행 국가의 교육에 대한 전문 지식을 갖추고 있어야 하며, 검토 내용의 영어 번역본을 첨부해야 합니다.

8. 추천서. 지원자는 세 개의 추천서를 제출해야 합니다. 하나는 지원자의 교회 생활에 대해 잘 알고 있는 세계 올리벳 총회 (WOA) 소속 교회 목사의 추천서입니다. 나머지 두 개는 지원자의 전문적, 교육적 목표와 잠재력에 대해 논평할 수 있는 사람이 제공해야 합니다. 이는 교수나 상사일 수 있습니다. 가족이나 배우자는 추천서를 작성할 수 없습니다.

9. 신앙 고백문 – 지원자들은 Olivet University International의 신앙 고백문에 서명해야 합니다.

10. 신청 수수료 – 지원자는 환불되지 않는 신청 수수료를 납부해야 합니다.

학생 신원 확인

학생 신원 확인은 입학 과정에서 입학 허가자와 학업 수행 및 평가에 참여한 학생이 동일 인물인지 검증하기 위해 시행됩니다.

온라인 원격 학습에서 학생의 신원 확인을 위한 정책

학생 신원 확인 정책은 Olivet University International에서 제공하는 모든 학점 인정 원격 교육 과정 및 프로그램에 적용되며 입학 신청부터 학생의 졸업, 전학 또는 학업 중단까지 계속됩니다.

이 정책의 목적은 Olivet University가 원격 교육에서 학생 신원 확인에 관한 미국 연방 고등교육 기회법 (HEOA)의 규정을 준수하여 운영되도록 하기 위함입니다.

HEOA에 따르면, 원격 학습 방법을 통해 제공되는 모든 학점 인정 수업 및 과정은 원격 교육 수업 또는 교육 과정에 등록하는 학생이 수업 또는 교육 과정에 참여하여 이수하고 학점을 받는 학생과 동일한 인물인지 확인해야 합니다. 다음의 방법 중 한 개 이상이 사용되어야 합니다.

1. 안전한 로그인 및 비밀번호
2. 프록터 감독 시험
3. 학생 신원 확인에 효과적인 신기술 또는 실행 방식

규정 준수를 위한 적용

a. 보안 전자 식별 시스템

Olivet University International은 보안 전자 식별 시스템을 통해 모든 학생들의 온라인 신원을 확인합니다. 학점 인정을 위한 원격 교육에 참여하는 모든 학생들은 정규 캠퍼스 입학 절차를 통해 대학에 입학해야 합니다. 입학 허가를 받은 학생에게는 학생 식별 번호가 발급되고 로그인 ID와 암호로 구성된 전자 식별 정보를 작성하도록 지시됩니다.

로그인 ID는 고유해야하며 비밀번호는 정기적인 변경을 포함한 특정 보안 규칙을 준수해야 합니다. 암호 정보는 기밀로 유지되며 네트워크 관리자를 포함한 다른 누구도 접근할 수 없습니다.

비밀번호는 재설정만 가능하고 복구는 불가합니다. 비밀번호 재설정을 요청하는 학생은 파일에 있는 데이터와 비교하기 위해 두 개 이상의 정보를 제공하거나 사진이 부착된 신분증 또는 확인증을 가지고 직접 대학에 방문 요청할 수 있습니다.

로그인 ID는 대학의 온라인 학습 관리 시스템 Populi에 대한 액세스를 제공합니다. Populi는 학생 데이터베이스와 LMS를 통합하여 학생이 온라인 강좌, 학교 이메일 및 전자 도서관과 같은 기타 제한된 서비스에 적절하고 안전하게 접근할 수 있도록 합니다.
학생들은 성적을 확인하고, 등록금 및 재정 정보를 확인하고, 개인 정보에 접근하여 업데이트 할 수 있습니다.

Populi는 강사들이 이름, 학번 및 계정과 관련된 학생 사진이 포함된 수업 출석부에 접근 할 수 있도록 합니다. 계정과 관련된 학생 사진은 과제, 토론 및 게시판 영역을 포함하여 온라인 강의실 전체에서 볼 수 있습니다.

모든 Populi 사용자는 로그인 ID 및 비밀번호의 보안을 유지해야합니다. 다른 사용자의 비밀번호를 찾거나 다른 사람의 파일 또는 이메일에 무단으로 액세스하려는 시도는 금지됩니다.

b. 프록터 감독 시험

Olivet University International의 모든 학점 원격 교육 과정에는 프록터 프로그램 및 시험 감독이 있습니다. 중간 고사에 시험 감독이 반드시 있도록 하지만 테스트나 퀴즈 등은 감독관이 불필요한 방법으로 설계됩니다. Olivet University International은 두 가지 형태의 시험 감독이 있습니다.

i) 현장 시험 감독

온라인 학생은 대학교의 승인에 따라 현장에서 시험 감독관을 지명 할 수 있습니다. 감독관은 첫 번째 시험을 시행하기 전에 감독관 동의서 양식에 서명해야 합니다.

Olivet University International은 감독관의 신원을 확인하거나 추가 자격 증명을 요구하거나 다른 감독관의 선택을 요구할 권리가 있습니다. 감독관은 사진이 부착된 신분증을 바탕으로 학생의 신원을 확인하고, 온라인 강의실의 요구 사항에 따라 학생이 적절한 시험을 치르도록 서명하고 필요한 경우 이상 행동에 대한 보고서를 작성해야 합니다.

ii) 온라인 시험 감독

강사/ 교수는 온라인 학생이 웹캠과 마이크를 사용하는 온라인 감독 서비스인 ProctorU를 사용하도록 요구할 수 있습니다. 시험은 강사/ 교수에 의해 ProctorU 시스템에서 설정됩니다. 학생들은 온라인 감독 서비스 이용과 관련된 모든 비용에 대한 책임이 있습니다. 이러한 비용은 수강 신청시 학생들에게 공지되어야 합니다.

감독 시스템에 허용 가능한 사진이 부착된 신분증:

- 유효한 미국 여권 및 여권 카드
- 유효한 현역, 예비 또는 퇴직 미군 사진 신분증
- 유효한 외국 여권
- 유효한 주 발행 운전 변허증 또는 신분증

Olivet University International의 정보 기술 지원 센터는 학생 신원을 확인하는데 효과적인 최신 기술과 실무에 대해 지속적으로 연구합니다. 이 정책 및 관련 관행은 매년 적절한 연방 규정 및 정책에 지속적으로 부합하는지 검토되고 필요에 따라 수정됩니다.

학업 비용, 등록금 및 수수료

도서 및 소모품 (연간 예상 비용)	
목회학 석사	$400
등록금	
목회학 석사 학점당	$278

기타 수수료 (환불 불가)*

입학 신청 수수료

입학 신청서n	$75
일반 수수료	
성적 증명서	장당 $15
재학 및 졸업 증명서	장당 $10
학위 증명서 재발급	장당 $30
납부 연체료	$75
고급 상시 시험	시험당 $20
분납 신청비 (3개월)	$25
분납 신청비 (4개월 이상)	$50
분납 연체료	$25 per occurrence
학생증 발급	$15
빠른 서비스 비용	$20
수강 신청 수수료	
청강비	학점당 $50 – 현학생 및 졸업생 학점당 $75 – 오유 학생이나 졸업생이 아닌 경우
늦은 수강신청 수수료	$50
수강 추가 및 취소	과목당 $15
휴학 신청 보증금	학기당 $150

휴학 신청 보증금: 한 학기의 휴학을 신청하는 학생들은 미화 150달러의 보증금을 지불해야하며 이 수수료는 환불이 되지 않습니다. 이 비용은 다음 학기 수강 정원에 포함되는 것을 보장하며, 등록시 등록금으로 적용됩니다.	
장기 휴학 신청 비용	학기당 $100
편입 학점 수수료	$80
청강비 (모든 다른 프로그램)	학점당 $50 – 현학생 및 졸업생 학점당 $75 – 오유 학생이나 졸업생이 아닌 경우
졸업 수수료	
졸업 신청비 (모든 다른 프로그램)	$100
졸업을 신청하는 모든 학생들은 미화 100 달러의 졸업 비용이 부과되며 이는 환불이 되지 않습니다. 이 수수료는 졸업 후보자 선발, 졸업장 인쇄 및 졸업식 진행과 관련된 비용을 지불하는데 사용됩니다. 이 비용은 졸업 가운과 모자가 포함되지 않습니다.	

*올리벳 대학 인터내셔널은 언제든지 학비와 등록금을 변경할 권리가 있습니다.

등록금 납부 정책

결제 방법

학생들은 Populi에서 납부할 수 있습니다.납부는 현금, 수표, 체크카드 혹은 크레딧 카드로 할 수 있습니다. 현금은 캠퍼스 1층 캐시어(Cashier)에서 수납이 가능합니다.

체크는 학교에 직접 지불하거나 다음의 주소로 우편 지불할 수 있습니다. Attn: Student Finance Office, Olivet University International, 36401 Tripp Flats Rd. Anza, CA 92539. 모든 체크는 미화로 되어있어야 하며 받는 이는 Olivet University International로 지정해야 합니다. 체크에 학생 이름과 ID를 첨부하십시오.

체크 혹은 신용카드로 결제하는 경우 Populi 학생 어카운트에서 온라인으로 결제 할 수 있습니다 (수수료 발생).

등록금은 매학기 초에 학교가 지정한 날까지 납부해야 합니다. 학생들은 한 번에 완납하거나 분납 신청을 할 수 있습니다.

분납 신청 계획

우리 학교는 학생들의 등록금 부담을 최소화하기 위해 이자가 없는 등록금 분납 결제 방법을 제공합니다. 분납 계획은 3개월 계획(가을, 겨울, 봄학기)과 2개월 계획(여름학기)가 있습니다. 분납 신청에는 미화 25달러의 신청비가 적용됩니다. 학생이 첫번째 분납금을 지불하지 못할 경우 분납 계획은 취소되며 학생은 잔액을 즉시 지불해야 합니다.

연체

학생의 모든 재정적 의무는 납부일 또는 그 이전에 지불되어야 하며 납부일 바로 다음 날부터는 연체된 것으로 간주됩니다. 학생은 모든 책정된 금액을 지불할 책임이 있습니다. 연체가 시작되면 다음의 수수료와 제한이 발생됩니다.

- 미화 75 달러의 연체료
- 다음 학기에 대한 등록 제한/li>
- 성적 공개 제한
- 성적표 및 학교 증명서 발급 제한
- 학위 수여 제한

이의 제기

학생 계좌와 관련된 모든 이의 제기는 비즈니스 오피스로 할 수 있습니다. (+1) 951 763 0500로 전화하시거나 studentfinance@international.olivetuniversity.edu로 이메일을 보낼 수 있습니다.

수강 취소와 환불

학생의 취소할 권리

입학 동의서에 서명을 한 후 7일 이내(토요일, 일요일, 공휴일을 제외하고 7일째 자정까지)에 동의서를 취소하는 학생은 환불이 되지 않는 수수료를 제외한 지불된 모든 금액을 환불 받을 수 있습니다.

7일이 지난 후이지만 수업 시작하기 전에 취소한 학생도 환불이 불가한 신청비를 제외하고 지불된 모든 금액을 환불 받을 수 있습니다. 모든 취소 신청은 반드시 registrar@international.olivetuniversity.edu 로 확인된 이메일을 통해 보내거나, 서면으로 Registrar, Olivet University International, 36401 Tripp Flats Rd. Anza, CA 92539 로 제출되어야 합니다.

취소는 신청서가 발송된 날짜로부터 효력이 있습니다. 수강 철회는 학생의 서면 통지 또는 학생의 출석 부족 등의 학생 행동 요인으로도 수행될 수 있습니다.

환불 정책:

Olivet University International에서 공식적으로 퇴학하거나 휴학하는 학생은 등록금의 일부 혹은 전액을 환불 받을 수 있습니다. 그러나 모든 수강 취소에 대해서는 학과목당 미화 15달러의 수수료가 적용됩니다. 또한 등록금 외의 다른 모든 종류의 수수료는 환불되지 않습니다.

환불은 학생이 실제로 지불한 금액이 아닌 퇴학 또는 휴학시 발생한 총액에 기초합니다. 학생들은 퇴학 혹은 휴학 신청서를 레지스트라 오피스에 제출해야 합니다.학생이 양식을 제출한 날 효과가 발효됩니다. 환불은 자퇴 혹은 휴학을 공식적으로 통지한 이후 30일 이내에 이루어집니다.

환불 계산:

100퍼센트 환불 – 학기 시작 1주차 종료 전까지 제출된 퇴학 혹은 휴학 신청서의 경우.

부분 환불* - 1주차 종료 이후에서 5주차 종료 이전까지 제출된 퇴학 혹은 휴학 신청서의 경우. 부분 환불은 해당 기간의 전체 일수를

수업 받은 일수로 나누어 계산합니다. 수업을 받은 일수에 대한 등록금은 환불되지 않습니다.

환불 불가 - 50 퍼센트 이상의 수업이 진행된 이후에 제출된 퇴학 혹은 휴학 신청서의 경우.

환불 계산을 위한 학기 기간에 대한 표

	수강 주차	수강 일수 (환불 계산에 사용)
가을,겨울, 봄 학기	10	70
여름 학기	8	56
박사 연간 학기	36	252

학생 환불 계산의 예시: 목회학 석사

2018년 대학 웹사이트의 학사 일정은 7월 2일 (월요일)을 여름학기 수업 첫 일로 지정합니다. 한 목회학 석사생이 7월 29일에 퇴학/휴학 양식을 사용하여 2개 강의의 취소 통지를 레지스트라에게 보냅니다. 강의는 해당 학기의 28일째 되는 날에 취소 되었으며 학사 일정의 "무료 수업 추가/취소의 마지막 날"인 7월 6일도 지났습니다. 등록금 환불 계산을 위한 현 학기의 전체 기간은 56일 입니다.

- 1 - (28 / 56) = 50%
- 50% of $2,224 (8 학점 @ 학점당 $278) 납부 = $1,112.00
- 수강 취소 비용 과목 당 $15 x 2 과목 = ($30)
- 총 환불 금액 = $1,082.00

같은 학생이 7 월 30 일에 취소 요청을 제출하는 경우, 수강 취소는 불가합니다. 환불도 되지 않고, 취소 수수료도 적용되지 않습니다.

대출

학생이 교육 프로그램 비용을 지불하기 위해 대출을 받는 경우, 학생은 환급받은 금액을 제외한 대출 금액과 이자를 전액 상환할 책임이 있습니다. 교육비와 관련 수수료는 일반적으로 파산이 불가하여 파산 신청 이후에도 존속됩니다. 이는 특정 제한 상황을 제외하고 파산 후에도 학생은 학교에 대한 빚을 여전히 갖게 된다는 것을 의미합니다.

현재 Olivet University International은 보류 중인 파산 청원이 없고, 보유 채무자로 운영되고 있지 않으며, 지난 5년 동안 청원을 제기하지 않았으며, 미국 파산법 제 11장 (11 USC Sec. 1101 et seq.)에 따라 조직 개편을 요구하는 파산 신청을 하지 않았습니다.

캘리포니아 학생 수업료 회복 기금

아래 사항들에 해당되는 학생의 경우 캘리포니아 주 정부에서 부과하는 세금인 캘리포니아 학생 수업료 회복 기금(STRF)을 납부해야 합니다.

캘리포니아 거주자 혹은 레지던트 프로그램에 등록한 학생으로 등록금의 전부 혹은 일부를 현금, 보증된 학생 대출 혹은 개인 대출로 지불한 학생, 혹은 고용주, 정부 프로그램 또는 기타 지인과 같은 제 3자를 통해 등록금을 납부하며, 지불한 제 3자에 대한 별도 상환 동의서가 없는 학생.

캘리포니아에 거주하거나 레지던트 과정에 등록되어 있고 학비를 완납했으며 STRF 사정비를 지불했고, 다음과 같은 경제적 손해를 겪었다면 STRF를 받을 자격이 있습니다:

수업과정을 마치기 전에 학교가 문을 닫는 경우.

에 대해 라이센스나 다른 목적, 장비나 자료 제공의 명목으로 비용을 모금했으나 이에 대한 비용 지불이나 환불을 하지 않은 경우.

학교가 연방법에 의거하여 연방 정부가 보장하는 학생 대출 프로그램에 대한 대출금을 지급 또는 상환하지 못했거나, 학교가 문을 닫기 전에 받은 등록금과 기타 수수료 비용의 초과 부분을 환불하지 못한 경우.

학교가 문을 닫기 전 30일 이내에 당국의 명령을 준수하지 못한 실질적인 책임이 있는 경우 또는, 만약 그 실질적인 책임이 학교가 문을 닫기 30일 이전보다 먼저 시작되었을 경우.

법률위반 행위에 대해 소환에 응하고 증거를 제시하며 판결을 기다리는, 공판의 과정을 거친 후에도 회복이 불가능한 경우.

편입 학생

일반 정책

편입생은 이전 다른 학교에서 학위 과정에 입학해서 학위를 취득했거나 학사/석사의 대학 수준의 학점을 취득하고 있던 모든 학생으로 정의됩니다.

Olivet University International로 편입을 신청하는 학생들은 정규 입학 절차를 따라야 합니다. 이전 학교의 성적 증명서는 발행 교육 기관에서 Olivet University International의 아래의 주소로 직접 발송 되어야 합니다.

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

모든 OUI 학위에로 편입되거나 인정받는 모든 학점은 해당 학위 과정과 관련이 있어야 하며, 과정 내용과 강의 수준은 최소 본교의 학위 과정에 등록한 학생들의 능력과 동등한 수준의 역량을 가지는 것을 보여야 합니다. 동등한 학습 수준 및 자격을 갖춘 교수진을 평가하고 문서화시 OUI 담당자는 학교의 공식 편람을 참조하고 학점 평가를 지원하는 공인 안내서를 사용합니다.

이러한 안내서에는 미국 교육 협의회, 미국 대학 등록자 및 입학 사정관 협회 (AACRAO), 미국 외국인 학생 협회 (National Association of Foreign Student Affairs) 또는 AACRAO 또는 세계 교육 서비스 (WES)에서 제공하는 관련된 서비스가 포함 됩니다. OUI는 다음과 같은 일반적인 기준에 따라 다른 인가된 교육 기관으로부터의 편입 학점을 인정합니다.

대학원 기준

- 최소 B (또는 이에 상응하는) 학점 이상; 패스/페일 학점 수업은 성적표에 패스 학점이 B (3.0) 이상임이 명시 되지 않는 한 편입 불가
- 학점은 학생이 등록하고자 하는 OU 학위 과정에 적용됨.

학생들의 교과 계획을 돕기 위해서는 가능한 빨리 편입 평가 과정이 완료되어야 합니다. 본교에 입학 이후, 다른 학교에서 수강한 강좌들은 레지스트라 오피스에서 평가되고 이전됩니다.

학점 편입은 필수 교과과정 요구사항과 일반 선택학점 인정을 위해 입학처에서 평가됩니다. 주요 요건에 적용되는 편입 학점은 해당 학과와 협의하여 결정 됩니다.

특정 정책

편입 학점은 특정 요구사항에 따라 인정됩니다.

대학원

- 학점은 대학의 공식 성적 증명서 혹은 이와 동등한 것으로 간주되는 레지스트라 발행의 공식 문서를 통해 인정되어야 됩니다.
- 평생 교육 혹은 확장 교육 프로그램에서 이수한 과목은 해당 학교의 정규 학생들의 석사 학위에 적용될 수 있어야 합니다.
- 석사 과정 최대 편입 가능 학점 비율은 다음과 같습니다.
    - 목회학 석사 과정의 50% 혹은 68 쿼터 학점
    - 예술 석사와 경영학 석사 과정의 50% 혹은 28 쿼터 학점
- 각 학위별로 동등한 수준의 대학원 과정만 허용 됩니다.
- 졸업 예정일까지 학위 과정을 마치지 못한 학생은 예정일에서 최대 2년 후까지 졸업에 필요한 학점을 이전할 수 있습니다. 2년 후, 학생은 본교에서 자동으로 퇴학이 되게 되지만, 학위를 마치기 위해 아카데믹 위원회에 청원할 수 있습니다.

- 편입 인정되었던 과목과 같은 과목을 수강하면 이전 인정되었던 학점은 취소됩니다.
- Olivet University의 학점 취득 과정과 내용이 유사한 개발 중인 과목도 허용될 수 있습니다. 그러나 이전 학교에서 학위 과정 중에 포함하고 있지 않은 과목들은 인정되지 않습니다.
- 인증 과정 (Certificate Program) 에서 이수한 학점은 편입이 불가합니다.
- Olivet University International은 체험 교육 학점을 인정하지 않습니다.
- Olivet University International은 다른 대학과 전학 계약을 체결하지 않았습니다.
- 미국과 캐나다 이외의 학교에서 편입 학점을 신청하는 경우, 학점 편입 평가를 위한 지침으로 자격 증명 평가 서비스를 통해 성적 증명서를 검토해야 합니다. (자세한 내용은 본 수강편람의'편입 학생 - 특정 정책' 부분을 참조하십시오)

Olivet University International은 미국외 성적 증명서로 편입 학점을 신청하는 학생들에게 학술 성적 평가 기관에서 과목별 보고서를 이용, 평가 받아야함을 통지할 권리를 가지고 있습니다. 올리벳은 미국 대학 등록자 및 입학 사정관 협회(AACRAO)가 평가하는 것을 선호합니다. 이 경우, 학점과 배치 결정은 AACRAO의 권장 사항을 기반으로 결정됩니다. (학위 평가 보고서에 필요한 비용은 신청자의 책임입니다.)

편입 성적

- Olivet University International의 학생의 평균 학점은 본교에서 수강한 수업에만 기초하여 산출됩니다. Olivet University International 평점은 학업 상태와 졸업을 결정하는데 사용됩니다.
- 편입 성적은 학생의 편입 학점에 따라 결정 및 기록 됩니다. C학점 이상 이수한 과목에 대해서는 학점이 인정됩니다. F학점은 편입 학점 평균 계산에 포함됩니다.
- 편입 성적과 평균 학점은 Olivet University International 등급 정책에 따라 배정됩니다. 복합 등급 (예 : "AB")을 사용하는 학교의 과목 성적에 대해서는 낮은 학점 등급이 선택되어 사용됩니다.
- Olivet University International의 학점 시스템에 호환이 되지 않는 학점 시스템을 사용하는 학교에서 수강한 과목은 패스 혹은 넌패스 등급으로 평가됩니다. "Withdraw failing" 학점은 편입 학점 평균 계산에서 F 학점으로 계산됩니다.
- 여러 학점이 합쳐져서 일반 선택 과목으로 인정되는 경우, 평점도 같은 방식으로 계산됩니다. 예를 들어 학생이 4 학점 수업을

A를 받고 2학점 수업을 B를 받은 것에 대해 일반 선택 과목 인정을 받는 경우, 2학점과 6점의 평점을 받습니다.

학점 시간 동등성

- 최소 학점 시간은 쿼터 학점제를 사용하는 학교의 과정을 기준으로 합니다. 다른 학교의 수업이 Olivet University International의 해당 수업보다 더 적은 학점으로 제공되는 경우, OUI로 학점 편입이 될 수 있지만 이전 학교에서 수강한 시간만 편입 인정이 됩니다. 이런경우, 학생은 학점 기준을 충족하기 위해 추가 수업을 더 수강해야할 수도 있습니다.
- 시메스터 학점을 쿼터 학점으로 변환시, 변환 비율은 2/3가 사용됩니다. 변환이 소수점/분수로 나타나면, 과목당 부여된 학점은 감해져 가장 가까운 정수가 됩니다. 소수점 학점은 누적되고 감해져 가장 가까운 정수가 되고, 그 총계에 대해 일반 선택 과목 학점이 부여됩니다.

편입학 요구 사항

대학원

편입 학점은 M.Div 과정에서는 68 쿼터 학점, MA 또는 MBA 과정에서는 28 쿼터 학점까지 (혹은 이에 동등한 다른 대학의 기준) 인정됩니다. 편입을 위해서는 다음의 자격을 따라야 합니다.

- 일반 입학 요강 충족
- 이전 대학에서의 학업 상태가 우수해야 함.
- 모든 편입 시도 학점에 대해 평점 3.0 이상

학점 편입 수수료

편입 학점에 대한 수수료는 편입 신청 학교와 과목 수를 기준으로 평가됩니다 (학점당이 아님). 한 학교 및 편입 신청 당 환불되지 않는 $80의 평가 수수료가 부과됩니다.

사기 사례

허위 정보에 근거하여 Olivet University International에 입학한 것으로 밝혀진 사람은 즉시 퇴학되며 입학 후 모든 등록 기간 동안 누적된 모든 학비 및 학점은 박탈됩니다.

3장: 장학금과 재정 지원

올리벳 대학 인터네셔널의 재정 지원은 관련 사역기관들의 양질의 교육에의 헌신으로부터 시작 됩니다. 관련 사역들과 충실한 개인들로부터의 증여는 재정 원조의 가장 중요한 역할을 담당하고 있습니다. 대학의 재정 지원은 대학 입학 수의 목표를 이루는 것, 하나님 나라에 기여 하는 다양한 학생들의 수를 끌어들이는 데 중요한 수단이 되고 있습니다. 재정 지원의 목표는 자질이 있는 학생들에게 계속적 기회를 제공하는 데 있어 자금으로 인한 장애가 없도록 하기 위함입니다.

현재 대학은 아직 정부나 주의 4번 조항을 포함한 재정 지원 프로그램으로 부터의 장학금은 지원 하지 않고 있습니다. 그러나 다양한 보조 프로그램이 대학과 관련 사역기관들로부터 제공되고 있습니다. 모든 지원은 재원의 가능 여부에 따라 수여 됩니다.

지원 절차와 양식들

장학금 신청 양식들은 Populi 에서 받아보실 수 있습니다. 최신 재정 지원 정보와 신청 양식들은 적어도 최종마감일의 60일 전에는 받아보실 수 있습니다. 구체적인 설명서와 자격요건 정보는 Populi 재정 지원 프로그램 페이지에 포함되어 있습니다. 지원에 관련하여 질문이 있으신 부분은 재정 지원과 951-763-0500 로 전화 주시거나finaid@international.olivetuniversity.edu 이메일로 연락 주십시오. 지원서가 이미 제출 된 후에 취소 하고자 하시는 경우 즉시 재정 지원과로 연락 바랍니다.

재정 지원 수여자는 지급 상태에 관하여 납입 마감 기한 최소 21 일 전에 이메일로 공지를 받게 됩니다. 모든 지원 대상자는 관련 사역기관이나 재정 기증자들 에게 개인적인 감사의 편지를 쓰는 것이 요구 됩니다. 학생들과 기증자 모두 이 특별한 재정 지원 프로그램의 중요한 요소로 인해 서로간의 교제와 기쁨으로 서로에게 큰 이익이 되어 왔습니다.

정규 학생에서 파트 타임 학생으로 철회 하거나 유효 등록에서 철회하는 재정 지원 프로그램 수납자는 모든 장학금 지원을 양도해야 하며 모든 수업료를 지불할 책임이 있습니다.

마감기한

학생들은 마감기한까지 재정 지원 지원서를 제출함으로서 장학금을 지원 할 수 있습니다. 신청 양식은 가을 학기 8월 30일 전까지 제출 되어야 하고, 겨울 학기는 12월 30일 까지, 봄학기는 2020 년 3월 30일 까지 제출 되어야 합니다.

국제 학생 장학금

이 재정 지원 정책은 특별히 학업에 특출나거나, 뛰어난 리더쉽 능력을 보이는 이들을 위하여 2009 년에 확립되었습니다. 장학금은 지원자의 영적 성숙도, 학업 성과, 사역 잠재성, 자금의 필요, 그리고 올리벳 대학 인터네셔널의 사명을 기반으로 하여 주어집니다.

인터네셔널 학생들을 위한 재정지원은 수업료 장학금의 양식으로 지급되고, 최대로 할당된 장학 금액은 수업료 전액까지 가능합니다. 매년 프로그램이 진행 되는 기간 동안 갱신 연장이 가능합니다. 그러나 이것은 학생의 계속되는 자금의 필요와 충분한 학업의 진보, 그리고 대학의 자금 입수 가능성에 의지합니다.

장학금 자격 조건

- 입학 요건에 따라 올리벳의 학위 프로그램에 수락 된 자
- 정규 학생 (Full-time)으로 등록 된 자

장학금 갱신 조건

- 장학금 수여자는 반드시 정규 학생 (Full-time)으로 등록 해야 한다.
- 장학금 수여자가 반드시 계속적으로 장학금을 받기 위해서는 적어도 3.3 GPA 학점을 유지해야 한다.
- 장학금 수여자는 대학에서 정한 규칙과 방침을 따라야 한다.
- 장학금 수여자는 반드시 지역 교회의 멤버로 활동해야 하며 그리스도의 몸으로서 교회에서의 활동에 책임을 다 함을 증거해야 한다.

선교사 장학금

이 재정은 특별히 전 생애에 걸쳐 선교로 섬기는 올리벳 대학 인터네셔널 학생들을 위해서 확립되었습니다. WOA 교회들에서 우수하게 전임 (Full-time)으로 선교에 봉사 하는 학생들은 선교사 장학금을 지원할 자격과 매년 수업료를 충당할 최대 할당 금액이 주어지게 됩니다. 매 쿼터 장학금 수여 자역을 유지하기 위해서는 장학금 수여자는 WOA 교회들에서 헌신을 증명 해야 하며 좋은 학업 기준과 3.0 이상의 GPA 학점을 교육 과정 동안 유지해야 합니다.

장학금

국제 학생들을 위한 재정 지원은 수업료 장학금의 형식으로 배분 되며 최대 할당량은 전액 수업료를 지원 받습니다. 장학금은 프로그램 진행 기간 동안 매년 갱신 가능합니다.

갱신 조건

- 장학금 수여자는 반드시 정규 학생 (Full-time)으로 등록해야 한다.
- 장학금 수여자가 계속적으로 장학금을 받기 위해서는 반드시 적어도 3.3 GPA 학점을 유지해야 한다.
- 장학금 수여자는 대학에서 정한 규칙과 방침을 따라야 한다.
- 장학금 수여자는 반드시 WOA 선교사로 활동해야 하며 그리스도의 몸으로서 교회에서의 활동에 책임을 다 하는 증거를 보여야 한다.*

* 선교사 장학금 지원자는 다음 아래의 조건들을 충족해야 합니다.

1. World Olivet Assembly (WOA) 멤버쉽을 가지고 있어야 합니다.
    - (OA 지부, 국가, 또는 선교회 지부의) 멤버 증명서를 제출 해야 하며 학업 기간 중 멤버십을 유지해야 합니다.
2. 선교 활동이나 리더쉽으로 섬기고 있는 증거를 제출 해야 합니다.

- 고용 하는 또는 학생을 지원 하는 교회나 선교회의 추천서

3. 학업 기간 동안 계속적으로 선교 사역을 유지해야 합니다.
    - 학생과 최소 3년을 사역하고 섬기고자 하는 교회/사역지 간의 각서(MOU- Memorandum of Understanding)를 사인 해야 합니다.

사역 장학금

학생들은 올리벳 대학 인터네셔널에 관련된 사역 기관 장학금을 지원할 수 있습니다. 장학금은 학생과 그 사역 기관과의 관계 정도에 따라 정규 학생 (Full-time) 수업료의 50 프로까지 지원 됩니다. 이 장학금은 쿼터제를 기반으로 제공됩니다.장학금을 받기 위해서는 정규 학생으로 등록해야 하며 3.3 이상의 GPA 학점을 유지해야 하고 그/그녀의 사역 참가 활동을 증명해야 합니다.

장학금 자격 조건

- 입학 조건에 따라 올리벳 학위 프로그램에 합격된 자
- 정규 학생 (Full-time) 으로 등록 된 자
- 사역에 참여 하는자

주 또는 재정 지원

OUI 는 주에서 지원하는 재정 지원 프로그램에 참여하지 않습니다.
OUI 는 정부에서 지원하는 재정 지원 프로그램에 참여하지 않습니다.

연락처

재정 지원에 관련한 모든 관련 사항 문의는 재정지원과를 통해 하여 주시기 바랍니다.

Office hours : 8:00am - 5:00pm, Mon-Fri

Phone: 951 763 0500

Email: finaid@international.olivetuniversity.edu

4장: 학업 규칙

OUI 가 제공하는 교육은 전적으로 원거리 교육을 통해 진행 됩니다. (*Doctor of Ministry 프로그램은 추가적으로 실제적으로 참여를 요구하는 조건들이 있습니다.)

이수 시간

이수 시간은 의도된 학습 결과로 보여진 학습 양 이며, 교육적으로 확립된 동등성에 가까운 학생의 성취를 입증 하는데, 합리적으로 최소한 아래의 대략적 조건을 만족 해야 한다.

1. 한 쿼터의 이수 시간으로서는 대략 10 주간 매주 강의실에서 진행되는 수업이나 교수진이 직접 교육하는 1시간과, 강의실 외 학생 활동, 또는 다른 시간대 동안 동일 교육 양이 최소 2시간 요구 된다.
2. 이수 시간을 수여 할 수 있는 것으로는 실험실 교육, 인턴쉽, 프렉티컴, 스튜디오 교육 또는 다른 학업 활동 등이 있는데, 이는 최소 1번 문단의 정의된 요구 조건에 동등한 교육 양이 요구 된다.

수차적으로 이수 학점을 정의 하는 이 정의는, 이 분야에 있어 요구되는 강좌 충족 조건을 확립하는 데 책임이 있는 교수진에 의해 다양한 종류의 프로그램에 대한 기준선으로서 사용 되고 있다.

Master of Divinity 학위 충족 조건

올리벳 대학 인터네셔널에서 Master of Divinity 학위를 졸업하기 위해서는 학생은 이 아래 조건을 충족해야 합니다.

1. 총 136 쿼터 학점을 이수해야 합니다.
2. 3.0 GPA (평균 B) 이상을 유지해야 합니다.
3. 참작 가능한 상황이 아닌 경우 제한된 시간안에 모든 학위가 요구 하는 조건을 마쳐야 합니다.
4. Christian Service 와 Chapel 의 요구조건에 Pass 를 받아야 합니다.

5. ABHE 성경 테스트 J에서 전세계 참석자의 40 번째 백분위로 성경과 신학 그리고 역사 지식 대한 숙련도를 증명 해야 합니다.
6. 학교의 모든 재정적 책임을 만족해야 합니다.

학생들은 입학 하는 년도의 Master of Divinity 카탈로그에 명시된 요구사항의 대상이 됩니다.

5장: 대학원 과정

OUI는 목회학 석사 과정을 제공한다. 본 과정은 목회사역 준비를 위한 최초의 전문적 학위이며, 전문적인 박사학위 과정을 준비하는 매개를 제공한다.

목회학 석사

목회학 석사 프로그램은 21세기 세계 선교를 위해 향후 목회자, 선교사, 교목로 활동할 사역자들을 준비시키는 것을 목적으로 한다. 본 프로그램은 핵심적인 성서적/신학적 가르침, 리더십 훈련 및 지역 교회에서 목회사역을 수행하는데 필요한 기술을 학생들에게 제공한다.

프로그램 목표

올리벳 대학교의 사명 하에서 목회학 석사 프로그램을 마치면 학생들은 다음과 같은 항목이 가능하다.

- 그리스도를 본받아 성장한다.
- 역사적 맥락 속에서 성서적/신학적으로 건전한 주해 설교를 발전시킨다.
- 성서적/신학적 원리를 적용하여 현대의 도덕/사회적 쟁점들을 평가한다.
- 전문적인 역량을 개발한다. (특히, 선교와 교회사역 측면에서)

졸업요건

올리벳 뉴욕의 목회학석사 과정을 졸업하기 위해서 학생들은 다음을 해야만 한다.

1. 총 136 쿼터 학점을 이수해야 한다.

2. 3.0 (평균 B학점) 혹은 그 이상을 평점을 유지해야 한다.
3. 적절한 사유가 존재하지 않는 경우, 정해진 기한 내에 요구 학점을 이수해야 한다.
4. 모든 기독교 예배와 채플 요건을 통과해야 한다.
5. ABHE 성경 시험 (J)을 전국 참여자 상위 40 퍼센트 이내로 통과하여 성경, 신학, 역사 지식에 능숙함을 증명해야 한다.
6. 대학이 요구하는 모든 재무적 책임을 충족시켜야 한다.

학생들은 입학년도에 해당하는 카탈로그가 제시하는 목회학 석사 학위 요건에 적용을 받는다.

시간 제한

목회학 석사 학위는 통상적으로 4년 동안 이수한다. 정상참작이 가능한 사유가 있을 경우를 제외하고는 학생들은 입학일자를 기준으로 6년 안에 모든 학위 요구조건을 만족시켜야 한다. 6년 내에 요구조건을 이수하지 못하는 학생의 경우 교무처로 매번 등록연장을 신청해야만 한다. 입학일자를 기준으로 최대 7년 까지만 연장 가능하다.

커리큘럼

선수과목: 선수과목은 특정 과목을 신청하기 전에 “B” 학점 이상을 취득해야 하는 과목을 지칭한다. 학생은 선수과목을 이수하거나 해당 과목을 신청하기 위해 강사가 필요하다고 준비시키는 사항을 충족해야만 한다. 선수과목은 강사나 해당 과목을 제공하는 학과의 재량에 의해서만 면제가 가능하다. 구체적 분야나 과목을 공부하기 위한 선수과목은 과목명 말미에 괄호 속에 각 과목이 명기된다. 학생들은 과목 신청 전에 선수과목 요건을 준수 해야만 한다.

1. 성서 및 성서 언어 연구 요구학점 (36학점)

학생은 다음 8개의 성서학 과목과 2개의 성서언어 과목을 이수해야만 한다.

- BIBL501 구약성서 I (4 학점)
- BIBL502 구약성서 II (4 학점) (선수과목: BIBL501)
- BIBL503 구약성서 III (4 학점) (선수과목: BIBL502)

- BIBL511 신약성서 I (4 학점)
- BIBL512 신약성서 II (4 학점) (선수과목: BIBL511)
- BIBL513 신약성서 III (4 학점) (선수과목: BIBL512)
- BIBL520 로마서 연구 I (4 학점)
- BIBL521 로마서 연구 II (4 학점) (선수과목: BIBL520)
- BIBL550 성서 히브리어 입문* (2 학점)
- BIBL560 성서 헬라어 입문* (2 학점)

*참고: *표시가 된 과목들은 학생들이 성서 히브리어 혹은 헬라어에 대한 시험을 보거나 숙련도를 증명할 수 있는 경우 면제할 수 있음

2. 신학 및 역사적 연구 요건 (44학점)

학생은 다음 7과목의 신학연구 및 4과목의 역사연구 과정을 이수해야 한다.

- THEO500 신학 서론 (4 학점)
- THEO501 조직신학 I (4 학점) (선수과목: THEO500)
- THEO502 조직신학 II (4 학점) (선수과목: THEO501)
- THEO503 조직신학 III (4 학점) (선수과목: THEO502)
- THEO600 기독교 변증학 (4 학점)
- THEO610 기독교 윤리학 (4 학점)
- THEO620 성서 해석학 (4 학점)
- HIST500 역사신학 (4 학점)
- HIST501 기독교 역사 I: 100-1500 (4 학점)

- HIST502 기독교 역사 II: 1500-1900 (4 학점)
- HIST503 기독교 역사 III: 1900-현재 (4 학점)

3. 목회연구 요건 (24학점)

모든 학생들은 다음의 6과목의 목회연구 과정을 이수해야만 한다.

- MINS600 선교와 제자도 (4 학점) (선수과목: 최소 90 학점을 이수하고 최종 학년에 재학 중인 학생에 한한다.)
- MINS700 설교학 (4 학점)
- MINS710 목회 상담학 (4 학점)
- MINS624 변혁적인 하나님의 말씀 I (4 학점)
- MINS625 변혁적인 하나님의 말씀 II (4 학점) (선수과목: MINS624)
- MINS640 비즈니스 선교 (4 학점)

4. 목회 연구 분배 요건 (24학점)

전 학생은 신학 대학원 프로그램 중 목회연구 카테고리에 해당하는 24학점을 추가적으로 이수해야 한다.

5. 선택과목 요건 (8학점)

학생들은 신학 대학원 프로그램 혹은 타 프로그램 중 승인된 과정에서 추가적인 과목들을 선택해야만 한다.

6. 일반 목회 기술 (0 학점)

목회학 석사 학생들은 PRAC020 대학원 기독교 봉사 (4 쿼터)와 PRAC021 대학원 채플 (6 쿼터)을 이수해야만 한다. 추가적인 정보는 기독교 봉사 프로그램 핸드북을 참조하라.

과목 설명

성서 연구 및 언어 (필수)

BIBL501 구약성서 I (4)

구약성서 중 오경에 대한 배경과 내용. 고대 근동 지역에서 이스라엘의 상황과 근본적인 문제에 대한 특별한 관심.

BIBL502 구약성서 II (4)

선수과목: BIBL501

구약성서 역사서 (전기 예언서 및 성문서)와 예언서 (대/소 선지자) 의 배경과 내용.

BIBL503 구약성서 III (4)

선수과목: BIBL502

구약성서 시편과 지혜서의 배경과 내용.

BIBL511 신약 성서 I (4)

예수 그리스도의 지상사역 (각 복음서 서사에 대한 특별한 강조)에 대한 연구. 이 과목은 두 가지 영역으로 구분된다. 과목의 전반부는 예수에 대한 복음서 저자들의 독특한 관점에 초점을 맞추어 복음서들을 독해한다. 과목의 후반부는 복음서들의 평행구조로 독해하여 각 복음서의 유사성과 상이성을 검토한다. 과목 전반에서 배경과 적절한 해석학적 원리에 관심한다.

BIBL512 신약 성서 II (4)

선수과목: BIBL511

기독교의 태동과 도전. 바울 서신, 곤경 속에서 바울의 응답에 대한 특별한 강조.

BIBL513 신약 성서 III (4)

선수과목: BIBL512

히브리서, 야고보서, 요한서신, 베드로서, 유다서는 바울이 유일한 초기 신학자가 아님을 보여줌. 요한계시록을 적절한 해석은 도전적인 동시에 독특한 가치를 가진다.

BIBL520 로마서 연구 I (4)

본 과목은 신약성서 중 가장 교리적이자 실용적인 책에 대한 주석적 연구이다. BIBL520는 BIBL521의 전반부이며 각각 4학점 이다. 이상의 과목은 학생들에게 로마서 (바울의 복음)에 대한 심도 있는 이해와 중요한 교리에 대한 본문들이 논의 될 것이다. BIBL520은 로마서 1장부터 8장을 다루며, BIBL521은 9장부터 16장을 다룬다.

BIBL521 로마서 연구 II (4)

선수과목: BIBL520

본 과목은 신약성서 중 가장 교리적이자 실용적인 책에 대한 주석적 연구이다. BIBL521는 학생들에게 로마서 (바울의 복음)에 대한 심도 있는 이해와 중요한 교리에 대한 본문들이 논의 될 것이다. BIBL521은 로마서 9장부터 16장을 다룬다.

BIBL550 성서 히브리어 입문 (2)

귀납적 방법에 의거한 구약성서 히브리어 텍스트 연구를 가능하게 한다. 이 과목은 디지털 및 인쇄된 학문적 도구를 사용하는 것과 단순한 어원을 넘어서는 의미 연구에 초점을 맞춘다.

BIBL560 성서 헬라어 입문 (2)

귀납적 방법에 의거한 신약성서 헬라어 텍스트 연구를 가능하게 한다. 이 과목은 디지털 및 인쇄된 학문적 도구를 사용하는 것과 단순한 어원을 넘어서는 의미 연구에 초점을 맞춘다.

역사 연구 (필수)

HIST500 역사 신학 (4)

역사 신학은 역사 연구의 방법을 사용하여 기독교 신앙 속에 흐르는 역사를 연구하는 기독 신학입니다. 본 과정은 기독교 교리(Christianism)의 역사상 발전을 연구하고, 교리의 형성 및 발전에 영향을 미친 역사적 상황들을 탐구하도록 고안되었습니다. 또한 현대의 주요한 신학 발전, 신학자 그리고 신학 사상 및 운동에 대한 역사적인 맥락도 정리해 봅니다. 본 과정은 현대의 여러 사건들을 포괄적으로 이해하기 위해서 중요한 주제에 관한 구체적인 사례 연구들을 통하여 학습합니다.

HIST501-503 기독교 역사I-III (각 4학점)

본 과정은 유대교 내 작은 교파로서의 시작부터 21세기 우리가 보는 것과 같은 현대의 그림에 이르기까지 기독 운동의 역사를 검토하는 3개의 시리즈 과목으로 되어 있습니다.

신학 연구 (필수)

THEO500 신학 서문 (4)

신학 서문은 성경에 입각한 기독교의 교리의 본질적인 의미를 규정하는 체계적인 연구에 필요한 조건에 초점을 맞추는 과정입니다. 조직 신학은 외부와 단절된 상태에서 이루어진 것이 아니며, 이는 현실과 지식의 본질에 대한 이론들을 비판적으로 평가하는 것이 중요함을 의미합니다. 신학적 방법에 대한 질문은 분명하게 설명되어야 하며 그래야 조직 신학이 제대로 만들어질 수 있습니다.

THEO501 조직 신학 I (4)

선행 과정: THEO500

조직 신학의 전제 조건에 대한 기본적인 이해를 마친 나면 비로소 학생들은 훈육의 다양한 부분들에 대한 연구를 시작할 준비가 된 것입니다. 이 과정은 자연과 하나님의 속성, 우주 창조와 지구의 생명 그리고 하나님의 아들의 성육신 사건에 대한 교리에 대한 개요를 제공합니다.

THEO502 조직 신학 II (4)

선행 과정: THEO501

본 과정에서 체계적으로 검토하는 주제들은 자연, 죄의 영향, 구원의 본질과 그 증거에 관한 성경에 입각한 가르침이며, 앞서 언급한 주제에 대한 서로 다른 견해를 평가하는 것을 포함합니다.

THEO503 조직 신학 III (4)

선행 과정: THEO502

본 과정에서 체계적으로 검토하는 주제들은, 교회의 본질, 조직, 기능 및 역할 그리고 마지막 날에 일어날 사건들의 본질에 대한 성경에 입각한 가르침이며, 종말과 새 하늘 새 땅의 영원한 상태와 관련된 성경에 입각한 예언들을 포함합니다.

THEO600 기독 변증학 (4)

본 과정은 “어떻게 기독 신앙을 반대하거나 따르지 않는 이들에게 기독 신앙을 전할 것인가?”와 같은 가장 중요한 주제들을 다룹니다. 기독 변증학은 반대자들로부터 신앙을 변호할 뿐만 아니라 긍정적인 방식으로 반대자들에게 접근합니다. “Apologetics”라는 용어는 그리스어에서 유래했으며, 그 의미는 가장 밝은 빛 가운데서 한 가지 주제 놓고 그것을 설명한다는 뜻입니다.

THEO610 기독 윤리 (4)

윤리학은 도덕적 가치 및 의무가 객관적인 것인지 아니면 주관적인 것인지 또는 절대적인 것인지 아니면 상대적인지 정하고자 하는 학문입니다. 또한 어떤 것이 도덕적으로 좋고 나쁜지, 어떤 것이 도덕적으로 옳고 그른지 정하기 위한 기준의 문제들을 해결하는 것을 그 목표로 합니다. 뿐만 아니라, 일반 윤리와 기독 윤리 간 차이점들을 뚜렷하게 살펴봅니다. 끝으로, 본 과정은 낙태, 형벌 등과 같은 다양한 도덕적 문제들에 기독 윤리 가운데 성경에 입각한 원리들을 적용하는데 그 초점을 둡니다.

THEO620 성경적 해석학 (4)

본 과정을 통하여 학생들은 성경의 더욱 깊은 의미와 그 중요함을 발견하기 위해 성경 본문을 검토하는 과정을 배우게 됩니다. 성경

독해, 강의 출석, 그룹 대화 및 연구 과제 창출을 통하여 학생들은 성경 본문을 해석하는 서로 다른 여러 방법들을 이해하게 됩니다.

신학 연구 (선택)

THEO635 세계 종교 (4)

본 과정은 기독 신앙인의 시각으로 세계의 주요 종교들의 본질 및 기능을 탐구합니다. 각 종교의 창시자, 역사, 권위의 출처, 핵심 신앙 및 신자들의 삶 가운데 전형적으로 나타나는 의식과 태도에 관하여 다루게 됩니다.

THEO738 20세기 신학: 그리스도와 현대주의 (4)

본 과정은 기독교 역사에서 일어났던 중대한 문화적, 신학적 그리고 역사적 사건들과 19세기 말에서 현재에 이르는 신학들을 조사해 봅니다. 기독교와 중요 인물 및 움직임 간의 상호 관계 뿐만 아니라 기독교와 세기 말 지배적이었던 여러 다른 문화와의 상호 관계들을 살펴 봅니다.

사역 연구 (필수)

MINS600 선교 및 제자도 (4)

선행 과정: 학생들은 최소 90단위 시간을 이수해야 하며, 마지막 학년이어야 합니다.

본 과정은 제일 마지막에 오르는 과정으로 졸업생들이 직업으로서의 사역을 위해서 준비될 수 있도록 신학 교육의 핵심 측면과 기독교 사역을 통합하는데 초점을 둡니다. 신학 석사 학위 지원자들은 수업 활동, 경험, 과제물 등을 통하여 얻은 중요한 학습 내용들을 강화하고 통합하며, 그렇게 함으로써 실질적인 선교 사역에 이러한 지식들을 얼마나 능숙하게 적용하는지를 입증합니다. 소감문, 자기 평가, 생각 및 비판적인 분석 내용을 나누는 활동들은 모두 학문적, 영적 그리고 전문적인 형성을 완성하도록 고안된 아주 중요한 요소들입니다.

MINS624 변화하는 세계를 위한 가르침 I (4)

창조와 죄라는 배경 속에서 대속의 역사가 계속해서 펼쳐지는 가운데 성경의 이야기를 알아 봅니다. MINS624는 MINS625와 시리즈

과목으로 그 첫번 째 파트이며 각 4학점입니다. 학생들이 성경 서술 방식에 익숙하게 되고, 삶의 형성 및 규범으로써 이와 같은 이야기들에 대한 가치 평가를 향상시키고, 궁극적으로 학생들로 하여금 삶의 변화를 위해 성경 말씀을 가르치도록 돕습니다.

MINS625 변화하는 세계를 위한 가르침 II (4)

선행 과정: MINS624

창조와 죄라는 배경 속에서 대속의 역사가 계속해서 펼쳐지는 가운데 성경의 이야기를 알아 봅니다. MINS625는 MINS624와 시리즈 과목으로 그 첫번 째 파트이며 각 4학점입니다. 학생들이 성경 서술 방식에 익숙하게 되고, 삶의 형성 및 규범으로써 이와 같은 이야기들에 대한 가치 평가를 향상시키고, 궁극적으로 학생들로 하여금 삶의 변화를 위해 성경 말씀을 가르치도록 돕습니다.

MINS640 선교로서의 비즈니스 (4)

본 과정은 기독교 선교에 있어서 비즈니스의 역할을 검토합니다. 1) 선교로서의 비즈니스에 관한 신학 2) 교차 문화 선교를 위한 매개체로서 비즈니스를 활용할 때 생겨나는 실질적인 문제 3) 특정 이윤을 창출하는 비즈니스 모델과 그 사례 연구과 같은 주제들을 다룹니다. 본 과정의 마지막에 학생들은 비즈니스와 선교의 통합과 관련된 기회들과 도전들을 더 잘 이해할 수 있게 됩니다.

MINS700 설교학 (4)

성경에 입각한 설교는 거룩하게 명함받은 방법으로 사람들을 회개케하며 하나님의 백성들을 교화합니다. 성경 말씀의 세계와 사람들의 세계 그 중간에 서서 하나님의 말씀을 그 백성들에게 전하고 하나님의 진리의 말씀을 선포하는 것입니다. 본 과정은 학생들이 설교학 및 그 방법들을 이해할 수 있도록 고안되었습니다. 이는 여러 다른 저자들이 쓴 글을 연구하거나 특정 견해를 지지하는 사람들이 전하는 설교를 들음으로 가능합니다.

MINS710 목회 상담 (4)

성경에 입각한 원리들을 기독 상담에 적용하는 학문입니다. 상담에 있어서 성경에 입각한 모델의 적용 및 실행이 강조됩니다.

사역 연구 (선택)

MINS500 목회 형성 (4)

본 과정은 기독 신앙인의 성숙을 돕는 지식과 경험 모두 학생들에에게 제공하기 위하여 성경 연구와 신학 연구를 현실적인 실습과 통합합니다. 본 과정은 그리스도와 같음의 의미를 이해하고, 개인의 영적 형성을 육성하며, 신앙 공동체의 성숙을 증진하는 은사와 부르심의 구별하는데 초점을 둡니다.

MINS603 선교에서의 소셜 미디어 (4)

본 과정은 선교와 사역을 위한 플랫폼으로서 소셜 미디어 사용을 경험해 봅니다. 또한 학생들은 효과적인 봉사 활동을 위해 실질적인 과제와 동료 평가 등을 하게 됩니다.

MINS610 다문화 간 연구 (4)

본 과정은 다문화 간 사역을 위한 성경에 입각한 기초라는 주제에 대한 지식을 학생들에게 제공합니다. 하나님의 나라의 열매맺는 시민으로 학생들을 준비케 하고 다양성 포용을 통하여 축복을, 인류에 대한 섬김을 통하여 풍요함을 얻음으로써 올리벳 대학의 사명을 증진시킵니다.

MINS720 교회 개척과 성장 (4)

다양한 교회개척 사례와 방법들을 평가하는 수업입니다. 단계별 과정을 제공하며, 학생들이 자신의 교회 개척경험을 나눌 것이 요청됩니다. 교회 성장의 양적인 또한 질적인 요소들을 성서적 시각에서 주목하여 볼 것입니다.

MINS730 교회 행정 (4)

이 수업은 일반적으로 “교회 행정”으로 더 잘 알려진 교회 동학에 관한 신학적 기초와 원칙들을 배우고 적용하기 위한 것입니다. 수업의 중요한 목적은 사역의 리더, 목사, 선교사들이 환경, 선교, 조직과 지역 교회의 기능에 관하여 모든 방면과 실전을 이해할 수 있도록 훈련하는 것입니다.

MINS740 목회 신학 (4)

이 수업은 개개인의 필요와 상황에 따라 복음을 전해야 하는 목회 현장에 기독교 신학을 적용하는 것입니다. 목회자는 믿음을 실천하는 사람입니다. 목회자는 알고 있는 모든 기독교의 가르침과 경험, 또 그 안에 있는 예수 그리스도의 구원의 은혜를 적용하여 구체적인 윤리적인, 영적인 문제들을 치료해야 합니다. 목회자의 치료 목적은 신체적 정신적 질환을 다루는 병원이나 사회 재활치료기관보다 훨신 넓고 깊습니다. 목회자는 개개인을 하나님께로, 서로에게로, 또한 생명에로 인도하고 회복시키길 원합니다. 그것은 개인에게 평화와 끊이지 않는 기쁨의 원천을 제공할 뿐만 아니라 그 영혼을 모든 상황에서 믿음, 소망,사랑을 가능하게 회복시킵니다.

PRAC500 사역 현장학습 (4)

석사 학생들은 교회가 감독하는 사역의 현장이나 학교의 승인을 받은 구체적인 사역 현장에 참여합니다. 인턴 시간은 총 120시간을 채워야 4학점이 수료됩니다. 성서적이고 신학적인 학습에 모두 기반 하여서 실제적인 사역의 방법들을 배울 것을 강조합니다.

PRAC020 크리스천 서비스 (0)

크리스천 서비스 프로그램 핸드북에 제시된 것과 같이, 매주 학생들이 사역에 참여하고 개인평가서와 감독(수퍼바이저) 평가서를 완성하면 됩니다.

PRAC021 채플 (0)

채플 참여는 모든 학생들에게 요구됩니다. 참석 기록에 따라 수료/비수료의 학점이 결정되며, 채플과목의 수료는 졸업에 반드시 필요합니다.

6장: 수강 과목 선택 및 시간 조정

수강 등록에 관한 지침 및 일정은 Populi에 들어가면 볼 수 있고, Populi 로그인 ID 및 비밀번호는 수강 신청 시 모든 학생에게 발급됩니다. 수강 등록 지침 및 일정은 학생들에게 이메일로 통보되고, 질문 사항이 있으시면 입학처로 문의하시면 됩니다. OU International로의 진학을 원했던 이전 재학생 중에서 재수강 신청이 가능한 학생들도 이메일로 수강 등록 진행 상황 및 필요한 등록 정보가 통보됩니다.

수강 신청 변경(추가 및 중도 포기) 기간

명시된 수강 신청 변경(추가 및 중도 포기) 기간 내에 정식으로 수강 과목을 추가하거나 중도 포기할 경우에는 수수료가 부과되지 않지만, 그 이후에는 추가 또는 중도 포기하는 수강 과목마다 $15의 수수료가 부과됩니다. 수강 시간 조정이 끝난 이후에 수강 과목을 추가할 경우, 전체 수강료를 기준으로 계산하여 시간당 수강료를 추가로 지불해야 합니다. 스케줄 조정이 끝난 이후에 수강 과목을 중도 포기할 경우, 전체 수강료를 기준으로 계산하여 시간당 수강료가 환불됩니다.

수강 과목을 추가하거나 중도 포기하고자 하는 학생들은 수업 중도 포기/추가(Drop/Add Class) 신청서를 작성하여 교무처에 제출해야 합니다. 또한 해당 학생은 담당 지도 교수 및 해당 과목 담당 교수로부터 이에 대한 승인을 받을 책임이 있습니다.

수강 신청 변경 (추가 및 중도 포기) 기간 이후에 수강을 아예 취소하고자 하는 학생은 교무처에서 수업 중도 포기(Drop Class) 신청서를 작성하여 제출해야 합니다. 또한 해당 학생은 관련 수수료를 지불하고, 담당 지도 교수 및 해당 과목 담당 교수로부터 이에 대한 승인을 받을 책임이 있습니다.

수강 과목을 중도 포기하거나 또는 취소할 경우, 해당 학생은 풀타임 학생 (Full-time Status) 이하의 자격으로 언제든지 하향 조정될 수 있으며, 그 결과 해당 학생의 재학 중 재정 등급이 달라질 수 있으므로, 해당 학생은 학장 및 단과 대학 내 프로그램 책임자로부터 최대한 빠른 시일 내에 승인을 받아야 합니다.

수강 과목 중도 포기 vs. 수강 과목 취소
수강 과목 중도 포기는, 매 학기 초 수강 중도 포기 및 추가 기간 동안 정식으로 수강 과목을 중도 포기하는 것이며, 이 과정은 온라인으로 진행되며, 학기 말, 학적부 상에 학생의 수강 과목 출석에 대한 기록이 남지 않습니다.
수강 과목 취소(수업 취소)는, 가을, 겨울, 봄 학기의 9번째 주까지이며, 수강 신청 변경(중도 포기 및 추가) 기간이 지난 다음에 수강을 취소하는 것이며, 학적부 상에는 “W” 학점으로 표시됩니다.

수강 취소에 관한 학사 내규

가을, 겨울, 봄 학기 첫 주 내에는 수강 과목을 취소할 경우, 학적부 상에 수업에 관한 아무런 기록이 남지 않습니다. 가을, 겨울, 봄 학기 3째주에서 9째주 내에는 담당 지도 교수의 승인 하에 수강 과목을 취소할 수 있습니다. 학적부 상에 수강 기록이 남으며, 해당 강사는 “W” 등급을 주도록 되어 있으며, 이는 해당 학생이 수강을 취소했음을 표시합니다. 가을, 겨울, 봄 학기 9째주 이후부터는 수강 과목 취소가 불가합니다.

학위 취득을 위해서는 학업 도중에 5개까지 수강 취소가 가능하며 그 이상은 불가합니다. 한 수강 당 한 번만 수강 취소가 가능하며, 그 이상은 불가합니다.

수강 취소 절차는, 수업 추가/중도 포기(Add/Drop Class) 신청서를 작성하여 교무처에 제출하면, 교무처에서 처리됩니다.

수강 취소에는 두 가지 유형이 있는데, “대학 취소” 즉, 대학 내 모든 수강 과목을 취소하는 것과, “수업 취소” 즉, 각각의 수강 과목을 취소하는 것입니다.

대학 취소(완전 취소)에 관한 학사 내규

해당 학생이 OUI 복학의 의사가 없거나 4학기 즉 1년 이상 휴학하고자 한다면, 휴학/대학 자퇴(Leave of Absence/College

Withdrawal) 신청서를 작성하여 제출해야 합니다.

학업 적정 수준 및 대학으로의 재입학 자격 조건을 유지하기 위해서는, 수강 취소가 불가피한 학생의 경우, 정식으로 수강 취소를 해야 하며, 복학을 원할 경우, 재입학 신청을 해야 합니다. 이 경우, 변경된 교양 과목, 전공 및 학위 관련 요구사항에 따라 달라질 수 있습니다. 타 대학에서 수강할 경우, 사전 승인이 필요한 것은 아니지만, 재입학 시 학점 인정을 원한다면, 심의절차를 거쳐 인정이 가능합니다. 재입학이 보장되는 것은 아니며, 재입학 신청시 유효한 입학 심사 기준에 따라 달라집니다.

수강 취소에 대한 환불 규정

수업 취소의 경우, 수업이 시작된지 첫 2주 내에 수업을 중도 포기하게 되면 수수료를 내지 않아도 됩니다. 그 이후에 수업을 취소할 경우에는 중도 포기 수수료 $15을 내야 합니다. 수업 취소는 수업이 시작된지 4째주 마지막 날까지만 가능하며, 그 이후에는 수업 중도 포기는 절대 불가합니다.

등록금은, 가을, 겨울, 봄학기 2째주 마지막 날까지 수강 취소 신청서가 제출된 경우에만 90% 환불됩니다. 정식으로 수강 취소 통지 후 수강 취소가 가능하며, 수강 기간을 제하고 남은 수강 기간에 대한 등록금이 환불되나, 강의 또는 학기 진도가 60% 이하인 경우에만 해당되며, 학업 진도가 60% 초과된 경우, 환불은 불가합니다.

재수강

“D” 학점 또는 그 이상의 학점을 받은 수강 과목의 경우 학점을 받기 위한 재수강은 불가합니다. “F” 학점을 받은 수강 과목의 경우 학점을 받기 위한 재수강이 가능합니다. 학점은 재수강하여 받은 학점만 평균 평점에 반영되나 학적부 상에는 학업 성적의 일환으로 모든 수강 내역이 기록됩니다. 패스 학점을 받은 과목의 재수강도 불가합니다.

4학기(쿼터)제

올리벳 대학 인터내셔널은 4학기(쿼터)제로 학업 과정이 제공되며, 학업을 만족스럽게 수행했을 때 학점이 주어집니다.

올리벳 대학 인터내셔널 학교 년도는 가을, 겨울, 봄 3개의 정규 학기로 나눠지며, 여름 학기에만 42일 동안 학기가 진행되고 각 쿼터는 기말 고사를 제외하고 10주 동안 학기가 진행됩니다.

학점의 기본 단위는 quarter hour이며, 이는 일 주일에 한 시간씩 10주 수강을 의미합니다.

온라인 학습

올리벳 대학 인터내셔널은 학교내 온라인 강의실을 통하여 온라인 과정만 제공하며, 거의 대부분 혹은 전체를 차지하는 수업 활동은 온라인으로 이뤄지며, 비디오 회의, 온라인 강의, 포럼, 채팅룸, 온라인 시험 및 퀴즈, 온라인으로 제출할 수 있는 수업 관련 과제 등입니다. 강의 내용은 학생들의 편의에 따라 24시간/7일 제공되지만 학기 내내 커리큘럼을 놓치지 않고 잘 따라갈 책임이 있습니다. 대부분의 강의에 필요한 수업 자료는 온라인상에서 찾아서 쓸 수 있지만 때때로 온라인 강의에서 쓸 교과서를 구매할 필요가 있을 때도 있습니다.

수업 시간표

매학기 제공되는 수업 시간표는 대학 내 수강 관리 시스템 Populi에서 볼 수 있으며, 공개 강좌 제공 정보도 Populi에서 찾아볼 수 있습니다. 각자의 ID와 패스워드를 받고 나서 다음 주소 https://olivet.populiweb.com로 들어가면 Populi를 사용할 수 있습니다.

수업 출석

동시 수업을 듣는 학생들은 수업 시간을 정확히 지키고 꾸준히 출석해야 하며 모든 주어진 과제물에 대해 책임을 다해야 합니다. 각 수강 과목의 전체 수업 중 1/3 이상을 결석한 학생은 해당 과목에서 낙제되며 해당 과목을 더 이상 수강할 수 없게 됩니다. 이와 같은 틀 안에서 각 강사는 자신의 수업 출석 지침을 정하여, 학기 초에 이 지침을 학생들에게 알려줍니다.

정상 참작이 가능한 상황을 제외하고는, 아프거나 늦은 등록으로 동시 수업을 듣지 못한 경우는 결석으로 처리됩니다.

아파서 출석이 불가능할 경우 담당 교수에게 이를 알리고 놓친 부분을 보충할 수 있도록 해야 합니다. 장기간 수업을 빠질 수 밖에 없는 학생은 학생 서비스 담당실에 그 이유와 함께 이를 알려야 합니다. 아무런 통지 없이 2주 이상 결석할 경우 비공식 수강 취소로 간주되며 F 학점을 받게 됩니다. 만약 불가피한 이유로 학교에 통지할 수 없는 경우 해당 학생이 Academic Council에 청원하여

다시 수강할 수도 있습니다.

합법적인 이유로 시험에 결석한 학생은 교수진의 재량에 따라 보충 시험을 볼 수도 있습니다.

공식적인 기말 고사 기간 이후에 기말 고사를 치뤄야 할 경우 분과장(Division Chair)의 승인을 받아야 합니다.

7장: 학점 표기법 및 규정

학점 규정

성적은 아래의 성적 평가 기준에 따라 학생의 학업 성취도에 대한 강사의 판단에 기초하여 각 학생에게 주어집니다.

석/박사 성적 평가 기준표

환산점수	성적등급	의미	평점
100-93	A	탁월함	4.0
92-90	A-		3.7
89-88	B+		3.3
87-83	B	만족	3.0
82-80	B-		2.7
79-78	C+		2.3
77-73	C	기준 이하	2.0
72-70	C-		1.7
69-68	D+		1.3
67-63	D	기준 미달	1.0

62-60	D-		0.7
60 이하	F	낙제	0

그 외의 성적 평가:

성적 등급	의미	성적 등급	의미	성적 등급	의미
I	불완전 이수	M	학점 누락	NP	탈락/학점 없음
IP	진행 중	NF	미출석 낙제	E	조건 이수
W	수강 취소	P	통과 (C- 또는 그 이상)	AU	청강

불완전 이수 (I)

합당한 사유로 학기 말까지 수강 과목을 다 이수하지 못 했을 경우, “I”(불완전) 등급이 주어집니다. 학기 말로부터 10주 안에 이 등급이 정리되지 않으면 “F” 학점이 됩니다.

수강 과목 취소 승인을 받은 학생은 “W” 등급을 받게 되는데, 어떤 수강 과목이든 수업이 절반까지 진행된 경우에만 가능합니다. 이러한 규정에서 예외되고자 하는 학생은 교무서에서 청원해야 합니다. “W” 등급은 평균 평점 계산에 포함되지 않습니다.

진행중 (IP)

“IP” 등급은 해당 수강 과목이 그 다음 학기에 연계되는 수강 과목을 등록할 때에만 가능한 특별한 경우에 한하여 주어집니다.최종 수업이 성공적으로 끝난 이후, IP 등급은 적합한 학점으로 변경됩니다. IP 등급은 평점 평균 계산에 포함되지 않습니다.

수강 취소 (W)

학생이 정식으로 수강 과목을 취소하면 “W” 등급이 주어집니다. 수강 취소는 절차 및 마감 기한에 맞춰서 학생이 신청해야합니다. “W” 등급은 학점이 주어지지 않으며, 평균 평점 계산에 포함되지 않습니다.

학점 누락 (M)

수강 신청실에 보고된 성적이 없을 경우, “M” 등급이 주어집니다. “M” 등급은 학점이 없고 평균 평점 계산 시 포함되지 않습니다. “M” 등급은 해당 학기가 끝나고 한 학기 뒤에 “NF” 등급으로 변경됩니다. “NF” 등급은 변경 불가합니다.

미출석 낙제 (NF)

“NF” 등급은 학생이 과도한 결석을 하거나 수업에 참석하지 않을 경우 담당 교수에 의해 주어집니다. 이 등급은 “ F” 학점과 같은 평균 평점으로 계산됩니다. “NF” 등급은 첫 제출 후 변경 불가하며 다른 등급도 “NF”로 변경 불가합니다.

조건 이수(E)

“E” 등급은 연속 과목에서만 주어집니다. 이 등급은 나머지 과정에서 “C” 학점을 받을 경우 “D”로 올릴 수 있습니다. 그렇지 않으면 “F” 학점이 됩니다.

청강 (AU)

“AU” 등급은 학생의 청강하는 수업의 출석이 적절하다고 판단될 때 주어집니다. AU 등급은 학점이 없고 평균 평점 계산 시 포함되지 않습니다.

평점 평균 산출 및 차감

“평균”이라는 용어는 대학에서 이수 완료한 과목에 대한 평점 평균 (GPA)을 의미합니다. 타 대학에서 받은 성적은 올리벳 대학의 평균 요구 사항을 충족시키기 위해 올리벳 대학에서 받은 성적과 함께 평균 계산되지 않습니다.

평균은 수강 신청 학점 수와 평균 평점의 비율을 계산하여 결정됩니다.

학점 평균 차감은 올리벳 대학에서 수강 신청한 과목 중 평균 C 학점 미만의 성적 점수로 정의됩니다. 학점 평균이 2.0미만이면 학점 차감이 됩니다.

C 등급 이상의 학점만 학점 차감을 줄일 수 있습니다.

평균 평점 산출 방법

- 등급 평점을 신청한 학점 수로 곱하여 전체 학점을 계산합니다.
- 계산된 전체 학점을 이수한 학점 수로 나눕니다.

학점 차감 산출 방법

학점 차감을 산출하기 위해서 먼저 평균 평점을 계산합니다.

- 올리벳 대학에서 이수한 전체 학점에 2를 곱합니다. (GPA가 2인 경우)
- 전체 이수 학점을 빼서 학점 차감을 산출합니다.

예를 들어, 학생이 100시간을 수강했다면, 평점 2.0을 얻기 위해서는 200점의 학점이 필요합니다.

196학점을 이수했다면, 4점의 학점 차감이 발생합니다.

학생의 학점 평균을 계산할 때 다음 요소도 고려해야 합니다.

1. 인정된 편입 학점이 있는 경우, 편입 학점은 평균 평점 계산에 포함되지 않습니다.
2. 동일한 과목을 2회 이상 수강했을 때 처음 학점과반복 수강으로 얻은 학점 모두 학적부에 기록됩니다. 하지만 마지막 점수만이 평균 평점에 포함됩니다.

성적 이의 신청

성적 이의 신청 절차는 담당 교수와 상담으로 시작됩니다. 다음은 성적 이의 신청 절차입니다.

1. 해당 학점이 부여된 학기가 끝나기 전에 학생은 교수에게 성적 재고를 요청합니다.
2. 교수의 결정에 따른 결과에 불만족할 경우, 결정 후 10일 이내에 분과장에게 서면으로 이의를 신청할 수 있습니다.
3. 분과장의 결정 후 10일 이내에 학생은 학술 최고 책임자(CAO)에게 서면으로 이의를 신청할 수 있습니다.

학생은 이의 신청 기간 동안 매일 이메일을 확인할 책임이 있습니다.

8장: 학업 진행 만족 기준(SAP) 심사

학업 적정 수준

학부 또는 석사 과정의 학생들은 평균 평점(“GPA”) 4.0 만점에 적어도 2.0 또는 3.0을 유지해야 학업 적정 수준 안에 있을 수 있습니다.

학업 상 징계 등급 개요

올리벳 대학 인터내셔널은 성공적인 학업 및 생활의 변화를 도모할 수 있도록 학생 격려 차원의 학업상 징계 지침을 준수합니다. 최소한의 학업 적정 수준에 미치지 못하는 학생들은 더 엄중한 기준을 따라야 하며 담당 지도 교수에게 정기적으로 상담을 받아야 합니다.

학부/석사 과정 대상 징계 지침

올리벳 대학 인터내셔날은 최종적으로 퇴학 조치를 내리기 이전에 징계 지침을 통하여 학생들로 하여금 필요한 변화를 이끌어 낼 수 있도록 몇 가지 기회들을 제공합니다.

징계 등급:

- 주의
- 학사 경고
- 정학 (정규 학기 1학기와 여름 학기)
- 퇴학

주의 처분을 제외한 각 징계 등급은 학생 성적표에 기록됩니다.

1. 주의

학부/석사 과정의 학생의 누적 GPA가 2.0 (학사 과정) 또는 3.0(석사 과정) 미만으로 떨어지면 해당 학생은 주의 처분을 받게 됩니다.

주의 처분은 학생들로 하여금 필요한 변화를 이끌어내어 올리벳 대학 인터내셔널에서의 학업을 성공적으로 마치고 학위를 취득하는 것을 돕고자 고안된 것입니다. 이러한 변화들은 각 학생의 개인적인 사정에 따라 다르게 조정되나, 이를 심각하게 받아들여야 합니다.

만약 주의 처분이 주어지면, 해당 학생은 특정 프로토콜을 따르고 더 수준높은 학업 기준을 따라야 합니다. 이러한 프로토콜과 기준들은 학업 적정 수준에 다시 도달하여 졸업 요건을 충족시킬 수 있도록 고안되었습니다.

주의 처분을 받은 학생은 학기 내내 다음과 같이 학업 진행 만족 기준 지침(SPP)에 따른 요구 사항들을 따라야 합니다.

학업 진행 만족 기준 지침:

- 학사 과정의 경우 매 학기 최소한 GPA 2.2, 석사 과정의 경우 매학기 최소한 GPA 3.2를 취득해야 합니다.
- 수강 등록 전에 담당 지도 교수를 만나야 합니다.
- 이전 학기에서 낙제한 전공 및 대학에서 핵심이 되는 필수 수강 과목들은 모두 재수강해야 합니다.
- 학사 과정의 경우 최대 12 학점 시간(credit hour), 석사 과정의 경우 최대 8 학점 시간(credit hour)에 맞추어 수강 등록을 해야 합니다.
- 졸업까지 학업 진행 만족 기준(SAP)을 유지해야 합니다.

만약 주의 처분을 받은 학생이 학업 진행 만족 기준 지침에서 요구하는 사항들을 준수하지만, 누적 GPA 2.0 (학부 과정) 또는 3.0 (석사 과정)을 취득하는데 실패하면, 해당 학생은 주의 처분 상태가 유지되며 지속적으로 학업 진행 만족 기준 지침에서 요구하는 사항들을 준수해야 합니다.

언제든지 해당 학생의 누적 GPA가 최소 요건 2.0 (학부 과정) 또는 3.0 (석사 과정)에 도달하게 되면, 해당 학생은 대체로 학업 적정 수준으로 회복됩니다. 학생의 누적 GPA는 올리벳 대학 인터내셔널에서 수강할 경우에만 효력을 나타내고, 타 대학에서 수강한 것이

학업 적정 수준으로 회복되는데 도움이 되지 않습니다

1 학술 최고 책임자(CAO)는 사례별로 해당 요구 사항들을 변경할 수 있는 권한이 있습니다.

2 CAO는 사례별로 해당 요구 사항들을 변경할 수 있는 권한이 있습니다. 만약 해당 학생이 주의 처분을 받기 전에 12학점 시간 (학부 과정) 또는 8학점 시간(석사 과정) 수강 등록을 이미 마친 상태라면, 해당 학생의 수강 시간은 최대 12 학점 시간(학부 과정) 또는 최대 8학점 시간(석사 과정)으로 줄여야 합니다. 그리고 해당 학생은 담당 지도 교수와 의논하여 본인의 수강 시간을 적절하게 조정할 필요가 있습니다.

2. 학사 경고

주의 처분을 받은 상태에서 학업 진행 만족 기준 지침에 따른 요구 사항들을 준수하지 못할 경우 해당 학생은 학사 경고 처분을 받게 됩니다. 학사 경고 처분을 받은 학생은 위에서 열거된 것처럼 학업 진행 만족 기준 지침에 따른 요구 사항들을 준수해야 합니다.

주의 처분 또는 학사 경고 처분을 받고 나서 대학 자퇴를 하는 학생의 경우, 그 사이에 타 대학에 진학한 적이 있더라도 동일한 등급으로 재입학이 가능합니다. 타대학 진학 시의 학업 성취도가 재입학 허가 결정에 영향을 미치는 요인이 됩니다.

3. 정학

학사 경고 처분 받은 상태에서 학업 진행 만족 기준 지침에 따른 요구 사항을 준수하지 못할 경우, 해당 학생은 자동으로 정학 처분을 받게 됩니다.

정학 처분을 받은 학생은 아래에 열거된 것처럼 재입학하지 않는 한, 수강 신청, 수업 참관 또는 수업 참석이 불가합니다.

정학 처분을 받은 학생은 학적부 상에 해당 학기에 “Academic Suspension(정학 처분)” 기록이 남게 됩니다.

정학 기간

- 처음으로 정학 처분을 받은 경우, 정규학기 1 학기 및 여름 학기 동안 정학 처리됩니다.
- 두번째 정학 처분을 받은 경우에는 올리벳 대학 인터내셔널로부터 최종적으로 퇴학 처분을 받게 되며, 재입학은 불가합니다.

4. 재입학

처음으로 정학 처분을 받은 학생은 해당 단과 대학장에게 재입학에 관하여 청원해야 합니다.

재입학한 학생의 경우, 단과 대학장이 학사 경고 조건을 추가하여 부여할 수도 있습니다. 추가되는 학사 경고 조건은 학생 개개인 및 해당 학생의 학업 환경에 따라 달라지지만, 궁극적으로는 해당 학생이 학업 적정 수준에 도달하여 무사히 졸업할 수 있도록 고안된 것입니다.

첫번째 정학 처분 후 대학에 재입학하는 학생은 학사 경고 처분에 다시 들어가게 됩니다.

두번째 정학 처분을 받은 학생은 영구적으로 대학으로부터 퇴학 처리되고, 재입학은 불가합니다.

프로그램은 언제든지 학생의 입학 허가 취소를 권고할 수 있는 특권이 있습니다.

해당 학기 학점을 심사하고 그에 적합한 조치를 취한 이후에도 해당 학생의 학업 진행 만족 기준(SAP)이 빠른 시일 내에 향상되지 않는다면, 교무처는 해당 학생에게 서면으로 통보합니다.

정학 및 퇴학 처분을 받은 학생은 서면 통지서 발행 날짜로부터 10 업무일 이내에 분과장(Division Chair)이나 담당자에게 서면으로 해당 처분에 대한 이의를 제기할 수 있습니다.

이의 제기에는 이의 제기가 받아들여져야 하는 타당한 근거를 간결하게 요약한 부분을 포함해야 합니다. 단과 대학장이나 담당자가 이의 제기에 대한 최종 결정을 내립니다.

학생의 학업 진행 상황

중간 학기 모니터링

매 학기 중간에, 모든 교수들은 담당 학생들의 학업 성취도에 대한 평가 요청을 받습니다.

특정 수업에서 학생의 학업 성취도가 만족스럽지 못할 때, 이것은 전반적인 학업의 어려움 그리고/또는 다른 문제가 있을 수 있음을 교수님 개개인이 제일 먼저 감지할 때가 자주 있습니다. 학업의 어려움은 만족스럽지 않은 학점, 부진하거나 일관성이 떨어지는 과제,

부진하거나 불규칙적인 출석률, 부주의한 태도, 흥분된 감정 상태, 행동, 자세 또는 외모의 변화, 적합하지 않고/거나 일관성이 떨어지는 행동 등으로 나타납니다.

학부에서 이뤄지는 평가는 학생들의 학업 성취도 및 진행 상황을 체크함으로써 담당 지도 교수를 도울 뿐만 아니라 학생들에게 적합한 도움이나 필요한 학습 자료를 제공할 수 있도록 돕습니다.

학업 심사

매 학기 말에는, 교직원 및 교수진으로 구성된 각 프로그램의 분과 위원회에서 학기 또는 누적 평균 평점(GPA)이 학부 과정의 경우 2.0, 석사 과정의 경우 3.0 미만인 모든 학생들의 기록을 심사하고 이에 적합한 조치를 취합니다. 위원회에서는 주의, 학사 경고, 정학, 퇴학 처분과 같이 각 학생의 징계 등급을 결정합니다. 해당 학생 전원은 그 결정 내용을 이메일로 통보받게 됩니다. 그러나 모든 학생은 본인의 학업 기록 및 성취도에 대해 스스로 모니터링할 책임이 있으며, 아무런 공지를 받지 않았다고 해서 학업 등급에 대한 조치가 무효 처리되지 않습니다. 뿐만 아니라 학생들은 대학 내에 마련되어 있는 적절한 인적 물적 자원들을 통하여 도움을 받을 수 있는 방법을 강구해야 합니다.

재수강 옵션이 이전에 받았던 학업 등급 조치를 무효화하지 않습니다.

학업상 엄격함에 대한 성명

학업상 엄격함(Academic Rigor)은 평생 교육 증진을 도울 뿐만 아니라 올리벳 대학 인터내셔널의 사명과 일맥상통하는 부분입니다. 학업상 엄격함은 윤리적인 방법으로 최고 수준의 지적 능력을 유지할 수 있도록 학생들에게 도전이 되는 학습 환경을 유지하는 것을 의미합니다.

교직원에 대한 학업상 엄격함

엄격한 교육은 교직원들로 하여금 학문적으로 학생들에게 도전이 되는 학습 환경을 제공할 뿐만 아니라 학생들이 성장할 수 있도록 합니다. 엄격한 교육은 학문적 훈육뿐만 아니라 학생들의 학습 능력을 개발함으로써 학생들이 스스로 자기 지식과 이해력을 발전시키고자 하는 동기 부여에 대한 전문적인 헌신을 요합니다. 학생들은 교직원들로부터 다음과 같은 내용을 기대할 수 있어야

합니다.

1. 수강 과목을 통해서 학생들에게 기대하는내용을 분명하게 의사소통하고 또 이 내용을 교수 요목에 잘 요약해 놓을 뿐 아니라 커리큘럼을 따르고자 해야 합니다.
2. 수업 준비를 잘 하고, 상황이 허락하는 대로 시기적절하게 과제에 대한 유용한 피드백을 주고자 해야 합니다.
3. 강의실 밖에서도 학생들에게 시간을 내어주고자 해야 합니다.
4. 연관성이 있고 의미있고 도전이 되는 과제를 제시해야 합니다.
5. 학생들의 다양한 재능과 능력에 맞춘 방식으로 학습 기회를 만들고자 해야 합니다.
6. 표절 근절을 위해 노력하고, 학생들이 인지하는 표절에대한 필요를 줄이고자 노력하며, 표절 행동이 보일 시 이에 맞서야 합니다.
7. 담당 수강 과목 및 자신에 대해 평가하고자 해야 합니다.

학생에 대한 학업상 엄격함

대학에서의 경험을 극대화하기 위해서는 대학의 엄격함에 관하여 학생들도 교수진들과 같은 시각으로 접근해야 합니다. 엄격한 학습은 불굴의 용기, 인내, 준비성, 열심과 열정을 필요로 합니다. 대학에서는 고등학교의 교사 중심 학습 방식에서 학생 중심 학습 방식으로 학생들을 이동하게 함으로 학업 성취에 대한 책임이 학생들에게 훨씬 더 많이 부여됩니다. 요구하는 바가 많은 대학에서 높은 성취도를 이루는 것을 통하여 학생들을 성공적이고 만족스러운 직업으로 이끌 수 있습니다. 따라서, 엄격한 학생들은 자기 자신으로부터 다음과 같은 내용을 기대할 수 있어야 합니다.

1. 대학 생활의 목적에 대한 강한 의미를 가지고 기대치를 높여야 합니다.
2. 준비된 자세로 수업에 임하고, 마감까지 과제물을 제출해야 합니다.
3. 수업 시간 뿐만 아니라 그 외의 시간에도 교직원들과의 시간을 최대한 활용해야 합니다.
4. 동료 학생들과 강의실을 존경의 마음으로 대하고 학업 과정에 참여해야 합니다.
5. 시간을 잘 관리할 때 대학을 현실적인 가치를 지닌 현실적으로 해야 할 일로 대할 수 있습니다.
6. 전적으로 정직과 진정성을 가지고 참여해야 합니다.
7. 필요에 의해서든 혹은 권장 사항이어서든, 동료 학생들과 과제를 함께 하는 것은 과제의 결과물이 학생들 본인들이 직접 한 작업인 이상 허용되는 행동임을 이해해야 합니다.
8. 학습 및 학점 취득에 대한 책임을 다해야 함을 받아들여야 합니다.

9장 : 졸업

졸업 요건

학생들은 졸업자격을 갖추기 위해 각자의 프로그램 수업 커리큘럼에 명시된대로 적절한 평균 학점을 유지함으로써 최소한의 학업요건을 충족시켜야 합니다. 또한, 학생들은 졸업을 위한 모든 재정적인 의무를 대학에 납부해야합니다.

본 대학의 학사과정에 등록된 학생들은 졸업을 위해 평균 “C”(2.00)학점을 유지할 것이 요구되며, 석사과정에 등록된 학생들은 졸업을 위해 평균 “B”(3.00) 유지할 것이 요구됩니다. 평균 학점은 마지막 학기 등록 전에 기록된 학점을 토대로 결산합니다.

졸업 가능한지에 대한 졸업 감사 이후에, 학생들은 졸업식에 생방송으로 참여할지, 직접 리버사이드 캠퍼스에서 참석할지 결정할 수 있습니다. 직접 졸업식에 참석하기로 선택한 학생들은 리허설과 졸업식 예행 연습에 모두 참석해야 합니다. 만약 학생이 졸업식에 참석할 수 없는 경우 교수진에 사유를 제출하고, 졸업을 승인 받을 수 있습니다. 졸업식 참석 여부와 절차는 졸업식 예행 6주 전에 합의 되어야 하며, 자신이 작성한 신청서에 의해 진행되어야 합니다.

본 대학에 처음 등록한 학생들은 입학한 년도의 수강편람 요건에 따라 학업을 완성해야 합니다. 수강을 취소한 학생들은, 세번 연속해서 학기를 취소하지 않은 경우(예를 들어, 가을학기/겨울학기/봄학기), 입학한 년도의 수강편람의 요구사항을 따를 수 있습니다. 그 외의 학생들은 가장 최근의 수강편람의 요구조건을 따라야 합니다.

수강편람의 연차는 그 해 가을 학기 부터 시작됩니다. 따라서, 여름학기에 처음 등록한 학생들은 다음해 가을학기의 수강편람의 대상이 됩니다.

추가 요건

1. 각 프로그램의 교수진은 본 대학의 기준 이상으로 각 학위 프로그램의 졸업, 학위 유지, 입학의 추가 요건을 결정할 수

있습니다.

2. 각 프로그램의 교수진은 학생의 입학, 해당 프로그램 안에서의 학위 유지, 졸업의 적합성에 관한 결정과 판단을 담당합니다. 학생들은 교수진에 의해 결정된 사항들에 대해 이의가 있는 경우 학생 서비스 사무실에 재평가를 요청해 주시기 바랍니다. 이의 제기는 공식적인 결정사항들이 학생에게 전달된 후 15일 이내에 요청된 경우에 한해 가능합니다.
3. 각 프로그램의 교수진은 졸업 후보자 승인을 거절하거나, 학생이 대학과정에서 학위 유지하는 것을 종료할 수 있는 자격과 권한을 보유합니다. 교수진은 학생이 학위 프로그램에 대한 학업 및 기타 요구 사항을 충족하는 경우에도 그러한 결정에 대한 타당성을 정할 수 있습니다.

졸업과정

1. 학사과정의 164학점을 수료하고, 신학석사 120학점과 그 외 석사학위의 40학점을 수료하면, 학생들은 졸업자격에 대한 심사를 신청할 수 있습니다.
2. 졸업 요건을 모두 이행 하였다면, 학생들은 등록처에 이메일을 보내 졸업 신청 양식을 받아 졸업 신청을 하여야 합니다.
3. 등록처는 학생들이 모든 졸업 요건을 이행 하였는지 확인하고 최종 증명과정을 진행합니다.
4. 학생들은 졸업신청서 양식을 작성하고 제출한 뒤 졸업 비용을 지불합니다.
5. 등록처는 성적 증명서와 졸업장을 준비하여 졸업신청서 양식에 적힌 주소로 발송합니다.

10장: Olivet University International 정책

학생 기록

모든 학생 교육 기록의 기밀을 유지하는 것이 OUI의 정책입니다. 기관 외부의 어느 누구도 기관 내 직원; 학생 재정 지원을 제공하는 개인 또는 단체, 인가 기능을 수행하는 인가 기관, 사법 명령을 준수하는 사람; 학생 또는 다른 사람의 건강 또는 안전을 보호하기 위해 비상 사태에 처한 사람을 제외하고 학생의 서면 동의 없이는 학생의 교육 기록에있는 정보를 열람하거나 공개 할 수 없습니다.

Olivet 커뮤니티 내에서 학생의 교육적 이익을 위해 개인적으로 또는 집단적으로 활동하는 회원 만 학생 교육 기록에 접근 할 수 있습니다. 교육 기관은 학생 이름, 주소, 전화 번호, 이메일 주소, 주요 전공 분야, 출석 날짜, 사진, 수업 또는 레벨, 등록 상태, 학위, 명예 및 상을 포함한 디렉토리 정보를 제공합니다. 학생들은 등록 기관에 통지함으로써 디렉토리 정보를 보류 할 수 있습니다.

비공개 요청은 해당 기관에 의해 1년 동안만 인정됩니다. 따라서 디렉토리 정보를 보류 할 수있는 권한을 매년 교무처에 제출해야합니다.

학생들은 자신의 교육 기록에 포함 된 정보를 조사, 검토 및 이의를 제기하고 이의 결과가 만족스럽지 않은 경우 청문회를 요청할 수 있으며, 결정을 받아 들일 수 없다고 판단될 경우 파일에 포함 할 설명서 제출할 수 있습니다. Olivet의 교무처는 입학, 개인, 학력, 재정 및 현장 실습 기록을 포함하여 학생 교육 기록에 대한 검사 및 검토 절차를 조정하도록 기관에 의해 지정되었습니다. 교육 기록에는 행정 및 교육 담당자의 기록이 포함되지 않습니다. 이 기록은 이것을 준비하는 행정 및 교육 담당자의 유일한 기록입니다.

학생들은 다음을 점검하고 검토 할 수 없습니다 : 부모가 제출 한 재무 정보; 입학, 고용 또는 취업과 관련된 기밀 서한 및 추천서, 또는 검사 및 검토 권한을 포기한 영예; 또는 한 명 이상의 학생에 대한 정보가 포함 된 교육 기록. 이 경우 기관은 조사 대상 학생과 관련된 기록의 일부만 열람할 수 있습니다.

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.

Olivet는 1974 년 가족 교육 권리 및 개인 정보 보호법 (FERPA)에 따라 학생 기록을 유지합니다.

기밀 유지 및 개인 정보 보호 정책

Olivet University International은 개정 된대로 1974 년 가족 교육 권리 및 개인 정보 보호법 (FERPA)에 따라 학생 기록을 유지합니다 (20 미국 코드 [미국] § 1232g; 34 연방 규정 코드 [CFR] 파트 99).

연방법에 따라 18 세 이상의 학생 또는 고등학교 수준 이상의 학교에 다닌 학생은 아래 권리가 있습니다:

- 학교가 관리하는 교육 기록을 조사하고 검토할 권리.
- 학교에 부정확하거나 오해의 소지가있는 기록을 교정하도록 요청할 권리. 학교가 기록을 수정하지 않기로 결정한 경우, 학부모또는 자격이 있는 학생은 공식적인 청문회를 열 권리가 있습니다. 공청회가 끝난 후에도, 학교가 여전히 기록을 수정하지 않기로 결정한다면, 학생은 논쟁의 여지가 있는 정보에 대한 자신의 견해를 진술할 권리가 있습니다.

FERPA에 따르면 데이터 공개와 관련하여:

- - 학교는 학생의 교육 기록에서 정보를 공개하기 위해 학생의 서면 허가를 받아야합니다
- - 학교는 동의없이 다음과 같은 당사자에게 또는 다음 조건에 따라 해당 기록을 공개 할 수 있습니다 (34 CFR § 99.31):

  - 정당한 교육적 이해관계를 가진 학교 관계자:
  - 학생이 편입 하려는 다른 학교;
  - 감사 또는 평가 목적으로 지정된 공무원;
  - 학생에 대한 재정적 지원과 관련된 적절한 당사자;
  - 학교를 위해 또는 학교를 대신하여 특정 연구를 수행하는 조직;
  - 인증 기관;

- 사법 명령 또는 합법적으로 발행 된 소환장을 준수하기 위한 목적;
- 보건 및 안전 응급 상황의 경우 적절한 직원; 그리고
- 주 당국과 지방 당국은 특정 주법에 의거하여 청소년 사법 제도 내에서.

- 학교는 동의없이학생의 이름, 주소, 전화 번호, 생년월일 및 출생 장소, 영예 및 상, 출석 날짜와 같은 디렉토리 정보를 공개 할 수 있습니다 그러나, 학교는 학생들에게 디렉토리 정보를 알려 주어야하며, 학생들dprp 학교가 디렉토리 정보를 공개하지 않도록 요청할 수있는 합리적인 시간을 알려주어야 합니다.

Olivet University International은 또한 캘리포니아 정보 관행법(캘리포니아 시민법 제1798조 등), 캘리포니아 헌법 제1조 제1항 및 교육 기록, 개인정보 및 기밀성을 보호하는 기타 모든 해당 주 법률 및 규정의 개인 정보 요구 사항을 준수합니다.

Olivet University International은 사생활 보호는 캘리포니아 헌법 제 1 조 1 항과 미국 헌법에 의해 보호되는 개인적이고 근본적인 권리이며 모든 개인은 이와 관련된 정보에 있어서 사생활 보호을 받을 권리를 가지고 있음을 인정합니다. 개인 정보의 무분별한 수집, 유지 및 배포, 실효성 있는 법령·법률적 구제책의 미비로 인해 개인 정보 보호에 대한 권리가 위협 받고 있음을 인식하고 있습니다. 컴퓨터 및 기타 정교한 정보 기술의 사용이 증가함에 따라 개인 정보의 유지 관리시 발생할 수있는 개인 정보 보호에 대한 잠재적 위험이 크게 확대되었습니다. Olivet University International은 개인 정보를 보호하기 위해 개인 정보를 엄격한 한도 내에서 유지 및 보급하기 위해서 노력하고 있습니다.

차별 금지 선언문

Olivet University International은 성별, 인종, 피부색, 출신 국가 또는 장애에 관계없이 예수 그리스도에 대한 믿음을 가진 자격을 갖춘 지원자를 인정합니다.

불만 사항 및 고충 처리정책

본교는 공식적인 후보자/학생 불만 사항을 선의의 노력이 해결하지 못한 후보자/학생과 단위 교직원 또는 교직원 사이의 어떤 불만 사항으로 정의하고, 추가적인 고려와 해결을 위해 후보자/학생이 해당 교직원 상사에게 서면으로 제출 한것입니다. 불만 사항은 학업

성취도 (점수의 경우) 또는 특정 대학 정책의 자의적이거나 변덕스러우며 비합리적인 기준을 따르는 것으로 정의됩니다.

대학 정책, 학계 또는 비 학계의 적용에 대해 불만을 표명하는 학생들은 필요한 경우 교수 혹은 관련 교직원의 직속 상사와 함께 해당 교수 또는 교직원과 문제를 비공식적으로 해결하도록 노력해야합니다. 그러한 비공식 절차가 공정한 문제 해결에 영향을 미치지 않을 경우, 학생은 공식 불만 양식을 제출할 수 있습니다.

학생 서비스 책임자에게 공식 불만이 제기되며,이 불만은 우선적으로 처리됩니다. 학생 서비스 책임자는 직접 관련된 교수 / 교직원에게 연락하여 해결책을 찾도록 노력할 것입니다. 불만 사항에 대한 적절한 해결책에 도달 할 수없는 경우, 성공적인 해결을 위해 고충 처리 위원회가 구성됩니다.

불만 사항 처리 절차:

문제가 발생한 날로부터 5주일 이내에 학생은 교직원을 만나 문제를 논의하도록 권장됩니다. 이 단계에서 대부분의 문제를 해결할 수 있기를 바랍니다. 교직원과 학생이 문제를 해결할 수 없거나 학생이 교직원과 만남에 불편함을 느끼면 문제가 다음 단계로 확대 될 수 있으며 불만 제기 양식을 작성해야합니다.

불만을 제기하려면

1. 학생 서비스 부서에서 학생 불만 제기 양식을 얻습니다. 귀하의 사례를 완전하게 작성한 후, 학생 서비스 부서에 제출하십시오. 불만 제기 양식은 가능한 한 빨리, 그리고 상황이 발생한 후 60 일 이내에 제출해야합니다.

2. 학생이 정당한 고충을 갖고 있다고 판단되면 고충처리위원회가 소집됩니다. 그 위원회의 장은 대학의 행정직원이 될 것입니다. 또한 이 문제를 위해 학년 초에 선발된 한 명의 교직원과 한 명의 학생으로 구성됩니다. 만약 이 불만 사항이 성적에 관한 것이라면, 교직원은 그 대학의 실제 강사가 되어야 합니다.

3. 보고서를 검토 한 후, 고충 처리위원회는 적절한 경우 조사를 수행하고 판단을 내립니다. 위원회의 결정은 15 일 이내에 모든 관련 당사자에게 서면으로 통보됩니다.

4. 고충 위원회의 결정으로 문제가 만족스럽게 해결되지 않으면, 학생은 응답을받은 후 15 일 이내에 학생 서비스 책임자에게 의의를 신청할수 있습니다.

5. 학생 서비스 책임자는 의의를 제기 받은 후 30일 이내에 학생과 만나 불만 사항과 가능한 해결책에 대해 논의합니다. 회의 후 15일 이내에 학생 서비스 책임자는 불만 사항의 최종 해결책과 함께 서면으로 응답할 것입니다.

   모든 불만은 법이 허용하는 한도 내에서 기밀로 유지되며 불만을 제기하는 학생에 대해 어떠한 불리한 조치도 취하지 않도록 모든 노력을 기울일 것입니다. 이러한 조치는 조사 및 징계 제재를받을 것입니다.

   - Olivet University International은 Olivet University의 온라인 학교로, High School Accreditation Council 및 미국 교육부에서 인정하는 전국 교육 인증 기관인 ABHE (Association for Biblical Higher Education)의 인증을 받았습니다. ABHE는 5850 T.G. Lee Blvd., Ste 130, Orlando, FL 32822 에 위치해 있습니다. ABHE에 인증 관련 불만을 제기하려면이 양식을 통해 문의하십시오. 기관에서 직접 문제를 해결할 수없는 경우 거주하는 주의 해당 기관에 불만을 제기 할 수 있습니다.
   - 캘리포니아. California Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. 전화번호: (916) 431-6924, 팩스: (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. 전화번호: (518) 474-1551, 이메일: ocueinfo@mail.nysed.gov.

일반 행동 규정

제재

학생 행동 제재는 1차적 제재와 2차적 제재로 분류 됩니다. 단일 위반에 대해 1 회 이상의 제재 또는 1 차 제재와 2 차 제재의 조합이 부과 될 수 있습니다. 그러나 일단 학생이 징계 조치를 받게 되면, 더 높은 대학 당국도 그 학생에 대해 더 이상 심각한 제재 조치를 평가할 수 없습니다.

1 차 제재 (심각한 순서):

1. 퇴학 : 이 대학교에 더 이상 재입학 할 자격이 없는 학생을 그 대학으로부터 분리함. 퇴학은 성적표에 영구적으로 기록됩니다.
2. 무기정학: 무기한 동안 대학에서 학생을 분리. 향후 대학 재입학이 가능할 수도 있지만 그 결정을 위한 정해진 시간은 없습니다. 성적 증명서에 무기정학이 영구적으로 표시됩니다.
3. 정학 : 일정한 기간 동안 그 대학에서 학생을 분리하는 것. 학생은 해당 기간이 종료될 때까지 재입학이 보장되지 않고 다만, 재심사 및 재검정 자격에 관한 결정이 보장됩니다. 성적 증명서에 정학이 표시됩니다. 학생이 재등록하고, 양호한 상태를 유지하여 졸업 요건을 충족시키는 경우, 해당 학생은 졸업 신청시 표기의 삭제를 요청할 수 있습니다. 요청은 교무처에 제출해야합니다. 교무처장은 다른 대학 관계지들과 상의하여 표기 삭제 관한 최종 결정을 내릴 것입니다.
4. 유예 정학: 정학에 대한 제재는 연기 된 상태에 있을 수 있습니다. 그러나 유예 정학 기간 동안 학생이 대학 규칙을 위반 한 것으로 밝혀지면 추가 검토없이 정학이 즉시 발효됩니다. 새로운 위반에 적합한 추가 학생 행동 제재도 취해질 수 있습니다. 유예 정학 제재를받은 학생은 대학과 "정상 상태가 아님"으로 간주됩니다. 상태가 좋지 않은 학생에게는 다음과 같은 제한을 받습니다.
    - 대학에서 인정하는 학생 조직에 사무실을 보유하거나 대학의 선출직 또는 임명직의 사무실을 둘 수 있는 자격이 없음.
    - 공식적 기능, 대학간 운동 또는 대학간 경기 또는 모든 형태의 경쟁 또는 대학을 대표하는 것을 포함하여, 어떤 방식으로든 대학 커뮤니티 이외의 모든 사람에게 대학을 대표할 수 있는 자격이 없음.
    - Ineligibility to receive a University-administered scholarship when the length of the Deferred
    - 유예 정학 기간이 4 분의 1을 초과 할 경우 대학에서 관리하는 장학금을받을 자격이 없음. 일부 장학금은 보다 엄격한 지침을 준수하므로 자격 미달은 유예 정학의 기간 단축으로 인해 발생할수 있습니다. 이 제재는 심각한 범죄를 암시하며 대학 징계 담당관의 통지에 따라 장학금을 관리하는 사무실에서 균일하게 적용해야합니다. 이 제재는 심각한 범죄를 의미하며 대학 징계 담당관의 통보에 따라 장학금을 관리하는 사무실에서 균일하게 적용해야합니다.
    - 위법행위의 성격과 심각성에 따라 추가적인 제한이나 조건도 부과될 수 있습니다.
5. 근신 기간: 학생의 행동이 대학 규칙에는 위배되나 퇴학, 무기정학 또는 정학을 보증하기에 충분히 심각하지는 않아서 내리는 공식적 경고. 근신 상태에있는 학생은 본교에서 “좋은 상태를 유지 하지 못하는” 것으로 간주됩니다. 이 제재에는 1.4, 유예 정학에 명시된 것과 동일한 제한이 포함됩니다.

6. 징계서 : 학생이나 대학교에 바람직하지 않은 사건을 기록하는 문서
7. 경고 : 대학 커뮤니티에 바람직하지 않은 행동을 한 학생을 위한 훈계.

2차 제재(2차 조치에 대해서는 심각도가 정해져 있지 않음):

1. 지역 사회 / 대학 서비스 : 학생에게는 다른 제재 대신 지정된 시간 동안 지역 사회 / 대학 서비스를 완료 할 기회가 제공 될 수 있습니다. 지역 사회 / 대학 서비스 유형은 반드시 청문회 / 패널의 승인을 받아야합니다.
2. 교육 요건 : 저지른 위반과 직접 관련된 특정 교육 요건을 완료하기위한 조항. 규정이 명확하게 정의됩니다. 이러한 교육 요건에는 알코올 교육 워크숍, 다양성 인식 워크숍, 에세이, 보고서 등이 포함되지만 이에 국한되지는 않습니다.
3. 제한 사항 : 정해진 기간 동안 특정한 권한을 철회하되, 집행 유예 부과에 대한 추가 규정은 없습니다. 관련된 제한 사항이 명확하게 정의됩니다.
4. 배상 : 도난, 재산 파괴 또는 속임수와 관련된 경우 무고한 사람에게 금전적 손해 배상에 대한 지급. 지불해야 할 평가 비용은 상기 제재를받는 것 외에 추가 될 수 있습니다.

학대

OUI는 직원과 학생의 존엄성과 전문성을 존중하고 장려하며 어떤 형태의 차별도없는 학습 및 근무 환경을 유지하기 위해 노력합니다. 성, 인종, 피부색, 나이, 출신 국가, 장애 또는 주 또는 연방법에 의해 보호되는 기타 특성에 근거한 모든 형태의 괴롭힘은 모든 형태의 성적 협박 및 착취와 마찬가지로 금지됩니다.

이 약속에 따라 OUI는 교수진, 교직원, 학생, 방문자, 공급 업체, 계약자 또는 대학에서 서비스를 제공하는 기타 개인을 포함하여 다른 사람이 대학 직원이나 학생을 불법적으로 학대히는 것을 용인하지 않습니다. 학대는 개인의 업무 또는 학습 환경을 방해하며 결코 용납되지 않습니다.

Olivet 커뮤니티의 모든 구성원은 괴롭힘에 대한 대학의 정책을 준수해야합니다. 학대에 대한 불만은 신속하고 철저하게 조사되며 징계 조치를 포함하여 적절한 조치를 취해지게 됩니다. 교수진, 학생 및 교직원은 언제라도 보복에 대한 두려움없이 학대 문제를 제기할 권리가 있습니다.

학문적 정직

학생들은 Olivet University International에서 학업과 기타 학습 활동을 수행함에있어 학문적 정직성을 유지해야합니다. 이 교육 기관의 무결성과 학위 프로그램에서 제공되는 교육의 질은 학문적 정직의 원칙에 기초합니다.

학문적 무결성과 양질의 교육을 유지하는 것은이 대학교 내 각 학생의 책임입니다. 학업 프로그램과 관련한 부정 행위 및 표절은 학생이 퇴학, 정학, 근신을 받거나 덜 엄격한 징계 제재를받을 수있는 범죄입니다.

학생의 책임

학생들은 정보와 자료의 조작, 부정행위, 학문의 부정행위 촉진, 표절행위 등을 포함하여, 대학 수강 편람에 요약된 학문적 정직성의 규칙을 알고 이해할 책임이 있습니다.

학생들은 그 정책이 특정 수업이나 과제에 어떻게 적용되는지 이해하지 못할 경우 강사와 의사소통을 할 책임이 있습니다.

정의

학문적 부정직은 특히 심각한 범죄입니다. 그것은 학문의 질을 떨어뜨리고 학문의 청렴성에 의존하는 사람들을 기만합니다. 이러한 부정직에는 다음이 포함되지만 이에 국한되지는 않습니다:

- 어떤 유형의 과제 또는 시험 중에 다른 학생에게 무단 정보를 제공하거나 다른 학생으로부터 무단 정보를 수신한 경우.
- 과제 또는 시험 시간 전에 승인없이 질문이나 답변을 얻거나 제공하는 경우.
- 과제 또는 시험 중에 답변을 얻기 위해 불법적으로 정보를 이용하는 경우.
- 다른 사람이 과제를 완료하거나 다른 사람을 대신하여 시험을 치르게 하는 데 참여하거나 주선하는 경우.
- 시험 중 신호를 사용하여 답안을 주고 받는 경우.
- 채점 된 시험에 대한 답변을 변경하고 더 높은 점수를 받기 위해 그것을 제출하는 경우.

- 강사의 승인없이 필요한 과제를 다른 사람들과 협업하는 경우.
- 전자 파일을 포함하여 수업 과제 또는 과제의 일부를 도용하고 자신의 것으로 제출하는 경우.
- 그룹 프로젝트에 참여한 참가자의 출처를 밝히지 않거나 그룹 프로젝트에서 수행하지 않은 작업에 대한 공적을 주장하는 경우.
- 표절은 출처를 밝히지 않고 다른 사람의 주장, 언어, 창조, 결론 또는 과학적 자료의 전부 또는 일부를 자신의 것으로 제시하는 경우. 예는 다음을 포함하지만 이에 국한되지는 않는다:

    1. 완전하고 적절한 인용 없이 다른 사람의 글이나 말을 사용하는 것.
    2. 완전하고 적절한 인용없이 웹 사이트, CD-ROM 또는 기타 전자 소스의 정보를 사용하는 경우.
    3. 출처를 밝히지 않고 통계, 그래프, 차트 및 사실을 사용한 경우.
    4. 레포트 서비스 업체 서비스에서 구입한 레포트를 제출한 경우.
    5. 출처를 밝히지 않고 다른 단어를 사용하여 다른 사람의 주장을 모방하는 경우.
    6. 도면, 대본, 작곡 또는 편곡과 같은 다른 사람의 예술 작품에 대한 업적을 자신의 것이라고 주장하는 경우.
    7. 다른 사람의 실험실 보고서를 데이터 또는 결과의 출처로 사용하는 경우.
    8. 사전 허가없이 다른 과정에서 요구 사항을 충족시키기 위해 한 과정과 관련하여 제작 된 자체 또는 실질적으로 유사한 작업을 사용한 경우. 학생은 관련된 모든 강의의 강사로부터 서면 허가를 받은 경우에만 두 개 이상의 과정의 과제에 동일하거나 실질적으로 동일한 작업을 사용할 수 있다.
    9. 번역 프로그램의 결과를 자신의 작품으로 제출한 경우.

학업 정직 정책은 모든 교수 요목에 포함되어 있습니다.

정책 구현

기관은 해당 기관의 권한에 따라 각 상황을 처리합니다.

1단계 시행은 강사의 재량에 따라 시행의 심각성을 가지고 있는 단계입니다. 대표적인 제재에는 다음이 포함되지만 이에 국한되지는 않습니다:

- 강사는 학생들에게 다른 주제에 대한 과제를 다시 제출하도록 요청합니다..
- 해당 과제의 일부에 대해 영점을 받기.
- 해당 과제 낙제.
- 반복적인 부정 행위로 인해 해당 과목 낙제.
- 학생의 지도교수와 의무적인 상담.

다음 단계의 시행은 지도 교수와 부서장이 처리하는 부서 수준입니다. 학문적 정직성과 같은 징계 질문의 최종 결정은 부서장에 의해 결정됩니다. 제재에는 다음이 포함됩니다:

- 첫 번째 또는 두 번째 발생에 대한 학업 경고.
- 두 번째 또는 세 번째 발생에 대한 학사 근신. (학과장의 승인 필요)
- 세 번째 또는 특히 심한 경우 정학. (학과장의 승인 필요)
- 세 번째 또는 특히 심한 경우 학교에서 퇴학. (학과장의 승인 필요)

학생들은 학문적 정직성에 관한 징계 조치를 차기 최고 수준의 학업 계층으로 이의를 제기 할 수 있습니다. 학과장의 결정은 최종적이며 학교에서 정학 또는 퇴학되는 경우에만 항소 할 수 있습니다. 이 경우 상임 이사에게 항소해야합니다.

11장: 학생 생활과 학생 서비스

등록 조건과 절차

등록을 하기 전에 모든 지원자들은 반드시 등록 동의서를 작성해야 하고 학비와 지불 일정에 따라 계약금을 제출해야 합니다.

신청자가 18세 미만일 경우 부모 또는 법적 보호자가 등록 동의서에 서명해야 합니다.

디지털 “오리엔테이션”

입학하는 모든 학생들은 디지털 미디어 형식으로 제공되는 환영 패키지를 받게 되는데 여기에는 Olivet University International의 소개와 커리큘럼 및 공동 커리큘럼 프로그램의 개요, 일반 정책 및 관리 기능이 포함됩니다.

학생증

모든 학생들은 디지털 학생증을 소지해야 하는데, 이 카드는 학생 서비스과에서 배포합니다. 신분증을 타인에게 양도할수는 없습니다.

과제

모든 과제는 강사나 교수가 정한 날짜에 제출해야 합니다. 강사 또는 교수의 재량에 따라 다른 합의가 이루어지지 않는 한 2주 이상 제출 기간이 지난 후에는 제출이 불가합니다. 강사나 교수의 재량에 따라 예외적인 상황에서 승인된 경우를 제외하고 기간이 지난 후 제출된 과제에 대해서는 제출 지연 일수 만큼 불이익이(감점) 있을 수 있습니다.

대학 차원의 논문 작정 방법

Kate L의 가장 최신판, Turabian의 학기말 리포트, 학위 논문 작성자를 위한 매뉴얼은 형식적인 논문의 작성에 대한 기본

지침서입니다. Turabian은 각주, 미주 또는 괄호 참조를 허용합니다. 각 부서 및 학위 프로그램은 필요한 문서 종류를 지정할 수 있습니다. 교수진은 필요에 따라 특정 과제에 대해서 기준에 대한 예외를 지정할 수 있습니다.

시험

기말 시험은 보통 2 시간이며 시험 기간 중에 예정된 시간에 실시합니다. 질병이있는 경우, 가능하면 시험 전에 학생 서비스 오피스에 알려야합니다.

성적 계산 또는 기록에 오류가없는 한 최종 성적은 교무과에 제출 한 후에는 변경할 수 없습니다. 학생들은 성적 발급일로부터 2주 안에 교무과에 오류를 보고해야합니다.

결석 / 시간 제한 정책

1 년 (4 분기) 내에 OUI로 돌아가고 등록 권한을 유지하려는 경우 휴학 양식을 제출해야합니다. 등록 된 학부 또는 대학원생이 의학적 또는 개인적 사유로 학위 프로그램을 지속할수 없는 경우에 한해 최대 1 년까지(한 학기 휴학에서 3학기 장기휴학) 휴학을 할수 있습니다.

학생들은 편입학점 신청서를 작성하여 휴가 중 다른 기관에서 수강 한 모든 과목에 대해 사전 승인을 받아야합니다.

명시된 기간 내에 학생이 복학하지 않으면 자동으로 제적되며 복학하려면 재신청해야합니다. 휴학 기간은 학생이 학위 프로그램을 마칠수 있도록 최대 1년까지 연장될 수 있습니다.

*최대 휴학 기간: 일반적으로 휴가는 1년 이상 승인되지 않습니다. 그러나 군사 배치나 의료 비상사태 등 특수한 상황에서는 최대 3년간 휴학이 승인될 수 있습니다.

Maximum Time Limit

Olivet University International에서 학사 학위 프로그램을 이수하는 최대 시간 제한은7 년 입니다.

그리고 학위 프로그램에 대한 모든 요구 사항은 학생이 프로그램에 처음 등록한 후 정해진 시간 내에 완료해야합니다.

학생이 제한 기간 내에 프로그램을 이수하지 못한 경우, 자신의 기록이 삭제되고 학위를 계속 취득하려면 재 신청이 필요합니다.

추가 시간이 필요하고 적절한 경우, 학생과 고문은 연장을 위해 학생의 대학에 탄원합니다. 연장이 거부 될 수 있으며,이 경우 학생은 제적되거나 자격이 부여 될 수 있습니다. 최대 연장은 1 년입니다. 연장은 학업 진척도 및 대학과 관련된 것으로 간주되는 기타 모든 요소의 검토와 학장의 승인을 받아야합니다.

학사 지도

학사 지도는 학생의 학업 성공에 전념할수 있도록 하는 지속적이고 의도적인 교육 파트너십입니다. 대학에 입학 한 후 학생들은 지도 교수에게 배정됩니다. 가능하면 학생들은 관심을 보인 연구 분야에서 추가 지도 교수를 배정받습니다.

이런 지도 교수의 역할은 강의 선정을 지도하고 대학의 정책과 절차에 관한 자원으로서의 역할을 하는 것입니다. Olivet는 건강한 학생-지도 교수의 관계에서 발전 할 수있는 영적 및 학문적 성장을 중요하게 생각합니다. 따라서 학생들은 Olivet에서 보내는 학교 생활 전반에 걸쳐 지도 교수와 의사 소통하여 학업 문제에 대한 조언과 도움을받을 것을 권장합니다.

학생들은 적어도 분기마다 한 번은 지도 교수를 만나고 지도 교수를 잘 알고 지내는 것이 학생들에게 도움이 됩니다.

학사 지도 센터

학사 지도 센터가 제공하는 것:

- 학사 프로그램 및 정책에 대한 정보.
- 강의 등록 안내.
- 발생할 수 있는 모든 학문적 또는 직업적 문제에 대한 조언과 지원.
- 지독교수는 학업에 어려움을 겪고있는 학생들이 그들의 학업적 성과를 향상시키는 방법을 전략적으로 세울수 있도록 돕는다.
- 편입 과정 평가 및 수여 학점 평가.
- 교수에게 특별한 요구에 대한 정보 전달 지원.

- 필요한 경우 학업 및 교실 조정 지원.
- 학습 또는 신체 장애에 관한 조언 및 상담.
- 각 대학에 학사 정책에 대한 예외를 청원하는 것에 대한 정보.

학술적 조언은 제도적 정책, 절차, 행정가와의 관계에서 자원의 역할을 한다.

선택한 전공에 대한 적절한 교과 과정이 올바른 순서로 진행되는지 확인하는 것은 학생의 책임입니다. 특정 과목이 격년으로 제공되는 경우 특별한주의가 필요합니다. 필요에 따라 학부 위원장 및 지원 교수진과 상담 할 수 있지만 궁극적으로 학생은 원하는 과정에 등록 할 책임이 있습니다. 필요에 따라 학부 위원장 및 지원 교수진과 상담 할 수 있지만 궁극적으로 학생은 희망하고 필요한 과목을 등록 할 책임이 있습니다.

OUI는 입학 과정 또는 교육 프로그램 제공에 있어 장애를 이유로 차별하지 않습니다. 편의 시설이 필요할 정도로 한 개 이상의 주요 생활 영역을 실질적으로 제한할 정도의 정신적, 학습적, 정형 외과적 또는 감각적 상태를 가진 학생들은 기관에 자신을 알리고 해당 고려 사항을 신청하기 위한 양식을 작성할 수 있습니다. 해당 기관은 1973년 재활법 504조에 따라 합리적인 편의를 제공 할 것입니다.

합리적인 학업 편의가 필요한 장애가있는 학생은 학생 서비스 오피스인 studentservices@international.olivetuniversity.edu로 이메일을 보내 이용 가능한 편의 시설 신청서를 작성할수 있습니다. 학생은 15 일 이내에 편의 시설에 대한 제공 및 / 또는 거부 여부에 대해 서면 통지를 받게 됩니다.

청원

교육 정책에 대한 예외가 필요한 상황이 발생할 경우, 학생들은 포풀리의 학생 서비스 센터에서 온라인으로 요청을 할 수 있습니다.

개인 정보 변경

등록 기간 중 그리고 학기 중 학생의 주소, 취업, 결혼 여부, 자녀 수 또는 기타 관련 데이터의 변경 사항은 가능한 빨리 교학과에 보고해야합니다.

성적 증명서

교학과에서 성적 증명서를 공개하려면 연방법에 따라 성적 증명서를 요청하는 학생의 서명이 필요합니다. 성적 증명서 요청 양식은 Populi의 학생 기록 영역에서 찾을 수 있습니다. 성적은 정해진 수수료를 내면 발행됩니다. 이 카탈로그에 포함 된 요금표를 참조하십시오.

직접 방문이든 전화로든 구두 요청은 처리 될 수 없습니다. 미지급된 벌금이나 청구서로 인해 보류 중인 학생의 성적 증명서 요청은 그 학생의 재정적 의무가 충족될 때까지 처리되지 않을 것입니다. 일반적으로 성적증명서는 요청 후 24시간 이내에 처리됩니다.

상담

학생들은 모든 OUI 교직원과 터놓고 그러나 정중하게 의사 소통하고, 특히 학생 서비스 담당 이사에게 영적인 지도를 구하도록 권장됩니다. 개인 상담은 학생들이 자신의 대학 생활에 더 잘 적응하고 개인적인 신앙 생활을 지원하기 위한 것입니다. OUI는 또한 학생들이 OUI에서 공부하는 동안 WOA 교회 지도자와의 유대 관계를 유지하도록 권장합니다.

OUI는 또한 사무실에 전문적인 도움을 요청하여 해당 지역의 상담 서비스를받을 수 있도록 하고 있습니다.

과외

학업상의 어려움 때문에 추가적인 도움이 필요한 학생들은 그들의 지도 교수를 통해서 수업을 통해 과외를 할 수 있습니다. 본교는 모든 학생에게 일반 수업 환경 이외의 개별화 된 지원 기회를 제공한다고 믿습니다. 온라인 과외 지도 세션은 학생들로 하여금 강의, 실습실, 토론 세션 또는 배정된 독서로 부터 요점을 명확히 하는 데 도움을 줍니다. 모든 과외 세션은 수업 출석이나 개인 학습 시간을 대체하기 위한 것이 아니라 보충하기 위한 것입니다.

학습 세션은 학생들에게 개별적인 도움을 받기 위해 강사를 만나는 기회를 제공합니다. 학습 세션을 이용하는 학생들은 교실에서 더

잘 수행할 것으로 기대됩니다. 강사가 하나 혹은 하나 이상의 영역에서 학생의 진행 상황이 불만족스럽거나 정상 (일반적으로 C-work보다 적은 것으로 간주 됨) 이하인 것으로 결정되면 강사는 온라인 학습 세션을 제안 할 수 있습니다.

네티켓 안내

온라인 교실이 실제로 강의실이라는 것을 인식하는 것이 중요하며, 동료 및 강사와 의사 소통 할 때 특정 행동이 기대 됩니다. 이러한 온라인에서의 행동 및 상호 작용에 대한 지침을 네티켓이라고 합니다.

보안

당신의 비밀번호는 장난이나 더 심각한 피해로부터 당신을 보호하는 유일한 것임을 기억하십시오.

- 비밀 번호를 다른 사람과 공유하지 마십시오.
- 다른 사람이 당신의 비밀번호를 알고 있다고 생각되면 비밀번호를 변경하십시오.
- 시스템 사용이 완료되면 항상 로그아웃하십시오.

일반 지침

온라인 통신시 항상 다음을 수행해야합니다:

- 이메일이나 다른 온라인 커뮤니케이션에서도 강사를 존중하십시오.
- 항상 교수님들의 적절한 직함, 즉 박사님이나 교수님이나 의심스러운 경우에는 님/선생님을 사용하십시오.
- 특별히 허락되지 않는 한 이름이름 지칭하지 마십시오.
- 명확하고 간결한 언어를 사용하십시오.
- 모든 대학 수준의 의사소통에서는 올바른 철자와 문법을 사용해야 한다는 것을 기억하십시오.
- 속어나 “you” 대신 “u” 와 같은 문자 약어를 사용하지 마십시오.

- Times New Roman과 같은 표준 글꼴을 사용하고 크기 12 또는 14의 글꼴을 사용하십시오.
- 캡 잠금 기능을 사용하지 마십시오.
- 이모티콘 사용을 제한하고 피하십시오.
- 때때로 이메일이나 토론 게시물에서 어투의 부재로 메시지가 심각하게 받아들여지거나 불쾌하게 여겨질 수 있으므로 유머나 빈정거림을 사용할 때 주의하십시오.
- 개인 정보 (자신의 정보 및 다른 사람의 정보 모두)에주의하십시오.
- 이메일을 통해 기밀 환자 정보를 보내지 마십시오.

이메일 네티켓

강사, 교직원 또는 급우에게 이메일을 보낼 때는 다음을 수행해야합니다.

- 설명적인 제목 줄 사용하십시오.
- 간략히 쓰십시오.
- 수신자가 열 수 있는지 확실하지 않은 경우 첨부 파일을 피하십시오.
- 일반 텍스트가 선호되니 HTML은 피하십시오.
- 당신의 이름으로 메시지에 서명하고 이메일 주소를 반환하십시오.
- 여러 사람에게 전자 우편을 보내기 전에 모든 사람이 정말로 메시지를 보아야 하는지 생각하십시오.
- “모두에게 답장"을 클릭할 때 당신은 모든 사람이 응답을 받기를 정말로 원하는지 확인하십시오.
- "전달"을 클릭하기 전에 작성자가 의도한 대로 정보가 전달되는지를 확인하십시오.

메시지 보드 네티켓 및 지침

온라인 수업에서 토론 게시판에 글을 게시 할 때 다음을 수행해야합니다:

- 주제에 맞고 교과 자료의 범위 내에서 게시물을 작성하십시오.
- 글을 게시하는 것을진지하게 생각하고 글을 보내기 전에 글을 검토하고 편집하십시오.
- 가능한 한 간략하게 설명하면서 자신의 의견을 피력하십시오.
- 다른 출처를 참조하거나 인용 할 때 항상 적절한 출처를 제공하십시오.
- 회신하기 전에 게시란의 모든 메시지를 읽으십시오.
- 자신의 의견을 추가하지 않고서 다른 사람의 게시물을 반복하지 마십시오
- “동의합니다.”와 같은 짧고 일반적인 답변은 피하십시오.
- 다른 사람의 의견이 나의 의견과 다를 때에도 항상 존중하십시오.
- 다른 사람과 의견이 맞지 않을 때는 서로 다른 의견을 존중하고 비판적이지 않은 방식으로 표현해야합니다.
- 개인적이거나 모욕적 인 말을 삼가십시오.
- 열린 마음을 가지십시오.

12 장 : 대학 서비스 및 대학 부서

대학 부서

재무회계처: studentfinance@international.olivetuniversity.edu

학자금 보조 지원: finaid@international.olivetuniversity.edu

도서관 서비스: library@olivetuniversity.edu

교무처: registrar@international.olivetuniversity.edu

입학처: admissions@international.olivetuniversity.edu

서비스 이용 안내

기술 요구사항

광대역 인터넷

일반적으로 DSL이나 케이블 서비스를 통한 빠른 인터넷 연결은 학생들이 포퓰리 빠르고 효율적으로 탐색할 수 있도록 도와줍니다.

최신 업데이트된 웹 브라우저

Populi는 인기 웹 브라우저의 최신 버전으로 운영됩니다.

Populi와 함께 사용하도록 권장되는 브라우저는 다음과 같습니다. 학생들은 항상 최신 버전의 브라우저를 사용하는 것이 좋습니다.

회사들이 최신 버전의 브라우저를 출시 할 때 대개 이전 버전에 대한 지원을 중단하기 때문입니다.

PC 또는 Mac

- Windows를 사용하는 경우 Chrome이 가장 적합합니다. Mac 사용자에게도 좋습니다.
- Mozilla Firefox는 Windows 사용자의 차선책이 될수 있습니다.(Mac에서도 잘 작동합니다).
- Apple Safari는 Mac에서 잘 작동하나. Windows에서는 권장되지 않습니다.
- 마지막으로 Internet Explorer입니다. Windows 10을 사용하는 경우 Microsoft Edge를 사용하도록 권장합니다.

모바일 브라우저

- iOS용 구글 크롬과 마찬가지로 Safari도 잘 작동합니다.
- Android 용 Chrome과 마찬가지로 기본 Android 브라우저도 작동합니다.
- iOS 및 Android 용 Firefox 브라우저 이용에는 문제가 없습니다.
- 위에서 언급 한 Microsoft Edge는 Windows 10 장치에 내장되어 있으며 Populi 사용에 문제가 없습니다. Windows 8.1의 Internet Explorer 도 역시 잘 작동합니다.

브라우저 설정을 수정하려는 경우 Javascript 및 쿠키를 활성화하십시오. 광고 차단기는 대부분 문제를 일으키지 않지만, 만약 여러분이 그것들을 이용한다면, 학교의 Populi 사이트를 화이트리스트에 올리십시오.

다른 일반적인 응용 프로그램

Populi를 사용하여 모든 종류의 파일을 내보낼 수 있습니다. 가장 일반적인 세 가지는 스프레드 시트, PDF 및 단어 문서입니다 (소문자는 참고). 대부분의 컴퓨터에는 이러한 파일을 여는 데 필요한 소프트웨어가 있지만 그렇지 않은 경우 ...

- Open Office는 스프레드 시트 및 문서를 열 수 있습니다 (사용자 정의 페이지 레이아웃 용 파일 생성에 사용할수 있습니다.)
- Adobe Acrobat 리더는 PDF를 처리합니다. 어떤 이유로 이전 버전을 사용해야하는 경우 가장 오래된 버전은 6입니다.

화면

모니터가 최소 해상도 1280 x 1024 픽셀로 설정된 경우 Populi를 사용하는 것이 가장 용이합니다. 이것은 현대 컴퓨터 또는 모니터를 사용하는 대부분의 사용자가 걱정할 필요는 없지만 어쨌든 그런 경우도 있습니다!

https://support.populiweb.com/entries/87315-Introduction-to-Populi

13장: 대학 리더십과 교수진

OUI 리더십

행정부

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.

이사회

Andrew T. Lin - Chairman

Brian Kim - Treasurer

Winnie Wong – Secretary

Christopher Chou - Trustee

Tracy Davis - University President

자문위원회

THEOLOGY/MINISTRY

Gerald Helguero, Olivet Assembly

Philip Liu, New York Immanuel Community Church

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 교수진

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

Rachael Cheung

D.Min.

Olivet University

New Testament

Ray Tallman

D.Miss.

Trinity Evangelical Divinity School

Missiology

Robert Downing

B.A.

Southern Illinois University, Edwardsville

Systems and Networking

Sara Marchant

M.F.A.

UC Riverside

Creative Writing

Sarah LaFleur

D.Min.

Olivet University

Practical Theology

Susan Bubbers

Ph.D.

London School of Theology

Hermeneutics

Thang Duong

Ph.D.

University of California

Artificial Intelligence & Software Engineer

Timothy Howe

Golden Gate Baptist Theological Seminary

New Testament

Thomas Kong

M.E. Stanford University, M.E. Zhejiang University

Electrical Engineering

M.A. Olivet University

Information Technology

Martin W. Zhao

Ph.D.

Florida State University

Web and Mobile Programming

William Wagner

D.Miss.

Fuller Theological Seminary

Missiology

Xiangyang Shu

Th.M.

Olivet University

New Testament

Xiumei Huang

M.A.

Olivet University

Web Development

Xiuqiang Xiang

M.A.

Olivet University

Web and Mobile Design and Development

Yvette Smith

M.S.

Golden Gate University

Human Resource



OLIVET UNIVERSITY INTERNATIONAL

中　文　学　术　目　录

2019 - 2020

中文学术目录

2019-2020

2019年9月1日至2020年8月31日

Olivet University International

international.olivetuniversity.edu

地址：36401 Tripp Flats Rd, Anza, CA 92539. 电话：+1.951.763.0500

Table of Contents

校长欢迎致辞

- 校长欢迎致辞

第一章：简介

- 获取学术目录
- 一般政策声明
  - 学生责任声明
  - 免责声明
- 学术日历2019-2020
- 行政假期 2019-2020
- 异象，使命，目标，价值观
  - 使命宣言
  - 异象
  - 使命策略
  - OUI历史
  - 价值观
  - OUI的学院目标
  - 教育理念：信仰第一
  - 信仰告白
  - OUI对学生的承诺

第二章：申请OUI

关于已获得的学分和证书转换的通知

入学政策

入学要求

    硕士

学生身份验证

    远程学习中学生身份认证的政策

    践行标准

        a. 安全电子识别系统

        b. 监督

出勤费，学费和费用

    其他费用（不可退还）*

学费支付政策

    付款方式

    分期付款计划

    欠款账户

    学生账户纠纷

取消和退款政策

    学生取消的权利：

    退款政策：

        退款计算：

        学生退款计算示例：道学硕士

        加州学生学费恢复基金

转学生

一般政策

研究生标准

特别政策

转学入学要求

道学硕士

转学分的费用

大学预修课程（AP）和国际文凭（IB）考试

欺诈案例

第三章：奖学金和财政补助

申请过程和申请表

截止日期

一般奖学金

第四章：学术规定

学时

道学硕士毕业要求

第五章：本科课程

本科学位核心课程/通识教育课程

Olivet核心学习成果

课程

课程描述

神学文学学士

课程目标

毕业要求

时间限制

课程描述

第六章：研究生学习

道学硕士

课程目标

毕业要求

时间限制

课程

课程描述

圣经研究&圣经语言课程（必修）

历史学研究（必修）

神学研究（必修）

神学研究（选修）

事工研究（必修）

事工研究（选修）

第七章：评分注释和政策

评分政策

评分系统（道学硕士）

平均绩点和绩点缺陷

成绩申诉

第八章：学术进展检查

良好的学术状态

学术纪律情况概述

研究生的纪律政策
学生学术进步
中期监测
学术复审
学术严谨声明
第九章：毕业
毕业条件
其他要求
毕业流程
第十章：OUI 政策
学生记录
保密和隐私政策
不歧视声明
投诉和申诉政策
申诉程序
提出申诉
一般行为准则
制裁
骚扰
学术诚信
学生责任
定义
政策实施
第十一章：学生生活和学生服务

入学要求和程序
电子“入学指南”
学生ID
课堂作业
大学通用论文格式
考试
休假/时限政策
学术咨询
学术咨询中心
请愿书
个人信息的变化
成绩单
咨询服务
辅导
网络礼仪指南
安全
一般准则
电邮网络礼仪指南
留言板礼仪指南
第十二章：大学服务和大学办公室
大学办公室
大学服务
技术要求
第十三章：大学领导和教育人员

OUI领导

行政部门

董事会

顾问委员会

OUI 课程指导

校长欢迎致辞

校长欢迎致辞

在主耶稣基督里问候和欢迎各位就读OUI的国际学生，

我很感谢并很高兴向您介绍OUI。

OUI是一所完全致力于培养基督徒领袖和学者以完成耶稣基督的大使命的基督教大学。

为此，我们的每一个课程都旨在将对上帝之道的热爱，以及通过使命和事工与他人分享神话语的热情根植在学生心中。

OUI的出发点是培养将神的话语传到地极的宣教士。神学院（Theology Division）是完成基督教大使命的真正苗圃，已经向世界各地派遣了许多牧师和传教士，包括那些在历史上对耶稣基督福音充满敌意的地方。这些特别困难的宣教领域激发OUI产生了忍耐、老练的品格和持久的盼望。同时，他们还激励OUI开发了分享福音的技术工具，并促使OUI成为当代领先的在线教育机构。

近四分之一个世纪之后，OUI神学院的创始异象不断蓬勃发展。在我们的主耶稣基督的恩典下，OUI课程范围已经涵盖了本科，研究生和博士项目。除神学院之外，OUI还提供信息技术和商业领域的学习。这些经过认证的课程将为学生提供高质量和严谨的学习体验，培养出能够越来越好地应对各自领域的现代挑战的基督教领袖。

OUI教育涉及课堂学习和事工实践。OUI的课程结构旨在将理论与实践联系起来，使学生可以将理论有效地应用于事工实践。因此，OUI的使命是为学生提供良好的实践和定位，以使其在今后的专业事工中取得成功。

正如使徒保罗曾经说过，“向着标竿直跑，要得神在基督耶稣里从上面召我来得的奖赏。”（腓立比书3:14）。本着同样的精神，在OUI的学习是一生的旅程，OUI在追求卓越的过程中始终强调学习的重要性。我邀请您浏览我们的网站，了解OUI，祈祷并参与神在OUI中所做的伟大事情。

欢迎您入学OUI！在基督里祝福您！

Tracy J. Davis

第一章：简介

获取学术目录

如需订购学术目录的印刷版本，请致电 (951) 773

0500，电邮至info@international.olivetuniversity.edu联系招生办公室，或发送书面申请至以下地址：

Olivet University International

Attn: Admissions

36401 Tripp Flats Road

Anza, CA 92539

在美国境内订购的学术目录收费10.00美元*，在美国境外邮寄的学术目录收费35.00美元*。（价格包括运费和手续费。）付款可以通过VISA，万事达卡，支票或汇票进行。此学术目录信息也可通过以下网址在线获取：international.olivetuniversity.edu。

*价格随时可能更改

一般政策声明

学生责任声明

该目录已通过学校网站以数字格式提供给Olivet University International的所有学生，学生必须在签署入学协议之前查看本目录。

通过注册Olivet University International，学生同意接受并遵守本目录中规定的条款和所有政策。学生应熟悉本目录中提供的信息，目录的任何补充和附录，以及所有的大学政策。

学生或任何其他成员可以通过拨打(888)370-7589免费电话或填写投诉表格向私立高等教育局提出对该大学的投诉，该表格可在该局的网站上获取，www.bppe.ca.gov。

免责声明

本手册及其中包含的政策和程序自2018年9月1日至2019年8月31日生效。虽然此处的信息已经过审核，但该文本可能包含错误，大学注意到错误时将予以纠正。

Olivet University

International将尽一切合理努力保证本目录内容的准确，但保留随时更改的权利，恕不另行通知。OUI保留官方改变日历，学术课程，个人课程，政策和费用以及大学运营的所有其他方面事宜的权利。此外，自本手册印刷出版以来，可能已发生政策，程序和管理方面的变更。更新和更改应在制作时反映在在线版本中。如果手册的在线版本和印刷版本之间存在差异，则应将在线版本视为最终版本。学生应联系相应的部门办公室以获取最新信息。

如果计划中止，或者学位要求发生重大变化，OUI将努力帮助因变革而处于不利地位的学生继续遵循现有的计划和要求。

如果学生对本手册有任何未经OUI满意答复的问题，可致电2535 Capitol Oaks Drive，Suite 400，Sacramento，CA 95833，www.bppe.ca.gov，私立高等教育局。 免费电话(888)370-7589或传真（916）263-1897。

学术日历2018-2019

请访问 http://international.olivetuniversity.edu/academiccalendar.html查看OUI最新的学术日程表。

行政假期 2018-2019

如需联系Olivet University International，请致电+1 951 763 0500，周一至周五上午9:00至下午5:00太平洋标准时间。OUI国际办公室将在以下假期期间关闭。

行政假期	
夏季学季：	
独立日	2018年7月4日
劳动节	2018年9月3日

秋季学季： WOA总会 退伍军人节 感恩节假期 圣诞假期 新年	 2018年10月27日至11月2日 2018年11月11日 2018年11月22日至23日 2018年12月23日至26日 2019年1月1日
冬季学季： 马丁路德金日 总统日	 2019年1月21日 2019年2月18日
春季学季： 纪念日	 2019年5月27日

异象，使命，目标，价值观

使命宣言

Olivet University

International的使命声明旨在作为董事会成员、员工和学生行为、战略和规划，机构的优先事项确定和评估的行动指南。它源于OUI创始人，主要管理人员，教师以及来自附属和独立运营组织的精选顾问之间的精心协作和咨询。

OU电子校园的使命 - 名为“Olivet University International”或“OUI” -

旨在为致耶稣基督大使命的基督徒服务生的学生提供广泛的，高质量的圣经教育，使他们成为基督教教会和事工的合格领袖。

异象

OUI深信要达到「认识耶和华的知识充满遍地」的世界，以圣经为基础的高等教育是一个关键因素。以圣经为基础的高等教育是神的恩赐，也是用来转化个人生命和世界,使他们归向耶稣基督与祂的国度的一个工具。OUI相信以圣经为基础的教育在推进大使命、巩固教会和基督教群体、以至状态基督徒有效的服事方面发挥重要作用。

使命策略

Olivet University

International通过圣经，一般和专业研究的综合项目，在与Olivet有关的事工中申请奖学金，以及以基督为中心的服侍和支持来完成这一使命。源自OUI使命的五个交叉主题描述了这种优质教育。

OUI历史

OUI在2000年与Olivet大学同时成立，是Olivet大学内的纯在线电子校园。作为在线教育的早期采用者，OUI在使用科技授课以至让在线学生能遥距完成整个学位课程，均有实践经验。

因着上帝的恩典，

OUI电子校园已经获得了在线教育领导者的认可，特别是在基督教福音派的群体中。OUI不仅在网络和课堂环境中采用科技来支持其自身的发展，还探索了资讯科技工具如何能够与圣经高等教育机构连上关系。

为了继续完成我们的使命并保持在IT和教育的最前沿，2016年2月3日，Olivet大学宣布将其附属的电子校园转变成全面在线的“Olivet国际大学”。Olivet的目标是在2018年中实现这一项计划。

价值观

耶稣基督

「耶稣说，我就是道路，真理，生命。」（约翰福音14章6节）OUI确信耶稣基督是救恩的唯一来源，是所有知识和真理的基础。

神的国度

「你们要先求他的国和他的义。这些东西都要加给你们了。」（马太福音6章33节）

教育机会

OUI认为，以圣经为基础的教育是上帝为了装备世界上所有基督徒所赋予的礼物。OUI致力于向符合资格的学生开放以圣经为基础的高等教育的大门。即使在对耶稣基督的福音封闭的国家，学生亦能通过远程学习得到教育的机会。

全球社区

Olivet向来自世界各地、多元化背景的学生提供学习机会、教育服务、就业机会，共创全球社区。

服务

Olivet期望所有的学生、教职员以及行政人员都效法基督耶稣自我牺牲的榜样，无论是面对学业和工作的时候，总是在个人操守、诚信与责任感方面保持最高的标准。

品质

OUI提供高品质的以圣经为基础的教育，无论是在广度和深度均足以迎合当代的挑战。OUI亦持续地评估其学术模式的各个方面。

OUI的学院目标

作为以圣经为基础的高等教育机构，OUI重视学生能够在与耶稣基督建立个人关系的基础上，追求学术上的卓越并为未来事工做好预备。OUI将会：

1. 尊重我们以圣经为基础的身份与传统（圣经传统与身份）

2. 获得认可成为世界级的提供高等圣经教育的在线教育机构（学术卓越）

3. 参与对学生、宣教和事工有帮助的计划、合作和服务（参与）

4. 提供可及的教育机会，优化技术以传达服务和教学（提供机会与科技）

5. 建立一个可持续发展的环境，鼓励服务他人，同时取得成果（服务）

6. 根据OUI的价值观，加强规划、绩效、评估及问责性（体制质素与效率）

教育理念：信仰第一

OUI以「信仰第一」为教育理念，在学校的信条中以此表达：

人类知识是一个整体的存在，唯有在圣经真理的背景下才能被正确地理解。因此教育和学术学习必须重视圣经的研读、反省及应用，并且把这些整合在所有领域和学科里面。

信仰告白

我们肯定WOA的信仰告白：

我们相信：

我们相信新旧约圣经是神的话语，是神关于人类救恩旨意的完备启示，藉圣灵默示而成，其原本无误，是我们信仰生活的最高权威。

我们相信昔在今在永在的独一真神，永存于圣父、圣子、圣灵三个位格，三个位格同质、同权、同尊、同荣、同受敬拜。

我们的主耶稣基督，上帝以肉身显现，由童贞女所生，他无罪的人生，他的神圣的神迹，他的替代和赎罪的死亡，他的身体复活，他的升天，他的中保工作，以及他在能力和荣耀中的再来。

通过除了行为之外的信心，借着圣灵的再生，借着主耶稣基督的流血，拯救失丧而有罪的人。

借着内住在圣徒心中的圣灵，信徒能够过圣洁的生活，为主耶稣基督作见证和工作。

所有真信徒，教会，基督的身体在灵性上联合。

所有的人都会复活，信主的复活得生，不信的必被定罪。

OUI对学生的承诺

作为一个以基督为中心的教育机构，OUI致力于强调一种符合圣经的，综合的，基于信仰的教育，以促进学生对灵性，智力，情感，身体和社会发展的热情。

OUI承诺：

属灵发展

- 以一种创造性的方式为学生提供在基督里成长的经历。
- 通过圣经学习，建立属灵友谊，参与共同体生活，以及祷告和敬拜，服务，品格和发展信仰的实践活动来进行灵性塑造。
- 提供充满恩典的环境，帮助学生找到友谊，鼓励和属灵指导。

智力发展

- 通过对新的概念，想法，观点和文化的持续开放来挑战学生。
- 提供一个用不同的经验，挑战和圣经视角来评估关键问题的教育环境。
- 装备学生学习，应用新学习，改变和适应的能力。

情绪发展

- 意识到并接受一个人的感受。
- 能够适应变化并寻求积极的结果。

- 喜乐和积极。

身体健康

- 提供清洁安全的环境，帮助学生摆脱疾病，疾病和药物需求。
- 提供娱乐和体育活动，促进和发展健康的生活方式。
- 提供有助于保持均衡的自然饮食和定期睡眠习惯的教育计划。

社交健康

- 形成并促进相互尊重的积极关系
- 使学生舒适有效地履行各种社交和群体角色。
- 寻求和实现基督式的领导角色，为社区和社会做出积极贡献。

第二章：申请OUI

关于已获得的学分和证书转换的通知

您在Olivet University International获得的学分的可转换性由您可能寻求转学的机构完全自行决定。您在本专业中获得的学位或证书的接受也由您可能寻求转学的机构自行决定。如果您在本机构获得的学分，学位或证书未被您所转学的机构接受，您可能需要在该机构重修部分或全部课程。因此，您应确保您在该机构的出勤率符合您的教育目标。这可能包括联系在您参加完Olivet University International的学习后您可能寻求转学的机构，以确定您的学分，学位或证书是否转移。

有兴趣申请Olivet University International的学生应填写申请表，可向Olivet University

International招生办公室索取申请表，也可在互联网上查询：http://international.olivetuniversity.edu/apply.html

所有Olivet University

International的申请者都应该体现出强烈的基督徒品格，在基督教事工中有效侍奉的潜力，以及具有完成高等教育经历的学术能力和情感成熟度。

招生人员将审核申请人的信息，并告知他们是否已被录取。在申请过程中鼓励未来的学生与招生办公室(admissions@international.olivetuniversity.edu) 讨论学习计划，目标和一些遇到的问题。

入学政策

Olivet University

International欢迎任何有学术资格的，希望在属灵上能得到训练的学习氛围中学习的，并且与学校的教义立场，道德标准，教育理念和目标保持一致申请者。 Olivet University

International在其招生政策，就业政策，行政政策，奖学金和贷款计划中不会因年龄，性别，种族，肤色，民族或种族血统或其他合格残障人士而有歧视。

申请人将通过电子邮件被正式通知他们被录取或拒绝，包括拒绝入学的依据。

每个未来的学生也应该以一致的见证和品格表明对耶稣基督的个人信仰。

加入Olivet University

International学校的特权取决于学生与学校的政策和原则的充分合作和协议。学校保留要求任何不符合学校精神的学生退学

的权利，无论他或她是否遵守学校的所有特定规则和规定。任何故意违反学校原则或其态度和行为被认为不符合团体最佳利益的学生将被要求退学。

免责声明：涉及到州对远程教育的规定，目前OUI仅接受美国以下州的申请：亚利桑那州，加利福尼亚州，佐治亚州，夏威夷州，爱达荷州，马萨诸塞州，内布拉斯加州，新罕布什尔州，新泽西州，纽约州，俄亥俄州，南卡罗来纳州，南达科他州，德克萨斯州，弗吉尼亚州，华盛顿。来自美国所有其他州的合格申请人， 请随时浏览并向www.olivetuniversity.edu 和 https://apply.olivetuniversity.edu 申请Olivet大学的实地课程。

入学要求

硕士

1. 申请表：有兴趣申请Olivet University International的学生必须通过 http://international.olivetuniversity.edu/apply.html提交申请表。Olivet University International不接受普通申请。
2. 入学随笔：申请者必须提交一篇约700至1000字的书面文章，描述他们在耶稣基督里个人的信仰。申请者还必须提交不少于1000字的入学论文，描述他们申请大学的理由及其学习计划。Olivet University International的所有申请者都应该体现出强烈的基督徒品格，在基督教事工中有效侍奉的潜力，以及具有完成高等教育经历的学术能力和情感成熟度。
3. 来自CHEA或USDE认可的美国机构的学士学位。

   申请人有责任确保将此信息直接从颁发的教育机构邮寄给Olivet University International：
   Olivet University International
   Attn: Admissions
   36401 Tripp Flats Rd.
   Anza, CA 92539
4.

在4.0范围的体系中，或根据学院的评分规范，在本科学习的最后两年中，平均分数最低3.0。本科GPA低于3.0的申请人可根据以下规定获得条件录取：

- 申请人必须完成16个小时的研究生课程，累计毕业GPA为3.0或更高。
- 成功完成这些要求将提升学生的有保留录取状态到允许他或她继续学位课程。
- 由本科成就支持的本科背景，这表明能够成功参与研究生神学研究的能力。

5. 熟练掌握圣经知识：想要进入Olivet University International研究生学位课程的学生必须参加圣经知识领域的书面综合考试。圣经知识考试测试学生对在创造和罪的背景下逐渐展开救赎的历史的圣经故事的理解。
   该考试的及格分数表明了一定程度的能力，不需要圣经和神学中的补习课程。低于80%的分数将决定学生必须参加8小时的补习，没有学分的圣经学习课程（THEO200和THEO211），这是Olivet在本科阶段为所有本科艺术学位的注册学生提供的必修核心课程。
6. 推荐信：申请人必须至少提交三封推荐信。一封必须是由 World Olivet Assembly（WOA）教会牧师的推荐，该牧师了解申请人的教会参与情况。另外两封推荐信应由有资格谈论申请人的学术和/或专业能力的人提交，可以是您的教授或者是领导。推荐信不能是来自您的直系亲属或您的配偶。
7. 信仰告白：申请人必须签署Olivet University International的信仰告白。
8. 申请费：申请人必须提交不可退还的申请费。

学生身份验证

学生身份验证是从学生申请的过程中开始，以验证参与并完成课程作业和评估的被录取的学生，与获得学分的学生是同一个人。

远程学习中学生身份认证的政策

学生身份验证政策适用于Olivet University International提供的所有获得学分的远程教育课程和专业，从入学申请开始到学生毕业，包括转学或退学。

本政策的目的是确保Olivet University

International遵守美国联邦高等教育机会法案（HEOA）关于远程教育中学生身份验证的规定。

根据HEOA，通过远程学习方法提供的所有学分课程和专业必须验证注册远程教育课程或专业的学生与参与并完成课程或专业并获得学分的是同一学生。必须使用以下一种或多种方法：

1. 安全登录和密码；
2. 监视考试;和/或；
3. 有效验证学生身份的新兴技术和实践。

践行标准

a. 安全电子识别系统

Olivet University

International通过安全的电子识别系统验证所有学生的在线身份。所有参加远程教育学分的学生必须通过正常的校园招生流程进入大学。被录取的学生将获得一个学生识别号码，并被指示创建一个电子身份证明，其中包含登录ID和密码。

登录ID必须是唯一的，密码必须符合某些安全规则，包括定期更改。密码信息保密，任何人（包括网络管理员）都无法访问。密码只能重置但不能恢复。要求重置其密码的学生可能被要求提供两条或更多条信息以与文件中的数据进行比较，或者亲自带着照片ID或验证来到大学。

登录ID提供对大学在线学习管理系统Populi的访问。

Populi集成了学生数据库和LMS，以确保学生适当和安全地访问在线课程，学校电子邮件和其他受限制的服务，如电子图书馆。学生还可以获得他们的成绩，查看他们的学生帐户费用和余额，以及访问和更新他们的个人信息。

Populi为教师提供访问学生名单的权限，其中包括与姓名相关的学生照片，学生识别号码和帐户。与学生账户相关的学生照片在整个在线教室中，包括作业，讨论和留言板区域整个过程中都可以看到。

所有Populi用户都有责任维护登录ID和密码的安全性。禁止尝试发现其他用户的密码或试图未经授权访问其他人的文件或电子邮件。

b. 监督

Olivet University
International所有获得学分的远程教育课程都要求进行有监督的期末考试。强烈建议期中考试也被监督，测试/测验需要被设计为不需要监考。 Olivet University International允许两种形式的监考：

i) 实地监考

在学校同意的前提下，在线学生可以在现场指定一个人来监督考试。在第一次监考之前，监考人必须填写签署的监考协议表。

Olivet University
International保留核实监考人身份，要求提供额外资格证明或要求选择其他监考人的权利。监考人应根据照片确认学生的身份，让学生签署按照在线教室里面的要求进行考试，并在必要时写一份关于异常情况的报告。

ii) 在线监考

教师/教授可能会要求在线学生使用ProctorU，这是一种使用网络摄像头和麦克风的在线监考服务。因此，教师/教授将在ProctorU系统中进行检查。学生应对使用在线监考服务产生的相关任何费用负责。在学生选课的时候必须注意这样的费用。

监考可接受的带照片的身份证件形式：

- 有效的美国护照簿或护照卡

- 有效的现役，预备或退休人员的美国军方带照片的身份证
- 有效的外国护照
- 有效的州颁发的驾驶执照或照片ID

Olivet University

International的信息技术支持中心一直致力于研究可以有效验证学生身份的最新技术和实践。该政策和相关实践将每年进行审查，以便继续与相应的联邦法规和政策保持一致，并在必要时进行修订。

出勤费，学费和费用

课本费用和用品费（年度花费估计）	
Undergraduate-level	$400
M.A.IT	$400
道学硕士（M.Div）	$400
MBA	$400
D.Min	$560
学费	
Per undergraduate-level credit	$242
Per M.A.IT credit	$373
道学硕士每学分	$278
Per MBA credit	$500

Per doctoral-level credit	$450
Per doctoral-level credit (With WOA Missionary Discount)	$267
教牧学博士研讨会费用	
注册费	$100
食宿费	$550
T食宿费的全部金额将通过OUI支付给第三方。如果学生可以自己安排住宿和食物，可以免除。	

其他费用（不可退还）*

Admissions Fees	
入学申请费	$75
一般费用	
研讨会注册费	$600
成绩单费用	$15/份
出勤和学位证明	$10/份
学位证备用件	$30/份
滞纳金	$75
免修考试	$20/门考试

分期付款注册费（3个月）	$25
分期付款注册费（4个月或更长）	$50
分期付款延迟费	$25/次
学生卡费用	$15
加急服务费	$20
注册费用	
旁听课程费用	$50/学分 - 学生或会友 $75/学分 - 非学生或校友
延迟注册费	$50
选课/退课费	$15/课
休学押金	$150/学期
休学押金：申请休学一个学期的学生需要支付不可退还的150美元的预存款。 该费用将保证该学生保留入学的机会，并将直接用于学生的学费帐户。	
继续休学申请费	$100/学期
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 Extension Fee per year, plus an additional Continuation Fee required for the longer program.	
转学分费用	$80
Audit Fee (D.Min)	$100 per unit

旁听费	$50/学分 - 学生或校友；$75/学分 -
Oral Defense Fee (D.Min)	$300
毕业费	
Graduation Fee (D.Min)	$200
毕业费	$100
毕业费：每次学生申请毕业时，都会向大学的所有学生收取不可退还的毕业费。它用于支付处理毕业，印刷学位证和举办	

*Olivet University International保留随时更改学费和费用的权利。

学费支付政策

付款方式

学生可以在Populi上付款。可以使用现金，支票，借记卡或信用卡付款。校园一楼的财务室接受现金。支票可以亲自交给财务室或通过邮寄方式将付款邮寄至Attn：学生财务办公室，Olivet University International，36401 Tripp Flats Rd, Anza，CA 92539。

所有支票都必须以美元支付，并且应支付给Olivet University International。请在支票上注明学生姓名和学号。借记卡/信用卡付款可以在Populi的学生账户上在线支付（收取便利费）。学费的支付截止日期将在每个学期开始时按学校宣布的日期。学生可以选择全额付款或申请分期付款计划。

分期付款计划

Olivet希望通过为学生提供平等且免息的分期付款选项来帮助学生预算他们的教育成本。可用的付款计划是三个月计划（秋季，冬季和春季）或两个月计划（夏季）。在注册分期付款计划时，将收取25美元的费用。如果学生未支付第一期付款，他

或她的分期付款计划将被终止，而且余额将立即到期。

欠款账户

所有财务责任应在到期日或之前支付，财务责任截止日期后的一天，账户被视为拖欠。学生有责任维持他/她的帐户。如果帐户欠款，将会产生以下费用或限制：

- 延迟付款的费用75美元
- 接下来一个学期的注册会被限制
- 成绩不能被显示
- 成绩单和其他官方学校文件将不会颁发
- 不会被授予学位

学生账户纠纷

有关学生账户的所有争议应直接向财务办公室提出。联系工作人员致电（+1）951 763 0500或发送电子邮件至 studentfinance@international.olivetuniversity.edu。

取消和退款政策

学生取消的权利：

在签署入学协议后七天内（截至星期六，星期日和法定假日除外的第七天午夜）取消协议的学生将收到全部已支付款项的退款，但不可退还的申请费除外。如果学生在七天之后但在学生第一堂课和收到材料之前取消协议，将收到所有已支付款项的退款，但不可退还的申请费除外。学生取消的所有请求必须通过验证邮件发送至 registrar@international.olivetuniversity.edu 或以书面形式发送至Olivet University International，36401 Tripp Flats Rd, Anza，CA 92539.

在收到学生提交的书面申请取消的日期，取消生效。退学可以通过学生提交的书面通知或学生的行为来实现，包括但不一定限于学生缺少出勤。

退款政策：

正式退出或离开Olivet University

International的学生可以获得部分或全额学费退款。无论如何，每退一门课程将收取15美元的费用。所有其他费用均不予退还。退款将基于学生在退学或离开时产生的总费用，而不是学生实际支付的金额。学生必须填写学生退学表或休学表，并将其提交给注册办公室。生效日期是学生提交表格的日期。退款将在收到正式退学或休学通知后的30个日历日内给出。

退款计算：

100%退款 - 在学期第1周结束前收到退学或休学申请表。

部分退款* -

在本学期第1周末之后和第5周结束之前收到的退学或休学申请表。部分退款的计算方法是将该学期中总的日历天数除以上课的总日历天数，所得的结果比例将是收取的学费中不予退还的部分。

无退款 - 在课程学完了50%后收到退学或休学表格。

计算退款的学期长度表

	教学周	教学日（为了计算退款）
秋季，冬季，春季学季	10	70
夏季学季	8	56
Doctoral Year Term	36	252

学生退款计算示例：道学硕士

2018年，大学网站上的学术日历上7月2日（星期一）是夏季课程的第一天。一位道学硕士学生在7月29日通过电子邮件向注册部提交通知，要求退掉两门课程（退学或休学申请）。该课程在第28个日历日被退掉，晚于学校日历中公布的“最后一天免费添加/删除课程”的日期是7月6日。用于计算学费退款的总学期长度为56天。

- 1 - (28 / 56) = 50%
- 已支付$2,224的50%（8个学分@$278/学分）= $ 1,112.00
- 每门课程退课费15美元x 2个课程=（$30）
- ~~学生退款总额= $1,082.00~~

如果同一个学生在7月30日提交了退课申请，则该课程将不再可能退掉。也不会有退款，也不会收取任何退课费用。

贷款

如果学生获得贷款以支付受教育的专业，该学生将有责任偿还全部贷款和利息，减去任何退款金额。

教育及相关费用一般在破产时不可解除，而将在破产结束后继续存在。除了在某些有限的情况下，这意味着学生在破产后仍欠学校的债务。

目前，Olivet University
International没有待决的破产申请，没有作为持有债务人经营，在过去五年内没有提交请愿书，并且在过去五年内没有提出破产申请, 根据美国破产法第11章进行重组（11 USC Sec.1101 et seq。）

加州学生学费恢复基金

如果满足以下所有条件，学生必须支付州学生学费补偿基金（STRF）的费用：

参加教育计划的学生，是加利福尼亚州居民，或参加居住计划，并通过现金，有保证的学生贷款或个人贷款，以及学生的总费用由第三方，如雇主，政府计划或其他付款人支付，并且没有单独的协议来偿还第三方。如果学生是加利福尼亚州居民或参加了居住计划，预付学费，付费STRF评估，并且因以下任何原因遭受经济损失，学生可能有资格获得STRF：

学校在课程结束前关闭了学校。

学校未能代表学生向第三方支付退款或费用以获得许可费或任何其他目的，或者在学校关闭前180天内提供收取费用的设备或材料。

学校未按照法律规定在联邦政府保证的学生贷款计划下支付或报销贷款收益，或者在关闭之前支付学校收到的补偿金，超过学费和其他费用。

在学校关闭前30天内未能遵守该法案或该部门，或者如果材料失效在关闭前30天，则由当局确定。在努力起诉，证明和收集对该机构违反该法案的判决后，无法进行起诉。

转学生

一般政策

转学生被定义为之前已在其他院校被录取为学位候选人，并且已在本科/研究生阶段获得或正在获得大学学历的学生。

申请转学到Olivet University
International的学生必须遵守入学程序。所有就读学校的官方大学成绩单必须直接从以前就读的大学发送到：

Olivet University International
Attn: Admissions
36401 Tripp Flats Rd.

Anza, CA 92539

被转入或接受到OUI的学位学分的课程，必须与学位课程相关，课程内容和教学水平导致的学生能力至少应相当于在该大学自己的学位课程中注册的学生的能力。在评估和记录同等学习和合格教师时，OUI人员咨询官方机构目录并使用有助于评估信用的公认指南。

此类指南包括由美国教育委员会，美国大学注册处和招生官协会（AACRAO）以及全国外国学生事务协会发布的指南，或由AACRAO或世界教育服务（WES）提供的服务。 OUI接受来自其他认可教育机构的转学分，但须遵守以下一般标准：

研究生标准

- 最低分数“B”（或与此同等）；
  “通过/没有通过”的课程不可以转，除非在成绩单里面说明要求“通过”的等级为“B”（3.0）或以上，否则不会转让评分为“合格/不合格”的课程；
- 学分适用于学生打算注册的OU学习课程。

为了帮助学生进行课程计划，转学评估过程必须尽快完成。在注册大学后，其他机构的课程将由注册办公室进行评估转移。

核心课程要求和一般选修学分的转学是在招生办公室进行评估。适用于专业要求的转移学分是在与相应的学术部门协商后确定的。

特别政策

转学分是根据具体要求授予：

道学硕士

- 学分必须从官方学院或大学成绩单或由注册部认为等同于成绩单的官方文件中颁发。
- 在大学或大学继续教育或推广计划中的课程必须适用于该机构的全日制学生所追求的硕士学位。

- 从研究生水平的另一个机构可转让的最高学分是：
- 50%的道学硕士课程，或68个学期小时。
- 50%为文学硕士和工商管理硕士课程，或28学期小时。
- 对于各自的学位只有同等水平的研究生课程才能接受。
- 未能按照预期毕业日期完成学业的学生可以转学毕业所需的学分，最长可达两年。两年后，学生将自动从大学退学，但可以请求学术委员会获得完成学位的许可。
- 如果重复课程作业，将扣除以前获得的转学分。
- 将接受与Olivet大学的学分课程相似的发展课程;但是，那些未在转学机构申请学位的课程将不被接受。
- 证书课程不授予转学分。
- Olivet University International不提供体验教育的学分。
- Olivet University International尚未与任何其他学院或大学签订明确或转让协议。
- 寻求从美国和加拿大以外的机构转移学分的学生需要通过证书评估服务审查其成绩单作为转学分信用评估的指南（参见本目录的“转学生 - 特定政策”部分或更多信息）。

Olivet University

International保留通知申请人必须通过学术成绩单评估机构使用逐课报告评估其非美国学术成绩单的权利。

Olivet希望由美国大学注册商和招生官协会（AACRAO）对成绩单进行评估。在这种情况下，学分和安置决定是基于AACRAO的建议。（凭证评估报告是申请人的财务责任。）

转学成绩

- Olivet University International学生的平均成绩仅基于该机构完成的课程。 Olivet University International平均成绩点用于确定学术标准和毕业。
- 转学分数将被确定并记录在学生的转学分中。对于获得“C”或更高分的课程，将可以获得学分。

成绩“F”包含在转移等级点平均值的计算中。

- 转学分和平均分数是根据Olivet University International的评分政策分配的。对于使用组合分数（例如“AB”）的机构所采用的课程，将使用较低的分数。
- 使用与Olivet University International评分系统不具有可比性的机构所采用的课程将使用通过或未通过的等级转换进行评估。“没有通过”的成绩按学生的转学成绩平均值计算为“F”。
- 当分数被累积并作为一般选修课授予时，分数积分以类似的方式累积。例如，一个学期小时课程的学生得到“A”的成绩和两个学期小时的课程得到一个“B”的成绩，学生将获得两个学分和六个学分的一般选修学分（以补偿分数）。

学分等值

- 学分最低要求基于学季日历机构的课程。如果其他学校的课程学分少于Olivet University International的同等课程，则该学生将获得Olivet University International的同等课程的转学分，但仅限于其他院校的学分。在这种情况下，学生可能需要额外的课程来满足学分要求。
- 当学期制学分转换为学季制学分时，使用三分之二的转换因素。当转换产生小数时，每个课程授予的学分将减少到最接近的整数。分数累积并减少到最接近的整数，一般选修学分会用来加到该总数当中。

转学入学要求

道学硕士

对于M.Div专业，可以接受不超过68个学季学分的转学，对于MA或MBA课程（或由另一个认可的机构授予的同等学历）可以接受28个学季学分。转学是指符合以下资格标准的申请人：

- 满足入学要求

- 在前一所大学或学院有的良好记录
- 尝试申请转学的学分总体平均成绩点GPA为2.0（C）或更高

转学分的费用

转学分的费用是根据每个机构和每个转学分申请（而不是每个学分）进行评估。每个机构和每次转学分申请均需支付不可退还的80美元评估费。

大学预修课程（AP）和国际文凭（IB）考试

学生参加任何预修课程考试（AP）或国际文凭（IB）高级水平考试，并获得适当的分数（对于AP，分数为4或5;对于IB，为6或7）后可以在同等学力的转学分中获得一个完整课程学分（4个学季学分），（其他同等考试当完成后可获得相同的分数，如瑞士matura或英国A-level，也可用于一门课程学分）。对于相互重复的考试，例如AP和IB英语文学，不授予学分。

AP和IB学分转换被视为信用转移。 AP学分将被Olivet University International成绩报告和成绩单记录为“P”。希望获得AP考试课程学分的转学生必须要求将AP成绩单发送至Olivet University International，或提交明确表明学生获得转学机构学分的AP学科的官方大学成绩单。

欺诈案例

任何被发现提供虚假信息被Olivet University International
录取的人将立即被开除，并将没收所有在入学后交付的所有费用以及在校期间所修的学分。

第三章：奖学金和财政补助

OUI的财政补助始于OU所属事工对高质量教育的负担。OU所属事工和个人的捐赠是财政补助资金的主要来源。学校的财政补助帮助学校吸引愿意为神的国度献身的学生，达到招生目标，并且帮助促使学生群体多样化。

OUI现在还未提供来源于联邦或州政府的财政补助项目（包括Title IV）的奖学金。不同的财政补助项目都是由学校和OU附属事工来提供。财政补助取决于可用的基金数量。

申请过程和申请表

奖学金申请表可以在OUI网站上填写。更新的财政补助信息以及申请表会在申请截至日期之前至少60天提供。如果你有任何关于申请的问题，请联系财政补助办公室。电邮：finaid@international.olivetuniversity.edu；电话：951 763 0500。如果你决定取消已提交的申请，请立即联系财政补助办公室。

得到财政补助的全职学生如果取消部分课程并成为兼职学生，或者取消所有注册的课程，该学生必须放弃所有的奖学金金额并全额缴纳学费。

截止日期

学生可以在申请截止日期之前提交财政补助申请表以申请奖学金。秋季申请8月30日截止，冬季申请12月30日截止，春季申请3月30日截止，夏季申请6月30日截止。

一般奖学金

OUI为展现出众的学术水平和/或领导力的学生提供一般奖学金。奖学金的评定是根据申请者的属灵成熟度，学术水平，事工

潜力，财政实际需求，以及与OUI使命的关联性。

一般奖学金是以学费奖学金的形式授予。最高可以覆盖100%的学费。学习期间每年可以延续，但是需根据实际的财政需求，学业进展，以及可用的基金数量来重新评定。

奖学金资格

- 被OUI的某一学位课程录取
- 注册为全职学生
- 累计GPA达到相应的标准
- 其他条件（请咨询财政补助办公室）

奖学金延续的条件

- 持续注册为全职学生
- 累计GPA达到相应的标准
- 遵守学校的所有政策和规定
- 学生必须活跃参与当地的教会，并显示出对基督身体教会的委身
- 其他条件（请咨询财政补助办公室）

联邦或州政府财政补助

OUI未参与任何州政府财政补助项目。

OUI未参与任何联邦政府财政补助项目。

联系信息

任何关于财政补助的问题，请与财政补助办公室联系。

办公时间：周一到周五，8:00am – 5:00pm

电话：951 763 0500

电邮：finaid@international.olivetuniversity.edu

第四章：学术规定

我们的课程100%通过远程教育提供。

学时

一个学时的工作量由既定的学习目标表示并根据学生成绩来验证，根据学校规定：

1. 一个学季学分大致对应十周，每周一个小时的课堂或教授直接授课时间和至少两个小时的课外学习时间；或者是
2. 根据学校规定的其他学术活动并与此等同的工作量，包括实验，实习，实践，工作室工作，或者其他可被授予学时的学术活动。

此定义在数量上定义学时，作为不同专业的教授设定课程要求的基准。

学士毕业要求

OUI的本科学生的毕业要求如下：

1. 完成至少180个学季学分；
2. 完成学士学位核心要求；
3. 完成专业课要求；（专业课要求根据学生入学学年的学术目录确定）

4. 完成所有礼拜课程和基督徒侍奉课程的要求；
5. 所有OUI的课程平均积点达到2.00 (C)，并且所选的所有专业课课程平均积点达到2.00 (C)；
6. 在七年之内完成所有的学位要求；
7. 满足所有OUI财政方面的毕业要求。

道学硕士毕业要求

OUI道学硕士的毕业要求如下：

1. 完成136个学季学分；
2. 累计GPA达到3.0 (B)或以上；
3. 在毕业年限之内完成学业，除非有特殊情况；
4. 完成所有礼拜课程和基督徒侍奉课程的要求；
5. 圣经测试；
6. 满足所有OUI财政方面的毕业要求。

具体课程要求根据学生入学学年的学术目录确定。

第五章：本科课程

为了顺利完成OUI学士学位，学生需要完成文学学士学位核心课程，包括文科和科学课程，以及所需的圣经，文本和历史研究课程，这被称之为通识教育和圣经；以及称之为神学研究核心课程的必修神学专业课程；和必修的小教堂和基督教服侍课程。这些要求适用于所有专业，通识教育部分的必修课程可能会根据专业的先修课程要求不同而有所不同。

每个学生可以在学习课程开始时自由选择一个专业，在大二学年春季学期结束之前可以转专业。在此时间节点之前，由于转专业可能导致学习效果的延迟较小。如果在此时间节点之后转专业，可能会在学习过程中出现很大的延误，因此不鼓励在课

程后期转专业。

本科学位核心课程/通识教育课程

OUI的通识教育在文科和科学方面的要求强调广泛的学术学习，作为学生今后主要领域专业和专业课程的基础和补充。数学和科学与作文和修辞，人文科学密切相关，特别是与圣经研究，教会历史和伦理学等基督教传统学习课程密切相关。这里培养的思维习惯允许每个学生培养一种批判性和创造性的能力，从而帮助学生在毕业之后追求和实现他们生活的目的。

所有文学学士学位的学生必须完成92学分的通识教育课程和圣经课程，以及16学分的神学研究核心课程。

Olivet核心学习成果

OUI期待所有专业和领域的毕业生，都能够达到所期望的学习成果。核心学习成果描述了毕业生在未来职业中取得成功所需的核心技能和能力，以及未来继续学习中所需要的能力和技巧，例如批判性思维，解决问题能力，写作，口语以及进行信息研究和使用技术的能力。

Olivet的课程旨在促进和培养所有学生取得这些成果。
Olivet的每个项目，都描述了他们的特定课程或课程领域的毕业生将能够在他们的课程项目中习得的经验。这些课程和项目在某种程度上经常与核心（大学范围内）成果重叠。在这种情况下，特定项目的学习成果通常要求学生在特定结果中表现出更高水平的能力，或者表现出该学科特有的背景下的成果。以下是OUI对每位Olivet毕业生的核心学习成果的描述，适用于各个领域及课程项目。

灵性与&福音化成长(se)

由于OUI是一个以耶稣基督福音为中心的圣经机构，我们的教育成果包括灵性成果。 因此，OUI将使学生能够：

se1:	养成个人和团体的敬拜习惯

se2:	学习个人和团体祷告的重要性和能力
se3:	研究福音运动和教会的历史和传统
se4:	理解个人见证的能力
se5:	学习有助于口头表达基督教信仰的经文
se6:	用言语和行为传递基督教信息

圣经竞争力 (bc)

由于OUI是培训基督教领袖和学者的高等教育机构，我们的教育成果包括学术成果。 因此，OUI将使学生能够证明：

bc1:	
bc2:	具有归纳和有条理地研究圣经的能力
bc3:	了解经文撰写的文化以及时代背景对正确理解圣经的重要性
bc4:	理解基督教世界观及其与其他的世界观
bc5:	将圣经原则和生活相关联的能力

学术成就 (ae)

由于OUI是培训基督教领袖和学者的高等教育机构，我们的教育成果包括学术成果。 因此，OUI将使学生能够：

ae1:	在广泛的学科基础上获得基础知识

ae2:	在特别感兴趣或者有天赋的领域进行深入研究
ae3:	建立清晰和逻辑思维的模式，以识别未经审查的介词的影响
ae4:	学会有效地传达思想和想法
ae5:	开发终身学习导向的学习和研究方法

情绪-社会发展(es)

由于OUI是一个以世界宣教为重点的基督教团体，我们的教育成果也包括情绪 - 社会方面。 因此，OUI将使学生能够：

es1:	学会认识并应用个人独特的学术，社交和属灵恩赐。
es2:	获得对他人差异的理解和欣赏。
es3:	学会与不同世界观的人进行亲切有效的沟通。
es4:	认识到自律和服务的重要性。

事工影响(mi)

由于奥利韦大学致力于为基督教使命培养事工导向青年男女，特别是在网络时代，我们的教育成果包括事工成果。因此，OUI将使学生能够：

mi1:	将圣经原则应用于现实生活中的问题。
mi2:	通过基督教服侍探索和发展恩赐所在的领域。

mi3:	通过有针对性的实习，将所获得的知识应用于事工。

课程

先修课程：先修课程是在特定课程注册之前必须以“C”或更高级别完成的课程。

学生必须达到课程先决条件或以其他方式满足讲师对他们的准备要求以参加课程。

只有在提供课程的教师或部门自行决定的情况下，才能免除先修课程。

学习特定领域和课程的先修课程放在括号中每个课程名称的末尾。学生在参加具有先修课程的课程之前应该达到要求。

1. 所有本科生的必修课程(60学分)

(1) 方法和基础课程 (12)

所有学生必须完成以下三门通识教育必修课程：

- COMM130 演讲与沟通(4学分)
- SOCI150 研究与写作 (4学分)
- ANTH320 世界观(4学分)

(2) 圣经，文本和历史研究基础课程(32)

所有学生必须完成以下八门必修圣经课程：

- BIBL100 旧约概论 (4学分)
- BIBL110 新约概论(4学分)
- BIBL120 福音书 (4学分)
- BIBL240 罗马书I (4学分)

- BIBL250 罗马书II (4学分) (先修课程：BIBL240)
- BIBL330 摩西五经 (4学分)
- HIST110 基督教历史(4学分)
- THEO220 基督教伦理学概论(4学分)

(3) 神学研究核心课程 (16)

所有学生必须完成以下四门神学研究核心课程：

- THEO100 神学概论(4学分)
- THEO200 神的创造和救赎计划I (4学分)
- THEO211 神的创造和救赎计划II (4学分)
- THEO310 圣经护教学(4学分)

2. 通识教育选修课程分布 (48学分)

所有学生必须完成一系列通识教育课程，包含（1）人文/艺术，（2）自然，信息科学和数学，以及（3）社会/行为科学领域。 每个领域列出的课程并非详尽无遗，其他课程也可能符合类别要求。

因此，请咨询您的学术顾问。可接受的课程包括该领域所代表的学科内的一般入门课程。

符合每个领域分配要求标准的课程如下。 文学学士学生共需选择48个学时，包括以下每个领域中任何两个课程。

注意：以下单个课程可能是某些主要课程的先修课程。

(1) 人文/艺术 (8个学分或者更多学分)

- ENGL120 英语文学与写作 (4学分)
- BIBL211 保罗书信 (4学分)

- ARTH230 艺术概论(4学分)
- MUSC240 音乐概论 (4学分)
- HIST220 美国历史与政府(4学分)
- HIST350 世界基督教运动(4学分)
- GREK100 外国语 (希腊语 I) (5学分)
- GREK110 外国语(希腊语II) (5学分) (先修课程：GREK100)

(2) 自然，信息科学和数学(8个学分或者更多学分)

- MATH100 微积分 1 (5学分)
- MATH110 微积分2 (5学分) (先修课程：MATH100)
- MATH120 微分方程 (4学分) (先修课程： MATH110)
- MATH230 概率与统计(4学分)
- MATH300 线性代数 (4学分) (先修课程：MATH110)
- PHYS130 基于微积分的物理学1 (4学分) (先修课程：MATH110)
- BIOS250 生物学原理(4学分)
- ITEC100 信息技术概论(4学分)

(3) 社会/行为科学 (8个学分或者更多学分)

- SOCI100 社会学概论(4学分)
- PSYC280 心理学概论(4学分)
- ANTH201 文化研究(4学分)

- ECON200 宏观经济学(4学分)
- ECON310 微观经济学 (4学分)

3. 一般事工技能(0学分)

文学学士学生必须通过六个学期的PRAC010大学基督教服侍课程和9个学期的PRAC011学校礼拜课程。

*有关更多详细信息，请参阅基督教服侍项目手册。

课程描述

方法和基础课程（所有本科课程都需要）

COMM130 演讲与沟通 (4)

在工作场所演讲和行为方面表现出的专业精神对于与客户和同事建立成功的工作关系至关重要。

本课程为实习生提供了发展有力和有说服力的口头交流和演讲技巧的机会。他们将学习如何在会议中，在客户/雇主面前，更清楚，更自信，更有效地说话,以建立人际网络。该课程还将指导学生的专业习惯和行为。

本课程会培养学生公共演讲技巧，小组互动和人际交流的沟通技巧。课程重点将放在发展思想的基本过程，材料的组织，演讲者 - 听众关系，群体动力学，以及言语和非言语表达技巧等方面。

SOCI150 研究与写作(4)

本课程介绍有效的研究性写作，批判性思维和写作技能发展的策略，使学生能够分析阅读，写作和思考。

帮助学生培养基本的写作技巧。 该课程包括语法，标点符号，句子结构，预写技能和段落发展，以及基础研究技能。

最终目标是让每个学生能够写出一篇500字的文章，这篇文章是可以理解的，组织良好的，并且用标准美式英语写成。

课程活动旨在帮助学生实现这个最终目标。

ANTH320 世界观 (4)

在日益复杂和相互依存的国际体系中介绍世界事务。 研究关于问题解决和决策的概念和实践方面。

该课程明确关注世界观思维及其对理解世界及其个人存在的重要性，旨在为学生提供必要的工具，以识别，定位和批评各种世界观或其他针对世界的观点。

圣经，文本和历史研究基础课程（所有本科课程都需要。）

BIBL100 旧约概论(4)

本课程是对旧约圣经的内容，背景，解释和批判性研究的基础介绍。

BIBL110 新约概论(4)

新约的概括性介绍，包括基督和使徒的生平和事工。

该课程还向学生介绍新约的各种文本，它们历史背景和一些解释方法。

BIBL120 福音书 (4)

研究我们主耶稣基督在地上的生活，尤其关注每一个福音书对主耶稣基督的特色写照。

BIBL240 罗马书 I (4)

本课程是对新约中最具教义和实用性的书籍的文学和解释性研究。

BIBL240是BIBL250的一部分，每个部分四个学分，旨在让学生深入了解这本书（保罗的福音书）以及将要讨论的一些重要段落。 BIBL240涵盖了第1章到第8章，而BIBL250则涵盖第9章到第16章。

BIBL250 罗马书 II (4)

本课程是对新约中最教义和实用的书籍的说明性研究。

BIBL250旨在让学生深入了解这本书（保罗的福音书）以及将要讨论的一些重要段落。 BIBL250涵盖第9至16章。

先修课程：BIBL240

BIBL330 摩西五经 (4)

该课程将以旧约圣经“五经”开篇5步书卷为中心。

本课程将对摩西五经形成的主要理论进行研究，包括文献假设和旧约前五本书中遇到的主题。

HIST110 基督教历史 (4)

基督教历史是对基督教会在五旬节建立至今的历史的基本介绍。

它涵盖了从使徒教父时代到中世纪再到现代基督教的来自教会内部和外部的重大事件，人物和各种驱动力。

THEO220 基督教伦理学概论(4)

伦理学研究旨在确定道德观和义务是客观的还是主观的，绝对的还是相对的。

它还旨在解决确定道德上良好和道德上不好，道德上正确和道德上错误的标准问题。例如，道德是应该由后果还是由内在责任来判断。

除了解决这些问题外，该课程还将突出一般道德与基督教伦理之间的差异。最后，本课程将侧重于将基督教伦理的圣经原则应用于各种道德问题，如堕胎，死刑等。该课程的首要目标是为塑造成熟的基督仆人做出重要贡献。使他们在事工中能够带着圣经的原则和文化意识去实践爱神和爱人。

神学研究核心课程（所有本科课程都需要）

THEO100 神学导论 (4)

神学历史简要概述。 神学的定义和本质。 神学的四重来源，强调圣经。 自然启示和特殊启示。 神学与哲学。

THEO200 神的创造和救赎计划 I (4)

圣经故事概览，旨在介绍在创造和堕落的背景下神如何逐步展开救赎的历史。

THEO200是THEO211序列的第一部分，每个部分四个学分，旨在让学生熟悉圣经的叙述，以提高学生对圣经的认识，从而塑造和改变生命。 该课程的重点是奠定和扩展圣经教义的基础，使其能够在各种事工中被应用。

THEO200专注于创造和堕落，而THEO211则专注于救赎和恢复。该课程重点放在圣经的统一，上帝的宏伟计划和与人类的

互动关系上。并且关注主要叙事的意图及其永恒的意义和当今时代的相关性。

THEO211 神的创造和救赎计划 II (4)

圣经故事概览，旨在介绍在创造和堕落的背景下神如何逐步展开救赎的历史。THEO211是THEO200序列的第二部分，每个部分四个学分，旨在让学生熟悉圣经的叙述，以提高学生对圣经的认识，从而塑造和改变生命。

该课程的重点是奠定和扩展圣经教义的基础，使其能够在各种事工中被应用。THEO200专注于创造和堕落，而THEO211则专注于救赎和恢复。该课程重点放在圣经的统一，上帝的宏伟计划和与人类的互动关系上。并且关注主要叙事的意图及其永恒的意义和当今时代的相关性。

THEO310 圣经护教学 (4)

本课程提供基督教护教学的圣经，神学，历史和哲学基础的基本介绍。

它探讨了对基督教信仰的某些挑战，并为思考这些问题提供了资源。

人文/艺术课程

ANTH201 文化研究(4)

详细考察圣经的原则和应用，同时考虑到不同的文化现实，促进教堂植堂和植堂运动。

我们将重点介绍犹太共同体，基督的共同体，跟随耶稣的教会的使命。

ARTH230 艺术导论 (4)

学生将从媒体，理论，历史背景和词汇中了解视觉艺术世界。通过该课程，学生将学习如何描述，分析，解释和评估艺术在其历史，文化和社会背景下的概况。课程将为学生分配项目，以将思维组件的应用转移到其他经历/情境。示例：讨论并撰写自己的作品和他人的作品。通过技术，创作和讨论艺术作品的构图来探索问题。

BIBL211 保罗书信(4)

这是关于保罗悔改，被呼召，传教之旅和最终殉难的课程。它还将包括对保罗书信的历史和文化背景深入研究。该课程将试图调查保罗的基本神学教义，关于它的辩论，以及它对当代基督教的贡献。

ENGL120 英语文学及写作(4)

本课程使用各种散文的阅读选择，向学生提供阐述和论证的指导和练习。

GREK100 希腊语I (5)

新约中Koine希腊语的介绍 。 重点将放在掌握基本词汇，语法介绍，语言表达，时态和其他方面。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 希腊语II (5)

本课程是希腊语I的延续。将特别强调案例，形式，时态，声音和情绪的功能。同时也包含一些单词研究。

先修课程：GREK100

HIST220 美国历史与政府(4)

从殖民时代到当代的美国历史考察，包括对美国的社会，政治，文化和经济发展等方面的研究。

HIST350 世界基督教运动 (4)

研究从基督时代到当代世界各地基督教运动的扩张，以及尚未完成的使命。本课程是对教会历史中所体现的精神觉醒的研究，旨在为您提供世界传教事工的概述性介绍。本课程将探讨基督教运动从使徒时代到现在的拓展情况。分析和评估基督教使命与世俗和教会文化之间的关系。

MUSC240 音乐概论(4)

音乐欣赏旨在通过倾听，讨论和分析向学生介绍音乐学科。该课程将通过学习音乐元素为学生提供对音乐的知识，理解和欣赏; 聆听和分析代表性的音乐作品，以及调查从中世纪到当代的主要音乐形式和风格。

自然，信息科学和数学课程

BIOS250 生物学原理 (4学分)

介绍基本的生物学主题，包括细胞，能量转导，遗传学，生物体结构/功能和生态学。

ITEC100 信息技术导论 (4学分)

本课程调查当前信息技术/系统的基本要素。主题包括当前的IT介绍，计算机组织和系统，程序语言，数据库管理，网络概念，IT个人化，法律，道德和组织问题，信息安全，互联网和网络，电子商务，ERP，新兴趋势等。

MATH100 微积分1 (5)

本课程涵盖单变量和多变量微积分，包括三维几何和向量，侧重在科学和工程中的应用。

MATH110 微积分2 (5)

本课程是MATH100的延续，包括单变量和多变量积分微积分和初等常微分方程，侧重在科学和工程中的应用。

先修课程：MATH100

MATH120 微分方程(4)

本课程使用各种技术，涵盖微分方程和微分方程组的分析多种解答方式，还包括对经典偏微分方程的介绍。

先修课程：MATH110

MATH230 概率与统计(4)

本课程涉及基本概率和统计概念，重点是在不确定条件下的推理。

主要议题包括数据分析，建模，概率模型，模拟，随机变量及其分布，假设检验，置信区间和简单线性回归。

MATH300 线性代数 (4)

本课程涵盖了均匀和非均匀方程组的解决方案，重点强调工程应用。

先修课程：MATH110

PHYS130 基于微积分的物理学1 (4)

本课程旨在促进科学素养，并开发利用科学思维模式来解决复杂问题。课程内容包括经典力学，包括运动定律，能量守恒和守恒。

先修课程：MATH110.

社会，行为科学选修课程

ECON200 宏观经济学(4)

关于宏观经济学基本原则的入门课程，包括国民收入核算，商业周期，收入确定，货币和财政问题及政策。

ECON310 微观经济学(4)

涵盖的主题包括经济学的性质和方法以及私营和政府部门的作用，侧重在公司，市场结构和资源分配上。

PSYC280 心理学概论 (4)

这门入门课程将为学生提供当前心理学知识和方法的概述。主题将包括心理学，认知，情感，学习，人类发展，行为的生物学基础，人格，心理障碍，心理治疗和行为改变以及社会行为的历史基础。重点还将放在心理学在不同人类活动中的应用。

SOCI100 社会学概论

本课程将介绍社会学的基本领域，通过讲座，电影/视频演示，讨论和主要理论的阅读，重点关注当代和古典社会学的问题和发现。该研究将包括文化，社会化，社会制度和不平等等主题，重点是对比对于社会系统的圣经化和世俗化理解。

一般事工技能

PRAC010 大学基督徒服侍课程 (0)

每周参与事工，完成学生的自我评估表和导师的评估表，如基督教服侍手册中所述。

PRAC011 大学礼拜课程 (0)

所有学生都需要参与大学礼拜堂课程。将记录出勤率，通过大学礼拜堂的课程是毕业必要条件。

神学文学学士

神学文学学士课程提供四年的大学级别的关键和应用圣经和神学研究培训。参加这个课程的学生将深入学习圣经，包括教义和历史观点，并准备在基督教使命的历史和实践背景下活出神学研究的圣经呼召。神学文学学士课程还包括核心课程。神学文学学士课程还包括一般研究和专业研究的核心课程，有机会在实际的事工环境中应用课堂学习内容。

课程目标

在OUI使命背景下，完成神学文学学士课程将使学生能够：

- 阐明使命的圣经基础。
- 概述基督教使命的历史。
- 智慧地讨论基督教使命中各种战略和当前问题。
- 捍卫对耶稣基督的个人信仰，借鉴圣经真理阐述竞争性的道德框架。
- 通过参与使命获得经验。

毕业要求

OUI的本科学生必须达到以下学士学位要求才能毕业：

- 通过共计180个学时：108个学时的艺术学士核心课程，44个学时的神学专业课程，28个学时的开放选修课。
- 在所有OUI课程中保持2.00（C级平均分）。
- 获得所有基督教礼拜堂和服侍要求的及格分数。
- 顺利地完成最终的项目和作品。

- 学生必须达到他们所进入年份学术目录的神学学士学位要求。
- 满足大学的所有财务要求。

时间限制

文学学士学位课程通常在四年的全日制学习中完成。除特殊情况之外，学位的所有要求必须在入学初期的六年内完成。未在六年内完成要求的学生必须在此期限之后的每一年都向注册办公室申请继续学习。毕业期限为从注册的最初日期起最多八年为止。

课程

先修课程：先修课程是在特定课程注册之前必须以“C”或更高级别完成的课程。

学生必须达到课程先决条件或以其他方式满足讲师对他们的准备要求以参加课程。

只有在提供课程的教师或部门自行决定的情况下，才能免除先修课程。

学习特定领域和课程的先修课程放在括号中每个课程名称的末尾。学生在参加具有先修课程的课程之前应该达到要求。

1. 文学学士学位核心课程(108学分)

文学学士学位核心课程分为三个部分：（1）通识教育和圣经课程;（2）神学研究核心课程;（3）一般事工技能技能。

1. 通识教育和圣经（92个学分）
2. 神学研究核心（16个学分）
3. 一般事工技能（0个学分）

2. 主要课程(44 学分)

所有神学文学士学生均需要学习44个学分的高级圣经和神学研究课程（课程编号300到499）以及高级实践神学课程导论(课程编号100 to 499)。

- BIBL490 高级研讨会（4学分）(先修课程：需要完成32个学分的圣经，文本和历史研究核心课程)

- MINS200 宣教学导论（4学分）
- MINS201 营商事工概论（4学分）
- MINS300 布道与门徒训练（4学分）
- MINS310 网络事工导论（4学分）
- MINS330 教学和讲道概论（4学分）
- MINS380 灵性塑造（4学分）
- MINS410 基督教领导力（4学分）
- MINS430 教会植堂与发展（4学分）(先修课程：MINS200)
- MINS440 宣教方法与策略（4学分）(先修课程：MINS200)
- THEO490 神学专题（4学分）(先修课程：3需要完成32个学分的圣经，文本和历史学研究核心课程）

3. 开放选修课(28学分)

所有神学本科学生需要额外增选28分的开放选修课。这些选修课可以从OUI本科学位课程的任何课程中选择。额外的事工实践学分可以替代公开选修课学分。

课程描述

神学专业课程（必修）

BIBL490 高级研讨会(4学分)

高级研讨会利用在学生参加研讨课程之前在必修课程中获得的知识使学生参与研讨式课程，明确侧重阅读，理解，展示和针对材料的讨论。在本课程中，学生必须独立并在指导下参与研讨会所涵盖的文本的理解和诠释。通过高级研讨会，神学学士学生可以累积经验。

THEO490 神学专题(4学分)

先修课程：需要完成32个单元的圣经，文本和历史学研究核心课程，并得到课程导师和/或学科负责人的许可。

神学研讨会的这一主题旨在为以前神学研究的反思和整合提供背景，并进一步加深对当今基督徒面临的重要问题的神学理解。该课程由研讨会形式组成，包括主要论文和口头报告。

学生将基督教神学，圣经研究和伦理学结合起来，研究可以在今天活出基督教信仰的各种方式。

MINS200 宣教學导论 (4学分)

本课程将概括介绍基督教的宣教。它通过帮助学生了解上帝对宣教使命的呼召，以及改善他们对呼召的实际反应，从而推动OUI的使命，让学生成为圣经学者和领袖。本课程将以神学，历史，文化和战略方面介紹基督教的宣教使命。

MINS201 营商事工概论(4学分)

本课程的目的是探讨营商事工中涉及的神学，道德和宣教问题。学生将从各种角度阅读关于探索营商事工的主题的关键文本，与营商事工的实践者互动，并在营商事工的各个方面进行实践练习。

MINS300 布道与门徒训练(4学分)

传福音和门徒训练涉及有效传福音的圣经原则和方法，并指导学生培养门徒，和促进其在基督徒团体中的持续成长和成熟的原则、方法和内容。

MINS310 网络事工导论(4学分)

先修课程：MNS201

本课程将重点关注t通过讲座和演讲来进行的基于网络策略的营商宣教。

MINS330 教学和讲道概论(4学分)

先修课程：THEO211神的创造和救赎计划II

圣经的学习和教导是神圣命定呼召人们悔改并教导上帝的子民的方式。通过讲道神将祂的话语传达给祂的子民，讲道人站在神的圣言和世人之间，传达上帝的真理。本课程介绍布道准备和演讲的基本概念。将通过研读教科书，教科书，听讲道，写作和讲道的实践练习来达到课程目标。学生将加强和提高他们的布道准备过程和讲道技巧。

MINS380 灵性塑造 (4学分)

灵性塑造课程探究基督徒生活中灵性塑造的目标和过程。它提供了关于灵性和灵性塑造的圣经和神学理解，并考察了被认为是上帝王国基督教灵性的精髓的八福的灵性特征，并为学生提供了有助于形成这样的的灵性的经典训练。

MINS410 基督教领导力 (4学分)

本课程帮助学生培养态度，技能和性格特征，从而在这个时代成为有能力的基督徒领袖。学生可以根据圣经和神学见解建立新的思想和行动模式。

MINS430 教会植堂与发展 (4学分)

先修课程：MINS300

这门课程旨在探索教会成长的意义，并且预备学生将来带领他们的教会在数字和灵性上成长。该研究将重点关注教会的教育任务和结构，以及如何利用这些任务和结构来接触人群，侧重点是在特定地点实践大使命。

MINS440 宣教方法与策略(4学分)

先修课程：MINS200 宣教学导论

先修课程：MINS201 营商事工概论

先修课程：MINS430 教会植堂与发展

探究如何战略性地与基督教内部和外部事工进行互动并对其进行指导。重点是合作和商业部门级战略，战略发展，战略实施和整体战略管理流程。主题包括组织使命，愿景，目标设定，环境评估和战略决策。介绍了使命领域分析，SWOT分析和事工分析等技术。讨论涉及战略实施，因为它涉及部门结构，使命政策，领导和评估问题。强调在一个日益全球化的环境中从大使命的角度进行“战略性思考”和衡量事物的能力。将制作一个综合研究项目，以整合以前研究中获得的知识和技能。

选修课程

MINS302 媒体和营商事工 (4学分)

先修课程：MINS201

本课程的重点是为学生提供在“网络世代”使事工更有效的实用技能。这个以实践为目的的实验课程将探索（新）媒体领域的商业使命。

MINS400 营商宣教项目(4学分)

先修课程：MINS302获得绩点3.3以上

营商事工项目开发实验室课程，装备学生在该领域具有公认的能力，可以运用他们的技能创建总结性项目。

PRAC300 事工实践 (4学分)

神学本科学生在第三和第四年学习中可以参加在教会或专业事工组织的事工实践，Olivet Assembly批准学生每个学期每周至少有8小时在事工机构进行实践。重点是在当今网络时代的背景下发展实用的事工技能;圣经和神学研究与实际事工的整合;
以及神学反思在这个过程中的重要性。该课程还提供了分享，检查和反思实习经历的机会，并重新审视了学院学科的理论和实践。实习生还将专注于职业规划和发展。有关详细信息，请参阅“事工实践手册”。

第六章：研究生学习

OUI提供道学硕士学位，这是第一个为牧养事工培养毕业生的专业学位，并为学生进一步学习专业博士学位奠定了良好的基础。

道学硕士

道学硕士课程旨在为二十一世纪基督教事工培养牧师、教师和宣教士。该项目为学生提供核心的圣经和神学指导，领导力培训，以及在本地教会开展事工所需的一般技能。

课程目标

在OUI的使命背景下，完成神学硕士课程将使学生能够：

- 生命渐渐成长为耶稣基督的样式
- 基于历史背景进行圣经和神学上合理的释经布道
- 运用圣经和神学原则评估当代道德和社会问题
- 发展专业能力，预备参与基督教使命和教会事工

毕业要求

为了使学生顺利得到道学硕士学位，学生需要达到以下要求：

1. 总共得到136个学分；
2. 维持总绩点（GPA）3.0（平均B）或以上；
3. 除特殊情况外，应在规定期限内完成所有学位要求；
4. 通过所有基督教礼拜堂和服侍课程；
5. 通过ABHE的圣经考试J，证明对圣经，神学和历史知识的认知和理解力；
6. 满足OUI的所有财务要求。

学生必须遵守他们所进入年份学术目录的道学硕士学位要求。

时间限制

道学硕士学位的学习课程通常在四（4）年内完成。除特殊情况外，学位的所有要求必须在注册之日起六（6）年内完成。未

在六年内完成要求的学生必须每学期向注册办公室申请延长学习时间，期限截止至自注册之日起最多七（7）年。

课程

先修课程：

先修课程是在特定课程注册之前必须以“B”或更高级别完成的课程。学生必须完成先修课程或以其他方式满足讲师对课程的预备要求以参加课程。只有在提供课程的教师或学院自行决定的情况下，才能免除先修课程。学习特定领域和课程的先修课程放在每个课程名称后的括号中。学生在参加具有先修课程的课程之前应该达到要求。

1. 圣经研究&圣经语言必修课程（36学分）

学生必须完成以下八门圣经学习课程和两门圣经语言课程：

- BIBL501 旧约背景与摩西五经（4学分）
- BIBL502 旧约历史与先知书（4学分）(先修课程：BIBL501)
- BIBL503 旧约诗歌智慧书（4学分）(先修课程：BIBL501)
- BIBL511 新约背景与福音书（4学分）
- BIBL512 使徒行传与保罗书信（4学分）(先修课程：BIBL511)
- BIBL513 非保罗书信与启示录（4学分）(先修课程：BIBL511)
- BIBL520 罗马书研究（一）
- BIBL521 罗马书研究（二）（4学分）(先修课程：BIBL520)
- BIBL550 圣经希伯来语简介*（2学分）
- BIBL560 圣经希腊语简介*（2学分）

*备注：如果学生参加了语言能力考试并证明了在圣经希伯来语或圣经希腊文上的能力，这些课程可以免除。

2. 神学&历史研究必修课程（44学分）

学生必须完成以下七门神学研究课程和四门历史研究课程：

- THEO500 系统神学导论（4学分）
- THEO501 系统神学（一）：神，创造与道成肉身（4学分）(先修课程：THEO500)
- THEO502 系统神学（二）：罪与拯救（4学分）(先修课程：THEO501)
- THEO503 系统神学（三）：教会，圣灵与末后的事（4学分） (先修课程：THEO502)
- THEO600 基督教护教学（4学分）
- THEO610 基督教伦理学（4学分）
- THEO620 圣经释经学（4学分）
- HIST500 历史神学（4学分）
- HIST501 基督教历史一：100-1500（4学分） (先修课程：THEO500)
- HIST502 基督教历史二：1500-1900（4学分） (先修课程：THEO500)
- HIST503 基督教历史三：1900-Present（4学分） (先修课程：THEO500)

3. 事工研究必修课程（24学分）

所有学生必须选择以下六门事工研究课程：

- MINS600 宣教与门徒训练（4学分）(先修课程：
  学生必须得到90个学分，并处于最后一年的学习阶段，方可选择该课程。)
- MINS700 讲道学（4学分）
- MINS710 牧会商谈（4学分）

- MINS624 教导转化生命的话语（一）（4学分）
- MINS625 教导转化生命的话语（二）（4学分） (先修课程：MINS624)
- MINS640 营商事工（4学分）

4. 事工研究领域要求（24学分）

所有学生必须从道学硕士研究生课程事工研究领域的课程中获得24个额外学分。

5. 开放选修课（8学分）

学生必须从道学研究生课程或其他学位项目的认可课程中选择课程获得8个额外学分。

6. 一般事工技能（0学分）

道学硕士学生必须通过4个学期的PRAC020研究生基督教服侍课程和6个学期的PRAC021研究生礼拜堂课程。有关更多详细信息，请参阅基督教服侍计划手册。

课程描述

圣经研究&圣经语言课程（必修）

BIBL501 旧约背景与摩西五经（4）

涵盖圣经前五卷书的背景和内容，主要关注一些基础问题以及以色列在古代近东的背景。

BIBL502 旧约历史与先知书（4）

先修课程：BIBL501

涵盖旧约历史书（前先知及其一些著作）和预言（大先知和小先知）的背景和内容。

BIBL503 旧约诗歌智慧书（4）

先修课程：BIBL501

旧约诗篇和智慧书的背景和内容。

BIBL511 新约背景与福音书（4）

研究主耶稣基督在地上的生活，并且从四部福音书不同视角去理解福音。本课程分为两个主要部分，在课程的前半部分，学生将连续阅读福音书，重点关注每位作者对耶稣的独特描绘。在课程的后半部分，学生将平行阅读福音书，从而更清楚福音书的异同。课程将重点关注时代背景和释经原则。

BIBL512 使徒行传与保罗书信（4）

先修课程：BIBL511

关注基督教的起源及其面临的挑战，特别关注保罗在信中的积极信息，以及他面对选择和艰难的回应。

BIBL513 非保罗书信与启示录（4）

先修课程：BIBL511

课程内容涵盖希伯来书，雅各书，约翰一二三书，彼得前后书和犹大书，以及启示录（约翰的启示），课程将给出独特的，有挑战性的观点。

BIBL520 罗马书研究（一）（4）

本课程是对新约中最具教义性和实践性的书卷的解释性研究。BIBL520是BIBL521系列的第一部分，每个课程四个学分，旨在让学生深入了解罗马书（保罗的福音书），同时课程也会讨论一些重要的教义。
BIBL520涵盖了第1章到第8章，BIBL521则包括第9章到第16章。

BIBL521 罗马书研究（二）（4）

先修课程：BIBL520

本课程是对新约中最具教义性和实践性的书卷的解释性研究。BIBL521旨在让学生深入了解罗马书（保罗的福音书），同时课程也会讨论一些重要的教义，BIBL521包括第9章到第16章。

BIBL550 圣经希伯来语简介（2）

通过归纳法，使用旧约希伯来文本，重点关注如何使用数字和印刷学术工具，并理解超越文字单纯形态的含义。

BIBL560 圣经希腊语简介（2）

通过归纳法，使用新约希腊文本，重点关注如何使用数字和印刷学术工具，并理解超越文字单纯形态的含义。

历史学研究（必修）

HIST500 历史神学（4）

历史神学是一种基督教神学，它运用历史研究的方法，研究基督教信仰的历史。本课程旨在研究基督教（基督教教义）的历史发展，并探讨影响教义形成和发展的历史条件。本课程还介绍了当代、初级神学发展、神学家和神学思想和运动的历史背景。本课程将通过详细的案例来研究关于当代事件的一般理解的重要主题。

HIST501-503 基督教历史I-III（每门课四学分）

本课程系列包括三部分，探讨了基督教运动从一开始就作为犹太教中的一个小教派发展到我们在二十一世纪看到的作为世界三大宗教之一的基督教所走过的的历史。

神学研究（必修）

THEO500 系統神学导论（4）

课程重点关注系统研究圣经基督教教义的必要条件。批判性地评估关于现实和知识的本质的理论尤为重要。澄清神学方法中存在的问题，以便能够正确地完成系统神学研究。

THEO501 系统神学（一）：神，创造与道成肉身 （4）

先修课程：THEO500

在学生对系统神学的前提条件有了基本的了解之后，本课程将开始研究该学科的各个分支。本课程将概述上帝的本质和属性，宇宙的创造和地球上的生命，以及神子耶稣道成肉身的教义。

THEO502 系统神学（二）：罪与拯救 （4）

先修课程：THEO501

本课程将系统研究关于罪的本质和罪的影响，救恩的性质及其证据的圣经教导，包括对上述主题的不同观点的评价。

THEO503 系统神学（三）：教会，圣灵与末后的事 （4）

先修课程：THEO502

本课程将系统地研究关于教会性质，结构，功能和使命的圣经教导；和最后的事物的本质，包括关于时代结束的圣经预言和永恒的新天新地。

THEO600 基督教护教学（4）

本课程涉及一个最重要的主题：我们如何将基督教信仰传达给那些反对或不信仰的人。基督教护教学旨在捍卫信仰，并以积极的方式向他们传讲福音。“护教学”来自希腊语，意思是以最好的方式呈现一个主题。

THEO610 基督教伦理学（4）

伦理学研究旨在确定道德观和义务是客观的还是主观的，绝对的还是相对的。它还旨在解决确定道德良好和道德不端，道德正确和道德错误的标准问题。除解决这些问题外，该课程还将突出一般道德与基督教伦理之间的差异。最后，本课程将侧重

于将基督教伦理的圣经原则应用于各种道德问题，如堕胎，死刑等。

THEO620 圣经释经学（4）

通过本课程，学生将学习研习圣经文本的过程，揭示其更深层的意义和重要性。通过阅读圣经，参加讲座课程，进行小组讨论和完成研究型任务，学生将会了解如何解释圣经文本的不同方法。

神学研究（选修）

THEO635 世界宗教（4）

本课程从基督教的角度探讨世界主要宗教的本质和功能。研究每个宗教的创始人，历史，权威来源，核心信仰以及信徒生活中典型的仪式和态度。

THEO738 20 世纪神学：基督与现代主义（4）

本课程探讨了从十九世纪末到现在的基督教和神学中的主要文化，神学和历史事件。将涵盖基督教与上个世纪不同主流文化以及重要人物和运动之间的相互关系。

事工研究（必修）

MINS600 宣教和门徒培训（4）

先修课程：学生必须得到90个学分，并处于最后一年的学习阶段，方可选择该课程。

这个课程的重点是将神学教育的关键方面与基督教事工相结合，预备即将毕业的学生进入事工。学生将整合课程作业，实践和任务资源，从而在实际事工中应用这些知识。课程中所涉及的反思，自我评估，分享想法和批判性分析都是实现学术，灵性和专业塑造的重要组成部分。

MINS624 教导转化生命的话语（一）（4）

圣经故事概览，旨在介绍在创造和堕落的背景下神如何逐步展开救赎的历史。MINS624是MINS625课程的第一部分，旨在让

学生熟悉圣经的叙述，以提高学生对圣经的认识，从而塑造和改变生命。

MINS625 教导转化生命的话语（二） （4）

先修课程：MINS624

圣经故事概览，旨在介绍在创造和堕落的背景下神如何逐步展开救赎的历史。MINS625是MINS624课程的第二部分，旨在让学生熟悉圣经的叙述，以提高学生对圣经的认识，从而塑造和改变生命。

MINS640 营商事工（4）

本课程考察了商业在基督教传教中的突出作用。涵盖的主题包括：1）营商事工的神学基础；2）关于使用商业作为跨文化宣教所遇到的实际问题，以及3）特定的营利性商业模式和案例研究。在课程结束时，学生将更好地了解与整合商业和宣教相关的机会和挑战。

MINS700 讲道学（4）

圣经布道和教导是神圣命定呼召人们悔改并教导上帝的子民的方式。通过讲道神将祂的话语传达给祂的子民，讲道人站在神的圣言和世人之间，传达上帝的真理。本课程旨在让学生了解讲道学及其方法，这将通过研究不同作者的著作，学习讲道，和实践讲道来完成。

MINS710 牧会商谈（4）

对基督徒辅导的圣经原则的研究，强调圣经辅导模式的应用和实施。

事工研究（选修）

MINS500 牧师灵性塑造（4）

本课程将圣经和神学研究与实践相结合，为学生提供知识和经验，促进基督徒的灵性成熟。本课程将侧重于理解基督化，塑造个人灵性，以及分辨神所赐予的恩赐和呼召，从而促进信仰团体的成熟。

MINS603 社交媒体与宣教（4）

本课程探讨了使用社交媒体作为宣教和事工的平台，让学生参与实际任务和同行评审，以进行有效的外展。

MINS610 跨文化交流（4）

本课程为学生提供有关跨文化事工的圣经基础。该课程将装备学生成为富有成效的天国的精兵，通过丰富的和易被接受的活动服侍全人类，从而推进OUI的使命。

MINS720 教会植堂与成长（4）

评估多种教会植堂的机会和方法。提供教会植堂操作程序，并呼吁个人分享各自的教会植堂经验。从圣经的角度来看，教会成长的定性和定量因素备受关注关注。E

MINS730 教会行政（4）

本课程是对教会动态的神学基础和原则的探究和应用，通常被称为“教会行政”。该课程的实质是装备领导者，牧师和传教士，使他们了解当地教会在其不同层面和实践中的性质，使命，组织和功能。

MINS740 牧会神学（4）

将基督教神学应用于牧会，使福音对个人的需要和环境产生影响，从而使信徒能够实践信仰。使信徒能够在特定的道德和灵性问题上应用他对神的信心，基督恩典的拯救能力，圣经化的教导和经验。牧师的使命不仅是恢复信徒身体或心理健康或帮助修复破裂的社会，他还需要帮助信徒建立和神之间的关系，不仅是使信徒个人生命来到平安并建立持久喜乐的基础，而且使灵魂充满信望爱。

PRAC500 事工实践（4）

研究生参加由学校批准的教会或事工的的实践。实习生进行实地实践的时间必须满足120小时才能获得4个学分。重点是通过整合圣经和神学研究来发展实用的事工技能。

PRAC020 研究生基督徒服侍（0）

每周参与事工，完成学生的自我评估表和导师/监督人的评估表，如基督教服侍计划手册中所述。

PRAC021 研究生礼拜堂（0）

所有学生都需要参与研究生礼拜堂课程。将记录出勤率，通过研究生礼拜堂课程是毕业必要条件。

第七章：评分注释和政策

评分政策

应根据教师使用下面的评分系统判断学生的学业成绩，为学生评定最终成绩。

评分系统（道学硕士）

百分制	等级	等级说明	绩点
100-93	A	优秀	4.0
92-90	A-		3.7
89-88	B+		3.3

87-83	B	良好	3.0
82-80	B-		2.7
79-78	C+		2.3
77-73	C	低于标准	2.0
72-70	C-		1.7
69-68	D+		1.3
67-63	D	远低于标准	1.0
62-60	D-		0.7
Below 60	F	不及格	0

其他使用的等级标记：

等级	等级说明	等级	等级说明	等级	等级说明
I	未完成	M	等级丢失	NP	未通过/未得到学分
IP	在学习中	NF	未出勤导致的不及格	E	条件性
W	退课	P	通过（C或者C以上)	AU	旁听

未完成 (I)

出于某些可接受的原因，在课程结束时，若学生未完成课程会得到“I”。如果在学期结束后的十周内课程导师没有删除该成绩，则成为“F”。

学生只能在任何课程的前半部分退出课程并获得“W”。如有特殊情况，学生必须向注册办公室申请。“W”不会计入平均

绩点。

在进行中 (IP)

“IP”（进行中）的等级仅在一个学期注册的课程的特殊情况下发布，通过在随后的学期注册所需课程来得到最终成绩。完成最终课程后，教师将IP等级更改为适当的等级。计算平均成绩点时不包括IP等级。

退课 (W)

当学生正式退出课程时，会得到W。退出必须由学生提出，在截止日期之前按照流程递交申请。“W”等级没有学分，在计算平均绩点时不包括在内。

缺失成绩 (M)

如果没有向入学办公室报告成绩，则学生会得到“M”（缺失成绩）。“M”等级没有学分，在计算平均绩点时不包括在内。一个学期之后，“M”等级将改为“NF”等级。一旦转换为“NF”，就无法再修改成绩。

未出勤导致的不及格 (NF)

教授可能会因学生过度缺勤或学生停止上课而给出“NF”（出勤导致的未通过）等级。该等级将按“F”等级计入绩点平均值。“NF”等级在初次提交后不能更改，其他等级不能更改为“NF”。

条件成绩 (E)

等级“E”（有条件）仅在继续课程中获得。通过在课程的其余部分进行“C”级工作，可以将该等级提高到“D”；否则，它变成“F”。

旁听 (AU)

当学生参加旁听课程时，会颁发“AU”（审核）等级。“AU”等级没有绩点，在计算平均绩点时不包括在内。

平均绩点和绩点缺陷

“平均”一词是指在大学完成的绩点的平均成绩（GPA）。在计算平均绩点时，为了满足学校的要求，学生从其他院校得到

的成绩不计入在内。

平均值是通过计算与学时的比率来确定的。

绩点缺陷定义为在低于C平均成绩的分数。 如果平均成绩点小于2.0，则存在绩点缺陷。

只有高于C的成绩才能弥补绩点缺陷。

计算平均绩点

- 将乘以等级值乘以学时得到总绩点。
- 总绩点除以学时数。

计算绩点缺陷

要确定成绩点缺陷，学生必须首先计算平均绩点。

- 将总课时数乘以2（2.0 GPA）
- 并减去所得的总分数来确定绩点缺陷。

例如，如果一个学生花了100个小时的成绩，那么乘以2.0 GPA就需要200个绩点。

如果有196个成绩点，则有4分的绩点缺陷。

在编制学生的平均绩点时，还必须考虑以下因素：

1. 转学分成绩不会计算在绩点平均值中。
2. 当学生重复课程时，初始成绩和重复成绩都会出现在成绩单上。
   但是，只有最后一个完成的成绩将包含在平均成绩点中。

成绩申诉

学生应首先与有关教授协商，以下是提交成绩申诉的步骤：

1. 在有成绩有争议的课程结束后的学季结束之前，学生可以要求教师重新考虑所授予的成绩。
2. 如果对教师决定的结果不满意，在教师决定的10天内，学生可以书面形式向学院主任提出申诉。I
3. 在学院主任决定的10天内，学生可以向首席学术官（CAO）提交书面申诉。

学生有责任在整个申诉过程中每天查看电子邮件。

第八章：学术进展检查

良好的学术状态

本科生或研究生的平均成绩（GPA）至少为2.0或3.0，以保持学术良好状态。

学术纪律情况概述

OUI维持学术纪律政策，鼓励学生进行必要的学业和生活改变，以符合学术纪律政策要求。未达到学术良好信誉最低标准的学生必须达到更严格的标准，并定期咨询学术顾问。

研究生的纪律政策

纪律政策为学生提供了几次机会，使学生在罪中被OUI开除之前可以做出一些必要调整。

纪律状况：

- 学术警告
- 学术缓刑

- 学术停学（一个常规学期和任何夏季学期）
- 取消学籍

除学术警告外，其他学科状态将在学生的学习记录中注明。

1. 学术警告

如果本科/研究生的累积GPA低于2.0（本科）或3.0（研究生），学生将收到学术警告。

学术警告旨在帮助学生进行必要的调整，顺利得到学位。这些调整将根据每个学生的具体情况而有所不同，但学生应该认真对待。

如果学生接受学术警告，学生将被要求遵守某些协议并达到更高的学术标准。这些协议和标准旨在使学生回到学术良好状态，并帮助学生满足毕业要求。

学术警告学生必须符合以下学术进步政策要求：学术警告学生必须符合以下学术进步政策要求：

学术进步政策：

- 本科学生的最低学期GPA为2.2，研究生为3.2。
- 在注册之前与学术顾问会面。
- 重修上学期未通过的所有必修主要和核心课程。
- 本科生最多可以注册12个学分，研究生最多可以注册8个学分。
- 始终保持学术进步状态。

如果被学业警告的学生符合学术进步政策要求但未达到累积GPA
2.0（本科）或3.0（毕业），学生将继续维持学习警告状态，并且必须继续遵守所有学术进步政策要求。

如果学生的累积GPA在任何时候达到2.0（本科）或3.0（毕业）的最低要求，学生将重新回到学术良好状态。学生的累积G

PA仅受OUI课程的影响，其他机构的课程作业不能用来让学生回到学术良好状态。

CAO保留根据具体情况更改此要求的权利。

如果学生在收到学习警告之前已经注册超过12学分（本科）或8学分（毕业），学生的课程必须减少到最多12学分（本科）或8学分（研究生）。学生必须向学术顾问咨询，从而对课程安排作出调整。

2. 学术缓刑

在学术警告期间，学生将因未能达到满意进度政策要求而被置于学术缓刑中。学术缓刑的学生也必须符合上面列出的学术进步政策要求。

处在学术警告或学术缓刑状态中退学或者休学的学生如果重新入学，那他们将保持与原来同样的学术状态。即使他们在此期间曾就读过另一所院校，该学术在其他教育机构的表现是决定其是否能够重新入学的一个重要因素。

3. 学术停学

在学术缓刑期间，学生因未能达到学术进度满意政策要求而自动被置于学术停学期。

学术停学的学生不得注册，审核或访问课程，除非如下所述重新入学。已经预先注册课程的学生将自动从所有课程中删除。

当学生在学术上被停学时，学生的正式成绩单将列出受影响学期的“学术停学”。

学术停学期限

- 学生的第一次学术停学期为一个常规学期和任何夏季学期。
- 学生的第二次学术停学是被OUI开除，没有可能重新入学。

4. 重新入学

第一次学术停学的学生必须向其学院院长请求重新入学。

重新入学的学生可能会受到学院院长提出的额外试用条件的约束。这样的额外试用条件可能基于是学生个人及其学业情况，

但旨在鼓励学生达到学术良好信誉状态并顺利毕业。

在第一次学术停学后重新入学的学生将进入学术缓刑状态。

第二次学术停学的学生将被永久性地从大学中开除而不能重新入学。

学位项目有权建议随时终止学生入学。

注册办公室应在成绩等级被评定之后，在切实可行的范围内尽快以书面形式通知任何未取得令人满意的学业进展的学生。

获得学术停学或学术开除身份的学生可以在书面通知日期后10个工作日内向部门主任或指定人员提交书面申诉。

上诉应包括应该上诉的原因的简要概述。学院院长或指定人员对上诉的决定将为最终决定。

学生学术进步

中期监测

在每个学季中期，所有教职员工都会收到评定学生学业成绩的请求。

教师通常会首先注意到学生在某个课程中的学习成绩不尽人意，由此表明学术整体学业困难和/或其他问题。学业困难指标可能包括较低的学科成绩；工作不良或不一致；出勤率低或不稳定；注意力不集中，烦乱；行为，态度或外表的变化；不恰当和/或不一致的行为等。

教师的评估不仅有助于学术顾问监督学生的学习成绩和进步，还有助于他们努力为学生提供适当的支持和资源。

学术复审

每个学季期末，由教职员工和学术人员组成的每个学科委员会将对每位学生的记录进行审查。对于学期或累积平均成绩（本科生）低于2.0或（研究生）3.0的学生，学科委员会将确定学生的学术状态，包括学业警告，学术缓刑，停学和解雇，并将通过电子邮件通知学生。但是，所有学生都有责任监督自己的学业成绩和表现，未能收到通知并不会使学生学术常设行为无

效。此外，鼓励学生从合适的资源中寻求帮助。

行使重复课程选项并不否定先前的学术常设行动。

学术严谨声明

学术严谨有助于促进终身学习，这是OUI使命的一个组成部分。学术严谨意味着维持一个学习环境，挑战学生以道德的方式获得高水平的智力技能。

教师的学术严谨

严谨的教学允许教师创造学习环境，在学业上挑战学生并鼓励他们成长。严谨的教学需要专业的学术纪律，并鼓励学生通过发展他们的学习技能来发展他们的知识和理解。学生应该能够期望教师：

1. 努力清楚地传达课程期望，总结课程提纲；
2. 努力准备上课，并在情况允许的情况下及时向学生提供有关其作业的有效反馈；
3. 努力为课堂外的学生提供服务；
4. 努力使任务具有相关性，意义和挑战性；
5. 努力创造适合学生多样化才能和能力的学习机会；
6. 努力减少和消除学生剽窃；
7. 努力评估课程及自身。

学生的学术严谨

严谨的学习需要坚韧，坚持，准备，努力和热情。由于大学学习将学生从以教师为中心的高中学习风格转变为以学生为中心的学习方式，学生的表现应表现出更高的责任感。在苛刻的机构中如此高的表现可以带来成功和令人满意的职业生涯。因此，严谨的学生应该期望自己：

1. 设定较高的期望和学习目标；
2. 提前完成上课准备工作，并在截止日期前提交作业；

3. 充分利用课堂内外与教师交流的时间；
4. 尊重同学和课堂，参与学术过程；
5. 管理时间，将大学视为具有实际价值的实际工作；
6. 完全诚实守信；
7. 在需要的情况下，可以与同学合作，但需要保证作品的原创性；
8. 承担学习和取得成绩的责任。

第九章：毕业

毕业条件

学生必须符合最低学业要求才有资格毕业，完成各自课程的课程中规定的学习课程，并取得适当的平均绩点。学生还必须履行对大学的所有财务责任才有资格毕业。

注册大学本科课程的学生必须保持平均成绩“C”（2.00）才能毕业。参加大学研究生课程的学生必须保持平均成绩“B”（3.00）才能毕业。平均绩点将根据最终学期入学前记录的成绩确定。

毕业审核确定学生有资格毕业后，学生可以选择通过现场直播参加毕业典礼，也可以到Riverside校区亲自参加。选择亲自出席的学生必须参加排练和开始练习。如果学生不能在场，在教授同意的情况下，可以批准缺席毕业典礼。如果学生要出息毕业典礼，必须在典礼开始前六周以书面方式提出。

在大学首次注册的学生应根据他们入学当年的学术目录的要求完成学位课程。休学的学生，如果错过了不超过三个连续的常规学季（例如，秋/冬/春季），可以根据其首次入学的学术目录继续完成学位课程。所有其他学生必须根据当前学术目录的要求完成学位课程。

学位目录年份从秋季开始。在夏季季度首次入学的学生将被分配到下一个秋季学季的学术目录中。

其他要求

1. 各个学位项目的负责人将负责确定是否有对于入学、继续学习，和毕业的额外要求。
2. 各个学位项目的负责人决定学生入学，学生继续学位课程和毕业资格等问题。如果教师做出不合理决定，学生可以向学生服务办公室提交复审请求。在项目负责人正式交付给学生决定结果之后的15天内，学生可以提出复审请求。
3. 各个学位项目的负责人保留拒绝批准学生毕业的权利，或者出于任何原因或理由终止学生继续学习的权利。即使学生已经满足并且目前正在满足学位课程的学术和其他要求，负责人的此类行为仍具有效性。

毕业流程

1. 一旦学生成功完成学士学位的164学分，道学硕士学位120学分和其他硕士学位40学分，可以要求学院进行毕业审核。
2. 一旦学生达到毕业要求，学生应通过电子邮件向注册办公室申请毕业并申请毕业申请表。
3. 注册办公室将进行最后的毕业检查，并核实学生是否已完成所有毕业要求。如果学生符合毕业要求，注册办公室会通知学生填写毕业申请表。
4. 学生填写毕业申请表，提交表格并支付毕业费。
5. 注册办公室准备并将毕业证书和正式成绩单发送到毕业申请表上的地址。

第十章：OUI 政策

学生记录

OUI的政策是保持所有学生教育记录的机密性。未经学生书面同意，OUI之外的成员或者机构无权访问学生记录。除了向提供学生经济援助的个人或组织，或者履行其认证职能的认证机构，对遵守司法命令的人，以及在紧急情况下为了保护学生或其他人的健康或安全的人提供。

在OUI，只有那些单独或集体参与学生教育的成员才能访问学生教育记录。该机构提供的学生信息包括：学生姓名，地址，电话号码，电子邮件地址，主要研究领域，出勤日期，照片，班级或级别，入学状态以及获得的学位，荣誉和奖励。学生可以通知注册办公室以隐瞒个人信息。

该机构仅对一年内隐瞒信息的要求予以履行，因此，学生必须每年向注册办公室提交隐瞒信息的授权。

学生可以检查，审查和质疑其教育记录中包含的信息，如果审查的结果不令人满意，则可要求听证会，并提交解释性陈述文件。OUI注册办公室负责协调学生教育记录的检查和审查程序，包括录取，个人信息，学术，财务和防止记录。教育记录不包括行政和教育人员的记录。

学生不得检查和审查以下内容：父母提交的财务信息，机密信件和与入学、就业或工作安排相关的建议，或他们放弃检查和审查权利的荣誉。如果该记录包含有关一个以上学生的信息的教育记录，在这种情况下，该机构只允许访问与查询学生有关的记录部分。

在学生毕业后修改成绩的要求将不予考虑，除非有大量证据证明OUI给出的成绩不准确。

OUI的学生记录政策与1974年的家庭教育权利和隐私法案（FERPA）保持一致。

保密和隐私政策

OUI根据1974年修订的家庭教育权利和隐私法案（FERPA）来保存学生记录，修订版为（20美国法典[U.S.C.] § 1232g; 34联邦法规[CFR]第99部分）。

联邦法律允许18岁以上的学生或高中以上的学校获得以下权利：

- 检查和审查学校维护的教育记录。

- 要求学校更正他们认为不准确或误导的记录。

如果学校决定不修改记录，则家长或符合条件的学生有权进行正式听证。听证会结束后，如果学校仍然决定不修改记录，学生有权在记录中陈述他或她对有争议信息的看法。

关于学生信息，根据FERPA：

- 学校必须获得学生的书面许可才能从学生的教育记录中发布信息

- 学校可以在未经同意的情况下向以下各方或在以下条件下披露这些记录（34CFR § 99.31）：

  - 学校的官方教育人员；
  - 学生即将转入的学校；
  - 进行审计或者评估的官员；
  - 与学生经济援助有关的机构；
  - 为学校或代表学校进行某些研究的组织；
  - 认证机构；
  - 遵守司法命令或合法发出的传票；
  - 在健康或者安全的紧急事件当中涉及的官方人员；
  - 国家政府和地方当局，青少年司法机构。

-

学校可以在未经同意的情况下透露信息，例如学生的姓名，地址，电话号码，出生日期和地点，荣誉和奖励以及出勤日期。但是，学校必须告诉学生目录信息和学生有合理的时间要求学校不要披露有关他们的目录信息。

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International还遵守加利福尼亚州信息实践法案（加利福尼亚州民法典第1798及以下条款），加利福尼亚州宪法第1条第1款以及所有其他适用州法律和法规的隐私和保密要求以保护教育记录。

Olivet University

International承认，隐私权是受加利福尼亚州宪法第I条第1节和美国宪法保护的个人的基本权利，并且所有个人在与其有关的信息中都享有隐私权。隐私权受到不加区分的个人信息收集，维护和传播以及缺乏有效法律和法律补救措施的威胁。越来越多地使用计算机和其他复杂的信息技术极大地增加了个人信息维护中个人隐私泄露的潜在风险。为了保护个人隐私，Olivet University International致力于在严格的限制内维护和传播个人信息。

不歧视声明

OUI接收个人致力于信仰耶稣基督的申请人，不论性别，种族，肤色，国籍或残疾。

投诉和申诉政策

大学将正式的申请人/学生投诉定义为，两者之间的任何可疑问题或者候选人/学生和单位教职员工信任关系破裂，并已由候选人/学生以书面形式提交给该教职员工的主管进一步考虑和解决。可疑问题被定义为受到任意，反复无常或不合理的学业成绩标准（如果是成绩）或特定的大学政策。

对大学政策，学术或非学术政策的应用表达不满的学生应尝试与相关的教职员工进行非正式的解决，然后在必要时与教职员工的直接主管联系。如果此类非正式程序不能公平解决问题，学生可以提交正式申诉表。

将向学生服务主任提交正式申诉，他将把投诉视为高度优先事项。

生服务主任将联系直接参与的教职员工并尝试达成决议。

如果无法达成适当的申诉补救措施，将成立申诉委员会，以便成功解决。

申诉程序：

在申诉发生之日起的五个工作日内，鼓励学生与工作人员会面并讨论问题，希望大多数问题都能够在这一步骤中解决。如果工作人员和学生无法解决问题，或者如果学生与工作人员会面感到不舒服地，则该问题可能会升级到下一级别，并且应完成申诉表。

提出申诉：

1. 从学生服务办公室获取学生申诉表。完整填写，完整陈述您的案件，并将其返回学生服务办公室。申诉表应尽快提交，不迟于情况发生后60个日历日。
2. 如果确定学生有有效的申诉，将召集申诉委员会。它的负责人将是该大学的行政人员，它还包括在学年开始时为此任务选择的一名教师和一名学生。 如果这种申诉涉及成绩，那么教师必须是大学的实际讲师。
3. 审查报告后，申诉委员会将根据情况进行调查，并作出判断。委员会的决定将在15个日历日内以书面形式通知所有相关方。
4. 如果申诉委员会做出的决定没有令人满意地解决问题，学生可在收到答复后的15个日历日内向学生服务主任提出上诉。
5. 在收到上诉后30个日历日内，学生服务主任将与学生会面，讨论投诉和可能的解决方案。
   在会议后的15个日历日内，学生服务主任将以书面形式回复投诉的最终解决方案。

   所有投诉将在法律允许的范围内保密，并将尽一切努力确保不会对提交投诉的学生采取任何不利行动。
   此类行动将受到调查并可能受到纪律处分。

   - Olivet University
     International是Olivet大学的在线学校，由圣经高等教育协会（ABHE）认证，该协会是由高等教育认证委员会和美国教育部认可的国家教育认证机构。ABHE位于T.G. Lee Blvd.，Ste 130，Orlando，FL 32822.要向ABHE提交与认证相关的投诉，请通过此表单与他们联系。如果您的问题无法直接与机构解决，您可以向您所在州的相应机构提出投诉：
   - 加利福尼亚。 加州私立高等教育局，2535 Capitol Oaks Drive，Suite 400，Sacramento，CA 95833.电话：（916）431-6924，传真：（916）263-1897。

- 纽约。
  纽约州学院和大学评估办公室，纽约州教育部，EBA室969，华盛顿大道89号，纽约州奥尔巴尼12234.电话：（518）474-1551，电子邮件：ocueinfo@mail.nysed.gov。

一般行为准则

制裁

学生行为制裁分为初级和中级。 任何单一违规行为都可能实施一项以上的主要制裁或初级制裁和二级制裁的任何组合。

然而，一旦学生最终被评估为纪律制裁，任何更高级的大学当局都不会对他或她进行更严厉的初级制裁。

初级制裁（按照严重程度划分）：

1. 开除：将学生与大学永远分开，学生不符合重新入读该大学的资格。 在成绩单上注明该学生被永久驱逐。
2. 退学：将学生与大学无限期分开。
   未来可能会重新入读大学，但没有确定决定的具体时间。在成绩单上注明永久退学。
3. 停学：将学生与大学分开一段时间。学校不能保证学生在这段时间结束时重新入学，但保证将会审核学生的重新入学申请。停学将被记录在成绩单上。如果学生重新注册，保持良好的信誉并完成毕业要求，学生可以在他/她申请毕业时要求删除该注释。请求必须提交给注册办公室。首席学术办公室将与其他教授协商，作出关于删除该注释的最终决定。
4. 延期暂停：暂停执行可以处于递延状态。如果在延期暂停期间发现学生违反任何大学规则，则该暂停立即生效，无需进一步审查。还可以采取适合新违规行为的额外学生行为制裁。已获得延期停学制裁的学生被视为“信誉不佳”。“信誉不佳”的学生受到以下限制：
   - 无法在大学认可的任何学生组织中任职或担任大学任何选举或任命的职务。·
   - 无论以何种方式向大学以外的任何人代表大学，包括代表大学参加任何官方活动，校际体育或任何形式的校际竞赛或代表，都是不合格的。

- 在延期时间内无资格获得大学的奖学金。
- 暂停超过一个学期。一些奖学金坚持更严格的指导方针，因此，不合格可能是由于较短的延期暂停。这种制裁意味着严重的罪行，必须由大学纪律干事通知管理奖学金的办公室统一申请。
- 根据不当行为的性质和严重程度，还可能施加其他限制或条件。

5. 缓刑：官方警告学生的行为违反了大学规则，但不足以保证驱逐，退学或停学。
   有关行为缓刑的学生被认为没有“良好的信誉”。 此制裁包括1.4，延期暂停中列出的相同限制。
6. 谴责信：一封信件，记录任何不利于学生或大学的事件。
7. 警告：告诫学生采取不适合大学社区的行动。

二级制裁（没有为次要行动确定严重性顺序）：

1. 社区/大学服务：学生可以有机会完成指定的小时社区/大学服务，以代替其他制裁。社区/大学服务的类型必须得到批准。
2. 教育要求：完成与所犯违法行为直接相关的特定教育要求的条款。这些教育要求可能包括但不限于完成酒精教育研讨会，多样性意识研讨会，论文，报告等。
3. 限制：在一定时间内撤销特定特权，但没有实施行为缓刑中的额外规定。所涉及的限制将得到明确界定。
4. 恢复原状：在涉及盗窃，破坏财产或欺骗的案件中支付无辜一方的经济损失。要求支付的评估费用可能是收到上述任何制裁之外的费用。

骚扰

OUI尊重并鼓励员工和学生的尊严和专业精神，并致力于维持一个没有任何形式歧视的学习和工作环境。

禁止基于性别，种族，肤色，年龄，国籍，残疾或受州或联邦法律保护的任何其他特征的任何形式的骚扰，以及所有形式的性恐吓和剥削。

为了履行这一承诺，OUI不会容忍任何人（包括任何教职员工，工作人员，学生，访客，供应商，承包商或在大学提供服务的任何其他人）对其在大学的员工或学生的任何非法骚扰。骚扰会干扰个人的工作或学习环境，不会被容忍。

OUI的所有成员都将遵循并执行大学反对骚扰的政策。将立即彻底调查对骚扰的投诉，并在必要时采取适当行动，包括纪律措施。教师，学生和工作人员有权随时提出骚扰问题而不必担心遭到报复。

学术诚信

学生应在Olivet University International的学习和其他学习活动中保持学术诚实。

学术机构的完整性以及学位课程所提供的教育质量均基于学术诚信原则。

学术诚信和素质教育的维护是该大学每个学生的责任。与学术课程相关的作弊和抄袭是一种违法行为，学生可能会被驱逐，停学，缓刑或受到较轻微的纪律处分。

学生责任

学生有责任了解和理解大学学术目录中概述的学术诚信规则，包括制作信息和数据，作弊，促进学术不诚实和抄袭。

如果学生不了解该政策如何适用于特定课程或作业，则学生有责任与教师沟通。

定义

学术不诚实是一种特别严重的罪行，它削弱了奖学金的质量，并欺骗那些依赖学术课程完整性的人。这种不诚实行为包括但不限于以下内容：

- 在任何类型的任务或测试期间，向其他学生提供未经授权的信息或从其他学生接收未经授权的信息。
- 在测试之前获得或提供未经授的供问题或答案。
- 在测试期间使用未经授权的来源获取答案。
- 参与或安排其他人完成任务或代替他人参加考试。
- 在测试期间通过使用信号给出或接收答案。

- 改变评分测试的答案并提交更高等级的结果。
- 未经教师批准，在必要的任务中与他人合作。
- 窃取课堂作业或作业的一部分，包括电子文件，并将其作为自己的文件提交。
- 没有将小组项目归功于参与者或声称没有在小组项目中完成的工作。
- 剽窃，在没有明确承认的情况下，全部或部分地呈现他人的论据，语言，创作，结论或科学数据。
  示例包括但不限于：

    1. 使用他人的书面或口头语言，没有完整和适当的引用。
    2. 使用来自万维网站，CD-ROM或其他电子来源的信息，但未经完整和适当的引用。
    3. 使用统计数据，图表，图表和事实而不确认其来源。
    4. 提交从定期纸质服务购买的纸张。
    5. 在没有承认来源的情况下使用其他词语模仿别人的论点的复述。
    6. 声称参与或者有贡献于其他人的艺术作品，如绘画，剧本，音乐作品或安排。
    7. 使用其他人的实验室报告作为数据或结果的来源。
    8. 使用与一门课程相关的自己的作品或基本相似的作品，在未事先许可的情况下满足其他课程的要求。
       只有获得所有相关课程的教师的书面许可，学生才可以在两门或更多门课程中使用相同或基本相同的作业。
    9. 提交机器翻译程序的结果作为自己的工作。

学术诚信政策包含在所有教学大纲中。

政策实施

该机构根据其背景处理每个案件，由有关当局自行决定。

第一级执法是在课程级别，执行的严重程度由教师决定。 典型的制裁包括但不限于：

- 教师要求学生重新提交不同主题的作业。
- 在作业部分得到零分。
- 未能完成相关作业。
- 在反复作弊的情况下失败。
- 向学生的学术顾问提供强制性咨询。

下一级执法是学院级，由学术顾问和部门主任负责。 学术诚信等学科问题的最终决定由部门主任决定。 制裁包括：

- 学术警告，第一次或第二次发生。
- 学术缓刑，第二次或第三次发生。 （需要部门主席批准）
- 学术停学，第三次或特别严重的情况。 （需要部门主席批准）
- 从学校退学，第三次或特别严重的情况。 （需要部门主席批准）

学生可以将学术诚信的纪律处分提升到下一个最高级别的学术层级。

部门主席的决定是最终决定，只有在被学校停学或退学的情况下才能提出上诉。在这种情况下，必须向执行主任提出上诉。

第十一章：学生生活和学生服务

入学要求和程序

在入学之前，所有申请人还必须填写入学协议并根据学生费用和付款时间表提交押金。

如果申请人未满18周岁，父母或法定监护人必须签署入学协议。

电子“入学指南”

所有入学的学生都将收到一份数字媒体格式的欢迎礼包，其中包括对OUI的介绍，课程，一般政策和行政特点的概述。

学生ID

所有学生都必须持有数字学生ID，由学生服务办公室分发。 禁止将ID借给他人。

课堂作业

所有课堂作业均在教师或教授设定的日期之前完成。除非另有安排由教师或教授酌情决定，否则不会接受逾期超过两周的作业。除非在特殊情况下批准并由教师或教授斟酌决定，否则逾期工作的分数将减少。

大学通用论文格式

最新版的Kate L.

Turabian的“学期论文，论文和论文作者手册”是正式论文写作风格的基本手册。Turabian允许使用脚注，尾注或括号内容。每个学院和学位课程都可以指定所需的文件类型。 教师可以根据需要为特定作业指定这些标准的例外情况。

考试

期末考试通常为两个小时，应在考试周的预定时间内进行。如果生病，在情况允许的情况下，学生应在考试前通知学生服务办公室。

除非计算或记录成绩时出现错误，否则在将成绩提交给注册办公室后，最终成绩不能更改。学生从成绩发布之日起有两周的时间向注册办公室报告错误。

休假/时限政策

如果学生打算在一年内（四个学季）返回OUI并希望保留注册权限，他们应该提交一份“休学”表格。若本科生或者研究生可以由于个人原因或者身体原因不能继续学习，可以提交休学申请，请假时限最长为一年（休学一个学季或者持续休学三个学季）。

学生必须事先获得批准，才可在休假期间申请在其他机构学习，之后完成转学分。

如果学生未在规定的时间内返回OUI，他们将自动退出学院，如果他们希望返回，则需要重新申请。

休学将延长学生完成学位课程的最长期限，最多延长一年。

*休假的最长时间：休假通常不会超过一年。但是，在军事部署或医疗紧急情况等特殊情况下，可以批准休假最多三年。

最长时限
在Olivet University International完成学士学位课程的最长期限为7年。

学位课程的所有要求必须在学生第一次注册他/她的课程后的规定时限内完成。

如果学生未能在限期内完成其课程，他/她的记录将被删除，并需要重新申请才能继续攻读学位。

如果需要额外的时间和适当的时间，学生和顾问将向学生的学院申请延期。延期可能被拒绝，在这种情况下，学生将被瑞雪，或者可能被授予资格。学习期限最多延长一年。需要审查学术进展和学院认为相关的任何其他因素，并且需要学院院长的批准。

学术咨询

学术咨询学生和学术顾问之间是一项持续的，有意识的教育合作伙伴关系，致力于学生的学业成功。入读大学后，每个学生都将被分配到学术顾问。在可能的情况下，在学生感兴趣的学习领域也会被分配额外的学术顾问。

学术顾问的作用是指导学生选择课程，以及帮助了解大学政策和具体事件操作流程。 OUI重视可能从健康的学生 - 顾问关系中发展出来的灵性和学术成长。因此，OUI鼓励学生在整个学生生涯中与他们的顾问沟通，以获得任何学术问题的建议和帮助。

学生每个学季至少与他们的学术顾问会面一次，以便于和学术顾问进行更好地沟通交流。

学术咨询中心

学术咨询中心提供：

- 有关学术课程和政策的信息。
- 课程注册指导。
- 对可能出现的任何学术或职业问题提供咨询和协助。
- 帮助遇到学业困难的学生制定改善其表现的方法。
- 协助向教授传达有关特殊需求的信息。
- 如果需要，协助获得学术和课堂信息。
- 有关学习或身体残疾的咨询A。
- 关于向学院请求学术政策的一些特殊情况。

学术咨询提供与机构政策，程序和管理员相关的资源。

学生有责任确保按照正确的顺序选择适合预期专业的课程。如有必要，也可以咨询学院院长和教师以获得帮助，但最终学生承担在课程中注册的责任。

OUI在招生过程中或在提供教育计划时不会对残疾人进行歧视。

请愿书

如果出现需要学术政策例外的情况，学生可以在Populi的学生服务中心在线提交申请。

个人信息的变化

在注册期间和整个学季，学生的地址，工作，婚姻状况，子女数量或其他相关数据的任何变化都应尽快报告给注册办公室。

成绩单

为了让注册办公室发布成绩单，联邦法律要求学生在请求成绩单的申请表上签字。可以在Populi的学生记录区找到成绩单申请表。申请成绩单需要缴纳固定费用。请参阅本目录中包含的费用表。

注册办公室不处理口头申请。在未缴费之前，注册办公室将暂停处理暂停未付罚款的学生的成绩单请求。成绩单申请通常在注册办公室收到请求后24小时内处理。

咨询服务

鼓励学生公开，但尊重地与所有OUI工作人员，特别是学生服务办公室主任进行沟通，并寻求灵性指导。个人辅导旨在帮助学生更好地适应他们的大学生活，并为他们的个人信仰提供支持。OUI还鼓励学生在OUI学习期间与WOA教会牧者保持联系。

OUI还允许学生通过请求学生服务办公室的推荐来寻求当地的咨询服务。

辅导

因学业困难而需要额外帮助的学生可以通过安排学术顾问对其进行辅导。OUI致力于为每个学生提供在正常的课堂设置之外得到个性化的帮助机会。在线辅导课程可帮助学生从讲座，实验室，讨论会或指定的阅读材料中整理思路，明确学习要点。

所有辅导课程旨在补充而非取代任何课堂出勤或个人学习时间。

会议课程为学生提供与教师会面以获得个人帮助的机会。通过讨论课程使学生在课堂上表现更好。如果教师确定学生在一个或多个领域的进展不满意或低于正常水平（通常成绩低于C-），教师可以建议其进行在线会议课程。

网络礼仪指南

在线课堂实际上是一个教室，当你与同伴和教师沟通时，最好遵守某些礼仪。这些在线行为和互动指南被称为网络礼节。

安全

请记住，您的密码是保护您免受恶作剧或更严重伤害的唯一因素。

- 不要与任何人分享您的密码
- 如果您认为其他人可能知道密码，请更改密码
- 在您使用完系统后始终登出

一般准则

在线沟通时，您应始终：

- 即使在电子邮件或任何其他在线交流中也要尊重教师。
- 始终使用您的教授的正确职称：博士或教授，或如果您有疑问，请使用先生或女士。
- 除非特别邀请，否则不要用名字来称呼他们。U
- 请使用简洁明了的语言。
- 请记住，所有大学级别的沟通都应该有正确的拼写和语法。
- 避免使用诸如“wassup？”之类的俚语和诸如“u”而不是“you”之类的短语缩写。

- 请使用Times New Roman等标准字体并使用12或14 pt的大小。
- 避免使用大写锁定功能，因为它可以被解释为YELLING。
- 限制并可能避免使用表情符号。
- 在使用幽默或讽刺时要小心，因为在电子邮件或讨论帖中可能您的语气会被误解，并且您的信息可能会被认为是一种冒犯。
- 注意个人信息（包括您的信息和其他信息）。
- 不要通过电子邮件发送机密的信息。

电邮网络礼仪指南

当您向教师，助教或同学发送电子邮件时，您应该：

- 主题行请使用描述性语言。
- 尽量简短。
- 除非您确定收件人可以打开附件，否则请避免使用附件。
- 请避免使用HTML来支持纯文本。
- 使用您的姓名签署您的邮件并注明期待收到回复的电子邮件地址。
- 在将电子邮件发送给多个人之前请先考虑一下，每个人真的需要看到你的信息吗？
- 当你点击“全部回复”时，请确保你真的希望每个人都收到你的回复。
- 在单击“转发”按钮之前，请确保消息作者希望传递信息。

留言板礼仪指南

在在线课程的讨论板上发帖时，您应该：

- 制作关于主题和课程材料范围内的帖子。
- 请认真对待您的帖子并审核和编辑您的帖子。
- 请尽可能简短地做出全面的评论。
- 在引用或引用其他来源时始终给予适当的信任。
- 在回复之前，请务必阅读所有消息。
- 不要在没有添加新内容的情况下重复别人的帖子。
- 避免简短的通用回复，例如“我同意。”，回复应该包括你同意及统一的原因。
- 即使他们与你自己的意见不同，也要尊重别人的意见。
- 当你不同意某人时，你应该以尊重，非批评的方式表达你的不同意见。
- 不要发表个人或侮辱性言论。
- 请保持开放性。

第十二章：大学服务和大学办公室

大学办公室

学生财务办公室：studentfinance@international.olivetuniversity.edu

财政援助办公室： finaid@international.olivetuniversity.edu

图书馆服务：library@olivetuniversity.edu

注册办公室：registrar@international.olivetuniversity.edu

招生办公室：admissions@international.olivetuniversity.edu

大学服务

技术要求

宽带互联网

快速的互联网连接确保学生快速有效地浏览Populi，通常是DSL或有线服务。

一个现代的，更新的Web浏览器

Populi运行在最新版本上的Web浏览器上。

以下是我们推荐与Populi一起使用的浏览器。 我们建议学生始终尝试使用最新版本 -

因为公司发布更新版本的浏览器，他们通常不再支持旧版本。

PC或者Mac

- 如果您使用的是Windows系统，那么Chrome浏览器可能是最佳选择，Chrome浏览器对Mac用户来说也很好。
- Mozilla Firefox是Windows计算机上的另一个不错的选择（同样适合Mac）。
- Apple Safari在Mac上运行很好，不太适合Windows。
- 如果您使用的是Windows 10，系统会鼓励您使用Microsoft Edge。

手机浏览器

- iOS Safari运行状态良好，Google Chrome同样适用于iOS。
- Android浏览器可以运行，Chrome也适用于Android。
- Firefox浏览器适用于iOS和Android。
- Microsoft Edge（如上所述）是Windows 10设备的一部分，并与Populi合作; Windows 8.1中的Internet Explorer版本也没问题。

如果您倾向于修改浏览器设置，请确保启用Javascript和Cookie。

广告拦截器在大多数情况下不会造成任何问题，但请确保将学校的Populi网站列入白名单。

其他常见应用

您可以使用Populi导出各种文件。 最常见的三种是电子表格，PDF和word文档。

大多数计算机都有打开这些文件所需的软件，但万一你没有.....

- Open Office可以打开电子表格和文档（我们使用它来生成自定义页面布局的文件）。
- Adobe Acrobat阅读器处理PDF。 如果由于某种原因，您必须使用旧版本，那么最老的版本是版本6。

监控

如果您的显示器设置为1280 x 1024像素的最小分辨率，Populi最容易使用。

https://support.populiweb.com/entries/87315-Introduction-to-Populi

第十三章：大学领导和教育人员

OUI领导

行政部门

校长

Tracy Davis, D.Min.

执行董事

Martin Zhao, Ph.D.

首席学术官

Martin Zhao, Ph.D.

财务和设施主任

Livingstone Choi, Ph.D.

入学部门主任

Kathy Tran, D.Min.

神学院院长

Rachael Mak, D.Min.

信息技术学院院长

Thomas Kong, M.S., M.Eng.

商学院院长

Mark Li, M.B.A.

董事会

Andrew T. Lin - 主席

Brian Kim - 出纳

Winnie Wong – 秘书

Anthony Chiu - 董事

Christopher Chou - 董事

Tracy Davis - 大学校长

顾问委员会

神学/事工

Gerald Helguero, 圣基会

Philip Liu, 纽约以马内利教会

Zechariah Lim, 以琳国际中心

Minai Lee, Hyeam神学院

商学

Edward Sun, Fortis中国

Bin Wu, Tent Making事工

Sunny Sun, Fortis

IT

Yao Wu, 北京航空航天大学

Junho Go, 33 Universal

Jingyang Li, 精密通信媒体技术公司

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

Rachael Cheung

D.Min.

Olivet University

New Testament

Ray Tallman

D.Miss.

Trinity Evangelical Divinity School

Missiology

Robert Downing

B.A.

Southern Illinois University, Edwardsville

Systems and Networking

Sara Marchant

M.F.A.

UC Riverside

Creative Writing

Sarah LaFleur

D.Min.

Olivet University

Practical Theology

Susan Bubbers

Ph.D.

London School of Theology

Hermeneutics

Thang Duong

Ph.D.

University of California

Artificial Intelligence & Software Engineer

Timothy Howe

Golden Gate Baptist Theological Seminary

New Testament

Thomas Kong

M.E. Stanford University, M.E. Zhejiang University

Electrical Engineering

M.A. Olivet University

Information Technology

Martin W. Zhao

Ph.D.

Florida State University

Web and Mobile Programming

William Wagner

D.Miss.

Fuller Theological Seminary

Missiology

Xiangyang Shu

Th.M.

Olivet University

New Testament

Xiumei Huang

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