



OLIVET UNIVERSITY

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

2 0 2 2 - 2 0 2 3

Undergraduate Academic Catalog

2022 - 2023

September 1, 2022 through August 31, 2023



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 2022-2023

Administrative Holidays 2022-2023

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

General Transfer Student Admissions Policy

UNDERGRADUATE

GRADUATE

Transfer Credit Award Requirements

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

Instances of Fraud

CHAPTER 3: TUITION AND CHARGES

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:

Sample Student Refund Calculation

Loans

Federal or State Guaranteed Financial Aid Programs

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

Curriculum

Graduation, Employment and Ministry Placement Rates

Course Descriptions

Faculty

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

Program Goals

Graduation Requirements

Curriculum

Course Descriptions

Graduation and Employment Rates

Faculty

Bachelor of Arts in Music (Major)

Additional Admission Requirements

Program Goals

Graduation Requirements

Curriculum

Course Descriptions

Graduation, Employment and Ministry Placement Rates

Bachelor of Arts in Journalism (Major)

Program Goals

Graduation Requirements

Curriculum

Course Descriptions

Graduation, Employment and Ministry Placement Rates

Media and Communication College Faculty

Bachelor of Arts in Graphic Design (Major)

Program Goals

Graduation Requirements

Curriculum

Olivet School of Art and Design Course Catalog

Graduation, Employment and Ministry Placement Rates

Art and Design College Faculty

Bachelor of Arts in Fine Arts (Major)

Program Goals

Graduation Requirements

Curriculum

Graduation and Employment Rates

Bachelor of Arts in Information Technology (Major)

Program Goals

Graduation Requirements

Curriculum

Course Descriptions

Graduation, Employment and Ministry Placement Rates

IT College Faculty

Bachelor of Arts in Business (Major)

Program Goals

Graduation Requirements

Curriculum

Course Descriptions

Graduation, Employment and Ministry Placement 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

Certificate in English as a Second Language

Program Goals

ESL Certificate Completion Requirements

Curriculum

Course Descriptions

Faculty

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

Full-time 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



Dear Prospective Student,

Welcome to Olivet University. With great joy, we present to you the 2022/23 Academic Catalog filled with great learning and ministry development opportunities.

This year continues with a strong emphasis on practical and integrated learning for Christian ministry in all fields of society.

As an institution of Biblical higher education, we are 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.

Since its founding in 2004 in the San Francisco Bay Area, accessibility and the use of technology have been hallmarks of our programs. Both traditional learning and distance education have long been valued and nurtured at Olivet, helping us to better serve your needs with a flexible ministry-balanced program.

Our courses are available online worldwide, and at more than a dozen locations in North America. Degree programs are fully offered in three languages (and many more for individual courses), positioning Olivet University to become a truly international university.

Thank you for your interest. It is a great privilege for Olivet to welcome and serve you as you grow spiritually and professionally in your ministry.

Blessings in Christ,

Dr. Matthias G. Gebhardt

Disclaimer

The policies and procedures contained in this handbook are in effect from September 1, 2022, through August 31, 2023. 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 the 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 question a student may have regarding this handbook that has not been satisfactorily answered by the University may be directed to the Bureau for Private Postsecondary Education at 1747 N Market Blvd. Ste 225 Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-8900 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 online at this website: 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 website, 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 2022-2023

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

Administrative Holidays 2022-2023

To reach Olivet University’s Main Campus, please call (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: Global Christian Education Summit Veterans Day Thanksgiving Break Christmas Holiday New Year’s Day (observed)	Oct 24 – Nov 4, 2022 Nov 11, 2022 Nov 24-25, 2022 Dec 24-26, 2022 Jan 2, 2023
Winter Term: Martin Luther King Day Presidents' Day	Jan 16, 2023 Feb 20, 2023
Spring Term: Good Friday Memorial Day	April 7, 2023 May 29, 2023
Summer Term: Independence Day Labor Day	July 4, 2023 Sep 4, 2023

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 Olivet University's 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 School of Media and Communication, Olivet School of Art & Design, Olivet Institute of Technology, Olivet School of Language and Education, Olivet Business School, 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 joint degrees between the Master of Divinity and other university colleges.

In the 2017-18 academic year 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 relocated within Washington, DC, to a building 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 to select classes 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. The University works to open the doors of Biblical higher education to qualified students, even in nations closed to the Gospel of Jesus Christ, by offering its programs through distance learning and by making this opportunity accessible.

Global Community

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

Service

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

Quality

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

Institutional Goals of Olivet University

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

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

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

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

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

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

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

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

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

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

Olivet’s Core Learning Outcomes

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

Spiritual & Evangelistic Growth (se)

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

se1:	Develop habits of personal and corporate worship.
se2:	Learn the importance and power of personal and corporate prayer.
se3:	Examine the history of evangelism and the Church and its traditions.

se4:	Understand the power of a personal testimony.
se5:	Learn Scriptures that will help verbally articulate the Christian faith.
se6:	Communicate the Christian message in word and deed.

Biblical Competence (bc)

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

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

Academic Excellence (ae)

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

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

Emotional-Social Development (es)

Since Olivet University is a Christian community with a world mission focus, our educational outcomes include Emotional-Social

outcomes. Therefore, Olivet will enable students to:

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

Ministry Impact (mi)

Since Olivet University is committed to training ministry-bound men and women for Christian mission, especially in the network generation our educational outcomes include Ministry outcomes. Therefore, Olivet will enable students to:

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

Faith-First Educational Philosophy

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

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

Statement of Faith

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

We believe in:

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

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

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

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

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

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

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

Olivet University Commitment to Students

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

Olivet is committed to:

Spiritual Wellness

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

Intellectual Wellness

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

Emotional Wellness

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

Physical Wellness

- Providing clean and safe environment that will help the students gain freedom from illness, disease, and need for

medications.

- Offering recreational and sporting programs that will promote and develop healthy lifestyle choices.
- Offering educational programs that will help maintain a balanced natural diet and regular sleeping habits.

Social Wellness

- Forming and contributing to positive relationships of mutual respect.
- Comfortably and effectively performing a variety of social and group roles.
- Seeking and fulfilling Christ-like leadership roles that contribute 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 contains several colleges as well as its 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. Doctor of Philosophy in Business Administration
28. Certificate in English as a Second Language
29. Certificate in Languages
30. Certificate in Teaching English to Speakers of Other Languages

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

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, and 1730 Rhode Island Avenue, NW, #1205, Washington, DC 20036 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 is a member of the World Evangelical Alliance (WEA), the world's largest evangelical body that serves some 600

million evangelicals in more than 130 countries.

For more information about the WEA, please visit <http://www.worldea.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 accredited by the Association for Biblical Higher Education (ABHE) to award Certificates, Bachelor, Master's and Doctorate degrees. Olivet University is listed here in the ABHE directory of member institutions.

ABHE is recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). Contact the ABHE Commission on Accreditation at 5850 T.G. Lee Blvd., Ste. 130 Orlando, FL 32822; call 407-507-0808; or visit www.abhe.org.

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 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 applicants about the admission decision. 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. Applicants must be at least 17 years of age.
2. Admission Essay – Applicants must submit a written essay approximately 700-1000 words in length describing their personal faith in Jesus Christ. Applicants must also submit their admission essay no less than 1000 words, describing their reason for applying to the University and their study plan. All applicants to Olivet University should evince a strong Christian character, the 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 the 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. 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.
5. Test Scores – All first-year applicants are required to submit an SAT or ACT score to demonstrate their academic preparedness. If an applicant submits multiple score reports, the highest score earned in every single subscore of the examination is used.
6. Program Language Proficiency
 - A. Olivet University requires the 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 the 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.

7. Recommendations - Applicants must submit at least three recommendation letters. One letter must be a reference from an Olivet Assembly (OA) church pastor who is familiar with the applicant's current church involvement. The other two recommendations should come from church members who can comment on your personal faith in Jesus Christ. This could be two committed members of your church. Recommendations may not be from a member of your immediate family or your spouse.

Additional recommendation - If applicants serve in another ministry besides their church, they can submit a reference from one of its leadership team members.

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

9. 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 the 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 the 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. 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 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 minimum score of 90 on the Duolingo English Test

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

Spanish Language Proficiency Requirements for Individual Undergraduate Courses

Olivet University does not currently 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 those 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 those noted here are listed in the degree program description, if applicable.

Korean Language Proficiency Requirements for Individual Undergraduate Courses

Olivet University does not currently 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 those 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 expenses 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 identify 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.

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 transferable from another institution at the undergraduate level is: 135 quarter hours (90 semester hours).
- 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 evaluation 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: TUITION AND CHARGES

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	\$173 per unit
Auditing Courses	See <i>Registration Fees</i> below

Other Fees (Non-Refundable)*

Admissions Fees	
Application for Admission	\$75

General Fees	
Applied Music Fee	\$25 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 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: bedroom 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 a 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 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.
- Transcripts and other official school documents will not be issued.
- Degrees 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 non collection 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 after 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 Olivet University may receive a partial or full refund of tuition. Regardless, a \$15 drop fee will be applied per course drop fee. All other fees are non-refundable. Refunds will be based on the total charge incurred by the student at the time of withdrawal or leave, not the amount the student has actually paid. Students must complete a Student Withdrawal Form or Leave of Absence Form and submit it to the Registrar's office. The effective date is the date that the student files the form. Refunds will be made within 30 calendar days of the notification of an official withdrawal or leave of absence.

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

Fall, Winter and Spring quarter:

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

Summer quarter:

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

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

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

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.)

Federal or State Guaranteed Financial Aid Programs

If the student has received federal financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds. This institution **does not** participate in any federal or state financial aid program, including Title IV, at this time.

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 majors, 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 full time 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 requirements;
5. Maintain a satisfactory Chapel course participation record each term throughout the program;
6. Maintain a 2.00 (C) grade point average in all Olivet University work and a 2.00 (C) in all major course work attempted;
7. Complete all degree requirements within the 10-year time limit;
8. 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 is exemplary only.)

ENGL120 English Literature & Composition (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 is 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 is 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. Please refer to the Christian Service Program Handbook for more detailed information. (*Onsite students are required to enroll PRAC011 College Chapel 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. It 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, their historical contexts, and 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 the 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 survey 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)

A 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 focuses 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 focuses 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 provides a basic introduction to Christian apologetics' biblical, theological, historical, and philosophical foundations. 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 of sub-Saharan 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. Understanding the symbolic images from Christianity to other cultures 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 movements and 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. Students learn to describe, analyze, interpret, and evaluate a survey of art in its historical, cultural, and social contexts through the course. Projects will be assigned for students to transfer the 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)

The art movement begins at the end of the 20th to early 21st century, it challenges traditional art's boundaries, and breaking the rules were set by the tradition, it is the art of today. Students will learn how contemporary art is impacting and influencing modern society, to explore and understand the art movement.

Humanities/Arts Distribution Course

BIBL211 The Pauline Epistles (4 units)

This course is on Paul's conversion, calling, missionary journeys, and eventual martyrdom. It will also include in-depth studies on Paul's epistles' historical and cultural context to the churches. The course will attempt to survey Paul's basic theological teachings, the debates on them, 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 practice advanced spoken communication features 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 students the instruction and practice in exposition and argumentation using reading selections from various types of prose.

Humanities/Arts Distribution Course

FAR1105 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 principles, guidelines, rules, and methods. 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 the 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 the 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 levels. 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. The course will include lessons on seed structure and function, with emphasis on the role that each plant plays within its particular ecosystem.

Natural/Information Science & Mathematics Course

BIOS300 Genetics (4 units)

This course will study Mendelian principles as they apply to plant genetics. A scientific approach will be taken, and an overview of plant genes and their effects will be presented. Modern usage of plant genetics, including genetic engineering, will be studied.

Natural/Information Science & Mathematics Course

CHEM210 Chemistry 1 (4 units)

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

*Optional Co-requisite: CHEM211 Chemistry 1 Lab (1 unit) Additional lab course for agriculture majors.
Natural/Information Science & Mathematics Course*

CHEM220 Chemistry 2 (4 units)

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

*Prerequisite: CHEM210 Chemistry 1
Optional Co-requisite: CHEM221 Chemistry 2 Lab (1 unit) Additional lab course for agriculture majors.
Natural/Information Science & Mathematics Course*

CHEM230 Principles of Organic Chemistry (4 units)

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

*Prerequisite: CHEM210 Chemistry 1
Optional Co-requisite: CHEM231 Principles of Org. Chem. Lab (1 unit) Additional lab course for agriculture majors.
Natural/Information Science & Mathematics Course*

ITEC100 Introduction to Information Technology (4 units)

This course surveys foundational elements of current information technology/systems. Topics include current IT introduction, computer 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 multivariable 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 multivariable 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 develop 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 from the international to the local. Different sociological aspects of rural life will be explored, i.e. gender, race and social class. Different types of rural communities will be explored, from agriculture to fishing to logging to mining communities.

Prerequisite: ANTH201 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.

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, Employment and Ministry Placement Rates

Olivet Theological College & Seminary calculates 100% graduation rates for California students and 150% graduation rates for all students.

The graduation rate information is based on first-year bachelor's students who graduate within 4 years of starting their studies. The on-time graduation rate for students who entered in 2016 and resided in California was 66.7%.

The 150% graduation rate for students who entered in 2014 was 0%.

The current employment rate for the Bachelor of Arts in Theology program is 0%. The data reflect only cases for which data and documentation compliant with BPPE minimum requirements could be collected by Olivet University.

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 aspects of Business as Mission.

MINS300 Evangelism & Discipleship (4 units)

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

MINS310 Introduction to Web for Missions (4 units)

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

MINS330 Introduction to Teaching and Preaching (4 units)

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

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

MINS380 Spiritual Formation (4 units)

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

MINS410 Christian Leadership (4 units)

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

MINS430 Church Planting & Development (4 units)

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

Prerequisite: MINS300 Evangelism & Discipleship

MINS440 Mission Methods & Strategy (4 units)

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

Prerequisite: MINS200 Introduction to Missions

Prerequisite: MINS201 Introduction to Business as Mission

Prerequisite: MINS430 Church Planting & Development

Elective Courses

MINS302 Media and Business as Mission (4 units)

This course is focused on equipping students with the practical skills for effective ministry in and beyond the 'network generation.'

This hands-on lab focused course will explore Business as Mission in the domain of new media.

Prerequisite: *MINS201 Introduction to Business as Mission*

MINS400 Business as Mission Project (4 units)

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

Prerequisite: *3.3 grade points or better in MINS302*

PRAC300 Ministry Internship (4 units)

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

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

Please refer to the Ministry Practice Handbook for detailed information.

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)

Darlene Gautsch

Ph.D., Golden Gate Baptist Theological Seminary (1991)

M.Div., Golden Gate Baptist Theological Seminary (1984)

B.A., California Baptist College (1980)

Daehoon Bart Go

Doctor of Ministry, Olivet University, San Francisco, CA (2014)

Master of Divinity, Olivet University, San Francisco, CA (2012)

Bachelor of Physics Education, Pusan National University, Busan, Korea (2009)

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)

Deborah Im

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

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

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., Yonsei University, South Korea (2004)

Haejo Yim

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

M.Div., Olivet University, San Francisco, CA (2006)

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

Hailong H. Zhang

D. Min., Olivet University, San Francisco, CA (2016)

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

M.S., Harbin Institute of Technology, China (2007)

Hong A. Fu

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

M.Div., Olivet University, San Francisco, CA (2012)

B.Ed., Shanxi University, China (2006)

Hyunhee Park

D.Min., Olivet University (2021-present)

M.Div., Olivet University (2020)
B.A. in Theology, Olivet University(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)

Jana Rebrova

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

Jiyeon H. Lee

D.Min., Olivet University (2013)
M.Div., Olivet University (2006)
B.A. in Food and Nutrition, Busan University (2002)

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)
B.A., Bible/Theology/New Testament Greek, Multnomah Bible College (2003)

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, Korea (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 Park

Ph.D., Olivet University, San Francisco, CA (2016)
M.Div., Olivet University, San Francisco, CA (2012)
B.A., Olivet University, 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. in Electric Engineering, Youngnam University (2001)

Linda Li

D. Min., Olivet University, Anza, CA (2018)
M.Div., Olivet University, San Francisco, CA (2011)
B.A., Changchun University, China (2007)

Linda Mercadante

Ph.D., Princeton Theological Seminary (1986)
Doctoral studies, Graduate Theological Union (1980)
M.C.S., Regent College B.A., American University (1978)
B.A., American University (1968)

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)

Mikyoung Lillian Choi

D.Min., Olivet University (2018-present)
M.Div., Olivet University (2018)
B.A. in French/English Education, Kyoungpook National University (2008)

Nayoun Kim

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

Nicole Enke

D.Min, Olivet University (2021)
M.Div., Olivet University (2015)
B.A. in Theology, Olivet University (2012)

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)

Rachel Kang

D.Min. Olivet University, San Francisco, CA (2014)
M.Div., Olivet University, San Francisco, CA (2005)
B.A. (U.S. Law), Summa Cum Laude, Handong Global University (2002)

Richard Calenberg

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

Sangyoung Kim

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

Sarah LaFleur

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

Simon Jang

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

Stacey Kim

D.Min., Olivet University, San Francisco, CA (2015)
M.Div., Olivet University, San Francisco, CA (2010)
B.A., Economics, Ewha Womans University, Seoul, South Korea (2007)

Sumi E. Hwang

D.Min., Olivet University (2020)
M.Div., Olivet University (2013)
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)

Thu K. Tran

D.Min., Olivet University (2020)
M.Div., Olivet University (2015)
B.S., Korean Advanced Institute of Science and Technology (2012)

Timothy Howe

Th.M., Golden Gate Baptist Theological Seminary, (2018)
Certificate of Christian Apologetics, Biola University (2009)
M.Div., Golden Gate Baptist Theological Seminary (1999)
B.A., Christian Ministries, East Texas Baptist University (1993)

Yoojung Lee

D.Min., Olivet University (2011)
M.Div., Olivet University (2006)
B.A. in English Education, Daegu University (2003)

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, 9 ministry practice units, and 3 units of open electives. (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 requirements.
- Satisfy all financial responsibilities to the university.

Curriculum

1. Bachelor of Arts Degree Core (No less than 108 units required)

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 unit)

2. Major Courses (No less than 60 units required)

Completion of the core courses, the additional requirements, and the ministry practice experience will qualify students for the B.A. in Children's Developmental Studies.

1) Core Courses (20 units)

Complete the following five (5) core courses:

- CDVS100 Child Growth and Development (4)
- CDVS110 Child, Parent, and Community Relations (4)
- CDVS120 Curriculum Development and Assessment (4)
- CDVS130 Health, Safety and Nutrition (4)
- CDVS140 Children's Literature and Language Development (4)

2) Additional Requirements (40 units)

Choose 40 units from the list below:

CDVS200 Infant and Toddler Development (4)
CDVS210 Curriculum for Diverse Learners (4)
CDVS220 Children's Literature (4)
CDVS230 Exploring Mathematics with Children (4)
CDVS240 Exploring Science with Children (4)
CDVS300 Exploring Music and Movement with Children (4)
CDVS310 Art and Handicrafts for Educators (4)
CDVS320 Music and Art Appreciation (4)
CDVS330 Behavior Management and Guidance of School-Age Children (4)
CDVL340 Principles and Practices to Enhance Self-Esteem in Children and Adolescents (4)
CDVS400 Introduction to Administration of Early Childhood Education (4)
CDVS410 Administration and Supervision of Early Programs (4)
CDVS420 Supervised Field Work (4)
CDVS430 Special Topics (1-4)

3. Ministry Practice (No less than 9 units required)

B.A. in Children's Developmental Studies students are required to complete 9 units of internship credits either in Practicum – Field Experience. Students may take up to 1 additional credit toward graduation. For more information, please see the Ministry Practice Handbook.

CDVS-INTERN 200, 210, 220, 230, 240, 250, 260, 270, 280, 290 (1 each)

4. Open Elective (No less than 3 units required)

B.A. in Children's Developmental Studies students are required to take an additional 3 units of open electives. The electives can be chosen from any courses from OU's Undergraduate Catalog.

Course Descriptions

CDVS100 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.

CDVS110 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.

CDVS120 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.

CDVS130 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.

CDVS140 Children's Literature 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.

CDVS200 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.

CDVS210 Curriculum for Diverse Learners (4)

Diverse learners have diverse needs, and this course explores specific needs and techniques to address diverse needs. The methods of narration, nature journal, paper sloyd, dramas, elocution, public speech, memorization, fingerplay, and chants will be explored to address such needs.

CDVS220 Children's Literature (4)

This course explores criteria for selecting appropriate literature, including poetry, from the Pre-K level through high school, focusing on the values of the living books, narration, authors, and illustrators.

CDVS230 Exploring Mathematics with Children (4)

This course is designed to provide materials, methods, and strategies for teaching mathematics to children and build mathematic literacy.

CDVS240 Exploring Science with Children (4)

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

CDVS300 Exploring Music and Movement with Children (4)

This course teaches the basic knowledge of music theory and music and movement practice such as in Swedish drill, folk dances, folksongs, hymns, and psalm songs to enable the student to instruct music and movement education.

CDVS310 Art and Handicrafts for Educators (4)

This course explores basic principles and techniques in historical and contemporary art and handicrafts, including nature illustration and crafts, to engage children with art and life skills.

CDVS320 Music and Art Appreciation (4)

This course will explore effective methods to conduct music and art appreciation according to Charlotte Mason-inspired educational philosophy.

CDVS330 Behavior Management and Guidance of School-Age Children (4)

This course will promote children's growth in mental, emotional, social, physical, and spiritual areas and focus on how to provide behavior management and guidance of school-aged children, covering adolescent psychology.

CDVL340 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.

CDVS400 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

CDVS410 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. 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: CDVS400*

CDVS420 Supervised Field Work (4)

The student will apply what he/she has learned through fieldwork, working alongside young children. The student will be required to be on the field for a minimum of eight hours per week 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 timesheet, and write a report at the end of the course. The supervised field work director communicates with the childcare for student evaluation.

CDVS-INTERN 200, 210, 220, 230, 240, 250, 260, 270, 280, 290 (1 each)

The student will apply what he/she has learned through fieldwork, working alongside children. The student will be required to be on the field for a minimum of eight hours per week to pass the course. Students are responsible to find an accredited or government-approved childcare or a K-12 school in which he or she can work, fill out a timesheet, and write a report at the end of the course. The supervised field work director communicates with the educational facility 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

Angela Deulen

Ed.D. in Organizational Leadership, Pepperdine University, Malibu, CA (2016)
M.S., Counseling Psychology, California Baptist University, Riverside, CA (1999)
B.A. in Religious Studies, California Baptist University, Riverside, CA (1999)

Lydia Hughes_Evans

Ed.D., Organizational Leadership, Argosy University, San Francisco, CA (2016)
M.A. Education in Instructional Leadership, Argosy University (2007)
B.A. in English and Psychology, Maryville University (2002)

Lynda Montgomery

Ed.D. in Educational Leadership, Argosy University, San Francisco, CA (2011)
M.A., Human Development, Pacific Oaks College, Pasadena, CA (2001)
B.A. in Ethnic Studies

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.

Additional Admission Requirements

All applicants to Jubilee College of Music must submit the following additional items to jcm@olivetuniversity.edu.

In writing answer the following two questions:

1. Why do I want to study music?
2. What is my background and experience in music?

Submit a video of you singing or playing one hymn and one contemporary praise and worship song.

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, and 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
- Satisfy all financial responsibilities to the university.

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 the “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 (57 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)
- MUPR310 Worship Leadership (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)

Ministry Practice Courses

Students are required to take 9 units of music ministry experience courses:

- MUPR201 – 403 Music Ministry Experience 1 - 9 (1 unit each)

3. Open Electives (15 units)

Students are required to take an additional 18 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 handcueing, 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 techniques, 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.

MUPR310 Worship Leadership (4 units)

A course designed to build concepts of and skills in worship leadership from a theological perspective. Prepares students to become influential leaders of Christian worship in the local church.

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.

ENSB300 - 420 Ensemble I - VI (1 unit each)

Weekly rehearsals in preparations for Sunday chapel and the school's major events. The choral ensemble course provides students to experience various genres of vocal ensemble music through rehearsals and frequent performances. The class develops vocal production with sight-singing, ear-training, music interpretation, part-singing, and understanding of conducting gestures.

MUPR201 - 403 Music Ministry Experience 1 - 9 (1 unit each)

This course connects students to practical work in Christian ministries. The students participate in supervised ministry in a church or specialized ministry appropriate with an approved JCM ministry affiliate.

Graduation, Employment and Ministry Placement Rates

Jubilee College of Music calculates 100% graduation rates for California students and 150% graduation rates for all students.

The graduation rate information is based on first-year bachelor's students who graduate within 4 years of starting their studies. The on-time graduation rate for students who entered in 2016 was 0%.

The 150% graduation rate for students who entered in 2014 was 0%.

The current employment rate for the Bachelor of Arts in Music program is not available due to the 0% graduation rate. The data reflect only cases for which data and documentation compliant with BPPE minimum requirements could be collected by Olivet University.

Alfred Merrill Smoak

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

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

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

Aria Reppert

D.Min., Zinzendorf School of Doctoral Studies, Olivet University (2021)

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

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

Christina Kim

D.Min., Olivet University (2019)

M.Div., Olivet University (2012)

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

Eric Burgett

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

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

Hyungmin Lee

D.Min., Zinzendorf School of Doctoral Studies, Olivet University (2021)

M.A., Jubilee College of Music, Olivet University (2013)

M.Div., Olivet Theological College & Seminary, Olivet University (2006)

B.A., Hankuk University of Foreign Studies, Seoul, Korea (2001)

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, 72 quarter hours of journalism major courses.
- Maintain a 2.00 (C grade point average) in all academic work.
- Receive a passing mark for all Christian Service requirements.
- Satisfactorily complete a portfolio of publishable work through media internships.
- 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.

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)

Humanities/Arts Requirements (24 units)

- American History 1491-1910 (4 units)

The history of the American Republic beginning with the pre-contact period to the emergence of United States as a world power. There will be an overview of the Indigenous peoples of the Americas, the Colonial period, the American Revolution, the Early Republic, westward expansion, the American Industrial Revolution, the American Civil War and its causes, Reconstruction, the Gilded Age, the Progressive Era and American foreign interventions.

- American History Since 1900 (4 units)

United States history from the Twentieth Century to Post 9/11. The course begins with a look at America near the end of the 19th century, and its subsequent rise as an international power. The focus will then shift to the nation's experience from 1900 thru 1945. Afterwards, there will be discourse on the U.S. as a society and superpower during the Cold War. The class will conclude with an examination of the period leading up to the early 2000s.

- U.S. Government and Policy (4 units)
- World Civilization: Premodern History (4 units)

A survey of human development and civilization right up to 1500 in Europe, Africa, the Middle East, Asia, and the Americas. Emphasis will be placed on the societal, religious, political, economic, and cultural exchange of civilizations and people groups.

- World Civilization: The Modern Era (4 units)

World history from the early modern period to the Modern Era in Europe, Africa, the Middle East, Asia, and the Americas. The course covers the evolution of the arts, sciences, societies, trade and government amongst the civilizations. Attention will be placed on human migration and interaction, and its long-term effects.

- ENGL120 English Literature & Composition (4 units)

Social/ Behavioral Science Requirements (8 units)

- COMM100 Business Communications (4 units)
- COMM110 Communication Theory (4 units)

3. General Ministry Skills (0 unit)

2. Journalism Major Courses (72 units)

Students must complete 72 units of journalism major courses, including 16 units core courses, 44 units of skills courses, and 12 units of media internship courses.

(1) Journalism Major Core (16 units)

Students are required to take the following courses of 16 quarter hours in total.

- History of Mass Communication (4)
- Writing for Multimedia (4)
- Fundamentals of Journalism (4)
- Media Law (4)

(2) Journalism Skills (44 units)

Students are required to take the following courses of 44 quarter hours in total.

- Introduction to Digital Photography (4)
- Introduction to Videography (4)
- Photographic Communication (4)
- Studio Production (4)
- Video Field Production (4)
- Audio Journalism (4)
- Visual Editing for Multimedia (4)
- Design Basics for Media Presentation (4)
- Motion Graphics for Digital Media (4)

- Multimedia Storytelling (4)
- Digital Strategy and Distribution (4)

(3) *Media Internship (12 units)*

Starting from the sophomore year, journalism major students are required to participate in internship related to the field of media and communication every quarter of full-time enrollment. 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 will accomplish a portfolio of publishable work through the internship program.

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

Media Internship I - XII (1 unit each)

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 relations and advertising industries, the role communication professionals play in organizations, and how campaigns are built.

COMM310 Advertising and Public Relations Law (4)

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

COMM320 Public Relations Writing (4)

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

Journalism Major Elective Courses:

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, Employment and Ministry Placement Rates

Olivet School of Media and Communication calculates 100% graduation rates for California students and 150% graduation rates for all students.

The graduation rate information is based on first-year bachelor's students who graduate within 4 years of starting their studies. The on-time graduation rate for students who entered in 2016 was 0%.

The 150% graduation rate for students who entered in 2014 was 0%.

The current employment rate for the Bachelor of Arts in Journalism program is 0%. The data reflect only cases for which data and documentation compliant with BPPE minimum requirements could be collected by Olivet University.

Media and Communication College Faculty

David M. Randolph III

M.F.A. Writing and Poetics, The Naropa Institute

B.A. English, Middle Tennessee State University

Edwin Tsuei

M.F.A. in Photography, Academy of Art University

B.A. Journalism, Olivet University

Eunice Or

M.A. Journalism, Olivet University

B.A. Journalism, Olivet University

Xia-Maria Mackay

M.A. Journalism, Olivet University

B.A. European Social and Political Studies, University College London, UK

Sarah LaFleur

D.Min., Olivet University

M.Div., Olivet University

Yuechen Hou

M.A., Information Technology, Olivet University
B.S., Physics, East China Normal University, China

Jianbin Lei

M.S., Control Theory and Control Engineering, Northeastern University, China
B.S., Automation, Northeastern University, China

Bachelor of Arts in Graphic Design (Major)

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

Program Goals

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

- Conceive and design communications systems with various integrations.
- Understand and use basic visual communications principles and processes.
- Able to include various research findings into design work.
- Ability to work in a multi-disciplinary / multi-cultural team.
- Understanding of and the ability to use technology.
- Understanding of and ability to use basic research and analysis procedures and skills.
- Functional knowledge of professional design practices and processes.
- Have participated in at least one internship or entrepreneurial field experience.
- Understand how the biblical basis of engaging in artistic creation relates to the personal calling as a graphic designer.
- Ability to create a meaningful visual culture by applying Gospel values to the practice of graphic design.

Graduation Requirements

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

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

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 (49 units)

Students must complete 49 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)
- GDPT201 - 403 Design Practical Training I - IX (1 unit each)

Major Elective Courses

Students may choose five (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)

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 units)

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 the 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 subjects with oil paint, from simple still life, to landscape, from using black and white to a four-color palette. Explore the characteristics 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 a limited time frame, enabling students to capture subjects quickly and more accurately. Students will practice with different subject matters and mediums to 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, analyze, 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 the human head, from basic to more complex settings. To explore the subject with oil paint. A classical medium to create a rich and powerful representational idea of the human head. At one point in history, oil portraits were 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 a drawing medium to generate artwork from live models, in-class activity with different lengths 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 figures 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, interacting 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 media.

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 able to 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 world art history, it will take students on 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 movements and 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 began at the end of the 20th to the early 21st century, it challenged the traditional art's boundaries, and breaking rules set by the tradition, it is the art of today. Students will learn how contemporary art is impacting and influencing 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)

GDES240 Visual Layout (4 units)

This course provides the beginning designer with the basic but core elements, guidelines and methods necessary to build up a

student's visual design ability. Students apply to their visual work like web publishing, advertisement, packages design and infographic. Be encouraged by the value of completion.

Prerequisites: None

Course Type: Professional Studies Course

Program Requirements: Graphic Design Elective

GDES250 3D Modeling (4 units)

Students will Learn the basic concepts and techniques to create 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 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. Students can understand web structure and get the skills to build up basic layout as hard cording and css.

Prerequisite: none

Course Type: Professional Studies Course

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

GDES320 Package Design (4 units)

Students get to understand the processes of package structure and make various 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 I*

Course Type: *Professional Studies Course*

Program Requirements: *Graphic Design Elective*

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 Web Design I*

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 Web Design I*

Course Type: *Professional Studies Course*

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

GDES380 Graphic Product Design (4 units)

They will learn the way to produce design by 3D modeling. They'll learn to assemble functional design concepts and brainstorm as many solutions as possible. Students will acquire a series of processes that produce appropriate design and make a test plan until prototypes of the most interesting ideas and put them into 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*

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 expertise as. 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 linked to both the intellectual and emotional responses of the reader.

Prerequisites: GDES100 Basic Graphic Design

Course Type: Professional Studies Course

Program Requirements: Graphic Design Major (Core Requirement)

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 1

Course Type: Professional Studies Course

Program Requirements: Graphic Design Elective

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

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: none

Course Type: Professional Studies Course

Program Requirements: Graphic Design Elective

GDES480 Graphic Design Senior Project (4 units)

Students are expected to develop sustained individual projects 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 a 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 units)

This course introduces students to all the various aspects of 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 units)

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

GDPT201 - 403 Design Practical Training I - IX (1 unit each)

Undergraduate students participate in an internship involving ministry in a church or specialized ministry organization with an approved OSAD ministry affiliate for at least 12 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: none

Course Type: Internship Course

Program Requirements: Graphic Design Major (Core Requirement)

Graduation, Employment and Ministry Placement Rates

Olivet School of Art and Design calculates 100% graduation rates for California students and 150% graduation rates for all students.

The graduation rate information is based on first-year bachelor's students who graduate within 4 years of starting their studies. The on-time graduation rate for students who entered in 2016 was 0%.

The 150% graduation rate for students who entered in 2014 was 0%.

The current employment rate for the Master of Arts in Graphic Design program is 0%. The data reflect only cases for which data and documentation compliant with BPPE minimum requirements could be collected by Olivet University.

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

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

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

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

Joan L. Carter

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

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

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

Kookhee Yoo

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

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

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

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

Kyoung Hee Li

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

B.A., Graphic Design, Olivet University, San Francisco, CA (2007)

Undergraduate Studies in Multimedia Engineering, Andong National University, Korea

Maurice Woods

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

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

Nancy Lee

D.Min., Olivet University, San Francisco, CA (2016)

M.A. Graphic Arts, Olivet University, San Francisco, CA (2011)

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

B.A., Theology, Olivet University, San Francisco, CA (2004)

Na Youn Hwang

D.Min., Olivet University, San Francisco, CA (2020 – present)

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)

Zimou Tan

B.F.A., Academy of Arts University, San Francisco, CA (2001)

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 and 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.

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.

- FARI101 Fundamental Drawing (4 units)
- FARI102 Intermediate Drawing (4 units)
- FARI121 Introduction to Oil Painting (4 units)
- FARI202 Quick Studies Drawing (4 units)
- FARI300 Head and Hands Drawing (4 units)
- FARI305 Portrait Painting (4 units)
- FARI310 Clothed Figure Drawing (4 units)
- FARI400 Clothed Figure Painting (4 units)
- FARI402 Narrative Composition (4 units)
- FARI403 Digital Painting (4 units)
- FARI420 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 MI300/310/320 are available for 3rd and 4th-year students only. Please refer to the Ministry Practice Handbook for detailed information.

3. Open Electives (4 units)

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

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.

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, 58 quarter hours of information technology major courses, 14 units of major electives and 4 units of open electives .
- Maintain a 2.00 (C grade point average) in all Olivet University courses.
- 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.

Curriculum

1. Bachelor of Arts Degree Core (108 units)

The Bachelor of Arts Degree Core is divided into three 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 (58 units)

Students must complete 58 units of information technology major courses, including 50 units required core courses, and 8 units senior project.

a.) Required Core Courses (50 units)

Students 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)
- 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. Major Electives (14 units)

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

General Information Technology course

- ITEC140 Practical Unix/Linux (4 units)
- ITEC217 Introduction to Big Data and Data Mining (4 units)
- ITEC220 Mathematical Foundations of Computing (4 units)
- ITEC317 Introduction to Machine Learning (4 units)
- ITEC327: Fundamentals of Computer Vision (4 units)
- ITEC330 Principle of Software Development (4 units)
- ITEC337: Introduction to Natural Language Processing (4 unit)
- ITEC350 Human Computer Interaction (4 units)
- 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)

Ministry Practicum Course

- PRAC302 IT Internship (4 units)
- ITMP301 Technology Practical Training I (1 unit)
- ITMP302 Technology Practical Training II (1 unit)
- ITMP303 Technology Practical Training III (1 unit)
- ITMP401 Technology Practical Training IV (1 unit)
- ITMP402 Technology Practical Training V (1 unit)
- ITMP403 Technology Practical Training VI (1 unit)

4. Open Electives (4 units)

Students can choose 4 units of open elective courses from other majors and colleges.

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

Prerequisite: ITEC120

ITEC240 Computer Networking (4 units)

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

Prerequisite: ITEC230

ITEC300 Introduction to Database Management Systems (4 units)

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

Prerequisite: ITEC120

ITEC310 Website Technologies & Development I (4 units)

Study of current 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 models, software development environments, 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 a 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 projects. 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 applications 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 frameworks Rspec and Cucumber are introduced.

Prerequisite: ITEC310

ITEC470 Technology and Theology (2 units)

Students study technology and theology in both contexts. On one hand, students study the meaning of technology from the viewpoint of theology. They study why God allowed technology to begin and be used, and study how God plans technology to develop. On the other hand, students will learn technology used by individual Christians, churches, Christian organizations or Christian companies. Students learn its history, how it contributes to the kingdom of God, what kind of problems are seen in the usage of technology and how to solve them.

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. Students will identify capstone project topics, seek an advisor, write, and oral present and get approval of 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 write 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

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

ITEC217 Introduction to Big Data and Data Mining (4 units)

This course provides introduction to Big data technology Mapreduce, Hadoop and Spark, and fundamental knowledge of data mining algorithms

ITEC317 Introduction to Machine Learning (4 units)

This course provides introduction to supervised and unsupervised machine learning models including regression, clustering, dimension reduction, and decision trees.

ITEC327: Fundamentals of Computer Vision (4 units)

This course provides fundamentals of computer vision in both classical and deep learning methods, including topics such as object detection, image processing and video processing.

Prerequisite: ITEC31

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)

This course provides fundamentals of cryptography in stream cipher, block cipher and public/private keys.

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 combinatorics, 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 combinatorial, random variables, conditional probability, independence, distributions, expectation, point estimation, and limit theorems. Applications of probability in computer science including machine learning and the use of probability in the analysis of algorithms.

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 Internet 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

ITWE327 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 web pages, 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)

This course provides information on security including internet model, operating system, database system and programming.

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, Employment and Ministry Placement Rates

Olivet Institute of Technology calculates 100% graduation rates for California students and 150% graduation rates for all students.

The graduation rate information is based on first-year bachelor's students who graduate within 4 years of starting their studies. The on-time graduation rate for students who entered in 2016 was 0%. The rate does not include transfer students for whom the graduation rate is higher.

The 150% graduation rate for students who entered in 2014 was 0%.

The current employment rate for the Bachelor of Arts in Information Technology program is 0%. The data reflect only cases for which data and documentation compliant with BPPE minimum requirements could be collected by Olivet University.

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 and Learning Technologies, Florida State University, FL (2017)
M.S., Computer Science, Peking University, China (2004)
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 (2014)
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 (2015)

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)

Reza Sadoddin

Ph.D., Computer Science, University of Alberta Edmonton, Canada (2014)
M.S., Computer Science, University of New Brunswick Fredericton, Canada (2007)
B.S., Computer Engineering, Sharif University of Technology Tehran, Iran (2002)

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.

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 hours of business major courses and 20 quarter hours of open elective 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.
- 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.

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 four mathematics and science courses are required for Business Major students.

- MATH100 Calculus I (5 units)
- MATH230 Probability & Statistics (4 units)
- MATH300 Linear Algebra (4 units)
- ITEC100 Introduction to Information Technology (4 units)

The following three 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 in 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.

Students can choose any undergraduate level courses from Olivet University including courses from the Theology and IT Divisions..

Course Descriptions

MKTG200 Organizational Behavior (4)

This course is designed 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 course 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

BSPT201-403 Business Ministry Internship 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.

This course requires concurrent employment in a qualifying position in the field of the program of at least 6 hours per week. The weekly faculty interaction will be provided in evenings or weekend format in order to minimize scheduling conflicts.

Graduation, Employment and Ministry Placement Rates

Olivet Business School calculates 100% graduation rates for California students and 150% graduation rates for all students.

The graduation rate information is based on first-year bachelor's students who graduate within 4 years of starting their studies. The on-time graduation rate for students who entered in 2016 and resided in California doesn't apply. The rate does not include transfer students for whom the graduation rate is higher.

The 150% graduation rate for students who entered in 2014 doesn't apply.

The current employment rate for the B.A. in Business program is doesn't apply. The data reflect only cases for which data and documentation compliant with BPPE minimum requirements could be collected by Olivet University.

Business College Faculty

Jacob Chatterjee

LL.M., Columbia Law School, Columbia University, New York, NY (2003)

B.S.L., LL.B., Symbiosis Law School, Pune University, India (2001)

Mark Li

M.B.A., Kelley School of Business, Indiana University - Bloomington, Bloomington, IL (2010)

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

Zhonghao Li

D.Min, Olivet University, Zinzendorf School of Doctoral Studies, San Francisco, CA (2014)

M.Div, Olivet University, Olivet Theological College & Seminary, San Francisco, CA (2011)

B.S., Finance, University of Science and Technology of China, Hefei, China (2005)

Anabela L. Bartovic

D.Min, Olivet University, Zinzendorf School of Doctoral Studies, San Francisco, CA (2018)

Certified Public Accountant, State of Massachusetts, MA (2016)

M.B.A, Olivet University, Olivet Business School, San Francisco, CA (2013)

M.Div, Olivet University, Olivet Theological College & Seminary, San Francisco, CA (2003)

B.S., Commerce in Accounting Sciences, University of Pretoria, South Africa (2001)

Carmelita G. Omran

DBA. (ABD) Walden University, Minneapolis, Minnesota, 2017

M.B.A. Major Finance and Management – University of Phoenix, Sacramento, California, 2004

B.S. Major: Business Administration - University of San Carlos, Philippine

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 full-time study. All requirements for the degree must be completed within six (7) years of the initial date of enrollment, except under extenuating circumstances. Students who have not completed the requirements within the six (7) years period must apply to the Registrar's Office for a continuation for each year beyond this period, up to a maximum of ten (10) years from the initial date of enrollment.

Curriculum

1. Bachelor of Science Degree Core (108 units)

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

- (1) B.S. Core Requirement (60 units)
- (2) B.S. Core Distribution (57 units)

The following ten mathematics and science courses are required for Agriculture Major students. (31 units)

- *BIOS100 Biological Science 1 (4 units)*
- *BIOS150 Biological Science 2 (4 units)*
- *BIOS270 Botany of Vascular Plants (4 units)*
- *BIOS300 Genetics (4 units)*
- *CHEM210 Chemistry 1 (4 units)*
- *CHEM211 Chemistry 1 Lab (1 unit)*
- *CHEM220 Chemistry 2 (4 units)*
- *CHEM221 Chemistry 2 Lab (1 unit)*
- *CHEM230 Principles of Organic Chemistry (4 units)*
- *CHEM231 Principles of Organic Chemistry Lab (1 unit)*

Additional recommended courses: (10 units)

- *MATH100 Calculus I (5 units)*
- *MATH110 Calculus II (5 units), (prereq. MATH100)*

The following Social/Behavioral Science course is required for Agriculture Major students. (4 units)

- *ECON210 Agriculture Economics (4 units)*

Additional recommended courses: (8 units)

- *ANTH201 Cultural Studies (4 units)*
- *PSYC280 Introduction to Psychology (4 units)*

- (3) General Ministry Skills (0 units)

2. Agriculture Major Courses (76 units)

Students must complete 76 units of agriculture major courses.

- (1) Major Core Courses (15 units):

- AGRS100 Principles of Agricultural Science (3 units)
- AGRS200 Agricultural Machinery (4 units)
- BIOS350 Entomology (4 units)
- MKTG420 Marketing Agricultural Products (4 units)

- (2) Animal Science Specialization (31 units)

- ANIS100 Introduction to Animal Science (4 units)
- ANIS150 Introduction to Aquaculture (4 units)
- ANIS200 Beef Cattle Production (4 units)
- ANIS300 Goat and Sheep Production (3 units)
- ANIS400 Poultry Production (4 units)
- ANIS410 Swine Production (4 units)
- ANIS450 Mare and Foal Management (4 units)
- ANIS460 Principles of Animal Nutrition (4 units)

- (3) Plant Science Specialization (30 units)

- PLAS200 Soils (4 units)
- PLAS300 Horticulture Techniques (3 units)
- PLAS310 Plant Pest Management (4 units)
- PLAS350 Integrated Pest Management (4 units)
- PLAS360 Small Fruit Culture (4 units)
- PLAS400 Vegetable Production (3 units)
- PLAS410 Plant Pathology (4 units)
- PLAS450 Field Crop Principles (4 units)

3. Agriculture Practicum and Experience (18 units and 1,000 hours)

Students must complete 18 units of agriculture practicum courses of either one, four or six quarter hours each. Practica are embedded in the curricular course sequence and need to be taken in the order prescribed by the Bachelor of Science in Agriculture Study Plan. Consult with your academic advisor for additional help prior to enrolling into an Agriculture Practicum course.

- (1) Practicum Courses (18 units):

- 4 times: PRAC101 Agricultural Practicum I (1 unit)
- 2 times: PRAC104 Agricultural Practicum IV (4 units)
- 1 time: PRAC106 Agricultural Practicum VI (6 units)

(2) Agriculture Experience - (0 units, 1,000 clock hours)

- PRAC220 Agricultural Summer Experience I (0 units, 500 clock hours)
- PRAC330 Agricultural Summer Experience II (0 units, 500 clock hours)

4. Open Elective Courses (8 units)

All Agriculture Major students are required to take an additional 8 units of open elective courses.

1. Students can choose any undergraduate level courses from Olivet University
2. Students can also choose from electives offered by the Olivet School of Agriculture. See examples below.

- ANTH300 Culture and Agriculture in Africa (4 unit)
- SOCI400 Rural Sociology (4 units)

Course Descriptions

Agriculture Major Core Courses (Required)

AGRS100 Principles of Agricultural Science (3)

This course focuses on sustainable agriculture theories, including non-conventional techniques (alternative, regenerative, ecological, low-input), so that the agriculture can be performed in a profitable and environmentally-sound manner. Areas investigated include high energy costs, groundwater contamination, erosion, and health effects of pesticides to wildlife and human beings.

Prerequisite: none

AGRS200 Agricultural Machinery (4)

This course is an introduction to the operation and maintenance of various types of agricultural machinery. The course will emphasize the actual operation of machinery, along with all relevant safety instructions. This course will also provide an educational overview of the various classes of agricultural machinery.

Prerequisite: AGRS100

BIOS350 Entomology (4)

This course is an introduction to the study of insects, with emphasis on the unique role they play as part of a diverse biosphere. Topics covered include insect morphology, physiology, ecology, and adaptation. This course includes laboratory work, which includes the collection and presentation of native insect species.

Prerequisite: BIOS150

MKTG420 Marketing Agricultural Products (4)

This course focuses on marketing in the agriculture industry, covering a range of products, from commodities and foods, to

agricultural supplies and machinery. Concepts that are relevant to agri-business marketing are emphasized. This course also covers basic principles of advertising and retailing.

Prerequisite: *ECON210*

Animal Science Courses (Required)

ANIS100 Introduction to Animal Science (4)

This course examines husbandry techniques for various livestock, including cows, horses, sheep, swine, and poultry. This course includes laboratories, which will acquaint students with real-world experience in handling and caring for various animals.

Prerequisite: *AGRS100*

ANIS150 Introduction to Aquaculture (4)

This is an introductory course for the science of aquaculture. This course examines the history and science of both cold and warm water species of aquaculture. Rearing systems, production methods, nutrition, disease, and marketing will also be covered in this course.

Prerequisite: *AGRS100*

ANIS200 Beef Cattle Production (4)

This course focuses on the beef industry, and includes in-depth information on cow-calf, stocker, and feedlot production. This course also goes over the theory and practice of feeding, breeding, and management techniques for beef cattle.

Prerequisite: *ANIS100*

ANIS300 Goat and Sheep Production (3)

This course contains comprehensive information on the feeding, breeding, housing, care, and management of sheep. The course will cover practices that are found on both small and large livestock operations. Various management techniques will be described, and the course will include observation and hands-on experience with goat and sheep in local commercial operations.

Prerequisite: *ANIS200*

ANIS400 Poultry Production (4)

This course provides an outline of various poultry breeds that are used commercially for meat and eggs. We will go over various production methods, management practices, marketing techniques, and processing systems common to the poultry industry.

Prerequisite: *ANIS300*

ANIS410 Swine Production (4)

This course provides an introduction to all aspects of swine production and management. Special care will be given to the nutrition, breeding, housing, and health management of swine. Opportunities will also be available for hands-on practice to work with swine in local commercial operations.

Prerequisite: *ANIS300*

ANIS450 Mare and Foal Management (4)

This is an advanced course that focuses on the care and management of breeding, pregnant, and foaling mares. The health and care

of newborn foals, especially during the first few weeks of life, are especially important. This course may require commitments at local commercial operations to provide a hands-on experience with foaling mares.

Prerequisite: ANIS300

ANIS460 Principles of Animal Nutrition (4)

This course provides a study of the principles of livestock nutrition. Special emphasis is placed on the relationship between nutritious meals and the metabolic processes in animals to ensure optimal growth levels. Current research on livestock nutrition will be covered extensively in this course.

Prerequisite: Minimum 12 units of prior ANIS courses

Plant Science Courses (Required)

PLAS200 Soils (4)

An introductory course in soils, that will examine soil development, formation, and composition. Soil classification, conservation, and nutrient systems will also be studied. The course will also introduce chemical and physical properties as they relate to the composition of optimal agricultural soil. Laboratory work will also provide opportunities to examine the various differences within soil.

Prerequisite: none

PLAS300 Horticulture Techniques (3)

Horticultural crop production and management techniques will be studied thoroughly in this course. Particular emphasis will be given to scientific techniques used for evaluating plant selection, field layout, crop management, harvesting, and storage. Students will receive a broad understanding of all aspects of crop production.

Prerequisite: PLAS200

PLAS310 Plant Pest Management (4)

This course will help students identify, understand, and control the various types of pests that can affect crops and crop yields. This includes common pests such as insects, fungi, and weeds, which will negatively affect plant crop yields.

Prerequisite: BIOS150

PLAS350 Integrated Pest Management (4)

An introduction to the theories on how to manage pests across various types of crops. Students will be able to understand integrated pest management concepts, and be able to combine various remedies into an integrated solution depending on various crop and pest scenarios. Possible pests include insects, disease, and weeds, and various remedies will be examined.

Prerequisite: PLAS310

PLAS360 Small Fruit Culture (4)

This course 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 full time 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)*
- *CVNG240 Statics and Dynamics (4 units)*
- *CVNG310 Structural Analysis (4 units)*
- *CVNG410 Structural Design 1 (4 units)*
- *CVNG411 Structural Design 2 (4 units)*

The following Social/Behavioral Science course is required for Civil Engineering Major students. (4 units)

- *ECON200 Macroeconomics (4 units)*

**Also contributes to NAAB math and basic science credit for the Architecture Major.*

(3) General Ministry Skills (0 units)

2. Architecture Major Courses (86 units)

Students must complete 86 units of architecture major courses.

- *CVNG140 Introduction to Engineering (2 units)*
- *CVNG240 Statics and Dynamics (4 units)*
- *CVNG250 Mechanics of Materials (4 units)*
- *CVNG310 Structural Analysis (4 units)*
- *CVNG321 Construction Project Management (4 units)*
- *CVNG340 Soil Mechanics (4 units)*
- *CVNG410 Structural Design 1 (4 units)*
- *CVNG411 Structural Design 2 (4 units)*
- *CVNG420 Construction Estimating (4 units)*
- *CVNG490 Senior Design 1 (4 units)*

- CVNG491 Senior Design 2 (4 units)
- ARCH121 2-D Design/Computer Graphics (4 units)
- ARCH131 3-D Design/Orthographic Drawing (4 units)
- ARCH212 Architectural Theory (2 units)
- ARCH211 History of Architecture 1 (2 units)
- ARCH222 Freehand Drawing (2 units)
- ARCH221 History of Architecture 2 (2 units)
- ARCH231 History of Architecture 3 (2 units)
- ARCH232 Technical Drawing (2 units)
- ARCH321 Environmental Control Systems 1 (4 units)
- ARCH322 Site Design (4 units)
- ARCH331 Environmental Control Systems 2 (4 units)
- ARCH2xx Professional elective (4 units)
- ARCH411 Integrated Building Design (4 units)
- ARCH2xx Professional Elective (4 units)

Graduation and Employment Rates

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

Bachelor of Science in Civil Engineering (Major)

The Bachelor of Science in Civil Engineering is a four-year undergraduate degree program, designed to equip ministry-bound men and women with the knowledge and skills required to design and build civil infrastructure systems, with emphasis on the austere conditions found in the developing world.

The program combines core curricular studies in Bible, general education, math, science, and engineering with the aim of cultivating a Biblical 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 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 full time study, regardless of the major chosen. All requirements for the degree must be completed within six years of the initial date of enrollment, except under extenuating circumstances. Students who have not completed the requirements within the six years period must apply to the Registrar's Office for a continuation for each year beyond this period, up to a maximum of eight years from the initial date of enrollment.

Curriculum

1. Bachelor of Science Degree Core (106 units)

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

(1) B.S. Core Requirement (48 units)

The following Methods & Foundation courses are **waived** for the B.S. CE major students and replaced by **additional** Distribution courses.

- *ANTH320 World Perspectives (4 units)*
- *COMM130 Speech and Communication (4 units)*
- *SOCI150 Research & Writing (4 units)*

(2) B.S. Core Distribution (48 units)

The following three additional humanities / arts courses are required for Civil Engineering Major students. (12 units)

- *ARTH230 Introduction to Arts / MUSC240 Introduction to Music (4 units)*
- *ENGL120 English Literature & Composition (4 units)*
- *XXXXxxx Foreign Language (4 units)*

The following ten mathematics and science courses are required for Civil Engineering Major students. (42 units)

- *BIOS250 Principles of Biology (4 units)**
- *CHEM210 Chemistry 1 (4 units)**
- *CHEM220 Chemistry 2 (4 units)**
- *ITEC100 Introduction to Information Technology (4 units)*
- *MATH100 Calculus I (5 units)**
- *MATH110 Calculus II (5 units)**
- *MATH120 Differential Equations (4 units)**
- *MATH230 Probability & Statistics (4 units)**
- *PYHS130 Calculus-Based Physics 1 (4 units)**
- *PYHS201 Calculus-Based Physics 2 (4 units)**

The following Social/Behavioral Science course is required for Civil Engineering Major students. (4 units)

- *ECON200 Macroeconomics (4 units)*

**Also contributes to ABET math and basic science credit for the Civil Engineering Major.*

(3) General Ministry Skills (0 units)

2. Civil Engineering Major Courses (81 units)

Students must complete 81 units of civil engineering major courses.

- CVNG140 Introduction to Engineering (2 units)
- CVNG240 Statics and Dynamics (4 units)
- CVNG250 Mechanics of Materials (4 units)
- CVNG260 Engineering Materials (with Lab) (5 units)
- CVNG310 Structural Analysis (4 units)
- CVNG320 Surveying (4 units)
- CVNG321 Construction Project Management (4 units)
- CVNG330 Fluid Mechanics (4 units)
- CVNG331 Hydrology and Hydraulics (with Lab) (5 units)
- CVNG340 Soil Mechanics (4 units)
- CVNG341 Foundation engineering (4 units)
- CVNG350 Electrical Power (4 units)
- CVNG410 Structural Design 1 (4 units)
- CVNG411 Structural Design 2 (4 units)
- CVNG420 Construction Estimating (4 units)
- CVNG490 Senior Design 1 (4 units)
- CVNG491 Senior Design 2 (4 units)
- CVNG492 Civil Engineering Professional Practice (4 units)
- MATH300 Linear Algebra (4 units)
- MATH301 Advanced Math (5 units)

Course Descriptions

CVNG140 Introduction to Engineering (4 units)

The course provides an introduction to the engineering disciplines and to the engineering design process. Students will complete a major design project which includes fabrication and testing of a prototype.

CVNG240 Statics and Dynamics (4 units)

This course examines the effects of forces acting on particles and rigid bodies. The first half of the course—statics—addresses the topics of static equilibrium in two and three dimensions, to include distributed loads, trusses, frames, friction, and cables. The second half—dynamics—includes both kinematics and kinetics, including the methods of force-acceleration, work-energy, and impulse-momentum.

Prerequisite: PHYS130.

CVNG250 Mechanics of Materials (4 units)

This course examines the behavior of deformable bodies under normal, shear, torsional, bending, and combined loads. The concepts of stress, strain, creep, fatigue, and material properties are covered.

Prerequisite: CVNG240

CVNG260 Engineering Materials (with Lab) (5 units)

This course explores the relationship between the microscopic structure and macroscopic properties of materials used in civil engineering applications. Soil, aggregate, concrete, asphalt, wood, and metals covered, and their mechanical behaviors are examined in the laboratory. The course concludes with an introduction to sustainability and the role of materials in sustainable engineering design.

Prerequisite: CVNG250

CVNG310 Structural Analysis (4 units)

This course addresses the analysis of basic structural elements—beams, trusses, and frames. Classical deflection techniques (direct integration and virtual work) and indeterminate analysis methods (force method and displacement methods) are used to determine reactions, internal forces, and deflections in elastic structures. Computer-aided structural analysis is introduced.

Prerequisite: CVNG250

CVNG320 Surveying (4 units)

This course addresses the principles of differential leveling, taping, electronic distance measurement and angular measurement. Topics in plane surveying include traverse, triangulation, trilateration, level networks and the proper adjustment of related measurements. Topographic and construction surveying are introduced.

CVNG321 Construction Project Management (4 units)

This course addresses the management of construction from a macro perspective. Course topics include the roles of the owner, design professional, and constructor; construction organizations; project delivery methods; project chronology; construction law; jobsite safety; and an introduction to cost estimating and scheduling.

CVNG330 Fluid Mechanics (4 units)

This course addresses the scientific principles of fluid statics and fluid flow, to include incompressible flow in pipes and turbomachinery and an introduction to open-channel flow.

Prerequisite: CVNG250

CVNG331 Hydrology and Hydraulics (with Lab) (5 units)

This course addresses both hydrology—the study of occurrence, movement and distribution of rainfall—and hydraulic design—the application of fluid mechanics and other scientific principles to design structures and develop water resources. Hydrologic principles are applied to model and analyze the distribution and movement of rainfall in a watershed. Hydraulic principles are applied to analyze and design flow through systems of reservoirs, channels and culverts.

Prerequisite: CVNG330

CVNG340 Soil Mechanics (4 units)

This course addresses the behavior of soil as a construction or foundation material. Key topics include soil properties, soil stresses, earth pressures, and consolidation settlement.

Prerequisite: CVNG250

CVNG341 Foundation Engineering (4 units)

This course covers the design of building and bridge foundations, based upon applicable engineering principles and fundamental concepts of soil behavior. Topics include slope stability, field testing, designing braced excavations, designing piles and drilled shafts, designing earth retaining structures, and designing earth structures using geosynthetics.

Prerequisite: CVNG340

CVNG350 Electrical Power (4 units)

This course provides a foundation in electric circuit theory, which serves as a basis for comprehensive coverage of electric power generation, transmission, distribution, system protection, and control.

Prerequisite: CVNG200.

CVNG410 Structural Design 1 (4 units)

This is the first course in a two-course sequence addressing the design of structural elements in steel, reinforced concrete, and timber. Topics include the design of axially loaded elements and beams in all three materials. Current industry-standard codes and software tools are used throughout the course.

Prerequisite: CVNG310.

CVNG411 Structural Design 2 (4 units)

This is the second course in a two-course sequence addressing the design of structural elements in steel, reinforced concrete, and timber. Topics include the design of trusses, frames, and simple connections. Current industry-standard codes and software tools are used throughout the course.

Prerequisite: CVNG410.

CVNG420 Construction Estimating (4 units)

This course covers the process of estimating the required time, labor, materials, and cost of the activities constituting a construction project. Rough-order-of-magnitude, square foot, assemblies, and detailed cost estimating are covered. The course concludes with a

major cost-estimating project.

Prerequisite: CVNG321.

CVNG490 Senior Design 1 (4 units)

This is the first course in a two-course senior design experience, in which student teams apply and synthesize their knowledge of structural engineering, geotechnical engineering, hydrology, hydraulic engineering, and construction management in the client-based design of a real-world facility or infrastructure system. During this course, emphasis is on problem definition, identification of functional requirements and constraints, and development of a conceptual design.

Prerequisites: CVNG331, CVNG341, CVNG411

CVNG491 Senior Design 2 (4 units)

This is the second course in a two-course senior design experience involving the comprehensive design of a facility or infrastructure system. During this course, student teams will develop detailed final designs, to include plans, specifications, cost estimate, and a briefing to the client. Execution of the design requires extensive use of computer-based analysis and design tools.

Prerequisites: CVNG490. *Co-requisite:* CVNG420.

CVNG492 Civil Engineering Professional Practice (4 units)

The course focuses on issues related to the professional practice of civil engineering and is intended to prepare students for their CVNG490/491 capstone design experience. Topics include professional roles and responsibilities, professional registration, continuing education, engineering ethics, procurement of work, competitive bidding, and quality-based selection processes.

MATH300 Linear Algebra (4 units)

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

Prerequisite: MATH110

MATH301 Advanced Math (5 units)

This course covers the mathematical techniques required to solve advanced engineering problems. Emphasis is placed upon using mathematics to gain insight into natural and man-made phenomena that give rise to problems in vector calculus, as well as double and triple integrals.

Prerequisite: MATH120

Graduation and Employment Rates

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

Engineering and Architecture College Faculty

Stephen J. Ressler, P.E.

Ph.D., Civil Engineering, Lehigh University (1991)

M.S., Civil Engineering, Lehigh University (1989)

Bachelor of Science, United States Military Academy (1979)

Douglas G. Schmucker, P.E.

Ph.D., Civil Engineering, Stanford University (1996)

M.S. in Structural Engineering, Earthquake Engineering, Stanford University (1991)

B.S. in Civil Engineering and Humanities Honors College, Valparaiso University (1990)

CHAPTER 6: UNDERGRADUATE MINORS

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 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 communication principles and processes.

- Understanding of and the ability to use technology.
- Functional knowledge of professional design practices and processes.
- Understand how the biblical basis of engaging in artistic creation relates to the personal calling as a graphic designer.

Curriculum

Graphic Design Minor Courses (28 units)

Students must complete 28 units of graphic design courses, including 20 units required core courses, and 8 units of professional electives.

Graphic Design Minor Core (20 units)

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

- FARI110 Color Theory and Design
- GDES100 Basic Graphic Design
- GDES200 Typography I
- 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

Certificate in English as a Second Language

The Certificate in English as a Second Language (ESL) Program is the remedial English language preparation program for students admitted to Olivet University degree programs, who do not meet the English language requirements set by the respective college at the time of admissions. Anyone interested in this program must first successfully be admitted to a degree program in one of Olivet University's colleges before selecting to participate. The ESL program is administered by each campus location individually and may require a new language level placement test each time the location is changed.

Note, English language proficiency required for the various degree programs may not be the entire ESL certificate, but only passing a standardized test. Therefore, it is possible to enroll in this program and take classes until passing any applicable English language test sufficient for full admission into the degree program without completing the entire ESL certificate program. The certificate itself, however, does qualify for English language proficiency in all Olivet programs.

The Certificate in English as a Second Language (ESL) program seeks to prepare students for the English language needs in the classroom as well as in everyday life and ministry. 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.

ESL Certificate Completion Requirements

Certificate in ESL students must fulfill the following completion requirements:

- Pass all required courses.
- Record of chapel class attendance each term classes are in session.
- Maintain a 3.00 (B grade point average) in all classes.
- Pass a standardized English proficiency test at the minimum score prescribed by Olivet University language proficiency for admissions at the college and degree level pursuing.
- Satisfy all financial responsibilities to the university.

Curriculum

In the English as a Second Language Certificate Program students are required to take at least 15 courses within one year of study. 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.

A student must meet all completion requirements for the certificate to be granted and admission to the degree program be completed. If all 15 core courses of the program have been passed, but not all completion requirements met, the student may choose to enroll in 5 additional English proficiency test preparation courses until passing the test. An extension beyond one year, however, is only permitted with explicit recommendation from your academic advisor.

Definition of Academic Unit

The ESL certificate program defines an "hour" 50 minutes engagement in the classroom for a period of 10 consecutive weeks in a term. The "hour" does not grant any academic credit towards an undergraduate or graduate degree. Non-standard terms, such as the summer term, may consist of less than 10 weeks. In this case, course faculty will adjust the content of the course to cover the entire scope within the shorter period of time without increasing the weekly workload for the student. An exception from this rule for intensive courses may be made and will be noted in the course title while the change in weekly workload will be included in the course description.

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)

(English Proficiency Test Preparation, 18 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)
- ENGL095 Independent Lab IV (2 hours)

4. General Ministry Skills

Students are required to register PRAC011 College Chapel or PRAC021 Graduate Chapel every quarter that they are enrolled. Please refer to the Chapel Program Handbook for more detailed information. Note, not passing chapel class may result in disciplinary actions such as warning, probation, suspension, or dismissal by the campus chaplaincy.

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 courses 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 active practice activities. The course may include reading and oral presentations from a variety of sources in music, poems, literature, and short stories. Students will work on stressing sentences, liking/intonations, and a variety of listening/speaking exercises.

Intermediate Level Courses

ENGL041 Independent Lab II (4 hours)

Students are open to self-paced instructions that cater to individual styles of learning. Self Study Materials assist students with developing their English skills in all aspects of listening, reading, and speaking.

ENGL045 Intermediate Reading and Writing I (4 hours)

The goal of these courses is to develop and enhance students' reading and writing skills necessary for academic success at the intermediate level. The objectives of these courses are for students to practice and apply reading and writing strategies and incorporate vocabulary, grammatical principles, and specific paragraph structure and rhetorical patterns in a variety of tasks and activities appropriate for the intermediate level.

ENGL046 Intermediate Reading and Writing II (4 hours)

The goal of these courses is to deepen and broaden students' reading and writing skills necessary for academic success at the high-intermediate level. The objectives of these courses are for students to practice and apply reading and writing strategies and incorporate vocabulary, grammatical principles, and specific paragraph structure and rhetorical patterns in a variety of tasks and activities appropriate for the high-intermediate level.

ENGL050 Intermediate Speaking and Listening I (4 hours)

The goal of these courses is to further develop and enhance students' listening and speaking skills necessary for academic success at the intermediate level. The objectives of these courses are for students to practice and apply listening skills in comprehension activities and utilize common vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the intermediate level.

ENGL060 Intermediate Speaking and Listening II (4 hours)

The goal of these courses is to broaden and deepen students' listening and speaking skills for academic success at the high-intermediate level. The objectives of these courses are for students to practice and apply listening skills in comprehension activities and utilize vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the high-intermediate level.

Advanced Level Courses

ENGL070 Independent Lab III (4 hours)

Students are open to self-paced instructions that cater to individual styles of learning. Self Study Materials assist students with developing their English skills in all aspects of listening, reading, and speaking.

ENGL071 Advanced Speaking and Listening I (4 hours)

The goal of these courses is to expand and further refine students' listening and speaking skills for academic success at the advanced level. The objectives of these courses are for students to practice and apply listening skills in comprehension activities and utilize advanced vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the advanced level.

ENGL072 Advanced Speaking and Listening II (4 hours)

The goal of these courses is to expand and further refine students' listening and speaking skills for academic success at the high-advanced level. The objectives of these courses are for students to practice and apply listening skills in comprehension activities and utilize high-advanced vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the advanced level.

ENGL080 Advanced Reading and Writing I (4 hours)

The goal of these courses is to expand and further refine students' reading and writing skills necessary for academic success at the advanced level. The objectives of these courses are for students to practice and utilize reading and writing strategies and incorporate vocabulary, grammatical principles, and specific paragraph structure and rhetorical patterns in a variety of tasks and activities appropriate for the advanced level.

ENGL081 Advanced Reading and Writing II (4 hours)

The goal of these courses is to expand and further refine students' reading and writing skills necessary for academic success at the advanced level. The objectives of these courses are for students to practice and utilize reading and writing strategies and incorporate vocabulary, grammatical principles, and specific paragraph structure and rhetorical patterns in a variety of tasks and activities appropriate for the high-advanced level.

Faculty

Bethany Cook

M.A., TESOL, Notre Dame De Namur University, Belmont, CA (2022)

B.A., Political Science, Old Dominion University, Norfolk, VA (1993)

Jared Duckworth

B.A., Theology, Olivet University, Anza, CA (2021)

Michael Neumann

B.A., English and Linguistics, San Francisco State University, CA (2019)

TESOL Certificate, TEFL Online (2010)

Yuqin Qi

M.A., Journalism, Olivet University, Anza, CA (2017)

M.Div., Olivet University, San Francisco, CA (2012)

B.Eng., Law, Shandong Financial and Intellectual College, China (2007)

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 administration according to 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 the Registrar.

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 full-time status as a result of dropping or withdrawing from a course, he/she must get express permission from the Academic Dean and the College Program Director, because his/her financial status with the university might be affected.

Dropping vs. Withdrawing

Dropping: Students may drop from class during the official drop/add period at the beginning of each quarter. This process occurs online. At the end of the quarter, no official record of the student having been in the class exists.

Withdrawal (Class Withdrawal): Students may withdraw from courses following the drop/add period until week nine of the fall, winter, or spring quarter. A grade of "W" will appear in the student's official records.

Withdrawal Policies

During the first week of the fall, winter or spring quarter, students may withdraw from a course with no record of the class appearing

on the transcript. In weeks three through nine of the fall, winter and spring quarter, the student may withdraw with the advisor's permission. The course will be recorded on the transcript with the instructor's notation of "W," indicating that the student withdrew. After week nine of the fall, winter, or spring quarter, students may not withdraw from courses.

No student may withdraw from more than five courses during the duration of his/her studies to earn a degree. A student may not withdraw from the same course more than once.

Procedure: Withdrawal from a course is accomplished with an *Add/Drop Class Form*, processed through the Registrar's Office.

There are two different types of withdrawal: "*College Withdrawal*," which is withdrawing from the college (all courses), and "*Class Withdrawal*," which is withdrawing from individual courses.

College Withdrawal (Complete Withdrawal) Policy

If a student does not intend to return to OU or is planning to be away for more than one-year (four quarters), he/she is required to file *Leave of Absence/College Withdrawal* form.

To maintain good academic standing and eligibility for readmission to the college, students finding it necessary to withdraw must do so officially. Students will then have to apply for readmission in order to return. In this case, students may be subject to updated general education, major and degree requirements. Courses taken at another institution do not need prior approval but will be evaluated for possible transfer credit at the time of readmission. Readmission is not guaranteed and is subject to the admission criteria in place at the time students reapply.

Refunds for Withdrawals

When withdrawing from a class, a student can drop a class with no charge as long as it is within the first two weeks of classes. Anytime after this, students must pay a \$15 drop fee to withdraw from a class. They will be able to do this up until the end of the fourth week of classes, at which point it is no longer possible to drop classes.

Tuition charges may be refunded 90% only if the withdrawal form is processed by the end of the second week of classes of the fall, winter and spring quarters. Students may withdraw after giving official notice and receive a refund of fees paid for which instruction was not received, through completion of 60 percent of the course or term. No refunds will be given after this time.

Repeating Courses

Courses for which grades of "D" or better have been earned may not be repeated for credit. Courses for which grades of "F" have been received may be repeated for credit. Only the grade for the repeated attempt counts toward the grade point average. All entries on the transcript, however, remain a part of the student's permanent academic record. Students will not be allowed to register for a course for which they have already received a passing grade.

Quarter System

Courses of study at Olivet University are offered, and credit for satisfactory completion is granted, on a quarter basis.

The school year at Olivet University is divided into three regular quarters –fall, winter, and spring. With the exception of the summer quarter, which has 42 days of instruction, each quarter includes 10 weeks of instruction (not including final exams).

The basic unit for credit earned is the quarter hour, representing one hour of class per week for 10 weeks.

Online/Hybrid Learning

Olivet University offers both online and hybrid courses that can be taken by students to fulfill their degree requirements at our school. Online courses may be taken by either online or resident students. Hybrid courses may be taken by resident students only. Online and hybrid courses have the same course descriptions and student learning objectives as their resident-only equivalents. Both course types are explained further in detail below.

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 coursework, 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. After receiving their ID and password, students may access the platform at the following address: <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.

Full-time Enrollment

Fall, Winter and Spring quarters only.

To be classified as full-time, 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 full-time 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	Passing	1.0
62-60	D-	Minimum Passing	0.7
Below 60	F	Failure	0

Other Grade Marks Used:

Grade	Interpretation	Grade	Interpretation	Grade	Interpretation
I	Incomplete	NF	Non-Attendance Failure	AU	Audit

IP	In Progress	P	Pass (C- or better)	R	Retake
W	Withdrawal	NP	Non-Pass / No Credit		

In Progress Grade (IP)

The grade of “IP” (In Progress) is the standard notation on the transcript for ongoing courses. After the grade deadline has passed it will be updated to either a final letter grade or a temporary grade notation to indicate the status of the course after its academic term has ended.

Incomplete Grade (I)

The “I” (Incomplete) grade is given when the course is not completed by the end of the term for acceptable reasons. The faculty will determine whether acceptable reasons exist. If this grade is not removed within ten weeks of the end of the term, it finalizes as the current grade in the course gradebook.

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.

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.

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.”

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.

Retake (R)

The mark (R) in parentheses is added next to grades in past instances of courses, which have been retaken for grade improvement and in which an equivalent course with same or better grade is listed in the same transcript. The course marked as (R) Retake is not included in cumulative GPA (cGPA) and credit calculations.

Note that retaken courses may change the tGPA and cGPA values calculated in past terms. Any disciplinary actions noted in past terms will remain unaffected and not removed from the transcript once the new GPAs are calculated. Courses which allow retakes for credit will not be marked (R) and are counted towards cGPA and credit for graduation.

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 the outcome of a faculty decision, within 10 days of the faculty member's decision, the student may appeal in writing to the Division Chair.
3. Within 10 days of the College Dean or Director's decision, the student may submit a written appeal to the Academic Dean.
4. The student is responsible to monitor email daily throughout the appeals process.

Class Work

All class work is due on the date set by the professor. No assignments will be accepted that are more than two weeks overdue, and grades on late work will be reduced for each day overdue, except under exceptional circumstances approved by the professor. The grading should be completed within 10 days after the submission

CHAPTER 11: SATISFACTORY ACADEMIC PROGRESS REVIEW

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. 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 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 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.

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 another master degree, they may request a 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. The Registrar's Office goes through a final graduation check and verifies whether students have completed all graduation requirements. If the student meets graduation requirements, the Registrar Office notifies the student to fill out the graduation application form.

4. Students fill out graduation application forms, 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.

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, the 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 this 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 re-enrolls, 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 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

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 a 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 the 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 7 business

days 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 the 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: 7:00 am – 8:00 pm PST

Wed, Fri: 7:00 am – 5:00 pm PST

Sat: 8:00 am – 5:00 pm PST

Sun: Closed

San Francisco Campus

Mon, Tue, Thu: 8:00 am – 4:30 pm PST

Wed, Fri: 8:00 am – 12:00 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	30	1 Month
Staff	10	2 Weeks
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 consist 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.

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 is the 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

admissionsf@olivetuniversity.edu

Olivet University, Washington D.C.

201 Rittenhouse St., NW
Washington, DC 20011

Olivet University, St. Louis

5341 Emerson Ave.
St. Louis, MO 6312

8300 Morganford Road
St. Louis, MO 63123

Olivet University - Jubilee Campus, Lexington

1880 Washington Ave,
Lexington, MO 64067

Olivet University, Nashville

141 Belle Forest Circle
Nashville, TN 37221
(615) 454 2392
info@olivetuniversity.edu

Olivet University - Great Commission Campus, Howe

5755 IN-9,
Howe, IN 46746

Olivet University, Atlanta

953 Martin Luther King Jr. Dr. NW
Atlanta, GA 30314

Olivet University, Chicago

3659 S. Honore St.
Chicago, IL 60609

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. Below are suggested specifications.

- * Type: PC or Mac
- * Processor: Intel Core i5 or i7 or AMD equivalent
- * Display: 13" or larger
- * Memory: 8GB or higher for PC / 16GB or higher for MAC
- * Hard Drive: 256GB SSD or higher
- * I/O ports: Two USB 3.0 ports
- * Video out: HDMI or DisplayPort
- * Wireless: AC preferred, N minimum
- * OS: Windows 10 (preferred) for PC / El Capitan (Sierra preferred)

Students in the IT, Media, Art, and Architecture programs are recommended to have higher specs on their laptops:

Apple MacBook Pro

- * 13 or 15-inch screen
- * 2.2GHz processor (2.6 or 2.7GHz will be faster)
- * 8GB to 16GB RAM (more will be better, especially for animation projects)
- * At least 256GB hard drive (512GB or larger will be better)

Desktop computers are also offered in the library, architecture, and ESL labs.

Media and Journalism students may also be working with equipment such as:

- 4K cinema video cameras
- Digital photography Cameras
- Lighting equipment and lights
- Sound and Audio Mic

Architecture and Engineering students may be working with construction related tools such as saw tables, electrical power tools, air pressure tools. Tools and equipment are available on loan to students who are taking the related courses or approved by the school.

CHAPTER 17: UNIVERSITY LEADERSHIP

ACADEMIC AND ADMINISTRATIVE LEADERSHIP

- Dr. Matthias Gebhardt
University President
- Dr. Barnabas Jung
Chief Financial Officer
- Dr. Walker Tzeng
*Chief Operating Officer, Chaplain
Dean of Olivet Institute of Technology*
- Dr. Julia Tzeng
Dean of Students
- Dr. Sarah LaFleur
Dean of Olivet Theological College & Seminary
- Dr. Merrill Smoak
Dean of Jubilee College of Music
- Dr. Joan Carter
Dean of Olivet School of Art & Design
- Jacob Chatterjee, Esq.
Dean of Olivet School of Business
- Dr. Jasmine Park
Dean of Olivet School of Language and Education
- 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 the Institute of Faith and Family
Director of Doctor of Ministry Program



OLIVET UNIVERSITY

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

2 0 2 2 - 2 0 2 3

Graduate Academic Catalog

2022-2023

September 1, 2022 through August 31, 2023



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 2022-2023

Administrative Holidays 2022-2023

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

Statements on Institutional State Exemptions

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

General Transfer Student Admissions Policy

UNDERGRADUATE

GRADUATE

Instances of Fraud

CHAPTER 3: TUITION AND CHARGES

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:

Sample Student Refund Calculation

Loans

Federal or State Guaranteed Financial Aid Programs

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

Concentration Description

Marketplace Ministry Concentration

Concentration Goals

Curriculum

Christian Media Concentration

Concentration Goals

Curriculum

Mission & Church Concentration

Concentration Goals

Curriculum

Prayer and Spirituality Concentration

Concentration Goals

Curriculum

Children's Ministry Concentration

Concentration Goals

Curriculum

Christian Hospitality Concentration

Concentration Goals

Curriculum

Master of Divinity (Advanced Standing)

Course Waivers

Course Descriptions

Faculty

CHAPTER 5.2: MASTER'S DEGREE PROGRAMS

Master of Arts in Music

Additional Admission Requirements

Program Goals

Graduation Requirements

Time Limits

Curriculum

Course Descriptions

Graduation, Employment and Ministry Placement Rates

Faculty

Master of Arts in Journalism

Program Goals

Graduation Requirements

Time Limits

Curriculum

Course Descriptions

Graduation, Employment and Ministry Placement Rates

OSMC Graduate Faculty

Master of Arts in Graphic Arts

Program Goals

Graduation Requirements

Time Limits

Curriculum

Course Descriptions

Graduation, Employment and Ministry Placement Rates

OSAD Graduate Faculty

Master of Arts in Information Technology

Program Goals

Graduation Requirements

Time Limits

Curriculum

Course Descriptions

Graduation, Employment and Ministry Placement Rates

Faculty

Master of Arts in Translation and Interpretation

Program Goals

Graduation Requirements

Time Limits

Curriculum

Course Descriptions

Graduation, Employment and Ministry Placement 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, Employment and Ministry Placement Rates

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 Journalism Joint Degree Program

Program Goals

Graduation Requirements

Time Limit

Curriculum

Graduation and Employment Rates

Master of Divinity / Master of Arts in Graphic Arts 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, Employment and Ministry Placement Rates

Faculty

Doctor of Philosophy in Information Technology

Program Goals

Graduation Requirements

Curriculum

Graduation and Employment Rates

Doctor of Philosophy (Ph.D.) in Business Management

Program Goals

Graduation Requirements

Time Limits

Complete Curriculum Leading to Ph.D. (For BA/BS Holders)

Curriculum for MA/MS Degree Holders

Graduation and Employment Rates

CHAPTER 7: CERTIFICATE PROGRAMS

Certificate in English as a Second Language

Program Goals

ESL Certificate Completion Requirements

Curriculum

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

Faculty

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

Full-time 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



Dear Prospective Student,

Welcome to Olivet University. With great joy, we present to you the 2022/23 Academic Catalog filled with great learning and ministry development opportunities.

This year continues with a strong emphasis on practical and integrated learning for Christian ministry in all fields of society.

As an institution of Biblical higher education, we are 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.

Since its founding in 2004 in the San Francisco Bay Area, accessibility and the use of technology have been hallmarks of our programs. Both traditional learning and distance education have long been valued and nurtured at Olivet, helping us to better serve your needs with a flexible ministry-balanced program.

Our courses are available online worldwide, and at more than a dozen locations in North America. Degree programs are fully offered in three languages (and many more for individual courses), positioning Olivet University to become a truly international university.

Thank you for your interest. It is a great privilege for Olivet to welcome and serve you as you grow spiritually and professionally in your ministry.

Blessings in Christ,

Dr. Matthias G. Gebhardt

Disclaimer

The policies and procedures contained in this handbook are in effect from September 1, 2022, through August 31, 2023. 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 the 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 question a student may have regarding this handbook that has not been satisfactorily answered by the University may be directed to the Bureau for Private Postsecondary Education at 1747 N Market Blvd. Ste 225 Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-8900 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 online at this website: 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 website, 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 2022-2023

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

Administrative Holidays 2022-2023

To reach Olivet University’s Main Campus, please call (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: Global Christian Education Summit Veterans Day Thanksgiving Break Christmas Holiday New Year’s Day (observed)	Oct 24 – Nov 4, 2022 Nov 11, 2022 Nov 24-25, 2022 Dec 24-26, 2022 Jan 2, 2023
Winter Term: Martin Luther King Day Presidents' Day	Jan 16, 2023 Feb 20, 2023
Spring Term: Good Friday Memorial Day	April 7, 2023 May 29, 2023
Summer Term: Independence Day Labor Day	July 4, 2023 Sep 4, 2023

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 Olivet University's 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 School of Media and Communication, Olivet School of Art & Design, Olivet Institute of Technology, Olivet School of Language and Education, Olivet Business School, 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 joint degrees between the Master of Divinity and other university colleges.

In the 2017-18 academic year 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 relocated within Washington, DC, to a building 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 to select classes 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. The University works to open the doors of Biblical higher education to qualified students, even in nations closed to the Gospel of Jesus Christ, by offering its programs through distance learning and by making this opportunity accessible.

Global Community

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

Service

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

Quality

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

Institutional Goals of Olivet University

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

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

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

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

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

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

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

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

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

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

Olivet’s Core Learning Outcomes

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

Spiritual & Evangelistic Growth (se)

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

se1:	Develop habits of personal and corporate worship.
se2:	Learn the importance and power of personal and corporate prayer.
se3:	Examine the history of evangelism and the Church and its traditions.

se4:	Understand the power of a personal testimony.
se5:	Learn Scriptures that will help verbally articulate the Christian faith.
se6:	Communicate the Christian message in word and deed.

Biblical Competence (bc)

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

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

Academic Excellence (ae)

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

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

Emotional-Social Development (es)

Since Olivet University is a Christian community with a world mission focus, our educational outcomes include Emotional-Social

outcomes. Therefore, Olivet will enable students to:

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

Ministry Impact (mi)

Since Olivet University is committed to training ministry-bound men and women for Christian mission, especially in the network generation our educational outcomes include Ministry outcomes. Therefore, Olivet will enable students to:

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

Faith-First Educational Philosophy

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

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

Statement of Faith

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

We believe in:

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

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

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

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

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

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

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

Olivet University Commitment to Students

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

Olivet is committed to:

Spiritual Wellness

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

Intellectual Wellness

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

Emotional Wellness

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

Physical Wellness

- Providing clean and safe environment that will help the students gain freedom from illness, disease, and need for

medications.

- Offering recreational and sporting programs that will promote and develop healthy lifestyle choices.
- Offering educational programs that will help maintain a balanced natural diet and regular sleeping habits.

Social Wellness

- Forming and contributing to positive relationships of mutual respect.
- Comfortably and effectively performing a variety of social and group roles.
- Seeking and fulfilling Christ-like leadership roles that contribute positively to communities and the larger society.

Statements on Institutional Approval

Olivet University contains several colleges as well as its 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. Doctor of Philosophy in Business Administration
28. Certificate in English as a Second Language
29. Certificate in Languages
30. Certificate in Teaching English to Speakers of Other Languages

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

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, and 1730 Rhode Island Avenue, NW, #1205, Washington, DC 20036 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.

Statements on Institutional State Exemptions

State of Missouri

The Missouri Department of Higher Education & Workforce Development has granted exemption as “a non-profit school, owned, controlled, and operated by a bona fide religious or denominational organization that offers no programs or degrees and grants no degrees or certificates other than those specifically designated as religious degrees or programs” on September 8, 2015. The status of exemption does not constitute approval or recognition of the institution or its programs of instruction by the Coordinating Board, the Department of Higher Education and Workforce Development, or the State of Missouri.

State of Indiana

The Indiana Commission for Higher Education staff has determined the programs proposed by Olivet University at Howe, Indiana are of a sufficiently religious nature that no further authorization from the Board for Proprietary Education is needed at this time.

World Evangelical Alliance (WEA)

Olivet University is a member of the World Evangelical Alliance (WEA), the world’s largest evangelical body that serves some 600 million evangelicals in more than 130 countries.

For more information about the WEA, please visit <http://www.worldea.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 accredited by the Association for Biblical Higher Education (ABHE) to award Certificates, Bachelor, Master's and Doctorate degrees. Olivet University is listed here in the ABHE directory of member institutions.

ABHE is recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). Contact the ABHE Commission on Accreditation at 5850 T.G. Lee Blvd., Ste. 130 Orlando, FL 32822; call 407-507-0808; or visit www.abhe.org.

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 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 the applicant about the admission decision. 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. Admission Essay. Applicants must submit a written admission essay. Admission essay Part I should be approximately 700-1000 words in length describing their personal faith in Jesus Christ. Admission essay Part II should be no less than 1000 words, describing their reason for applying to the University and their study plan. All applicants to Olivet University should evince a strong Christian character, the 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: Applicants 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.

6. Test Scores – Applicants must submit GRE/GMAT test scores, with exceptions.*

If an applicant submits multiple score reports, the highest score earned in every single subscore 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 on 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 advising and placement in appropriate courses.

7. Program Language Proficiency

A. Olivet University requires the 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 the 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 familiar with the applicant's current church involvement. The other two recommendations should come from church members who can comment on your personal faith in Jesus Christ. This could be two committed members of your church. Recommendations may not be from a member of your immediate family or your spouse.

Additional recommendation - If applicants serve in another ministry besides their church, they can submit a reference from one of its leadership team members.

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

10. Application Fee – Applicants must submit a \$75.00 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 minimum score of 95 on the Duolingo English Test

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

Spanish Language Proficiency Requirements for Individual Graduate Courses

Olivet University does not currently offer entire programs on the graduate level 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 those 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 those 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 those 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 expenses 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 identify 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.

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: TUITION AND CHARGES

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*

General Graduate Degree Programs	\$278 per unit
M.A. IT Degree Program	\$378 per unit
M.B.A. and Ph.D. Degree Programs	\$500 per unit
Basic Certificate Programs (ESL)	\$173 per unit
Auditing Courses	See <i>Registration Fees</i> below

Other Fees (Non-Refundable)*

Admissions Fees	
Application for Admission	\$75
Application for Re-Admission	\$75
General Fees	
Applied Music Fee	\$25 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
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: bedroom 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 a 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.

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 apartment	\$1030 and up / month	N.A.
1-Bdr apartment	\$1450 and up / month	N.A.
2-Bdr apartment	\$1800 and up / month	N.A.
3-Bdr+ apartment	\$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 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.
- Transcripts and other official school documents will not be issued.
- Degrees 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 non collection 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 after 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 Olivet University may receive a partial or full refund of tuition. Regardless, a \$15 drop

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

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

Fall, Winter and Spring quarter:

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

Summer quarter:

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

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

Sample Student Refund Calculation

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

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

$$\text{Drop fee of } \$15 \text{ per course} \times 2 \text{ courses} = (\$30)$$

$$\text{Total refund due to student} = \$1,717$$

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.)

Federal or State Guaranteed Financial Aid Programs

If the student has received federal financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds. This institution **does not** participate in any federal or state financial aid program, including Title IV, at this time.

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 Ministry Program.

Master's Degrees

Several colleges at Olivet University offer Master of Arts degrees in their fields. These degrees are typically completed in one to two years of fulltime study and qualify their graduate for highly skilled positions, college level teaching, and the pursuit of advanced degrees in the field.

Master of Arts degrees in Music, Journalism, Graphic Arts, Information Technology, Translation and Interpretation, and in Teaching are being offered as well as a Master's of Business Administration.

Dual Degree Programs

Dual degree programs at Olivet University are currently only being offered as a cooperation between Olivet Theological College and Seminary and one of the other schools or colleges. Students will enroll in OTCS as a Master of Divinity candidate and transfer for example to Olivet Business School's M.B.A. after the first two years of study. Once both graduation requirements are fulfilled the student is being awarded both degrees simultaneously.

Advanced Graduate Degree Programs

Graduates of graduate programs in theology or divinity can apply for OTCS' Master of Theology degree program. Choosing a specialization among biblical studies, theology, church history, or ministry candidates for the Th.M. prepare for research doctorates or often entry level seminary teaching positions. The program can be completed in 18 to 24 months of advanced study and requires the production and defense of a thesis paper.

Non-degree Certificate Programs

For enrichment or language development purposes prospective and active students can register either the English as a Second Language program or Olivet's Certificate in Languages. Courses in these programs do not count towards graduate credit.

CHAPTER 5.1: FIRST PROFESSIONAL DEGREE PROGRAMS

Master of Divinity

The Master of Divinity is Olivet Theological College & Seminary's flagship four-year program 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 church and various ministries in a global context.

Being the entrance qualification for ordained pastoral 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 experiences. In order to train the future pastors and ministers in face of the dynamic world with specific ministry internship experience, Olivet's M. Div. student can also choose their concentrations.

The program's emphasis is providing students the opportunity to study at more than one Olivet University location. Students interested in taking Master of Divinity program online can do so at eCampus.

Program Goals

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

- Grow in likeness to Christ.
- Develop biblically and theologically sound expository sermons within a historical context.
- Evaluate contemporary moral and social issues by applying Biblical and theological principles.
- Develop professional competencies, particularly in missions and church ministry.

Graduation Requirements

In order to graduate with a Master of Divinity degree from OTCS, the student must:

1. Pass a total of 136 quarter credits: 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 ten (10) 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 evening/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 six Biblical studies courses and four biblical language courses:

1. BIBL501 Old Testament I - Pentateuch (4 units)
2. BIBL502 Old Testament II- Historical Books, Psalms and Wisdom Books (4 units)
3. BIBL503 Old Testament III- Canonical Prophets (Isaiah- Malachi) (4 units)
4. BIBL511 New Testament I - Gospels (4 units)
5. BIBL512 New Testament II - Acts & Pauline Epistles (4 units)
6. BIBL513 New Testament III - Hebrews to Revelations (4 units)
7. BIBL550 Hebrew for Biblical Interpretation I* (2 units)
8. BIBL551 Hebrew for Biblical Interpretation II* (2 units)
9. BIBL560 Greek for Biblical Interpretation I* (2 units)
10. BIBL561 Greek for Biblical Interpretation II* (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 (40 Units)

Students are required to take the following four historical studies courses and six theological studies courses:

1. HIST501 History of Christianity I: 100-1500 (4 units)

2. HIST502 History of Christianity II: 1500-1900 (4 units)
3. HIST503 History of Christianity III: 1900-Present (4 units)
4. HIST510 Historical Theology I (4 units)
5. THEO500 Theological Prolegomena (4 units)
6. THEO501 Systematic Theology I: Doctrine of God, Anthropology (4 units)
7. THEO502 Systematic Theology II: Christology, Soteriology (4 units)
8. THEO503 Systematic Theology III: Ecclesiology, Eschatology (4 units)
9. THEO600 Christian Apologetics (4 units)
10. THEO610 Christian Ethics (4 units)

3. Ministry Studies Requirement (16 Units)

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

1. MINS600 Evangelism & Discipleship (4 units)
2. MINS700 Homiletics (4 units)
3. MINS710 Pastoral Counseling (4 units)
4. MINS760 Pastoral Ministry (4 units)

4. Electives Requirement (8 Units)

Students are required to take additional elective courses of their choice in any area of this OTCS' graduate program.

5. Ministry Studies Distribution Requirement (40 Units)

Concentrations are intended for students desiring more flexibility in completing their required coursework and related internships. M.Div. students who choose to fulfill their Ministry Studies Distribution Requirements with a concentration are required to select a concentration in one of the six specialty areas listed below. The curriculum of each concentration consists of four to seven courses and twelve 1-quarter unit internship/curricular practical experience courses. The internship courses are taken each quarter of fulltime enrollment and require employment for 6-20 hours per week in a professional service role in the field. Detailed information about these concentration courses are provided below. A declared concentration can only be changed within the first half of the degree program.

- Mission & Church Concentration (40 Units)
- Christian Media Concentration (40 Units)
- Children's Ministry Concentration (40 Units)
- Christian Hospitality Concentration (40 Units)
- Marketplace Ministry Concentration (40 Units)
- Prayer and Spirituality Concentration (40 Units)

6. 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.

Concentration Description

Marketplace Ministry Concentration

The Olivet University Master of Divinity Marketplace Ministry Concentration trains future ministers in foundational competencies necessary to engage in founding small to medium scale businesses that support church planting and growth. Graduates will gain valuable practical experience in marketplace ministries that enables them to minister working professionals effectively, as compared to graduates of a traditional seminary program.

Concentration Goals

In the context of Olivet's mission and the Master of Divinity degree program goals, completion of the Marketplace Ministry concentration will enable students to:

- Understand the core concepts of business including financial, legal, management, and be able to apply these concepts in a business context.
- Develop the ability to create new business ventures utilizing various available resources within the context of a “Business as Mission” mindset.
- Articulate and defend the relationship between business skills and techniques with the Christian faith.

Olivet Core Learning Outcomes Addressed

The Marketplace Ministry concentration additionally addresses the following core outcomes:

es4:	Recognize the importance of self-discipline and service.
mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

Curriculum

The Masters of Divinity Marketplace Ministry concentration consists of a core of four courses from the Olivet Business School Course Catalog and twelve internship courses to be taken each quarter of full-time enrollment. The internship requires employment for at least 6-20 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.

Christian Media Concentration

The Olivet University Master of Divinity Christian Media concentration teaches the core elements in journalism. The theory and practice of gathering, processing, and delivering news are 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 Christian Media 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.
mil:	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 Christian Media 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 6-20 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.

Mission & Church Concentration

The Olivet University Master of Divinity Mission & Church Concentration 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 Mission & Church 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 Mission & Church 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 Master of Divinity Mission & Church 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 6-20 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 ministers and pastors for ministry with an emphasis on prayer, spirituality and the exercise of spiritual gifts is the goal of this concentration in the Master of Divinity program. A firm understanding of biblical and historical roots of prayer and spirituality in Christianity is the goal of the course in this concentration. It is complemented by an extensive practical ministry internship program equipping with the experience essential to prayer ministry.

Concentration Goals

In the context of Olivet's mission and the Master of Divinity degree program goals, completion of the Prayer and Spirituality concentration will enable students to:

- Demonstrate a historical redemptive interpretation of his or her ministry within the context of the history of spirituality.
- Lead individual and small to large group prayer meetings.
- Further other's spiritual development through prayer.
- Embody the role of the Biblical prophet individually and within the church community.

Olivet Core Learning Outcomes Addressed

The Prayer and Spirituality concentration additionally addresses the following core outcomes:

es4:	Recognize the importance of self-discipline and service.
mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

Curriculum

The Masters of Divinity Prayer and Spirituality concentration consists of a core of four courses from the OTCS course catalog and twelve internship courses to be taken each quarter of full-time enrollment. The internship requires employment for at least 6-20 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.

3. Electives (12 Units)

Electives can be chosen freely from practical theology courses relating to prayer & spirituality 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.

Children's Ministry Concentration

The Children's Ministry concentration trains future ministers in foundational competencies of children's ministry as frequently required in Sunday and church schools. Basic courses in growth and development, educational theory, curriculum design, and parents and community relations equip students with the tools needed to succeed in the concurrent children's ministry internships, which are an integral part of the program.

Concentration Goals

In the context of Olivet's mission and the Master of Divinity degree program goals, completion of the Children's Ministry concentration will enable students to:

- Grow in likeness to Christ as teacher.
- Develop advanced knowledge of curriculum, child development, and instruction.
- Interpret contemporary educational issues by applying educational theories and principles consistent with a faith-based philosophy.
- Develop professional competencies to serve children and families as effective and innovative teachers committed to the highest standards of professional practice.

Olivet Core Learning Outcomes Addressed

The Children's Ministry concentration additionally addresses the following core outcomes:

es4:	Recognize the importance of self-discipline and service.
mi1:	Apply Biblical principles to real life problems.

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

Curriculum

The Masters of Divinity Children's Ministry concentration consists of a core of four courses from the Master of Arts in Teaching curriculum and twelve internship courses to be taken each quarter of full-time enrollment. The internship requires employment for at least 20-40 hours per week in an elementary school, childcare center, Sunday school or related ministry setting.

1. Education Ministry Core (19 units)

- ECCE 500 Applying Theories of Child Development and Learning, Birth through Grade 6 (5 units)
- ECCE 501 Theoretical Foundations of Educational Approaches (4 units)
- ECCE 502 Designing Curriculum and the Learning Environment, Pk through Grade 6 (5 units)
- ECCE 532 Partnering with Families and Communities, Birth through Grade 6 (5 units)

2. Internship Requirement (12 Units)

Students are required to enroll the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- PRAC501-803 Curricular Practical Experience 1-12* (1 unit each)

* Students taking a higher quarterly course load than required by the Master of Divinity program will need to register this course during the summer session(s) as well to ensure completing 12 quarters of internship by the time of graduation.

3. Electives (9 Units)

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

Christian Hospitality Concentration

The Olivet University Master of Divinity Christian Hospitality concentration teaches the core elements of culinary arts and hospitality from a Biblical ministry vantage point. Theory and practice of nutrition, food safety, culinary skills synthesis, menu development, and economical operations is emphasized preparing individuals to create and oversee effective hospitality operations within various ministry contexts. Additionally graduates will have gained valuable practical experience in the culinary arts and hospitality industry to minister to working professionals much more effectively than would be possible in a traditional seminary degree.

Concentration Goals

In the context of Olivet's mission and the Master of Divinity degree program goals, completion of the Christian Hospitality concentration will enable students to:

- Demonstrate skills and knowledge required of culinarians and apply them in a commercial kitchen.
- Evaluate food safety hazards and implement appropriate procedures and corrective measures using industry-standard models and principles.
- Plan and manage labor and food costs in order to operate an economically sustainable environment.
- Demonstrate Biblical practices of creation care and stewardship applied to culinary ministry.
- Differentiate professional communication strategies and leadership styles used to effectively lead a globally diverse team within a culinary-focused Christian ministry context.
- Produce and evaluate culinary management tools.

Olivet Core Learning Outcomes Addressed

The Culinary Ministry concentration additionally addresses the following core outcomes:

es4:	Recognize the importance of self-discipline and service.
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 Christian Hospitality concentration consists of a core of four courses from the culinary arts and hospitality field and twelve internship courses to be taken each quarter of full-time enrollment. The internship requires employment for at least 6-20 hours per week in a food services or hospitality position.

1. Christian Hospitality Ministry Core (16 units)

- BIBL603 Biblical Hospitality (2 units) (Prereq. MINS624, MINS625)
- HOSP511 Practice Biblical Hospitality by Preparing A Welcoming Guest Room (2 units)
- CULA520 Introduction to Nutrition and Special Dietary Requirements (2 units)
- CULA521 Seasonal Ingredients and Application (2 units)
- CULA530 Event Food Management 1 (2 units)
- CULA531 Event Food Management 2 (2 units)
- CULA532 Event Food Management 3 (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.

3. Electives (12 Units)

Electives can be chosen freely from courses relating to culinary arts and hospitality field in Olivet University's Olivet Hospitality School. It is recommended to choose course going deeper into your topics of interest in this field.

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 2022 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 BIBL330 Pentateuch (4 units)
2. BIBL511 New Testament I (4 units) equivalent to BIBL120 The Gospels (4 units)
3. THEO600 Christian Apologetics (4 units) equivalent to BIBL310 Biblical Apologetics (4 units)
4. THEO610 Christian Ethics (4 units) equivalent to THEO220 Introduction to Christian Ethics (4 units)
5. THEO500 Theological Prolegomena (4 units) equivalent to THEO100 Introduction to Theology (4 units)
6. HIST501 - History of Christianity I (4 units) equivalent to HIST110 History of Christianity (4 units)

Graduation, Employment and Ministry Placement Rates

Olivet Theological College & Seminary calculates 100% graduation rates for California students and 150% graduation rates for all students.

The graduation rate information is based on first-year graduate's students who graduate within 4 years of starting their studies. The on-time graduation rate for students who entered in 2016 and resided in California was 28%.

The 150% graduation rate for all students who entered Master of Divinity Program since 2014 was 49%.

Course Descriptions

Biblical Studies & Languages (required)

BIBL501 Old Testament I - Pentateuch (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 - Historical Books, Psalms and Wisdom Books (4 units)

A survey course based on the Historical Books (Joshua-2 Chronicles). Background and content of the OT Book of Psalms and the OT Wisdom Books.

BIBL503 Old Testament III - Canonical Prophets (Isaiah- Malachi) (4 units)

A survey course of 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).

BIBL511 New Testament I - Gospels (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 - Acts & Pauline Epistles (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 - Hebrews to Revelations (4 units)

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.

BIBL551 Hebrew for Biblical Interpretation I (2 units)

This course is divided into two parts, 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.

BIBL552 Hebrew for Biblical Interpretation II (2 units)

This course is divided into two parts, 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.

Prerequisite BIBL552: BIBL551

BIBL561 Greek for Biblical Interpretation II (2 units)

This course is divided into two parts, 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.

BIBL562 Greek for Biblical Interpretation II (2 units)

This course is divided into two parts, 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.

Prerequisite BIBL562: BIBL561

Biblical Studies & Languages (elective)

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.

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.

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.

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)

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.

HIST510 Historical Theology I (4 units each)

Historical Theology is an approach to studying Christian doctrine, theology, and ideas through a historical perspective. This course will examine the historical developments of Christian thought from its beginnings, through the formation of Trinitarian Doctrine, Medieval Church, and finally the Protestant Reformation. This includes the historical context that influenced Christian theologians and their ideas, statements, and systems during this period. It also includes theological and philosophical movements inside and outside of the Church that had a major impact on the developments of Christian thought during this period. Historical theology studied in this course will reference Scripture as the basis and present theology within an evangelical Kingdom-Biblical worldview.

Historical Studies (elective)

HIST511 Historical Theology II (4 units each)

Historical Theology is an approach to studying Christian doctrine, theology, and ideas through a historical perspective. This course is designed to study the historical developments of Christian thought from post-Reformation, Enlightenment, the 19th Century Romanticism, 20th Century Liberal and Evangelical Theology, and up until the present day. This includes the historical context that

influenced Christian theologians and their ideas, statements, and systems during this period. It also includes theological and philosophical movements inside and outside of the Church that had a major impact on the developments of Christian thought during this period. Historical theology studied in this course will reference Scripture as the basis and present theology within an evangelical Kingdom-Biblical worldview.

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 Evangelism 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 Evangelism 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 to thesis.

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: Theology Proper, Anthropology (4 units)

This course explores topics including the doctrine of God, comprising the being and works of God; creation of the universe and life on earth and theological anthropology and the nature and effects of sin.

Prerequisite: THEO500

THEO502 Systematic Theology II: Christology, Soteriology (4 units)

This course explores topics including Christology, comprising the person and work of Christ; Pneumatology and Soteriology, including the entire order of salvation.

Prerequisite: THEO501

THEO503 Systematic Theology III: Ecclesiology, Eschatology (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 Theological Hermeneutics (4 units)

This course examines hermeneutics from biblical, theological, and philosophical perspectives. Hermeneutics explores how we understand and handle texts. The course is designed to investigate how we understand and respond to the biblical text and beyond.

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 Contemporary Theology (4 units)

This course surveys the major cultural, theological, and historical events in Christian theology from the late nineteenth century to the present. It covers the work and writing of a seminal theologian of the present and recent past.

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)

Daehoon Bart Go

Doctor of Ministry, Olivet University, San Francisco, CA (2014)
Master of Divinity, Olivet University, San Francisco, CA (2012)
Bachelor of Physics Education, Pusan National University, Busan, Korea (2009)

Darlene Gautsch

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

David 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)

Deborah Im

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

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., Yonsei University, South Korea (2004)

Haejo Yim

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

M.Div., Olivet University, San Francisco, CA (2006)

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

Hailong H. Zhang

D. Min., Olivet University, San Francisco, CA (2016)

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

M.S., Harbin Institute of Technology, China (2007)

Hong A. Fu

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

M.Div., Olivet University, San Francisco, CA (2012)

B.Ed., Shanxi University, China (2006)

Jack Voelkel

D.Miss., Fuller Theological Seminary (1991)

Th.M., Fuller Theological Seminary (1971)

M.Div., Princeton Theological Seminary (1959)

B.A. in History, Wheaton College (1956)

Jana Rebrova

D.Min, Olivet University, San Francisco, CA (2021)

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

B.A., Theology, Olivet University, San Francisco, CA

Jiyeon S. Lee

D.Min., Olivet University (2013)

M.Div., Olivet University (2006)

B.A. in Food and Nutrition, Busan University (2002)

Joseph 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, Korea (2008)

Julia Tzeng

D.Min., Olivet University (2010)

M.Div., Olivet University (2005)

B.A., Chinese Literature, Fudan University (2001)

B.S., Chinese Language, Chosun University (1997)

Kyoungjun Jung

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

M.Div., Olivet University, San Francisco, CA (2006)

B.A. in Electric Engineering, Youngnam University (2001)

Linda Li

D. Min., Olivet University, Anza, CA (2018)

M.Div., Olivet University, San Francisco, CA (2011)

B.A., Changchun University, China (2007)

Linda Mercadante

Ph.D., Princeton Theological Seminary (1986)

Doctoral studies, Graduate Theological Union (1980)

M.C.S., Regent College B.A., American University (1978)

B.A., American University (1968)

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

D.Min., Olivet University, Anza, CA (2015)

M.Div., Olivet University, San Francisco, CA (2005)

B.A., Theology, Olivet University, San Francisco, CA (2003)

Nicole Enke

D.Min., Olivet University (2021)
M.Div., Olivet University (2015)
B.A. in Theology, Olivet University (2012)

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)

Rachel Kang

D.Min. Olivet University, San Francisco, CA (2014)
M.Div., Olivet University, San Francisco, CA (2005)
B.A. (U.S. Law), Summa Cum Laude, Handong Global University (2002)

Richard Calenberg

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

Sangyoung Kim

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

Sarah LaFleur

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

Simon Jang

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

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)

Sumi E. Hwang

D.Min., Olivet University (2020)

M.Div., Olivet University (2013)
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)

Thu K. Tran

D.Min., Olivet University (2020)
M.Div., Olivet University (2015)
B.S., Korean Advanced Institute of Science and Technology (2012)

Timothy Howe

Th.M., Golden Gate Baptist Theological Seminary, (2018)
Certificate of Christian Apologetics, Biola University (2009)
M.Div., Golden Gate Baptist Theological Seminary (1999)
B.A., Christian Ministries, East Texas Baptist University (1993)

Yoojung Lee

D.Min., Olivet University (2011)
M.Div., Olivet University (2006)
B.A. in English Education, Daegu University (2003)

Zhonghao Li

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

CHAPTER 5.2: MASTER'S DEGREE PROGRAMS

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.

Additional Admission Requirements

All applicants to Jubilee College of Music must submit the following additional items to jcm@olivetuniversity.edu.

In writing answer the following two questions:

1. In a one-page paper describe your understanding of Christian worship and the importance of music in Christian worship.
2. In a one-page paper describe your music training and worship leadership experience.

Submit Audition videos:

1. A video of you singing or playing one hymn.
2. A video of you singing or playing two contemporary praise & worship songs in contrasting tempo and style.
3. A video of you singing or playing a song of your choice. If singing is your choice, you may sing in your first language (e.g. Chinese, Korean).

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: 24 quarter hours of professional studies, 12 quarter hours of three-course sequenced master's

- project, 6 quarter hours of music ministry practices, and 12 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 Services.
 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 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 at the Graduate level.

Major Performance Requirement Tracks

MUPR710-730 Performance Program I-III (4)

Guided study in a 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 a recital performance.

Pre- or co-requisite: PVJR500

Music Performance / Practice Courses (Elective)

ENSB500 Ensemble (1)

Weekly rehearsals in preparation for public performance.

MUPR510 Composition & Arranging (4)

A course covering a variety of writing techniques and approaches in a variety of styles and ensemble settings. It deepens the student's understanding of the elements of notation, structure, orchestration, and style in the creative writing process, with these elements studied from practical and theoretical perspectives.

MUPR520 Graduate Conducting (2)

A course covering the techniques and procedures of conducting ensembles, including score reading and analysis. Emphasis is placed on the development of rehearsal and performance techniques.

MUSC510 Graduate Theory Review (4)

Course reviewing core competencies in written theory, sight-singing, and dictation. Topics covered include part writing, form, harmonization, and music reading and dictation involving intervals, scales, chord outlines, and rhythm patterns.

MUSC501 Renaissance & Baroque Music (4)

A study of composers and pieces from the medieval period until the mid-Eighteenth century.

MUSC502 Classical & Romantic Music (4)

A study of composers and pieces from the mid-Eighteenth to the beginning of the 20th century.

MUSC503 20th Century Music(4)

This course is for students who wish to learn about the significant trends of (Western) classical music from the early 20th century until today. Students will learn many of the major composers, scores, and recordings of many compositions, and various compositional techniques from atonality to indeterminacy, minimalism, and electronic/computer music. Reading, listening, and score study will be practically supplemented through the performance of selected works.

MUSC600 Graduate Seminar A (2)

MUSC610 Graduate Seminar B (4)

Guided study in special topics.

MUPR501-503, 601-603 Music Ministry Practice (1)

This course connects students to practical work in Christian ministries. The students participate in supervised ministry in a church or specialized ministry appropriate with an approved JCM ministry affiliate.

MUPR511-513, 611 Graduate Applied Music: Piano I-IV (2)

MUPR521-523, 621 Graduate Applied Music: Voice I-IV (2)

MUPR531-533, 631 Graduate Applied Music: Guitar I-IV (2)

MUPR551-553, 651 Graduate Applied Music: Composition I-IV (2)

This course provides private music instruction on a principal instrument or in principal voice for music majors. Instruction is currently limited to piano, voice, guitar, and composition for students already proficient in playing an instrument or singing. The 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, Employment and Ministry Placement Rates

Jubilee College of Music calculates 100% graduation rates for California students and 150% graduation rates for all students.

The graduation rate information is based on first-year master's students who graduate within 2 years of starting their studies. The on-time graduation rate for students who entered in 2018 is 50%.

The 150% graduation rate for students who entered in 2017 is 0%.

The current employment rate for the Master of Arts in Music program is 100%. The data reflect only cases for which data and documentation compliant with BPPE minimum requirements could be collected by Olivet University.

Faculty

Alfred Merrill Smoak

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

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

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

Aria Reppert

D.Min., Olivet University (2021)

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

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

Christina Kim

D.Min., Olivet University (2019)

M.Div., Olivet University (2012)

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

Eric Burgett

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

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

Hyungmin Lee

D.Min., Zinzendorf School of Doctoral Studies, Olivet University (2021)

M.A., Jubilee College of Music, Olivet University (2013)

M.Div., Olivet Theological College & Seminary, Olivet University (2006)

B.A., Hankuk University of Foreign Studies, Seoul, Korea (2001)

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 ethics in the practice of journalism
- Contribute to innovative developments of communications in Christian mission

Graduation Requirements

1. Demonstrate proficiency in Bible knowledge with a passing score on the written comprehensive examination in the area of Bible knowledge or required coursework (THEO200 and THEO210) in Bible and theology.
2. Pass a total of 60 quarter hours: 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, Employment and Ministry Placement Rates

Olivet School of Media and Communication calculates 100% graduation rates for California students and 150% graduation rates for

all students.

The graduation rate information is based on first-year master's students who graduate within 2 years of starting their studies. The on-time graduation rate for students who entered in 2017 and resided in California was 0%.

The 150% graduation rate for students who entered in 2016 was 100%.

The current employment rate for the Master of Arts in Journalism program is 0%. The data reflect only cases for which data and documentation compliant with BPPE minimum requirements could be collected by Olivet University.

OSMC Graduate Faculty

David James Randolph

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

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

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

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

David M. Randolph III

M.F.A. Writing and Poetics, The Naropa Institute, Boulder, CO (1998)

B.A. English, Middle Tennessee State University, Murfreesboro, TN (1992)

Edwin Tsuei

M.F.A. in Photography, Academy of Art University, San Francisco, CA (2008-Present)

B.A. Journalism, Olivet University, San Francisco, CA (2007) Transfer from University of San Diego

Eunice Or

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

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

Edward Shih

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

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

Lillian Kwon

M.A., Journalism, Olivet University (2011)

M.Div., Olivet University (2008)

B.A., English, University of California Los Angeles (2005)

Xia-Maria Mackay

M.A. Journalism, Olivet University (2010)

B.A. European Social and Political Studies, University College London, UK (2005)

Jenny Clark

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 professional studies, 7 quarter hours of ministry/professional practice, and 8 quarter hours of Biblical Studies or theology.
- Demonstrate proficiency in Bible knowledge with a passing score on the written comprehensive examination in the area of Bible knowledge or required coursework (THEO200 and THEO210) in Bible and theology.
- Maintain a 3.00 (B grade point average) in all Olivet University work.
- Receive a passing mark for all Christian Service and Chapel requirements.
- Satisfactorily complete a final project and final portfolio.
- Complete all degree requirements within the 5-year time limit.
- Satisfy all financial responsibilities of the university.

Students are subject to the Master of Arts in Graphic Arts degree requirements of the Catalog of the year in which they entered.

Time Limits

The Master of Arts degree program is normally fulfilled in two (2) years of study. Except under extenuating circumstances, all requirements for the degree must be completed within four (4) years of the date of enrollment. Students who have not completed the requirements within the four-year period must petition for extension every term, up to a maximum of five (5) years from the date of enrollment, to remain in the program.

Curriculum

Prerequisite Courses

- FARI110 Color Theory and Design
- GDES100 Basic Graphic Design
- GDES200 Typography 1
- GDES300 Web Design

Note: These four courses do not count towards degree requirements and are required of all students who do not hold a degree in graphic design or a closely related field before entering Olivet University's M.A. in Graphic Arts program.

M.A. Graphic Arts Major (54 Units)

Students in the Master of Arts in Graphic Arts program will take 26 units of Graphic Design core courses, 12 units in advanced professional studies, 8 units of ministry practice, and 8 units of biblical studies or theology.

Core Requirement (27 Units)

Students are required to take the following six core courses:

- GDES500 History of Graphic Design (4 units)
- GDES510 Making Idea Visible (4 units)
- DCAP520: Advanced Digital Imaging (4 units)
- GDES530 Digital Design Studio (4 units)
- GDES600 Advanced Typography I (4 units)
- GDES690 Final Design Project Research (4 units)
- GDES791 Final Design Project (3 units)

Note: GDES791 requires the successful completion of all other required core courses and at least two Ministry Practice courses prior to registering.

Advanced Professional Studies (12 Units)

Students may choose three of the following courses selectively.

- GDES620 Advanced Visual Design (4 units)
- GDES630 Advanced Typography II (4 units)
- GDES650 Advanced Interaction & Usability (4 units)

- GDES670 Advanced Branding and Identity (4 units)
- GDES680 Graphic Arts Seminar I (4 units)
- GDES780 Graphic Arts Seminar II (4 units)

Ministry / Professional Practice (7 Units)

Students are required to enroll the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- GAPT501 Design Practical Training I (1 unit)
- GAPT502 Design Practical Training II (1 unit)
- GAPT503 Design Practical Training III (1 unit)
- GAPT504 Design Practical Training IV (1 unit)
- GAPT601 Design Practical Training V (1 unit)
- GAPT602 Design Practical Training VI (1 unit)
- GAPT603 Design Practical Training VII (1 unit)

* Students taking a higher quarterly course load than required by the Master of Arts in Graphic Arts program will need to register this course during the summer session(s) as well to ensure completing 7 quarters of internship by the time of graduation.

Theology Requirement (8 Units)

Students may choose one of the following course series.

- BIBL520 Studies in Romans I (4 units)
- BIBL521 Studies in Romans II (4 units)
- MINS624 Teaching the Transforming Word I (4 units)
- MINS625 Teaching the Transforming Word II (4 units)

General Ministry Skills (0 Unit)

The M.A. in Graphic Arts students are required to pass 2 quarters of PRAC020 Christian Service and 3 quarters of PRAC021 Chapel*. Please refer to the Christian Service Program Handbook for more detailed information.

*Onsite students are required to pass PRAC021 every term they are enrolled.

Course Descriptions

GDES500 History of Graphic Design (4)

This course provides an in-depth survey of the historical, cultural, social and political movements that have influenced the evolution of graphic design, and the unceasing quest to give form to ideas is traced from the pictographs painted on cave walls to the latest imaginative designs. Through lectures, videotapes, discussions, presentations and research, students are introduced to the creative thinkers, important innovations and breakthrough technologies that have shaped the evolution of visual communication.

GDES510 Making Idea Visible (4)

While introducing theory, practice, and technology, course assignments will develop an understanding and put into context the

principles of visual communication. This course will develop strong formal and technical skills, as well as introduce production technology.

GDES520 Advanced Digital Imaging (4)

This course focuses on high-end professional visual development and photo art direction, combining original photography and Photoshop to produce creative, conceptual visuals in range of styles for commercial application. Discovery in texture, color correction, motion graphics, backgrounds for composites, blue screen replacement, and image optimization for the web will be explored.

GDES530 Digital Design Studio I-II (4) Equivalencies - GDES520 Advanced Digital Imaging

Students utilize studio time to work on a variety of design projects including web design, graphic design, animation, and applications. Close interaction with instructor and mentors from the student's ministry practicum program is highly recommended. The goals of the course involve strengthening basic digital design skills and advancing conceptual thinking through a selection of projects involving online and offline print.

GDES600 Advanced Typography I (4)

This course initially expounds and expands on the basic principles of typography. Subsequently, students are encouraged to challenge their approach to these basic principles and explore new innovative ways to communicate with text and image.

GDES620 Advanced Visual Design (4)

This course provides the student with core elements, guidelines and methods necessary to build up student's visual design ability. Students study theories and skills both part about visual work.

Student could be encouraged by applying 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 understand identity and branding as it relates to a variety of businesses and their organizational structures. It approaches identity development with a high degree of industry sophistication and provides thorough combining powerful ideas, strong imagery, language and symbols.

GDES680, 780 Graphic Arts Seminars I-II (4)

To enrich the program and bring students into contact with a significant number of working professionals, a series of workshops will be scheduled each semester. Seminar topics will change from year to year, based on student interest and shifts in the overall field.

GDES690 Final Design Project Research (4)

A seminar course to assist students in preparing foundation for final project to be conducted in GDES791 Final Design Project.

Prerequisite: Permission of grad. advisor

GDES791 Final Design Project (2)

The capstone course in the Master of Arts in Graphic Arts degree program requires the student to produce a final project in the area(s) of specialization comparable to the work of professionals in the field. The product has to be presented in front of a faculty jury.

Prerequisite: GDES690

CMPT 501,502,503,504,505,506,507 Company/Ministry Practice Training (1 each)

The objective of this course is to provide students with an opportunity to gain work experience that will enhance and complement their academic learning. The course requirements are designed to provide a structure that will enable students to make connections between what they learn in the classroom and on the job, to apply Biblical principles, business concepts to real life and real business problems, to recognize the importance of self-discipline, and service, to further develop analytical and interpersonal skills, and to practice business skills.

Weekly required interaction with faculty facilitates incorporation of on the job experiences into the learning process and challenges students to draw connections to courses in subjects across the curriculum.

This course requires concurrent employment in a qualifying position in the field of the program of at least 20 hours per week. The weekly faculty interaction will be provided at evenings or weekend format in order to minimize scheduling

Prerequisite: Permission of grad. Advisor

Graduation, Employment and Ministry Placement Rates

Olivet School of Art & Design calculates 100% graduation rates for California students and 150% graduation rates for all students.

The graduation rate information is based on first-year master's students who graduate within 2 years of starting their studies. The on-time graduation rate for students who entered in 2017 and resided in California was 0%.

The 150% graduation rate for students who entered in 2016 was 80%.

The current employment rate for the Master of Arts in Graphic Arts program is 0%. The data reflect only cases for which data and documentation compliant with BPPE minimum requirements could be collected by Olivet University.

OSAD Graduate Faculty

Joan L. Carter

Ph.D., Theology & Arts, Graduate Theological Union, Berkeley, CA (1996)
M.A., Theology and Arts, San Francisco Theological Seminary, San Anselmo, CA (1981)
B.A. in Fine Arts, University of Washington, Seattle, WA (1970)

Hannah Lee

D.Min., Olivet University, San Francisco, California (2014)
M.A., Graphic Arts, Olivet University (2011)
M.Div., Olivet University, San Francisco, CA (2004)
B.F.A., Ceramic Design, Sangmyoung University (1995)

Kookhee Yoo

D.Min., Olivet University, San Francisco, CA (2014)
M.A., Graphic Arts, Olivet School of Art & Design of Olivet, San Francisco, CA (2012)
M.Div., Olivet University, San Francisco, CA (2007)
B.F.A. Visual Communication Design, Hong-Ik University, Seoul, Korea (2005)

Kyoung Hee Li

M.A., Graphic Arts, Olivet University (2012)
B.A., Graphic Design, 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. in Graphic Design, University of Washington, Seattle, WA (1995)

Nancy Lee

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

Na Youn Hwang

D.Min., Olivet University, San Francisco, CA (2020 – present)
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)

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 units: 25 quarter units of core required studies, 20 quarter units of major elective courses, and 11 quarter units 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 with the final report and pass the capstone project defense.
- 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)

Major Electives (20 Units)

Students are required to take 20 units Major 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 (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)
- ITDS540 Computer Vision (4 units)
- ITDS560 Natural Language Processing (4 units)
- ITDS570 Spoken Language Processing (4 units)
- ITDS640 Information Storage and Retrieval (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)

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)

General Computer and Information Technologies

- ITEC521 Computational Music (4 units)
- ITEC531 Digital Communication (4 units)
- ITEC537 Wireless and Mobile Networking (4 units)
- ITEC541 Parallel Computing (4 units)
- ITEC550 Innovation Engineering (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)

Ministry Practicum

- ITMP500 Ministry Practicum* (4 units)
- ITMP501 Technology Practical Training I (1 units)
- ITMP502 Technology Practical Training II (1 units)
- ITMP503 Technology Practical Training III (1 units)
- ITMP601 Technology Practical Training IV (1 units)
- ITMP602 Technology Practical Training V (1 units)
- ITMP603 Technology Practical Training VI (1 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 combinatorial, random variables, conditional probability, independence, distributions, expectation, point estimation, and limit theorems. Applications of probability in computer science including machine learning and the use of probability in the analysis of algorithms.

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 Neural 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 Language 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)

The Robotics Course introduces you to the concepts of robot flight and movement, how robots perceive their environment, and how they adjust their movements to avoid obstacles, navigate difficult terrains and accomplish complex tasks such as construction and disaster recovery. You will be exposed to real world examples of how robots have been applied in disaster situations, how they have made advances in human health care and what their future capabilities will be. The courses build towards a capstone in which you will learn how to program a robot to perform a variety of movements such as flying and grasping objects.

Prerequisite: ITDS530 Machine Learning

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

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)

This class aims to provide a thorough grounding in network security suitable for those interested in conducting research in the area, as well as students more generally interested in either security or networking. We will also look at broader issues relating to Internet security for which networking plays a role. Topics include: denial-of-service; capabilities; network monitoring / intrusion detection; worms; forensics; scanning; traffic analysis / inferring activity; architecture; protocol issues; legality and ethics; web attacks; anonymity; censorship; surveillance; honeypots; botnets; spam; the underground economy; research issues & pitfalls.

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 Contracts (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)

Explore prevalent issues in designing and implementing distributed systems and learn how to deal with the shared state between separate system processes. Evaluate the challenges and solutions that come into play when an application consists of two or more processes that do not share a common address space.

Prerequisite: *ITSE500 Object-Oriented Design and Programming, ITEC502 OS and Computer Architecture, ITNS500 Computer Networking. ITNS557 has prerequisite on ITNS540*

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 Android will be covered. Additionally, excursions into advanced mobile device development topics will also be covered. These topics may include: Camera and Imaging API, OpenGL ES and 3D Rendering for Mobile Devices, FastCV for Computer Vision, NDK and Native Software Development on Android.

Prerequisite: Java Programming

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 combinatorial, random variables, conditional probability, independence, distributions, expectation, point estimation, and limit theorems. Applications of probability in computer science including machine learning and the use of probability in the analysis of algorithms.

MPI500 Ministry Practicum (4)

This course provides students ministry practice experience through participating real project in ministries affiliated with Olivet University during summer quarter. Please refer to the Ministry Practicum Handbook for detailed information.

ITMP501-603 Technology Practical Training I-VI (1 each)

The objective of this course is to provide students with an opportunity to gain work experience that will enhance and complement their academic learning. The course requirements are designed to provide a structure that will enable students to make connections between what they learn in the classroom and on the job, to apply Biblical principles to real life problems, to recognize the importance of self-discipline and service, to further develop analytical and interpersonal skills, and to practice business writing skills.

Weekly required interaction with faculty facilitates incorporation of on the job experiences into the learning process and challenges students to draw connections to courses in subjects across the curriculum.

This course requires concurrent employment in a qualifying position in the field of the program of at least 20 hours per week. The weekly faculty interaction will be provided at an evenings or weekend format in order to minimize scheduling conflicts.

Capstone Project Courses

ITCP600 Capstone Project I (2)

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

ITCP700 Capstone Project II (6)

Second phase of IT Capstone Project, which is designed to satisfy the requirements for a capstone experience of master's degree in Information Technology. Students will develop and implement the capstone project, and writing a capstone project paper in this phase. Students must have passed ITCP600 IT Capstone Project I with an approved Capstone Project Proposal and register course ITCP700 IT Capstone Project II (6 credits) before starting this phase. Refer to the Capstone Project Handbook for detailed information.

ITCP710 Capstone Project III (4)

Continual phase of ITCP700 IT Capstone Project II. If IT Capstone II is not completed by the end of the quarter in which the student registers for credit, he/she will receive an incomplete 'I' grade for ITCP700. Students will register for ITCP710 Capstone Project III

to continue. ITCP710 can be registered for up to 2 quarters. Refer to the Capstone Project Handbook for detailed information.

Courses in seminars and research

RSCH711 Advanced Reading & Writing in Information Technology (4)

The objective of this course is to provide students with technology insight with intensive paper readings and survey writings in the information technology field, which prepare students for the Ph D dissertation phase.

RSCH721 Directed Independent Study (4)

The objective of this course is to provide students with the opportunity to be guided by faculty to conduct research on his or her own for researching ,surveying, experiments and deployment.

RSCH732 Research Methods and Proposal (4)

The objective of this course is to provide students with the skill to conduct research, address research issues and compose proposal and result paper.

RSCH741 Doctoral Seminar in Information Technology (1)

The objective of this course is to provide students with the opportunity to have intensive information technology seminar and discussion with faculty on the advanced topics of information technology.

Courses in dissertation phase

ITEC800 Dissertation I – Proposal (2 units)

First phase of IT Dissertation, which is designed to help students locate interesting research topics, receive faculty's guidance and write dissertation proposals.

ITEC810 Dissertation II (4 units)

Second phase of IT Dissertation, which is designed to satisfy the requirements for a dissertation experience of Ph D's degree in Information Technology.

ITEC820 Dissertation III (4 units)

Third phase of IT Dissertation, which is designed to satisfy the requirements for a dissertation experience of Ph D's degree in Information Technology.

ITEC830 Dissertation IV (4 units)

Fourth phase of IT Dissertation, which is designed to satisfy the requirements for a dissertation experience of Ph D's degree in Information Technology.

ITEC840 Dissertation V (4 units)

Fifth phase of IT Dissertation, which is designed to satisfy the requirements for a dissertation experience of Ph D's degree in Information Technology.

ITEC850 Dissertation VI Paper and Final Defense (4 units)

Last phase of IT Dissertation, which is designed to require students to write dissertation paper and give final oral defense.

Graduation, Employment and Ministry Placement Rates

Olivet Institute of Technology calculates 100% graduation rates for California students and 150% graduation rates for all students.

The graduation rate information is based on first-year master's students who graduate within 2 years of starting their studies. The on-time graduation rate for students who entered in 2017 and resided in California was 0%.

The 150% graduation rate for students who entered in 2016 was 75%.

The current employment rate for the Master of Arts in Information technology program is 0%. The data reflect only cases for which data and documentation compliant with BPPE minimum requirements could be collected by Olivet University.

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 (2017)
M.S., Computer Science, Peking University, China (2004)
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

M. E Electrical Engineering, Stanford University, USA (2012)
M. A Information Technology, Olivet University, USA (2010)
M. E Electrical Engineering, Zhejiang University. China (2007)
B. A Electrical Engineering, Zhejiang University. China (2004)

Reza Sadoddin

Ph.D., Computer Science, University of Alberta Edmonton, Canada (2014)
M.S., Computer Science, University of New Brunswick Fredericton, Canada (2007)
B.S., Computer Engineering, Sharif University of Technology Tehran, Iran (2002)

Taegil Ha

B.S., Electrical & Computer Engineering, Seoul National University, Korea (2017)
Ph.D & M.S., Electrical & Computer Engineering, Seoul National University, Korea (2019)

Master of Arts in Translation and Interpretation

Olivet School of Language & Education (OSLE) offers translation and interpretation courses in the following languages: Chinese, Korean, Spanish – all paired with English.

Master of Arts in Translation and Interpretation (MATI) program is the study of appropriateness in interlingual and cross-cultural communication. Both translation and interpretation fields of study emphasize sociolinguistic and communication skills and techniques needed to facilitate cultural, scientific, and technical exchanges in cross-cultural and multinational settings.

The program aims to educate tomorrow' s translators and interpreters under the guidance and requirements of contemporary translation theories and principles. The program will develop analytical and technical skills, as well as cultural literacy for the students.

Program Goals

In the context of Olivet University's mission, completion of the Master of Arts in Translation & Interpretation program will enable students to:

- Demonstrate necessary knowledge and skills to perform in Biblical translation and interpretation
- Identify areas of interest for future ministry work
- Exercise necessary competencies needed within the translation/interpretation profession
- Demonstrate ability to communicate within divergent cultures
- Be prepared for further voluntary licensure and professional recognition

Graduation Requirements

1. Demonstrate proficiency in Bible knowledge with a passing score on the written comprehensive examination in the area of Bible knowledge or required coursework (THEO200 and THEO210) in Bible and theology.
2. Pass a total of 56 quarter hours.

3. Maintain a 00 (B grade point average) in all Olivet University work.
4. Receive a passing mark for all Christian Service and Chapel requirements.
5. Pass a graduation exam in translation and interpretation studies.
6. Complete all degree requirements within the 5-year time limit.
7. Satisfy all financial responsibilities to the university

Students are subject to the Master of Arts in Translation and Interpretation degree requirements of the Catalog of the year in which they entered.

Time Limits

The Master of Arts degree program is normally fulfilled in two (2) years of study. Except under extenuating circumstances, all requirements for the degree must be completed within four (4) years of the date of enrollment. Students who have not completed the requirements within the four-year period must petition for extension every term, up to a maximum of five (5) years from the date of enrollment, to remain in the program.

Curriculum

M.A. Translation and Interpretation Major (62 Units)

Students in the Master of Arts in Translation and Interpretation program will take 36 units of professional studies, 12 units in specialty area electives, 6 units of ministry practice, and 8 units of biblical studies or theology.

1. Professional Studies (36 Units)

Students are required to take the following ten core professional studies courses:

- TRIP500 Introduction to Translation & Interpretation (4 units)
- TRIP510 Fundamentals of Translation (4 units)
- TRIP520 Fundamentals of Interpretation (4 units)
- TRIP533 Intermediate Translation (4 units)
- TRIP534 Intermediate Consecutive Interpreting (4 units)
- TRIP540 Terminology Management & Research (4 units)
- TRIP551 Advanced Translation (4 units)
- TRIP611 Advanced Consecutive Interpreting (4 units)
- TRIP680 T&I Capstone Project (4 units)

2. Internship Requirement (6 Units)

Students are required to enroll the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- PRAC501-603 Practical Experience 1-6* (1 unit each)

* Students taking a higher quarterly course load than required by the Master of Arts in Translation and Interpretation program will

need to register this course during the summer session(s) as well to ensure completing 6 quarters of internship by the time of graduation.

ELECTIVES IN SPECIAL AREAS (12 Units)

Students are required to complete 12 units of elective courses. The electives need to be taken from the list below. Students, who complete all program requirements for the Certificate in Teaching English to Speakers of Other Languages (TESOL), may apply for receiving the TESOL diploma upon graduation.

- MITI500 Translation and Interpretation in Mission (4 units)
- MITI501 Simultaneous Interpretation of Preaching (4 units)
- TESL501 Introduction to TESOL Methods, Materials and Assessment (2 units)
- TESL502 Introduction to Language and Language Learning (2 units)
- TESL503 Structure of English language and Teaching Methods (2 units)
- TESL504 ESL for Children (2 units)
- TESL505 Teaching Practicum (2 units) *(may not be taken concurrently with another internship course)*
- COMM520 or MINS610 Cross Cultural Communication (4 units)

Theology Requirement (8 Units)

Students may choose one of the following course series.

- BIBL520 Studies in Romans I (4 units)
- BIBL521 Studies in Romans II (4 units)
- MINS624 Teaching the Transforming Word I (4 units)
- MINS625 Teaching the Transforming Word II (4 units)

GENERAL MINISTRY SKILLS (0 unit)

The M.A. in Translation and Interpretation students are required to pass 2 quarters of PRAC020 Christian Service and 3 quarters of PRAC021 Chapel*. Please refer to the Christian Service Program Handbook for more detailed information.

*Onsite students are required to pass PRAC021 every term that they are enrolled.

Course Descriptions

COMM520 Cross-cultural Communication (4)

Study of culture, religion, a language of the mission field, with emphasis on the cultural aspect of every day conversation in mission language.

MITI500 Translation and Interpretation in Mission (4)

Theory and practice of translation and interpretation in a mission language.

MITI501 Simultaneous Interpretation of Preaching (4)

The student will practice simultaneous interpretation on the sermons by various pastors in mission language.

TRIP500 Introduction to Translation & Interpretation (4)

Principles and procedures for acquisition of skills in interpretation and translation of written materials. Includes an introduction to translation and interpretation; translation and interpretation preparation, procedures, and specialties; and work of the translator and interpreter.

TRIP510 Fundamentals of Translation (4)

Learn basic translation techniques and the process of translation. Includes a practical review of the English writing, editing, and proofreading skills necessary to produce clear and polished translations.

TRIP502 Fundamentals of Interpretation (4)

Learn the building blocks of interpreting, including analyzing, summarizing and paraphrasing, listening comprehension, shadowing, closure, and note taking.

TRIP502 Fundamentals of Interpretation (4)

Learn the building blocks of interpreting, including analyzing, summarizing and paraphrasing, listening comprehension, shadowing, closure, and note taking.

TRIP533 Intermediate Translation (4)

This course is designed to enhance students' translation techniques with an emphasis on a practical review of the writing and proofreading skills necessary to produce clear and polished translations.

TRIP534 Intermediate Consecutive Interpreting (4)

This course develops students' skills in consecutive interpreting. Listening and memory skills, communication strategies and intervention techniques also are emphasized. Upon completion, students should be able to consecutively interpret non-technical, interactive messages between two different languages.

TRIP540 Terminology Management & Research (4)

Students develop skills in terminology research, dictionary usage, and glossary building. Basic terminology in the fields of medicine, law, computers, business, and international trade are covered.

TRIP551 Advanced Translation (4)

This course is designed to bring students' translation skills up to a professional level.

TRIP601 Translation in Specialty Areas (4)

Principles and procedures for translating specialty area materials. Includes health care, legal, commercial/ business, and literary translation exercises.

TRIP611 Advanced Consecutive Interpreting (4)

This course is designed to further enhance students' skills in consecutive interpreting. Delivery and performance as well as listening and analytical skills are emphasized. Upon completion, students should be able to consecutively interpret technical and interactive messages.

TRIP621 Interpretation in Specialty Areas (4)

This course is designed to help students to further hone their interpreting skills in a variety of subject matters that are highly technical and frequently.

TRIP680 T&I Capstone Project (4)

This course is designed to satisfy the requirements for a capstone experience of master's degree in OSLE.

MPT700 Translation & Interpretation Internship (4)

Graduate students participate in supervised ministry in a church or specialized ministry appropriate with an approved Olivet ministry affiliate for at least 8 hours per week. Emphasis is placed on the development of practical ministry skills through translation and interpretation, the integration of Biblical and theological studies with actual ministry, and the importance of theological reflection in this process.

Graduation, Employment and Ministry Placement Rates

Olivet School of Language and Education calculates 100% graduation rates for California students and 150% graduation rates for all students.

The graduation rate information is based on first-year master's students who graduate within 2 years of starting their studies. The on-time graduation rate for students who entered in 2017 and resided in California was 0%.

The 150% graduation rate for students who entered in 2016 was 0%.

The current employment rate for the Master of Arts in Translation and Interpretation program is 0%. The data reflect only cases for which data and documentation compliant with BPPE minimum requirements could be collected by Olivet University.

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 and Childhood Education is a dual degree, one and a half year, clinically-rich graduate program, designed to prepare men and women with the knowledge and skills required to be innovative and effective classroom teachers. Designed for 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 a 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
- Develop professional competencies to serve children and families as effective and innovative teachers committed to the highest standards of professional practice

Specific Admissions Requirements

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.
- 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 1200-1500 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.

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 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 located at the Riverside campus. 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 (15 units)

1. ECCE 500 Applying Theories of Child Development and Learning (5 units)
2. ECCE 501 Theoretical Foundations of Educational Approaches (4 units) *
3. ECCE 502 Designing Curriculum and the Learning Environment (5 units)
4. ECCE 503 Christian Philosophy of Education (5 units)

(II) Pedagogical Studies (26 units)

1. ECCE 510 Investigations into Child Study and Assessment (5 units)

2. ECCE 511 Exploring Art and Movement (4 units)
3. ECCE 512 Fostering Literacy Development (5 units)
4. ECCE 520 Enhancing Scientific Habits of Mind (4 units)
5. ECCE 521 Developing Mathematical Thinking (4 units)
6. ECCE 522 Enriching Literacy Development through Information Texts (4 units)

(III) Culminating Studies (13 units)

1. ECCE 530 Differentiating Instruction for Developmental Variations (4 units)
2. ECCE 531 Facilitating Language Acquisition and Learning (4 units)
3. ECCE 532 Partnering with Families and Communities (5 units)
4. ECCE 533 Data and Research (5 units)*
5. ECCE 534 Theory and Practice of Counseling (5 units) *
6. ECCE 535 Learning and Motivation in Classroom Contexts (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, Culminating Studies (all required) and Electives

ECCE500 Applying Theories of Child Development and Learning (5)

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. Developmental theories and processes are applied during home visits to incoming learners/families, required field experience component of the course. The goal of the course is to 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)

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, required field experience component of the course. The goal of the course is to 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 (5)

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. The goal of the course is to 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 school year routines and norms.

ECCE 503: Christian Philosophy of Education (5)

This course examines the foundations of teaching profession, including a study of the historical and philosophical argument for Christian Education. Emphasis is placed on developing a biblical philosophy of Christian Education.

ECCE510 Investigations into Child Study and Assessment (5)

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, required field experience component of the course. The goal of the course is to 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 (4)

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. Practical application of theory and principles is grounded in the design and implementation of an integrated art and movement unit, 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 (5)

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. Practical application of theory and principles is grounded in the assessment of three learners and the design of a literacy thematic unit, required field experience component of the course. The goal of the course is to make literacy learning developmentally appropriate and engaging so that children become readers and writers for life.

ECCE520 Enhancing Scientific Habits of Mind (4)

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. 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 (4)

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 Math in Focus adopted by Olivet Academy, 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 (4)

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. 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, required field experience component of the course. The goal of the course is to 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 (4)

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, 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 (4)

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, 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 (5)

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, 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.

ECCE 533 Data and Research (5)

This course focuses on how to evaluate student learning and achievement using in-depth quantitative research. Students will learn how to assess standardized test scores and classroom work and identify methods to improve the curriculum.

ECCE 534 Theory and Practice of Counseling (5)

A study of major counseling theories and issues related to therapeutic practice with emphasis on practical application.

ECCE 535 Learning and Motivation in Classroom Contexts (5)

Examination of the influence of cognitive and motivational factors on students' learning in classroom contexts, with an emphasis on implications for classroom instruction and improved student achievement.

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

Angela Deulen

Ed.D. in Organizational Leadership, Pepperdine University, Malibu, CA (2016)
M.S., Counseling Psychology, California Baptist University, Riverside, CA (1999)
B.A. in Religious Studies, California Baptist University, Riverside, CA (1999)

Lydia Hughes_Evans

Ed.D., Organizational Leadership, Argosy University, San Francisco, CA (2016)
M.A. Education in Instructional Leadership, Argosy University (2007)
B.A. in English and Psychology, Maryville University (2002)

Lynda Montgomery

Ed.D. in Educational Leadership, Argosy University, San Francisco, CA (2011)
M.A., Human Development, Pacific Oaks College, Pasadena, CA (2001)
B.A. in Ethnic Studies

Master of Business Administration

The OBS Master of Business Administration program is a 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.

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 (MINS624 and MINS625) 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

All students should have prerequisite knowledge and understanding of Calculus and Probability & Statistics taught at the bachelor's level. The students also must demonstrate such knowledge and understanding. If the students are unable to demonstrate their knowledge of Calculus and Probability & Statistics, they will be required to take such courses at the bachelor's level and will be certified by the course professor that they have successfully attended and completed the course and have obtained the necessary knowledge and understanding of Calculus and Probability & Statistics.

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 in 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)

5. General Ministry Skills (0 Units)

The M.B.A. students are required to pass 2 quarters of PRAC020 Graduate Christian Service and 3 quarters of PRAC021 Graduate Chapel. Please refer to the Christian Service Program Handbook for more detailed information.

Course Descriptions

M.B.A. Required Courses

ECON600 Macroeconomics in the Global Economy (4)

This study of macroeconomics considers the worldwide economic environment within which businesses operate. Topics covered include the gross domestic product, unemployment, investment, interest rates, the supply of money, inflation, exchange rates, international trade, business cycles, and fiscal and monetary policy.

ECON610 Microeconomic Analysis (4)

Studies about microeconomic analysis and policy under mixed capitalism. Topics covered include the economic environment and institutions, markets, consumer choice, production and resource allocation.

FINC500 Finance I (4)

Studies include financial management of the firm, including capital budgets, working capital analysis, and financing policy.

FINC510 Finance II (4)

Students learn how to apply quantitative analysis to financial problems of the firm that are important to practice, including issues related to financing and investment.

MGMT550 Applied Business Research (4)

A course to investigate the techniques of the research process as applied to business and economics. Experience is gained in defining research problems, designing a research project, and in collecting, analyzing, recording, and interpreting data. Also, an analysis of pertinent research literature in business and economics is conducted.

MGMT610 Operations Management (4)

Course covering processes that transform inputs into finished goods and services, process improvement, total quality management, product and process development, supply chain management, and the relation of operations strategy to product and service design and to business strategy.

MGMT650 Human Resource Management (4)

The course explores the primary role of human resource professionals to effectively, systematically and strategically manage today's organizations. Key points can be human resource recruitment, selection, development, appraisal, retention, compensation, reward and performance system, training and development system, and equal employment opportunity.

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 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 core 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 Business Practical Training I-IV (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 in 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 an 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.

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, Employment and Ministry Placement Rates

Olivet Business School calculates 100% graduation rates for California students and 150% graduation rates for all students.

The graduation rate information is based on first-year master's students who graduate within 2 years of starting their studies. The on-time graduation rate for students who entered in 2018 and resided in California was 0%.

The 150% graduation rate for students who entered in 2017 was 33.3%.

The current employment rate for the Master of Business Administration program is 25%. The data reflect only cases for which data and documentation compliant with BPPE minimum requirements could be collected by Olivet University.

Jacob Chatterjee, Esq.

LL.M., Columbia Law School, Columbia University, New York, NY (2003)

B.S.L., LL.B., Symbiosis Law School, Pune University, India (2001)

Mark Li

M.B.A., Kelley School of Business, Indiana University Bloomington, Bloomington, IL (2010)

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

Zhonghao Li

D.Min, Olivet University, Zinzendorf School of Doctoral Studies, San Francisco, CA (2014)

M.Div, Olivet University, Olivet Theological College & Seminary, San Francisco, CA (2011)

B.S., Finance, University of Science and Technology of China, Hefei, China (2005)

Anabela L. Bartovic

D.Min, Olivet University, Zinzendorf School of Doctoral Studies, San Francisco, CA (2018)

Certified Public Accountant, State of Massachusetts, MA (2016)

M.B.A, Olivet University, Olivet Business School, San Francisco, CA (2013)

M.Div, Olivet University, Olivet Theological College & Seminary, San Francisco, CA (2003)

B.S., Commerce in Accounting Sciences, University of Pretoria, South Africa (2001)

Carmelita G. Omran

DBA. (ABD) Walden University, Minneapolis, Minnesota, 2017

M.B.A. Major Finance and Management – University of Phoenix, Sacramento, California, 2004

B.S. Major: Business Administration - University of San Carlos, Philippine

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 graduate programs together into one track, where a student will first pursue one and then the other of the two degree programs ...

Master of Divinity / Master of Business Administration Joint Degree Program

The Olivet University M.B.A. / M.Div. Joint Degree program trains business men, executives and founders of strongly mission and commission driven ventures, who understand their professional business career as an opportunity to minister in an untraditional way.

This joint degree program is designed for students pursuing a ministry career in business and equips them with credentialed academic degrees in business and in divinity. They are thus eligible for pastoral ordination, the professional doctorate in Ministry (D.Min.) as well as qualified to serve in management or entrepreneurial positions.

Program Goals

The complete program goals for each of the degree programs apply as they can be found in the section for each degree above in the catalog. Additionally the internship courses specifically address the following Institutional Core Learning Outcomes:

es4:	Recognize the importance of self-discipline and service.
mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

Graduation Requirements

Graduate students at Olivet University must fulfill the following degree requirements for graduation:

1. Pass a total of 148 quarter hours: 48 quarter hours of professional studies, and at least 8 quarter hours of open electives.
2. Maintain a 3.00 (B grade point average) in all Olivet University work.
3. Receive a passing mark for all Christian Service and Chapel requirements.
4. Demonstrate proficiency in Bible, theology and history knowledge with by completing the ABHE Bible Test J in the top 40th percentile of all nationwide participants;

5. Satisfactorily complete the business capstone project final paper.
6. Complete all degree requirements within the 7-year time limit.
7. Satisfy all financial responsibilities to the university.

Students are subject to the Master of Divinity and Master of Business Administration degree requirements of the Catalog of the year in which they entered.

Time Limit

The M.Div. and M.B.A. or M.A. joint degrees are normally fulfilled in four (4) years of full-time study. Except under extenuating circumstances, all requirements for both degrees must be completed within six (6) years of the date of enrollment. Students who have not completed the requirements within the six-year period must apply to the Registrar's Office for an enrollment extension every term, up to a maximum of seven (7) years from the date of enrollment.

Curriculum

The 4-year curriculum is essentially a combination of the Olivet M.B.A. and the M.Div core curricula with an overlap in the *Business as Missions* and “Capstone” courses, which have been part of both curricula. The design of the M.Div. and M.B.A. degrees requires half-time or full-time employment from all students throughout both programs. The programs are offered in an mornings-only/weekend format to maximize the integration of essential curricular studies and theory with practical application and professional reflection.

Please refer to the M.Div. and M.B.A. chapter in this catalog for applicable course and faculty lists.

1. Master of Divinity Core Curriculum (96 Units Total, 8 Units Shared)

Students are required to take the following M.Div. required courses. Please refer to the Master of Divinity chapter of this catalog for a detailed course list:

1. Biblical & Biblical Languages Studies Requirement (28 units)
2. Theological & Historical Studies Requirement (44 units)
3. Ministry Studies Requirement (24 units)
4. Shared courses from the list above: (8 units)
 - MINS600 Mission and Discipleship (4 units)*
 - MINS640 Business as Mission (4 units)**

Notes:

* This course requirement can be fulfilled by MGMT800 Business Capstone as well. The Mission & Discipleship project course (MINS600) is a culminating experience and project development course where the student is required to develop a comprehensive ministry / mission plan and present it to faculty supervisors. This course is only for the students in the last year to take.

** This course requirement can be fulfilled by LEAD700 Leadership as well.

2. Master of Business Administration Core Curriculum (48 Units Total, 8 Units Shared)

Students are required to take following business administration course requirements:

1. FINC500 Finance I (4 units)
2. FINC510 Finance II (4 units)
3. MGMT550 Applied Business Research (4 units)
4. ECON600 Macroeconomics in the Global Economy (4 units)
5. ECON610 Microeconomic Analysis (4 units)
6. MKTG600 Marketing Management (4 units)
7. MKTG610 Operations Management (4 units)
8. MGMT650 Human Resource Management (4 units)
9. LEAD700 Leadership (4 units)*
10. MGMT710 Business Strategy (4 units)
11. MGMT720 Business Law (4 units)
12. MGMT800 Business Capstone Project (4 units)**

Notes:

* *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 Administration programs consecutively and are awarded the respective degrees upon fulfilling the graduation requirements of each degree. Graduation and employment rates are therefore properly included in each individual degree program. Please refer to the respective chapters above in this catalog.

Master of Divinity / Master of Arts in Journalism Joint Degree Program

The Olivet University M.A. Journalism / M.Div. Joint Degree program is a special opportunity for Christians who are called to serve in the media and communications field. Its goal is to equip students with professional journalism skills and strong theological background in order to communicate the message of God effectively with the world. It offers diverse career paths for graduates to serve within the church in pastoral role or in media organizations as journalism professionals.

Program Goals

The complete program goals for each of the degree programs apply as they can be found in the section for each degree above in the catalog. Additionally the internship courses specifically address the following Institutional Core Learning Outcomes:

es4:	Recognize the importance of self-discipline and service.
mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

Graduation Requirements

Graduate students at Olivet University must fulfill the following degree requirements for graduation:

1. Pass a total of 148 quarter hours: 48 quarter hours of professional studies, and at least 8 quarter hours of open electives.
2. Maintain a 3.00 (B grade point average) in all Olivet University work.
3. Receive a passing mark for all Christian Service and Chapel requirements.
4. Demonstrate proficiency in Bible, theology and history knowledge with by completing the ABHE Bible Test J in the top 40th percentile of all nationwide participants;
5. Satisfactorily complete the business capstone project final paper.
6. Complete all degree requirements within the 7-year time limit.
7. Satisfy all financial responsibilities to the university.

Students are subject to the Master of Divinity and Master of Business Administration degree requirements of the Catalog of the year in which they entered.

Time Limit

The M.Div. and M.B.A. or M.A. joint degrees are normally fulfilled in four (4) years of full-time study. Except under extenuating circumstances, all requirements for both degrees must be completed within six (6) years of the date of enrollment. Students who have not completed the requirements within the six-year period must apply to the Registrar's Office for an enrollment extension every term, up to a maximum of seven (7) years from the date of enrollment.

Curriculum

The 4-year curriculum is essentially a combination of the Olivet M.A. Journalism and the M.Div. core curricula with an overlap in the elective and capstone courses, which have been part of both curricula. The design of the M.Div. and M.A. degrees requires half-time or full-time employment from all students throughout both programs. The programs are offered in an mornings-only/weekend format to maximize the integration of essential curricular studies and theory with practical application and professional reflection.

Please refer to the M.Div. and M.A. Journalism chapters in this catalog for applicable course and faculty lists.

1. Master of Divinity Core Curriculum (96 Units Total, 8 Units Shared)

Students are required to take the following M.Div. required courses. Please refer to the Master of Divinity chapter of this catalog for a detailed course list:

1. Biblical & Biblical Languages Studies Requirement (28 units)
2. Theological & Historical Studies Requirement (44 units)
3. Ministry Studies Requirement (24 units)
4. Shared courses from the list above: (8 units)
 - MINS600 Mission and Discipleship (4 units)*

Notes:

** This course requirement can be fulfilled by JOUR690 Journalism Capstone as well. The Mission & Discipleship project course (MINS600) is a culminating experience and project development course where the student is required to develop a comprehensive ministry / mission plan and present it to faculty supervisors. When pursuing a joint degree in divinity and journalism, the project has to be in the field of Christian media and communications. This course is only for the students in the last year to take.*

2. Master of Arts in Journalism Core Curriculum (44 Units Total, 4 Units Shared)

Students are required to take following journalism course requirements:

Journalism Core (16 Units)

- JOUR500 News Writing and Reporting (4 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 Arts Joint Degree Program

The Olivet University MAGA. / 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 ministry skills in graphic design and equips them with credentialed academic degrees in Graphic design and in divinity. They are thus eligible for pastoral ordination, the professional doctorate in Ministry (D.Min.) as well as qualified to serve in management or entrepreneurial positions.

Program Goals

The complete program goals for each of the degree programs apply as they can be found in the section for each degree above in the catalog. Additionally the internship courses specifically address the following Institutional Core Learning Outcomes:

es4:	Recognize the importance of self-discipline and service.
mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

Graduation Requirements

Graduate students at Olivet University must fulfill the following degree requirements for graduation:

1. Pass a total of 146 quarter hours: 46 quarter hours of professional studies, and at least 8 quarter hours of open electives.
2. Maintain a 3.00 (B grade point average) in all Olivet University work.
3. Receive a passing mark for all Christian Service and Chapel requirements.
4. Demonstrate proficiency in Bible, theology and history knowledge with by completing the ABHE Bible Test J in the top 40th percentile of all nationwide participants;
5. Satisfactorily complete the business capstone project final paper.
6. Complete all degree requirements within the 7-year time limit.
7. Satisfy all financial responsibilities to the university.

Students are subject to the Master of Divinity and Master of Art and Design School degree requirements of the Catalog of the year in which they entered.

Time Limit

The M.Div. and M.B.A. or M.A. joint degrees are normally fulfilled in four (4) years of full-time study. Except under extenuating circumstances, all requirements for both degrees must be completed within six (6) years of the date of enrollment. Students who have not completed the requirements within the six-year period must apply to the Registrar's Office for an enrollment extension every term, up to a maximum of seven (7) years from the date of enrollment.

Curriculum

The 4-year curriculum is essentially a combination of the Olivet MAGD. and the M.Div core curricula with an overlap in the *Graphic Design as Missions* and “Conerstone” courses, which have been part of both curricula. The design of the M.Div. and MAGD degrees requires half-time or full-time employment from all students throughout both programs. The programs are offered in a 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 MAGA. chapter in this catalog for the applicable course and faculty lists.

1. Master of Divinity Core Curriculum (96 Units Total, 8 Units Shared)

Students are required to take the following M.Div. required courses. Please refer to the Master of Divinity chapter of this catalog for a detailed course list:

1. Biblical & Biblical Languages Studies Requirement (28 units)
2. Theological & Historical Studies Requirement (44 units)
3. Ministry Studies Requirement (24 units)
4. Shared courses from the list above: (8 units)
 - MPG511 *Graphic Design as Missions* (4 units)*
 - MPG561 *Mission and Discipleship* (4 units)**

Notes:

* *This course requirement can be fulfilled by MGMT800 Business Capstone as well. The Mission & Discipleship project course (MINS600) is a culminating experience and project development course where the student is required to develop a comprehensive ministry / mission plan and present it to faculty supervisors. This course is only for the students in the last year to take.*

** *This course requirement can be fulfilled by LEAD700 Leadership as well.*

2. Master of Arts in Graphic Arts Core Curriculum (46 Units Total)

Students are required to take the following graphic arts 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 in 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 for this course during the summer session(s) as well to ensure completing 12 quarters of the internship by the time of graduation.*

4. General Ministry Skills (0 Units)

The M.Div. / MAGA. onsite students are required to pass 4 quarters of PRAC020 Graduate Christian Service and PRAC021 Graduate Chapel every term that they are enrolled. Please refer to the Christian Service Program Handbook for more detailed information.

Graduation and Employment Rates

Students completing the M.Div. and a M.A. within the joint degree program at Olivet University do not enroll in an independent academic program. They enroll in the Master of Divinity and Master of Arts programs in their field of study consecutively and are awarded the respective degrees upon fulfilling the graduation requirements of each degree. Graduation and employment rates are therefore properly included in each individual degree program. Please refer to the respective chapters above in this catalog.

Master of Divinity / Master of Arts in Translation and Interpretation Joint Degree Program

The Olivet University M.A. Translation and Interpretation / M.Div. Joint Degree program trains intercultural communicators for the mission field. Combining language mastery with pastoral training enables them to interact more directly with their foreign missions field and culture.

This joint degree program is designed for students pursuing a ministry career as intercultural communicators of the Gospel and equips them with credentialed academic degrees in translation & interpretation and in divinity. They are thus eligible for pastoral ordination, the professional doctorate in Ministry (D.Min.) as well as qualified to serve in language professional positions.

Program Goals

The complete program goals for each of the degree programs apply as they can be found in the section for each degree above in the catalog. Additionally the internship courses specifically address the following Institutional Core Learning Outcomes:

es4:	Recognize the importance of self-discipline and service.
mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

Graduation Requirements

Graduate students at Olivet University must fulfill the following degree requirements for graduation:

1. Pass a total of 140 quarter hours: 96 quarter hours of Master of Divinity core curriculum, 44 quarter hours of M.A. Translation and Interpretation core curriculum, and 12 quarter hours of professional internships.*
2. Maintain a 3.00 (B grade point average) in all Olivet University work.
3. Receive a passing mark for all Christian Service and Chapel requirements.
4. Satisfactorily complete the business capstone project.
5. Complete all degree requirements within the 7-year time limit.
6. Satisfy all financial responsibilities to the university.

* 12 quarter hours of the core curricula overlap resulting in a total of 140 quarter hours instead of 152.

Students are subject to the Master of Divinity and Master of Arts in Translation and Interpretation degree requirements of the Catalog of the year in which they entered.

Time Limit

The M.Div. and M.B.A. or M.A. joint degrees are normally fulfilled in four (4) years of full-time study. Except under extenuating circumstances, all requirements for both degrees must be completed within six (6) years of the date of enrollment. Students who have not completed the requirements within the six-year period must apply to the Registrar's Office for an enrollment extension

every term, up to a maximum of seven (7) years from the date of enrollment.

Curriculum

The 4-year curriculum is essentially a combination of the Olivet M.A. in Translation and Interpretation and the M.Div core curricula with an overlap in the *Theology Requirement of the M.A.TI* and the “Capstone” courses, which have been part of both curricula. The design of the M.Div. and M.A. in Translation and Interpretation degrees requires half-time or full-time employment from all students throughout both programs. The programs are offered in an mornings-only/weekend format to maximize the integration of essential curricular studies and theory with practical application and professional reflection.

Please refer to the M.Div. and M.A.TI chapters in this catalog for applicable course and faculty lists.

1. Master of Divinity Core Curriculum (96 Units Total, 12 Units Shared)

Students are required to take the following M.Div. required courses. Please refer to the Master of Divinity chapter of this catalog for a detailed course list:

1. Biblical & Biblical Languages Studies Requirement (28 units)
2. Theological & Historical Studies Requirement (44 units)
3. Ministry Studies Requirement (24 units)
 - MINS624, MINS625 fulfill M.A.TI program requirements
4. Shared courses from the list above: (8 units)
 - MINS600 Mission and Discipleship (4 units)*

Notes:

** This course requirement can be fulfilled by TRIP680 T&I Capstone Project as well. The Mission & Discipleship project course (MINS600) is a culminating experience and project development course where the student is required to develop a comprehensive ministry / mission project and present it to faculty supervisors. This course is only for the students in the last year to take.*

2. Master of Arts in Translation and Interpretation Core Curriculum (44 Units Total, 12 Units Shared)

Students are required to take following translation and interpretation course requirements:

1. TRIP500 Introduction to Translation & Interpretation (4 units)
2. TRIP510 Fundamentals of Translation (4 units)
3. TRIP520 Fundamentals of Interpretation (4 units)
4. TRIP533 Intermediate Translation (4 units)
5. TRIP534 Intermediate Consecutive Interpreting (4 units)
6. TRIP540 Terminology Management & Research (4 units)

7. TRIP551 Advanced Translation (4 units)
8. TRIP611 Advanced Consecutive Interpreting (4 units)
9. TRIP680 T&I Capstone Project (4 units)+
10. MINS624 Teaching the Transforming Word I (4 units)++
11. MINS625 Teaching the Transforming Word II (4 units)++

Notes:

+ *This course requirement can be fulfilled by MINS600 Mission and Discipleship as well. The T&I Capstone Project course (TRIP680) is a culminating experience and project development course where the student is required to develop a summative multilingual translation or interpretation project and present it to faculty supervisors. This course is only for the students in the last quarter to take.*

++ *These courses are a shared requirement with the M.Div. core curriculum. The optional substitution of these courses with BIBL520 and BIBL521 permitted in the stand-alone M.A.TI program is not permitted for the joint degree option.*

3. Internship Requirement (12 Units)

Students are required to enroll the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- PRAC501-803 Curricular Practical Experience 1-12* (1 unit each)

* *Students taking a higher quarterly course load than required by the program will need to register this course during the summer session(s) as well to ensure completing 12 quarters of internship by the time of graduation.*

4. General Ministry Skills (0 Units)

The M.Div. / M.A. onsite students are required to pass 4 quarters of PRAC020 Graduate Christian Service and PRAC021 Graduate Chapel every term that they are enrolled. Please refer to the Christian Service Program Handbook for more detailed information.

Graduation and Employment Rates

Students completing the M.Div. and a M.A. within the joint degree program at Olivet University do not enroll in an independent academic program. They enroll in the Master of Divinity and Master of Arts programs in their field of study consecutively and are awarded the respective degrees upon fulfilling the graduation requirements of each degree. Graduation and employment rates are therefore properly included in each individual degree program. Please refer to the respective chapters above in this catalog.

CHAPTER 6: ADVANCED GRADUATE 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, Employment and Ministry Placement Rates

Olivet Theological College & Seminary calculates 100% graduation rates for California students and 150% graduation rates for all students.

The graduation rate information is based on first-year master's students who graduate within 18 months of starting their studies. There was no enrollment of the Master of Theology Program in the year of 2017. Therefore, there is no statistics about the graduation rate can be shown.

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 last 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 (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)
- ITDS570 Spoken Language Processing (4 units)
- ITDS640 Information Storage and Retrieval (4 units)
- ITDS650 Reinforcement Learning (4 units)
- ITDS670 Robotics (4 units)
- ITDS680 Advanced Reading in Artificial Intelligence (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

- ITEC501 Operating Systems II (4 units)
- ITEC511 Database Systems II (4 units)
- ITEC521 Computational Music (4 units)
- ITEC531 Digital Communication (4 units)
- ITEC537 Wireless and Mobile Networking (4 units)
- ITEC541 Parallel Computing (4 units)
- ITEC550 Innovation Engineering (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)

Ministry Practicum Course

- ITMP501 Technology Practical Training I (1 units)
- ITMP502 Technology Practical Training II (1 units)
- ITMP503 Technology Practical Training III (1 units)
- ITMP601 Technology Practical Training IV (1 units)
- ITMP602 Technology Practical Training V (1 units)
- ITMP603 Technology Practical Training VI (1 units)

- ITMP500 Ministry Practicum * (4 units)

Note: ITMP500 Ministry Practicum is only available for Ph D students after the first year. Please refer to the Ministry Practicum Handbook for detailed information.

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 do 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.

Doctor of Philosophy (Ph.D.) in Business Management

The OBS Ph.D. Program (Ph.D. in Business Management) aims to encourage the candidates, from day one, to think critically and learn to become faithful and wise stewards in the business community. The program involves rigorous study which challenges the students to ponder the most critical issues in business administration and form new insights. It is intended to be designed to train candidates to produce innovative, rigorous, and relevant research and encourage them to pursue a challenging and rewarding career in research and academia.

The doctoral candidates shall work closely with faculty and access resources throughout OBS and Olivet University. The Ph.D. Program curriculum requires coursework at OBS and other Olivet discipline departments, and requires the candidates to work closely with OBS and other Olivet faculty on advisory committees.

Program Goals

Graduates of the Ph.D. in Business Administration will be expected to:

- Apply a solid and comprehensive understanding of business administration to engage problems emerging in the world
- Demonstrate expertise in the chosen field specialization (Accounting, Economics, Finance, Management, Marketing, Organizational Behavior, Strategy, Technology & Operations Management).
- Demonstrate an ability to lecture on the university level. Conduct original research.

Graduation Requirements

Participants in the Olivet University Doctor of Philosophy in Business Administration must fulfill the following degree requirements for graduation. The participant:

1. Must satisfactorily complete 140 quarter credits for BA/BS holders and 88 for Olivet Business School MBA Program Graduates, 120 for MBA degree holders from other universities
2. Must maintain a cumulative grade point average of 3.3.
3. Must be in good standing at Olivet School of Business, 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 that contribute to research in business administration.
6. Produce a coherent, cogently argued, properly researched, and written dissertation that makes an original, scholarly contribution to research in business administration.
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 Limits

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 readmission 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 must 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.

Complete Curriculum Leading to Ph.D. (For BA/BS Holders)

BOLD Course names = required courses from the existing MBA program

ITALICS = existing courses previously offered as electives or as part of concentration tracks in the business administration graduate program.

UNDERLINE = new courses for this Ph.D. program not offered before.

Asterisk (***) = Course taught in Olivet University but not in Olivet Business School. Available for Olivet University cross registration.

Total 140 units (For BA/BS holders)

Major courses (40 units)

Students are required to take the following ten core courses:

<u>Course</u>	Units
<i>FINC500 Finance I</i>	4
<i>FINC510 Finance II</i>	4
<i>ECON600 Macroeconomics in the Global Economy</i>	4
<i>ECON610 Microeconomic Analysis</i>	4
<i>MGMT710 Business Strategy</i>	4
<i>MGMT720 Business Law</i>	4

<i>LEAD700 Leadership</i>	4
<i>MKTG600 Marketing Management</i>	4
<i>MGMT610 Operations Management</i>	4
<i>MGMT650 Human Resource Management</i>	4

Core doctoral courses (64 units)

Students are required to take 64 units of which 11 are required doctoral courses and 5 are elective doctoral courses (out of 9 elective doctoral courses).

Required Doctoral Courses (44 Units)

<u>Course</u>	<u>Units</u>
<i>MGMT700 Venture Capital and Entrepreneurial Management</i>	4
<u>MGMT630 Foundations of Multinational Management</u>	4
<i>MGMT600 Entrepreneurship</i>	4
<u>FINC540 Corporate Finance and Banking</u>	4
<u>MGMT730 Risk Management</u>	4
<u>MGMT740 Responsibilities in Business</u>	4
<i>MKTG640 Digital Marketing and Electronic Commerce</i>	4
<u>MGMT760 Macro Topics in Organizational Behavior</u>	4
<u>MGMT750 Micro Topics in Organizational Behavior</u>	4
<u>MGMT690 Psychology and Economic Theory</u>	4
<u>MGMT770 Empirical Studies of Innovation and Digitization</u>	4

Elective Doctoral Courses (20 Units)

<u>Courses</u>	<u>Units</u>
<i>FINC560 Financial And Managerial Accounting</i>	4

<u>MGMT670 Communication Challenges for Entrepreneurs</u>	4
<u>MGMT680 Managing the Established Enterprise</u>	4
<u>MGMT690 Managing the Emerging Enterprise</u>	4
<i>MGMT610 Information Management</i>	4
MGMT570 Independent Study	4
MPB600 Ministry Practicum I	4
MPB700 Ministry Practicum II	4

Biblical coursework (8 units)

Students are required to take 8 units of biblical courses if the candidate cannot demonstrate proficiency in bible knowledge.

Courses	Units
MINS624 Teaching the Transforming Word of God I **	4
MINS625 Teaching the Transforming Word of God II **	4

Research and seminar courses (14 units)

Courses	Units
<u>BSRS610 Statistical Method in Economics</u>	4
BSRS620 Design of Field Research Methods	4
<u>BSRS630 Field Experiment</u>	4
<u>BSRS640 Seminar on Business Organizational Behavior</u>	2

Dissertation (22 units)

Courses	Units
----------------	--------------

<u>BSDP810 Dissertation I – Proposal</u>	2
<u>BSDP820 Dissertation II</u>	4
<u>BSDP830 Dissertation III</u>	4
<u>BSDP840 Dissertation IV</u>	4
<u>BSDP850 Dissertation V</u>	4
<u>BSDP860 Dissertation VI – Final paper and defense</u>	4

Curriculum for MA/MS Degree Holders

Total Units: 88 for Olivet Business School MBA Program Graduates

Min. Total Units: 120 for MBA degree holders from other universities

Graduate degree holders generally study under the same curriculum as above but will get graduate work credited towards the degree requirements. The applicable transfer policy is explained in further detail below.

As a general rule, identical courses taken at Olivet University are not counted as transfer credit but will be simply counted towards the degree requirements for this program. For credits from other schools, applicable laws and regulations apply such as the limit by California State of 20 units of transfer credit maximum for doctoral programs.

- a) For Olivet University’s MBA degree: 52 units in the MBA degree can be transferred to the PhD in Business Management program at Olivet University.
- b) For MBA degrees from other universities: up to 20 units in the master degree program can be transferred to the Ph.D. in Business Management program at Olivet University if the transfer credit policy was matched.

Transfer Credits Policy:

Up to 20 units of the similar courses from other universities’ master or Ph.D. program in Business Management can be transferred to the Ph.D. program in Business Management at Olivet University, approved by the Olivet Business School Program Director and at least one faculty who holds a terminal degree in business or related fields.

Ph.D. in Business Management Program Course Schedule (Five year Plan)

Year 1: Major and Core Doctoral Courses

Year 2: Major and Core Doctoral Courses

Year 3: Major and Core Doctoral Courses (Complete breadth courses requirement), Qualifying exams, Research and seminar courses, Dissertation Proposal

Year 4: Dissertation Proposal, Dissertation

Year 5: Dissertation and Defense

Graduation and Employment Rates

The graduation and employment rates for the Doctor of Philosophy in Business Administration 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 is the remedial English language preparation program for students admitted to Olivet University degree programs, who do not meet the English language requirements set by the respective college at the time of admissions. Anyone interested in this program must first successfully be admitted to a degree program in one of Olivet University's colleges before selecting to participate. The ESL program is administered by each campus location individually and may require a new language level placement test each time the location is changed.

Note, English language proficiency required for the various degree programs may not be the entire ESL certificate, but only passing a standardized test. Therefore, it is possible to enroll in this program and take classes until passing any applicable English language test sufficient for full admission into the degree program without completing the entire ESL certificate program. The certificate itself, however, does qualify for English language proficiency in all Olivet programs.

The Certificate in English as a Second Language (ESL) program seeks to prepare students for the English language needs in the classroom as well as in everyday life and ministry. 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.

ESL Certificate Completion Requirements

Certificate in ESL students must fulfill the following completion requirements:

- Pass all required courses.
- Record of chapel class attendance each term classes are in session.
- Maintain a 3.00 (B grade point average) in all classes.
- Pass a standardized English proficiency test at the minimum score prescribed by Olivet University language proficiency for admissions at the college and degree level pursuing.
- Satisfy all financial responsibilities to the university.

Curriculum

In the English as a Second Language Certificate Program students are required to take at least 15 courses within one year of study. 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.

A student must meet all completion requirements for the certificate to be granted and admission to the degree program be completed. If all 15 core courses of the program have been passed, but not all completion requirements met, the student may choose to enroll in 5 additional English proficiency test preparation courses until passing the test. An extension beyond one year, however, is only permitted with explicit recommendation from your academic advisor.

Definition of Academic Unit

The ESL certificate program defines an "hour" 50 minutes engagement in the classroom for a period of 10 consecutive weeks in a term. The "hour" does not grant any academic credit towards an undergraduate or graduate degree. Non-standard terms, such as the summer term, may consist of less than 10 weeks. In this case, course faculty will adjust the content of the course to cover the entire scope within the shorter period of time without increasing the weekly workload for the student. An exception from this rule for intensive courses may be made and will be noted in the course title while the change in weekly workload will be included in the course description.

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)

(English Proficiency Test Preparation, 18 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)
- ENGL095 Independent Lab IV (2 hours)

4. General Ministry Skills

Students are required to register PRAC011 College Chapel or PRAC021 Graduate Chapel every quarter that they are enrolled. Please refer to the Chapel Program Handbook for more detailed information. Note, not passing chapel class may result in disciplinary actions such as warning, probation, suspension, or dismissal by the campus chaplaincy.

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 courses 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 active practice activities. The course may include reading and oral presentations from a variety of sources in music, poems, literature, and short stories. Students will work on stressing sentences, liking/intonations, and a variety of listening/speaking exercises.

Intermediate Level Courses

ENGL041 Independent Lab II (4 hours)

Students are open to self-paced instructions that cater to individual styles of learning. Self Study Materials assist students with developing their English skills in all aspects of listening, reading, and speaking.

ENGL045 Intermediate Reading and Writing I (4 hours)

The goal of these courses is to develop and enhance students' reading and writing skills necessary for academic success at the intermediate level. The objectives of these courses are for students to practice and apply reading and writing strategies and incorporate vocabulary, grammatical principles, and specific paragraph structure and rhetorical patterns in a variety of tasks and activities appropriate for the intermediate level.

ENGL046 Intermediate Reading and Writing II (4 hours)

The goal of these courses is to deepen and broaden students' reading and writing skills necessary for academic success at the high-intermediate level. The objectives of these courses are for students to practice and apply reading and writing strategies and incorporate vocabulary, grammatical principles, and specific paragraph structure and rhetorical patterns in a variety of tasks and activities appropriate for the high-intermediate level.

ENGL050 Intermediate Speaking and Listening I (4 hours)

The goal of these courses is to further develop and enhance students' listening and speaking skills necessary for academic success at the intermediate level. The objectives of these courses are for students to practice and apply listening skills in comprehension activities and utilize common vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the intermediate level.

ENGL060 Intermediate Speaking and Listening II (4 hours)

The goal of these courses is to broaden and deepen students' listening and speaking skills for academic success at the high-intermediate level. The objectives of these courses are for students to practice and apply listening skills in comprehension activities and utilize vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the high-intermediate level.

Advanced Level Courses

ENGL070 Independent Lab III (4 hours)

Students are open to self-paced instructions that cater to individual styles of learning. Self Study Materials assist students with developing their English skills in all aspects of listening, reading, and speaking.

ENGL071 Advanced Speaking and Listening I (4 hours)

The goal of these courses is to expand and further refine students' listening and speaking skills for academic success at the advanced level. The objectives of these courses are for students to practice and apply listening skills in comprehension activities and utilize advanced vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the advanced level.

ENGL072 Advanced Speaking and Listening II (4 hours)

The goal of these courses is to expand and further refine students' listening and speaking skills for academic success at the high-advanced level. The objectives of these courses are for students to practice and apply listening skills in comprehension activities and utilize high-advanced vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the advanced level.

ENGL080 Advanced Reading and Writing I (4 hours)

The goal of these courses is to expand and further refine students' reading and writing skills necessary for academic success at the advanced level. The objectives of these courses are for students to practice and utilize reading and writing strategies and incorporate vocabulary, grammatical principles, and specific paragraph structure and rhetorical patterns in a variety of tasks and activities appropriate for the advanced level.

ENGL081 Advanced Reading and Writing II (4 hours)

The goal of these courses is to expand and further refine students' reading and writing skills necessary for academic success at the advanced level. The objectives of these courses are for students to practice and utilize reading and writing strategies and incorporate vocabulary, grammatical principles, and specific paragraph structure and rhetorical patterns in a variety of tasks and activities appropriate for the high-advanced level.

Proficiency Test Preparation Courses

ENGL091-94 TOEFL Preparation Course Module 1-4 (4 hours each)

The goal of these courses is for students to further analyze the TOEFL IBT format and its components and refine students' English and test taking skills. The objectives of these courses are to strengthen students' reading, writing, speaking, and listening skills, reinforce note-taking skills, broaden test-taking strategies, further build vocabulary, and deepen students understanding of more complex grammar points in level appropriate receptive and productive tasks involving complex academic and campus life passages.

ENGL070 Independent Lab IV (4 hours)

Students are open to self-paced instructions that cater to individual styles of learning. Self Study Materials assist students with developing their English skills in all aspects of listening, reading, and speaking.

Certificate in Languages

The Certificate in Languages upholds the Mission, Vision, Values, and Goals of Olivet University. In particular the Certificate in Languages Program contributes to the University's goal of equipping students with the practical skills to preach the Gospel effectively into and after the 'network generation.

Effective Christian Mission faces many obstacles that include barriers in language and culture. In order to effectively proclaim the gospel across multiple borders, learning languages is essential. OSLE's Language Program is designed to prepare ministry bound men and women for work in interpretation and collaborations with other missionaries who are active or on sabbatical.

Program Goals

In the context of Olivet University's mission, completion of the Certificate in Languages will enable students to:

- Exercise language competencies needed within the missions profession
- Be prepared to function within a foreign mission field
- Build foundational coursework that will enable pursuit of further education in the mission field/foreign language

Completion Requirements

Certificate in Languages students must fulfill the following completion requirements:

- Pass a total of 28 quarter hours.
- Receive a passing mark for Chapel requirements.
- Maintain a 3.00 (B grade point average) in all classes.
- Satisfy all financial responsibilities to the university.

A certificate will be issued at the completion of the program.

Curriculum

The Certificate in Languages is offered for the following language pairs:

- (1) English for Korean/Spanish/Chinese speakers.
- (2) Spanish for Korean/English/Chinese speakers.
- (3) Chinese for Korean/Spanish/English speakers.
- (4) Korean for English/Spanish/Chinese speakers.

Course Title		Format	Unit
XXXX110*	XXXX Language 1	On-line	4
XXXX111*	XXXX Language 2	On-line	4
XXXX112*	XXXX Language 3	Onsite	4

XXXX113*	XXXX Language 4	Onsite	4
XXXX114*	XXXX Language 5	Onsite	4
XXXX115*	XXXX Language 6	Onsite	4
XXXX116*	The art of Transcription	Onsite	4
Total Unit			28

* The course codes above are spacers for the sake of simplification while displaying curricula for multiple languages simultaneously. Replace ‘XXXX’ with ‘CNKR’, ‘CNSP’, or ‘CNEN’ for the Chinese-Korean, Chinese-Spanish, Chinese-English language program for example.

General Ministry Skills (0)

- PRAC011** College Chapel (0 units)

** Students are required to pass one quarter of PRAC011 College Chapel during their certificate program duration.

Course Descriptions

xxxx010* Dictation Skill-Online (4 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 all sentences, 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 its 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

Faculty

Bethany Cook

M.A., TESOL, Notre Dame De Namur University, Belmont, CA (2022)

B.A., Political Science, Old Dominion University, Norfolk, VA (1993)

Jared Duckworth

B.A., Theology, Olivet University, Anza, CA (2021)

Michael Neumann

B.A., English and Linguistics, San Francisco State University, CA (2019)

TESOL Certificate, TEFL Online (2010)

Yuqin Qi

M.A., Journalism, Olivet University, Anza, CA (2017)

M.Div., Olivet University, San Francisco, CA (2012)

B.Eng., Law, Shandong Financial and Intellectual College, China (2007)

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 administration 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 the Registrar.

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 full-time 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.

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 coursework, 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. After receiving their ID and password, students may access the platform at the following address: <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.

Full-time Enrollment

Fall, Winter and Spring quarters only.

To be classified as full-time, 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 full-time 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
Below 68	F	Failure	0

Other Grade Marks Used:

Grade	Interpretation	Grade	Interpretation	Grade	Interpretation
IP	In Progress	NF	Non-Attendance Failure	AU	Audit
I	Incomplete	P	Pass (Graduate: B- or better)	R	Retake
W	Withdrawal	NP	Non-Pass / No Credit		

In Progress Grade (IP)

The grade of “IP” (In Progress) is the standard notation on the transcript for ongoing courses. After the grade deadline has passed it will be updated to either a final letter grade or a temporary grade notation to indicate the status of the course after its academic term has ended.

Incomplete Grade (I)

The “I” (Incomplete) grade is given when the course is not completed by the end of the term for acceptable reasons. The faculty will determine whether if this grade is not removed within ten weeks of the end of the term, it finalizes as the current grade in the course gradebook.

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.

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.

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.”

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.

Retake (R)

The mark (R) in parentheses is added next to grades in past instances of courses, which have been retaken for grade improvement and in which an equivalent course with same or better grade is listed in the same transcript. The course marked as (R) Retake is not included in cumulative GPA (cGPA) and credit calculations.

Note that retaken courses may change the tGPA and cGPA values calculated in past terms. Any disciplinary actions noted in past terms will remain unaffected and not removed from the transcript once the new GPAs are calculated. Courses which allow retakes for credit will not be marked (R) and are counted towards cGPA and credit for graduation.

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 the outcome of a faculty decision, within 10 days of the faculty member's decision, the student may appeal in writing to the Division Chair.
3. Within 10 days of the College Dean or Director's decision, the student may submit a written appeal to the Academic Dean.
4. The student is responsible to monitor email daily throughout the appeals process.

Class Work

All class work is due on the date set by the professor. No assignments will be accepted that are more than two weeks overdue, and grades on late work will be reduced for each day overdue, except under exceptional circumstances approved by the professor. The grading should be completed within 10 days after the submission

CHAPTER 11: SATISFACTORY ACADEMIC PROGRESS REVIEW

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. 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 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.

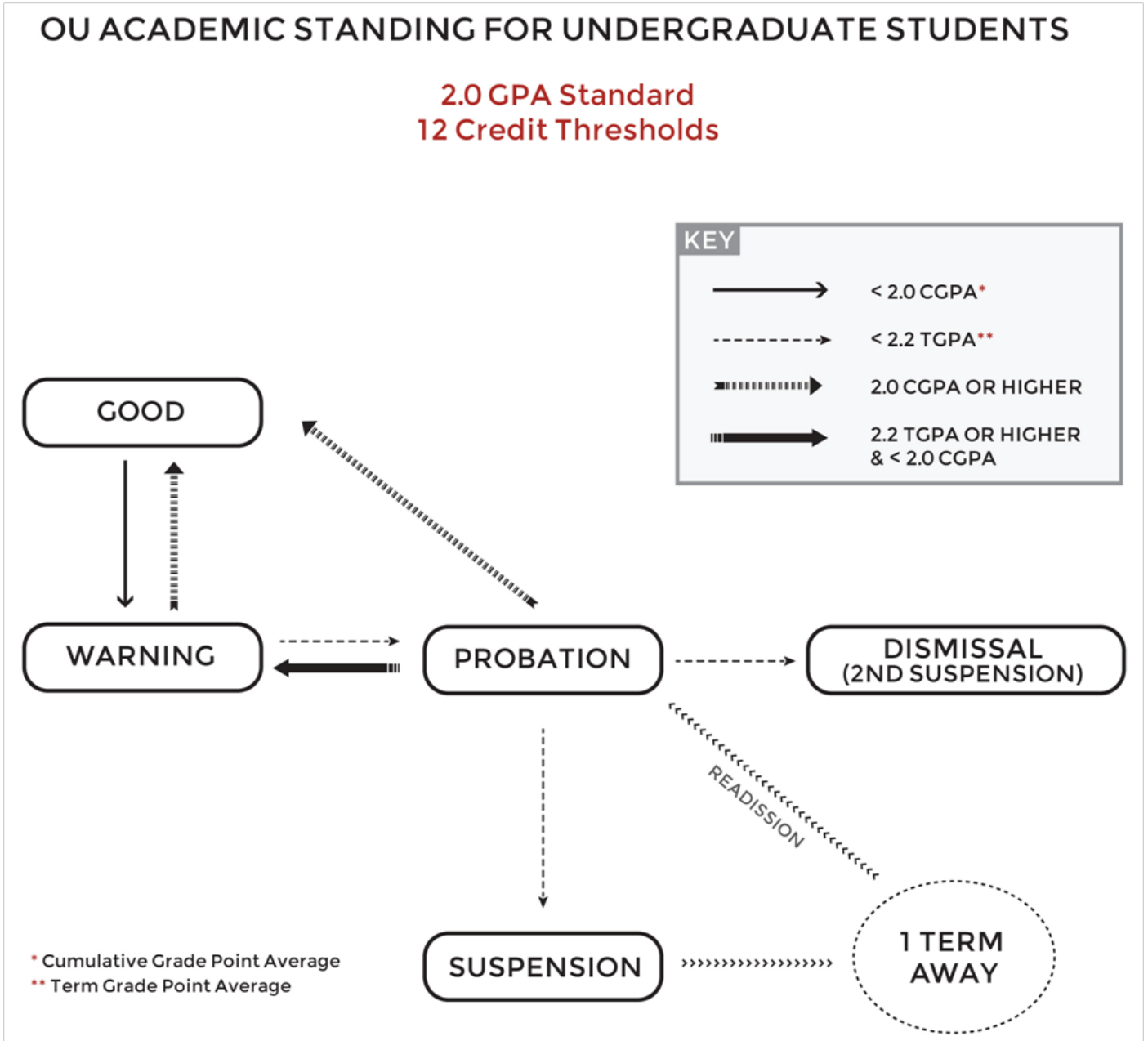
A student placed on Second Academic Suspension shall be permanently dismissed from the University without possible readmission.

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 another master degree, they may request a 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. The Registrar's Office goes through a final graduation check and verifies whether students have completed all graduation requirements. If the student meets graduation requirements, the Registrar Office notifies the student to fill out the graduation application form.

4. Students fill out graduation application forms, 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.

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, the 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 this 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 re-enrolls, 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 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 the 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

finances or bills will not be processed until his/her financial obligations are met. Transcripts are generally processed within 7 business days 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 the 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: 7:00 am – 8:00 pm PST

Wed, Fri: 7:00 am – 5:00 pm PST

Sat: 8:00 am – 5:00 pm PST

Sun: Closed

San Francisco Campus

Mon, Tue, Thu: 8:00 am – 4:30 pm PST

Wed, Fri: 8:00 am – 12:00 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	30	1 Month
Staff	10	2 Weeks
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 consist 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.

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 is the 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

admissionsf@olivetuniversity.edu

Olivet University, Washington D.C.

201 Rittenhouse St., NW
Washington, DC 20011

Olivet University, St. Louis

5341 Emerson Ave.
St. Louis, MO 6312

8300 Morganford Road
St. Louis, MO 63123

Olivet University - Jubilee Campus, Lexington

1880 Washington Ave,
Lexington, MO 64067

Olivet University, Nashville

141 Belle Forest Circle
Nashville, TN 37221
(615) 454 2392
info@olivetuniversity.edu

Olivet University - Great Commission Campus, Howe

5755 IN-9,
Howe, IN 46746

Olivet University, Atlanta

953 Martin Luther King Jr. Dr. NW
Atlanta, GA 30314

Olivet University, Chicago

3659 S. Honore St.
Chicago, IL 60609

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. Below are suggested specifications.

- * Type: PC or Mac
- * Processor: Intel Core i5 or i7 or AMD equivalent
- * Display: 13" or larger
- * Memory: 8GB or higher for PC / 16GB or higher for MAC
- * Hard Drive: 256GB SSD or higher
- * I/O ports: Two USB 3.0 ports
- * Video out: HDMI or DisplayPort
- * Wireless: AC preferred, N minimum
- * OS: Windows 10 (preferred) for PC / El Capitan (Sierra preferred)

Students in the IT, Media, Art, and Architecture programs are recommended to have higher specs on their laptops:

Apple MacBook Pro

- * 13 or 15-inch screen
- * 2.2GHz processor (2.6 or 2.7GHz will be faster)
- * 8GB to 16GB RAM (more will be better, especially for animation projects)
- * At least 256GB hard drive (512GB or larger will be better)

Desktop computers are also offered in the library, architecture, and ESL labs.

Media and Journalism students may also be working with equipment such as:

- 4K cinema video cameras
- Digital photography Cameras
- Lighting equipment and lights
- Sound and Audio Mic

Architecture and Engineering students may be working with construction related tools such as saw tables, electrical power tools, air pressure tools. Tools and equipment are available on loan to students who are taking the related courses or approved by the school.

CHAPTER 17: UNIVERSITY LEADERSHIP AND INSTRUCTIONAL PERSONNEL

ACADEMIC AND ADMINISTRATIVE LEADERSHIP

- Dr. Matthias Gebhardt
University President
- Dr. Barnabas Jung
Chief Financial Officer
- Dr. Walker Tzeng
*Chief Operating Officer, Chaplain
Dean of Olivet Institute of Technology*
- Dr. Julia Tzeng
Dean of Students
- Dr. Sarah LaFleur
Dean of Olivet Theological College & Seminary
- Dr. Merrill Smoak
Dean of Jubilee College of Music
- Dr. Joan Carter
Dean of Olivet School of Art & Design
- Jacob Chatterjee, Esq.
Dean of Olivet School of Business
- Dr. Jasmine Park
Dean of Olivet School of Language and Education
- 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 the Institute of Faith and Family
Director of Doctor of Ministry Program



OLIVET UNIVERSITY
ZINZENDORF SCHOOL OF DOCTORAL STUDIES

ACADEMIC CATALOG

2022 - 2023

Zinzendorf School of Doctoral Studies - Academic Catalog (2022- 2023)



Olivet University
www.olivetuniversity.edu

Table of Contents

Welcome From the Dean

Disclaimer

CHAPTER 1: GENERAL INFORMATION

Obtaining a Catalog

Statement of Student Responsibility

Statement of Non-Discrimination

Academic Calendar 2022-2023

Administrative Holidays 2022-2023

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

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

Cancellation and Refund Policy

Student's Right to Cancel

Refund Policy:

Fall, Winter and Spring quarter:

Summer quarter:

Sample Student Refund Calculation

Loans

Tuition Payment Policy

Payment Options

Installment Payment Plan

Delinquent Accounts

Student Account Disputes

Student Tuition Recovery Fund Disclosures

General Transfer Student Admissions Policy

UNDERGRADUATE

GRADUATE

Instances of Fraud

CHAPTER 3: SCHOLARSHIP AND FINANCIAL ASSISTANCE

Institutional 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

Seminar and 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

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 From the Dean



Welcome to the Zinzendorf School of Doctoral Studies, the most recent development of Olivet University, initiated to advance our high calling for Christian leadership training. The name itself evokes the heart of the doctoral programs of Olivet.

Our goal has always been to strengthen and help define Christian leadership for global mission purposes.

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

- Commitment to personal and global transformation by the power of the Gospel of Jesus Christ.
- Commitment to Christian community, identified by worship, prayer, and sharing of resources.
- Commitment to the Great Commission service, bringing "Good News" to the nations through evangelism, church planting, and social transformation.

Zinzendorf and his Herrnhut followers carried the Gospel to every continent of the world and likewise surrounded this enterprise with the first Protestant prayer movement. God's formula for successful mission was linked with Evangelical theology and vibrant spirituality. This is the tradition we seek to uplift as we train a new generation from among all nations of the world with the best of higher biblical education.

Consider with us the possibilities of pursuing a doctoral degree with us. Our innovative programs will assure that you continue on at the highest level of educational impact in your service for the Church of Jesus Christ and the Kingdom of God.

Sincerely,

A handwritten signature in cursive script that reads "Donald Tinder".

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

Disclaimer

The policies and procedures contained in this handbook are in effect from September 1, 2022, through August 31, 2023. 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 the 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 question a student may have regarding this handbook that has not been satisfactorily answered by the University may be directed to the Bureau for Private Postsecondary Education at 1747 N Market Blvd. Ste 225 Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-8900 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 online at this website: 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 website, 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 2022-2023

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

Administrative Holidays 2022-2023

To reach Olivet University’s Main Campus, please call (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: Global Christian Education Summit Veterans Day Thanksgiving Break Christmas Holiday New Year’s Day (observed)	Oct 24 – Nov 4, 2022 Nov 11, 2022 Nov 24-25, 2022 Dec 24-26, 2022 Jan 2, 2023
Winter Term: Martin Luther King Day Presidents' Day	Jan 16, 2023 Feb 20, 2023
Spring Term: Good Friday Memorial Day	April 7, 2023 May 29, 2023
Summer Term: Independence Day Labor Day	July 4, 2023 Sep 4, 2023

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 Olivet University's 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 School of Media and Communication, Olivet School of Art & Design, Olivet Institute of Technology, Olivet School of Language and Education, Olivet Business School, 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 joint degrees between the Master of Divinity and other university colleges.

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

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. The University works to open the doors of Biblical higher education to qualified students, even in nations closed to the Gospel of Jesus Christ, by offering its programs through distance learning and by making this opportunity accessible.

Global Community

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

Service

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

Quality

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

Institutional Goals of Olivet University

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

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

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

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

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

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

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

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

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

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

Olivet’s Core Learning Outcomes

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

Spiritual & Evangelistic Growth (se)

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

se1:	Develop habits of personal and corporate worship.
se2:	Learn the importance and power of personal and corporate prayer.
se3:	Examine the history of evangelism and the Church and its traditions.

se4:	Understand the power of a personal testimony.
se5:	Learn Scriptures that will help verbally articulate the Christian faith.
se6:	Communicate the Christian message in word and deed.

Biblical Competence (bc)

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

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

Academic Excellence (ae)

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

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

Emotional-Social Development (es)

Since Olivet University is a Christian community with a world mission focus, our educational outcomes include Emotional-Social

outcomes. Therefore, Olivet will enable students to:

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

Ministry Impact (mi)

Since Olivet University is committed to training ministry-bound men and women for Christian mission, especially in the network generation our educational outcomes include Ministry outcomes. Therefore, Olivet will enable students to:

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

Faith-First Educational Philosophy

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

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

Statement of Faith

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

We believe in:

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

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

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

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

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

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

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

Olivet University Commitment to Students

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

Olivet is committed to:

Spiritual Wellness

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

Intellectual Wellness

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

Emotional Wellness

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

Physical Wellness

- Providing clean and safe environment that will help the students gain freedom from illness, disease, and need for

medications.

- Offering recreational and sporting programs that will promote and develop healthy lifestyle choices.
- Offering educational programs that will help maintain a balanced natural diet and regular sleeping habits.

Social Wellness

- Forming and contributing to positive relationships of mutual respect.
- Comfortably and effectively performing a variety of social and group roles.
- Seeking and fulfilling Christ-like leadership roles that contribute positively to communities and the larger society.

Statements on Institutional Approval

Olivet University contains several colleges as well as its 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. Doctor of Philosophy in Business Administration
28. Certificate in English as a Second Language
29. Certificate in Languages
30. Certificate in Teaching English to Speakers of Other Languages

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

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, and 1730 Rhode Island Avenue, NW, #1205, Washington, DC 20036 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 is a member of the World Evangelical Alliance (WEA), the world's largest evangelical body that serves some 600 million evangelicals in more than 130 countries.

For more information about the WEA, please visit <http://www.worldea.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 accredited by the Association for Biblical Higher Education (ABHE) to award Certificates, Bachelor, Master's and Doctorate degrees. Olivet University is listed here in the ABHE directory of member institutions.

ABHE is recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). Contact the ABHE Commission on Accreditation at 5850 T.G. Lee Blvd., Ste. 130 Orlando, FL 32822; call 407-507-0808; or visit www.abhe.org.

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 reason for pursuing study at Olivet and how your study is to be incorporated in your future work 3) how they relate to the 'Statement of Faith' as given on the university website.
3. Prior Degree Requirements:
 - 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 proficiency 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 proficiency. 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 proficiency. 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

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 expenses 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 identify 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 verification 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	
First Colloquium Registration Fee (2 weeks)	\$650
Second Colloquium Registration Fee (1 week)	\$350
Third Colloquium Registration Fee	\$150
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.	
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.

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 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.

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

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.)

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.

Dormitory 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 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.

- Transcripts and other official school documents will not be issued.
- Degrees 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 non collection 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 after 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.

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

Institutional 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 project that addresses both the nature and the practice of ministry. The project should be of sufficient quality that it contributes to the practice of ministry as judged by professional standards and has the potential for application in other contexts of ministry.

The ministry project should demonstrate the candidate's ability to identify a specific theological topic in ministry, organize an effective research model, use appropriate resources, and evaluate the results, and should reflect the candidate's depth of theological insight in relation to ministry. Upon completion of the doctoral project, there shall be an oral presentation and evaluation. The completed written project, with any supplemental material, should be accessioned in the institution's library." (Bulletin 43, Part 1, The Association of Theological Schools in the United States and Canada, 1998.p.112-113.)

Areas of Study

Olivet is an institution of Biblical higher education dedicated to training ministry-bound men and women as Biblical scholars and leaders and to equipping them with practical skills to preach the Gospel effectively into and after the 'network generation'. Because of the many activities students engage in that are designed to revolutionize the world, a number of Doctoral projects will emerge from student activities. At Olivet, projects in the Doctor of Ministry program are broadly grouped under four headings:

1. General Pastoral Ministry
2. Intercultural Ministry
3. Campus Ministry
4. Vocational Ministry

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 consists of:

- Donald Tinder, Ph.D. (chair)
- William Wagner, Th.D., D.Miss
- Joseph Ray Tallman, D.Miss.
- Matthias Gebhardt, PhD.
- Thomas Cowley, D.Min.
- Mark Wagner, Ph.D.
- Stacey Kim, D.Min.
- Merrill 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 13 credits of Core Courses, 15 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

Phase 1 (Year 1): Core courses and track selection

At the first colloquium, 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. Significant reading and writing is required before, and following the class meeting dates.

At the start of the D.Min. program, students will select a ministry track and ministry field work according to the track. The ministry will provide opportunities to explore the areas of practical research that can be useful in developing the project for their final project.

Ten specialized ministry tracks:

1. Education
2. Cross-Cultural Communication
3. Church Planting & Evangelism
4. Gospel & IT
5. Church Music & Worship
6. Business as Mission
7. Spiritual Formation
8. Family Ministry
9. Children & Youth Ministry
10. Media & Design

Courses to register in the first year (16 units):

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

MINS800 Global Missiology (3 units)

MINS824 The Spiritual Autobiography (2 units)

RSCH800 Doctoral Research and Presentation (2 units)

THEO800 Global Theological Foundation (3 units)

PRAC811 Ministry Field Work I (2 units)

PRAC812 Ministry Summer Field Work I (1 unit)

Phase 2 (First half of year 2):

At the second colloquium, students will complete a 4-unit track module course Exploring the Transformative Ministry. Lectures will be provided by ministry track leaders or lecturers during the colloquium.

Courses to register (7 units):

Exploring the Transformative Ministry (4 units)

PRAC821 Ministry Field Work II (2 units)

Phase 3: (Second half of year 2): Project Proposal and Foundation Paper

During the second half of second year, students will complete foundation paper and project proposal. A foundation paper should demonstrate the student's comprehensive knowledge of his or her area of interest. A project proposal addresses the project's objectives, target and approach.

Courses to register (9 units):

MINS900 Foundation Paper (6 units)

MINS910 Project Proposal (2 units)

PRAC822 Ministry Summer Field Work II (1 units)

Phase 4: Ministry Project and Final Paper (14 credits):

At the third colloquium (online), students will present their foundation paper and project proposal to their committee. After receiving approval from their committee, students move on to the final phase. 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.

Courses to register (14 units):

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

MINS800 Global Missiology (3 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 track module 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

THEO800 Global Theological Foundation (3 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 ministry 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 ministry 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.

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.

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.

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 academic year. The professors may also serve as mentors.

PROFESSORS

Alfred Merrill 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)

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 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)

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

Mimi Haddad

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

Nga Wai Cheung

- 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)

Creighton Marlowe

- Ph.D., Mid-America Baptist Theological Seminary (1985)
- ThM., Western Seminary Portland (1979)
- MDiv., Western Seminary Portland (1977)
- B.A., University of North Carolina (1973)

William L. Wagner (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 a 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 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 "Preparation 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 units of doctoral work of which 15 units 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 with all bills paid.
4. Must pass a comprehensive oral examination prior to entrance into the dissertation phase.

5. Produce a Portfolio including research papers and other appropriate examples of one's work from the Preparation Phase, as directed by the PhD Committee.
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 eight 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 must 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 Preparation 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 units. 45 units will be earned in the Preparation Phase through the successful completion of required and elective seminars and independent studies. 15 units will be awarded for the successful completion of the dissertation.

1. Preparation Phase (45 Units)

In the Preparation Phase one acquires 45 units through required seminars, colloquium participation, independent studies and perhaps elective seminars. It is completed by the presentation of an academic portfolio and the passing of the oral examination. Only then may one enter the Dissertation Phase.

Required Seminars and Courses (26 units)

- MINS804 Global Strategies (4 units)
- MINS812 Spirituality and Mission (4 units)
- MINS826 Exploration and Application of Missiology Globally (4 units)
- RSCH813 Doctoral Research and Presentation (Ph.D.) (independent online course) (4 units)
- RSCH814 Doctoral Research and Presentation (D.Min. transfer), *the one-unit version of 813 for those with a previous such doctoral course*
- RSCH815 Research Area Literature Review (independent online course) (2 units)
- THEO850 Global Theological Explorations (4 units)
- THEO853 Theological Hermeneutics (4 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.

- THEO861-865 Ph.D. Colloquium I-V (2 units each)

Independent Studies (total units vary)

These are approved in advance by the PhD Committee upon a formal application. They require an Advisor and a method of evaluation such as a major research paper.

RSCH850a-h Independent Studies (1 to 8 units, depending on length of time)

2. Oral Examination

The Oral Examination is administered upon the completion of the 45 units (or agreed upon lesser number for those with previous doctoral level studies). The uploading of the student's Portfolio (referred to in item 5 of the Requirements for Graduation) is required at least 30 days before the examination. This marks the culmination of the Preparation Phase and, if passed, qualifies for beginning

the Dissertation Phase. The examination is before a committee chaired by a member of the PhD Committee and includes the student's Advisor and at least two other members of the faculty. The examination will draw from the contents of the Portfolio, all prior work from courses, seminars, colloquia and independent studies, and key topics from the specific field of research chosen by the student.

3. Dissertation Phase (15 Units)

Upon completion of the Preparation 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.

For registration purposes, the following entries are required for beginning and annually continuing in this phase:

RSCH980 Prospectus (0 units)

RSCH990 Dissertation Phase (15 units)

RSCH992-993ff Dissertation Phase Continuation I, II ff (0 units each)

Upon successful completion of RSCH990 the student will be able to graduate. This course is initially enrolled after passing the Prospectus 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

Soon after entering the Dissertation Phase, the student submits a suggested title and tentative statement to begin the process. Upon its acceptance the PhD Committee 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. Many further details about the Dissertation Phase and the writing of the dissertation are given in the Ph.D. Program Handbook, which is to be read when first entering the program and then regularly consulted once one is in this phase.

Seminar and Course Descriptions

MINS804 Global Strategies (4 units)

The many distinct aspects or "mountains" of human activity call for global mega-strategies if Christians are to "climb" them to promote Kingdom values.

MINS812 Spirituality and Mission (4 units)

Spiritual forces oppose those seeking to present the Gospel in various ways in Christian and non-Christian areas globally. Discerning these and how to draw upon the spiritual assets available to mission workers engaging in this conflict are the subjects of this seminar.

MINS826 Exploration and Application of Missiology Globally (4 units)

This seminar promotes context-focused research that is comprehensive and newly insightful for ministry engagement with contextualized cultural adaptation.

RSCH813 Doctoral Research and Presentation (Ph.D.) (4 units)

This is an independently guided online course that is to be mostly completed before the student does substantive work in the seminars. It informs students of the methods and materials needed for adequate research that will ultimately produce an acceptable dissertation that makes an original contribution to its field. Various intermediate stages are covered, especially on how to present the results of any research audio-visually as well as in writing.

RSCH814 This is the one unit version of 810 for those with a previous similar doctoral course.

RSCH815 Research Area Literature Review (2 units)

This is an independently guided online course to be taken toward the end of the Preparation Phase to give an opportunity to learn more of the state of scholarship and the resources that will need to be studied in one's proposed dissertation area. It helps to show during the Oral Examination that one is prepared to make a fast start in the Dissertation Phase.

RSCH850a-h Independent Studies (1-8 units)

These require a formal application to be approved in advance by the PhD Committee. There must be an Advisor and a means of evaluation, usually a research paper. Further details are in the PhD Handbook.

THEO850 Global Theological Explorations (4 units)

One's previous theological studies are reviewed while exploring aspects needing further reflection. Increased awareness of the global nature of theology, rather than formulations shaped by the unique Western experience, is the goal along with facing the resulting challenges.

THEO853 Theological Hermeneutics (4 units)

This seminar examines hermeneutics from biblical, theological, and philosophical perspectives. Beyond rules for interpreting the Bible, we expand horizons by seeing the historical and multicultural development of the discipline.

THEO861-865 Ph.D. Colloquium I-V (2 units each)

The first colloquium a student attends is 861, the second is 862, etc. **Students are required to participate each year in the Preparation Phase**, unless excused for good reason in advance. Attendance is encouraged while in the Dissertation Phase. These

take place each year for an intensive week when some seminars are also meeting. Students in various years of the program present for evaluation the results of their studies and research so far. Faculty and perhaps invited guests may also present papers. Students and faculty critique each other. Both general and individualized assignments are given with due dates for later verification of each student's two earned credits. See the PhD Handbook for more information on this important dimension of the program.

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 the academic year 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 Pederson

- Ph.D., Evangelische Theologische Faculteit, Belgium (1997)
- M.Div., Trinity International University (1987)
- B.A., Wheaton College (1983)

Donald Tinder

- Ph.D., Yale University (1969)
- M.Div., Fuller Theological Seminary (1964)
- B.A., Yale University (1960)

Gerhard Venter

- Ph.D., University of Johannesburg, South Africa (1987)
- M.Div., Southern Baptist Theological Seminary (1982)
- B.A., University of Johannesburg, South Africa (1981)

Ghassan Khalaf

- Ph.D., Evangelische Theologische Faculteit, Belgium (2001)
- Diploma in Theology, Arab Baptist Theological Seminary, Lebanon (1969)

Imad Shehadeh

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

Joseph Ray Tallman

- D.Miss., Trinity Evangelical Divinity School (1982)
- M.A., University of Kansas (1976)
- M.Div., Midwestern Baptist Theological Seminary (1975)
- B.A., Oakland University (1972)

Karl Heinz Kuhlman

- D. Th., University of South Africa, South Africa (1984)
- Th.M., Evangelische Landeskirche Hannover, Germany (1960)
- B.D., Evangelische Landeskirche Hannover, Germany

Nupanga Weanzana

- Ph.D., University of Pretoria, South Africa (2003)
- Th.M., Bangui Evangelical Graduate School of Theology, Central African Republic

Ovidiu T.T. Bulzan

- Ph. D., Southeastern Baptist Theological Seminary (2006)
- M.Div., Southeastern Baptist Theological Seminary (1996)
- B.A., University of Timisoara, Romania (1975)

Philip Roberts

- Post-doctorate, Oxford University
- Ph. D., Free University Amsterdam
- M.Div., Southern Baptist Theological Seminary

Rosalee Ewell

- Ph.D., Duke University (2003)
- M.A., Fuller Theological Seminary (1997)
- B.A., Westmont College (1994)

W. Creighton Marlowe

- Ph.D., Mid-America Baptist Theological Seminary (1985)
- ThM., Western Seminary Portland (1979)
- MDiv., Western Seminary Portland (1977)
- B.A., University of North Carolina (1973)

William L. Wagner

- Th.D., University of South Africa (1990)
- D.Miss., Fuller Theological Seminary (1977)

- M.Div., Southwestern Baptist Theological Seminary (1961)
- B.S., University of New Mexico (1957)

William Mark Wagner

- Ph. D., Southwestern Baptist Theological Seminary(1998)
- M.Div, Southwestern Baptist Theological Seminary (1991)
- B.A., Baylor University (1987)

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

administration according to 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 Philosophy in Global Theological Studies (CIP 39.0601 Theology/Theological Studies, 39.0301 Missions/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

Doctor of Ministry (CIP 39.0602 Divinity/Ministry)

Doctor of Ministry in Business as Mission Track

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

Doctor of Ministry in Church Planting & Evangelism Track

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

Doctor of Ministry in Cross-Culture Communication Track

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

Doctor of Ministry in Gospel & IT Track

11-3021.00 Computer and Information Systems Managers
15-1142.00 Network and Computer Systems Administrators

15-1199.03 Web Administrators

Doctor of Ministry in Media & Design Track

Self-employment, start-up possible.

27-3041.00 Editors

27-3043.04 Copy Writers

15-1134.00 Web Developers

15-1255 Web and Digital Interface Designers

27-1021 Commercial and Industrial Designers

Doctor of Ministry in Youth & Children Track

21-2011.00 Clergy

21-2021.00 Directors, Religious Activities and Education

Doctor of Ministry in Family Track

21-2011.00 Clergy

21-2021.00 Directors, Religious Activities and Education

Doctor of Ministry in Spiritual Formation Track

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

Doctor of Ministry in Church Music & Worship Track

27-2042.01 Singers

27-2042.02 Musicians, Instrumental

25-1121 Art, Drama, and Music Teachers, Postsecondary

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 the Registrar.

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 full-time status as a result of dropping or withdrawing from a course, he/she must get express permission from the Academic Dean and the College Program Director, because his/her financial status with the university might be affected.

Dropping vs. Withdrawing

Dropping: Students may drop from class during the official drop/add period at the beginning of each quarter. This process occurs online. At the end of the quarter, no official record of the student having been in the class exists.

Withdrawal (Class Withdrawal): Students may withdraw from courses following the drop/add period until week nine of the fall, winter, or spring quarter. A grade of "W" will appear in the student's official records.

Repeating Courses

Courses for which grades of "D" or better have been earned may not be repeated for credit. Courses for which grades of "F" have

been received may be repeated for credit. Only the grade for the repeated attempt counts toward the grade point average. All entries on the transcript, however, remain a part of the student's permanent academic record. Students will not be allowed to register for a course for which they have already received a passing grade.

CHAPTER 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
Below 68	F	Failure	0

Other Grade Marks Used:

Grade	Interpretation	Grade	Interpretation	Grade	Interpretation
IP	In Progress	NF	Non-Attendance Failure	AU	Audit
I	Incomplete	P	Pass (Graduate: B- or better)	R	Retake
W	Withdrawal	NP	Non-Pass / No Credit		

In Progress Grade (IP)

The grade of “IP” (In Progress) is the standard notation on the transcript for ongoing courses. After the grade deadline has passed it will be updated to either a final letter grade or a temporary grade notation to indicate the status of the course after its academic term has ended.

Incomplete Grade (I)

The “I” (Incomplete) grade is given when the course is not completed by the end of the term for acceptable reasons. The faculty will determine whether if this grade is not removed within ten weeks of the end of the term, it finalizes as the current grade in the course gradebook.

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.

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.

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.”

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.

Retake (R)

The mark (R) in parentheses is added next to grades in past instances of courses, which have been retaken for grade improvement and in which an equivalent course with same or better grade is listed in the same transcript. The course marked as (R) Retake is not included in cumulative GPA (cGPA) and credit calculations.

Note that retaken courses may change the tGPA and cGPA values calculated in past terms. Any disciplinary actions noted in past terms will remain unaffected and not removed from the transcript once the new GPAs are calculated. Courses which allow retakes for credit will not be marked (R) and are counted towards cGPA and credit for graduation.

Grade Appeal

The normal appeal procedure begins with a consultation with the professor concerned. The following are the steps to filing a grade appeal:

1. Prior to the end of the quarter following the course in which the contested grade is issued, the student will request that the faculty member reconsider the grade that was awarded.
2. If dissatisfied with outcome of faculty decision, within 10 days of the faculty member's decision, the student may appeal in writing to the Division Chair.
3. Within 10 days of the College Dean or Director's decision, the student may submit a written appeal to the Academic Dean.
4. The student is responsible to monitor email daily throughout the appeals process.

Class Work

All class work is due on the date set by the professor. No assignments will be accepted that are more than two weeks overdue, and grades on late work will be reduced for each day overdue, except under exceptional circumstances approved by the professor. The grading should be completed within 10 days after the submission

CHAPTER 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. 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 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.

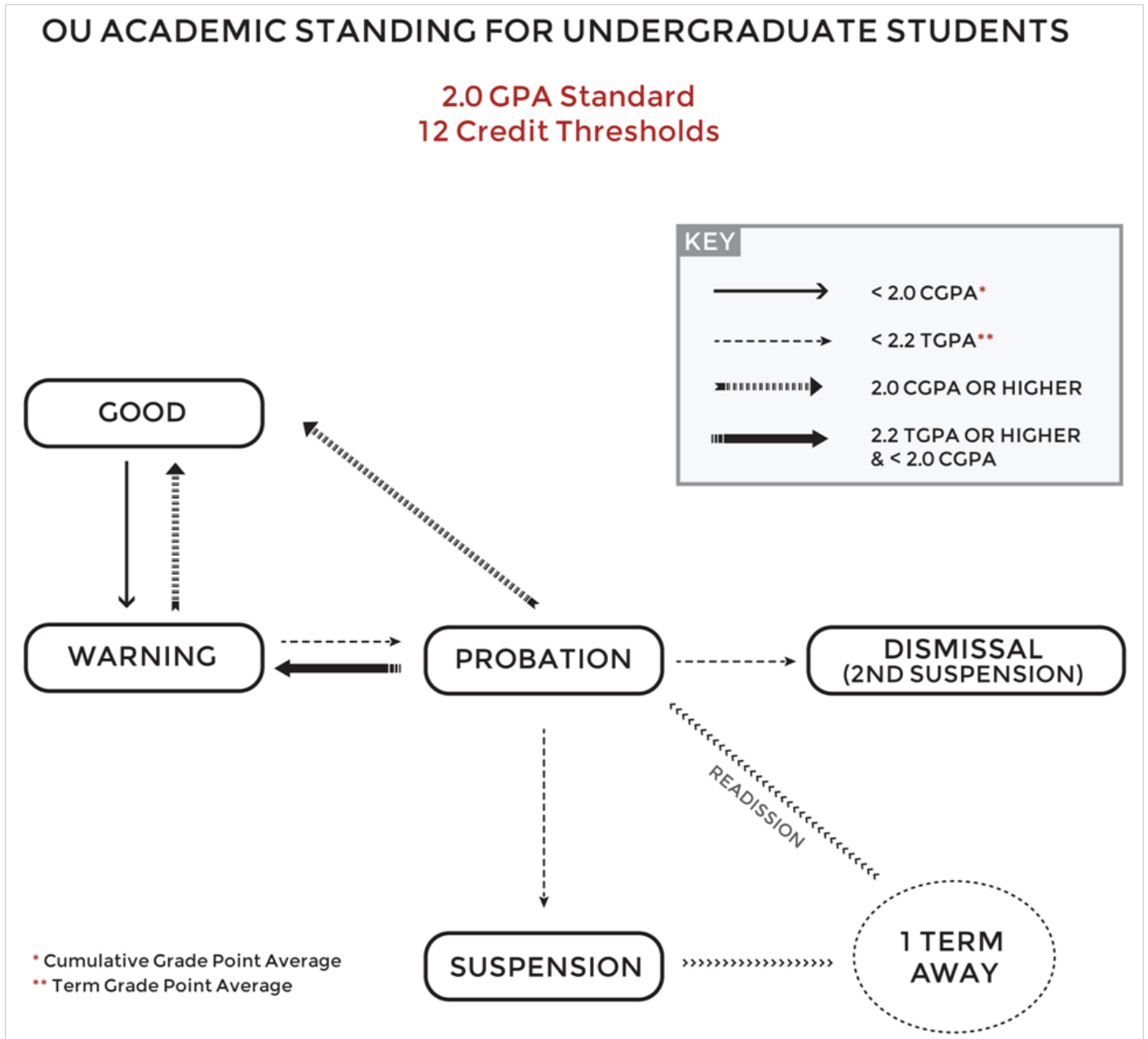
A student placed on Second Academic Suspension shall be permanently dismissed from the University without possible readmission.

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 Good Standing

Graduate students are expected to maintain a grade point average ("GPA") of at least 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 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 a graduate student's cumulative GPA falls below 3.0, 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 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 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 3.0, 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 3.0 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. The College Dean reserves the right to alter this requirement on a case-by-case basis.

If a student has registered for more than 8 credit hours prior to his or her placement on Academic Warning, the student's schedule must be reduced to a maximum of 8 credit hours. 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 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 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.

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 Studies must maintain an average grade of “B” (3.00) for graduation. Students enrolled in the Doctor of 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 by an enrolled graduate student who has a medical or personal reason that prohibits the student from progressing in his/her degree program.

For students who are in dissertation phase, they do not need to file a leave of absence form if they are inactive in that year. Ph.D. students have a maximum of 8 years and D.Min. students 6 years to complete their 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.)

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 the 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 7 business days 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: 7:00 am – 8:00 pm PST

Wed, Fri: 7:00 am – 5:00 pm PST

Sat: 8:00 am – 5:00 pm PST

Sun: Closed

San Francisco Campus

Mon, Tue, Thu: 8:00 am – 4:30 pm PST

Wed, Fri: 8:00 am – 12:00 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	30	1 Month
Staff	10	2 Weeks
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.

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's Office: registrar@olivetuniversity.edu

Admissions Office: admissions@olivetuniversity.edu

Student Services Office: student.info@olivetuniversity.edu

International Student Office: iso@olivetuniversity.edu

Below is the 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

admissionsf@olivetuniversity.edu

Olivet University, Washington D.C.

201 Rittenhouse St., NW
Washington, DC 20011

Olivet University, St. Louis

5341 Emerson Ave.
St. Louis, MO 6312

8300 Morganford Road
St. Louis, MO 63123

Olivet University - Jubilee Campus, Lexington

1880 Washington Ave,
Lexington, MO 64067

Olivet University, Nashville

141 Belle Forest Circle
Nashville, TN 37221
(615) 454 2392
info@olivetuniversity.edu

Olivet University - Great Commission Campus, Howe

5755 IN-9,
Howe, IN 46746

Olivet University, Atlanta

953 Martin Luther King Jr. Dr. NW
Atlanta, GA 30314

Olivet University, Chicago

3659 S. Honore St.
Chicago, IL 60609

Technology Requirements

Broadband Internet

A fast internet connection ensures that students navigate through Populi quickly and efficiently, typically DSL or cable service.

A modern, updated web browser

Populi runs on up-to-date releases of popular web browsers.

Here are the browsers we recommend for use with Populi. We recommend students to always try to use the most recent version possible—as companies release newer versions of browsers, they usually drop support for older versions.

PC or Mac

- Google Chrome is probably the best option if you're using Windows. It's also very good for Mac users.
- Mozilla Firefox is another good choice on Windows computers (works pretty okay on Macs, too).
- Apple Safari is great on Macs. Not so much on Windows.
- Last and certainly least, Internet Explorer. If you're using Windows 10, they're encouraging you to use Microsoft Edge.

Mobile browsers

- iOS Safari does well, as does Google Chrome for iOS.
- The stock Android browser works, as does Chrome for Android.
- The Firefox browsers for both iOS and Android aren't problematic.
- Microsoft Edge (mentioned above) is baked-in to Windows 10 devices and works with Populi; the version of Internet Explorer in Windows 8.1 does alright, too.

If you tend to tinker with your browser settings, make sure to enable Javascript and cookies. Ad-blockers don't pose any problems for the most part, but if you do fiddle with those, just make sure to whitelist your school's Populi site.

Other common applications

You can use Populi to export all kinds of files. The three most common are spreadsheets, PDFs, and word documents (note the lower-case *w* there). Most computers have the software you need to open these files, but in case yours doesn't...

- [Open Office](#) can open spreadsheets and documents (we use it to generate files for [custom page layouts](#)).
- [Adobe Acrobat reader](#) handles PDFs. If, for some reason, you have to use an old version, the oldest one that works is version 6.

Monitor

Populi is easiest to use if your monitor is set at a minimum resolution of 1280 x 1024 pixels. This is not something most users with a modern computer or monitor need to worry about, but there it is anyway!

<https://support.populiweb.com/entries/87315-Introduction-to-Populi>

EQUIPMENT USED IN COURSES

Students in any program are required to have their own laptops with wifi internet connection for course work and lectures. Below are suggested specifications.

- * Type: PC or Mac
- * Processor: Intel Core i5 or i7 or AMD equivalent
- * Display: 13" or larger
- * Memory: 8GB or higher for PC / 16GB or higher for MAC
- * Hard Drive: 256GB SSD or higher
- * I/O ports: Two USB 3.0 ports
- * Video out: HDMI or DisplayPort
- * Wireless: AC preferred, N minimum
- * OS: Windows 10 (preferred) for PC / El Capitan (Sierra preferred)

Students in the IT, Media, Art, and Architecture programs are recommended to have higher specs on their laptops:

Apple MacBook Pro

- * 13 or 15-inch screen
- * 2.2GHz processor (2.6 or 2.7GHz will be faster)
- * 8GB to 16GB RAM (more will be better, especially for animation projects)
- * At least 256GB hard drive (512GB or larger will be better)

Desktop computers are also offered in the library, architecture, and ESL labs.

Media and Journalism students may also be working with equipment such as:

- 4K cinema video cameras
- Digital photography Cameras
- Lighting equipment and lights
- Sound and Audio Mic

Architecture and Engineering students may be working with construction related tools such as saw tables, electrical power tools, air pressure tools. Tools and equipment are available on loan to students who are taking the related courses or approved by the school.

CHAPTER 16: UNIVERSITY LEADERSHIP

ACADEMIC AND ADMINISTRATIVE LEADERSHIP

- Dr. Matthias Gebhardt
University President
- Dr. Barnabas Jung
Chief Financial Officer
- Dr. Walker Tzeng
*Chief Operating Officer, Chaplain
Dean of Olivet Institute of Technology*
- Dr. Julia Tzeng
Dean of Students
- Dr. Sarah LaFleur
Dean of Olivet Theological College & Seminary
- Dr. Merrill Smoak
Dean of Jubilee College of Music
- Dr. Joan Carter
Dean of Olivet School of Art & Design
- Jacob Chatterjee, Esq.
Dean of Olivet School of Business
- Dr. Jasmine Park
Dean of Olivet School of Language and Education
- 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 the Institute of Faith and Family
Director of Doctor of Ministry Program