

# **OLIVET UNIVERSITY CATALOG**

**250 4<sup>th</sup> Street**

**San Francisco, California 94103**

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**September 1, 2008 through August 31, 2009**

# Catalog

## **Collapsed Table of Contents**

<b>OBTAINING CATALOG .....</b>	<b>6</b>
<b>GENERAL POLICY STATEMENTS .....</b>	<b>7</b>
<b>INTRODUCING OLIVET UNIVERSITY .....</b>	<b>9</b>
<b>ADMISSIONS .....</b>	<b>15</b>
<b>ENROLLMENT SERVICES .....</b>	<b>31</b>
<b>STUDENT LIFE AND CAMPUS SERVICES .....</b>	<b>49</b>
<b>ACADEMIC LIFE .....</b>	<b>56</b>
<b>COURSE DESCRIPTIONS .....</b>	<b>83</b>
<b>ACADEMIC CALENDAR .....</b>	<b>102</b>
<b>ADMINISTRATION AND FACULTY .....</b>	<b>104</b>

## Expanded Table of Contents

<b>OBTAINING CATALOG .....</b>	<b>6</b>
<b>GENERAL POLICY STATEMENTS.....</b>	<b>7</b>
• Statement of Student Responsibility	
• Statement of Nondiscrimination	
• Catalog Rights Statement	
• Statements on Institutional Approval	
<b>INTRODUCING OLIVET UNIVERSITY.....</b>	<b>9</b>
• Welcome from the President	
• Mission Statement	
• Vision	
• Values & Goals of Olivet University:	
• University Student Learning Outcomes	
• Educational Philosophy: Faith First Doctrine	
• Statement of Faith	
• Statement on Academic Freedom	
• Online Environment	
• On-Campus	
<b>ADMISSIONS.....</b>	<b>15</b>
• Applying to the University	
• Admissions Policy	
• Application Requirements	
• Undergraduate Admissions Requirements	
• Provisional Undergraduate Admission	
• Transfer Students	
• Transfer Admissions Requirements	
• International Student Admissions	
• International Application Requirements	
• English Language Requirements	
• Conditions for Issuing Form I-20	

- F-1 Student Visa Status
- Permanent Resident Alien Student
- Advanced Placement and International Baccalaureate Exams
- Proficiency Testing
- Instances of Fraud
- Admissions Contact Information

**ENROLLMENT SERVICES .....31**

- Enrollment Requirements & Procedures
- Orientation
- Registration
- ID Cards
- Changes in Personal Information
- Student Fees and Payment (Table)
- Payment Policies and Procedures
- Dropping and Adding Courses
- Graduation
- Bachelor of Arts Degree Requirements
- Advising Requirements
- Semester System
- Class Attendance
- Academic Advisors
- Academic Difficulty
- Admission, Continuance, Graduation
- Auditing
- Withdrawal Policies
- Class Schedules
- Class Work
- Disability Assistance
- Examinations
- Fulltime Enrollment
- Grading Policies
- Grade Appeal
- Petitions
- Records
- Repeating Courses
- University-Wide Literary Style
- Transcripts

<b>STUDENT LIFE AND CAMPUS SERVICES .....</b>	<b>49</b>
• Chapel	
• Computer Access	
• Counseling	
• Employment	
• Community Life Agreement	
• Grievance Procedures for Non-Academic Issues	
• Harassment	
• Housing	
<b>ACADEMIC LIFE .....</b>	<b>56</b>
• Tutoring	
• Course Numbering System	
• Undergraduate Curriculum	
• Olivet Theological College & Seminary	
• Olivet College of Art & Graphic Design	
• Olivet Institute of Technology	
• Olivet College of Journalism	
• Jubilee College of Music	
<b>COURSE DESCRIPTIONS .....</b>	<b>83</b>
• General Education	
• Graphic Design	
• Information Technology	
• Journalism	
• Music	
• Theology	
<b>ACADEMIC CALENDAR.....</b>	<b>102</b>
<b>ADMINISTRATION AND FACULTY.....</b>	<b>104</b>

## OBTAINING CATALOG

To order a copy of the Olivet University Academic Catalog, please contact the Office of Admissions at (415) 371-0002 ext. 128, or write to the following address:

Olivet University  
Attn: Admissions  
250 4<sup>th</sup> Street,  
San Francisco, CA 94103-3117

There is a \$5.00\* 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 in online format at the following Web address: <http://www.olivetu.us>.

*\* Prices are subject to change*

## GENERAL POLICY STATEMENTS

### **Statement of Student Responsibility**

Students are expected to be familiar with the information presented in this Catalog, in any supplements and addenda to the Catalog, and with all university policies. By enrolling in Olivet University, students agree to accept and abide by the terms stated in this Catalog and all University policies.

### **Nondiscrimination Policy**

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

### **Catalog Rights Statement**

#### **Reservation of Right to Change Courses**

The 2008–09 Catalog and the policies and procedures herein are in effect for the fall 2008 and spring 2009 semesters. Although the information herein has been reviewed by numerous university faculty and staff members, the text may nevertheless contain errors, which will be corrected when brought to the attention of the Office of Academic Affairs.

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

## **Institutional Approval**

### **State of California**

Olivet University has been authorized by the Bureau for Private Postsecondary and Vocational Education (BPPVE) of the State of California to grant the following degrees:

1. Bachelor of Arts in Theology
2. Bachelor of Arts in Music
3. Bachelor of Arts in Journalism
4. Bachelor of Arts in Graphic Design
5. Bachelor of Arts in Information Technology
6. Master of Divinity (M.Div.)
7. Doctor of Ministry (D.Min.)

Currently Approved Non-Degree Programs include:

1. Certificate in English as a Second Language

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

### **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/>.

### **ABHE Candidate Status**

Olivet University holds Candidate Status with the Association for Biblical Higher Education, 5575 S. Semoran Blvd., Ste. 26, Orlando, FL 32822-1781; 407.207.0808. Candidate Status is a pre-accreditation status granted to those institutions that meet the ABHE Conditions of Eligibility and that possess such qualities as may provide a basis for achieving accreditation status within four years.

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

### **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/>.

## INTRODUCING OLIVET UNIVERSITY

### Welcome from President David James Randolph



It's my joy and honor to introduce you to Olivet University!

Our mission is to educate young leaders for effective ministry in the 'network generation,' and this mission is at the heart of our school. Perhaps never before has a university so thoroughly combined solid theological

It's part of what makes our university unique among institutions of higher learning including Bible Colleges and seminaries, and what puts our students in the vanguard of Christian mission work in the 21st century.

I encourage you to explore our programs in order to appreciate Olivet's vision for post-secondary education. There are five schools inside of the university: Olivet Theological College & Seminary (OTCS), Jubilee College of Music (JCM), Olivet College of Journalism (OCJ), Olivet College of Art & Design (OCAD) and Olivet Institute of Technology (OIT). Each of these Colleges offers its own undergraduate Bachelor of Arts degree, while our Seminary provides a graduate-level Master of Divinity degree.

Inside of these programs you'll find a refreshing mix of traditional Bible and theology courses and professional studies. Olivet believes that lifelong learning takes place in and outside the classroom, which is why the university makes a strong effort to provide students with opportunities to gain professional experience working in their fields while enrolled at Olivet. Our friendly team of educators and staff can talk with you about practical learning at one or several of Olivet's affiliate ministries.

Each semester new faces are added to the ranks of Olivet faculty, staff, and students, who add vitality to the university, accompanied by new energy and ideas. This year, Olivet is preparing for a season of great development, under the providence and plan of our Lord Jesus Christ. I hope your connection with us will serve this precious purpose.

Thank you for your interest in Olivet. May your experience here be heart-warming, mind-expanding and inspiring.

In His Service,

**David James Randolph**  
University President

## Mission Statement

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

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

## Vision

The vision of Olivet University inspires the work of this institution. This vision is for a world transformed for Jesus Christ and the Kingdom of God at every level—from the human heart to the realm of world culture. Represented in Isaiah 11:9, the vision of Olivet University describes our enduring hope in Jesus Christ for the Kingdom of God “full of the knowledge of the Lord as the waters cover the sea.”

## Values & 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

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

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

3. Engage in programs, partnerships, and services that benefit mission and ministry (ENGAGEMENT) **E**

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

4. Optimize network and technology in the delivery of services and instruction (ACCESS & TECHNOLOGY) **T**

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

5. Foster a leadership environment that encourages serving others while achieving results (SERVICE) **S**

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

6. Enhance planning, performance, assessment, and accountability aligned with OU values (INSTITUTIONAL QUALITY & EFFECTIVENESS) **Q**

## University Student Learning Outcomes

### Spiritual Outcomes **B**

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

- Exhibit attitudes and values consistent with the mission of Olivet University
- Exhibit a maturing relationship with Jesus Christ.

### Academic Outcomes **AQ**

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

- Exercise college-level competencies in reading.
- Exercise college-level competencies in writing.
- Demonstrate effective written and oral communication skills
- Exercise college-level competencies in researching.
- Exercise critical and creative thinking skills that are necessary to analyze ideas and solve problems.

### Emotional-Social Outcome **T**

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

- Develop and exercise personal sensitivities and interpersonal skills that facilitate harmonious relationships in culturally diverse environments. [Behavioral]

#### Ministry Outcomes **E S**

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 University will enable students to:

- Apply acquired competencies in various ministry contexts in preparation for professional service

### **Educational Philosophy: Faith First Doctrine**

Olivet University ascribes to the educational philosophy of “faith first,” which is articulated in the following university-wide doctrine:

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

### **Statement of Faith**

We affirm the statement of faith of The Evangelical Assembly of Presbyterian Churches:

#### **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.

### **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.

### **Online Environment**

The Internet is a dynamic force at Olivet University, and it serves to unite our diverse international community. Olivet University's online platform, located at <http://www.olivetu.us>, is supported by a large farm of Web servers configured to assure uninterrupted, around-the-clock operation. This online platform supports Olivet's degree programs, which are taught by qualified instructors and administered by the Course Management System known as 'MyOlivet' – a unique, high-performance, multi-user database management system created by Olivet University.

MyOlivet is designed to encourage user involvement and interaction. Its applications make for a high-quality course experience by allowing instructors to chart every assignment and activity in a given course, many of which can be evaluated electronically. In the same way, MyOlivet 'student' pages facilitate academic discussion, interaction and community formation among Olivet University's student users.

### **Olivet University On-campus**

The Olivet University campus is located in the heart of downtown San Francisco, California amid a medley of restaurants, shopping malls, and luxury apartment complexes with access to public transportation. The campus is also very nearby to the interstate highway system, which makes the campus easily accessible to a number of surrounding areas.

## ADMISSIONS

### Applying to the University

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.olivetu.us>. Students are admitted on a rolling-admissions basis allowing application submissions throughout the year.

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.

In the application, all applicants must provide:

- A written statement describing the applicant's Christian experience and reasons for applying to Olivet University
- Evidence of Christian character and potential for effectiveness in Christian ministry, as evinced by at least one letter of reference from a church pastor, preferably from an Evangelical Assembly of Presbyterian Churches (EAPC) pastor
- \$100.00 application fee

Olivet 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 Olivet Office of Admissions staff during this application process.

To request application forms and instructions, call (415) 371-0002 ext. 128, or visit <http://apply.olivetu.us>. Applicants can also write to:

Olivet University  
Attn: Admissions  
250 4<sup>th</sup> Street  
San Francisco, CA 94103

## **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 objectives 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.

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.

## **Application Requirements:**

- 1. Application** – An application form may be submitted by mail or electronically at <http://www.olivetu.us> by selecting “Apply to Olivet” (see the “Quick Links” drop down navigation menu). Please submit applications at least 30 days prior to registration.
- 2. Essays** – Applicants must submit a written essay approximately 500-750 words in length describing 1) their personal faith in Jesus Christ and 2) reasons for applying to Olivet University. All applicants to Olivet University should evince a strong Christian character, potential for effectiveness in Christian ministry, and the scholastic ability and emotional maturity to handle a higher education experience.
- 3. Transcripts** – Applicants to Olivet University's undergraduate degree programs must submit an official high school transcript from public, private, or home school or official transcripts undertaken at all colleges or universities. Applicants are responsible for making sure this information is mailed directly to Olivet University from the issuing educational institution. Applicants who have not graduated from high school must

attain the General Educational Development (GED) certificate before admission.

**4.Recommendations** - Applicants must submit two recommendation letters. One letter must be a reference from a church pastor who is knowledgeable about the applicant's church involvement, preferably from an Evangelical Assembly of Presbyterian Church (EAPC). The other recommendation letter should be submitted by persons qualified to speak about the applicant's academic and/or professional abilities, as described on the recommendation forms provided by Olivet University.

**5. Application Fee** – Applicants must submit a \$100.00 non-refundable application fee

## **Undergraduate Admissions Requirements**

### **General Policy**

1. High school diploma from an accredited or nationally recognized secondary school, a certificate of high school equivalency, or a GED certificate. Graduates from foreign high schools must provide proof of graduation. If applicants who reside in the United States but attended school in foreign countries are unable to produce the required documents, evidence may include certification from other official sources.
2. A minimum high school cumulative grade point average of 2.50 (on a 4.0 scale).
3. A minimum of a combined Scholastic Aptitude Test (SAT) of 1100 or an American College Test (ACT) composite score of 22. (See the "Specific Policies" section that follows for more details.)

### **Specific Policies**

#### **First-Time Freshman Admission Eligibility**

A **first-time freshman** is a student who has earned no college credit beyond the summer immediately following high school graduation or who has not earned any college credit, or a student with advanced standing, i.e., a student with college credits earned before graduation from high school:

- **Graduation from High School:** Applicants must have a high school diploma from an accredited or nationally recognized secondary school,

or a certificate of high school equivalency or GED certificate. (Students who are home schooled or attend non-accredited schools are expected to meet the same admission requirements as graduates of accredited high schools.)

- **Test Score Requirement:** Submit SAT/ACT test scores. A minimum of a combined Scholastic Aptitude Test (SAT) of 1100 or an American College Test (ACT) composite score of 22. (Students who have not taken the SAT or ACT are evaluated on their country’s equivalent of a college-entrance standardized test.)

If an applicant submits multiple score reports, the highest score earned in each single sub score of the examination is used. A redefined SAT-Total will be calculated by adding the highest verbal and highest math scores. A redefined ACT composite will be calculated as an average of the best scores in each of the four areas.

**NOTE:** SAT I/ACT test scores are not required to establish the admission eligibility of applicants with high school grade point averages of 3.00 or above (nonresidents in the United States 3.61 or above). While applicants are not required to submit test scores to Olivet if they earn at least a 3.00 average, it is recommended that they submit standardized admission tests, which can be helpful for the purposes of advising and placement in appropriate courses.

- **Minimum High School GPA:** A minimum high school cumulative grade point average of 2.5 (on a 4.0 scale). The high school grade point average is based on the final three years of high school—that is work completed after grade 9, including the summer between grades 9 and 10, but prior to high school graduation. Special consideration is also given for grades of C or better in honors courses taken in grades 11 and 12, including International Baccalaureate (IB) or Advanced Placement (AP) courses taken in the tenth grade.

#### ***College Preparatory Work***

It is recommended that high school graduates have successfully completed a college preparatory curriculum comprised of at least four units in English, two units in Laboratory Science, three units in Mathematics, one unit in Foreign Language, one unit in Visual and Performing Arts, and two units in History and Social Studies. Applicants who earn a minimum of “C” grade in this sequence will have an advantage in the evaluation process.

#### ***Calculating High School Grade Point Average***

The high school grade point average will be based on grades earned in courses taken in the 10th, 11th, and 12th grades. The high school grade point average is based upon work completed after grade 9 but prior to high school graduation. Summer sessions following grade 9 are included in the calculation. Summer sessions after grade 12, except when necessary for graduation, are excluded.

When courses are offered for less than full unit value, fractions of course credit may be rounded, course by course, to the nearest 1/2 unit or equivalent.

Repeated courses are used only once in the grade point calculation using the attempt with the highest earned grade. However, if the highest grade was earned in grade 9, it is not included in the grade point average. Units and grades accumulated by repeating courses may not be counted toward meeting two subject requirements.

Where both an audit and a letter grade are recorded for a repeated course, the letter grade takes precedence unless the transcript legend states otherwise.

College-level work recorded on the high school transcript as meeting high school graduation requirements is used to calculate high school units and grade point average. Unless otherwise noted by the high school, one course of three-semester (four-quarter) units is usually considered equivalent to one year of high school study.

### **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 semesters of study. Admission notices issued on the basis of evaluation of a four- or five-semester record will stipulate that coursework in progress must be completed successfully and all Olivet University admission requirements satisfied prior to high school graduation. A preliminary admission offer may be rescinded for applicants who do not accurately report their academic performance or who do not retain eligibility at the time of high school graduation, e.g., failure to complete courses in progress, failure to maintain the grade point average, etc.

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

## **Transfer Students**

### **General Policy**

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

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, 250 4th Street, San Francisco, CA 94103.

Olivet University will accept college-level courses as transfer credit from CHEA- or USDE-recognized accredited institutions\* if the coursework meets minimum academic requirements and is directly applicable to the course of study at Olivet; Olivet University does not deny transfer credit based solely on the accreditation of the sending institution.

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.

### **Specific Policies**

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 BA or BS degree being pursued by full-time undergraduate students at that institution.
- College credits earned for college-level courses from CHEA- or USDE-recognized accredited institutions will ordinarily be accepted by the university, provided the course grade is "C" or better. Courses passed

with a grade of D (below 70 percent) will not be accepted for transfer credit. (They will, however, be considered in determining an applicant's eligibility for admission.)

- Individuals who have attended unaccredited, but state-approved colleges or universities\* may receive transfer credit, granted on a probationary basis. The final determination on the acceptance of credits is based upon the ability to maintain a grade C (70 percent or above) grade point average throughout the first semester of attendance at Olivet (a minimum of 30 Olivet University credits).

*\* A United States institution is recognized if it is accredited (or a candidate for accreditation) with an accreditation agency that is recognized either by the Council for Higher Education Accreditation (CHEA) or the United States Department of Education (USDE).*

*Institutions without such accreditation may also be recognized through an 'articulation' agreement if they substantially conform to the standards of accredited institutions. A non-U.S. institution is considered recognized if in general it conforms to guidelines suggested by the American Association of Collegiate Registrars and Admissions Officers (AACRAO).*

*Students seeking to transfer credit from institutions outside the United States and Canada are subject to having their transcripts reviewed by a credentials evaluation service as a guide for transfer credit evaluation (see "Transfer Students - Specific Policies" section of this Catalog for more information).*

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

- Only undergraduate course work will be accepted toward an undergraduate degree.
- A student who fails to finish by his/her anticipated graduation date may transfer credits necessary to graduate for up to two years afterwards. After two years, the student will be withdrawn automatically from the university, but may petition the Academic Council for permission to complete the degree.

- All active articulation agreements between Olivet University and other educational institutions will be honored when evaluating transfer credit.
- 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.
- Olivet University does not award credit for experiential education.
- 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.

#### **Credit Hour Equivalencies**

- The credit hour minimums are based on courses from semester 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 quarter credit is converted to semester 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 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.

## **Transfer Admissions Requirements**

### **Lower division Transfer Admission Requirements**

Lower division transfer is for transfer applicants who meet the following eligibility standards:

- Meet freshman admission requirements
- Good standing at the last college or university attended
- Fewer than 60 semester or 90 quarter units in college or university transferable units
- Overall grade point average of 2.0 (C) or better in all transferable units attempted

**NOTE:** An applicant with less than 30 semester hours completed at their previous college or university may be required to submit a high school transcript. Olivet University evaluates each applicant's academic performance and history as well as the subjective application materials.

### **Upper Division Admission Requirements**

Upper division transfer is for transfer applicants who meet the following eligibility standards:

- Meet freshman admission requirements

- Good standing at the last college or university attended
- 60 units or more semester units (90 quarter units) in college or university transferable units
- Have completed at least 30 semester (45 quarter) units of general education courses, graded C or better in each course. Recommended components:
  - 1 course of 3 semester (4 quarter) units in written communication
  - 1 course of 3 semester (4 quarter) units in oral communication
  - 1 course of 3 semester (4 quarter) units in information literacy,
  - 1 course of 3 semester (4 quarter) units in mathematics/quantitative reasoning (above the level of intermediate algebra.)
- Overall grade point average of 2.0 (C) or better in all transferable units attempted

**NOTE:** Olivet University also evaluates each applicant's academic performance and history as well as the subjective application materials.

## **International Student Admissions**

### **Admissions Process**

International applicants are strongly encouraged to submit their applications at least six months prior to the term in which they intend to enroll. Prospective students who plan to begin a bachelor's degree program must submit all application materials (including transcripts, declaration of financial support, etc.) at least 90 days before the planned date of arrival in order to allow time for the student to receive the visa application papers. Under extenuating circumstances, an extension may be granted. Please contact the Admissions Office for further details.

Appropriate visa application forms will be sent to the student upon receipt of an acceptable declaration of financial support to ensure that sufficient funds are available for initial housing and registration expenses upon the student's arrival in the United States.

International students on F visas are required to maintain valid immigration status throughout their stay at Olivet in order to remain in good standing with the university.

### **International Application Requirements**

Olivet University welcomes inquiries from international students who wish to pursue a degree program at Olivet University. In addition to the normal

admission requirements, an international student must comply with the following:

1. An applicant's admission material must be received 90 days prior to the term in which they intend to enroll.
2. An international student for any master program must have completed a bachelor's degree from either a U.S. post secondary institution or the equivalent degree from a foreign institution. An international student for any bachelor program must have completed a high school education from either a U.S. high school or the equivalent education from a foreign school.
3. All foreign language documents must be accompanied by an official translation into English.
4. The applicant must demonstrate English proficiency, proven by meeting the requirements of valid standard tests, such as TOEFL, IELTS, TOEIC, SAT, etc, or proof of graduation from an English-speaking school.

### **English Language Requirements**

All international students need to demonstrate English proficiency in order to be considered for admission to Olivet University. If English is not your primary language, proficiency in the English language must be proven by meeting one of the following requirements:

- A minimum TOEFL (Test of English as a Foreign Language) score of 500 (paper-based), or 173 (computer-based), or 60 (Internet-based)
- A minimum IELTS (International English Language Testing System ) score of 4.5
- A minimum TOEIC (Test of English for International Communication) score of 585
- A minimum SAT (Scholastic Aptitude Test) verbal score of 480
- 30 hours or more of transferable college credit from an English-speaking college or university
- Proof of graduation from an English-speaking school

All students who do NOT have the TOEFL, IELTS, or other valid standard test scores need to take the English Placement Test, offered during the Evaluation Testing period before the start of each semester.

More information about the English Placement Test is available at [http://www.olivetu.us/ou\\_admissions/internationaladmissions.htm](http://www.olivetu.us/ou_admissions/internationaladmissions.htm).

*Please note the following:*

If an applicant recently earned a baccalaureate degree from a recognized institution where English was the language of instruction, he or she may submit a written request to the Admissions Committee explaining why he or she should be excused from taking the TOEFL, IELTS or other valid standard tests. The Admissions Committee will make the final decision on whether or not the applicant is excused from taking a language exam.

### **Conditions for Issuing Form I-20**

Olivet University is authorized to issue the Form I-20 documentation allowing students to achieve the F-1 Student Visa status. Please be aware that the US immigration law is constantly changing. Students must confirm the accuracy of the following information with the Office of Admissions. Students must have the Form I-20 from Olivet before going to the U.S. Consulate/Embassy to apply for visa.

Following conditions must be met before the Form I-20 can be issued to an applicant:

1. Acceptance of admission to Olivet University
2. The applicant must present evidence that he/she has funds to meet all expenses for the entire period of study, including round-trip transportation, living costs, health insurance, fees, tuition and books.
3. A deposit is generally required of applicants currently residing outside of the U.S. The amount of the deposit varies depending on Olivet University's assessment of the applicant's ability to meet the financial obligations of a student.

### **Declaration of Financial Support**

International students who do not have permanent resident status in the United States will be considered for admission to Olivet University only if they can meet the requirements of a declaration of financial support for themselves and all dependents (spouse and children) who are accompanying them to the United States. If the dependents are remaining in their home country, the university strongly recommends that appropriate financial arrangements be made to care for the dependants during the entire time the student is away (in addition to the arrangements made for the student's expenses in the United States).

The declaration of financial support may come from one or a combination of the following sources that will actually provide the necessary funds for study and living expenses. This information must be documented in a bank or financial statement reflecting the equivalent in American dollars, the date the account was opened, the average balance and the current balance.

- Church/Denomination or Organization letter stating specific monthly support intentions and their bank statement
- Personal Bank statement with US exchange rate
- Family Bank statement with supporting letter of that family member stating specific monthly support intentions

**Instructions for completing the declaration of financial support**

1. The declaration of financial support must be fully and properly completed. It must be typed or clearly printed in ink.
2. Support from individuals: If you have more than one sponsor, please make copies of the declaration of financial support and have it signed by each of the different sponsors. Note that the declaration of financial support must be signed by the sponsor (s) and by the student, as witness.
3. Church, organizations and/or government sponsors: The director(s) of the organization should fill out the declaration of financial support and enclose a signed letter from the organization, and bank statement, guaranteeing their support to you.
4. Supporting evidence of financial resources must be attached to the declaration of financial support. It may consist of one or a combination of the following:
  - a. Your personal Bank Statement, with the U.S. exchange rate, if you are going to sponsor yourself during your studies. It has to show sufficient resources to complete your degree program
  - b. An original letter from a bank or other financial institution in which the sponsor has savings deposits, certificates of deposit, money market certificates, or other types of accounts. Note that the letter must be in official stationery and states: (1) date when the accounts were opened and (2) the availability of the individual's or the organization's funds.

*Note that:*

- a. The supporting documentation must be dated within 6 months of the intended date of enrollment at Olivet.
- b. Income tax statements or returns, proof of property ownership, and statements of retirement accounts are not acceptable as evidence for availability of funds.

## **F-1 Student Visa Status**

- Financial support may come from personal, private, and organizational sources
- The student must register full-time while in the United States
- Spouses have no employment options
- Student employment is limited to 20 hours maximum while school in session
- Family bank statement with supporting letter of that family member stating specific monthly support intentions are required
- Health insurance for student and family required continuously while in the United States

## **Permanent Resident Alien Students**

Applicants who are not citizens of the United States, but do have official permanent resident status, must submit supplemental application materials as follows:

1. A photocopy of official, current Permanent Resident Alien (PRA) card. Olivet University admissions personnel must photocopy this card.
2. Official English translations of all documents. If issued in a language other than English, transcripts must be accompanied by a literal and officially certified English translation.
3. Olivet University reserves the right to notify Students attempting to transfer credits received in secondary degrees or courses completed at universities outside the United States that they must have their non-U.S. academic transcripts evaluated by an academic transcript evaluating agency using a course-by-course report. Olivet prefers that transcripts be evaluated by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) to determine their level and authenticity. Once international applicants have submitted their official transcript(s), they will be notified whether an AACRAO evaluation will be required. (Credentials evaluation reports are the financial responsibility of the applicant.)
4. If English is not your primary language, it is necessary to demonstrate proficiency in the English language. See the section entitled “English Proficiency.”

**NOTE:** Concerning current Permanent Resident Aliens

- Health insurance for student and family required continuously while in the United States

- No declaration of financial support is required

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

Students are granted one full course credit (3 semester 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.

### **Proficiency Testing**

Newly enrolled Olivet University students are required to participate in proficiency testing for course eligibility and placement purposes prior to the commencement of studies according to the guidelines. Minimum scores for subject proficiency are determined by degree program. The test includes an English proficiency section to determine the student’s ability to make regular use of English for study and research. (Olivet Theological College & Seminary provides some non-English instructional support, especially in Korean, Chinese and Japanese, which gives OTCS students more flexibility.)

Students who demonstrate they are not prepared for a postsecondary education in their program are required to make up this deficiency prior to their continuation of study.

If a student receives a substandard score in English proficiency, he or she may be eligible to receive English language support, and may also be placed on academic probation in order to determine if performance is satisfactory for continued study.

Examinations are usually held one week prior to the start of the first and second semesters. The specific dates and times of the entrance exams will be emailed to students after they are enrolled in the university.

### **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.

### **Admissions Contact Information**

For more information regarding admissions procedures or other related issues please contact:

**Office of Academic Affairs**

**Attn: Admissions**

250 4<sup>th</sup> Street

San Francisco, CA 94103

(415) 371-0002 ext. 128

<http://apply.olivetu.us>

## ENROLLMENT SERVICES

### **Enrollment Requirements & Procedures**

All applicants are encouraged to tour Olivet University's campus before enrolling. 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.

### **Orientation**

At the start of the fall semester, all entering students receive an orientation that takes place at Olivet University's main campus building site in San Francisco. The orientation is also available in digital media format. This orientation provides 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.

### **Registration**

Instructions and dates for registration are located on MyOlivet. All students will receive their MyOlivet login ID and password upon enrollment. Students will be notified by email about registration instructions and the date by which they must register. Questions should be directed to the Office of Admissions.

Former students eligible for re-enrollment who have indicated their desire to attend Olivet University also will be notified about their status and any registration information via email.

### **ID Cards**

All students are required to have an ID card, which is distributed by the Office of Student Affairs. A valid ID card is required for attendance at most student activities. Replacement ID cards are available for a \$15.00 fee. Loaning an ID card to another person is prohibited.

## Changes in Personal Information

During registration and throughout the semester, 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.

## Student Fees and Payment

<b>Bachelor's Students</b>	
Application Fee	100.00
Tuition* (per hour)	355.50
Technology Fee (per semester)	30.00
Late Registration Fee	50.00
<b>Master's Students</b>	
Application Fee	100.00
Tuition* (per hour)	409.50
Technology Fee (per semester)	30.00
Late Registration Fee	50.00
<b>Graduation Fees</b>	
Graduation Application	80.00
Diploma Replacement	30.00
Late Application/Late Absentia	100.00
<b>Other Fees (non-refundable)</b>	
Audit Fee (per hour)	Check MyOlivet for specific fee
Audit Fee (student spouses) (per hour)	149.00
Add/Drop Fee (per course)	15.00
Late Payment Fee	50.00
Advanced Standing Examinations (per exam)	20.00
Transcript Evaluation Fee	50.00
Transcripts (per copy)	5.00
Expedite Service Fee	25.00
Transcript Mailing/Faxing Fee	Check MyOlivet for specific fee

## **Payment Policies and Procedures**

### **Cashier**

Student fee payments can be made online, through the Cashier during posted hours, or sent by mail to the following address:

Olivet University  
c/o Cashier  
250 4th Street  
San Francisco, CA 94103

Students are responsible for all charges assessed by the university for services rendered, additional fees, and all costs incurred by Olivet University in the collection of these amounts.

### **Cancellation and Refund Policy**

Students officially withdrawing from Olivet University may receive a partial or full refund of tuition and student campus fees as follows:

**Buyer's Right to Cancel:** A student who cancels the enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after signing the enrollment agreement will receive a refund of all monies paid except the nonrefundable application fee. If the student is denied admission to Olivet University or if Olivet University cancels this agreement prior to the first day of class attendance, all monies will be refunded, except for the nonrefundable application fee. All requests for cancellation by the student must be made in writing and mailed or hand-delivered to the Registrar, Olivet University, 250 4th Street, San Francisco, CA 94103.

**Refund Policy:** Students officially withdrawing from Olivet University may receive a partial or full refund of tuition and student campus fees as follows:

- For a student who officially withdraws from all classes before or during late registration, the refund will be 90 percent of the per-hour tuition, less a \$15 per-course drop fee. All other fees are non-refundable.
- Students withdrawing from classes after late registration and prior to the end of the first quarter of the term will receive a refund of up to 60 percent of the per hour tuition fee, less a \$15 per course drop fee.

After the end of the first quarter of the term, no refunds or adjustments will be made to students dropping individual classes, but otherwise enrolled at Olivet University. Refunds are made for students who withdraw or are withdrawn from Olivet University prior to the completion of 60 percent or less of their program

and are based on the tuition billed for the term in which the student withdraws, according to the following formula:  $\text{tuition} / \text{total program hours} \times \text{total hours attended} = \text{tuition earned by the school}$ . If the student has completed 60 percent or more of the total program hours, no refund is due. For the purpose of this calculation, the total program hours equals the number of hours scheduled for the term. Refunds will be based on the total charge incurred by the student at the time of withdrawal, not the amount the student has actually paid. Costs for books are not included in the enrollment agreement. Tuition and fees attributable to any term beyond the term of withdrawal will be refunded in full. When a student withdraws from the institution, he/she must complete a Student Withdrawal Form with the Office of the Registrar. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution.

**California Student Tuition Recovery Fund:** Any student who is a resident of California, and who pays his or her own tuition either directly or through a loan must pay a state-imposed fee for the Student Tuition Recovery Fund (STRF). Students who are not California residents are not eligible for protection under and recovery from the STRF, nor are students who are recipients of third-party payer tuition and course costs.

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

- 1) A student who is a California resident and prepays all or part of tuition either by cash, guaranteed student loans, or personal loans, and
- 2) Student whose total charges are not paid by any third-party payer, such as an employer, government program, or other payer, unless you have a separate agreement to repay the third party.

Students are not eligible for protection from the STRF, and are not required to pay the STRF fee if either of the following applies:

- 1) Students who are not California residents
- 2) Students whose total charges are paid by a third party, such as an employer, government program or other payer, and have no separate agreement to repay the third party

### **Dropping and Adding Courses**

After the add/drop date for any term, students who drop courses will be required to pay a \$15 clerical fee for each course dropped, including changing a course section. Refunds owed will be calculated based on the total amount due after the schedule adjustment has been made.

Students may officially add 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. Additional per hour fees owed will be calculated based on the total amount due after the schedule adjustment has been made.

A student wishing to drop or add a class needs to submit a *Change of Registration* 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 above-mentioned dates may complete a *Late Change of Registration* form with the Office of the Registrar. The student is also responsible for paying appropriate fees, and obtaining permission from the faculty member teaching the course as well as the student's advisor.

Anytime a student drops below fulltime status as a result of dropping or withdrawing from a course, he/she must get express permission from the Academic Director and the College Program Director, because his/her financial status with the university might be affected.

## **Graduation**

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. The grade average will be determined on the basis of grades recorded before enrollment for the final term of study.

Students 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 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 their original Catalog if they have missed no more than two consecutive regular

semesters (for example, fall/spring). All other students must return under the requirements of the current Catalog.

Catalog years begin with the fall semester. Students entering for the first time in a summer session will be subject to the Catalog for the fall semester immediately following.

## **Bachelor of Arts Degree Requirements**

Undergraduate students at Olivet University must fulfill the following Bachelor of Arts degree requirements for graduation:

1. Complete a minimum of 120 semester credits.
2. Maintain a 2.00 (C) grade point average in all Olivet University work and a 2.00 (C) in all major course work attempted.
3. Pass 30 credit hours of upper-division work (courses numbered in the 300s and 400s).
4. Complete a major. Students are subject to the major requirements of the Catalog of the year in which they entered.
5. Complete the Bachelor of Arts degree Core Requirements (see below):

### **Bible/Theology Core**

- 30 semester credit hours of Biblical/theological studies
- 4 semesters of Christian Service I for a total of 60 non credit hours
- 2 semesters of Christian Service II for a total of 60 non credit hours
- 8 semesters of Chapel for a total of 27 non credit hours

### **General Education**

- 36 semester credits of general education studies, including:
  - o 15 semester credits of general education Foundation courses and
  - o 21 semester credits total of general education Distribution courses, including 3 semester credits from each of the following four areas: a) Humanities b) Fine Arts c) Natural Science/Physical Science d) Social Behavioral Science

### **Professional Studies**

- Complete the professional studies requirement of an undergraduate degree program, including all major courses and the 6 semester credit Ministry Practice component.
6. Choose enough elective courses to ensure that your program includes at least 120 semester credits.

### **Advising Requirements**

After being admitted to the university, students will be informed of their advisors. Each student should see his or her advisors at least once a semester. Each student should keep a careful record of the courses he or she has taken and should discuss course registration with his or her advisor to make sure that all graduation requirements are being met according to the student's goals. For more information about Academic Advising, see the section titled "Academic Advisors" in this Catalog.

### **Semester System**

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

The school year at Olivet University is divided into two regular semesters, fall semester and spring semester. Fall semester and spring semester have 15 weeks of class work (not including final exams).

The basic unit for credit earned is the semester hour, representing one hour of class work per week for 15 weeks.

### **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 his/her absence and the reason for it. A student who is absent from class for a period of two weeks without such notification will be considered as having unofficially withdrawn from the course and will receive a grade of "F." If the student has been unable to notify the institution for reasons beyond his/her control, he/she may be reinstated by petitioning the Academic Council.

Any student who misses an examination for a legitimate reason may be granted permission to take a "make-up" examination at the discretion of the faculty member. Permission to give a final examination at any time other than the officially scheduled time must be obtained from the Academic Director.

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.

## **Academic Advisors**

Academic advising is coordinated by the Office of Academic Affairs, with support from the Office of Student Affairs. Some of the main functions of the Office of Academic Affairs are to provide guidance in course registration; to serve as a resource in relationship to University policies, procedures, and administrators; and to provide advice and assistance in any academic, vocational, or personal problems that may arise.

Upon admission to Olivet University, each student is assigned two advisors, usually the Program Director from the student's College (the Academic Advisor) and a faculty member from the student's College (Faculty Advisor). 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 University 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 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 Academic Dean and supporting faculty members/deans can also be consulted for assistance as necessary, but ultimately the student accepts responsibility for registration in the desired and needed courses.

## **Academic Difficulty**

A student's first recourse in any difficulty should be to consult with his or her Academic Advisor and Faculty Advisor.

Students demonstrating substandard work, inadequate preparation, lack of motivation, incomplete homework, poor attendance and/or unauthorized absence from the university, or lack of practice may be placed on academic probation. If a student on academic probation fails to show significant improvement, the student may be expelled. In this case, the student forfeits all monies paid to the university for that semester.

The University reserves the right to dismiss any student without being placed on probation due to lack of interest or progress, frequent absence (more than three), frequent tardiness, behavioral problems, delinquency in payment of fees and/or failure to abide by school policies.

The following procedures of warning, probation, and suspension because of academic difficulty apply to students enrolled in undergraduate degree programs.

**Academic Warning.** Any undergraduate student who does not attain a semester average of 2.00, while his/her overall average is above 2.00, will receive an academic warning. This means that the student's grades for that semester are below the average required for good standing.

**Academic Probation.** A student who fails to meet minimum scholastic standards is placed on academic probation. Students placed on academic probation are precluded from participation in co-curricular activities. Parents of dependent students may receive copies of letters related to academic probation status.

**Academic Suspension.** Failure to attain a semester average of 2.00 in the semester of academic probation will result in immediate suspension as a student at Olivet University for one year.

**Final Suspension.** A student who is re-admitted after a suspension will be placed on academic probation. A failure to maintain a 2.001 average in any semester of academic probation following a suspension would result in immediate and permanent suspension.

**Re-admission.** A student who has been placed on academic suspension is eligible to apply for re-enrollment no earlier than one calendar year (two semesters and a summer session) following the suspension. Request for reinstatement must be submitted to the Office of the Registrar. All requests must be submitted to the Registrar's Office at least 30 days before registration starts. A student readmitted after suspension will enroll under academic probation.

### **Admission, Continuance, Graduation**

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.

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 Academic Affairs 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.

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.

### **Auditing**

Courses with seats available may be audited for no credit. Auditing is restricted to current students, Olivet employees and their spouses. Individuals not in these categories may contact the Office of Academic Affairs for other options. Auditors will pay the current tuition rate plus any course fees. Student spouses will pay half the current tuition rate.

### **Withdrawal Policies**

During the first two weeks of the fall or spring semester, students may withdraw from a course with no record of the class appearing on the transcript. In weeks three through nine of the fall or spring semester 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 or spring semester, 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 a Schedule Revision (Drop/Add) form, processed through the Registrar's Office.

### **Complete Withdrawal Policy**

A student may withdraw from the university by filing an official withdrawal with the approval of the Dean of his/her college. The Dean shall determine whether there is legitimate reason for withdrawal, with excused approval displayed on the transcript, in all courses in which the student is enrolled, consulting with the instructors when necessary. The student should present the approved official withdrawal form to the Registrar's Office.

### **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 fifth 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 and spring semesters. 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.

### **Class Schedules**

Schedules listing classes offered each semester are available on the university's course management system MyOlivet. After receiving their ID and password, students may access MyOlivet at the following address: <http://my.olivetu.us>.

### **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.

### **Disability Assistance**

Students with psychiatric, learning, orthopedic or sensory conditions, which substantially limit one or more major life areas, may require accommodations to be successful on campus. In compliance with Section 504 of the Rehabilitation Act of 1973, the university will make reasonable accommodations. Student Services is the designated advocate and coordinator of accommodations for Olivet University students who have documented disabilities.

### **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 Academic Affairs 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.

## Fulltime Enrollment

### Fall and Spring

Undergraduate students must be enrolled for a minimum of 12 semester hours to be classified as fulltime. Special permission must be granted to enroll in more than 16 hours per semester. Such permission must be approved by the Director of Academic Affairs before registration.

## Grading Policies

Grading at Olivet University is by letter. A numeric scale serves as a guide for each letter grade. Grades are reported to students from the Office of the Registrar. Grades cannot be reported orally from any office on campus.

### Grades are designated as follows:

A	(100-93)	Excellent	A-	(92-90)	Excellent	B+	(89-88)	Good
B	(87-83)	Good	B-	(82-80)	Good	C+	(79-78)	Satisfactory
C	(77-73)	Satisfactory	C-	(72-70)	Satisfactory	D+	(69-68)	Low Passing
D	(67-63)	Low Passing	D-	(62-60)	Low Passing	F	(Below 60)	(Below 60)
E	Conditional		P	Passing		NP	Non Passing	
I	Incomplete		IP	In Progress		IU	Grade not reported	
W	Withdrawal		NF	Non-Attendance failure				

A grade of “E” (conditional) is earned only in continuing courses. This grade can be raised to a “D” by doing “C” grade work in the remainder of the course; otherwise, it becomes an “F”:

The “I” (incomplete) grade is given when the course is not completed by the end of the term for acceptable reasons. If this grade is not removed within eight weeks of the end of the semester, it becomes an “F.”

Students are permitted to withdraw from courses and receive a “W” only during the first half of any course. Students desiring an exception to this rule must petition through the Registrar's Office. “W” will not be calculated in the grade point average.

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.”

Grade point averages at Olivet University are determined on a 12-point scale. The grade point value of each letter grade is as follows:

A	4.0	A-	3.7	B+	3.3
B	3.0	B-	2.7	C+	2.3
C	2.0	C-	1.7	D+	1.3
D	1.0	D-	0.7	F	0.0
I	0.0	IU	0.0		

With the 12-point grading system, a student could possibly graduate with above a 4.00 average. However, 2.00 will continue to be the lowest passing average for probation/suspension purposes (except for degrees with specific minimum GPA requirements).

### **Grade Point Averaging and Deficits**

The term “average” refers to the grade point average (GPA) for work completed at the university. Grades received at other institutions are NOT averaged with grades received at Olivet University for the purpose of meeting university average requirements.

Averages are determined by computing the ratio of grade points to semester hours attempted. For the grade point average computation formula, please refer to the example below.

A grade point deficit is defined as the number of grade points below a C average on hours attempted at Olivet University. If the grade point average is less than 2.0, there is a grade point deficit.

Only grades higher than C will lower a deficit. Every credit of C+ earned removes .5 (one-half point) from a deficit (a grade of C+ in a three-credit course removes 1.5 deficit points,  $.5 \times 3$ ); every credit of B removes 1 deficit point; and every credit of A removes 2 deficit points.

### **Calculating the Grade Point Average**

- Multiply grade value times the number of credit hours for total grade points.
- Divide the total number of grade points by the number of hours carried.

### **Calculating the Grade Point Deficit**

To determine grade point deficit students must first calculate the grade point average.

- Multiply the total Olivet University hours carried for a grade by 2 (for 2.0 GPA) and
- Subtract the total grade points earned to determine the deficit.

For instance, if a student has taken 100 hours for a grade, then 200 grade points are needed for a 2.0 GPA.

If there are 196 grade points, there is a 4-point deficit.

### **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 semester 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 program Dean or Director.

3. Within 10 days of the program Dean or Director's decision, the student may submit a written appeal to the Director of Academic Affairs or the Academic Dean.
4. The student is responsible to monitor email daily throughout the appeals process.

### **Petitions**

Should there arise a scenario in which an exception to an academic policy seems necessary, students may file a request online in the Student Services Center in MyOlivet.

### **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 university 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 which includes: student name, address, telephone number, e-mail address, major field of study, dates of attendance, class schedule, degrees, 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 university's behalf.

### **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.

### **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.

### **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 MyOlivet.

Transcripts are issued with set fees. Please see fee schedule included in this Catalog.

Verbal requests, whether in person or over the phone, cannot be processed. A transcript request from a student on hold for unpaid fines or bills will not be processed until his/her financial obligations are met. Transcripts are generally processed within 24 hours of the request.

## STUDENT LIFE AND CAMPUS SERVICES

### Chapel

Olivet University Chapel assists in the spiritual development of students' Christian character. As a vital activity for which the university community meets regularly, Chapel contributes significantly to the spiritual development for students. Consequently, Chapel is viewed as an integral part of the Olivet experience.

Olivet University students are required to attend Chapel, which is held every Tuesday and Thursday. Students should have a participatory attitude towards worship. There are approximately 30 Chapel services or convocations offered each semester. In order to “pass” Chapel, students are required to obtain twenty-seven (27) attendance credits per semester. Attendance at Chapel services and school-wide convocations is required during each semester at Olivet.

Absences due to extended illness, referring to sickness or injury from which a student is either hospitalized or unable to attend class for a week, can be excused. Absences due to the death of a family member, or participation in jury duty, are excusable in a similar manner. Absences for any other reason will not be excused. Students will only need to excuse the difference between Chapel sessions taken and required, not between Chapel sessions taken and offered.

#### *For Online Students:*

Broadcasted Chapel events will be uploaded in the Chapel “classroom” of MyOlivet. Attendance at Chapel services and school-wide convocations is required for each semester of enrollment at Olivet.

### Computer Access

All University students are required to have regular access to a personal computer and an Internet provider upon enrollment. The University uses Microsoft Office, and all papers and documents will be submitted in appropriate formats.

Students have access to Olivet University’s secure wireless network, which is configured universally throughout all of the university’s physical plants in San Francisco, CA, including its campus and the Student Union.

## **Counseling**

Students are encouraged to communicate openly, but respectfully, with all Olivet University staff members, and to seek spiritual guidance at any time—especially from the Dean of Students, the University Chaplain and the Director of Christian Service. Personal counseling is intended to help students better adjust to their University experience and to provide support for their personal walks of faith. Olivet University also encourages students to maintain ties with EAPC church leaders throughout their studies at Olivet University, especially for students who attend online.

Olivet University also allows online students to seek counseling services available in their local areas by requesting referrals from our office.

## **Employment**

When seeking employment, students should seek opportunities that would in no way compromise their Christian testimony. A work environment should be safe, without undue risk of physical or emotional harm. Students should not work in an environment that requires them to sell pornographic or occult material. Students wishing to work in an establishment that serves alcoholic beverages in a ‘family style’ atmosphere must first submit a written request to the Dean of Students for review and approval. Employment in certain ‘family style’ restaurants may be given approval; a student will not be allowed to work in a ‘bar’ environment or work as the ‘bartender’ in a restaurant. The University reserves the right to review a student's employment and to ask the student to resign from a position that does not meet these requirements.

## **Community Life Agreement**

Mature actions consistent with proper Christian behavior are expected of all students. Disciplinary action will result when student conduct is such that the university community is adversely affected. Such conduct includes violations of:

**Legal and Civil Standards**, including violation of federal, state and local laws except in those instances where obedience to the state would violate a Biblically-informed conscience;

**Christian Standards**, including sexual relationships outside of marriage, homosexual activity, drunkenness, involving use or possession of marijuana or drug paraphernalia, theft, acts of dishonesty, cheating, plagiarism, forgery, lying, knowingly furnishing false information that impedes or obstructs disciplinary proceedings, and improper language, (i.e. profanity, racial, sexual slurs, etc). Also included are actions that are disrespectful of

other individuals and that are considered hazardous, humiliating, or dehumanizing, or which threaten another person either physically or verbally (i.e. sexual and/or racial harassment and any form of rape).

**Specific Community Standards**, including use, possession, purchase, or distribution of alcoholic beverages or illegal narcotics or other controlled substances are not permitted on or off campus. Gambling is not permitted on or off campus. Use of tobacco is not permitted on the campus or at University sponsored activities off campus.

**Safety and Health Standards**, including violations of fire safety regulations, possession of weapons of any type, explosives, and dangerous chemicals.

**Campus Dress Standards**, including inappropriate dress or presentation. Awareness of the appropriate dress for each occasion is an essential element in the social maturity of the individual, and Olivet University expects its students to conduct themselves by this standard. Rapidly changing styles make the formulation of a detailed code of dress difficult, and good judgment on the part of the student should make it unnecessary. The ideal of modesty and discretion should be maintained at all times. This includes careful grooming, cleanliness, neatness, and appropriateness in clothing for each occasion. No suggestive or derogatory phrases or pictures are permitted. Shirts or tops (no halter or tank tops), and shoes or sandals are to be worn in all buildings.

**Communication Systems Standards**, including misuse of University communication system resources. Students are expected to use good judgment and faithful stewardship in using Olivet University communication system resources such as:

**The Internet** – a resource that provides students with easy communication that may be professional or personal, both of which may be appropriate. Since the name of the university domain appears on the email messages, individuals are expected to respect the standards of the university in any use of the Internet. Accessing and transmitting violent, pornographic, or other “objectionable” materials; direct links to such material from a webpage operated through the university’s servers; harassing email, commercial uses of University resources, wasteful uses; or illegal uses of the Internet, including theft of copyrighted material, will be considered a violation of the university’s standard of ethics and may be subject to disciplinary action. The University reserves the right to review the contents of accounts if there is reason to believe that the above policy is being violated.

**The University Web Site** – a communications site that serves the campus and provides information to the larger World Wide Web. Information may be posted through academic divisions.

Violations of the above standards should be viewed as illustrative, but not exhaustive, of the types of conduct that the university prohibits.

The name of Olivet University may not be used in connection with any activity or function involving practices in noncompliance with Olivet University's standards, nor may campus facilities be used in publicizing such activity or function.

### **Grievance Procedures for Non-Academic Issues**

1. The student should address the complaint to the person with whom you have the complaint or to the person responsible for the area of the institution in which your problem lies. If you receive satisfaction, stop there.
2. If the issue is not satisfactorily resolved, the student should immediately contact the Office of Student Affairs with the concern. The student may submit a formal complaint in writing to the Office of Student Affairs. The statement must include the date, persons involved, and a description of the steps taken thus far to resolve the situation. The complaint should be submitted as soon as possible, but no later than 60 calendar days after the alleged violation.
3. Within 15 calendar days of receiving the report, the Office of Student Affairs will ascertain relevant information and then refer the complaint to a grievance committee. The grievance committee is composed of at least two Student Affairs staff and:
  - At least two students who are not involved in the grievance or potentially affected by the resolution of the complaint.
  - At least two members of the faculty or staff that are not involved in the grievance or potentially affected by the resolution of the complaint.
4. 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.

5. If the decision made by the grievance committee does not satisfactorily resolve the issue, the student may appeal the decision to the Dean of Students within 15 calendar days after receipt of the response.
6. Within 30 calendar days after receipt of the appeal, the Dean of Students will meet with the student to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Dean of Students 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.

### *Sanctions*

Actions of the grievance committee may include conciliatory and educational as well as punitive measures. Students may be referred to counseling services or may be required to participate in a community project. Students may be responsible for restitution for damages caused or be penalized according to the university policy. Penalization include, but not restricted, being placed on disciplinary probation, suspended, or expelled from Olivet University.

Each committee specifies a date by which a sanction must be satisfied. If a student fails to carry out the committee's directives, except under special circumstances approved by the committee, the student is automatically suspended and prohibited from obtaining a transcript or receiving a degree until such time as all obligations are met.

## **Harassment**

Olivet University 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, Olivet University 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 College'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.

### *Sexual Harassment*

Olivet University recognizes sexual harassment as inconsistent with campus morals and Biblical teachings, and as illegal sex discrimination under the Title VII of the 1964 Civil Rights Act for employees and Title IX of the 1972 Education Act for students. Sexual harassment of employees and students will not be tolerated at Olivet University.

For general purposes, sexual harassment may be described as unwelcome sexual advances (including sexual assault), requests for sexual favors, and other physical and expressive behavior of a sexual nature where:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual, or;
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or demeaning employment or educational environment.

Allegation of sexual harassment, as well as concerns over whether or not certain conduct constitutes sexual harassment, should be reported to the Dean of Students. Formal resolution will proceed in a timely fashion.

A formal resolution of the complaint will involve a grievance committee, comprised of either the Director of Academic Affairs or the Dean of Students (for student complaints) or the Chief Operating Officer and the Office of Operations (for employee 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.

### **Housing**

The Olivet University campus has no dormitory facilities, but has located housing nearby the campus for interested students. Still, student housing varies considerably depending on the individual requirements of each student. The campus staff is happy to help students with searching for suitable housing.

## ACADEMIC LIFE

### **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. 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 or to use facilities and equipment for individual study or practice. 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 recommend attendance at a study session or office hours.

#### *Online Options*

The University provides students who are taking online classes with the opportunity to meet with instructors through weekly online office hours.

### **Course Numbering System**

The number assigned to each course indicates level of instruction as shown below:

<b>Course Number</b>	<b>Type of Course</b>
100 to 299	Lower-division
300 to 499	Upper-division
500 to 799	Graduate

### **Undergraduate Curriculum**

This section describes the learning expected of all Olivet University students pursuing a Bachelor of Arts degree from one of Olivet University's five undergraduate programs.

#### **Bible/Theology Core**

All Olivet University undergraduate degree programs require a basic core of Biblical/theological studies of 30 semester hours. These foundational studies are designed to give undergraduate students a firm Biblical foundation for all academic learning, regardless of their fields of study. This core is also expected to serve as the basis for the life-learning experiences of Olivet University's students, both at Olivet and after graduation.

Upon completion of the Biblical studies core, students are expected to be able to give evidence of a foundational knowledge of the Bible and explain and appreciate the relevance of Biblical learning to their major discipline, personal and professional values, ethics, and commitments.

Together with Olivet's Christian Service Program (see handbook), the Biblical studies core provides a foundational understanding of Scripture for students' development of attitudes and values and quality relationships consistent with a maturing relationship with Jesus Christ and His Church.

### **General Education**

The general education curriculum is designed to allow students to acquire basic knowledge from a broad spectrum of human learning. It encourages students to develop college-level communication skills; the ability to think independently and to draw conclusions based on critical reasoning; and the ability to apply thoughts and ideas to real-life situations. By introducing students to a variety of disciplines, the general education curriculum promotes the development of a consistent Biblical worldview when integrated with scriptural teaching.

General Education is a three-level program designed to allow students to 1) foster foundational college-level communication skills 2) acquire basic knowledge from a broad spectrum of human learning and 3) think independently, draw conclusions based on critical reasoning, and deeply inquire into the nature of the world, culture, history, and science while relating these topics to their Biblical core with original research. Every undergraduate program at Olivet University requires 36 units of General Education to be completed before graduation.

### **Professional Studies**

The professional studies curriculums at Olivet provide students with classroom and practical learning experiences in preparation for professional ministry work. Various field education components supplement classroom instruction throughout the professional studies curriculums. (See Ministry Practice Handbook for more information.)

Upon completion of professional studies requirements, students will be able to demonstrate competence in the content and methods of their professional program, as well as competencies in various ministry contexts in preparation for professional service.

### **Electives**

Electives are courses that do not satisfy any particular General Education, Bible Core, or major requirement. Electives provide students with the freedom to explore new fields of knowledge; to take additional work in the field of their special interests; or to study further with a particular instructor. Above all, they provide the breadth associated with a liberal education, just as the major program provides depth in a particular discipline.

In general, students must complete 18 credit units of electives beyond their Bible, general, and major studies in order to satisfy the required 120 credit minimum for undergraduate programs. These electives should be chosen from among the introductory (100-299 level) professional studies course listings offered by Olivet University College programs outside of a student's major.

In the case of the Olivet Institute of Technology, which requires 33 major studies credits instead of the typical College requirement of 30 major credits, students must complete 15 elective credit units (one less elective course than students enrolled in other College programs). Electives may also be chosen from upper-division (300-499 level) Olivet Institute of Technology elective course offerings, with instructor permission.

## **Olivet Theological College & Seminary**

The purpose of Olivet Theological College & Seminary (OTCS) is to provide ministry-bound men and women an understanding and ability to apply theological knowledge and skills necessary for professional ministry service, especially in the area of missions.

Olivet Theological College & Seminary offers undergraduate and graduate educational experiences. Both the College and the Seminary are committed to scholastic achievement; to excellence in Biblical studies; to the habits of Christian reflection and service; and to the active synthesis of theory and practice, both in church and non-traditional ministry areas.

The curricula of these schools are designed to train students for service as scholars and leaders in all areas of Christian life. OTCS emphasizes the importance of cultivating future generations for Christian service, and providing them with traditional and specialized ministerial skills in a variety of different fields.

### **OTCS Bachelor of Arts in Theology Degree Program**

The Bachelor of Arts in Theology undergraduate degree 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.

### **OTCS Bachelor of Arts in Theology Degree Program Objectives**

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

- Articulate the Biblical basis of mission
- Outline the history of missions
- Discuss intelligently various strategies current issues in missions work
- Defend personal faith in Jesus Christ, drawing on Scriptural truth in light of competing ethical frameworks
- Gain experience by becoming involved in missions work

### **Admission into the Bachelor of Arts in Theology Program**

To apply, fill out an application online at <http://apply.olivetu.us>. Print and submit the provided signature page with the non-refundable application fee.

#### **Time Limits**

The OTCS Bachelor of Arts in Theology degree program usually is completed in four years of fulltime study. All requirements for the degree must be completed within six years of the initial date of enrollment, except under extenuating circumstances. Students who have not completed the requirements within the six-year 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.

### OTCS Bachelor of Arts in Theology Requirements

<b>BACHELOR OF ARTS IN THEOLOGY</b>	<b>Minimum: 120</b>
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<b>1.</b>	<b>BACHELOR OF ARTS DEGREE CORE</b>	<b>66</b>
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<b>Biblical Studies and Theological Studies</b>		<b>30</b>
BS100	Introduction to Old Testament	3
BS110	Genesis I	3
BS150	Introduction to New Testament	3
BS160	The Sermon on the Mount	3
BS200	Acts	3
BS210	Romans	3
BS230	Galatians	3
TS300	Introduction to Theology	3
TS310	God, Creation & Redemption	3
TS320	Spirit, Church & Hope	3

<b>General Education</b>		<b>36</b>
<b>Foundation</b>		<b>(15)</b>
GE100	Fundamental Mathematics	3
GE110	§English Fundamentals	0
GE120	English Literature & Composition	3
GE130	Speech & Communication	3
GE140	Information Literacy	3
GE150	Research & Writing	3
<b>General Education Distribution</b>		<b>(21)</b>
Choose 21 semester hours total, including one course from each of the four areas below.		
<b>a.) Humanities</b>		
GE200	Western History	3
GE210	World Civilization	3
GE220	US History	3
<b>b.) Fine Arts</b>		
GE230	Introduction to Arts	3
GE240	Introduction to Music	3
<b>c.) Natural Science/Physical Science:</b>		
GE250	Principles of Biology	3
GE260	Life Science	3

GE270	Physics	3
<b>d.) Social/Behavioral Science:</b>		
GE280	Introduction to Psychology	3
GE290	Introduction to Sociology	3

*§ GE110 English Fundamentals*

*This is a no-credit course divided into reading, writing-research, and speaking components. Students with elementary and intermediate English language skills (as determined by the Olivet University standardized entrance exam) are required to pass this course in order to be eligible to enroll in GE120 English Literature & Composition. Course intended to assist the transition of students from elementary English skill-levels to those characteristic of U. S. College students.*

<b>2.</b>	<b>MINISTRY PRACTICE*</b>	<b>6</b>
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<b>Ministry Practice</b>		<b>6</b>
<b>Ministry Internship</b>		<b>(6)</b>
MI400	Ministry Internship I	3
MI410	Ministry Internship II	3
<b>Ministry Practice (Honors Only)</b>		<b>(3)</b>
MP400	Honors Ministry Practicum	3

*\*For more information, also see Ministry Practice Handbook.*

<b>3.</b>	<b>OPEN ELECTIVES**</b>	<b>15</b>
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*\*\* All undergraduate Olivet Theological College & Seminary students are required to take 15 units of open electives. These electives should be chosen from among the introductory (100-299 level) professional studies course offerings of Jubilee College of Music, Olivet College of Journalism, Olivet College of Art & Design, and Olivet Institute of Technology. Electives may also be chosen from upper-division (300-499 level) Olivet Theological College & Seminary elective course offerings, with instructor permission.*

<b>OTCS Elective Courses</b>		
TM450	Special Topics	3

<b>4.</b>	<b>GENERAL MINISTRY SKILLS</b>	<b>0</b>
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<b>Christian Service</b>		<b>(0)</b>
CS100	Christian Service	0
<b>Chapel</b>		<b>(0)</b>

CH000	Chapel	0
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<b>5.</b>	<b>THEOLOGY MAJOR COURSES</b>	<b>33</b>
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<b>Major Courses</b>		<b>33</b>
BS120	The Life and Teachings of Jesus Christ	3
BS140	Pentateuch I	3
BS220	The Pauline Epistles	3
TM200	Introduction to Missions	3
TM340	Introduction to Systematic Theology	3
TM350	World Christian Movement	3
TM360	Christian Ethics I	3
TM380	Spiritual Formation I	3
TM410	Christian Leadership	3
TM420	Evangelism & Discipleship I	3
TM440	Mission Methods & Strategy	3

**OTCS Master of Divinity Degree Program**

Information about the Masters of Divinity degree program is printed in the Graduate Supplement to this Catalog.

## **Olivet College of Art Graphic & Design**

Olivet College of Art & Design (OCAD) offers students training in professional art and design studies, complemented by a focused Biblical curriculum. OCAD holds that art and design – and human knowledge as a whole – exist within the context of Biblical truth, and therefore benefit from an educational approach that values both technical and scripture-based knowledge.

This university-wide educational philosophy, known as “faith first,” serves as the organizing principle of academic curriculum of Olivet College of Art & Design, which requires students to dedicate one-third of their program fully to Biblical studies courses.

Our students’ work speaks visibly to the value of our educational approach, and we encourage its broad application by our students after graduating from Olivet University.

Students who graduate from this school can expect to gain skills that meet or surpass industry standards for art and design techniques. They can also expect to gain sound Biblical training preparing them to explore the interface between design, art, and contemporary Christian mission as future church and ministry leaders.

### **Bachelor of Arts in Graphic Design Degree Program**

The Bachelor of Arts degree program in Graphic Design is designed to provide talented men and women with a Biblical postsecondary education that prepares them as ministry practitioners, and explores the connections between Scripture, art, and design.

### **Bachelor of Arts in Graphic Design Degree Program Objectives**

In the context of Olivet University’s mission, completion of the Graphic Design 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 of their artwork.
- Seek to contribute to the shaping of a meaningful visual culture by applying Gospel values to the practice of graphic design

**Time Limits**

The Bachelor of Arts in Graphic Design degree program usually is completed in four years of fulltime study. All requirements for the degree must be completed within six years of the initial date of enrollment, except under extenuating circumstances. Students who have not completed the requirements within the six-year 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.

**Admission into the Bachelor of Arts in Graphic Design Degree Program**

To apply, fill out an application online at <http://apply.olivetu.us>. Print and submit the provided signature page with the non-refundable application fee.

**Olivet College of Art & Design Requirements**

<b>BACHELOR OF ARTS IN GRAPHIC DESIGN</b>	<b>Minimum: 120</b>
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<b>1.</b>	<b>BACHELOR OF ARTS DEGREE CORE</b>	<b>66</b>
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<b>Biblical Studies and Theological Studies</b>		<b>30</b>
BS100	Introduction to Old Testament	3
BS110	Genesis I	3
BS150	Introduction to New Testament	3
BS160	The Sermon on the Mount	3
BS200	Acts	3
BS210	Romans	3
BS230	Galatians	3
TS300	Introduction to Theology	3
TS310	God, Creation & Redemption	3
TS320	Spirit, Church & Hope	3

<b>General Education</b>		<b>36</b>
<b>Foundation</b>		<b>(15)</b>
GE100	Fundamental Mathematics	3
GE110	§English Fundamentals	0
GE120	English Literature & Composition	3
GE130	Speech & Communication	3
GE140	Information Literacy	3
GE150	Research & Writing	3
<b>General Education Distribution</b>		<b>(21)</b>
Choose 21 semester hours total, including one course from each of the four areas below.		
<b>a.) Humanities</b>		
GE200	Western History	3
GE210	World Civilization	3
GE220	US History	3
<b>b.) Fine Arts</b>		
GE230	Introduction to Arts	3
GE240	Introduction to Music	3
<b>c.) Natural Science/Physico Science:</b>		
GE250	Principles of Biology	3
GE260	Life Science	3

GE270	Physics	3
<b>d.) Social/Behavioral Science:</b>		
GE280	Introduction to Psychology	3
GE290	Introduction to Sociology	3

*§ GE110 English Fundamentals*

*This is a no-credit course divided into reading, writing-research, and speaking components. Students with elementary and intermediate English language skills (as determined by the Olivet University standardized entrance exam) are required to pass this course in order to be eligible to enroll in GE120 English Literature & Composition. Course intended to assist the transition of students from elementary English skill-levels to those characteristic of U. S. College students.*

<b>2.</b>	<b>MINISTRY PRACTICE*</b>	<b>6</b>
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<b>Ministry Practice</b>		<b>6</b>
<b>Ministry Internship</b>		<b>(6)</b>
MI400	Ministry Internship I	3
MI410	Ministry Internship II	3
<b>Ministry Practice (Honors Only)</b>		<b>(3)</b>
MP400	Honors Ministry Practicum	3

*\*For more information, also see Ministry Practice Handbook.*

<b>3.</b>	<b>OPEN ELECTIVES**</b>	<b>18</b>
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*\*\*All Olivet College of Art & Design students are required to take 18 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 College of Journalism, and/or Olivet Institute of Technology.*

<b>4.</b>	<b>GENERAL MINISTRY SKILLS</b>	<b>0</b>
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<b>Christian Service</b>		<b>(0)</b>
CS100	Christian Service	0
<b>Chapel</b>		<b>(0)</b>
CH000	Chapel	0

<b>5.</b>	<b>ART &amp; DESIGN MAJOR COURSES</b>	<b>33</b>
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<b>Major Courses</b>		<b>33</b>
AR100	Introduction to Drawing	3
AR110	Color and Design	3
AH200	Art History: Iconography 13 <sup>th</sup> -14 <sup>th</sup> Century	3
GD200	Typography	3
GD300	Usability	3
GD310	Graphic Design 1	3
GD311	Graphic Design 2	3
GD320	Web Design	3
GD330	Interactive Design	3
GD400	Identity	3
GD410	Print	3

## **Olivet Institute of Technology**

Olivet Institute of Technology (OIT) strives to equip believers with a sound Biblical higher education, as well as cutting-edge knowledge and professional skills in the field of information technology. Students who graduate from the Information Technology Program are prepared to work in ministry environments that will enhance the ability of the Christian community to harness the power of information technology.

### **Bachelor of Arts in Information Technology Degree Program**

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.

### **Bachelor of Arts in Information Technology Degree Program Objectives**

In the context of Olivet University's mission, The Bachelor of Arts in Information Technology degree program strives to enable students to:

- Understand computer system components and their integration.
- Exercise creative and analytical thinking skills that provide a basis for technological problem solving.
- Demonstrate the ability to integrate systems for the purpose of facilitating communications with each other.
- Demonstrate the ability to apply knowledge, manage projects and work effectively in diverse teams.
- Value and seek mission-related opportunities for the application of new and developing technologies.

### **Admission into the Bachelor of Arts in Information Technology Program**

To apply, fill out an application online at <http://apply.olivetu.us>. Print and submit the provided signature page with the non-refundable application fee.

### **Time Limits**

The Bachelor of Arts in Information Technology degree program usually is completed in four years of fulltime study. All requirements

for the degree must be completed within six years of the initial date of enrollment, except under extenuating circumstances. Students who have not completed the requirements within the six-year 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.

**Olivet Institute of Technology Requirements**

<b>BACHELOR OF ARTS IN INFORMATION TECHNOLOGY</b>	<b>Minimum: 120</b>
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<b>1.</b>	<b>BACHELOR OF ARTS DEGREE CORE</b>	<b>66</b>
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<b>Biblical Studies and Theological Studies</b>		<b>30</b>
BS100	Introduction to Old Testament	3
BS110	Genesis I	3
BS150	Introduction to New Testament	3
BS160	The Sermon on the Mount	3
BS200	Acts	3
BS210	Romans	3
BS230	Galatians	3
TS300	Introduction to Theology	3
TS310	God, Creation & Redemption	3
TS320	Spirit, Church & Hope	3

<b>General Education</b>		<b>36</b>
<b>Foundation</b>		<b>(15)</b>
GE100	Fundamental Mathematics	3
GE110	§English Fundamentals	0
GE120	English Literature & Composition	3
GE130	Speech & Communication	3
GE140	Information Literacy	3
GE150	Research & Writing	3
<b>General Education Distribution</b>		<b>(21)</b>
Choose 21 semester hours total, including one course from each of the four areas below.		
<b>a.) Humanities</b>		
GE200	Western History	3
GE210	World Civilization	3
GE220	US History	3

	<b>b.) Fine Arts</b>	
GE230	Introduction to Arts	3
GE240	Introduction to Music	3
	<b>c.) Natural Science/Physical Science:</b>	
E250	Principles of Biology	3
E260	Life Science	3
GE270	Physics	3
	<b>d.) Social/Behavioral Science:</b>	
GE280	Introduction to Psychology	3
GE290	Introduction to Sociology	3

*§ GE110 English Fundamentals*

*This is a no-credit course divided into reading, writing-research, and speaking components. Students with elementary and intermediate English language skills (as determined by the Olivet University standardized entrance exam) are required to pass this course in order to be eligible to enroll in GE120 English Literature & Composition. Course intended to assist the transition of students from elementary English skill-levels to those characteristic of U. S. College students.*

<b>2.</b>	<b>MINISTRY PRACTICE*</b>	<b>6</b>
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<b>Ministry Practice</b>		<b>6</b>
<b>Ministry Internship</b>		<b>(6)</b>
MI400	Ministry Internship I	3
MI410	Ministry Internship II	3
<b>Ministry Practice (Honors Only)</b>		<b>(3)</b>
MP400	Honors Ministry Practicum	3

*\*For more information, also see Ministry Practice Handbook.*

<b>3.</b>	<b>OPEN ELECTIVES**</b>	<b>15</b>
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*\*\*All Olivet Institute of Technology students are required to take 15 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 College of Journalism, and/or Olivet College of Art & Design. Electives may also be chosen from upper-division (300-499 level) Olivet Institute of Technology elective course offerings, with instructor permission.*

<b>OIT Elective Courses</b>		
IT470	Seminar	1
IT480	Special Topics	3
IT490	Independent Study	3
SE330	Introduction to Object-Oriented Programming	3
SE440	Software Quality Assurance	3
SE450	Database Administration	3
NS420	Network Administration and Management	3
<b>4.</b>	<b>GENERAL MINISTRY SKILLS</b>	<b>0</b>

<b>Christian Service</b>		<b>(0)</b>
CS100	Christian Service	0
<b>Chapel</b>		<b>(0)</b>
CH000	Chapel	0

<b>5.</b>	<b>INFORMATION TECHNOLOGY MAJOR COURSES</b>	<b>33</b>
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<b>Major Courses</b>		<b>33</b>
IT100	Programming Fundamentals and Data Structures	3
IT200	Introduction to Unix/Linux Programming	3
IT210	Introduction to Core Hardware and Operating Systems	3
NS310	Network Concepts and Foundation	3
NS320	Introduction to Internet Programming	3
WE320	Website Technologies & Development	3
SE340	Introduction to Database	3
NS410	Computer Networks & Security	3
WE420	Web Server Design & Development	3
WE430	Internet & Web Security	3
SE430	Software Engineering	3

## **Olivet College of Journalism**

Olivet College of Journalism (OCJ) prepares ministry-bound men and women as Biblical scholars and leaders equipped with an ability to apply knowledge and skills in the field of journalism for professional ministry service. A distinguished feature of the College is its curriculum, which couples an education in Biblical higher education with hands-on journalism experience, including internship opportunities in professional communications ministries.

### **Bachelor of Arts in Journalism Degree Program**

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.

### **Bachelor of Arts in Journalism Degree Program Objectives**

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

- Apply appropriate style, research methods, and technology to prepare journalistic messages
- Act professionally in the practice of journalism
- Reflect critically on the relationship between mass media and Christian mission
- Benefit ministry areas with messages that seek to improve the lives of the audiences they reach by applying Gospel values

### **Admission into the Bachelor of Arts in Journalism Degree Program**

To apply, fill out an application online at <http://apply.olivetu.us>. Print and submit the provided signature page with the non-refundable application fee.

### **Time Limits**

The Bachelor of Arts in Journalism degree program usually is completed in four years of fulltime study. All requirements for the degree must be completed within six years of the initial date of enrollment, except under extenuating circumstances. Students who

have not completed the requirements within the six-year 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.

### Olivet College of Journalism Requirements

<b>BACHELOR OF ARTS IN JOURNALISM</b>	<b>Minimum: 120</b>
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<b>1.</b>	<b>BACHELOR OF ARTS DEGREE CORE</b>	<b>66</b>
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<b>Biblical Studies and Theological Studies</b>		<b>30</b>
BS100	Introduction to Old Testament	3
BS110	Genesis I	3
BS150	Introduction to New Testament	3
BS160	The Sermon on the Mount	3
BS200	Acts	3
BS210	Romans	3
BS230	Galatians	3
TS300	Introduction to Theology	3
TS310	God, Creation & Redemption	3
TS320	Spirit, Church & Hope	3

<b>General Education</b>		<b>36</b>
<b>Foundation</b>		<b>(15)</b>
GE100	Fundamental Mathematics	3
GE110	§English Fundamentals	0
GE120	English Literature & Composition	3
GE130	Speech & Communication	3
GE140	Information Literacy	3
GE150	Research & Writing	3
<b>General Education Distribution</b>		<b>(21)</b>
Choose 21 semester hours total, including one course from each of the four areas below.		
<b>a.) Humanities</b>		
GE200	Western History	3
GE210	World Civilization	3
GE220	US History	3
<b>b.) Fine Arts</b>		
GE230	Introduction to Arts	3

GE240	Introduction to Music	3
<b>c.) Natural Science/Physical Science:</b>		
GE250	Principles of Biology	3
GE260	Life Science	3
GE270	Physics	3
<b>d.) Social/Behavioral Science:</b>		
GE280	Introduction to Psychology	3
GE290	Introduction to Sociology	3

*§ GE110 English Fundamentals*

*This is a no-credit course divided into reading, writing-research, and speaking components. Students with elementary and intermediate English language skills (as determined by the Olivet University standardized entrance exam) are required to pass this course in order to be eligible to enroll in GE120 English Literature & Composition. Course intended to assist the transition of students from elementary English skill-levels to those characteristic of U. S. College students.*

<b>2.</b>	<b>MINISTRY PRACTICE*</b>	<b>6</b>
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<b>Ministry Practice</b>		<b>6</b>
<b>Ministry Internship</b>		<b>(6)</b>
MI400	Ministry Internship I	3
MI410	Ministry Internship II	3
<b>Ministry Practice (Honors Only)</b>		<b>(3)</b>
MP400	Honors Ministry Practicum	3

*\*For more information, also see Ministry Practice Handbook.*

<b>3.</b>	<b>OPEN ELECTIVES**</b>	<b>18</b>
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*\*\*All Olivet College of Journalism students are required to take 18 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 College of Art & Design, and/or Olivet Institute of Technology.*

<b>4.</b>	<b>GENERAL MINISTRY SKILLS</b>	<b>0</b>
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<b>Christian Service</b>		<b>(0)</b>
CS100	Christian Service	0
<b>Chapel</b>		<b>(0)</b>
CH000	Chapel	0

<b>5.</b>	<b>JOURNALISM MAJOR COURSES</b>	<b>30</b>
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<b>Major Courses</b>		<b>30</b>
JO100	Reporting	3
JO110	Ethical Issues in Journalism	3
JO200	News Writing	3
JO210	Editorial Writing	3
JO300	Advanced Reporting	3
JO310	Advanced Editing	3
JO320	History of Mass Communications	3
MC400	Introduction to Online Journalism	3
MC410	Photojournalism	3
JO420	Law and the Courts	3

## **Jubilee College of Music**

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.

### **Bachelor of Arts in Music Degree Program**

The Bachelor of Arts in Music degree program is designed to challenge students to achieve the highest artistic standards in their chosen field of musical study, while cultivating their spiritual development. The program's medley of general education, theological, and music education curricular offerings provide students with an interdisciplinary academic perspective that is unique among music programs.

### **Bachelor of Arts in Music Degree Program Objectives**

In the context of Olivet University'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

### **Admission into the Bachelor of Arts in Music Program**

To apply, fill out an application online at <http://apply.olivetu.us/>. Print and submit the provided signature page with the non-refundable application fee.

### **Time Limits**

The Bachelor of Arts in Music degree program usually is completed in four years of fulltime study. All requirements for the degree must be completed within six years of the initial date of enrollment, except under extenuating circumstances. Students who have not completed the requirements within the six-year 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.

### Jubilee College of Music Requirements

<b>BACHELOR OF ARTS IN MUSIC</b>	<b>Minimum: 120</b>
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<b>1.</b>	<b>BACHELOR OF ARTS DEGREE CORE</b>	<b>66</b>
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<b>Biblical Studies and Theological Studies</b>		<b>30</b>
BS100	Introduction to Old Testament	3
BS110	Genesis I	3
BS150	Introduction to New Testament	3
BS160	The Sermon on the Mount	3
BS200	Acts	3
BS210	Romans	3
BS230	Galatians	3
TS300	Introduction to Theology	3
TS310	God, Creation & Redemption	3
TS320	Spirit, Church & Hope	3

<b>General Education</b>		<b>36</b>
<b>Foundation</b>		<b>(15)</b>
GE100	Fundamental Mathematics	3
GE110	§English Fundamentals	0
GE120	English Literature & Composition	3
GE130	Speech & Communication	3
GE140	Information Literacy	3
GE150	Research & Writing	3
<b>General Education Distribution</b>		<b>(21)</b>
Choose 21 semester hours total, including one course from each of the four areas below.		
<b>a.) Humanities</b>		
GE200	Western History	3
GE210	World Civilization	3
GE220	US History	3
<b>b.) Fine Arts</b>		
GE230	Introduction to Arts	3
GE240	Introduction to Music	3
<b>c.) Natural Science/Physical Science:</b>		
GE250	Principles of Biology	3

GE260	Life Science	3
GE270	Physics	3
<b>d.) Social/Behavioral Science:</b>		
GE280	Introduction to Psychology	3
GE290	Introduction to Sociology	3

§ *GE110 English Fundamentals*

*This is a no-credit course divided into reading, writing-research, and speaking components. Students with elementary and intermediate English language skills (as determined by the Olivet University standardized entrance exam) are required to pass this course in order to be eligible to enroll in GE120 English Literature & Composition. Course intended to assist the transition of students from elementary English skill-levels to those characteristic of U. S. College students.*

<b>2.</b>	<b>MINISTRY PRACTICE*</b>	<b>6</b>
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<b>Ministry Practice</b>		<b>6</b>
<b>Ministry Internship</b>		<b>(6)</b>
MI400	Ministry Internship I	3
MI410	Ministry Internship II	3
<b>Ministry Practice (Honors Only)</b>		<b>(3)</b>
MP400	Honors Ministry Practicum	3

*\*For more information, also see Ministry Practice Handbook.*

<b>3.</b>	<b>OPEN ELECTIVES**</b>	<b>18</b>
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*\*\*All Jubilee College of Music students are required to take 18 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, Olivet College of Journalism, Olivet College of Art & Design, and/or Olivet Institute of Technology.*

<b>4.</b>	<b>GENERAL MINISTRY SKILLS</b>	<b>0</b>
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<b>Christian Service</b>		<b>(0)</b>
CS100	Christian Service	0
<b>Chapel</b>		<b>(0)</b>
CH000	Chapel	0

<b>5.</b>	<b>MUSIC MAJOR COURSES</b>	<b>30</b>
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<b>Major Courses</b>		<b>30</b>
EN100	Ensemble I*	1
EN200	Ensemble II*	1
EN300	Ensemble III*	1
EN400	Ensemble IV*	1
MS100	Musicianship & Theory I	2
MS110	Musicianship & Theory II	2
VK100	Class Guitar/Piano I**	1
VK110	Class Guitar/Piano II**	1
MM100	Worship Studies I	2
MM210	Worship Studies II	2
MH300	History of Church Music I	3
MH310	History of Church Music II	3
MH320	The Hymn in Christian Worship	3
MM300	Worship Technology	3
MM400	Worship Technology II	3
MM410	Broadcasting/Podcasting	3

*\*Two semesters of Ensemble are required for music majors. Students wishing to continue Ensemble beyond two semesters may do so for no credit.*

*\*\*A one-credit lab to be taken in concurrence with MS100-110*

## COURSE DESCRIPTIONS

### General Education

#### **GE100 Fundamental Mathematics (3)**

This course provides the opportunity for students to strengthen basic math skills and practice applying those skills in a supportive environment. The course begins with a review of fractions, decimals, and percents. Those skills are then applied to personal finance, accounting and investing. The second half of the course covers topics including ratio and proportion, probability, and converting units of measurement. The course also explores the fundamentals of algebra and geometry.

#### **GE110 English Fundamentals (0)**

This class is an overview of the skills undergraduate students need to improve their written communication and reading skills. Course intended to assist the transition of students from elementary English skill-levels to those characteristic of U. S. College students. Grammar, spelling, punctuation, sentence, paragraph and essay development skills are reviewed.

This is a no-credit course incorporating reading, writing-research, and speaking components. Students with elementary and intermediate English language skills (as determined by the Olivet University standardized entrance exam) are required to pass this course in order to be eligible to enroll in GE120.

#### **GE120 English Literature & Composition (3)**

Offers students instruction and practice in exposition and argumentation using reading selections from various types of prose. In this course, the interrelationship between writing and reading will be stressed. Engages students in a variety of forms of discourse.

#### **GE130 Speech & Communication (3)**

In this course, students develop communication skills in public speaking. Emphasis is placed on preparing and delivering speeches as well as listening, critiquing presentations, preparing formal outlines and researching pertinent topics. Six different types of speeches are given.

#### **GE140 Information Literacy (3)**

The course provides an introduction to library and research skills, including an understanding of how information is produced and

organized by libraries and indexing systems. Topics include how to develop and focus a research topic, how to create a strategy for finding information; how to use print and electronic sources to locate information, and how to evaluate and cite information found.

**GE150 Research & Writing (3)**

Develops the skills to write successfully at the university level. Introduces strategies for effective research-based writing, critical thinking and writing skill development. Course emphasizes integration of foundational Biblical and General knowledge developed in Bible/theology and general studies.

**GE200 Western History (3)**

This course is a survey of institutions and developments of early and medieval Western civilization from its Mediterranean origins to the present.

**GE210 World Civilization (3)**

Attention is given to the social, economic, and political evolution of societies and cultures from 1500 to the present.

**GE220 US History (3)**

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

**GE230 Introduction to Arts (3)**

This course offers to students the firsthand exposure to genres of the performing and visual arts through an itinerary of field trips combined with in-depth discussion and analysis within the classroom setting. Topics studied include performance art, classical and modern music, film and theater, literature, fine art and cultural art.

**GE240 Introduction to Music (3)**

This course will introduce the student to the elements of music (melody, rhythm, harmony etc.) as the foundation for the development of listening skills. Literature will draw from sacred and secular art music representative of the various periods of music history.

**GE250 Principles of Biology (3)**

An introduction to fundamental biological topics including cells, energy transduction, genetics, organismal structure/function, and ecology. *Note:* Expected to be given in 2007-2008.

**GE260 Life Science (3)**

This course equips students to understand the methods of scientific inquiry, including the development of the skills and disposition necessary to become independent inquirers about the natural world.

**GE270 Physics (3)**

Attention is given to the historical development and significance of major concepts, with emphasis on the nature of physics and its role in modern life.

**GE280 Introduction to Psychology (3)**

A general survey course designed to provide the student with an understanding of the basic concepts and techniques of modern psychology as a behavioral science. *Note:* Expected to be given in 2007-2008.

**GE290 Introduction to Sociology (3)**

This course explores the nature and characteristics of human societies and social life.

## **Graphic Design**

### **AR100 Introduction to Drawing (3)**

Students will learn basic drawing skills from in class still life studio, Figure drawing from models, and daily drawing exercises. Concepts of value, line vocabulary and applying creative expressions in their drawings will also be covered.

### **AR110 Color and Design (3)**

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.

### **AH200 Art History: Iconography 13th-14th Century (3)**

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.

### **GD200 Typography (3)**

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.

### **GD300 Usability (3)**

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.

### **GD310 Graphic Design 1 (3)**

Students in this course will continue to refine and expand ideation, design and presentation skills. Systems, multiple applications, and the

students' ability to articulate a design rationale in conjunction with their visual decision-making will be stressed.

### **GD310 Graphic Design 2 (3)**

The course is designed to give people with no formal graphic design training a reasonable introduction into the world of graphics. In this course, you'll learn a simple process for creating graphics by completing three design projects. In the first project, you'll learn how to use size, shape, color, and type. You'll also learn how to apply the concepts of contrast, repetition, alignment, and proximity to make your graphics look good. In the next project, you'll create a page layout using text, charts, graphs, and simple drawings. In the last project, you'll produce another layout using text, diagrams, procedures, icons, and screen captures.

### **GD320 Web Design (3)**

Students continue to hone their skills in Dreamweaver, Photoshop and Illustrator. Emphasis in Interactive Design, Concepts, and animation for web will be introduced. Other web page and image creation tools such as Flash will be taught.

### **GD330 Interactive Design (3)**

Designing for your audience and clients is key in the design field. With so much information in today's world, it is essential for a designer to organize and create interaction between data and users. The fundamental concepts of design for interactive media through process and experimentation will be covered in this course. The class will survey possible realms in interactive design for user interface, user experience, information architecture for web, and wire framing prototypes for commercial websites.

### **GD400 Identity (3)**

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.

### **GD410 Print (3)**

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

**MI400-410 Ministry Internship I & II (3)**

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**CH000 Chapel (0)**

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## **Information Technology**

### **IT100 Programming Fundamentals and Data Structures (3)**

This course introduces the basic concepts of computer development and programming applications with various data structures and algorithms. Topics include problem-solving techniques, program design, control structures, data structures, algorithms, logics, program development. Basics of Java, C++, or C, will be introduced in the course.

### **IT200 Introduction to Unix/Linux Programming (3)**

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.

### **IT210 Introduction to Core Hardware and Operating Systems (3)**

This course introduces basic concepts on computer hardware and operating systems. Topics include computer hardware structure and components, basics of operating system structures and implementations.

### **NS310 Network Concepts and Foundations (3)**

This course introduces the concept of layering and functions of seven layers in computer networks. Topics include OSI seven layers, data transmission, error and link control, MAC protocols, TCP/IP, and ATM.

### **NS320 Introduction to Internet Programming (3)**

This course introduces fundamentals of application programming on the Internet. Topics include general client/server programming, socket programming, Internet and intranet programming, and Web applications.

### **NS410 Computer Networks and Security (3)**

This course studies the implementation of real networks, the preventive security measures, and the analysis of an existing network environment in consideration of security threats or risks. Topics include encryptions, auditing login, authentication, firewalls, Virtual Private Networks (VPN), forensics tools, procedures used for investigation of computers and networks.

### **NS420 Network Administration and Management (3)**

This course introduces network administration, and management. Topics include Management Information Base (MIB), SNMP, network management programming. Network Management of Ethernet, TCP/IP and survey of existing network management systems will also be

discussed. *Prerequisite: Permission from the instructor and/or the program director.*

**WE320 Web Site Technologies and Development (3)**

This course introduces the technique on the creation of original client-side scripts using JavaScript to make Web pages interactive. The course also introduces the technique on the creation of dynamic HTML elements to make Web pages dynamic, including properties, methods, event handlers, and structured graphic controls of the Dynamic Object Model.

**WE420 Web Server-Side Design and Development (3)**

This course introduces Web server-side technologies. Topics include PHP, JSP, Servlet, and advanced server control and its data access.

**WE430 Internet and Web Security (3)**

This course introduces security management, security program, security protocol, and transaction security.

**SE330 Introduction to Object-Oriented Programming (3)**

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: Permission from the instructor and/or the program director.*

**SE340 Introduction to Database (3)**

This course describes relational, network, and hierarchical data models. The course covers schemas, query processing, and database system architecture.

**SE430 Software Engineering (3)**

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

**SE440 Software Quality Assurance (3)**

This course introduces the testing and quality control of large software projects. Topics include integration, testing; quality assurance through planning, review, and use of software metrics. *Prerequisite: Permission from the instructor and/or the program director.*

**SE450 Database Administration (3)**

This course introduces administration and management of databases. Topics include database creation, account maintenance, data import and export, database system backup, and performance tuning. *Prerequisite: Permission from the instructor and/or the program director.*

**IT470 Seminar (1)**

This course will present current technology in the Computer Systems and Information Technology fields. Students can repeat this course up to three units. This course can be repeated and credited up to 3 units. Can be repeated and credited up to 3 units. *Prerequisite: Permission from the instructor and/or the program director.*

**IT480 Special Topics (3)**

This course will present special topics in the Computer Systems and Information Technology fields. *Prerequisite: Permission from the instructor and/or the program director*

**IT490 Independent Study (3)**

Students will carry the project in the Computer Systems and Information Technology fields under the supervision of the faculty. *Prerequisite: Permission from the instructor and/or the program director.*

**MI400-410 Ministry Internship I & II (3)**

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**MP400 Honors Ministry Practicum (3)**

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specialized ministry with an approved Olivet ministry affiliate for at least 22 hours per week. Practicum is generally taken during the summer after senior year in fulltime ministry situations in conjunction with senior internship and associated coursework.

**CS100 Christian Service (0)**

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

**CH000 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.

## **Journalism**

### **JO100 Reporting (3)**

Exercises in news gathering, interviewing and writing news for print media.

### **JO110 Ethical Issues in Journalism (3)**

Today's news media: Christian ethics and responsibilities involved in the entire news process, from conception of story idea to publication or broadcast of completed story.

### **JO200 News Writing (3)**

Study of news story elements, writing of leads, organization and writing of various types of news stories.

### **JO210 Editorial Writing (3)**

Practice in writing editorials for daily and non-daily newspapers.

### **JO300 Advanced Reporting (3)**

Rigorous, in-depth instruction and critiques of students' news and feature assignments done with different reporting methodologies: interviewing, official records, direct and participant observation and survey research.

### **JO310 Advanced Editing (3)**

Editing and display of complex news and feature stories and other print media content with a significant emphasis on newspaper design and graphics.

### **JO320 History of Mass Communication (3)**

Surveys the development of mass communication in print and electronic media and seeks to interpret their sociopolitical causes and effects.

### **MC400 Introduction to Online Journalism (3)**

Multimedia production for journalists. Creation of an electronic-only outlet of text, sound, archived video, and graphics for news.

### **MC410 Photojournalism (3)**

Students photograph general news events, sports, features and other standard newspaper subjects while learning basic visual and technical aspects of photojournalism.

### **JO420 Law and the Courts (3)**

To help potential journalists break through the barriers of legalese that can hinder the understanding of a courtroom situation. Students will learn

how to navigate the labyrinths of the justice system, along with receiving a working understanding of different practice

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## **Music**

### **EN100-400 Ensemble (1)**

The Jubilee College of Music's worship ensembles allow students to develop their skills in worship leading as well as solo and group performance. Performances from participants in this course are often integrated into Evangelical Assembly of Presbyterian Churches (EAPC) worship services. Students are only required to take 2 semesters of Ensemble. Students wishing to continue the course may do so for no credit.

### **MS100 Musicianship & Theory I (2)**

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

### **MS110 Musicianship & Theory II (2)**

Second-year musicianship concentrates on expanding musicianship skills through drills, dictation and performance exercises with longer and more complex musical forms and relationships. The syllabus contains longer sight-singing and melodic dictation in the F, G and C clefs, with modulations and chromaticism, rhythmic drills involving complex division of the beat, polyphony and metric modulation; diatonic harmonic dictation, including seventh and altered chords, of Bach Chorale excerpts and other chromatic material; and sing-and-play exercises using the C clef with modulation and chromaticism.

### **VK100 Class Piano/Guitar I (1)**

A one-credit lab intended to be taken in accordance with MS100 and designed to aid students in developing basic piano and/or guitar proficiency.

### **VK110 Class Piano/Guitar II (1)**

A continuation of studies in VK100.

### **MM100 Worship Studies I (2)**

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.

**MM200 Worship Studies II (2)**

A continuation of studies from MM100.

**MH300 History of Church Music I (3)**

A study of the movements, personages, styles, types, and literature in Christian church music beginning with the medieval period.

**MH310 History of Church Music II (3)**

A continuation of MH100 spanning from the late 1800's to the present.

**MH320 The Hymn in Christian Worship (3)**

The hymn continues to be an important musical component of Christian worship. This class will study the history of hymns in the life of the church. There will be an emphasis on contemporary musical settings of traditional hymns and how to use hymns in contemporary worship.

**MS300 Class Guitar I (1)**

This course will give students the opportunity to learn guitar skills. According to students' specific needs, the teacher will include different technical and musical elements. By the end of this course beginners should be able to play short pieces, whereas advanced students will improve their skills.

**MS310 Class Guitar II (1)**

A continuation of studies in MS520.

**MM300 Worship Technology I (3)**

A study of the role and use of technology in worship for ministers of music and worship leaders. The course will emphasize the application of sound reinforcement, multi-media projection, and lighting in diverse worship settings. Attention will be given to the selection and use of computer, software, audio, and lighting equipment.

**MM400 Worship Technology II (3)**

A continuation of studies in MM200 with emphasis on more advanced uses of software applications commonly used in contemporary worship services and events.

**MM410 Broadcasting/Podcasting (3)**

Course provides an overview of contemporary broadcasting methods and techniques including playlist formatting, scripting, editing and more.

Course also gives an introduction to Internet broadcasting and Podcasting.

**MI400-410 Ministry Internship I & II (3)**

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## **Theology (including Biblical and Theological Studies Core courses)**

### **BS100 Introduction to Old Testament (3)**

Introduction to the Old Testament including its origin, organization, and content. The goal of the course is to equip students with the basic knowledge of the Old Testament and the insight for reading and interpreting it.

### **BS110 Genesis I (3)**

A study of creation, sin and salvation of God in the book of Genesis. Its theological meaning will be sought through exegetical work on the text.

### **BS120 The Life and Teachings of Jesus Christ (3)**

A study of the four Gospels that paints a unified portrait of Christ's life, His Message, and His understanding of His own person and mission.

### **BS140 Pentateuch I (3)**

A study of the contents and theology of the first five books of the Bible. This course will look at the people, geography, and history of the times to gain a better understanding of God's pattern for dealing with man through covenant.

### **BS150 Introduction to the New Testament (3)**

A survey of the origins, organization, and contents of the New Testament. An overview and exploration of the New Testament books, focusing upon the background, events, themes, and issues being presented.

### **BS160 The Sermon on the Mount (3)**

A study of the Sermon on the Mount in its literary, historical and theological context. The class will pay special attention to the Sermon on the Mount in the context of the Gospel according to Matthew, its socio-historical context and the theological implications of the Sermon for today.

### **BS200 Acts (3)**

An introduction to the basic issues of content, concerns, purpose, structure, and sermons in the book of Acts. Its theological meaning will be sought through exegetical work on the text.

### **BS210 Romans (3)**

A close, systematic study with attention given to the theological themes that are contained within this epistle. Special emphasis is given to Paul's

understanding of sin, the regenerative work of the Spirit, and God's eternal relation to Israel.

**BS220 The Pauline Epistles (3)**

Paul the Apostle is the most colorful and controversial figure in earliest Christianity. This course stresses the key cultural, historical, doctrinal, and practical themes based primarily upon the NT letters written under his name. The class will emphasize how to apply Paul's teachings to the pastoral necessities of the churches of the past and of today.

**BS230 Galatians (3)**

A selected study on the Epistle to the Galatians with attention given to the understanding of its literary form, purpose, historical setting, rhetoric, theological and ethical teachings.

**TM200 Introduction to Missions (3)**

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.

**TM340 Introduction to Systematic Theology (3)**

A study designed to give a basic understanding of theology, covering the problems, scopes, and methods of systematic theology.

**TM350 World Christian Movement (3)**

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.

**TM360 Christian Ethics I (3)**

A study of the application of Christian theology to the development of a Christian ethical system of living.

**TM380 Spiritual Formation (3)**

This course examines the discipline of the spiritual formation and theoretical foundations of it.

**TM410 Christian Leadership (3)**

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 teachings.

**TM420 Evangelism & Discipleship I (3)**

This course investigates the theoretical basis and theological principles of evangelism. Special attention will be given to the practical training of the evangelist.

**TM440 Mission Methods & Strategy (3)**

A study of historical and contemporary methods and strategies for fulfilling the Great Commission. Effective models of mission are considered.

**TM450 Special Topics (3)**

This course will present special topics in the Theology fields.  
*Prerequisite: Permission from the instructor and/or the program director*

**TS300 Introduction to Theology (3)**

A study on the nature and limitations of theology. Historic approaches and current challenges will be considered in a critical examination of such issues as religious knowledge, authority, developments of doctrine, historic-cultural relativity and nature of theological truth.

**TS310 God, Creation & Redemption (3)**

To provide the student with an understanding of the nature and task of theology, revelation and the scriptures, the being and attributes of God, creation and providence, humanity and the problem of sin, and the person and work of Jesus Christ.

**TS320 Spirit, Church & Hope (3)**

This course explores the biblical roots and historical development of the doctrines of the Holy Spirit, the Church, and Eschatology.

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# ACADEMIC CALENDAR

## Fall Semester 2008-2009

### SEPTEMBER

Mon., Sept. 1	Labor Day—Offices closed
Tues., Sept. 2	Continuing Student Registration
Wed., Sept. 3	New Student Registration, Orientation Begins
Fri., Sept. 5	Last Day of Orientation, Course Add/Drop Begins
Fri., Sept. 5	Evaluation Tests for Incoming Students
Tue., Sept. 9	First Day of Classes
Fri., Sept. 19	Last Day of Course Add/Drop

### OCTOBER

Fri., Oct. 10	Last Day of Course Drop with Charge
Mon., Oct. 13	Columbus Day – No classes; Offices Closed

### NOVEMBER

Tue., Nov. 11	Veteran’s Day—No classes; Offices Closed
Mon., Nov. 24	“Virtual Thursday”—All courses follow a Tue. schedule
Tue., Nov. 25	“Virtual Friday”—All courses follow a Fri. schedule
Wed. – Fri., Nov. 26-28	Thanksgiving Break

### DECEMBER

Tue., Dec. 23	Winter Recess Begins
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### JANUARY

Thurs., Jan. 1	New Year’s Day – No classes; Offices Closed
Fri., Jan. 2	Class Resume
Fri., Jan. 9	Last Day of Classes
Tue. – Fri., Jan. 13-16	Final Exams
Mon., Jan. 19	Martin Luther King, Jr. Day—No classes; Offices closed

## Spring Semester 2009

### JANUARY

Tue., Jan. 20	Continuing Student Registration
Wed., Jan. 28	Orientation Begins
Fri., Jan. 30	Last Day of Orientation, Course Add/Drop Begins
Fri., Jan. 30	Evaluation Tests for Incoming Students

### FEBRUARY

Mon., Feb. 2	First Day of Classes
Mon., Feb. 16	Presidents' Day – No classes; Offices Closed
Mon., Feb. 20	Last Day of Course Add/Drop
Fri., Feb. 27	Last Day of Course Drop with Charge

**APRIL**

Fri., April. 10	Easter Break Begins
Mon., April. 13	Classes Resume

**MAY**

Mon., May 25	Memorial Day – No classes; Offices Closed
Wed., May 27	Last Day of Classes

**JUNE**

Mon. – Thurs., June 1-4	Final Exams
Mon., June 8	Summer Break Begins
Fri., June 12	Commencement

**JULY**

Fri., July 3	Independence Day – Offices Closed
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## ADMINISTRATION AND FACULTY

### Administration

**David J. Jang, Chancellor**

Ph.D., Dankook University, S. Korea  
M.Div., Hanshin University, S. Korea  
M.A., Yonsei University, S. Korea  
B.Th., Hanshin University, S. Korea

**David James Randolph, President**

Ph.D., Boston University  
M.S.W., Yeshiva University  
M.Div., Drew University

**William L. Wagner, Academic Dean and Dean of Faculty**

Th.D., University of South Africa  
D.Miss., Fuller Theological Seminary  
M.Div., Southwestern Baptist Theological Seminary  
B.S., University of New Mexico

**Alfred Merrill Smoak, Jr., Dean of Jubilee College of Music**

D.W.S., The Institute for Worship Studies  
M.C.M., The Southern Baptist Theological Seminary  
B.A. Music, California Baptist University

**William Willis, Dean of College of Journalism**

Ph.D. Journalism, University of Missouri  
M.A. Journalism, Texas A&M University  
B.A. Journalism, University of Oklahoma

**Joan L. Carter, Dean of College of Art & Design**

Ph.D. Theology & Arts, Graduate Theological Union  
M.A. Theology and Arts, San Francisco Theological Seminary  
B.A. Fine Arts, University of Washington

**Ching Cheng Lee, Dean of Olivet Institute of Technology**

Ph.D. Computer Science, University of London, UK  
M.Phil. Computer Science, Courant Institute of New York University  
B.S. Engineering, National Chiao-Tung University, Taiwan

**Walker Tzeng, Chief Operating Officer**

B.S., University of California at Los Angeles

M.Div., Olivet University

**Julie Tzeng, Dean of Students**

B.A., Fudan University, China

M.Div., Olivet University

**Tracy McNeal, Director of Academic Affairs**

B.A., Harvard University

M.Div., Olivet University

**Biehwa Chen Ma, Librarian**

M.L.S., San Jose State University

B.Ed., National Taiwan Normal University, Taiwan

**William Wong, Director of Information Systems**

B.S., University of California at Los Angeles

M.Div., Olivet University

## **Faculty**

This list includes: (a) full-time and part-time faculty members who taught during the 2006-07 academic year and are expected to continue, and (b) new full-time faculty hired for the 2007-2008 academic year.

The graduate faculty is defined as those members of the full-time and part-time faculty who hold the appropriate terminal degree, or the professional equivalent, and who are assigned as needed to teach graduate courses.

Graduate faculty may also teach undergraduate courses.

The undergraduate faculty is defined as those members of the faculty who hold at least a masters degree, or the professional equivalent, and who are assigned to teach undergraduate courses. Undergraduate faculty may not be assigned to teach graduate courses.

Members of the graduate faculty are designated by an asterisk (\*).

## **Theology**

**Ovidiu T.T. Bulzan, Assistant Professor**

Ph. D. (Candidate), Southeastern Baptist Theological Seminary

(Expected May 2008)

M.Div., Southeastern Baptist Theological Seminary (1996)

**Tom Cowley, Assistant Professor**

D.Min., United Theological Seminary (2004)

M.A. Theological Studies, Golden Gate Baptist Theological Seminary (1998)

M.B.A, Northwestern University (1965)

B.S. Business Administration, Northwestern University (1960)

**David J. Jang, Professor\***

Ph.D. Public Administration, Dankook University, S. Korea (1993)

M.Div., Hanshin University, S. Korea (1992)

M.A. Communications, Yonsei University, S. Korea (1983)

B.Th., Hanshin University, S. Korea (1981)

**Timothy Jang, Instructor**

M.Div. Manila Theological College (2002)

**Dayoun Jung, Instructor**

Th.M. Pastoral Counseling, Yonsei University (2007)

**Karl Heinz Kuhlman, Assistant Professor**

D. Th., University of South Africa (1984)

M.Th., Evangelische Landeskirche Hannovers (1960)

B.Th. Evangelische Landeskirche Hannovers (1963)

**David James Randolph, Professor\***

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

M.Div., Drew University School of Theology (1959)

M.S.W., Wurzweiler School of Social Work (1985)

B.A., University of Delaware (1956)

**Joseph Ray Tallman, Professor\***

D.Miss., Trinity Evangelical Divinity School (1982)

M.A. Cultural Anthropology, University of Kansas (1976)

M.Div., Midwestern Baptist Theological Seminary (1975)

B.A. Cultural Anthropology, Oakland University (1972)

Diploma Missionary Bible, Moody Bible Institute (1965)

**Don Tinder, Assistant Professor\***

Ph.D. Church History, Yale University (1969)

M.Div., Fuller Theological Seminary (1964)

B.A. Yale University (1960)

**Gerhard Venter, Assistant Professor**

Ph.D. Systematic Theology, University of Johannesburg (1987)

M.Div. Southern Baptist Theological Seminary (1982)

B.A. Theology, University of Johannesburg (1981)

**Richard Gregg Watson, Adjunct Professor\***

Ph.D. Southwestern Baptist Theological Seminary (1999)

M.Div. Southwestern Baptist Theological Seminary (1993)

**Marcus Wagner, Associate Professor\***

Ph.D. Southwestern Baptist Theological Seminary (1998)

M.Div. Southwestern Baptist Theological Seminary (1991)

B.A., Baylor University (1987)

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