



OLIVET UNIVERSITY

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

2025 - 2026

Undergraduate Academic Catalog

2025-2026 (5th Edition)

September 1, 2025 through August 31, 2026



Olivet University

www.olivetuniversity.edu

Updated on June 16, 2026

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Welcome From the President

Welcome to Olivet University.

At Olivet, we are committed to one great calling: training and equipping men and women to proclaim the Gospel boldly and effectively. Rooted in Scripture and empowered by the Holy Spirit, our mission is to prepare students to lead lives of service, faith, and impact in the church, in society, and on the global mission field.

We live in a time when truth is often challenged, faith is increasingly marginalized, and the next generation is searching for purpose and direction. At Olivet, we stand firm, holding fast to the faith and raising up leaders who will do the same. Through rigorous Biblical education, practical ministry training, and a global vision, we aim to build a new generation of Christian leaders who will carry the light of Christ into every sphere of culture and influence.

Whether you are a prospective student, parent, pastor, or friend, I invite you to explore what God is doing at Olivet. This is more than a school — it's a community of believers dedicated to truth, transformation, and the Gospel mission.

Thank you for your interest in Olivet University. May your time with us be marked by deeper faith, greater knowledge, and a renewed sense of purpose in the Kingdom of God.

In Christ,

Dr. Jonathan Park

President, Olivet University

Disclaimer

Published online: June 16, 2026

This catalog supersedes all previous editions.

The policies and procedures contained in this handbook are in effect from September 1, 2025, through August 31, 2026. Although the information herein has been reviewed, the text may nevertheless contain errors, which will be corrected when brought to the attention of the University.

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

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

Program Availability Disclaimer

Olivet University qualifies for the religious exemption status with the Bureau for Private Postsecondary Education (BPPE) under the California Education Code (CEC) section 94874(e), and the exempt status was verified by the BPPE.

Accordingly, only selected programs within Olivet Theological College & Seminary and the Zinzendorf School of Doctoral Studies are currently offered at the time of publishing this academic catalog.

The institution is currently exploring legal and administrative avenues for the future reactivation or relocation of its broader academic offerings.

CHAPTER 1: GENERAL INFORMATION

Obtaining a Catalog

To order a copy of this catalog, please visit: <https://www.olivetuniversity.edu/resources/>

Statement of Student Responsibility and Rights

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

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 (toll free) and (916) 263-1897 (fax).

Statement of Non-Discrimination

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

Academic Calendar 2025-2026

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

Administrative Holidays 2025-2026

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

Administrative Holidays	
Fall Quarter: WOA Event Thanksgiving Break Christmas Holiday	 Oct 27~31, 2025 Nov 27-28, 2025 Dec 24-25, 2025

Winter Quarter: New Year's Day Martin Luther King Jr. Day Presidents' Day	Jan 1, 2026 Jan 19, 2026 Feb 16, 2026
Spring Quarter: Good Friday Memorial Day	April 3, 2026 May 25, 2026
Summer Quarter: Independence Day Labor Day	July 4, 2026 Sep 1, 2026

Vision, Mission, Goals, Values

Mission Statement

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

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

Vision

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

Mission Strategy

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

Olivet University: A Journey of Growth and Expansion

In the year 2000, Olivet was established as a Bible college under the name Olivet Theological College & Seminary (OTCS). Serving as a 'seedbed' for missions, OTCS provided diverse fields of study and distance learning to ministry-bound students worldwide. Rapid development necessitated significant changes to accommodate the growing student body.

In 2004, Olivet University was incorporated, consisting of five colleges seeking accreditation from the Association for Biblical Higher Education. These colleges were OTCS, Jubilee College of Music, Olivet School of Media and Communication, Olivet School of Art & Design, and Olivet Institute of Technology. In 2007, the university received candidacy status from ABHE, which paved the way for further expansion, including the establishment of the Olivet School of Language and Education, and full accreditation was achieved in 2009.

Having achieved its initial goal of accreditation, Olivet University turned its focus towards building a nationwide extension campus network. The Olivet Business School, the seventh college, was founded during this period. Additionally, the Zinzendorf School of Doctoral Studies was established as an extension of OTCS to bolster the University's doctoral programs. Three institutes were formed within the doctoral school to promote research and innovation in key faculty interest areas.

In 2014, Olivet University proudly moved into its first residential campus, nestled across 1,200 acres of scenic Riverside County in Southern California. Simultaneously, the University supported the establishment of the World Evangelical Center, contributing to the development of a large extension site in Dover, NY. This collaborative project aimed to unite evangelicals, churches, and ministries, fostering collaboration, prayer, strategic planning, and interaction with an active seminary campus community.

Between 2016 and 2018, Olivet University witnessed the launch of the Olivet School of Engineering and Architecture and the Olivet School of Agriculture, with plans for a future school of hospitality. The integration of practical learning and entrepreneurial initiatives across existing colleges, along with the introduction of joint degrees between the Master of Divinity and other university colleges, promoted interdisciplinary studies. Notably, in 2019, the University introduced its first degree programs entirely taught in Chinese and Korean languages, reaching out to a broader audience.

In 2017-2018, Olivet University's San Francisco site earned recognition as a full campus within the university system. The relocation to the former Golden Gate Baptist Theological Seminary campus in Mill Valley, CA, enabled the preservation of 70 years of theological education history in the San Francisco Bay area.

Since 2020, Olivet University has been diligently strengthening its administration, colleges, and extension network. This dedication to growth is reflected in the initiation of classes at two locations in St. Louis, MO, an extension in Sanford, FL, and another in Los Angeles, CA.

As Olivet University continues on its journey, it remains committed to providing exceptional education and fostering an environment of academic excellence, innovation, and collaboration. With a rich history and a vision for the future, Olivet University continues to shine as a beacon of knowledge, dedication, and service to its diverse student community worldwide.

Values

Jesus Christ

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

The Kingdom of God

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

Access

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

Global Community

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

Service

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

Quality

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

Institutional Goals of Olivet University

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

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

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

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

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

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

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

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

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

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

Olivet's Core Learning Outcomes

Olivet's core learning outcomes are learning outcomes expected of every Olivet graduate regardless of program area. They describe core skills and abilities our graduates need to succeed in the professional world, and in a world that demands continuous learning--skills like critical thinking, problem solving, writing, speaking, and the ability to do information research and use technology.

Olivet's curriculums are intentionally developed to foster achievement of these outcomes in all of our students. Each program at Olivet, including Olivet's graduate and doctoral programs, describe what graduates of their particular programs or program areas will be able to do as a result of learning experiences within their programs. They intentionally flow, and often overlap with core (university-wide) outcomes to some extent. When that is the case, program-specific outcomes typically require the student to demonstrate higher levels of competency in a particular outcome, or performance of the outcome in a context unique to that discipline.

The following is a description of Olivet's core learning outcomes expected of every Olivet graduate regardless of program area.

Spiritual & Evangelistic Growth (se)

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

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

Biblical Competence (bc)

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

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

Academic Excellence (ae)

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

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

Emotional-Social Development (es)

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

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

Ministry Impact (mi)

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

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

Faith-First Educational Philosophy

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

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

Statement of Faith

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

We believe in:

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

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

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

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

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

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

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

Olivet University Commitment to Students

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

Olivet is committed to:

Spiritual Wellness

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

Intellectual Wellness

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

Emotional Wellness

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

Physical Wellness

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

Social Wellness

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

Expectations on Student Commitment

Students must reflect, to the satisfaction of the institution, their commitment to the abovementioned mission, vision, values, and statement of faith of Olivet University, as a condition of continued enrollment. Actions that violate these elements are subject to discipline, including dismissal.

University Seal



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

Statements on Institutional Approval

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

all its units.

State of Tennessee

Olivet University dba The Jubilee School is authorized for operation as a postsecondary educational institution by the Tennessee Higher Education Commission. In order to view job placement and graduation information on the programs offered by The Jubilee School, please visit www.tn.gov/thec/ and go to “Learn About > Tennessee's Colleges and Universities > Authorized Institutions and Data > Institutions Q-U”, or click on this direct link, and then go to the tab “T”.

State of Washington, D.C.

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

Statements on Institutional State Exemptions

State of California

Olivet University qualifies for the religious exemption status with the Bureau for Private Postsecondary Education (BPPE) under the California Education Code (CEC) section 94874(e).

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

State of Missouri

Olivet University operates in the State of Missouri under the “Religious Accreditation” exemption, pursuant to MO 6 CSR 10-5.010(3)(A), and verified by the Missouri Department of Higher Education & Workforce Development. The status of exemption does not constitute approval or recognition of the institution or its programs of instruction by the Coordinating Board, the Department of Higher Education and Workforce Development, or the State of Missouri.

State of Florida

Olivet University operates under a religious exemption and without governmental oversight in the State of Florida.

Institutional Accreditation

Olivet University is accredited by the Association for Biblical Higher Education Commission on Accreditation (5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407.207.0808) to grant certificates and degrees at the Baccalaureate, Master’s, and Doctoral levels.

The ABHE Commission on Accreditation's recognition with the Council on Higher Education Accreditation (CHEA) includes certificates, diplomas, associate, baccalaureate, and graduate degrees, including doctoral degrees. The Commission's scope of recognition with the U.S. Department of Education does not include doctoral education.

Olivet University is listed here in the ABHE directory of member institutions.

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/>.

Degree Program By Locations

Riverside, CA: B.A. in Theology, M.Div.

San Francisco, CA: M.Div., D.Min., Ph.D. in G.T.S

Los Angeles, CA: B.A. in Theology, M.Div.

St. Louis, MO: M.Div

Washington D.C.: M.Div.

Sanford, FL: M.Div.

CHAPTER 2: APPLYING TO OU

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

Olivet University does not award academic credit for informal or non-institutional prior experiential learning, such as work experience, personal study, or training outside of a formal educational context. Prospective students should take this into consideration before applying for credit transfer.

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

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

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

Admissions Policy

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

Applicants will receive official notification via email regarding their admission status, whether accepted or denied, along with the basis for any denial of admission.

Each prospective student should also demonstrate evidence of personal faith in Jesus Christ with a

consistent testimony and character.

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

Undergraduate

1. Application Form – Prospective students interested in applying to Olivet University must submit the application form through <https://apply.olivetuniversity.edu/> Olivet University does not accept the Common Application. Applicants must be at least 17 years of age.

2. Admission Essay – Applicants must submit a written essay approximately 700-1000 words in length describing their personal faith in Jesus Christ. Applicants must also submit their admission essay no less than 1000 words, describing their reason for applying to the University and their study plan. All applicants to Olivet University should evince a strong Christian character, the potential for effectiveness in Christian ministry, and the scholastic ability and emotional maturity to handle a higher education experience.

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

Applicants are responsible for making sure this information is emailed directly from the issuing educational institution to the email address of the Admissions Office at admissions@olivetuniversity.edu or mailed directly from the issuing educational institution to the following address of Olivet University:

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

4. Test Scores – Submission of SAT or ACT scores is voluntary for applying to Olivet University. If an applicant submits multiple score reports, the highest score earned in every single subscore of the examination would be used.

5. Program Language Proficiency

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

- i. Degree programs in English. This is the regular type of degree program offered at Olivet

University and as long as not noted otherwise in the enrollment agreement. All instructions at Olivet University are offered in English.

- ii. Degree programs fully in Chinese. These degree programs exclusively require evidence for minimum Chinese language proficiency. All instructions at these programs are offered in Chinese only.
- iii. Degree programs fully in Korean. These degree programs exclusively require evidence for minimum Korean language proficiency. All instructions at these programs are offered in Korean only.
- iv. Degree programs with additional language proficiency requirements beyond the ones relating to the language of instruction. These language requirements normally relate to the original languages required for research and are separately listed in those program descriptions.

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

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

6.Recommendations- Applicants are required to submit at least three letters of recommendation as outlined below. Please note that recommendations may not be provided by immediate family members or spouses.

- Pastoral Recommendation. One reference letter must be from a pastor affiliated with the applicant's local Olivet Assembly (OA) church, verifying the applicant's current involvement and standing within the church community.
- Church Member's Recommendation. A second letter must come from a committed member of the applicant's local OA church who can speak to the applicant's faith in Jesus Christ and overall spiritual character.
- Ministry Recommendation. Applicants who are actively involved in a ministry outside their local OA church are required to submit a third reference letter from their ministry leader. This reference should affirm the applicant's contributions—both spiritual and practical.

Note: If a ministry leader's recommendation is unavailable, applicants may instead submit one of the following alternatives:

- A recommendation from a committed member of the Olivet Assembly church, who has previously served as the applicant's faculty (if applicable).
- A letter from another pastor within their local OA church

These alternatives are especially appropriate for:

- Applicants with limited ministry involvement due to visa status or personal circumstances
- Applicants whose pastor also serves as their ministry leader
- Recent high school graduates who have not participated in a ministry context

7. Statement of Faith – Applicants are required to sign Olivet University's Statement of Faith.

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

Provisional Undergraduate Admission

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

Applicants must provide an official high school transcript indicating their date of graduation prior to their enrollment at Olivet University. In cases where admission decisions cannot be made based solely on reported information, applicants will be notified by the campus regarding any additional information requirements.

English Language Proficiency Requirements for Undergraduate Programs and Courses

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

1. A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet-based Test (iBT), or 173 on the computer-based test (CBT), a 6.0 on the International English Language Test (IELTS), or 44 on the Pearson Test of English Academic Score Report, or 95 on the Duolingo English Test. A high school diploma completed at an accredited/recognized high school (where the medium of instruction is English).

2. A minimum grade of Level 3 on the ACT COMPASS English as a Second Language Placement Test;
3. A minimum grade of Pre-1 on the Eiken English Proficiency Exam;
4. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;
5. A transcript indicating completion of at least 30 semester credit hours (45 quarter credit hours) with an average grade of “C” or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English.
6. Score 3, 4 or 5 on the AP examination in English Language and Composition, or English Literature and Composition;
7. Score 5, 6 or 7 on the IB Standard Level examination in English (Language A only);
8. Score 4, 5, 6 or 7 on the IB Higher Level examination in English (Language A only);
9. Score of 22 or higher on the ACT English Language Arts (ELA);
10. Score of 600 or higher on Reading and Writing in the SAT.

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

Spanish Language Proficiency Requirements for Individual Undergraduate Courses

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

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

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

Chinese Language Proficiency Requirements for Undergraduate Programs and Courses

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

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

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

Korean Language Proficiency Requirements for Individual Undergraduate Courses

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

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

Any program specific Korean language requirements exceeding those noted here are listed in the

degree program description, if applicable.

Student Identity Verification

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

Policy for Student Identity Verification in Distance Learning

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

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

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

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

Implemented Practices for Compliance

a. Secured Electronic Identification System

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

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

The login ID provides access to the Olivet University's online learning management system Populi. Populi integrates with Olivet University's student database to ensure appropriate and secure student access to online courses, school email, and other restricted services such as the e-library. Students

may also obtain their grades, view their student account expenses and balances, and access and update their personal information.

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

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

b. Proctoring

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

i) Onsite Proctoring

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

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

ii) Online Proctoring

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

Acceptable forms of photo ID for proctoring:

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

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

General Transfer Student Admissions Policy

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

Students applying for transfer to Olivet University must follow the admission procedures. Students are responsible for making sure their official college transcripts from all schools attended are emailed directly from the issuing educational institution to the email address of the Admissions Office at admissions@olivetuniversity.ed or mailed directly from the issuing educational institution to the following address of Olivet University:

Olivet University
Attn: Admissions Office

36401 Tripp Flats Rd.
Anza, CA 92539

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

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

OU accepts transfer credit from other accredited educational institutions and challenge examinations and standardized tests such as the College Level Placement Tests (CLEP) for specific academic disciplines:

UNDERGRADUATE

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

GRADUATE

- A minimum grade of "B"(or equivalent). Courses graded "pass/fail" are not transferred unless

it is stipulated on the transcript that a “pass” required a grade of “B” (3.0) or above;

- Credit is applicable to the OU program of study in which the student intends to enroll;

Transfer Credit Award Requirements

Transfer credit is awarded based on specific requirements:

- Credit must be awarded from an official college or university transcript, from an official Advanced Placement, College Level Examination Program or International Baccalaureate test score report, or from an official document considered equivalent to a transcript issued by the Registrar.
- Courses taken in a college or university in a continuing education or extension program must be applicable toward the degree being pursued by full-time students at that institution.
- Only equivalent level course work will be accepted toward their respective degrees.
- Previously awarded transfer credit will be deducted if coursework is repeated.
- Developmental courses that are similar in content to credit-earning courses at Olivet University will be accepted; however, those courses that are not applied toward a degree at the transferring institution will not be accepted.
- No transfer credit is granted for Certificate programs.
- Transfer students with an earned baccalaureate degree from CHEA or USDE recognized accredited institutions normally will have the core curriculum requirements for the undergraduate program waived.
- Courses that are over 10 years old are not transferred directly to Olivet University unless the courses are part of a baccalaureate or associate degree. However, credits that are over 10 years old may be validated by the student’s successful completion (“C” or better) of a recent upper-level college course in the discipline.
- Students seeking to transfer credit from institutions outside the United States and Canada are subject to having their transcripts reviewed by a credentials evaluation service as a guide for transfer credit evaluation.

Olivet University has entered into three articulation agreements.

- Harvest University (CO): Graduates from the Harvest Master of Divinity program are considered equivalent to graduates from OU's M.Div. program with regards to fulfilling admissions requirements for OU's D.Min. and Ph.D. in GTS. program.
- Jubilee University (MO): Graduates from the Jubilee University(JU) bachelor's program are considered equivalent to graduates from OU's bachelor's programs regarding fulfilling admissions requirements for OU's M.Div. program. Graduates from the JU bachelor's program are required to take an Olivet Theological College & Seminary (OTCS) comprehensive exam to be considered for admission into its M.Div. program.
- Great Commission University (IN): Graduates from the Great Commission University(GCU) bachelor's program are considered equivalent to graduates from OU's bachelor's programs regarding fulfilling admissions requirements for OU's M.Div. program. Graduates from the GCU

bachelor's program are required to take an Olivet Theological College & Seminary (OTCS) comprehensive exam to be considered for admission into its M.Div. program.

Additionally, in specific and limited cases, Olivet University may evaluate for credit certain structured learning experiences offered through select Olivet Seminary courses. These course instances, delivered by alternative education providers, are reviewed through a formal catalog-based process and must meet academic standards established by the University. This process does not constitute traditional transfer credit, nor can it be requested by students. Instead, students registered in eligible course sections will be notified if their course has been pre-authorized for credit recognition by Olivet University. Olivet Seminary locations are not permitted to advertise this internal evaluation process to recruit students.

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

Olivet University reserves the right to notify applicants that they must have their non-U.S. academic transcripts evaluated by an academic transcript evaluation agency using a course-by-course report.

Olivet prefers that transcripts be evaluated by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) or one of the National Association of Credential Evaluation Services (NACES) member agencies. In such cases, credit and placement decisions are based on the recommendations of AACRAO or NACES. Please note that applicants are financially responsible for the cost of these evaluation reports.

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 for Undergraduate programs; Credit will be awarded for courses in which a "B" or higher was earned for Graduate programs.
- Transfer grades and grade point averages are assigned on the basis of the Olivet University grading policy. For courses taken at institutions that use combined grades (e.g., "AB"), the lower grade will be used.
- Courses taken at institutions that use a grading system not comparable to the Olivet University grading system will be evaluated with the transfer grade equivalents of Pass or Not Pass. "Withdraw failing" grades are calculated in a student's transfer grade point average as "F"

grades.

- When fractions are accumulated and awarded as general electives, grade points are accumulated in similar fashion. For example, a student who took one four quarter hour course with an “A” and two four quarter hour courses with a “B” would receive general elective credit (to compensate for fractions) for two credit hours and six grade points.

Credit Hour Equivalencies

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

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

Students are granted one full course credit (4 quarter units) for an eligible Advanced Placement (AP) or International Baccalaureate (IB) Higher Level Exam on which an appropriate score has been earned (for AP, a score of 3 or above; for IB, a score of 5 or above), 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 are treated like transfer credit. An AP score of 3 will be recorded as C, 4 as B, and 5 as A on Olivet University grade reports and transcripts. Transfer students wishing to receive course credit for AP/IB exams must request AP/IB transcripts be sent to Olivet University, or submit official college transcripts that clearly indicate the AP/IB subject for which the student was awarded credit by the transferring institution. Prospective applicants can contact the Office of Admissions for the Credit Transfer Eligibility Guide for AP Exams.

CLEP Exams

College Level Examination Program (CLEP) examinations cover material that is taught in introductory-level courses at many colleges and universities. OU follows the ACE credit recommendation when awarding credits for eligible CLEP exams and will record "P" or "NP" on a student's transcript for the CLEP exam score that meets the minimum requirement without affecting the student's GPA. If duplicate credit exists among AP, CLEP, or IB, the exam yielding the most credit will be awarded.

Transfer students wishing to receive course credit for CLEP exams must request CLEP exam scores

and transcripts be sent to Olivet University, or submit official college transcripts that clearly indicate the CLEP exam for which the student was awarded credit by the transferring institution. Prospective Applicants can contact the Office of Admissions for the Credit Transfer Eligibility Guide for CLEP Exams.

Instances of Fraud

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

CHAPTER 3: TUITION AND CHARGES

Costs of Attendance, Tuition and Fee

Annual Cost of Attendance (Undergraduate Degree Programs)	
Books and Supplies (estimated)	\$1000
Fees specific to certain classes for example in the performing and fine arts might increase this estimate significantly for some majors.	
Room & Board	Approx. \$4,635 – \$22,500 (Varies with instruction site and choice of housing; based on 9 months academic year.)
Other Expenses	\$150
Tuition (Full-time Students)	\$8,712 – \$14,520 (Based on 12-20 units per quarter)
Tuition (Part-time Students)	\$2,904 – \$7,986 (Based on 4-11 units per quarter)
Typical Total Annual Cost:	\$21,406

Undergraduate Tuition*

Bachelor Degree Programs	\$242 per unit
Basic Certificate Programs	\$21 per unit
Auditing Courses	See <i>Registration Fees</i> below

Other Fees (Non-Refundable)*

Admissions Fees	
Application for Admission	\$75
Application for Re-Admission	\$75
General Fees	
Transcript Issuance	\$15 per copy
Enrollment Verification	\$15 per copy
Third Party Forms with specialized information	\$15 per copy

The Registrar's Office will complete and certify third-party forms that require information different from the current enrollment verification form.	
Customized Verification Documents	\$50 per copy
The Registrar's Office will create a customized document other than the school's standard documents.	
Diploma Replacement Fee	\$30 per copy
Expedite Service Fee (Rush Processing)	\$25
Transcript Evaluation Fee	\$50
Student ID Card Fee	\$15
Comprehensive Exams	\$50 per exam
I-20 Processing Fee	\$80
U.S. Domestic Mailing Fee	\$10
U.S. Domestic Express Mailing Fee	\$40
International Mailing Fee	\$80
Registration Fees	
Course Audit Fee	\$50 per unit
Late Registration Fee	\$50
Course Add/Drop Fee	\$15 per course
Course Withdrawal Fee	\$15 per course
Credit Transfer Assessment Fee	\$80
Payment Fees	
Late Payment Fee	\$75
Late Financial Application Fee	\$25
Installment Late Payment Fee	\$25 per occurrence
Installment Payment Sign-up Fee (3 months)	\$25
Installment Payment Sign-up Fee (4 months or more)	\$50
Graduation Fees	
Graduation Fee	\$100
Gown Rental Fee	\$30
Diploma Cover (Optional)	\$25
Lodging (Optional)	\$75

Photos (Optional)	\$60
Graduation Fee: A non-refundable Graduation Fee is assessed to all students at the University each time a student applies to graduate. It is used to defray the cost of processing candidates for graduation, printing diplomas, and conducting the commencement ceremonies. The Graduation Fee does not cover the cap and gown fees.	

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

On-Campus Housing

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

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

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

Each unit is equipped with wireless Internet and furnished with: bedroom furnishings stackable bunk beds with mattress (approximately 36"x80") wardrobe closet work desk and chair (upon request) bedside drawers students provide their own bedroom supplies: linens, towels, hangers, toiletries cleaning supplies: vacuum cleaner, mop, broom, sponges

Advantages of living in the Olivet University residence halls' close proximity to classes and facilities leadership opportunities supportive living and study environment living with fellow students and staff to assist residents on-site amenities such as laundry facilities, parking, and meal plans housing payment options

Dorm 4-occupancy (shared bath)

- Non-WOA: \$260 per person /month
- WOA: \$180 per person /month

Dorm 3-occupancy (shared bath)

- Non-WOA: \$300 per person /month
- WOA: \$200 per person /month

Dorm 2-occupancy (shared bath)

- Non-WOA: \$340 per person /month

- WOA: \$280 per person /month

Dorm Single (0.5 bath)

- Non-WOA: \$660 per person /month

- WOA: \$600 per person /month

Dorm Single with Bath

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

- WOA: \$650 per person /month

Faculty housing with bath:

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

- WOA: \$700 per person /month

Application Fee: \$100

Deposit: \$200

Room Reservation Fee:

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

- WOA: \$50 per person /month

Storage Fee:

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

- WOA: \$50 per person /month

Additional Key:

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

- WOA: \$10 per person /month

Unreturned Replacement Key: \$20

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

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

Tuition Payment Policy

Fee Waiver Policy

The purpose of this policy is to achieve several objectives:

1. **Supporting diversity and inclusion:** A large portion of Olivet University's students have had missionary experience or will be involved in missions directly or indirectly, and many of them come from all around the world, including non-developed countries. In order to promote diversity and inclusion by ensuring that individuals from different socioeconomic backgrounds

have the opportunity to participate, the University's Business Office has decided to set up this fee waiver policy, which can help remove financial barriers for those who want to participate in missions.

2. **Fulfilling social responsibility or enhancing public relations:** Since the University receives donations from alumni all around the world, it feels a responsibility to give back to their support and to support the students coming from their countries. By extending this support to all students, Olivet University can enhance its public relations and reputation with the alumni.
3. **Encouraging recruitment:** A fee waiver policy can encourage more students to enroll in programs or services by reducing financial barriers and making them more accessible to a wider range of individuals all around the world.

The scope of the policy

Who will be eligible:

All active students at the Riverside and San Francisco campuses and their families.

What fees are to be waived:

- On-Campus Housing fees at Riverside Campus

Room Type	Non-WOA	WOA
Dorm 4-occupancy (shared bath)	\$260 per person / month	\$180 per person / month
Dorm 3-occupancy (shared bath)	\$300 per person / month	\$200 per person / month
Dorm 2-occupancy (shared bath)	\$340 per person / month	\$280 per person / month
Dorm Single (0.5 bath)	\$600 per person / month	\$600 per person / month
Dorm Single with Bath	\$720 per person / month	\$650 per person / month
Application Fee	\$100	
Deposit	\$200	
Room Reservation Fee	\$30	\$50
Storage Fee	\$10	\$50

- On-Campus Housing fees at San Francisco Campus

Room Type	Students	Guest
Dorm 2-occupancy (shared bath)	\$700 per person / month	\$23 per day
Dorm 1-occupancy (shared bath)	\$1400 per room / month	\$46 per day

Dorm Single with Bath	\$1400 per room / month	\$46 per day
1-Bdr apartment	\$1500 and up / month	N.A.
2-Bdr apartment	\$2000 and up / month	N.A.
Deposit (due upon arrival)	One month of rent	\$330
Room Reservation Fee	\$100	\$100
Additional Parking Fee	\$100 per month	N.A.

- Meal Plan at Riverside Campus

	Non-WOA	WOA
Adult (15+years)	\$9.00 per meal	\$7.00 per meal

Application process

- No application is needed. On-campus housing fees at the Riverside and San Francisco campuses, as well as meal charges at the Riverside campus, are automatically waived for all residents at these two locations while this policy is in effect.

Communicate the policy

- Publishing the policy on the university website
- Presenting at Orientation
- Copy of policy in the handbook
- Providing training to relevant staff members who will be responsible for implementing the policy

Cancellation policy

- OU reserves the right to cancel the fee waiver at any time.
- Reasons it can be canceled: not an active student, suspension/expulsion, misbehavior

Evaluate the policy

Review the policy yearly to ensure that it is achieving its intended goals and making a positive impact.

Payment Options

Payment may be made using check, debit or credit cards, and wire transfers. Students can make payments online through Populi (debit or credit card). For any questions regarding payment please email studentfinance@olivetuniversity.edu.

Checks are accepted either in person at the cashier or by mailing the payment to Attn: Student

Finance Office, Olivet University, 36401 Tripp Flats Rd, Anza, CA 92539. All checks need to be in US currency and should be made payable to Olivet University. Please include the student name and ID on the check. Any check payment that returns as unpaid to the student account will result in a returned check fee.

Domestic/International Wire Transfer information can be obtained from the Student Finance Office by emailing studentfinance@olivetuniversity.edu.

Installment Payment Plan

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

Delinquent Accounts

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

- Restricted from registering for the subsequent quarter.
- Grade will not be released.

Student Account Disputes

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

Cancellation and Refund Policy

Student's Right to Cancel

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

Refund Policy:

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

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

Fall, Winter Spring and Summer quarter:

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

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

Sample Student Refund Calculation

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

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

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

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

Loans

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

Bankruptcy

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

Presently, Olivet University does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a

petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

Scholarship

Scholarship at Olivet University begins with the commitment of the affiliated ministries to quality education. Gifts from the affiliated ministries and faithful individuals provide major funding for financial assistance. The University Scholarship serves as a tool to meet the enrollment goals of the University and attract students who would contribute to His Kingdom and the diverse student population. The goal of scholarship is to remove financial barriers in order to maintain access for qualified students.

Application Process and Forms

Instructions and eligibility information for scholarship can be found in the academic catalog and on the [website](#). Updated scholarship information and application forms are made available at least 60 days before the deadline. The application process is outlined below.

1. **Scholarship announcement:** The Student Finance Office announces the submission of scholarship applications 21-30 days prior to the application deadline for current students. And send announcements to new applicants while they are applying to a program.
2. **Scholarship application:** Interested students complete and submit the scholarship application form along with all required documents by the stated deadline. The scholarship application forms are available at <https://apply.olivetuniversity.edu>.
3. **Application review:** The student finance office reviews each scholarship application to ensure that all eligibility requirements are met and all necessary documents are included.
4. **Selection process:** The Scholarship Committee, consisting of the Chief Financial Officer, College Deans, and Directors, reviews eligible applications and selects recipients based on predetermined criteria, such as academic achievement, financial need, and community involvement.
5. **Scholarship notification:**
 1. Award disbursement and notification: The student finance office disburses scholarships to awarded students and notifies the scholarship recipients via email.
 2. Send notifications to scholarship-rejected students by email at least 21 days prior to the payment deadline.

Counseling

Olivet University Financial Aid Office offers financial aid counseling services to students. If you want to discuss your individual financial situation or have any questions regarding how to choose the right scholarship type, scholarship qualifications, the application process, how to maintain your scholarship, and so on, please contact the Financial Aid Office at studentfinance@olivetuniversity.edu, or schedule a personal counseling meeting with the staff.

In addition to individual counseling, the Financial Aid Office conducts an orientation at the beginning of each quarter. During the orientation, the following information will be provided to students, and there will be a Q&A session at the end:

- Student Populi/ Financial Introduction
- Financial Information
- Tuition & Fees
- Fee Waiver Policy
- Payment
- Financial Aid
- Cancellation and Refund Policy
- Financial Aid Application Process and Forms

Deadlines

To apply for the scholarship, students must submit the Scholarship Application form by the deadline. For the fall quarter, the form should be submitted by September 22, 2025, for the winter quarter by January 5, 2026, and for the spring quarter by April 6, 2026.

International Student Scholarship

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

Award

Scholarship for students is distributed in the form of tuition scholarships and maximum allowance covers 100 percent tuition. The award does not cover fees. The scholarship will be applied per quarter as long as the student maintains the scholarship requirements.

Eligibility for Scholarship

1. Accepted into an Olivet's degree program according to admissions requirements.
2. Students whose citizenship and residence are defined as non-Americans.
3. Students must be active OA church members.
4. Students must demonstrate financial need.

Conditions for Renewal

1. Scholarship recipients who hold an F-1 visa must maintain full-time enrollment.
2. Scholarship recipients must maintain at least a 3.0 GPA for graduate students and a 2.0 GPA for undergraduate students to qualify for continued receipt of the scholarship.

3. Scholarship recipients must not have an NP grade in either Chapel or Christian Service courses in the previous term.
4. Scholarship recipients must abide by all the rules and policies set by the University.
5. Students must be active local church members and evidence commitment to the church.
6. Students must demonstrate financial need.

Missionary Scholarship

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

Award

Scholarship for students is distributed in the form of tuition scholarships and maximum allowance covers 100 percent tuition. The award does not cover fees. The scholarship will be applied per quarter as long as the student maintains the scholarship requirements.

Conditions for Eligibility

1. Scholarship recipients must enroll in a B.A. in Theology, M.Div., Th.M., or D.Min. degree program.
2. Students must be active missionaries serving full-time on an assignment with an OA member body or ministry.
3. Students must demonstrate financial need.

Conditions for Renewal

1. Scholarship recipients must maintain at least a 3.0 GPA for graduate students and a 2.0 GPA for undergraduate students to qualify for continued receipt of the scholarship.
2. Scholarship recipients must not have a NP grade in either Chapel or Christian Service courses in the previous term.
3. Scholarship recipients must abide by all the rules and policies set by the University.
4. Students must be active missionaries serving full-time on an assignment with an OA member body or ministry.
5. Students must demonstrate financial need.

General Scholarship

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

Award

Scholarship for students is distributed in the form of tuition scholarships and maximum allowance covers 100 percent tuition. The award does not cover fees. The scholarship will be applied per quarter as long as the student maintains the scholarship requirements.

Conditions for Eligibility

1. Students must be accepted into an Olivet's degree program according to admissions requirements.
2. Students must be active members of an OA church or ministry.
3. Students must demonstrate financial need.

Conditions for Renewal

1. Scholarship recipients must maintain at least a 3.0 GPA for graduate students and a 2.0 GPA for undergraduate students to qualify for continued receipt of the scholarship.
2. Scholarship recipients must not have a NP grade in either Chapel or Christian Service courses in the previous term.
3. Scholarship recipients must abide by all the rules and policies set by the University.
4. Students must be active members of an OA church or ministry.
5. Students must demonstrate financial need.

Federal or State Guaranteed Financial Aid Programs

This institution **does not** participate in any federal or state financial aid program, including Title IV, at this time.

Contact Information

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

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

Phone: 951 763 0500

Email: studentfinance@olivetuniversity.edu

CHAPTER 4: ACADEMIC REGULATIONS

Credit Hour

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

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

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

CHAPTER 5: BACHELOR DEGREE PROGRAMS

Bachelor's Degree Core Curriculum

To complete the Bachelor of Arts degree at Olivet University, students must fulfill the Bachelor's Degree Core, which consists of three distinct components: **General Education**, **Bible Theology Core**, and **General Ministry requirements**.

The **General Education** constitutes the breadth component of the undergraduate degree and includes a distribution of courses from the liberal arts and sciences, such as communication, humanities and fine arts, natural science and mathematics, and social and behavioral sciences. These courses provide foundational knowledge, develop analytical and communicative skills, and examine key concepts and presuppositions within the disciplines in light of biblical principles.

The **Theological Studies core** includes required courses in biblical and theological studies that provide focused instruction in Scripture, theology, and ministry-related disciplines. While these courses contribute to the integration of faith and learning, they are distinct from and do not replace the General Studies requirements.

In addition, all students are required to complete **Chapel and Christian Service** requirements, which support spiritual formation and community engagement as integral elements of the University's mission.

Bachelor of Arts Degree Requirements

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

1. Complete a minimum of 180 quarter credits;
2. Complete the Bachelor's Degree Core Requirements: 60 units of bachelor's core requirements and 48 units of bachelor's core distribution;
3. Complete a major; (Students are subject to the major requirements of the Catalog of the year in which they entered.)
4. Receive a passing mark for all Christian Service requirements;
5. Maintain a satisfactory Chapel course participation record each term throughout the program;
6. Maintain a 2.00 (C) grade point average in all Olivet University work and a 2.00 (C) in all major course work attempted;
7. Complete all degree requirements within the 10-year time limit;
8. Satisfy all financial responsibilities to the university.

Program Goals

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

B.A. Core Curriculum

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

The Bachelor of Arts Degree Core is divided into three main areas: (1) Bible & Theology Core; (2) General Education; and (3) General Ministry Skills. See the “Bachelor of Arts Degree Core Curriculum” section for the comprehensive course list.

I. Bible & Theology Core (48 units)

- BIBL100 Old Testament Survey (4 units)
- BIBL110 New Testament Survey (4 units)
- BIBL120 The Gospels (4 units)
- BIBL240 Romans I (4 units)
- BIBL250 Romans II (4 units)
- BIBL330 Pentateuch (4 units)
- HIST110 History of Christianity (4 units)
- THEO100 Introduction to Theology (4 units)
- THEO200 God’s Plan of Creation and Redemption I (4 units)
- THEO211 God’s Plan of Creation and Redemption II (4 units)
- THEO220 Introduction to Christian Ethics (4 units)
- THEO310 Biblical Apologetics (4 units)

II. General Education (60 units)

(a) General Education Foundation (12 units)

All bachelor's-level students are required to take the following General Education Foundation courses:

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

(b) General Education Distribution (48 units)

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

Course list below is exemplary only.

- ARTH230 Introduction to Arts (4 units)
- CDVS110-111 Living Books Seminar I-II (4 units each)
- CDVS150 Philosophy of Christian Education (5 units)
- CDVS230 Exploring Special Topics in Educational Principles and Methods (2 units)
- CDVS260 Introduction to Charlotte Mason's Philosophy of Education (2 units)
- CDVS360 Introduction to Narration (2 units)
- ENGL100 English Language & Composition (4 units)

- ENGL120 English Literature & Composition (4 units)
- FARI101 Fundamental Drawing (4 units)
- GREK100, GREK 102 Greek I, Greek II (2 units each)
- GREK101, GREK 103 Greek I Practice, Greek II Practice (2 units each)
- HEBR100, HEBR 102 Hebrew I, Hebrew II (2 units each)
- HEBR101, HEBR 103 Hebrew I Practice, Hebrew II Practice (2 units each)
- HIST220 US History & Government (4 units)
- HIST350 World Christian Movement (4 units)
- MINS206 Life and Theology of Influential Christian Missionaries (4 units)
- MINS211-214 Applied Worship Music: Guitar I-IV (2 units each)
- MINS205 Cultivating a Christian Mind (4 units)
- MUSC240 Introduction to Music (4 units)

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

Course list below is exemplary only.

- BIOS100 Biological Science 1 (4 units)
- BIOS150 Biological Science 2 (4 units)
- BIOS250 Principles of Biology (4 units)
- BIOS270 Botany of Vascular Plants (4 units)
- BIOS300 Genetics (4 units)
- CHEM210 Chemistry 1 (4 units)
- CHEM220 Chemistry 2 (4 units)
- CHEM230 Principles of Organic Chemistry (4 units)
- ITEC100 Introduction to Information Technology (4 units)
- ITEC200 Introduction to Artificial Intelligence(4 units)
- ITEC210 Introduction to Computational Thinking (4 units)
- MATH100 Calculus 1 (5 units)
- MATH110 Calculus 2 (5 units)
- MATH120 Differential Equations (4 units)
- MATH230 Probability & Statistics (4 units)
- MATH300 Linear Algebra (4 units)
- PHYS130 Calculus-Based Physics 1 (4 units)

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

Course list below is exemplary only.

- ANTH201 Cultural Studies (4 units)
- COMM110 Communication Theory (4 units)
- ECON200 Macroeconomics (4 units)
- ECON210 Agricultural Economics (4 units)
- ECON310 Microeconomics (4 units)

- MGMT400 Management (4 units)
- MKTG200 Organizational Behavior (4 units)
- PHIL200 Introduction to Western Philosophy (4 units)
- PSYC280 Introduction to Psychology (4 units)
- SOCI100 Introduction to Sociology (4 units)

Note:

Acceptable courses for fulfilling the distribution requirement encompass general introductory courses within the respective disciplines represented in each area. The listed courses in each area should not be considered exhaustive, as there may be other courses that fulfill the category requirements. Therefore, it is advisable to consult with your academic advisor for further guidance.

Bachelor of Arts students typically have a broader range of course options within these distributions, while Bachelor of Science majors often have specific prerequisite course requirements, which may amount to 40 or more quarter credit hours, within the Natural/Information Sciences & Mathematics Distribution.

III. General Ministry Skills (0 unit)

Undergraduate students must register for PRAC011 College Chapel every quarter they are enrolled. To pass chapel, students must achieve a score of at least 70% on their chapel assignments. Undergraduate students who fail chapel four times or more are ineligible to graduate. Failing chapel may result in disciplinary action by the campus chaplaincy. Potential consequences include a warning, probation, suspension, or dismissal. Please refer to the Chapel Program Handbook for more detailed information.

Undergraduate students are required to pass six quarters of PRAC010 College Christian Service to be eligible for graduation. To pass Christian service, students must achieve a score of at least 70% on their Christian service assignments. Please refer to the Christian Service Program Handbook for more detailed information.

Course Descriptions

Bible & Theology Core Courses: Required for all undergraduate programs

BIBL100 Old Testament Survey (4 units)

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

BIBL110 New Testament Survey (4 units)

This course offers a comprehensive survey of the New Testament, encompassing all 27 books. It provides students with a thorough understanding of the historical, cultural, and political contexts that shaped the New Testament's composition. The course aims to equip students with the ability to identify the authors, major themes, significant events, and key issues in each book, enhancing their overall grasp of the New Testament.

BIBL120 The Gospels (4 units)

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

BIBL240 Romans I (4 units)

This course is an expository study of the most doctrinal and practical book of the New Testament. BIBL240 is part one of a sequence with BIBL250, four credit hours each, designed to provide students with an in-depth look at the book (the gospel according to Paul) as well as some of the important doctrinal passages that will be discussed.

BIBL240 covers chapters 1 to 8, while BIBL250 deals with chapters 9 to 16. Attention is given to the overall argument of the Epistle and doctrinal topics such as sin, justification, sanctification, glorification, imputation, substitution, reconciliation, adoption, and eternal security, etc. Students are encouraged to apply spiritual lessons of this book to their Christian lives.

BIBL250 Romans II (4 units)

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

BIBL330 Pentateuch (4 units)

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

HIST110 History of Christianity (4 units)

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

THEO100 Introduction to Theology (4 units)

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

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

Survey of the biblical story in its progressive unfolding of the history of redemption against the

backdrop of creation and sin. THEO200 is part one of a sequence with THEO211, four credit hours each, designed to acquaint students with the narrative of the Bible, to enhance the students' appreciation of this story as both formative and normative of life. The course focuses on laying and expanding foundations in biblical doctrine, preparing their application in various ministry situations. THEO200 focuses on creation and sin while THEO211 focuses on redemption and restoration. Emphasis is placed on the unity of Scripture, God's grand plan, and interaction with humanity. Attention is given to the intent of this master narrative and to its eternal significance and present-day relevance.

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

Survey of the biblical story in its progressive unfolding of the history of redemption against the backdrop of creation and sin. THEO211 is part two of a sequence with THEO200, four credit hours each, designed to acquaint students with the narrative of the Bible, to enhance the students' appreciation of this story as both formative and normative of life. The course focuses on laying and expanding foundations in biblical doctrine preparing their application in various ministry situations. THEO200 focuses on creation and sin while THEO211 focuses on redemption and restoration. Emphasis is placed on the unity of Scripture, God's grand plan and interaction with humanity. Attention is given to the intent of this master narrative and to its eternal significance and present-day relevance.

THEO220 Introduction to Christian Ethics (4 units)

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

THEO310 Biblical Apologetics (4 units)

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

GE Foundation Courses: Required for all undergraduate programs

ANTH320 World Perspectives (4 units)

This course offers a comprehensive exploration of diverse worldviews and perspectives found across various societies and cultures. Students will examine a range of belief systems, analyzing how they shape individuals' perceptions of the world, their roles within it, and their interactions with others. With a focus on integrating a biblical worldview, the course equips students with the tools to critically evaluate the complexities of cultural and religious diversity. Through engaging with various worldviews, students will develop a deeper understanding of worldview formation and learn to thoughtfully engage with and assess differing perspectives.

COMM130 Speech & Communication (4 units)

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

SOCI150 Research & Writing (4 units)

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

Humanities/Arts Distribution Courses

ARTH230 Introduction to Art (4 units)

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

CDVS110-111 Living Books Seminar I-II (4 units each)

This seminar course is dedicated to the immersive exploration of living books, including classical works from Western civilization. Through close reading, narration, and vibrant discussions, students will engage deeply with these texts, honing their critical thinking and writing skills. The primary aim of the course is to cultivate the habits of mind that foster self-reliant thinking, reading, and learning. Additionally, this course will delve into the criteria for selecting suitable literature, including poetry, across various grade levels from Pre-K to high school. Special attention will be given to the values

inherent in living books, the art of narration, and the influence of authors and illustrators. By delving into these topics, students will develop a profound appreciation for the power of literature and its impact on personal growth and education.

CDVS150 Philosophy of Christian Education (5)

This course examines the foundations of the teaching profession, including a study of the biblical and philosophical arguments for Christian education. It aims to provide students with a comprehensive understanding of how educational philosophies impact teachers, teaching methods, curriculum development, classroom atmosphere, and discipline. Topics such as philosophical anthropology, educational metaphysics, epistemology, and biblical integration will be explored.

CDVS230 Exploring Special Topics (2 units)

An exploration of a specific topic within the field of education. This course encourages interactive discussions, in-depth analysis, and application in real classrooms, fostering active engagement among students. The course content will be carefully curated and guided by the instructor's expertise, ensuring a comprehensive and engaging learning experience.

CDVS260 Introduction to Charlotte Mason's Philosophy of Education (2 units)

This course is an exploration of Charlotte Mason's principles of education and their relationship to each other. Students will examine the 20 principles of education that provide a synopsis of Mason's educational philosophy upon the basis of natural law and understand how they work together to form a whole philosophy of education. We will also be discussing her various methods of instruction, particularly to understand the way in which these methods make the principles practical. The philosophical frame of the course is supplied by excerpts from Mason's original volumes and the text by the instructor, *In Vital Harmony*. By examining these principles within the context of natural law, students will develop the ability to evaluate whether various classroom practices adhere to the principles and to adapt practices in various learning environments to be most effective.

CDVS360 Introduction to Narration (2 units)

This course will discuss the theory behind the practice of narration as an educational method as well as cover practical suggestions for implementing narration in different areas of the curriculum. Students will also practice the art of narration in various ways to gain a deeper understanding of how narration affects learning.

ENGL100 English Language & Composition (4 units)

Explores English language structure, usage, and rhetoric. Students will engage with a variety of texts, ranging from essays and speeches to advertisements and digital media, examining how language constructs meaning, conveys messages, and shapes perceptions across contexts. Composition skills are refined through assignments including analytical essays, argumentative essays, speeches, and multimedia compositions. Emphasis is placed on enhancing critical thinking abilities and improving proficiency in written and oral expression for academic and professional success.

ENGL120 English Literature & Composition (4 units)

A comprehensive exploration of various English literary genres and styles from medieval to contemporary periods. Through close reading, discussion, and written assignments, students will develop their ability to analyze literary texts within their historical and cultural contexts. In addition to studying literature, students will refine their composition skills through a series of writing

assignments such as analytical essays, argumentative essays, creative writing, and research projects that encourage clarity, coherence, and persuasiveness.

FARI101 Fundamental Drawing (4 units)

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

GREK100, GREK102 Greek I-II (2 units each)

This course provides an introduction to New Testament Greek, encompassing essential components such as the Greek alphabet, essential vocabulary, pronunciation, and the foundations of Greek grammar. Its primary aim is to equip students with the necessary knowledge and skills to begin reading the New Testament in Greek.

GREK101 Greek I Practice (2 units)

This course is a corequisite of GREK100 Greek I. Students will have ample opportunities to practice what they have learned from GREK100 throughout the duration of the course. The grading scheme is P or NP.

GREK103 Greek II Practice (2 units)

This course is a corequisite of GREK102 Greek II. Students will have ample opportunities to practice what they have learned from GREK102 throughout the duration of the course. The grading scheme is P or NP.

HEBR100, HEBR102 Hebrew I-II (2 units each)

This course offers an introduction to Old Testament Hebrew, encompassing essential components such as the Hebrew alphabet, essential vocabulary, pronunciation, and the foundations of Hebrew grammar. Its primary aim is to equip students with the necessary knowledge and skills to begin reading the Old Testament in Hebrew.

HEBR101 Hebrew I Practice (2 units)

This course is a corequisite of HEBR100 Hebrew I. Students will have ample opportunities to practice what they have learned from HEBR100 throughout the duration of the course. The grading scheme is P or NP.

HEBR103 Hebrew II Practice (2 units)

This course is a corequisite of HEBR102 Hebrew II. Students will have ample opportunities to practice what they have learned from HEBR102 throughout the duration of the course. The grading scheme is P or NP.

HIST220 US History & Government (4 units)

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

HIST350 World Christian Movement (4 units)

A study on the expansion of the Christian movement across the world from the time of Christ to the present, and the task yet to be accomplished. This course is a study of spiritual awakenings as manifested in the history of the church, and is designed to give you an introductory overview of the world missionary enterprise. This course surveys the outreach of the Christian movement from

apostolic times to the present. Analysis and evaluation of the relationships between the Christian mission and secular and ecclesiastical cultures are included.

MINS206 Life and Theology of Influential Christian Missionaries (4 units)

Christian missionaries have significantly influenced and shaped history through their unwavering dedication to the Great Commission. This course will delve into the lives, theology, and contributions of some of the most notable missionaries in history, who continue to serve as a source of inspiration and role models for believers today.

MINS211-212 Applied Worship Music: Guitar I-IV (4 units each)

This course focuses on learning guitar performance based on worship music(or church music), with applications in worship leading, pastoral ministry, and missionary work. It is not a private lesson for music majors but a group lesson designed for non-majors. Rather than being theory-based, this course emphasizes practical guitar playing for worship, making it open to anyone regardless of their music background. Each week, the class will include reviewing previously learned songs, practicing new songs, and developing technical skills.

=> MINS211-214 Applied Worship Music: Guitar I-IV (2 units each)

This course focuses on learning guitar performance based on worship music(or church music), with applications in worship leading, pastoral ministry, and missionary work. It is not a private lesson for music majors but a group lesson designed for non-majors. Rather than being theory-based, this course emphasizes practical guitar playing for worship, making it open to anyone regardless of their music background. Each week, the class will include reviewing previously learned songs, practicing new songs, and developing technical skills.

Beginning in the Winter 2026 quarter, MINS211 and MINS212 will each be offered for 2 units.

MINS231-234 Applied Worship Music: Vocal I-IV (2 units each)

This course focuses on learning vocal performance based on worship music(or church music), with applications in worship leading, pastoral ministry, and missionary work. It is not a private lesson for music majors but a group lesson designed for non-majors. Rather than being theory-based, this course emphasizes practical singing for worship, making it open to anyone regardless of their music background. We focus on developing your skills as a vocalist who can praise with a beautiful voice through various vocal exercises and application of real-life example songs.

MUSC240 Introduction to Music (4 units)

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

MINS241-244 Applied Worship Music: Drums I-IV (2 units each)

This course focuses on learning drums performance based on worship music(or church music), with applications in worship leading, pastoral ministry, and missionary work. It is not a private lesson for music majors but a group lesson designed for non-majors. Rather than being theory-based, this course emphasizes practical drums playing for worship, making it open to anyone regardless of their music background. Each week, the class will include reviewing previously learned songs, practicing new songs, and developing technical skills.

Natural/Information Science & Mathematics Distribution Courses

BIOS100 Biological Science 1 (4 units)

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

BIOS150 Biological Science 2 (4 units)

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

BIOS250 Principles of Biology (4 units)

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

BIOS270 Botany of Vascular Plants (4 units)

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

BIOS300 Genetics (4 units)

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

CHEM210 Chemistry 1 (4 units)

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

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

CHEM220 Chemistry 2 (4 units)

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

Prerequisite: CHEM210 Chemistry 1

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

CHEM230 Principles of Organic Chemistry (4 units)

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

Prerequisite: CHEM210 Chemistry 1

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

ITEC100 Introduction to Information Technology (4 units)

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

MATH100 Calculus 1 (5 units)

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

Natural/Information Science & Mathematics Course

MATH110 Calculus 2 (5 units)

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

Prerequisite: MATH100 Calculus 1

MATH120 Differential Equations (4 units)

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

Prerequisite: MATH110 Calculus 2

ITEC200 Introduction to Artificial Intelligence (4 units)

Introduction to Artificial Intelligence is a general education course designed to provide undergraduate students with a broad overview of the foundations, applications, and societal impact of AI. Students will explore key concepts such as machine learning, natural language processing, computer vision, and robotics in an accessible, non-technical way. The course emphasizes real-world case studies, ethical considerations, and the ways AI is shaping industries, culture, and everyday life. Through interactive lectures, discussions, and projects, students will gain both critical awareness and practical insight into how AI systems are developed and used. By the end of the course, students will be equipped to thoughtfully engage with emerging technologies and understand their potential benefits and challenges.

ITEC210 Introduction to Computational Thinking (4 units)

Introduction to Computational Thinking is a general education course that introduces students to the fundamental ways of approaching problems, designing solutions, and expressing ideas through the lens of computation. Without requiring prior programming experience, the course emphasizes

problem decomposition, pattern recognition, abstraction, and algorithmic thinking. Students will explore how computational methods apply across disciplines, from the sciences and engineering to social sciences, business, and the arts. Hands-on activities, visual tools, and real-world examples help students build confidence in reasoning systematically and logically. By the end of the course, students will be able to frame everyday challenges in computational terms and appreciate how computational thinking empowers innovation in a digital world.

MATH230 Probability & Statistics (4 units)

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

MATH300 Linear Algebra (4 units)

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

Prerequisite: MATH110

PHYS130 Calculus-Based Physics 1 (4 units)

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

Prerequisite: MATH110

Social/Behavioral Science Distribution Courses

ANTH201 Cultural Studies (4 units)

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

Humanities/Arts Distribution Course

COMM110 Communication Theory (4 units)

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

ECON200 Macroeconomics (4 units)

Introductory course on the basic principles of macroeconomics, including national income accounting, business cycles, income determination, and monetary and fiscal problems and policy.

ECON210 Agriculture Economics (4 units)

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

ECON310 Microeconomics (4 units)

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

MGMT400 Management (4 units)

This course is an introduction to the basic functions of management in task-oriented organizations. Students will explore the functions of production, marketing, finance, and personnel, along with staff services and social responsibility.

MKTG200 Organizational Behavior (4)

This course is designed to provide students with an understanding of the field of organizational behavior and the various research strategies that it employs. Topics of study include the scientific method, various research methodologies, and the use of academic research journals.

PHIL200 Introduction to Western Philosophy (4 units)

This course offers an exploration of the most influential ideas in Western history and the brilliant minds responsible for their development. It emphasizes the critical importance of understanding the consequences of ideas and the formation of worldviews, particularly from a Christian perspective. Through engagement with original sources and contextual knowledge, students will develop a solid understanding of the intellectual thought that has significantly shaped the world they inhabit.

PSYC280 Introduction to Psychology (4 units)

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

SOCI100 Introduction to Sociology (4 units)

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

General Ministry Skills Courses

PRAC010 College Christian Service (0 units)

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

PRAC011 College Chapel (0 units)

Chapel participation is required for the entire student community. Attendance will be recorded and a grade of pass or fail will be assigned. A passing grade in Chapel is mandatory for graduation.

Faculty List

Bessie Cui

M.Div., Olivet University (2020 ~ Present)
M.A. Graphic Arts, Olivet University (2014)
Bachelor of Japanese, Hunan University, China (2007)

Carleton DeWitt Salley, Jr.

Ed. D., in E-Learning and Teaching Online, Northcentral University (2014)
M.S., Library and Information Science, University of Wisconsin-Milwaukee (2020)
M.S., Education (Online Teaching and Learning), California State University, East Bay (2005)
B.S., Professional Writing, Missouri State University (2003)

Christy Yuyoung Tran

D. Min., Olivet University (2010)
M.Div., Olivet University (2005)
B.A. in English Language Education, Mokwon University, Korea (1999)

Eli Jiang

Master of Social Sciences, Hong Kong Metropolitan University (2024)
Ph.D. Candidate in Law, University of Washington, (2014)
Master of Laws (LL.M.), Tulane University (2010)
B.A. in English & LL.B. in Law, Guangdong University of Foreign Studies, China (2006)

Eunice Or

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

Hosea Hongshik Yang

D.Min., Olivet University (2017)
M.Div., Olivet University (2011)
B.A. in Theology, Olivet University (2008)

Hyungmin Lee

D.Min., Olivet University (2021)
M.A. Music, Olivet University (2013)
M.Div., Olivet University (2006)
B.S. Mathematics, Hankuk University of Foreign Studies, South Korea (2001)

Jianbin Lei

M.A. Information Technology, Olivet University (2014)
M.S. Control Theory and Control Engineering, Northeastern University, China (2011)
B.S. Automation, Northeastern University, China (2009)

Jingyang Li

Senior Algorithm Engineer, Alibaba DAMO Academy, China (2020 ~ Present)

Postdoctoral Researcher, School of Computer Science, Beihang University, China (2020)
Ph.D. Mathematics, University of Chinese Academy of Sciences, China (2017)
B.S. Mathematics, Jilin University (2012)

Joseph Gao

Doctor of Ministry, Olivet University (2024)
Master of Business Administration, Olivet University (2024)
Master of Divinity, Olivet University (2020)
MA of Engineering, Shanghai Jiaotong University, China (2006)
BA of Engineering, Shanghai Jiaotong University, China (2003)

Joseph Jongwon Lee

Ph.D. in Theology, Yonsei University (2017)
Th.M. Yonsei University (2011)
B.A. in Theology, Yonsei University (2008)
B.A. in English Language & Literature, Yonsei University, Korea (2008)

Joseph Jung

D.Min., Olivet University (2015)
M.Div., Olivet University (2009)
B.A in History, Seoul National University, Korea (2002)

Lily Zeng

Ph.D., Olivet University (2018 ~ Present)
M.Div, Olivet University (2012)
Bachelor of Economics, International Economics and Trade, Hainan University, China (2008)

Martin Weinan Zhao

Ph.D. in Instructional Systems and Learning Technologies, Florida State University (2017)
M.S. in Computer Software and Theory, Peking University, China (2004)
B.E. in Information Engineering, Xi'an Jiaotong University, China (2001)

Michael Ray Smith

Ph.D., Communication, Regent University (1999)
M.A., Media Studies, Pennsylvania State University (2019)
M.S., Communication/Journalism, Shippensburg University (1986)
B.S., English Language and Literature, University of Maryland (1978)

Min Ai Lee

Ph.D. in Theology, Yonsei University (2021)
D. Min., Olivet University (2014)
M.Div., Olivet University (2011)
B.A. in Sociology, Yeungnam University, Korea (2006)

Rodem Na Youn Hwang

Master of Fine Arts (M.F.A.), Ewha Women's University, Seoul, Korea (2004)

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

Bachelor of Fine Arts (B.F.A.) in Fine Arts, Ewha Women's University, Seoul, Korea (1998)

Ruth Wang

D.Min., Olivet University (2021)

MA Journalism, Olivet University (2014)

M.Div., Olivet University (2011)

BA Journalism, Hunan University, China (2005)

Sarah LaFleur

D.Min, Olivet University (2014)

M.A. in Communication, Johns Hopkins University (2025)

M.Div., Olivet University (2010)

B.A. in Theology, Olivet University (2006)

Seunghyun Hyun

Ph.D. in Public Administration, Korea University (2012)

M.A. in Public Administration, Korea University (2006)

B.A. in Public Administration, Hannam University (2003)

Shasha Lin

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

MAT, Olivet University (2021)

M.Div., Olivet University (2019)

Bachelor of Education, Harbin Normal University (2012)

Sumi Hwang

D.Min., Olivet University (2020)

M.Div., Olivet University (2013)

B.A. in Chinese Language and Literature, Seoul National University, Korea (2003)

Taegil Ha

Ph. D. & M.S. integrated, Seoul National University (2024)

B.S., Seoul National University (2017)

Thomas Kong

M.S. in Electrical Engineering, Stanford University, CA (2012)

M.A. in Information Technology, Olivet University, USA (2010)

M.S. in Electrical Engineering, Zhejiang University, China (2007)

B.A., Electrical Information Engineering, Zhejiang University, China (2004)

Yuechen Hou

Master in Information Technology, Olivet University (2015)

Bachelor in Physics, East China Normal University, China (2012)

Zimou Tan

M.Div, Olivet University (2025)

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

CHAPTER 6: BACHELOR OF ARTS MAJORS

Bachelor of Arts in Theology (Major)

The Bachelor of Arts in Theology program offers a comprehensive four-year college-level education in critical and applied Biblical and theological studies. Students in this program will engage deeply with Scripture, examining doctrinal and historical perspectives. They will equip themselves to live out the Biblical calling of theological study by acquiring theoretical and practical backgrounds in missions. The program encompasses core curriculums in general studies and professional studies, providing students with chances to apply classroom learning in practical ministry settings.

Program Goals

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

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

Graduation Requirements

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

- Pass a total of 180 quarter hours: 108 quarter hours of bachelor of art core courses, 44 quarter hours of theology major courses, 9 ministry internships, and 19 open electives. (Students are subject to the Bachelor of Arts in Theology degree requirements of the catalog of the year in which they entered.)
- Maintain a 2.00 (C grade point average) in all academic work.
- Receive a passing mark for all Christian Service and Chapel requirements.
- Satisfy all financial responsibilities to the university.

Curriculum

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

The Bachelor of Arts Degree Core is divided into three main areas: (1) Bible & Theology Core; (2) General Education; and (3) General Ministry Skills. See the “Bachelor of Arts Degree Core Curriculum” section for the comprehensive course list.

I. Bible & Theology Core (48 units)

II. General Education (60 units)

III. General Ministry Skills (0 unit)

2. Major Courses (No less than 44 units required)

B.A. in Theology students are required to take no fewer than 44 units of biblical and theological studies courses, as well as practical theology courses selected from the following options:

- BIBL130 Introduction to the Bible (4 units)
- BIBL131 Bible Reading Essentials (4 units)
- BIBL211 Pauline Epistles (4 units)
- BIBL370 Galatians (4 units)
- BIBL371 Philippians (4 units)
- BIBL490 Seminar in Biblical Studies (4 units)
- GREK100 Greek I (2 units)
- GREK102 Greek II (2 units)
- HEBR100 Hebrew I (2 units)
- HEBR102 Hebrew II (2 units)
- MINS200 Introduction to Missions (4 units)
- MINS201 Introduction to Business as Mission (4 units)
- MINS205 Cultivating a Christian Mind (4 units)
- MINS206 Life and Theology of Influential Christian Missionaries (4 units)
- MINS300 Evangelism & Discipleship (4 units)
- MINS310 Introduction to Web for Missions (4 units)
- MINS330 Introduction to Teaching and Preaching (4 units)
- MINS341-344 Teaching Practicum I-IV (4 units each)
- MINS380 Spiritual Formation (4 units)
- MINS410 Christian Leadership (4 units)
- MINS430 Church Planting & Development (4 units)
- MINS431 Theology and Practice of Prayer (4 units)
- MINS440 Mission Methods & Strategy (4 units)
- MINS442 Introduction to Nonprofit & Ministry Management (4 units)
- THEO320 Introduction to Christian Thought I (4 units)
- THEO321 Introduction to Christian Thought II (4 units)
- THEO490 Topics in Theology (4 units)

3. Ministry Internships (9 units)

Students in the Bachelor of Arts in Theology (B.A.Th.) program are required to complete 9 units of supervised ministry internship experience in a church or other approved ministry organization.

Students may begin participating in internship experiences during their second year of study.

Students may fulfill the 9-unit internship requirement by completing any combination of the internship courses listed below.

Students may earn up to 1 additional internship unit beyond the required 9 units, which may be applied toward elective requirements.

It is the student's responsibility to secure appropriate internship placement in a timely manner and to comply with all applicable regulatory and reporting requirements.

For detailed policies, procedures, and internship expectations, please refer to the Ministry Practice Handbook.

BATH-INTERN 200-290 Ministry Practice 1-10 (1 unit each)

BATH-INTERN 300 Ministry Practice 11 (3 units)

Potential BATH Internship Opportunities

- Outreach and Event Planning
- Street Evangelism
- Pastoral Duties
- Discipleship Mentoring
- Developing and Conducting Bible Studies
- Cell Group Leadership
- High School Youth Training
- Sunday School Teaching
- Intercessory Prayer Team
- Olivet Academy Bible Teaching
- Worship Service Praise

4. Open Electives (No less than 19 units required)

Students are required to take an additional 19 units of open electives. These electives can be chosen from any courses from OU's Undergraduate Catalog.

Course Descriptions

Theology Major Courses (Required)

BIBL130 Introduction to the Bible (4 units)

This course offers an introduction to the Bible, exploring its authorship, historical context, and theological themes. Students will gain a comprehensive overview of the Bible's structure, content, and historical geography, covering key periods in both the Old and New Testaments. Emphasis is placed on understanding the Bible as both a diverse anthology and a unified narrative centered on Jesus Christ and the Kingdom of God. Students will be equipped with essential tools for observing and interpreting Scripture, enabling them to integrate biblical knowledge into their teaching practices and fostering deeper engagement with the text. Special attention will be given to providing Bible teachers with practical strategies to enhance student involvement in the learning

process.

Co-requisite: BIBL131 Bible Reading Essentials

BIBL211 The Pauline Epistles (4 units)

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

BIBL370 Galatians (4 units)

This course explores the essence of the Gospel of Christ as presented by the Apostle Paul. It delves into topics such as the source of Paul's apostolic authority, justification by faith through the death of Christ, and the fruit of the Holy Spirit. Students will be equipped to deliver Bible studies on Galatians through this course.

BIBL371 Philippians (4 units)

This course explores the themes of joy, humility, and partnership in the Gospel as presented in Paul's letter to the Philippians. It considers the apostle's reflections on suffering, contentment, and the example of Christ's servanthood. Students will be equipped to deliver Bible studies on Philippians through this course.

BIBL490 Seminar in Biblical Studies (4 units)

A comprehensive exploration of a specific theme or topic within the field of biblical studies. The seminar format promotes interactive discussions and in-depth analysis between students and the instructor. Guided by the instructor's expertise, the course content ensures an enriching and engaging learning experience. Course title updated as of Fall 2024. Previously titled 'BIBL490 Senior Seminar'; updated to 'BIBL490 Seminar in Biblical Studies'.

MINS200 Introduction to Missions (4 units)

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

MINS201 Introduction to Business as Mission (4 units)

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

MINS202 Nutrition and Health: A Biblical and Scientific Approach (4 units)

This interdisciplinary course explores the principles of nutrition and health through both scientific and biblical lenses. Students will learn to understand and apply foundational nutrition concepts, evaluate food quality, interpret nutrition labels, and make informed dietary choices. The course emphasizes a holistic approach to well-being—integrating physical, emotional, relational, and spiritual dimensions—while offering insights into lifestyle practices grounded in both current research and scriptural wisdom. Topics include processed foods, gut health, disease prevention, emotional eating, and sustainable living. Physical movement and regular exercise are also highlighted as essential components of a healthy lifestyle.

MINS205 Cultivating a Christian Mind (4 units)

This course, firmly anchored in biblical principles, aims to acquaint students with the enduring aspiration of cultivating a Christian mind. This endeavor encompasses a distinctive way of thinking, perceiving, and engaging with the world—a perspective deeply shaped by Christian beliefs, values, and principles. Within the framework of the historical flow of significant philosophical ideas and cultural analysis, all from a Christian perspective, students will explore how these ideas have contributed to the shaping of the Christian faith throughout history.

MINS211-212 Applied Worship Music: Guitar I-II (4 units each)

This course focuses on learning guitar performance based on worship music(or church music), with applications in worship leading, pastoral ministry, and missionary work. It is not a private lesson for music majors but a group lesson designed for non-majors. Rather than being theory-based, this course emphasizes practical guitar playing for worship, making it open to anyone regardless of their music background. Each week, the class will include reviewing previously learned songs, practicing new songs, and developing technical skills.

MINS300 Evangelism & Discipleship (4 units)

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

MINS310 Introduction to Media for Christian Ministry (4 units)

This course provides an introduction to the use of media for Christian ministry. It explores the role of media in contemporary Christian ministry and equips students with practical skills in media production and distribution. Students will learn how to create and distribute digital content that communicates the gospel message and supports the mission and vision of a Christian organization.

MINS330 Introduction to Teaching and Preaching (4 units)

This course provides an introduction to the principles and practices of teaching and preaching the Bible. Students will explore the foundations of biblical interpretation, develop essential skills for effective teaching and preaching, and gain insights into engaging with diverse audiences. The course aims to equip students with the necessary tools to communicate the truths of Scripture accurately, apply sound teaching principles, and inspire transformative learning experiences.

MINS341-344 Teaching Practicum I-III (4 units each)

This course provides a foundational exploration of the principles and practices involved in teaching and preaching the Bible. Students will develop core competencies in preparing and delivering messages that are biblically faithful and contextually meaningful.

MINS380 Spiritual Formation (4 units)

A study of spiritual formation investigates the objectives and methodologies of spiritual disciplines within the life of a Christian. This study offers a biblical and theological comprehension of spirituality and spiritual formation, while also analyzing the characteristics of the spirituality embodied in the Beatitudes, which are regarded as the essence of Christian spirituality in the context of the Kingdom of God. Furthermore, it delves into the biblical and theological understanding of the spirituality associated with the cross of Jesus Christ, which constitutes the cornerstone of salvation and the image of God. Building on this learning, this study aims to equip students with classical spiritual disciplines that contribute to the development of life-long spirituality.

MINS410 Christian Leadership (4 units)

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

MINS430 Church Planting & Development (4 units)

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

Prerequisite: MINS300 Evangelism & Discipleship

MINS431 Theology and Practice of Prayer (4 units)

This course explores the theological foundations and transformative power of prayer as central to the Christian life and ministry. Students will engage deeply with Scripture, spiritual writings, and theological reflections to understand prayer not only as doctrine but as a lived encounter with God. Emphasizing both personal spiritual formation and practical ministry application, the course introduces various forms of prayer—including intercession, listening prayer, lament, and corporate prayer—and examines their role in the life of the believer, the church, and the world. Through personal practice, guided exercises, and ministry-focused assignments, students will cultivate a rhythm of prayer that nurtures their spiritual growth and equips them to lead others in prayer across diverse contexts.

MINS440 Mission Methods & Strategy (4 units)

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

Prerequisite: MINS200 Introduction to Missions

MINS442 Introduction to Nonprofit & Ministry Management (4 units)

The course provides an introduction to the fundamentals of nonprofit organizations, with a special emphasis to Christian ministries, fellowships, and churches. The students will be exposed to the areas such as governance, nonprofit finance, strategy, and management.

THEO320-321 Introduction to Christian Thought I-II (4 units each)

This course surveys notable Christian theologians and philosophical influences on Christian thought throughout history and serves as an introductory course for students beginning the study of historical theology. Part I (THEO320) covers the early church to the Protestant Reformation, while Part II (THEO321) covers post-Reformation to contemporary Christian Thought. The task of the course will be to understand how Christian theology developed throughout history, with key Christian thinkers and philosophers influencing one another. Students will also discover how the history of Christian thought influences their own theology now, including learning how to incorporate historical theology into practical application of preaching and teaching.

THEO490 Topics in Theology (4 units)

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

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

Elective Courses

MINS302 Media and Business as Mission (4 units)

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

Prerequisite: MINS201 Introduction to Business as Mission

MINS391-393 Preaching Practicum I-III (2 units each)

This course gives students the chance to develop and refine their preaching skills. It involves preparing, delivering, listening to, responding to, and evaluating sermons, allowing students to progress from a developing level to mastery.

MINS400 Business as Mission Project (4 units)

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

Prerequisite: 3.3 grade points or better in MINS302

PRAC200A-J Ministry Internship (1 unit)

This course is a required practicum designed to offer students valuable work experience to complement their academic studies. It connects classroom learning with real-world application, encouraging the use of Biblical principles to tackle real-life challenges. The program also emphasizes the importance of self-discipline and service while fostering analytical and interpersonal skills. To complete the course, students must have their learning objectives approved by both the Site

Supervisor and Faculty Mentor, maintain active engagement with them, and submit regular internship reports and evaluations.

Faculty

Andrew Glen Daniel

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CHAPTER 7: CAREER SERVICES

Career Advisory

Advisors and counselors are available to speak with ministry-bound students who seek advice for careers after graduation. Olivet University provides information but is not required or obligated to offer placement services. Students may contact the director of their academic programs for more information.

Detailed Occupation Level for Undergraduate Programs

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

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

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

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

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

21-2021 Directors, Religious Activities and Education

21-2090 Miscellaneous Religious Workers

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

21-2021 Directors, Religious Activities and Education

21-2090 Miscellaneous Religious Workers

CHAPTER 8: COURSE SELECTION AND SCHEDULING

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

Students must register for Chapel each term they are enrolled. Failure to do so may result in administrative withdrawal from all registered courses for the corresponding term, as well as potential additional disciplinary action.

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

Adding and Dropping Courses

Students may officially add or drop course(s) with no clerical fee being charged until the specified add/drop date, after which a \$15 clerical fee will be charged for each course added or dropped.

Additional per-hour fees owed will be calculated based on the total amount due after the schedule adjustment has been made. Refunds owed will be calculated based on the total amount due after the schedule adjustment has been made.

A student wishing to add or drop a class needs to submit a *Drop/Add Class* form to the Registrar. The student is then responsible for obtaining permission from the faculty member teaching the course as well as the student's advisor.

A student wishing to withdraw from a course after the add/drop date may complete a *Drop Class* form with the Office of the Registrar. The student is also responsible for paying appropriate fees and obtaining permission from the faculty member teaching the course as well as the student's advisor.

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

Dropping vs. Withdrawing

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

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

Withdrawal Policies

During the first two weeks of the fall, winter or spring quarter, students may withdraw from a course with no record of the class appearing on the transcript. In weeks three through seven of the fall, winter and spring quarter, the student may withdraw with the advisor's permission. The course will be recorded on the transcript with the instructor's notation of "W," indicating that the student withdrew. After week seven of the fall, winter, or spring quarter, students may not withdraw from courses.

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

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

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

College Withdrawal (Complete Withdrawal) Policy

If a student does not intend to return to OU or is planning to be away for more than one year (four quarters), he/she is required to file the *College/Program Withdrawal Request Form*.

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

Refunds for Withdrawals

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

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

Repeating Courses

Courses for which grades of "D" or better have been earned may not be repeated for credit. Courses for which grades of "F" have been received may be repeated for credit. Only the grade for the repeated attempt counts toward the grade point average. All entries on the transcript, however,

remain a part of the student's permanent academic record. Students will not be allowed to register for a course for which they have already received a passing grade.

Quarter System

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

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

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

Modes of Instruction

The "Mode of Instruction" refers to the method through which a course is delivered during a specific academic term. Olivet University recognizes the importance of providing diverse options for course delivery to meet the needs of students on the main campus, extension campuses, and eCampus, ensuring they can fulfill their degree requirements. To facilitate this, Olivet University offers four distinct modes of instruction: onsite, fully online, partially online, and hybrid.

To clarify the distinctions among the four instructional modes, their definitions are provided below.

Onsite

The "onsite" mode of instruction is designated for courses that exclusively take place in a face-to-face setting, requiring students to physically attend classes on campus. The course content is delivered through mandatory in-person sessions, where the instructor and students are physically present in the same location, promoting active engagement and participation. Onsite courses allow students to benefit from real-time discussions, collaborative activities, and personalized feedback, enhancing their overall learning experience within a traditional classroom environment.

Fully Online

The "online" mode of instruction is designated for courses that exclusively utilize technologically mediated educational strategies, without any in-person components. These courses employ a wide range of digital tools, including pre-recorded video lectures, audio lectures, online tests, and quizzes, to facilitate learning. All course materials and resources are conveniently accessible through the learning management system, allowing students to engage with the content at any time that suits their schedule. Courses additionally feature substantial and consistent faculty-student interaction through various communication channels, such as chat rooms or discussion boards.

Partially Online

The "partially online" mode of instruction is designated for courses in which 0% to 50% of the instruction is delivered through in-person sessions, with the remaining portion conducted online.

This mode is designed to offer flexibility while retaining some face-to-face engagement. In-person components may include orientation sessions, intensive workshops, or periodic on-campus meetings, while the online portion utilizes pre-recorded lectures, digital assignments, and interactive discussion forums. This mode accommodates students who need flexibility but still value occasional physical presence for direct interaction with faculty and peers.

Hybrid

The 'hybrid' mode of instruction refers to a unique approach in which more than 50% of the course is delivered through in-person classes on the University campus, with the remainder completed through online learning. In a hybrid course, the online component may include pre-recorded video lectures, interactive quizzes, and discussion forums. At a certain point or certain points in the course, students must attend mandatory in-person sessions taught by faculty on campus to complete their studies.

Class Schedules

Schedules listing classes offered each quarter are available on the university's course management system MyOlivet/Populi. After receiving their ID and password, students may access the platform at the following address: <https://olivet.populiweb.com>.

Class Attendance

Students are expected to be punctual and regular in class attendance and to accept responsibility for all assigned work. Any student who has been absent for as many as one-third of the total class sessions for a course will have failed and will be suspended from the course. Within this framework, each instructor may set his/her own class attendance policy, and will inform students of this policy at the beginning of the term.

Class sessions missed because of illness or late registration will be counted as absences, except in the case of extenuating circumstances.

Students who are ill are expected to notify their instructors and to arrange to make up any missed work.

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

Accumulated absence of 70% or more of any given course whether spread out over the entire quarter or consecutive, will earn the student a grade of "NF," failure for non-attendance. Excused absence is not counted as present.

Any student who misses an examination for a legitimate reason may be granted permission to take

a "make-up" examination at the discretion of the faculty member.

Permission to give a final examination at any time other than the officially scheduled time must be obtained from the Division Chair.

Occasionally class absences result from a field trip scheduled for another course or from an authorized co-curricular activity (i.e. athletic event, music ensembles, etc.) that falls within class hours. Such group absences do not excuse a student from obligations to regularly scheduled courses, and it is the student's responsibility to be informed concerning the work missed and to complete all requirements in a manner satisfactory to the instructor. Students who participate in co-curricular activities, which may require class absences, should regularly attend class so that absences for co-curricular activities do not lead to course failure.

Full-time Enrollment

Fall, Winter and Spring quarters only.

To be classified as full-time, undergraduate students must be enrolled for a minimum of 12 quarter hours, while graduate students must take a minimum of 8 quarter hours. Special permission must be granted to enroll in more than 18 hours for undergraduate students and 14 hours for graduate students per quarter. Such permission must be approved by the Academic Dean before registration.

Certificate in English as a Second Language students are required to take a minimum of 18 clock hours of instruction per week in order to reach full-time enrollment status.

CHAPTER 9: GRADE NOTATION AND POLICIES

Undergraduate Grading System

Percentage Equivalent	Grade	Interpretation	Grade Points
100-93	A	Excellent	4.0
92-90	A-		3.7
89-88	B+		3.3
87-83	B	Good	3.0
82-80	B-		2.7
79-78	C+		2.3
77-73	C	Satisfactory	2.0
72-70	C-		1.7
69-68	D+		1.3
67-63	D	Passing	1.0
62-60	D-	Minimum Passing	0.7
Below 60	F	Failure	0

Other Grade Marks Used:

Grade	Interpretation	Grade	Interpretation	Grade	Interpretation
I	Incomplete	NF	Non-Attendance Failure	AU	Audit
IP	In Progress	P	Pass (C- or better)	R	Retake
W	Withdrawal	NP	Non-Pass / No Credit		

In Progress Grade (IP)

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

Incomplete Grade (I)

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

Withdrawal Grade (W)

A grade of “W” (Withdrawal) is issued when a student formally withdraws from a course. The withdrawal must be initiated by the student in accordance with the procedures and due deadline dates. “W” grades carry no credit and are not included when calculating the grade point average.

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

Non-Attendance Failure Grade (NF)

The grade of “NF” (Non-Attendance Failure) may be given by a professor for excessive absences by a student or when a student stops attending the class. This grade will be computed in the grade point average like a grade of “F.” “NF” grades cannot be changed after initial submission and other grades cannot be changed to a “NF.”

Audit Grade (AU)

A grade of “AU” (Audit) is issued when a student's attendance in an audited course is deemed adequate. AU grades carry no credit and are not included when calculating the grade point average.

Retake (R)

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

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

Grade Appeal

The normal appeal procedure begins with a consultation with the professor concerned. The following are the steps to filing a grade appeal:

1. Prior to the end of the quarter following the course in which the contested grade is issued, the student will request that the faculty member reconsider the grade that was awarded.
2. If dissatisfied with the outcome of a faculty decision, within 10 days of the faculty member's decision, the student may appeal in writing to the College Dean/Director.
3. Within 10 days of the College Dean or Director's decision, the student may submit a written appeal to the Academic Dean.
4. The student is responsible to monitor email daily throughout the appeals process.

Class Work

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

CHAPTER 10: SATISFACTORY ACADEMIC PROGRESS REVIEW

Academic Good Standing

Undergraduate or graduate students are expected to maintain a grade point average ("GPA") of at least 2.0 on a 4.0 scale to remain in Academic Good Standing.

Academic Disciplinary Status Overview

OU maintains academic disciplinary policies to encourage students to make the necessary academic and life changes to succeed. Students who fail to meet the minimum expectations of Academic Good Standing must meet more stringent standards and regularly consult with academic advisors.

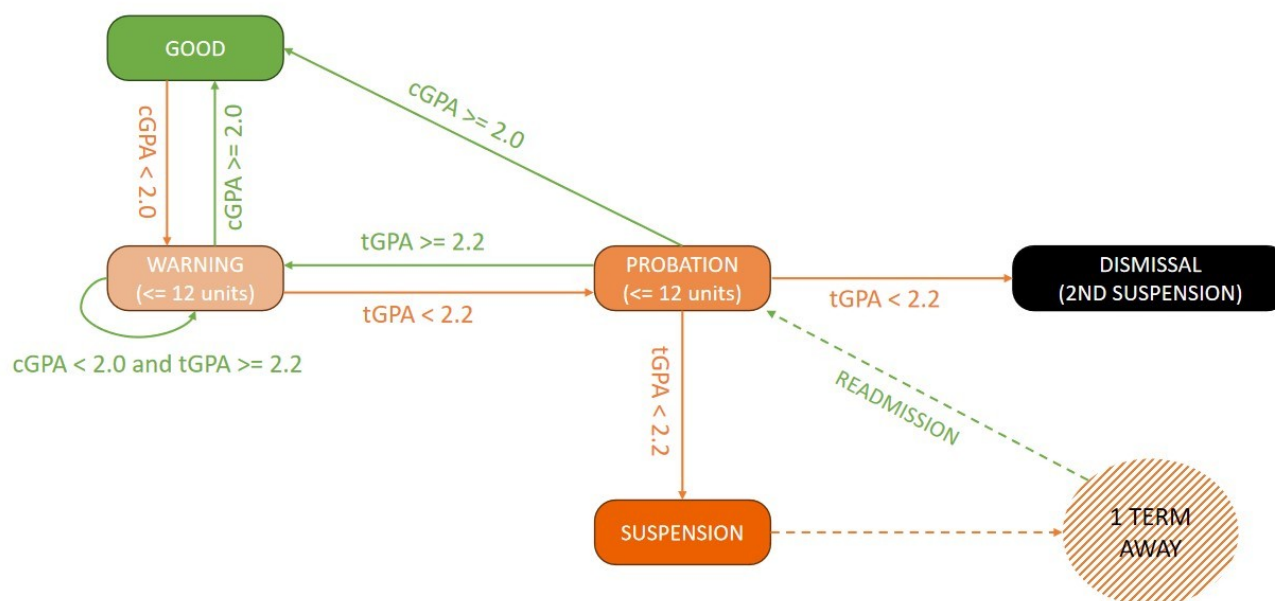
Disciplinary Policy for Undergraduate Students

The disciplinary policy provides students several opportunities to make the necessary adjustments before a final dismissal from OU.

Disciplinary Status:

- Academic Warning
- Academic Probation
- Academic Suspension (One regular term and any summer term)
- Academic Dismissal

Each Disciplinary Status, except for Academic Warning and Academic Probation, will be indicated on the student's academic record.



(OU Academic Standing for Undergraduate Students : 2.0 GPA Standard, 12 Credit Thresholds)

1. Academic Warning

If an undergraduate student's cumulative GPA falls below 2.0, the student will be placed on Academic Warning.

Academic Warning is designed to help students make the required adjustments to achieve success and a degree at OU. These adjustments will vary based on the individual circumstances of each student but should be taken seriously.

If a student is placed on Academic Warning, the student will be required to follow certain protocols and meet higher academic standards. These protocols and standards are designed to bring the student back to Academic Good Standing and allow the student to meet graduation requirements.

A student on Academic Warning is required to meet the following Satisfactory Progress Policy requirements for the term:

Satisfactory Progress Policy:

- Earn a minimum term GPA of 2.2 for undergraduate students.
- May not withdraw or request an incomplete from a class.
- Meet with the academic advisor before registration.
- Retake all required Major and University Core Courses failed the previous term.
- Register for a maximum of 12 credit hours for undergraduate students.
- Maintain satisfactory progress towards graduation.

If a student on Academic Warning meets the Satisfactory Progress Policy requirements but fails to achieve a cumulative GPA of 2.0, the student will remain on Academic Warning and must continue

to comply with all Satisfactory Progress Policy requirements.

If at any time, a student's cumulative GPA meets the minimum requirements of 2.0 overall the student will regain Academic Good Standing. A student's cumulative GPA is only affected by OU coursework. Coursework from another institution cannot be used to return a student to Academic Good Standing. The College Dean reserves the right to alter this requirement on a case-by-case basis.

If a student has registered for more than 12 credit hours before being placed on Academic Warning, the student's schedule must be reduced to a maximum of 12 credit hours. The student is required to meet with their academic advisor to make the necessary adjustments to their academic schedule.

2. Academic Probation

A student will be placed on Academic Probation for failure to meet the Satisfactory Progress Policy requirements while on Academic Warning. A student on Academic Probation is also required to meet the Satisfactory Progress Policy requirements as listed above.

Students who leave the University on Academic Warning or Academic Probation may be readmitted with the same status, even if they have attended another institution in the interim. Performance at another institution will be a factor in the readmission decision.

3. Academic Suspension

Students are automatically placed on Academic Suspension for failure to meet the Satisfactory Progress Policy requirements while on Academic Probation.

Students on Academic Suspension may not enroll in, audit, or visit a class unless readmitted as described below. Students who have already pre-registered for classes will automatically be dropped from all classes.

When the student is academically suspended the student's official transcript states "Academic Suspension" for the affected term.

Length of Academic Suspension

- A student's First Academic Suspension will be for a period of one regular term and any summer term.
- A student's Second Academic Suspension is Final Dismissal from OU without possible readmission.

4. Readmission

A student placed on First Academic Suspension must petition to his or her College Dean for readmission.

A student that is readmitted may be subject to additional probationary conditions placed upon them by the College Dean. Such additional probationary conditions may be individual to the student and his or her academic circumstances but will be designed to encourage the student to reach Academic Good Standing and be eligible for Graduation.

A student who reenters the University after First Academic Suspension will re-enter on Academic Probation.

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

Programs have the prerogative of recommending the termination of a student's admission at any time.

The Registrar shall inform, in writing, any student who is not making satisfactory academic progress as soon as practicable after term grades have been reviewed and the appropriate action has been taken.

A student placed on Academic Suspension or Academic Dismissal status may appeal such action by filing a written appeal with the College Dean or designee no later than 10 working days after the date of the written notice.

The appeal shall include a brief outline of the reasons why the appeal should be granted. The decision of the College Dean or designee on the appeal shall be final.

Academic Progress of Students

Midterm Monitoring

At midterm each quarter, all faculty members will receive a request to comment on the academic performance of their students.

Individual faculty members are often the first to notice that a student's academic performance in a particular class is unsatisfactory and may be indicative of overall academic difficulty and/or other problems. Indicators of difficulty may include unsatisfactory grades; poor or inconsistent work; poor or erratic attendance; inattentiveness, agitation; change in behavior, attitude, or appearance; inappropriate and/or inconsistent behavior, etc.

The evaluations from faculty not only help academic advisers in their monitoring of a student's academic performance and progress, but also assist them in their efforts to provide the appropriate support and resources to the student.

Academic Review

At the end of each quarter, each program Division Committee, composed of faculty and academic staff, will review and may take action on the record of every student whose term or cumulative grade-point average is below 2.0. The Committee will determine student standing, including

academic warning, academic probation, suspension, and dismissal. All such students are notified via email. However, all students are responsible for monitoring their own academic record and performance, and failure to receive the notification does not nullify the academic standing action. In addition, students are encouraged to seek out assistance from the appropriate university resources.

Exercising the repeated course option does not negate prior academic standing action.

Statement of Academic Rigor

Academic rigor helps to promote lifelong learning and is an integral aspect of Olivet University's mission. Academic rigor means sustaining a learning environment that challenges students to attain high levels of intellectual skills in an ethical manner.

Academic Rigor for Faculty

Rigorous teaching permits faculty members to create learning environments that challenge students academically and encourage them to grow. Rigorous teaching requires a professional commitment to academic discipline and to inspiring students to develop their knowledge and understanding by developing their learning skills. Students should be able to expect faculty members to:

1. Strive to clearly communicate the course expectations and have them summarized on the syllabus, and to follow the curriculum;
2. Strive to come to class prepared, and to give students useful feedback on their assignments in as timely manner as the situation permits;
3. Strive to be available to students outside of the classroom;
4. Strive to make assignments relevant, meaningful and challenging;
5. Strive to create opportunities for learning in ways geared to students' diverse talents and abilities;
6. Strive to reduce, if not eliminate, the students' perceived need to plagiarize and to challenge plagiarism should it occur; and
7. Strive to evaluate our courses and ourselves.

Academic Rigor for Students

To make the most of the college experience, students should approach college in terms of a rigor complementary to the faculty's. Rigorous learning requires fortitude, persistence, preparation, hard work, and zeal. Since college shifts students from the teacher-centered style of high school learning to a student-centered style of learning, it places a higher level of responsibility for performance onto the students. Such high performance at a demanding institution can lead to a successful and satisfying career. Therefore, rigorous students should expect themselves to:

1. Set high expectations along with a strong sense of collegiate purpose;
2. Come to class prepared to work, and to submit assignments by the deadlines;
3. Make the most of their time with faculty members in and out of class;

4. Treat fellow students and the classroom with respect, and to participate in the academic process;
5. Manage their time so they can treat college as real work with real value;
6. Participate with complete honesty and integrity;
7. Understand that collaboration with classmates on assignments, when required or encouraged, is acceptable behavior as long as the products of those assignments are truly the student's own work;
8. Accept responsibility for learning and for the grades earned.

CHAPTER 11: GRADUATION

General Requirements

Students must meet minimum academic requirements to be eligible for graduation, according to the prescribed course of study outlined in the curricula of their respective programs, with an appropriate academic grade point average. Students must also satisfy all financial responsibilities to the university to qualify for graduation.

Students enrolled in undergraduate programs of the university must maintain an average grade of “C” (2.00) for graduation. Students enrolled in graduate programs of the university must maintain an average grade of “B” (3.00) for graduation. The grade average will be determined on the basis of grades recorded before enrollment for the final term of study.

After a graduation audit determines that a student is eligible to graduate, the student may choose to attend the commencement ceremony via live broadcast or be present at the Riverside campus to attend in person. Students who choose to attend in person are required to be present for both rehearsal and commencement exercises. If a student cannot be present, graduation in absentia may be approved for reasons satisfactory to the faculty. Arrangements to attend must be made six weeks before the commencement exercises, and must be made by written petition.

Students registering in the university for the first time should complete their work for the degree according to the requirements of the Catalog of the year in which they entered. Students who withdraw may wish to return under the requirements of their original Catalog if they have missed no more than three consecutive regular quarters (for example, fall/ winter/spring). All other students must return under the requirements of the current Catalog.

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

Additional Requirements

1. The faculty of each respective program is responsible for determining any additional requirements for admission to, continuation in, and graduation from each degree program above and beyond the university's standards.
2. The faculty of each respective program is determinant in decisions and questions related to a student's admission, a student's continuation in a degree program, and eligibility for graduation. A student may submit a request for review in the Office of Student Services if a question arises on a decision made by the faculty. Appeals can be made, provided such a request is filed within 15 days after the date the decision is officially delivered to the student.
3. The faculty of each program reserves the right and authority to refuse approval of a candidate for graduation, or to terminate the continuance of a student in an academic program based on

academic or conduct violations, including a failure by the student to reflect and act in conformance with the University's mission and values.

Graduation process

1. Once students have successfully completed a minimum of 164 credits in the bachelor degree, 120 credits in the Master of Divinity degree, and 40 credits in another master degree, they may request a graduation audit to each division.
2. Once students fulfill graduation requirements, students should apply for graduation by emailing the Registrar's Office and requesting the graduation application form.
3. The Registrar's Office goes through a final graduation check and verifies whether students have completed all graduation requirements. If the student meets graduation requirements, the Registrar Office notifies the student to fill out the graduation application form.
4. Students fill out graduation application forms, submit the form and pay the graduation fee.
5. The Registrar's Office prepares and sends the diploma and an official transcript to the address typed on the graduation application form.

CHAPTER 12: OLIVET UNIVERSITY POLICIES

Student Records

It is Olivet University's policy to maintain the confidentiality of all student education records.

No one outside the institution shall have access to nor will the institution disclose any information from a student's education records without the written consent of the student except to personnel within the institution; to persons or organizations providing student financial aid; to accrediting agencies carrying out their accreditation function; to persons in compliance with a judicial order; and to persons in an emergency in order to protect the health or safety of the student or other persons.

Within the Olivet community, only those members, individually or collectively, acting in the student's educational interest or involved with campus safety are allowed access to student education records.

Students may inspect, review, and challenge the information contained in their education records, request a hearing if the outcome of the challenge is unsatisfactory, and submit explanatory statements for inclusion in their files if they feel the decisions to be unacceptable. The Registrar at Olivet has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, financial, and placement records. Education records do not include records of administrative and education personnel. These records are the sole records of the administration and education personnel who prepare them.

Students may not inspect and review the following: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student.

Requests for amendments to grades after a student has graduated will not be considered unless there is substantial evidence of inaccuracy on the institution's behalf.

Student records will be maintained for five (5) years from withdrawal or graduation, and student transcripts will be maintained permanently.

Olivet retains student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

Confidentiality and Privacy Policies

Olivet University retains student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended (20 *United States Code* [U.S.C.] § 1232g; 34 *Code of Federal Regulations* [CFR] Part 99).

The federal law allows student above age of 18 or attends a school beyond the high school level to have the rights:

- To inspect and review education records maintained by the school.
- To request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

Regarding data disclosure, according to FERPA:

- A school must have written permission from student in order to release any information from a student's education record
- A schools may disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- A school may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and students a reasonable amount of time to request that the school not disclose directory information about them.

Olivet University also adheres to the privacy requirements in the California Information Practices Act (California *Civil Code* Section 1798 et seq.), Article 1, Section 1 of the California Constitution, and all other applicable state laws and regulations that safeguard education records, privacy, and confidentiality.

Olivet University acknowledges that the right to privacy is a personal and fundamental right protected by Section 1 of Article I of the Constitution of California and by the United States

Constitution and that all individuals have a right of privacy in information pertaining to them. It recognizes that the right to privacy is being threatened by the indiscriminate collection, maintenance, and dissemination of personal information and the lack of effective laws and legal remedies. The increasing use of computers and other sophisticated information technology has greatly magnified the potential risk to individual privacy that can occur from the maintenance of personal information. In order to protect the privacy of individuals, Olivet University is committed to maintain and disseminate personal information within strict limits.

Complaint and Grievance Policy

The University defines a formal candidate/student complaint as any grievable issue between a candidate/student and a unit faculty or staff member that good faith efforts have failed to resolve, and has been submitted in writing by the candidate/student to that faculty or staff member's supervisor for further consideration and resolution. Grievable issues are defined as being subjected to an arbitrary, capricious, or unreasonable standard of academic performance (in the case of grades) or of a specific university policy.

Students expressing a grievance about the application of University policy, academic or non-academic, should attempt to seek informal resolution of the matter with the faculty or staff member involved, following that with the immediate supervisor of the faculty/staff member if necessary. If such informal procedures do not effect an equitable resolution of the matter, the student may submit a formal grievance form.

A formal grievance will be submitted to the Dean of Students, who will treat the complaint as a high priority. The Dean of Students will contact the staff/faculty members directly involved and attempt to reach a resolution. If a suitable remedy for the grievance cannot be reached, a grievance committee will be formed to arrive at a successful resolution.

Grievance Procedures:

Within five weekdays of the date on which the concern occurred, the student is encouraged to meet with the staff member and discuss the concern. It is hoped that most concerns can be resolved within this step. If the staff member and the student are not able to resolve the concern OR if the student feels uncomfortable meeting with the staff member, the matter may be escalated to the next level, and the supervisor may be contacted by the student. But if all this does not show a satisfactory outcome, then the grievance form should be completed. and the grievance form should be completed.

To File a Grievance

1. Obtain the student grievance form from the Office of Student Services. Fill it out completely, stating your case in full, and return it to the Office of Student Affairs. The grievance form should be submitted as soon as possible and no later than 60 calendar days after the situation took place.
2. If it is determined that the student has a valid grievance, a grievance committee will be convened. Its head will be a member of the University's administrative staff. It will also consist

of one faculty member and one student selected at the beginning of the academic year for this task. If this grievance concerns a grade, the faculty member must be an actual instructor at the University.

3. After reviewing the report, the grievance committee will conduct an investigation, as may be appropriate, and make a judgment. The committee's decision will be communicated in writing within 15 calendar days to all involved parties.
4. If the decision made by the grievance committee does not satisfactorily resolve the issue, the student may appeal the decision to the Dean of Students within 15 calendar days after receipt of the response.
5. 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 Director of Student Services will respond in writing with a final resolution of the complaint.

All complaints will be kept confidential to the extent permitted by law and every effort will be made to assure that no adverse action will be taken against the student filing the complaint. Such action will be subject to investigation and possible disciplinary sanctions.

Complaint Log

Each University division is required to maintain an active student complaint log and must be prepared to present such a log for review by appropriate university officials. Student Complaint Log Form provides a template for policy compliance and reporting. The log contains the following elements: Date of complaint, name of the complainant, description of the complaint, date of response, responder, and description of the response.

A formal resolution of the complaint will involve a grievance committee, comprised of either the Academic Dean or the Dean of Students (for student complaints), two faculty members, and two students or alternates and includes both men and women. The grievance committee will review the information to determine if harassment is evidenced, and will resolve the matter with all involved parties. Formal resolution involving written reprimand, disciplinary action, or dismissal must be approved by the University President. Any appeal of the grievance committee's action will be made to the University President.

Olivet University Student Code of Conduct

A) Student Covenant Statement

As students of Olivet University, we covenant to:

- Submit to University leadership as an expression of our commitment to the Lordship of Jesus Christ;
- Live in accordance with holy Christian standards taught by the Bible and by the local church;

- Treat the University leadership, staff, faculty, students and local community with respect and Christ-like love;
- Uphold the dignity of our Christian faith in all aspects of life and academics;
- Strive to follow the example of humble, selfless servant leadership of our Lord and Savior Jesus Christ, turning away from selfishness and pride;
- Abide by the Student Code of Conduct, and in case of misconduct to submit to the appropriate disciplinary action determined by the University Administration;
- Attend the main chapel services on Wednesday, Friday, and Sunday.

B) Misconduct

Misconduct is behavior and action that violates the Student Code of Conduct. It damages the academic integrity of the University and impedes the fulfillment of the institutional mission. Misconduct includes any behavior or action deemed to be in violation of Christian moral and ethical standards, according to the discretion of the Office of Student Affairs.

Misconduct includes:

- Academic dishonesty (See Academic Honesty Policy in the Academic Catalog),
- Substance abuse, including usage of alcohol, tobacco, and drugs,
- Possessing tobacco products, including e-cigarettes,
- Sexual harassment,
- Homosexual misconduct or behavior,
- Racial discrimination,
- Premarital sexual relations,
- Disrespectful language and behavior towards others,
- Behavior that threatens others, including verbal threats and physical altercations,
- Foul language and cursing,
- Possessing or viewing any pornographic material,
- Gambling,
- Theft,
- Failure to abide by any safety rules or other campus regulations either posted or as instructed verbally by University staff,
- Violating any portion of the Student Covenant Statement.

Additionally, in order to prevent situations of moral compromise and any appearance of impropriety, men and women may not be in one another's dorms at any time.

C) Discipline

Misconduct will be recorded on the student's record. At the discretion of the Office of Student Affairs, misconduct will be classified as either minor or major, according to the nature of the incident. Disciplinary action for minor incidents will be determined by the Office of Student Affairs.

Expulsion will be immediately considered for any student with a major incident of misconduct.

Students with a pattern of misconduct, defined as three minor incidents of misconduct, will also be considered for Expulsion. Recommendation for expulsion will be at the discretion of the Office of Student Affairs.

Students who are expelled will be asked to leave the campus, and will not be permitted to visit while expelled. Reinstatement will be considered on a case-by-case basis upon appeal by the student, but in no case will it be considered sooner than six months after the expulsion.

Enrollment at Olivet University is a privilege, and may not be automatically renewed each term. Students found to have a pattern of misconduct or major incidents of misconduct may be asked not to return in the next term. Students who are asked not to return may apply for reinstatement.

General Code of Conduct

Sanctions

Student conduct sanctions are categorized as primary and secondary. More than one primary sanction or any combination of primary sanctions and secondary sanctions may be imposed for any single violation. Once a student has been finally assessed a disciplinary sanction, however, no more severe primary sanctions may be assessed against him or her by any higher University authority.

1. Primary Sanctions (in order of severity):

1.1 *Expulsion*: Separation of a student from the University whereby the student is not eligible for readmission to this university. Expulsion is permanently noted on the transcript.

1.2 *Dismissal*: Separation of a student from the University for an indefinite period of time. Readmission to the University may be possible in the future, but no specific time for a decision is established. Dismissal is permanently noted on the transcript.

1.3 *Suspension*: Separation of a student from the University for a definite period of time. The student is not guaranteed readmission at the end of this period of time, but is guaranteed a review of the case and a decision regarding eligibility for readmission. Suspension is noted on the transcript. If the student re-enrolls, remains in good standing and completes the requirements for graduation, the student may request removal of the notation at the time he/she files for graduation. Requests must be submitted to the Office of the Registrar. The Chief Academic Office, in consultation with other University officials, will make the final decision regarding removal of the notation.

1.4 *Deferred Suspension*: The sanction of Suspension may be placed in deferred status. If a student is found in violation of any University rule during the time of Deferred Suspension, the Suspension takes effect immediately without further review. Additional student conduct sanctions appropriate to the new violation also may be taken. A student who has been issued a Deferred Suspension sanction is deemed “not in good standing” with the University. A student who is not in good standing is subject to the following restrictions:

- Ineligibility to hold an office in any student organization recognized by the University or to hold any elected or appointed office of the University.
- Ineligibility to represent the University to anyone outside the University community in any way,

including representing the university at any official function, intercollegiate athletics or any forms of intercollegiate competition or representation.

- Ineligibility to receive a University-administered scholarship when the length of the Deferred Suspension is greater than one quarter. Some scholarships adhere to more strict guidelines, and, therefore, ineligibility may result from a lesser length of Deferred Suspension. This sanction implies a serious offense and must be uniformly applied by the office administering the scholarship upon notification by the University disciplinary officer.
- Additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct.

1.5 Probation: An official warning that a student's conduct is in violation of University Rules, but is not sufficiently serious to warrant expulsion, dismissal or suspension. A student on conduct-probation is deemed "not in good standing" with the University. This sanction includes the same restrictions listed in 1.4, Deferred Suspension.

1.6 Letter of Reprimand: A letter that makes a matter of record any incident that reflects unfavorably on the student or the University.

1.9 Warning: Admonition of a student for actions unbecoming to the University community.

2. Secondary Sanctions (no order of severity is established for secondary actions):

2.1 Community/University Service: A student may be offered an opportunity to complete a specified number of hours of Community/University Service in lieu of other sanctions. The type of Community/University Service must be approved by the hearing officer/panel.

2.2 Educational Requirements: A provision to complete a specific educational requirement directly related to the violation committed. The provision will be clearly defined. Such educational requirements may include, but are not limited to, completion of an alcohol education workshop, a diversity awareness workshop, essays, reports, etc.

2.3 Restrictions: The withdrawal of specified privileges for a definite period of time, but without the additional stipulations contained in the imposition of conduct probation. The restrictions involved will be clearly defined.

2.4 Restitution: A payment for financial injury to an innocent party in cases involving theft, destruction of property or deception. The assessed costs to be paid may be in addition to receipt of any of the above sanctions.

Harassment

OU respects and encourages the dignity and professionalism of its employees and students and is committed to maintaining a learning and working environment that is free from any form of discrimination. Harassment in any form based on sex, race, color, age, national origin, disability, or any other characteristic protected by state or federal laws is prohibited, as are all forms of sexual intimidation and exploitation.

In keeping with this commitment, OU will not tolerate any unlawful harassment of its employees or students at the university by anyone, including any faculty member, staff member, student, visitor, vendor, contractor, or any other individuals providing services at the university. Harassment interferes with an individual's work or learning environment and will not be tolerated.

All members of the Olivet community are expected to follow and enforce the University's policy against harassment. Complaints of harassment will be promptly and thoroughly investigated and appropriate action, including disciplinary measures, will be taken when warranted. Faculty, students, and staff have the right at any time to raise the issue of harassment without fear of retaliation.

Academic Honesty

Students shall maintain academic honesty in the conduct of their studies and other learning activities at Olivet University. The integrity of this academic institution, and the quality of the education provided in its degree programs, are based on the principle of academic honesty.

The maintenance of academic integrity and quality education is the responsibility of each student within this University. Cheating and plagiarism in connection with an academic program is an offense for which a student may be expelled, suspended, put on probation, or given a less severe disciplinary sanction.

Student Responsibilities

Students are responsible for knowing and understanding the rules of Academic Honesty as outlined in the college catalog, to include fabricating information and data, cheating, facilitating academic dishonesty, and plagiarizing.

Students are responsible for communicating with the instructor if they do not understand how the policy applies to a particular class or assignment.

Definitions

Academic dishonesty is an especially serious offense. It diminishes the quality of scholarship and defrauds those who depend upon the integrity of the academic programs. Such dishonesty includes, but is not limited to, the following:

- Giving unauthorized information to another student or receiving unauthorized information from another student during any type of assignment or test.
- Obtaining or providing without authorization questions or answers prior to the time of an

assignment or test.

- Using unauthorized sources for answers during any assignment or test.
- Taking part in or arranging for another person to complete an assignment or to take a test in place of another.
- Giving or receiving answers by use of signals during a test.
- Altering answers on a scored test and submitting it for a higher grade.
- Collaborating with others in a required assignment without the approval of the instructor.
- Stealing class assignments or portions of assignments, including electronic files, and submitting them as one's own.
- Not crediting participants for their part in a group project or claiming credit for work not done on a group project.
- Plagiarism, which is presenting as one's own in whole or in part the argument, language, creations, conclusions, or scientific data of another without explicit acknowledgment.

Examples include, but are not limited to:

1. Using another person's written or spoken words without complete and proper citation.
2. Using information from a World Wide Website, CD-ROM or other electronic source without complete and proper citation.
3. Using statistics, graphs, charts and facts without acknowledging their source.
4. Submitting a paper purchased from a term-paper service.
5. Paraphrasing which is imitating someone else's argument using other words without acknowledging the source.
6. Claiming credit for someone else's artistic work, such as a drawing, script, musical composition or arrangement.
7. Using someone else's lab report as a source of data or results.
8. Using one's own or substantially similar work, produced in connection with one course, to fulfill a requirement in another course without prior permission. A student may use the same or substantially the same work for assignments in two or more courses only with written permission from the instructors of all the classes involved.
9. Submitting the results of a machine translation program as one's own work.

CHAPTER 13: STUDENT LIFE AND STUDENT SERVICES

Enrollment Requirements & Procedures

Before enrolling, all applicants must also fill out an Enrollment Agreement and submit any applicable deposit in accordance with the Student Fees and Payment schedule. A parent or legal guardian must sign the Enrollment Agreement if the applicant is under 18 years of age.

Digital “Orientation”

At the start of the fall quarter, all entering students will receive a welcome package available in digital media format, which includes an introduction to Olivet University and an overview of its curricular and co-curricular programs, general policies, and administrative features.

Fall Orientation also provides a chance for students to connect socially with other community members in order to ease the transition into the start of a new academic year.

Student ID Cards

All students are required to have a student ID card. The digital ID card is available in the Populi app. A physical ID card is also available upon request to the Office of Student Affairs and a \$15.00 fee. Loaning a physical or digital ID card to another person is prohibited.

University-Wide Literary Style

The most recent edition of Kate L. Turabian’s *A Manual for Writers of Term Papers, Theses, and Dissertations* is the basic manual of style for the writing of formal papers. Turabian allows for footnotes, endnotes, or parenthetical references. Each division and degree program may specify the kind of documentation it requires. Faculty members may specify exceptions to these standards for particular assignments as necessary.

Leave of Absence / Time Limit Policy

If students intend to return to OU within one year (four quarters) and want to preserve registration privileges, they should file a *Leave of Absence* form. A leave of absence may be taken up to a maximum one year by an enrolled undergraduate or graduate student who has a medical or personal reason that prohibits the student from progressing in his/her degree program.

Students must receive prior approval for any course(s) taken at another institution while on leave by completing a Transfer of Credit Application.

If a student does not return to OU within the stated time period, they will automatically be withdrawn from the college and will need to reapply if they wish to return.

Leaves of absence will extend the maximum time students have to complete the degree program by up to one year.

***Maximum Length of a Leave:** *A leave of absence is generally not approved for longer than one year. However, under special circumstances such as military deployment or medical emergency, a leave may be approved for a maximum of three years.*

Maximum Time Limit

All requirements for degree programs must be completed within set time limits after the student's first term of enrollment in his/her program.

If a student fails to complete his/her program within the time limit, his/her records will be deleted and reapplication is required to continue pursuit of the degree.

When additional time is necessary and appropriate, the student and advisor will petition the student's college for an extension. The extension may be denied, in which case the student will be dismissed, or it may be granted with qualification. The maximum extension is one additional year. Extensions require a review of academic progress and any other factors regarded as relevant by the college, and approval by the academic dean.

Academic Advising

Academic advising is an on-going, intentional, educational partnership dedicated to student academic success. After being admitted to the University, students will be assigned to an academic advisor. Whenever possible, students are assigned additional advisors in the area of study in which the students have expressed an interest.

The role of these advisors is to guide course selection and serve as a resource with regard to the university's policies and procedures. Olivet values the spiritual and academic growth that may develop from healthy student-advisor relationships. Thus, students are encouraged to communicate with their advisors throughout their Olivet careers for advice and assistance in any academic issues.

It is to students' advantage to meet with their academic advisors at least once a quarter and to know their advisors well.

Petitions

Should there arise a scenario in which an exception to an academic policy seems necessary, students may file a request via registrar@olivetuniversity.edu.

Changes in Personal Information

During registration and throughout the quarter, any change in a student's address, employment, marital status, number of children, or other pertinent data should be reported to the Office of the Registrar as soon as possible.

Transcripts

In order for the Office of the Registrar to release a transcript, federal law requires a signature from the student requesting his/her transcript. Transcript request forms may be found in the Student Records area of Populi. Transcripts are issued with set fees. Please see the fee schedule included in this Catalog.

Verbal requests, whether in person or over the phone, cannot be processed. A transcript request from a student on hold for unpaid fines or bills will not be processed until his/her financial obligations are met. Transcripts are generally processed within 7 business days of the request.

Counseling

Students are encouraged to communicate openly, but respectfully, with all OU staff members, and to seek spiritual guidance at any time, especially from the Director of Student Services. Personal counseling is intended to help students better adjust to their University experience and to provide support for their personal walks of faith. OU also encourages students to maintain ties with WOA church leaders throughout their studies at OU.

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

Tutoring

Students who need extra assistance because of academic difficulties may arrange for tutoring through their Academic Advisors. The University believes in giving every student the opportunity for individualized assistance outside of the normal class setting. Online tutoring sessions help students clarify points from lectures, labs, discussion sessions, or assigned readings. All tutoring sessions are intended to supplement, not replace, any class attendance or personal study time.

Study sessions provide students with the opportunity to meet with instructors for individual assistance. Students who take advantage of study sessions are expected to perform better in the classroom. Should an instructor determine a student's progress in one or more areas to be unsatisfactory or below normal (typically considered less than C- work), the instructor may suggest an online study session.

Netiquette Guide

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

Security

Remember that your password is the only thing protecting you from pranks or more serious harm.

- Don't share your password with anyone
- Change your password if you think someone else might know it
- Always logout when you are finished using the system

General Guidelines

When communicating online, you should always:

- Treat instructors with respect, even in email or in any other online communication
- Always use your professors' proper title: Dr. or Prof., or if you in doubt use Mr. or Ms.
- Unless specifically invited, don't refer to them by first name.
- Use clear and concise language
- Remember that all college level communication should have correct spelling and grammar
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you"
- Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING
- Limit and possibly avoid the use of emoticons
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive
- Be careful with personal information (both yours and others')
- Do not send confidential student information via email

Email Netiquette

When you send an email to your instructor, teaching assistant, or classmates, you should:

- Use a descriptive subject line
- Be brief
- Avoid attachments unless you are sure your recipients can open them
- Avoid HTML in favor of plain text
- Sign your message with your name and return email address
- Think before you send the email to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, "reply all"
- Be sure that the message author intended for the information to be passed along before you click the "forward" button

Message Board Netiquette and Guidelines

When posting on the Discussion Board in your online class, you should:

- Make posts that are on topic and within the scope of the course material
- Take your posts seriously and review and edit your posts before sending
- Be as brief as possible while still making a thorough comment
- Always give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying
- Don't repeat someone else's post without adding something of your own to it
- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point
- Always be respectful of others' opinions even when they differ from your own
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way
- Do not make personal or insulting remarks
- Be open-minded

International Student Services

What to do first: A Checklist

Upon arriving at Olivet, there are a number of things that you need to do. We offer a checklist to help you to get started.

1. Check-in at the Olivet International Student Office

Within ten days of arriving at Olivet, new F-1 students must check in at the International Student Office. Bring your passport, I-94 card, and I-20 with you. This is a mandatory procedure: under U.S. Department of Homeland Security guidelines, we are required to confirm your arrival. Failure to complete the check-in procedure may lead to your immigration status being terminated. If you have a "transfer pending" I-20, be sure to return to ISO as soon as you have completed your course registration so that the transfer process can be completed.

2. Open a Bank Account

It is not safe to keep large amounts of cash in your apartment, so we recommend opening a bank account as soon as possible after you arrive. Deposit your checks so they clear in time for you to pay your bills. Ask the ISO for a courtesy letter to help you open a bank account, or otherwise notify us if you have problems or difficulties opening an account. Note: you do NOT need to have a Social Security Number to open a bank account, so please let us know if you are told otherwise.

3. Update Your Address

All F-1 non-immigrants are required, under U.S. law, to report their U.S. residential (not mailing or PO

Box) address through their respective schools and/or immigration sponsors. When you register for classes, be sure to update your U.S. local address with the ISO. Continue to update your address and contact information with the ISO within 10 days of any move.

4. Register and Start Classes

Discuss with your academic advisor or program director about the courses you should be taking. Some programs follow a more structured curriculum while others may be more flexible.

5. Attend a Mandatory F-1 Immigration Information Session

These sessions are mandatory for all new and incoming international students and are recommended for returning students who have been abroad for extended periods of time. See the orientation calendar for all session times.

Mandatory F-1 Visa Orientation

In order to ensure that you are aware of the regulations and requirements of your immigration status, the ISO holds visa orientation sessions for your benefit. Topics covered include: immigration requirements for full-time study; employment; travel; immigration documents and forms; and consequences of not maintaining lawful F-1 status. You are responsible for knowing all the information presented in these sessions. Consequences of not abiding by immigration regulations can be severe.

Immigration Information for F-1 Students

Visa and Document Overview for Students in F-1 Status

Your Legal Obligations

It is essential to remember that you must take full responsibility for maintaining your status with the Department of Homeland Security (DHS). That is, you are responsible for finding out, knowing, and following pertinent regulations. If you take time early on to familiarize yourself with your obligations to the Department of Homeland Security, you should find it easy to maintain your legal status. If, however, you allow yourself to fall "out of status", it may be extraordinarily difficult to be reinstated to legal F-1 status.

The best resources to assist you in maintaining your status are the International Student Office at 1st floor of Olivet University. Every effort has been made to provide reliable and accurate information on rules that govern student immigration classifications. Feel free to come in and ask questions anytime.

Useful Websites for F-1 Students

U.S. Immigration and Customs Enforcement <http://ice.gov>

U.S. Citizenship and Immigration Services: <http://www.uscis.gov/portal/site/uscis>

U.S. Department of State: <http://www.usembassy.gov/>

A Few Words of Advice for Students

- Familiarize yourself with "Student Immigration Definitions" before reading anything else.
- Although most requests for documentation submitted to the ISO usually are done on the spot while you wait, it is prudent to allow at least five business days for processing.
- Bring with you your passport and all relevant immigration documents - including your I-20 and any previous I-20's - when you come to the ISO for immigration information or document processing.
- Carry financial documentation when you travel.
- If you are the least bit uncertain about your status - for example, whether your program will be full-time, whether your permission to stay is valid, or whether you can be paid for an assistantship - check with the ISO immediately.

Students who do not meet the full-time or normal progress requirements may have problems restoring their status. Therefore, if you believe your circumstances warrant extraordinary consideration, it is extremely important that you consult with the ISO or IAO before registering for your program. We are here to help you and advise you.

CHAPTER 14: LEARNING & EDUCATIONAL RESOURCES

Olivet University provides a comprehensive suite of learning and educational resources designed to empower students across all instructional modalities—on-campus, hybrid, and online. These services support rigorous scholarship, practical training, ministry formation, and career readiness. Many resources are available at each extension site, while others are centrally delivered to ensure that all students, regardless of location, benefit from a consistent, high-quality learning experience.

Academic & Instructional Support

Olivet University is committed to equipping every student for academic excellence through an integrated network of instructional, mentoring, and learning-support services. These resources foster intellectual growth, academic integrity, and effective learning for both residential and online students.

Academic Orientation and First-Year Support — New students receive structured orientation to the university's academic expectations, library and technology resources, and online learning environment. Orientation sessions, tutorials, and mentoring help ensure a smooth transition into university-level study.

Academic Advising & Program Planning — Professional academic advisors guide students through degree requirements, course sequencing, and long-term graduation planning. Advisors also assist with understanding academic policies, evaluating transfer credits, and aligning academic pathways with vocational and ministry goals.

Research Assistance and Information Literacy — Librarians and faculty provide individualized research consultations, instructional workshops, and online tutorials to help students locate, evaluate, and ethically use information sources. Training supports both foundational skills and advanced scholarly research.

Faculty Mentoring and Academic Coaching — Faculty mentors offer academic and professional guidance within each program, assisting students in setting goals, developing research interests, and preparing for graduate study or ministry service. Academic coaching is available for students seeking structured support to strengthen academic performance, study skills, or time management.

Assessment & Academic Progress Monitoring — The university regularly assesses student learning outcomes to identify areas for improvement. Advisors and program directors provide early interventions—including academic counseling, success plans, or remedial support—to promote continued academic progress and achievement.

Library & Research Resources

Ralph D. Winter Library & e-Library — Olivet's library system maintains extensive print and electronic collections, subject-specific special collections (including the William L. Wagner Mission Collection), licensed research databases, interlibrary loan services, research guides, and online

tutorials. The library offers synchronous and asynchronous research support, workshops in theological and disciplinary research, and extended service hours during final exam periods.

Digital Access — E-Library services provide 24/7 remote access to scholarly journals, e-books, streaming media, and academic databases that support coursework and faculty research across all campuses. Regular online workshops and webinars help students make effective use of digital research tools.

Online Learning Platform & Digital Tools

MyOlivet (Populi-based learning management system and institution management system) — MyOlivet, the university's Populi-based online learning environment, serves as the central platform for course delivery, gradebooks, announcements, assignment submission, and official student communication. All courses utilize an online classroom where students can access syllabi, lecture materials, assessments, and grades at any time. Populi provides real-time technical support to students and faculty during normal business hours, Monday through Friday.

Commitment to Quality & Continuous Improvement

Olivet University's distance education standards, instructional design processes, and library services are developed to meet recognized quality benchmarks and ensure that students at every location—local or remote—receive a consistent, academically rigorous, and mission-centered education. The university continuously reviews course quality, learning outcomes, and support services as part of its commitment to ongoing improvement and student success across all campuses.

LIBRARY SERVICES

Library Cards

University ID cards and ID numbers serve as library cards for Olivet University students, faculty, instructors, lecturers and staff. Alumni, retired faculty and staff can exercise the limited library privileges as OU students with appropriate ID/PIN information.

Library Hours

Riverside Main Campus

Mon, Tue, Thu: 7:00 am – 8:00 pm PST

Wed, Fri: 7:00 am – 5:00 pm PST

Sat: 8:00 am – 5:00 pm PST

Sun: Closed

San Francisco Campus

Mon, Tue, Thu: 8:00 am – 4:30 pm PST

Wed, Fri: 8:00 am – 12:00 pm PST

Sat: 9:00 am – 12:00 pm PST

Sun: Closed

Circulation Policy**Books and Periodicals**

Once a Library patron selects desired materials, he or she proceeds to check out these selections by submitting the appropriate ID/PIN information as directed by the library computer system, which will allow the materials to be checked out for a two-week period. Library patrons may renew at the end of the two-week period twice for a total of six weeks.

Other Materials

Requests for digital and audio-visual materials shelved in Olivet's Media library follow the procedures used for books.

Number of Items Borrowed

Patron	Number of Items	Length of Loan
Undergraduate Student	10	2 Weeks
Graduate Student	20	2 Weeks
Faculty	30	1 Month
Staff	10	2 Weeks
Alumni	5	2 Weeks

Renewing Library Materials

In Person: At the Circulation/Check Out Desk.

Online: Renew by logging in My Account: <http://olivet.bywatersolutions.com/cgi-bin/koha/opac-user.pl>

Ralph D. Winter Library materials can be renewed if the borrower's account is in good standing.

Account problems that may prevent renewal include:

- Reaching the maximum number of renewals - twice
- Fines and other library charges
- Blocks initiated by the Office of Student Finance Admissions and Records because of an unpaid bill or other account problem

The following items CANNOT be renewed:

- Items that have been requested by another patron. These items should be returned immediately to the Library on their due date.
- Reserve items
- Overdue items

Collection	Kind of Material	Length of Loan
Books	Circulating Reference Reserves	2 Weeks/ 1 Month Library Use Only 2 Hours
Magazines & Newspapers	Latest Issue Back Issues	Room Use 2 Weeks/ 1 Month
Audiovisual	Videotapes, compact discs, DVDs etc.	2 Weeks/ 1 Month

Overdue Notices and Usage Blocking

Overdue notices are issued as a courtesy to all library users. However, non-receipt of an overdue notice does not exempt a borrower from applicable punishment. For those who fail to comply with the circulation policy may be blocked from the library usage. To avoid overdue notices and the blocking of usage, please renew your materials before the due date stamped in each item.

Returning Library Materials

Borrowers may return Ralph D. Winter library materials to the Check-Out Desk on the University's main campus.

Reference Services

A librarian is on duty for assistance to help locate information in the Library or from outside sources. In-depth instruction or workshops in the use of the reference tools, audio-visual materials and equipment, the Web catalog, Web periodical databases, Internet research, and library technologies are also available.

Forms related to library instruction requests /study assistance are available as appendices to this handbook.

Copying/Photocopy Services

Patrons making or requesting copies are responsible for ensuring that their copying conforms to laws concerning copyright and fair use.

Copiers are available on the main level of the library. Copies are 10 cents per page for black and white, and 25 cents per page for color. After copying, patrons can pay at the circulation desk.

Computers and Internet

The Library Computers consist of PC computers with programs to support academic work, including Internet access, document editing software (e.g. Microsoft Office), and Internet browser (e.g. Internet Explorer). All currently registered Olivet University students may use the computers. There are 15 computers in the Library, 7 for patron research and 8 for librarian and library staffs.

Computers may be used on a first-come-first-serve basis, though priority is given to reference activity. Students are encouraged to save their files to an external drive; files saved on the computer hard drive are subject to deletion when the computers are shut down. Students should use virus-free components, as viruses may cause serious damage.

Hard disks should not be tampered with, nor should any programs be added to or copied from computer hard drives.

CHAPTER 15: UNIVERSITY SERVICES AND UNIVERSITY OFFICES

University Offices

For correspondence with specific departments use the email addresses below.

Student Finance Office: studentfinance@olivetuniversity.edu

Financial Aid Office: finaid@olivetuniversity.edu

Library Services: library@olivetuniversity.edu

Registrar's Office: registrar@olivetuniversity.edu

Admissions Office: admissions@olivetuniversity.edu

Student Services Office: student.info@olivetuniversity.edu

International Student Office: iso@olivetuniversity.edu

Below is the contact information for each location and where class sessions will be held.

Olivet University, Riverside

36401 Tripp Flats Road,
Anza, CA 92539
(951) 763 0500
info@olivetuniversity.edu

Olivet University, San Francisco

201 Seminary Drive,
Mill Valley, CA 94941
(415) 371 0002
admissionssf@olivetuniversity.edu

Olivet University, Washington D.C.

201 Rittenhouse St., NW,
Washington, DC 20011

Olivet University, St. Louis

5341 Emerson Ave.
St. Louis, MO 63120

10257 St. Charles Rock Road
St. Ann, MO 63074

8300 Morganford Road
St. Louis, MO 63123

Olivet University, Los Angeles

1329 S. Hope Street
Los Angeles, CA 90015

Olivet University, Nashville dba The Jubilee School

141 Belle Forest Circle
Nashville, TN 37221

Olivet University, Orlando

519 South Park Ave.
Sanford, Florida 32771

College Administration Offices

Olivet Theological College and Seminary: otcs@olivetuniversity.edu

Jubilee College of Music: jcm@olivetuniversity.edu

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

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

Olivet Institute of Technology: oit@olivetuniversity.edu

Olivet Business School: obs@olivetuniversity.edu

Olivet School of Language Education: osle@olivetuniversity.edu

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

Olivet School of Agriculture: ag@olivetuniversity.edu

Technology Requirements

Broadband Internet

A fast internet connection ensures that students navigate through Populi quickly and efficiently, typically DSL, wifi or cable service.

A modern, updated web browser

Populi runs on up-to-date releases of popular web browsers.

Here are the browsers we recommend for use with Populi. We recommend students to always try to use the most recent version possible—as companies release newer versions of browsers, they usually drop support for older versions.

PC or Mac

- Google Chrome is probably the best option if you're using Windows. It's also very good for Mac users.
- Mozilla Firefox is another good choice on Windows computers (works pretty okay on Macs, too).
- Apple Safari is great on Macs. Not so much on Windows.
- Last and certainly least, Microsoft Edge.

Mobile browsers

- iOS Safari does well, as does Google Chrome for iOS.
- The stock Android browser works, as does Chrome for Android.
- The Firefox browsers for both iOS and Android aren't problematic.
- Microsoft Edge (mentioned above) is baked-in to Windows 10 devices and works with Populi.

If you tend to tinker with your browser settings, make sure to enable Javascript and cookies. Ad-blockers don't pose any problems for the most part, but if you do fiddle with those, just make sure to whitelist your school's Populi site.

Other common applications

You can use Populi to export all kinds of files. The three most common are spreadsheets, PDFs, and word documents (note the lower-case *w* there). Most computers have the software you need to open these files, but in case yours doesn't...

- [Open Office](#) can open spreadsheets and documents (we use it to generate files for [custom page layouts](#)).
- [Adobe Acrobat reader](#) handles PDFs. If, for some reason, you have to use an old version, the oldest one that works is version 6.

Monitor

Populi is easiest to use if your monitor is set at a minimum resolution of 1280 x 1024 pixels. This is not something most users with a modern computer or monitor need to worry about, but there it is anyway!

<https://support.populiweb.com/entries/87315-Introduction-to-Populi>

EQUIPMENT USED IN COURSES

Students in the Theology program are required to have their own laptops with wifi internet connection for course work and lectures. Below are suggested specifications.

- * Type: PC or Mac
- * Processor: Intel Core i5 or i7 or AMD equivalent
- * Display: 13" or larger

- * Memory: 16GB or higher for PC / MAC
- * Hard Drive: 256GB SSD or higher
- * I/O ports: Two USB 3.0 ports
- * Video out: HDMI or DisplayPort
- * Wireless: AC preferred, N minimum
- * OS: Windows 10 (preferred) for PC / El Capitan (Sierra preferred)

CHAPTER 16: UNIVERSITY LEADERSHIP

BOARD OF TRUSTEES

- Dr. Ginturn Tran
- Dr. Tak Wai Wong
- Brian Hyunjune Kim
- Seonho Song
- Amanda Garcia
- Dr. Jonathan Park

ACADEMIC AND ADMINISTRATIVE LEADERSHIP

- Dr. Jonathan Park
University President
- Dr. Walker Tzeng
Vice President
Chaplain, Dean of Olivet Institute of Technology
- Dr. Joseph J. Lee
Dean of Academic Affairs
- Mr. Mark Li
Chief Financial Officer
- Dr. Nicole Enke
Dean of Students
- Dr. Sarah LaFleur
Dean of Olivet Theological College & Seminary
- Dr. Merril Smoak
Dean of Jubilee College of Music
- Dr. Joan Carter
Dean of Olivet School of Art & Design
- Dr. Jasmine Park
Dean of Olivet School of Language and Education

- Dr. Donald Tinder
Dean of Zinzendorf School of Doctoral Studies
- Dr. Tom Cowley
Dean of Olivet Business School
Director of Doctor of Ministry Program
Director of the Institute of Faith and Family
- Dr. William Wagner
Director of Olivet Institute for Global Strategic Studies
- Dr. Joseph Ray Tallman
Director of Olive Branch Institute of Islamic Understanding



OLIVET UNIVERSITY

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

2025 - 2026

Graduate Academic Catalog

2025-2026 (5th Edition)

September 1, 2025 through August 31, 2026



Olivet University
www.olivetuniversity.edu

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ACADEMIC AND ADMINISTRATIVE LEADERSHIP

Welcome From the President

Welcome to Olivet University.

At Olivet, we are committed to one great calling: training and equipping men and women to proclaim the Gospel boldly and effectively. Rooted in Scripture and empowered by the Holy Spirit, our mission is to prepare students to lead lives of service, faith, and impact in the church, in society, and on the global mission field.

We live in a time when truth is often challenged, faith is increasingly marginalized, and the next generation is searching for purpose and direction. At Olivet, we stand firm, holding fast to the faith and raising up leaders who will do the same. Through rigorous Biblical education, practical ministry training, and a global vision, we aim to build a new generation of Christian leaders who will carry the light of Christ into every sphere of culture and influence.

Whether you are a prospective student, parent, pastor, or friend, I invite you to explore what God is doing at Olivet. This is more than a school — it's a community of believers dedicated to truth, transformation, and the Gospel mission.

Thank you for your interest in Olivet University. May your time with us be marked by deeper faith, greater knowledge, and a renewed sense of purpose in the Kingdom of God.

In Christ,

Dr. Jonathan Park

President, Olivet University

Disclaimer

Published online: June 16, 2026

This catalog supersedes all previous editions.

The policies and procedures contained in this handbook are in effect from September 1, 2025, through August 31, 2026. Although the information herein has been reviewed, the text may nevertheless contain errors, which will be corrected when brought to the attention of the University.

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

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

Program Availability Disclaimer

Olivet University qualifies for the religious exemption status with the Bureau for Private Postsecondary Education (BPPE) under the California Education Code (CEC) section 94874(e), and the exempt status was verified by the BPPE.

Accordingly, only selected programs within Olivet Theological College & Seminary and the Zinzendorf School of Doctoral Studies are currently offered at the time of publishing this academic catalog.

The institution is currently exploring legal and administrative avenues for the future reactivation or relocation of its broader academic offerings.

CHAPTER 1: GENERAL INFORMATION

Obtaining a Catalog

To order a copy of this catalog, please visit: <https://www.olivetuniversity.edu/resources/>

Statement of Student Responsibility and Rights

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

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 (toll free) and (916) 263-1897 (fax).

Statement of Non-Discrimination

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

Academic Calendar 2025-2026

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

Administrative Holidays 2025-2026

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

Administrative Holidays	
Fall Quarter: WOA Event Thanksgiving Break Christmas Holiday	 Oct 27~31, 2025 Nov 27-28, 2025 Dec 24-25, 2025

Winter Quarter: New Year's Day Martin Luther King Jr. Day Presidents' Day	Jan 1, 2026 Jan 19, 2026 Feb 16, 2026
Spring Quarter: Good Friday Memorial Day	April 3, 2026 May 25, 2026
Summer Quarter: Independence Day Labor Day	July 4, 2026 Sep 1, 2026

Vision, Mission, Goals, Values

Mission Statement

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

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

Vision

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

Mission Strategy

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

Olivet University: A Journey of Growth and Expansion

In the year 2000, Olivet was established as a Bible college under the name Olivet Theological College & Seminary (OTCS). Serving as a 'seedbed' for missions, OTCS provided diverse fields of study and distance learning to ministry-bound students worldwide. Rapid development necessitated significant changes to accommodate the growing student body.

In 2004, Olivet University was incorporated, consisting of five colleges seeking accreditation from the Association for Biblical Higher Education. These colleges were OTCS, Jubilee College of Music, Olivet School of Media and Communication, Olivet School of Art & Design, and Olivet Institute of Technology. In 2007, the university received candidacy status from ABHE, which paved the way for further expansion, including the establishment of the Olivet School of Language and Education, and full accreditation was achieved in 2009.

Having achieved its initial goal of accreditation, Olivet University turned its focus towards building a nationwide extension campus network. The Olivet Business School, the seventh college, was founded during this period. Additionally, the Zinzendorf School of Doctoral Studies was established as an extension of OTCS to bolster the University's doctoral programs. Three institutes were formed within the doctoral school to promote research and innovation in key faculty interest areas.

In 2014, Olivet University proudly moved into its first residential campus, nestled across 1,200 acres of scenic Riverside County in Southern California. Simultaneously, the University supported the establishment of the World Evangelical Center, contributing to the development of a large extension site in Dover, NY. This collaborative project aimed to unite evangelicals, churches, and ministries, fostering collaboration, prayer, strategic planning, and interaction with an active seminary campus community.

Between 2016 and 2018, Olivet University witnessed the launch of the Olivet School of Engineering and Architecture and the Olivet School of Agriculture, with plans for a future school of hospitality. The integration of practical learning and entrepreneurial initiatives across existing colleges, along with the introduction of joint degrees between the Master of Divinity and other university colleges, promoted interdisciplinary studies. Notably, in 2019, the University introduced its first degree programs entirely taught in Chinese and Korean languages, reaching out to a broader audience.

In 2017-2018, Olivet University's San Francisco site earned recognition as a full campus within the university system. The relocation to the former Golden Gate Baptist Theological Seminary campus in Mill Valley, CA, enabled the preservation of 70 years of theological education history in the San Francisco Bay area.

Since 2020, Olivet University has been diligently strengthening its administration, colleges, and extension network. This dedication to growth is reflected in the initiation of classes at two locations in St. Louis, MO, an extension in Sanford, FL, and another in Los Angeles, CA.

As Olivet University continues on its journey, it remains committed to providing exceptional education and fostering an environment of academic excellence, innovation, and collaboration. With a rich history and a vision for the future, Olivet University continues to shine as a beacon of knowledge, dedication, and service to its diverse student community worldwide.

Values

Jesus Christ

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

The Kingdom of God

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

Access

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

Global Community

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

Service

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

Quality

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

Institutional Goals of Olivet University

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

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

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

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

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

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

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

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

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

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

Olivet's Core Learning Outcomes

Olivet's core learning outcomes are learning outcomes expected of every Olivet graduate regardless of program area. They describe core skills and abilities our graduates need to succeed in the professional world, and in a world that demands continuous learning--skills like critical thinking, problem solving, writing, speaking, and the ability to do information research and use technology.

Olivet's curriculums are intentionally developed to foster achievement of these outcomes in all of our students. Each program at Olivet, including Olivet's graduate and doctoral programs, describe what graduates of their particular programs or program areas will be able to do as a result of learning experiences within their programs. They intentionally flow, and often overlap with core (university-wide) outcomes to some extent. When that is the case, program-specific outcomes typically require the student to demonstrate higher levels of competency in a particular outcome, or performance of the outcome in a context unique to that discipline.

The following is a description of Olivet's core learning outcomes expected of every Olivet graduate regardless of program area.

Spiritual & Evangelistic Growth (se)

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

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

Biblical Competence (bc)

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

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

Academic Excellence (ae)

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

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

Emotional-Social Development (es)

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

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

Ministry Impact (mi)

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

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

Faith-First Educational Philosophy

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

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

Statement of Faith

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

We believe in:

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

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

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

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

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

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

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

Olivet University Commitment to Students

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

Olivet is committed to:

Spiritual Wellness

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

Intellectual Wellness

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

Emotional Wellness

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

Physical Wellness

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

Social Wellness

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

Expectations on Student Commitment

Students must reflect, to the satisfaction of the institution, their commitment to the abovementioned mission, vision, values, and statement of faith of Olivet University, as a condition of continued enrollment. Actions that violate these elements are subject to discipline, including dismissal.

Statements on Institutional Approval

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

State of Tennessee

Olivet University dba The Jubilee School is authorized for operation as a postsecondary educational institution by the Tennessee Higher Education Commission. In order to view job placement and graduation information on the programs offered by The Jubilee School, please visit www.tn.gov/thec/ and go to “Learn About > Tennessee's Colleges and Universities > Authorized Institutions and Data > Institutions Q-U”, or click on this direct link, and then go to the tab “T”.

State of Washington, D.C.

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

Statements on Institutional State Exemptions

State of California

Olivet University qualifies for the religious exemption status with the Bureau for Private Postsecondary Education (BPPE) under the California Education Code (CEC) section 94874(e).

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

State of Missouri

Olivet University operates in the State of Missouri under the “Religious Accreditation” exemption, pursuant to MO 6 CSR 10-5.010(3)(A), and verified by the Missouri Department of Higher Education & Workforce Development. The status of exemption does not constitute approval or recognition of the institution or its programs of instruction by the Coordinating Board, the Department of Higher Education and Workforce Development, or the State of Missouri.

State of Florida

Olivet University operates under a religious exemption and without governmental oversight in the State of Florida.

Institutional Accreditation

Olivet University is accredited by the Association for Biblical Higher Education Commission on Accreditation (5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407.207.0808) to grant certificates and degrees at the Baccalaureate, Master’s, and Doctoral levels.

The ABHE Commission on Accreditation’s recognition with the Council on Higher Education Accreditation (CHEA) includes certificates, diplomas, associate, baccalaureate, and graduate degrees, including doctoral degrees. The Commission’s scope of recognition with the U.S. Department of Education does not include doctoral education.

Olivet University is listed here in the ABHE directory of member institutions.

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/>.

Degree Program By Locations

Riverside, CA: B.A. in Theology, M.Div.

San Francisco, CA: M.Div., D.Min., Ph.D. in G.T.S

Los Angeles, CA: B.A. in Theology, M.Div.

St. Louis, MO:

M.Div

Washington D.C.: M.Div.

Sanford, FL: M.Div.

CHAPTER 2: APPLYING TO OU

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

Olivet University does not award academic credit for informal or non-institutional prior experiential learning, such as work experience, personal study, or training outside of a formal educational context. Prospective students should take this into consideration before applying for credit transfer.

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

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

Admissions personnel will review applicants' information and inform the applicant about the admission decision. Prospective students are encouraged to discuss their plans, goals, and questions with the Office of Admissions (admissions@olivetuniversity.edu) during this application process.

Admissions Policy

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

Applicants will receive official notification via email regarding their admission status, whether accepted or denied, along with the basis for any denial of admission.

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

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

Graduate

1. Application Form. Prospective students interested in applying to Olivet University must submit the application form from <https://apply.olivetuniversity.edu/> Olivet University does not accept the Common Application.

2. Admission Essay. Applicants must submit a written admission essay. Admission essay Part I should be approximately 700-1000 words in length describing their personal faith in Jesus Christ. Admission essay Part II should be no less than 1000 words, describing their reason for applying to the University and their study plan. All applicants to Olivet University should evince a strong Christian character, the potential for effectiveness in Christian ministry, and the scholastic ability and emotional maturity to handle a higher education experience.

3. A bachelor's degree from a CHEA or USDE-accredited U.S. institution. Note: Applicants with a baccalaureate degree from a state approved non-accredited institution are encouraged to apply and ask for a transcript evaluation to determine whether conditional admission is possible.

Applicants are responsible for making sure this information is emailed directly from the issuing educational institution to the email address of the Admissions Office at admissions@olivetuniversity.edu or mailed directly from the issuing educational institution to the following address of Olivet University:

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

4. A minimum 3.0 grade point average on a 4.0 scale, or the equivalent according to the institution's grading norms, for all coursework during the last two years of undergraduate study. Applicants with an undergraduate GPA of less than 3.0 may be admitted on probation under the following provisions:

- The applicant must complete sixteen hours of graduate courses with a cumulative graduate GPA of 3.0 or higher.
- Successful completion of these requirements will lift the student's probationary status and allow him or her to continue in the degree program.
- An undergraduate background supported by undergraduate achievement, which would indicate the applicant's ability to engage successfully in graduate-level studies.

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

If an applicant submits multiple score reports, the highest score earned in every single subscore of the examination is used.

*NOTE: GRE/GMAT test scores are not required to establish the admission eligibility of applicants with a bachelor's degree program grade point averages of 3.00 or above on a 4.0 scale. While applicants are not required to submit test scores to Olivet if they earn at least a 3.00 average, it is recommended that they do so. Standardized admission tests can be helpful for advising and placement in appropriate courses.

7. Program Language Proficiency

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

- i. Degree programs in English. This is the regular type of degree program offered at Olivet University and as long as not noted otherwise in the enrollment agreement. All instructions at Olivet University are offered in English.
- ii. Degree programs fully in Chinese. These degree programs exclusively require evidence for minimum Chinese language proficiency. All instructions at these programs are offered in Chinese only.
- iii. Degree programs fully in Korean. These degree programs exclusively require evidence for minimum Korean language proficiency. All instructions at these programs are offered in Korean only.
- iv. Degree programs with additional language proficiency requirements beyond the ones relating to the language of instruction. These language requirements normally relate to the original languages required for research and are separately listed in those program descriptions.

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

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

8. Recommendations - Applicants are required to submit at least three letters of recommendation as outlined below. Please note that recommendations may not be provided by immediate family members or spouses.

- Pastoral Recommendation. One reference letter must be from a pastor affiliated with the applicant's local Olivet Assembly (OA) church, verifying the applicant's current involvement and standing within the church community.
- Church Member's Recommendation. A second letter must come from a committed member of the applicant's local OA church who can speak to the applicant's faith in Jesus Christ and overall spiritual character.
- Ministry Recommendation. Applicants who are actively involved in a ministry outside their local OA church are required to submit a third reference letter from their ministry leader. This reference should affirm the applicant's contributions—both spiritual and practical.

Note: If a ministry leader's recommendation is unavailable, applicants may instead submit one of the following alternatives:

- A recommendation from a committed member of the Olivet Assembly church, who has previously served as the applicant's faculty (if applicable).
- A letter from another pastor within their local OA church

These alternatives are especially appropriate for:

- Applicants with limited ministry involvement due to visa status or personal circumstances
- Applicants whose pastor also serves as their ministry leader
- Recent high school graduates who have not participated in a ministry context

9. Statement of Faith – Applicants are required to sign Olivet University's Statement of Faith.

10. Application Fee – Applicants are required to submit a \$75.00 non-refundable application fee.

English Language Proficiency Requirements for Graduate Programs and Courses

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

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

1. Master's Degree: A minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet-Based Test (iBT), a 6.5 on the International English Language Test (IELTS), 50 on the Pearson Test of English Academic Score Report, or 105 on the Duolingo English Test.
2. First Professional Degree or Professional Doctoral Degree: A minimum score of 550 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 80 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 58 on the Pearson Test of English Academic Score Report, or 110 on the Duolingo English Test.
3. A minimum grade of Level 3 on the ACT COMPASS's English as a Second Language Placement Test;
4. A minimum grade of Pre-1 on the Eiken English Proficiency Exam;
5. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;
6. A transcript indicating completion of at least 30 semester credit hours (45 quarter credit hours) with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English.
7. A high school diploma completed at an accredited/recognized high school where the medium of instruction is English.

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

Spanish Language Proficiency Requirements for Individual Graduate Courses

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

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

education recognized and accredited by the department of education.

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

Chinese Language Proficiency Requirements for Graduate Programs and Courses

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

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

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

Korean Language Proficiency Requirements for Graduate Programs and Courses

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

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

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

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

Student Identity Verification

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

Policy for Student Identity Verification in Distance Learning

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

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

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

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

Implemented Practices for Compliance

a. Secured Electronic Identification System

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

The login ID must be unique and the password must adhere to certain security rules, including periodic changes. Password information is kept confidential and is not accessible by anyone, including network administrators. Passwords can only be reset but not recovered. A student

requesting that their password be reset may be asked to provide two or more pieces of information for comparison with data on file, or to come to the University in person with a photo ID or verification.

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

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

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

b. Proctoring

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

i) Onsite Proctoring

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

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

ii) Online Proctoring

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

Acceptable forms of photo ID for proctoring:

- Valid U.S. passport book or passport card
- Valid U.S. military photo ID card for active duty, reserve, or retired personnel

- Valid foreign passport
- Valid state-issued Driver License or photo ID

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

General Transfer Student Admissions Policy

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

Students applying for transfer to Olivet University must follow the admission procedures. Students are responsible for making sure their official college transcripts from all schools attended are emailed directly from the issuing educational institution to the email address of the Admissions Office at admissions@olivetuniversity.ed or mailed directly from the issuing educational institution to the following address of Olivet University:

Olivet University
Attn: Admissions Office

36401 Tripp Flats Rd.
Anza, CA 92539

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

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

OU accepts transfer credit from other accredited educational institutions and challenge examinations and standardized tests such as the College Level Placement Tests (CLEP) for specific academic disciplines:

UNDERGRADUATE

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

GRADUATE

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

Transfer Credit Award Requirements

Transfer credit is awarded based on specific requirements:

- Credit must be awarded from an official college or university transcript, from an official Advanced Placement, College Level Examination Program or International Baccalaureate test score report, or from an official document considered equivalent to a transcript issued by the Registrar.
- Courses taken in a college or university in a continuing education or extension program must be applicable toward the degree being pursued by full-time students at that institution.
- Only equivalent level course work will be accepted toward their respective degrees.
- Previously awarded transfer credit will be deducted if coursework is repeated.
- Developmental courses that are similar in content to credit-earning courses at Olivet University will be accepted; however, those courses that are not applied toward a degree at the transferring institution will not be accepted.
- No transfer credit is granted for Certificate programs.
- Transfer students with an earned baccalaureate degree from CHEA or USDE recognized accredited institutions normally will have the core curriculum requirements for the undergraduate program waived.
- Courses that are over 10 years old are not transferred directly to Olivet University unless the courses are part of a baccalaureate or associate degree. However, credits that are over 10 years old may be validated by the student’s successful completion (“C” or better) of a recent upper-level college course in the discipline.
- Students seeking to transfer credit from institutions outside the United States and Canada are subject to having their transcripts reviewed by a credentials evaluation service as a guide for transfer credit evaluation.

Olivet University has entered into three articulation agreements.

- Harvest University (CO): Graduates from the Harvest Master of Divinity program are considered equivalent to graduates from OU's M.Div. program with regards to fulfilling admissions requirements for OU's D.Min. and Ph.D. in GTS. program.
- Jubilee University (MO): Graduates from the Jubilee University(JU) bachelor's program are considered equivalent to graduates from OU's bachelor's programs regarding fulfilling admissions requirements for OU's M.Div. program. Graduates from the JU bachelor's program are required to take an Olivet Theological College & Seminary (OTCS) comprehensive exam to be considered for admission into its M.Div. program.

- Great Commission University (IN): Graduates from the Great Commission University(GCU) bachelor's program are considered equivalent to graduates from OU's bachelor's programs regarding fulfilling admissions requirements for OU's M.Div. program. Graduates from the GCU bachelor's program are required to take an Olivet Theological College & Seminary (OTCS) comprehensive exam to be considered for admission into its M.Div. program.

Additionally, in specific and limited cases, Olivet University may evaluate for credit certain structured learning experiences offered through select Olivet Seminary courses. These course instances, delivered by alternative education providers, are reviewed through a formal catalog-based process and must meet academic standards established by the University. This process does not constitute traditional transfer credit, nor can it be requested by students. Instead, students registered in eligible course sections will be notified if their course has been pre-authorized for credit recognition by Olivet University. Olivet Seminary locations are not permitted to advertise this internal evaluation process to recruit students.

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

Olivet University reserves the right to notify applicants that they must have their non-U.S. academic transcripts evaluated by an academic transcript evaluation agency using a course-by-course report.

Olivet prefers that transcripts be evaluated by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) or one of the National Association of Credential Evaluation Services (NACES) member agencies. In such cases, credit and placement decisions are based on the recommendations of AACRAO or NACES . Please note that applicants are financially responsible for the cost of these evaluation reports.

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 for Undergraduate programs; Credit will be awarded for courses in which a "B" or higher was earned for Graduate programs.
- Transfer grades and grade point averages are assigned on the basis of the Olivet University grading policy. For courses taken at institutions that use combined grades (e.g., "AB"), the lower grade will be used.

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

Credit Hour Equivalencies

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

Instances of Fraud

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

CHAPTER 3: TUITION AND CHARGES

Costs of Attendance, Tuition and Fee

Annual Cost of Attendance (Graduate Degree Programs)	
Books and Supplies (estimated)	\$1000
Fees specific to certain classes, for example in the performing and fine arts, might increase this estimate significantly for some majors.	
Room & Board	Approx. \$4,635 – \$22,500 (Varies with instruction site and choice of housing; based on 9 months academic year.)
Other Expenses	\$150
Tuition (Full-time Students)	\$6,552 – \$13,104 (Based on 8-16 units per quarter)
Tuition (Part-time Students)	\$3,276 – \$5,733 (Based on 4-7 units per quarter)
Typical Total Annual Cost:	\$15,613
Typical Total Quarterly Cost:	\$5,204

Graduate Tuition*

General Graduate Degree Programs	\$278 per unit
Auditing Courses	See <i>Registration Fees</i> below

Other Fees (Non-Refundable)*

Admissions Fees	
Application for Admission	\$75
Application for Re-Admission	\$75
General Fees	
Transcript Issuance	\$15 per copy
Enrollment Verification	\$15 per copy
Third Party Forms with specialized information	\$15 per copy
The Registrar's Office will complete and certify third-party forms that require information different from the current enrollment verification form.	
Customized Verification Documents	\$50 per copy

The Registrar's Office will create a customized document other than the school's standard documents.	
Diploma Replacement Fee	\$30 per copy
Expedite Service Fee (Rush Processing)	\$25
Transcript Evaluation Fee	\$50
Student ID Card Fee	\$15
Advanced Standing Examinations	\$20 per exam
Comprehensive Exams	\$50 per exam
I-20 Processing Fee	\$80
U.S. Domestic Mailing Fee	\$10
U.S. Domestic Express Mailing Fee	\$40
International Mailing Fee	\$80
Registration Fees	
Course Audit Fee	\$50 per unit
Late Registration Fee	\$50
Course Add/Drop Fee	\$15 per course
Course Withdrawal Fee	\$15 per course
Credit Transfer Assessment Fee	\$80
Payment Fees	
Late Payment Fee	\$75
Installment Late Payment Fee	\$25 per occurrence
Late Financial Application Fee	\$25
Installment Payment Sign-up Fee (3 months)	\$25
Installment Payment Sign-up Fee (4 months or more)	\$50
Graduation Fees	
Graduation Fee	\$100
Gown Rental Fee	\$40
Diploma Cover (Optional)	\$25
Lodging (Optional)	\$75
Photos (Optional)	\$60

Graduation Fee: A non-refundable Graduation Fee is assessed to all students at the University each time a student applies to graduate. It is used to defray the cost of processing candidates for graduation, printing diplomas, and conducting the commencement ceremonies. The Graduation Fee does not cover the cap and gown fees.

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

On-Campus Housing at Riverside Campus

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

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

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

Each unit is equipped with wireless Internet and furnished with: bedroom furnishings stackable bunk beds with mattress (approximately 36"x80") wardrobe closet work desk and chair (upon request) bedside drawers students provide their own bedroom supplies: linens, towels, hangers, toiletries cleaning supplies: vacuum cleaner, mop, broom, sponges

Advantages of living in the Olivet University residence halls' close proximity to classes and facilities leadership opportunities supportive living and study environment living with fellow students and staff to assist residents on-site amenities such as laundry facilities, parking, and meal plans housing payment options

Dorm 4-occupancy (shared bath)

- Non-WOA: \$260 per person /month

- WOA: \$180 per person /month

Dorm 3-occupancy (shared bath)

- Non-WOA: \$300 per person /month

- WOA: \$200 per person /month

Dorm 2-occupancy (shared bath)

- Non-WOA: \$340 per person /month

- WOA: \$280 per person /month

Dorm Single (0.5 bath)

- Non-WOA: \$660 per person /month

- WOA: \$600 per person /month

Dorm Single with Bath

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

- WOA: \$650 per person /month

Faculty housing with bath:

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

- WOA: \$700 per person /month

Application Fee: \$100

Deposit: \$200

Room Reservation Fee:

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

- WOA: \$50 per person /month

Storage Fee:

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

- WOA: \$50 per person /month

Additional Key:

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

- WOA: \$10 per person /month

Unreturned Replacement Key: \$20

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

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

On-Campus Housing at San Francisco Campus

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

Room Type	Students	Guest
Dorm 2-occupancy (shared bath)	\$700 per person / month	\$23 per person / day
Dorm 1-occupancy (shared bath)	\$1400 per room / month	\$46 per day

Dorm Single (with bath)	\$1400 per room / month	\$46 per day
1-Bdr apartment	\$1500 and up / month	N.A.
2-Bdr apartment	\$2000 and up / month	N.A.
Deposit (due upon arrival)	One month of rent	\$330
Room Reservation Fee	\$100	\$100
Additional Parking Fee	\$100 per month	N.A.
Additional Key	\$20	N.A.
Unreturned Replacement Key	\$20	\$20

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

Tuition Payment Policy

Fee Waiver Policy

The purpose of this policy is to achieve several objectives:

1. **Supporting diversity and inclusion:** A large portion of Olivet University's students have had missionary experience or will be involved in missions directly or indirectly, and many of them come from all around the world, including non-developed countries. In order to promote diversity and inclusion by ensuring that individuals from different socioeconomic backgrounds have the opportunity to participate, the University's Business Office has decided to set up this fee waiver policy, which can help remove financial barriers for those who want to participate in missions.
2. **Fulfilling social responsibility or enhancing public relations:** Since the University receives donations from alumni all around the world, it feels a responsibility to give back to their support and to support the students coming from their countries. By extending this support to all students, Olivet University can enhance its public relations and reputation with the alumni.
3. **Encouraging recruitment:** A fee waiver policy can encourage more students to enroll in programs or services by reducing financial barriers and making them more accessible to a wider range of individuals all around the world.

The scope of the policy

Who will be eligible:

All active students at the Riverside and San Francisco campuses and their families.

What fees are to be waived:

- On-Campus Housing fees at Riverside Campus

Room Type	Non-WOA	WOA
Dorm 4-occupancy (shared bath)	\$260 per person / month	\$180 per person / month
Dorm 3-occupancy (shared bath)	\$300 per person / month	\$200 per person / month
Dorm 2-occupancy (shared bath)	\$340 per person / month	\$280 per person / month
Dorm Single (0.5 bath)	\$600 per person / month	\$600 per person / month
Dorm Single with Bath	\$720 per person / month	\$650 per person / month
Application Fee	\$100	
Deposit	\$200	
Room Reservation Fee	\$30	\$50
Storage Fee	\$10	\$50

- On-Campus Housing fees at San Francisco Campus

Room Type	Students	Guest
Dorm 2-occupancy (shared bath)	\$700 per person / month	\$23 per day
Dorm 1-occupancy (shared bath)	\$1400 per room / month	\$46 per day
Dorm Single with Bath	\$1400 per room / month	\$46 per day
1-Bdr apartment	\$1500 and up / month	N.A.
2-Bdr apartment	\$2000 and up / month	N.A.
Deposit (due upon arrival)	One month of rent	\$330
Room Reservation Fee	\$100	\$100
Additional Parking Fee	\$100 per month	N.A.

- Meal Plan at Riverside Campus

	Non-WOA	WOA
Adult (15+years)	\$9.00 per meal	\$7.00 per meal

Application process

- No application is needed. On-campus housing fees at the Riverside and San Francisco

campuses, as well as meal charges at the Riverside campus, are automatically waived for all residents at these two locations while this policy is in effect.

Communicate the policy

- Publishing the policy on the university website
- Presenting at Orientation
- Copy of policy in the handbook
- Providing training to relevant staff members who will be responsible for implementing the policy

Cancellation policy

- OU reserves the right to cancel the fee waiver at any time.
- Reasons it can be canceled: not an active student, suspension/expulsion, misbehavior

Evaluate the policy

Review the policy yearly to ensure that it is achieving its intended goals and making a positive impact.

Payment Options

Payment may be made using check, debit or credit cards, and wire transfers. Students can make payments online through Populi (debit or credit card). For any questions regarding payment please email studentfinance@olivetuniversity.edu.

Checks are accepted either in person at the cashier or by mailing the payment to Attn: Student Finance Office, Olivet University, 36401 Tripp Flats Rd, Anza, CA 92539. All checks need to be in US currency and should be made payable to Olivet University. Please include the student name and ID on the check. Any check payment that returns as unpaid to the student account will result in a returned check fee.

Domestic/International Wire Transfer information can be obtained from the Student Finance Office by emailing studentfinance@olivetuniversity.edu.

Installment Payment Plan

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

Delinquent Accounts

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

- Restricted from registering for the subsequent quarter.
- Grade will not be released.

Student Account Disputes

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

Cancellation and Refund Policy

Student's Right to Cancel

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

Refund Policy:

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

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

Fall, Winter Spring and Summer quarter:

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

percent

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

Sample Student Refund Calculation

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

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

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

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

Loans

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

Bankruptcy

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

Presently, Olivet University does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

Scholarship

Scholarship at Olivet University begins with the commitment of the affiliated ministries to quality education. Gifts from the affiliated ministries and faithful individuals provide major funding for financial assistance. The University Scholarship serves as a tool to meet the enrollment goals of the University and attract students who would contribute to His Kingdom and the diverse student population. The goal of scholarship is to remove financial barriers in order to maintain access for qualified students.

Application Process and Forms

Instructions and eligibility information for scholarship can be found in the academic catalog and on the [website](#). Updated scholarship information and application forms are made available at least 60 days before the deadline. The application process is outlined below.

1. ~~Scholarship announcement:~~ The Student Finance Office announces the submission of

scholarship applications 21-30 days prior to the application deadline for current students. And send announcements to new applicants while they are applying to a program.

2. **Scholarship application:** Interested students complete and submit the scholarship application form along with all required documents by the stated deadline. The scholarship application forms are available at <https://apply.olivetuniversity.edu>.
3. **Application review:** The student finance office reviews each scholarship application to ensure that all eligibility requirements are met and all necessary documents are included.
4. **Selection process:** The Scholarship Committee, consisting of the Chief Financial Officer, College Deans, and Directors, reviews eligible applications and selects recipients based on predetermined criteria, such as academic achievement, financial need, and community involvement.
5. **Scholarship notification:**
 1. Award disbursement and notification: The student finance office disburses scholarships to awarded students and notifies the scholarship recipients via email.
 2. Send notifications to scholarship-rejected students by email at least 21 days prior to the payment deadline.

Counseling

Olivet University Financial Aid Office offers financial aid counseling services to students. If you want to discuss your individual financial situation or have any questions regarding how to choose the right scholarship type, scholarship qualifications, the application process, how to maintain your scholarship, and so on, please contact the Financial Aid Office at studentfinance@olivetuniversity.edu, or schedule a personal counseling meeting with the staff.

In addition to individual counseling, the Financial Aid Office conducts an orientation at the beginning of each quarter. During the orientation, the following information will be provided to students, and there will be a Q&A session at the end:

- Student Populi/ Financial Introduction
- Financial Information
- Tuition & Fees
- Fee Waiver Policy
- Payment
- Financial Aid
- Cancellation and Refund Policy
- Financial Aid Application Process and Forms

Deadlines

To apply for the scholarship, students must submit the Scholarship Application form by the deadline. For the fall quarter, the form should be submitted by September 22, 2025, for the winter quarter by January 5, 2026, and for the spring quarter by April 6, 2026.

International Student Scholarship

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

Award

Scholarship for students is distributed in the form of tuition scholarships and maximum allowance covers 100 percent tuition. The award does not cover fees. The scholarship will be applied per quarter as long as the student maintains the scholarship requirements.

Eligibility for Scholarship

1. Accepted into an Olivet's degree program according to admissions requirements.
2. Students whose citizenship and residence are defined as non-Americans.
3. Students must be active OA church members.
4. Students must demonstrate financial need.

Conditions for Renewal

1. Scholarship recipients who hold an F-1 visa must maintain full-time enrollment.
2. Scholarship recipients must maintain at least a 3.0 GPA for graduate students and a 2.0 GPA for undergraduate students to qualify for continued receipt of the scholarship.
3. Scholarship recipients must not have an NP grade in either Chapel or Christian Service courses in the previous term.
4. Scholarship recipients must abide by all the rules and policies set by the University.
5. Students must be active local church members and evidence commitment to the church.
6. Students must demonstrate financial need.

Missionary Scholarship

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

Award

Scholarship for students is distributed in the form of tuition scholarships and maximum allowance covers 100 percent tuition. The award does not cover fees. The scholarship will be applied per quarter as long as the student maintains the scholarship requirements.

Conditions for Eligibility

1. Scholarship recipients must enroll in a B.A. in Theology, M.Div., Th.M., or D.Min. degree program.
2. Students must be active missionaries serving full-time on an assignment with an OA member body or ministry.
3. Students must demonstrate financial need.

Conditions for Renewal

1. Scholarship recipients must maintain at least a 3.0 GPA for graduate students and a 2.0 GPA for undergraduate students to qualify for continued receipt of the scholarship.
2. Scholarship recipients must not have a NP grade in either Chapel or Christian Service courses in the previous term.
3. Scholarship recipients must abide by all the rules and policies set by the University.
4. Students must be active missionaries serving full-time on an assignment with an OA member body or ministry.
5. Students must demonstrate financial need.

General Scholarship

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

Award

Scholarship for students is distributed in the form of tuition scholarships and maximum allowance covers 100 percent tuition. The award does not cover fees. The scholarship will be applied per quarter as long as the student maintains the scholarship requirements.

Conditions for Eligibility

1. Students must be accepted into an Olivet's degree program according to admissions requirements.
2. Students must be active members of an OA church or ministry.
3. Students must demonstrate financial need.

Conditions for Renewal

1. Scholarship recipients must maintain at least a 3.0 GPA for graduate students and a 2.0 GPA for undergraduate students to qualify for continued receipt of the scholarship.

2. Scholarship recipients must not have a NP grade in either Chapel or Christian Service courses in the previous term.
3. Scholarship recipients must abide by all the rules and policies set by the University.
4. Students must be active members of an OA church or ministry.
5. Students must demonstrate financial need.

Federal or State Guaranteed Financial Aid Programs

This institution **does not** participate in any federal or state financial aid program, including Title IV, at this time.

Contact Information

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

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

Phone: 951 763 0500

Email: studentfinance@olivetuniversity.edu

CHAPTER 4: ACADEMIC REGULATIONS

Credit Hour

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

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

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

CHAPTER 5: FIRST PROFESSIONAL DEGREE PROGRAMS

Master of Divinity

Notice of Program Availability

Please note that Olivet Theological College & Seminary is currently offering concentrations in Mission & Church Studies and Children's Ministry.

The Master of Divinity is Olivet Theological College & Seminary's flagship four-year program designed to prepare future ministers for real-world church planting and specialized ministry in twenty-first-century Christian missions. This program offers students core biblical and theological instruction, leadership training, and a range of practical skills necessary to perform ministerial duties in churches and various ministries globally.

As the entrance qualification for ordained pastoral ministry, the Master of Divinity degree aims to prepare and equip its students for a fruitful life in ministry. What sets Olivet's M.Div. program apart is its format, integrating theological, biblical, and mission-critical practical work experiences. To address the challenges of the dynamic world, the program includes specific ministry internship experiences, allowing M. Div. students at Olivet to choose their concentrations.

The program provides students with the opportunity to study at more than one Olivet University location. For those interested in taking the Master of Divinity program online, it is available through the eCampus.

Program Goals

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

- Grow in likeness to Christ.
- Develop biblically and theologically sound expository sermons within a historical context.
- Evaluate contemporary moral and social issues by applying Biblical and theological principles.
- Gain professional competencies in the respective fields of Christian ministries.

Graduation Requirements

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

1. Pass a total of 136 quarter credits: 100 quarter credits Master of Divinity Core, 36 quarter credits in the chosen Concentration;
2. Maintain a GPA of 3.0 (B average) or above in course work applicable to degree;
3. Receive a passing mark for all Christian Service and Chapel requirements;
4. Complete all degree requirements within the time limit, unless extenuating circumstances exist;

5. Satisfy all financial responsibilities of the university.

Students are subject to the Master of Divinity degree requirements of the catalog of the year in which they entered unless a change to a more recent catalog year has been approved.

Time Limit

The Master of Divinity degree is normally fulfilled in four (4) years of study. Except under extenuating circumstances, all requirements for the degree must be completed within six (6) years of the date of enrollment. Students who have not completed the requirements within the six-year period must apply to the Registrar's Office for an enrollment extension every term, up to a maximum of ten (10) years from the date of enrollment.

Curriculum

The Master of Divinity degree is offered in collaboration with various affiliate ministries and mission-oriented organizations located on or near university campuses. The curriculum is designed to develop specialized ministry skills through specific Concentrations and requires students to gain internship experience during the program. Some courses are offered in the evenings or on weekends, allowing students to combine their academic studies with hands-on experience and professional reflection.

1. Biblical Studies Requirement (28 units)

Students are required to take no fewer than 28 units of biblical studies courses selected from the following options:

1. BIBL501 Old Testament I - Pentateuch (4 units)
2. BIBL502 Old Testament II - Historical Books, Psalms and Wisdom Books (4 units)
3. BIBL503 Old Testament III - Canonical Prophets (Isaiah- Malachi) (4 units)
4. BIBL511 New Testament I - Gospels (4 units)
5. BIBL512 New Testament II - Acts & Pauline Epistles (4 units)
6. BIBL513 New Testament III - Hebrews to Revelations (4 units)
7. BIBL630 The Primeval History (4 units)
8. BIBL640 The Life and Theology of Paul (4 units)
9. BIBL641 Galatians (4 units)
10. BIBL642 Ephesians (4 units)
11. BIBL643 Philippians (4 units)
12. BIBL644 Colossians (4 units)
13. BIBL645 Letters of Paul to the Thessalonians (4 units)
14. BIBL650 First Epistle to the Corinthians (4 units)
15. BIBL651 Second Epistle to the Corinthians (4 units)
16. BIBL720 Acts and Romans (4 units)
17. BIBL730 Special Topics in Biblical Studies (4 units)

2. Biblical Languages Requirement (8 units)

Students are required to take the following four biblical language courses:

1. BIBL551 Hebrew for Biblical Interpretation I* (2 units)
2. BIBL552 Hebrew for Biblical Interpretation II* (2 units)
3. BIBL561 Greek for Biblical Interpretation I* (2 units)
4. BIBL562 Greek for Biblical Interpretation II* (2 units)

Note*: These courses may be waived if the student takes proficiency exams and demonstrates competency in Biblical Hebrew or Biblical Greek.

3. Theological & Historical Studies Requirement (32 Units)

Students are required to take no fewer than 32 units of theological and historical studies courses selected from the following options:

1. HIST505 History of Christianity I: 100-1650 (4 units)
2. HIST506 History of Christianity II: 1650-Present (4 units)
3. HIST510 Historical Theology I (4 units)
4. HIST520 Historical Theology II (4 units)
5. THEO500 Theological Prolegomena (4 units)
6. THEO501 Systematic Theology I: Doctrine of God, Anthropology (4 units)
7. THEO502 Systematic Theology II: Christology, Soteriology (4 units)
8. THEO503 Systematic Theology III: Ecclesiology, Eschatology (4 units)
9. THEO600 Christian Apologetics (4 units)
10. THEO610 Christian Ethics (4 units)
11. THEO620 Biblical Hermeneutics (4 units)
12. THEO640 Special Topics in Theological Studies (4 units)

4. Ministry Studies Requirement (20 Units)

Students are required to take no fewer than 20 units of ministry studies courses selected from the following options:

1. ECCE503 Christian Philosophy of Education (5 units)
2. ECCE640 Theory and Practice of Christian Education (4 units)
3. MINS600 Mission & Discipleship (4 units)
4. MINS700 Homiletics (4 units)
5. MINS710 Pastoral Counseling (4 units)
6. MINS750 Pastoral Ministry (4 units)
7. MINS760 Christian Leadership Development (4 units)
8. MINS770 Spiritual Gifts (4 units)

5. Electives Requirement (12 Units)

As part of the OTCS' graduate program, students should fulfill an elective course requirement of 12 units. They can select these elective courses from any area within M.Div. program that aligns with their interests and goals.

Course list below is exemplary only.

1. BIBL520 Studies in Romans I (4 units)
2. BIBL521 Studies in Romans II (4 units)
3. BIBL553 Hebrew for Biblical Interpretation I Practice (2 units)
4. BIBL554 Hebrew for Biblical Interpretation II Practice (2 units)
5. BIBL563 Greek for Biblical Interpretation I Practice (2 units)
6. BIBL564 Greek for Biblical Interpretation II Practice (2 units)
7. BIBL620 The Gospel of John (4 units)
8. BIBL642 Ephesians (4 units)
9. BIBL643 Philippians (4 units)
10. BIBL644 Colossians (4 units)
11. BIBL645 Letters of Paul to the Thessalonians (4 units)
12. BIBL655 The Letter to the Romans (4 units)
13. MINS501 Christian Spirituality (4 units)
14. MINS521-522 Applied Worship Music: Guitar I-IV (2 units each)
15. MINS570 Worldview Perspectives (4 units)
16. MINS610 Intercultural Studies (4 units)
17. MINS624 Teaching the Transforming Word I (4 units)
18. MINS625 Teaching the Transforming Word II (4 units)
19. MINS650 Christian Family and Marriage (4 units)
20. MINS702-704 Homiletics Workshop I-III (2 units each)
21. MINS705-707 Homiletics Workshop IV-VI (4 units each)
22. MINS708 Homiletics Master Workshop (8 units)

Note: The listed courses should not be considered exhaustive, as there may be other courses that fulfill the category requirements. Therefore, it is advisable to consult with your academic advisor for further guidance.

6. General Ministry Skills (0 Unit)

M.Div. students must register for PRAC021 Graduate Chapel every quarter they are enrolled. To pass chapel, students must achieve a score of at least 70% on their chapel assignments. M.Div. students who fail chapel four times or more are ineligible to graduate. Failing chapel may result in disciplinary action by the campus chaplaincy. Potential consequences include a warning, probation, suspension, or dismissal. Please refer to the Chapel Program Handbook for more detailed information.

M.Div. students are required to pass four quarters of PRAC020 Graduate Christian Service to be eligible for graduation. To pass Christian service, students must achieve a score of at least 70% on their Christian service assignments. Please refer to the Christian Service Program Handbook for more detailed information.

7. Concentration Ministry Studies Distribution Requirement (36 Units)

Students can choose from the following concentration options:

Mission & Church Concentration (36 Units)

Children's Ministry Concentration (36 Units)

Each concentration consists of 24 units of concentration courses and twelve 1-quarter-unit Curricular Practical Experience (CPE) courses. The CPE internship courses are completed each quarter during full-time enrollment. OTCS awards one quarter credit for a minimum of 10 clock hours of internship experience per week over a 10-week period. For more information, please refer to the **Ministry Practice Handbook**.

MDiv Concentration Policy

Declaring or Changing a Concentration

- Students must declare a concentration in one of the specialty areas upon admission to the program.
- To declare a concentration for the first time or to change an existing one, students must submit the M.Div. Concentration Declaration Form.
- If a concentration is not declared upon admission to the program, students will be automatically assigned to the Mission and Church Concentration.
- A declared concentration may be changed with approval from the academic advisor.
- When switching to a new concentration, students must complete 36 units of concentration courses, which may include coursework from both their previous and newly declared concentrations.

Campus-Specific Concentrations

- eCampus students have only one concentration option: Mission & Church Concentration.

CPE Requirement for Mission & Church Concentration Students

Students pursuing the Mission & Church Concentration may request a waiver for the CPE requirement, considering the diverse circumstances of local churches and mission fellowships worldwide. To seek approval, students must submit a CPE Waiver Request Form.

Detailed information about each concentration is provided below.

Mission & Church Concentration

The Olivet University Master of Divinity Mission & Church Concentration trains future ministers in

advanced competencies in preaching, contextualization and utilization of social media in mission equipping them for the changing landscape of 21st century ministry to the network generation. Additionally graduates will have gained valuable practical experience in the field of front line missions to apply learned knowledge immediately and feedback questions and challenges arising in the field to the classrooms.

Concentration Goals

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

- Apply church planting and growth principles in diverse and cross-cultural situations for the purpose of planting a new church / fellowship chapter or reviving a struggling one.
- Support an intended church plant with visible evidence of ministry, evangelism, and discipleship that would enhance the proposed plant.
- Gain practical experience through various opportunities supporting a church planting project.

Olivet Core Learning Outcomes Addressed

The Mission & Church concentration additionally addresses the following core outcomes:

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

Curriculum

Students enrolled in Mission & Church Ministry concentration are required to complete twelve units of Church Planting Core, twelve units of Practical Theology Electives, and twelve units of internship courses, with one internship required each quarter of full-time enrollment. The internships necessitate employment in a church or mission setting, giving students work experience that complements their studies and connects classroom learning with real-world application.

1. Church Planting Core (12 units)

Students are required to take no fewer than 12 units of church planting core courses selected from the following options:

- MINS603 Social Media in Ministry (4 units)
- MINS610 Intercultural Studies (4 units)
- MINS702-704 Homiletics Workshop I-III (2 units each)
- MINS705-707 Homiletics Workshop IV-VI (4 units each) or MINS708 Homiletics Master Workshop (8 units)
- MINS720 Church Planting & Growth (4 units)

2. Internship Requirement (12 Units)

Students are required to complete 12 units of supervised ministry internship experience in an approved ministry organization during the course of study. Students may fulfill the 12-unit internship requirement by completing any combination of the internship courses listed below.

It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.

For detailed policies, procedures, and internship expectations, please refer to the Ministry Practice Handbook.

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

PRAC804 Curricular Practical Experience 13 (3 units)

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

* Students who accelerate their studies beyond the standard program duration and have demonstrated consistent participation in CPE may be eligible to substitute CPE credits to fulfill graduation credit requirements, subject to prior approval.

3. Practical Theology Electives (12 Units)

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

Children's Ministry Concentration

The Children's Ministry Concentration aims to equip aspiring ministers with fundamental skills and knowledge needed for effective children's ministry in various settings such as Sunday schools, church schools, and Olivet Academy. Through core courses covering topics like growth and development, educational theory, curriculum design, and parents and community relations, students gain essential tools for success in their concurrent children's ministry internships within Olivet Academy, which serve as a vital component of the program.

Concentration Goals

In the context of Olivet's mission and the Master of Divinity degree program goals, the successful

completion of the Children's Ministry concentration will equip students to:

- Grow in likeness to Christ as master teacher.
- Attain advanced expertise in curriculum design, child development, and pedagogical approaches that are in harmony with the principles of Christian education.
- Proficiently educate and convey biblical knowledge to students.
- Develop professional competencies to serve children and families as proficient pedagogical practitioners committed to the highest standards of professional practice.

Olivet Core Learning Outcomes Addressed

The Children's Ministry concentration additionally contributes to the fulfillment of following outcomes:

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

Children's Ministry Concentration Curriculum

Students enrolled in the Master of Divinity Children's Ministry concentration are required to engage in an internship at Olivet Academy, where they assume roles as teachers, teacher assistants, or teacher aides. This practical experience enables them to apply the knowledge and skills acquired from their coursework in a real-world educational setting.

1. Children's Ministry Concentration Requirements (No less than 24 Units required):

Choose one (1) or more courses in each of the three categories below:

(1) Philosophical & Pedagogical Studies

- ECCE501 Theoretical Foundations of Educational Approaches (5 units)
- ECCE502 Designing Curriculum and the Learning Environment (5 units)
- ECCE503 Christian Philosophy of Education (5 units)
- ECCE504 Survey of Educational Theories and Practices of Charlotte Mason (5 units)
- ECCE510 Investigations into Habit Formation and Character Cultivation (5 units)
- ECCE511 Exploring Art and Movement (4 units)
- ECCE512 Fostering Literacy Development (5 units)
- ECCE513 Method of Lessons as Instruments of Education (5 units)
- ECCE514-517 Educator Tutorials I-VI (4 units each)
- ECCE520 The Method of Lessons: Inspirational Subjects (4 units)
- ECCE521 Developing Mathematical Thinking (4 units)
- ECCE522 The Method of Lessons: Disciplinary Subjects (4 units)

- ECCE535 Learning and Motivation in Classroom Contexts (5 units)
- ECCE640 Theory and Practice of Christian Education (4 units)

(2) Culminating Studies

- ECCE600 Classroom and Behavior Management (5 units)
- ECCE610 Applying Theories of Child Development and Learning (5 units)
- ECCE620 Partnering with Families and Communities (5 units)
- ECCE630 Facilitating Language Acquisition and Learning (4 units)
- ECCE670 Theory and Practice of Counseling (5 units)
- ECCE680 Data and Research (5 units)
- ECCE690 Differentiating Instruction for Developmental Variations (4 units)
- THEO600 Christian Apologetics (4 units)
- THEO610 Christian Ethics (4 units)
- MINS610 Intercultural Studies (4 units)
- MINS710 Pastoral Counseling (4 units)
- MINS760 Christian Leadership Development (4 units)

(3) Biblical Studies

Course list below is exemplary only.

- BIBL520 Studies in Romans I (4 units)
- BIBL521 Studies in Romans II (4 units)
- BIBL551-552 Hebrew for Biblical Interpretation I-II (2 units each)
- BIBL553-554 Hebrew for Biblical Interpretation I-II Practice (2 units each)
- BIBL561-562 Greek for Biblical Interpretation I-II (2 units each)
- BIBL563-564 Greek for Biblical Interpretation I-II Practice (2 units each)
- BIBL630 The Primeval History (4 units)
- BIBL650 First Epistle to the Corinthians (4 units)
- MINS624 Teaching the Transforming Word I (4 units)
- MINS625 Teaching the Transforming Word II (4 units)
- MINS702-704 Homiletics Workshop I-III (2 units each)
- MINS705-707 Homiletics Workshop IV-VI (4 units each)
- MINS708 Homiletics Master Workshop (8 units)
- THEO640 Special Topics in Theological Studies (4 units)

Note: The listed Biblical Studies courses should not be considered exhaustive, as there may be other courses that fulfill the category requirements. Therefore, it is advisable to consult with your academic advisor for further guidance.

2. Internship Requirement (12 Units)

Students are required to complete 12 units of supervised ministry internship experience in an approved ministry organization during the course of study. Students may fulfill the 12-unit internship requirement by completing any combination of the internship courses listed below.

It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.

For detailed policies, procedures, and internship expectations, please refer to the Ministry Practice Handbook.

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

PRAC804 Curricular Practical Experience 13 (3 units)

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

* Students who accelerate their studies beyond the standard program duration and have demonstrated consistent participation in CPE may be eligible to substitute CPE credits to fulfill graduation credit requirements, subject to prior approval.

Course Descriptions

Biblical Studies & Languages (Required)

BIBL501 Old Testament I - Pentateuch (4 units)

Background and content of the first five books. Special attention to foundational matters and Israel's setting in the ancient near east.

BIBL502 Old Testament II - Historical Books, Psalms and Wisdom Books (4 units)

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

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

A survey of Israel's canonical prophets (Isaiah- Malachi) provides divine commentary on Israel's life and worship from the 15th to the 5th centuries B.C. (and beyond).

BIBL511 New Testament I - Gospels (4 units)

This course offers a comprehensive exploration of the four Gospels—Matthew, Mark, Luke, and John—examining their unique literary features, theological emphases, and portrayals of the life and ministry of Jesus Christ. The course is structured in two phases: the first half focuses on reading the Gospels in sequence (series reading), highlighting the particular theological and narrative approaches of each Gospel. The second half transitions to a parallel reading approach (synoptic comparison), enabling students to observe similarities and differences across the Gospels, especially among the Synoptics and in contrast with John. This course integrates academic rigor with spiritual formation, equipping students for faithful interpretation, preaching, and teaching of the Gospels in

today's world.

BIBL512 New Testament II - Acts & Pauline Epistles (4 units)

The beginnings of Christianity and the challenges it faced. Special emphasis on Paul's positive message in his letters, and his response to alternatives and difficulties.

BIBL513 New Testament III - Hebrews to Revelations (4 units)

The letters to Hebrews and by James, John, Peter and Jude show that Paul was not the only early theologian. The Revelation to John, properly handled, gives a uniquely valuable, though challenging perspective.

BIBL551 Hebrew for Biblical Interpretation I (2 units)

This course is divided into two parts, through an inductive method, working with the Old Testament Hebrew text with a focus on how to use the digital and print scholarly tools and understand its meaning beyond mere morphology.

BIBL552 Hebrew for Biblical Interpretation II (2 units)

This course is divided into two parts, through an inductive method, working with the Old Testament Hebrew text with a focus on how to use the digital and print scholarly tools and understand its meaning beyond mere morphology.

Prerequisite BIBL552: BIBL551

BIBL553 Hebrew for Biblical Interpretation I Practice (2 units)

This course is a corequisite of BIBL551 Hebrew for Biblical Interpretation I. Students will have ample opportunities to practice what they have learned from BIBL551 throughout the duration of the course. The grading scheme is P or NP.

BIBL554 Hebrew for Biblical Interpretation II Practice (2 units)

This course is a corequisite of BIBL554 Hebrew for Biblical Interpretation II. Students will have ample opportunities to practice what they have learned from BIBL554 throughout the duration of the course. The grading scheme is P or NP.

BIBL561 Greek for Biblical Interpretation I (2 units)

This course is a study of the language and Grammar of the Greek New Testament. It intended for students who do not know Koine Greek to move quickly into their study of the New Testament in the original language. It starts from Greek alphabet, following by pronunciation, Greek grammar, vocabulary acquisition, understanding the translation from Greek to English, and an introduction to the proper use of Bible software and digital resources.

BIBL562 Greek for Biblical Interpretation II (2 units)

This course is a study of the language and Grammar of the Greek New Testament. The course is designed to provide students with a comprehensive understanding of the Greek New Testament, enabling them to translate, interpret, and exegete its truth with accuracy and reliability for the benefit of the local church, and an introduction to the proper use of Bible software and digital resources.

BIBL561 Greek for Biblical Interpretation I is part one of a sequence with BIBL562 Greek for Biblical Interpretation II. BIBL561 focuses on Greek alphabet, pronunciation, vocabulary acquisition and Noun System while BIBL562 focuses on vocabulary acquisition, Bible reading and Verb System.

Together BIBL561 and BIBL562 aim to lay a foundation for using Biblical Greek to study Bible and serving in their future ministries. Prerequisite BIBL562: BIBL561

BIBL563 Greek for Biblical Interpretation I Practice (2 units)

This course is a corequisite of BIBL561 Greek for Biblical Interpretation I. Students will have ample opportunities to practice what they have learned from BIBL561 throughout the duration of the course. The grading scheme is P or NP.

BIBL564 Greek for Biblical Interpretation II Practice (2 units)

This course is a corequisite of BIBL564 Greek for Biblical Interpretation II. Students will have ample opportunities to practice what they have learned from BIBL564 throughout the duration of the course. The grading scheme is P or NP.

Biblical Studies & Languages (elective)

BIBL520 Studies in Romans I (4 units)

This course is an expository study of the most doctrinal and practical book of the New Testament. BIBL520 is part one of a sequence with BIBL521, four credit hours each, designed to provide students with an in-depth look at the book (the gospel according to Paul) as well as some of the important doctrinal passages that will be discussed. BIBL520 covers chapters 1 to 8 while BIBL521 deals with chapters 9 to 16. Attention is given to the overall argument of the Epistle and doctrinal topics such as sin, justification, sanctification, glorification, imputation, substitution, reconciliation, adoption, and eternal security, etc. Students are encouraged to apply the spiritual lessons of this book to their Christian lives.

BIBL601 History of Israel (4 units)

The goal of this class is to provide an overall framework of Old Testament history from Abraham, Isaac, and Jacob to Ezra, Nehemiah, and Malachi and to illustrate how the different books of the Old Testament fit into this timeline.

BIBL602 Background to the Gospels (4 units)

This course will introduce the student to the geographical, historical, religious, cultural, and social environment surrounding the Gospels (late Second Temple period), in order to gain a better foundation for understanding and interpreting the New Testament. Primary attention will be given to the primary sources and archaeology that form the sources for contextual studies.

BIBL611 The Book of Genesis (4 units)

Bible exposition class. Knowledge of Hebrews is not required can be helpful though. In this class the students will have to engage independently and under guidance into wrestling with the understanding and interpretation of the Book of Genesis.

BIBL630 The Primeval History (4 units)

The book of Genesis delves into profound aspects of human existence, including the origins of the universe and the meaning of life. Within its pages, Genesis explores the creation of the world, humanity's fall into sin, and God's commitment to redeeming humanity.

In this course, the instructor will extract several key themes from Genesis that form the cornerstone of a Christian worldview. The course maintains a dual focus. Firstly, it involves a thorough

examination of the primeval history found in Genesis (chapters 1–11) through expository study. Secondly, it emphasizes the training of the teaching practicum based on the text. Students will have the opportunity to engage in a comprehensive exploration of the book, allowing them to develop and present teaching plans. Ultimately, the goal of this course is to equip individuals with the skills needed to become effective Bible teachers in a variety of educational settings.

BIBL640 The Life and Theology of Paul (4 units)

This course provides an in-depth examination of Paul's life and theology. It delves into the historical and cultural contexts of Paul's epistles to the churches, offering a survey of his foundational theological teachings, the debates they have sparked, and their enduring impact on contemporary Christianity.

BIBL641 Galatians (4 units)

This course examines the core message of the Gospel of Christ as presented by the Apostle Paul. Students will engage in critical analysis of the text and discuss the theological implications of his teachings. Through this course, students will be prepared to lead Bible studies on Galatians, effectively conveying its key messages and applications for contemporary Christian life.

BIBL642 Ephesians (4 units)

This course offers an in-depth exploration of Paul's epistle to the Ephesians, focusing on themes of divine election, unity in the body of Christ, spiritual formation, and the cosmic dimensions of Christ's lordship. Students will engage in exegetical and theological analysis of the text, exploring its relevance for ecclesiology and Christian identity. Through this course, students will be equipped to lead Bible studies on Ephesians, articulating its enduring significance for the life of the Church.

BIBL643 Philippians (4 units)

This course examines Paul's letter to the Philippians with special emphasis on themes of joy in suffering, Christlike humility, and the pursuit of spiritual maturity. Students will critically engage with the text and its theological content, including Paul's Christology and eschatological hope. Through this course, students will be prepared to lead Bible studies on Philippians, offering practical applications for discipleship and Christian leadership.

BIBL644 Colossians (4 units)

This course explores Paul's letter to the Colossians, focusing on the supremacy and sufficiency of Christ, warnings against syncretism, and the call to live a Christ-centered life. Students will conduct exegetical analysis and theological reflection on key doctrinal themes such as Christology, redemption, and sanctification. Through this course, students will be equipped to lead Bible studies on Colossians, effectively applying its teachings to contemporary Christian ministry.

BIBL645 Letters of Paul to the Thessalonians (4 units)

This course investigates Paul's first and second letters to the Thessalonians, addressing themes such as perseverance under persecution, eschatological expectation, and pastoral care. Students will engage in critical study of the historical context, theological concerns, and practical exhortations within these letters. Through this course, students will be prepared to lead Bible studies on 1 and 2 Thessalonians, emphasizing their relevance for Christian hope, holiness, and community life.

BIBL650 First Epistle to the Corinthians (4 units)

This course provides an expository study of one of the New Testament's most significant doctrinal

texts. BIBL650 delves into 1 Corinthians, while BIBL651 examines 2 Corinthians. Each course, worth four credit hours, forms a two-part sequence designed to offer students comprehensive insights into both books and the doctrinal teachings of the Apostle Paul.

BIBL651 Second Epistle to the Corinthians (4 units)

This course provides an expository study of one of the New Testament's most significant doctrinal texts. BIBL650 delves into 1 Corinthians, while BIBL651 examines 2 Corinthians. Each course, worth four credit hours, forms a two-part sequence designed to offer students comprehensive insights into both books and the doctrinal teachings of the Apostle Paul.

BIBL655 The Letter to the Romans (4 units)

This course is an expository study of the most doctrinal and practical book of the New Testament. It is designed to provide students with an in-depth look at the book (the gospel according to Paul) as well as some of the important doctrinal passages that will be discussed. It covers chapters 1 to 16. Attention is given to the overall argument of the Epistle and doctrinal topics such as sin, faith, grace, justification, sanctification, glorification, and the Holy Spirit; election, predestination, worship, Christian life etc. Students are encouraged to apply the spiritual lessons of this book to their Christian lives.

BIBL720 Acts and Romans (4 units)

This course delves into a study of Acts and Romans, with a special emphasis on the soteriological teachings of two apostles, Peter and Paul. Through an exploration of these texts, students will gain insights into the theological foundations of salvation as articulated by these two figures.

BIBL730 Special Topics in Biblical Studies (4 units)

A focused examination of a specific issue, theme, or selected topic within the field of Biblical Studies. The seminar format encourages interactive discussions and in-depth analysis among students and the instructor. The course content will be determined and guided by the expertise of the instructor, ensuring a comprehensive and engaging learning experience.

MINS770 Spiritual Gifts (4 units)

This course series aims at developing spiritual gift ministries in ministry settings. It will explore and examine key biblical passages and principles on spiritual gifts and the body of Christ. Developing strategies to empower the minister and all members of the church. Topics include the consideration of biblical images/models, theological foundations, structural and systematic barriers that mobilize the transformation of a faith community and an assessment of our identity and calling.

Historical Studies (Required)

HIST505-506 History of Christianity I-II (4 units each)

A two-part sequence that examines the history of the Christian movement from its beginnings as a small sect within Judaism to its modern picture as we see in the 21st century.

HIST510 Historical Theology I (4 units each)

Historical Theology is an approach to studying Christian doctrine, theology, and ideas through a historical perspective. This course will examine the historical developments of Christian thought from its beginnings up to the Protestant Reformation. This includes the historical context that influenced Christian theologians and their ideas, statements, and systems during this period.

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

HIST520 Historical Theology II (4 units)

Historical Theology is an approach to studying Christian doctrine, theology, and ideas through a historical perspective. This course will examine the historical developments of Christian thought from the Protestant Reformation to the modern period. This includes the historical context that influenced Christian theologians and their ideas, statements, and systems during this period.

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

Historical Studies (Elective)

HIST511 Historical Theology II (4 units each)

Historical Theology is an approach to studying Christian doctrine, theology, and ideas through a historical perspective. This course is designed to study the historical developments of Christian thought from post-Reformation, Enlightenment, 19th Century Romanticism, 20th Century Liberal and Evangelical Theology, and up until the present day. This includes the historical context that influenced Christian theologians and their ideas, statements, and systems during this period. It also includes theological and philosophical movements inside and outside of the Church that had a major impact on the developments of Christian thought during this period. Historical theology studied in this course will reference Scripture as the basis and present theology within an evangelical Kingdom-Biblical worldview.

HIST650 A Comparative Study of Luther and Calvin (4 units)

In the Christian history, Martin Luther and the Calvinist are the common features of religious reform. In 1517, the German people Martin Luther opposed the Roman Catholic church of "Luther's 95 Theses". It was opened at the prelude of the religious reform, 15 years after the French Calvin issued the Christian principle of religious reform will cause further carry forward. And later, Calvin compared the reform, the reform of Martin Luther more focused on down to the old world, and Calvin's reform more focused on building a new one.

Ministry Studies (Required)

ECCE503 Christian Philosophy of Education (5)

This course delves into the essential principles underpinning the teaching profession, with a focus on the integration of Christian values and educational theory. Students will explore the historical and contemporary perspectives on Christian education, analyzing how various philosophical and theological frameworks influence teaching practices, curriculum design, classroom discipline, and student engagement. Topics include the interplay between biblical principles and educational philosophy, biblical integration, the impact of philosophical anthropology on pedagogical approaches, and the role of epistemology in shaping educational goals. Through critical examination

and reflection, students will gain a nuanced understanding of how foundational beliefs inform and transform educational practices within a Christian context.

ECCE504 Survey of Educational Theories and Practices of Charlotte Mason (5)

This course will investigate foundational philosophy and methods of an English educator Charlotte Mason (1842–1923). It will help the students to make sense of Charlotte Mason’s relevancy in the 21st century and situate her educational laws and practices in a classroom setting.

MINS600 Evangelism and Discipleship (4 units)

This capstone course focuses on integrating key aspects of seminary education with Christian ministry to prepare graduating students for vocational ministry. The Master of Divinity candidate consolidates and synthesizes important learning gleaned from coursework, experience and assignments, thereby demonstrating proficiency in applying this knowledge toward practical mission work. Reflection, self-assessment, sharing of ideas and critical analysis are all vital components designed to fulfill academic, spiritual and professional formation.

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

Survey of the biblical story in its progressive unfolding of the history of redemption against the backdrop of creation and sin. Emphasis is placed on the unity of Scripture, God's grand plan and interaction with humanity. Attention is given to the intent of this master narrative and to its eternal significance and present-day relevance. MINS624 is part one of a sequence with MINS625, four credit hours each. MINS624 focuses on creation and sin while MINS625 on redemption and restoration, designed to acquaint students with the narrative of the Bible, to enhance the students' appreciation of this story as both formative and normative of life, and to eventually help the student to teach the Scripture for life change. The course aims to lay and expand foundations in biblical doctrine preparing their application in various ministry situations. Practical exercises with instructor feedback on the student’s teaching style are part of the course.

Prerequisite of MINS625: MINS624

MINS700 Homiletics (4 units)

Biblical preaching is a divinely ordained way of calling people to repentance and for edifying the people of God. It is communicating God’s Word to His people—standing between the world of Scripture and the world of people and speaking the truth of God. This course is designed to expose students to understand homiletics and methods of it. This will be done by studying the writings of different authors and by listening to sermons preached by those who advocate a given perspective.

MINS710 Pastoral Counseling (4 units)

A study of the biblical principles to Christian counseling. Application and implementation of a biblical model of counseling will be emphasized.

MINS760 Christian Leadership Development (4 units)

This course aims to provide students with the foundational skills, insights, and biblical principles necessary for effective leadership within the church and diverse ministry organizations. Through exploration of their leadership potential, spiritual gifts, values, and leadership style, students will be empowered to lead with authenticity and effectiveness. Additionally, they will cultivate a deeper understanding of the intricate nature of leadership within diverse contexts and cultures.

MINS770 Spiritual Gifts (4 units)

This course aims to provide students with learning on how to properly understand the spiritual gifts mentioned in the Bible and apply them in ministry. Through this course, students will first explore the nature and properties of the gifts spoken of in the Bible and examine how the gifts have appeared and been understood throughout Christian history. This course seeks to help students grow into Christian leaders in today's church by providing a rich and deep understanding of spiritual gifts.

Ministry Studies (Elective)

MINS500 Pastoral Formation (4 units)

This course integrates biblical and theological study with practical exercises in order to provide the students with both knowledge and experiences to foster Christian maturity. This course will focus on understanding Christlikeness, nurturing personal spiritual formation, and discerning gifts and callings which will promote the maturity of the community of faith.

MINS501 Christian Spirituality (4 units)

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

MINS521-522 Applied Worship Music: Guitar I-II (4 units each)

This course offers a practical study of acoustic guitar performance rooted in worship and church music, with applications in worship leading, pastoral ministry, and global missions. Designed as a group class for non-music majors, it emphasizes hands-on training rather than theoretical instruction. Open to students of all musical backgrounds, the course guides participants through weekly practice sessions that include review of previously learned repertoire, introduction to new songs, and targeted development of guitar techniques essential for worship settings.

⇒ MINS521-524 Applied Worship Music: Guitar I-IV (2 units each)

This course offers a practical study of acoustic guitar performance rooted in worship and church music, with applications in worship leading, pastoral ministry, and global missions. Designed as a group class for non-music majors, it emphasizes hands-on training rather than theoretical instruction. Open to students of all musical backgrounds, the course guides participants through weekly practice sessions that include review of previously learned repertoire, introduction to new songs, and targeted development of guitar techniques essential for worship settings.

Beginning in the Winter 2026 quarter, MINS521 and MINS522 will each be offered for 2 units.

MINS531-534 Applied Worship Music: Piano I-IV (2 units each)

This course provides practical instruction in worship-based piano performance, tailored for use in worship leadership, pastoral care, and missionary service. Rather than serving as private instruction for music majors, it is structured as a group learning experience for non-majors. With a focus on applied musicianship over theory, students will engage in weekly exercises encompassing the review of familiar songs, learning of new worship repertoire, and skill-building exercises aimed at enhancing fluency and musicality in a worship context.

MINS541-544 Applied Worship Music: Vocal I-IV (2 units each)

This course is designed to cultivate vocal proficiency within the context of worship and church

music, preparing students to serve in worship leadership, pastoral ministry, and mission work. Intended for non-music majors, it takes a group-based, experiential approach rather than a theoretical one. Through a combination of vocal exercises, stylistic training, and real-world worship song applications, students will grow into confident vocalists who are able to lead and minister through expressive and spiritually resonant singing.

MINS551-554 Applied Worship Music: Drums I-IV (2 units each)

This course focuses on developing drumming skills specifically for use in worship and church music, with practical applications in worship leadership, ministry, and mission fields. Targeted toward non-majors, the course is conducted in a group format and centers on experiential learning rather than theoretical instruction. Students of all backgrounds are welcome to join as the curriculum includes regular review of known songs, exploration of new worship pieces, and rhythmic training aimed at building a strong foundation for worship band participation.

MINS570 Worldview Perspectives (4 units)

This course offers an exploration of theological worldviews, with emphasis on critical analysis, historical development, and contemporary application. Students will examine the epistemological, metaphysical, and ethical foundations of Christian theism in dialogue with alternative worldviews. The course develops skills in theological reflection and apologetic discourse, equipping students for scholarly research, informed ministry leadership, and effective cultural engagement.

MINS602 Individual and Family Development (4 units)

An understanding of individual and family development over the lifespan. In particular, the course will focus on the developing individual within the context of the family system and the changes that occur in family systems over time.

MINS603 Social Media in Ministry (4 units)

This course explores the use of social media as a platform for mission and ministry, engaging students in practical assignments and peer review for effective outreach. Topics include social media strategy, content creation, community building, ethical considerations, and evaluation.

MINS610 Intercultural Studies (4 units)

This course introduces the foundational concepts of cultural anthropology from a Christian mission perspective. It examines key cultural issues, including human identity, worldview, the relationship between God and culture, religious beliefs, marriage and family structures, communication, and cultural change. Additionally, the course addresses the shifting landscape of global Christianity, particularly the rapid growth of the church in the Global South and its impact on mission dynamics. Students will explore critical topics such as urbanization, globalization, missiological breakthrough in people groups, contextualization, equivalent dynamic churches and cross-cultural partnerships in 21st-century mission work. Special emphasis is placed on applying these concepts to Christian mission, exploring biblical principles and strategies that support church planting and church-planting movements to accomplish the Great Commission of Jesus Christ.

MINS629 Principles and Practice of Prayer

The purpose of this course is the practice of a life of prayer. Prayer was central to Jesus' life. Jesus' public ministry began with prayer and ended with prayer. Prayer to Christians Prayer puts us at the forefront of our spiritual life. Of all spiritual disciplines, prayer is the most important because it leads us into eternal fellowship with God. It is the discipline of prayer that brings us into the deepest and

highest workings of the human soul. But what is the right prayer? What prayer is pleasing to God? You must first get a proper understanding of prayer. After that, you will have to apply the right prayer in your life. Students will gain a deep understanding of prayer from a biblical theological perspective through this course. And Students will be trained to apply it to their life through this course.

MINS640 Business as Mission (4 units)

This course examines the emergent role of business in Christian missions. Themes covered include: 1) the theology of business as missions; 2) practical issues concerning the use of business as a vehicle for cross- cultural missions, and 3) specific for-profit business models and case studies. By the end of the course the student will have a better understanding of the opportunities and challenges associated with integrating business and mission.

MINS650 Christian Family and Marriage (4 units)

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

MINS701 Advanced Homiletics (4 units)

Continuation of MINS700 for advanced students.

MINS702-704 Homiletics Workshop I-III (2 units each)

This course provides preaching practicum opportunities specifically tailored to train students in the art and craft of expository preaching. Students will receive constructive feedback from both peers and faculty throughout the course in a disciplined and supportive environment, aimed at improving their abilities in preparing and delivering sermons.

MINS705-707 Homiletics Workshop IV-VI (4 units each)

This course is designed with two core components: foundational Bible instruction and hands-on practicum opportunities focused on the art and craft of Bible teaching and preaching. Students will participate in teaching and preaching exercises, applying insights from biblical texts to develop their skills for effective ministry.

MINS708 Homiletics Master Workshop (8 units)

This workshop offers a comprehensive, single-course study of all 66 books of the Bible, providing both an in-depth overview and practical application. The course is organized around two key components: (1) foundational lessons, complemented by geographical, historical, and theological insights from each book, and (2) hands-on practicum opportunities that focus on the art and craft of Bible teaching and preaching. Students will engage in teaching and preaching exercises, applying the lessons learned from the biblical texts to prepare them for effective ministry.

MINS708 delivers an intensive, full-spectrum experience of the material covered in MINS705-707, making it ideal for those seeking an immersive approach to mastering biblical content and homiletic skills within a single course.

MINS720 Church Planting & Growth (4 units)

Evaluates various kinds of church planting opportunities and methodologies. Offers step-by-step procedures, and calls upon individuals to share their individual church planting experiences.

Qualitative and quantitative factors of growing a church from a biblical perspective receive attention.

MINS730 Church Administration (4 units)

This course is an inquiry into and application of the theological foundations and principles of church dynamics, more commonly known as “church administration”. The essence of the course is to equip the leader, pastor, and missionary to understand the nature, mission, organization and function of a local church in all of its dimensions and practices.

MINS740 Pastoral Theology (4 units)

The student will learn to apply Christian Theology to pastoral situations and bring the Gospel to the needs and circumstances of the individual as a practitioner of the faith, clinically applying all that he knows of God, Christian teaching and experience to specific moral and spiritual problems. The student will learn to apply Christian Theology to pastoral situations and bring the Gospel to the needs and circumstances of the individual as a practitioner of the faith, clinically applying all that he knows of God, Christian teaching and experience to specific moral and spiritual problems.

MINS750 Pastoral Ministry

Pastoral Ministry integrates Biblical and theological study with practical exercises in order to provide the students with both knowledge and experiences to foster Christian maturity. This course will focus on understanding ministries of Pastors, conducting and practicing liturgy like the service, holy communion, baptism, marriage, infant dedication and funeral services according to the church tradition.

MINS751 Member Care (2 units)

Member care is the ongoing preparation, equipping and empowering of missionaries for effective and sustainable life, ministry and work. This course will introduce member care (for diverse Kingdom workers) as a mission strategy and mission field with an emphasis on pastoral care. Ministry Formation Graduate Academic Catalog Page 65 Graduate Academic Catalog

PRAC020 Graduate Christian Service (0 units)

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

PRAC021 Graduate Chapel (0 units)

Chapel participation is required for the entire student community. Please refer to the appropriate section of the Student Handbook. Attendance will be recorded and a grade of pass or fail will be assigned. A passing grade in Chapel is mandatory for graduation.

PRAC501-803 Curricular Practical Experience 1-12 (1 units each)

This course is a required practicum designed to offer students valuable work experience to complement their academic studies. It connects classroom learning with real-world application, encouraging the use of Biblical principles to tackle real-life challenges. The program also emphasizes the importance of self-discipline and service while fostering analytical and interpersonal skills. To complete the course, students must have their learning objectives approved by both the Site Supervisor and Faculty Mentor, maintain active engagement with them, and submit regular internship reports and evaluations.

Research Methods and Other Courses

RSCH650 Methods of Theological Research (4 units)

Principles and practices of research, engagement of research tools, production of thesis topic, thesis outline and introduction to thesis.

RSCH660 Methods of Academic Instruction (4 units)

The course will focus on methods of educational instruction that incorporate traditional pedagogical concerns with those specific to distance learning. General areas of concern include the teacher-learner process, learning taxonomies, teaching techniques, building community, course design, and assessment. Additional areas of specific concern include the ability to create a syllabus, to show awareness of multiple forms of online content delivery, and the incorporation of distinctive Christian elements.

RSCH700 & 710 Master of Theology Thesis I & II (4 units each)

A thesis in either biblical or theological studies. Oral defense before a committee is required to pass these courses. Prerequisite: RSCH650

THEO-IND799 Independent Study (4 units)

An independent study offers students an opportunity to complete research under the guidance of a faculty member without taking a traditional class. An independent study must involve topics not currently covered by existing courses at OTCS. Students must find a faculty member, submit a research proposal, and receive departmental approval before starting the course.

Theological Studies (Required)

THEO500 Theological Prolegomena (4 units)

Theological Prolegomena focuses on the conditions that are necessary for the systematic study of the defining doctrines of biblical Christianity. Systematic theology is not done in a vacuum, and this means that it is important to critically evaluate theories about the nature of reality and knowledge. The question of theological method must also be clarified so that systematic theology can be done properly.

THEO501 Systematic Theology I: Theology Proper, Anthropology (4 units)

This course examines topics including the doctrine of God and theological anthropology. The term 'theology' connotes 'the study of God' (theos + logos). Thereby, the first focal point of systematic

theology is the doctrine of God. It is also frequently referred to as “theology proper.” The construction of the doctrine contains Being and attributes of God, Trinity, Divine decree and predestination, creation and providence of God. As John Calvin famously puts it, “the knowledge of God and of ourselves are mutually connected.” In this regard, our focus moves on to human beings from a theological vantage point. We will begin with ‘human in his original state.’ We continue to examine ‘human in the state of sin’ and human’s relationship to God in the covenants.

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

This course examines topics including Christology (comprising the person and work of Christ), Pneumatology, and Soteriology (including the entire order of salvation). Jesus asked his disciples, “Who do you say I am?” (Matthew 16:15). The doctrine of Christ lies at the heart of the Christian faith. Christology is the study of the ‘person’ and ‘work’ of the Christ whom Christians proclaim is Jesus of Nazareth. Along with the study of the Holy Spirit, the doctrine of salvation (Soteriology) covers how the atonement of Christ is appropriated to men. We will examine manifold aspects of salvation including Justification and Sanctification.

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

The systematic articulation of the work of the Holy Spirit among Christians is Ecclesiology (the doctrine of the church). Calvin famously stated, “the church is the mother of believers.” It examines topics including the nature and government of the church, along with the means of grace. Our focal point, thereafter, moves on to Eschatology (the doctrine of the last things), which is a reflection on the Christian hope for the completion of human life and the consummation of God's purpose for all creation. Modifying Anselm's famous definition, theology can be viewed as “hope-seeking understanding.” It examines individual and general Eschatology. The former is the quest to know what lies beyond death. The latter delves into God's intention for humankind as a whole and human history.

THEO600 Christian Apologetics (4 units)

This course aims to examine apologetics from biblical and theological perspectives. Apologetics is the field of Christian thought that focuses on the justification of the core themes of the Christian faith and its effective communication with the non-Christian World. Apologetics also celebrates and proclaims the intellectual solidity, the imaginative richness, and the spiritual depth of the gospel in ways that can connect with our culture. This course is mainly composed of two parts. It will provide the theological foundation, reasonableness, and methods of apologetics for students. It will deal with apologetic approaches from philosophical, scientific, and biblical perspectives, on the other hand. Conclusively, students in this course will construct broader and further construal as to apologetical approaches and their value to contemporary people.

THEO610 Christian Ethics (4 units)

The study of ethics seeks to determine whether moral values and obligations are objective or subjective, absolute or relative. It also aims at resolving the problem of the criterion for determining the morally good and morally bad, the morally right and morally wrong. In addition, the differences between general ethics and Christian ethics will be highlighted. Finally, the course will focus on the application of the biblical principles of Christian ethics to various moral issues, such as abortion, capital punishment, etc.

THEO620 Biblical Hermeneutics (4 units)

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

THEO640 Special Topics in Theological Studies (4 units)

A focused examination of a specific issue, theme, or selected topic within the field of theological studies. The seminar format encourages interactive discussions and in-depth analysis among students and the instructor. The course content will be determined and guided by the expertise of the instructor, ensuring a comprehensive and engaging learning experience.

Theological Studies (elective)

THEO511 Reformed Systematic Theology (4 units)

The course aims to gain understanding of Christian doctrines – God, Man, Christ, Salvation, Church, Last things– which are based on the reformed tradition. In addition to this, students will understand the fundamentals of reformed dogmatics, and pursue theological thoughts which are 'convincing' to the contemporary context as well as in 'faithfulness' to the Christian tradition.

THEO738 Contemporary Theology (4 units)

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

Faculty

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CHAPTER 6: CAREER SERVICES

Career Advisory

Advisors and counselors are available to speak with ministry-bound students who seek advice for careers after graduation. Olivet University provides information but is not required or obligated to offer placement services. Students may contact the director of their academic programs for more information.

Detailed Instructional and Occupation Classification for Graduate Programs

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

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

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

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

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

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

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

Master of Divinity in Mission and Church Major (Ministry Practice Program) (CIP 39.0301

Missions/Missionary Studies and Missiology)

21-2021.00 Directors, Religious Activities and Education

25-1126.00 Philosophy and Religion Teachers, Postsecondary

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

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

21-2011.00 Clergy

21-2021.00 Directors, Religious Activities and Education

CHAPTER 7: COURSE SELECTION AND SCHEDULING

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

Students must register for Chapel each term they are enrolled. Failure to do so may result in administrative withdrawal from all registered courses for the corresponding term, as well as potential additional disciplinary action.

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

Adding and Dropping Courses

Students may officially add or drop course(s) with no clerical fee being charged until the specified add/drop date, after which a \$15 clerical fee will be charged for each course added or dropped.

Additional per-hour fees owed will be calculated based on the total amount due after the schedule adjustment has been made. Refunds owed will be calculated based on the total amount due after the schedule adjustment has been made.

A student wishing to add or drop a class needs to submit a *Drop/Add Class* form to the Registrar. The student is then responsible for obtaining permission from the faculty member teaching the course as well as the student's advisor.

A student wishing to withdraw from a course after the add/drop date may complete a *Drop Class* form with the Office of the Registrar. The student is also responsible for paying appropriate fees and obtaining permission from the faculty member teaching the course as well as the student's advisor.

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

Dropping vs. Withdrawing

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

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

Withdrawal Policies

During the first two weeks of the fall, winter or spring quarter, students may withdraw from a course with no record of the class appearing on the transcript. In weeks three through seven of the fall, winter and spring quarter, the student may withdraw with the advisor's permission. The course will be recorded on the transcript with the instructor's notation of "W," indicating that the student withdrew. After week seven of the fall, winter, or spring quarter, students may not withdraw from courses.

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

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

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

College Withdrawal (Complete Withdrawal) Policy

If a student does not intend to return to OU or is planning to be away for more than one year (four quarters), he/she is required to file the *College/Program Withdrawal Request Form*.

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

Refunds for Withdrawals

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

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

Repeating Courses

Courses for which grades of "D" or better have been earned may not be repeated for credit. Courses for which grades of "F" have been received may be repeated for credit. Only the grade for the repeated attempt counts toward the grade point average. All entries on the transcript, however,

remain a part of the student's permanent academic record. Students will not be allowed to register for a course for which they have already received a passing grade.

Quarter System

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

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

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

Modes of Instruction

The "Mode of Instruction" refers to the method through which a course is delivered during a specific academic term. Olivet University recognizes the importance of providing diverse options for course delivery to meet the needs of students on the main campus, extension campuses, and eCampus, ensuring they can fulfill their degree requirements. To facilitate this, Olivet University offers four distinct modes of instruction: onsite, fully online, partially online, and hybrid.

To clarify the distinctions among the four instructional modes, their definitions are provided below.

Onsite

The "onsite" mode of instruction is designated for courses that exclusively take place in a face-to-face setting, requiring students to physically attend classes on campus. The course content is delivered through mandatory in-person sessions, where the instructor and students are physically present in the same location, promoting active engagement and participation. Onsite courses allow students to benefit from real-time discussions, collaborative activities, and personalized feedback, enhancing their overall learning experience within a traditional classroom environment.

Fully Online

The "online" mode of instruction is designated for courses that exclusively utilize technologically mediated educational strategies, without any in-person components. These courses employ a wide range of digital tools, including pre-recorded video lectures, audio lectures, online tests, and quizzes, to facilitate learning. All course materials and resources are conveniently accessible through the learning management system, allowing students to engage with the content at any time that suits their schedule. Courses additionally feature substantial and consistent faculty-student interaction through various communication channels, such as chat rooms or discussion boards.

Partially Online

The "partially online" mode of instruction is designated for courses in which 0% to 50% of the instruction is delivered through in-person sessions, with the remaining portion conducted online.

This mode is designed to offer flexibility while retaining some face-to-face engagement. In-person components may include orientation sessions, intensive workshops, or periodic on-campus meetings, while the online portion utilizes pre-recorded lectures, digital assignments, and interactive discussion forums. This mode accommodates students who need flexibility but still value occasional physical presence for direct interaction with faculty and peers.

Hybrid

The 'hybrid' mode of instruction refers to a unique approach in which more than 50% of the course is delivered through in-person classes on the University campus, with the remainder completed through online learning. In a hybrid course, the online component may include pre-recorded video lectures, interactive quizzes, and discussion forums. At a certain point or certain points in the course, students must attend mandatory in-person sessions taught by faculty on campus to complete their studies.

Class Schedules

Schedules listing classes offered each quarter are available on the university's course management system Populi. After receiving their ID and password, students may access the platform at the following address: <https://olivet.populiweb.com>.

Class Attendance

Students are expected to be punctual and regular in class attendance and to accept responsibility for all assigned work. Any student who has been absent for as many as one-third of the total class sessions for a course will have failed and will be suspended from the course. Within this framework, each instructor may set his/her own class attendance policy, and will inform students of this policy at the beginning of the term.

Class sessions missed because of illness or late registration will be counted as absences, except in the case of extenuating circumstances.

Students who are ill are expected to notify their instructors and to arrange to make up any missed work.

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

Accumulated absence of 70% or more of any given course whether spread out over the entire quarter or consecutive, will earn the student a grade of "NF," failure for non-attendance. Excused absence is not counted as present.

Any student who misses an examination for a legitimate reason may be granted permission to take

a "make-up" examination at the discretion of the faculty member.

Permission to give a final examination at any time other than the officially scheduled time must be obtained from the Division Chair.

Occasionally class absences result from a field trip scheduled for another course or from an authorized co-curricular activity (i.e. athletic event, music ensembles, etc.) that falls within class hours. Such group absences do not excuse a student from obligations to regularly scheduled courses, and it is the student's responsibility to be informed concerning the work missed and to complete all requirements in a manner satisfactory to the instructor. Students who participate in co-curricular activities, which may require class absences, should regularly attend class so that absences for co-curricular activities do not lead to course failure.

Full-time Enrollment

Fall, Winter and Spring quarters only.

To be classified as full-time, undergraduate students must be enrolled for a minimum of 12 quarter hours, while graduate students must take a minimum of 8 quarter hours. Special permission must be granted to enroll in more than 18 hours for undergraduate students and 14 hours for graduate students per quarter. Such permission must be approved by the Academic Dean before registration.

Certificate in English as a Second Language students are required to take a minimum of 18 clock hours of instruction per week in order to reach full-time enrollment status.

CHAPTER 8: GRADE NOTATION AND POLICIES

Graduate Grading System

Percentage Equivalent	Grade	Interpretation	Grade Points
100-93	A	Excellent	4.0
92-90	A-		3.7
89-88	B+		3.3
87-83	B	Satisfactory	3.0
82-80	B-		2.7
79-78	C+		2.3
77-73	C	Below Standard	2.0
72-70	C-		1.7
69-68	D+		1.3
Below 68	F	Failure	0

Other Grade Marks Used:

Grade	Interpretation	Grade	Interpretation	Grade	Interpretation
IP	In Progress	NF	Non-Attendance Failure	AU	Audit
I	Incomplete	P	Pass (Graduate: B- or better)	R	Retake
W	Withdrawal	NP	Non-Pass / No Credit		

In Progress Grade (IP)

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

Incomplete Grade (I)

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

Withdrawal Grade (W)

A grade of “W” (Withdrawal) is issued when a student formally withdraws from a course. The withdrawal must be initiated by the student in accordance with the procedures and due deadline

dates. "W" grades carry no credit and are not included when calculating the grade point average.

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

Non-Attendance Failure Grade (NF)

The grade of "NF" (Non-Attendance Failure) may be given by a professor for excessive absences by a student or when a student stops attending the class. This grade will be computed in the grade point average like a grade of "F." "NF" grades cannot be changed after initial submission and other grades cannot be changed to a "NF."

Audit Grade (AU)

A grade of "AU" (Audit) is issued when a student's attendance in an audited course is deemed adequate. AU grades carry no credit and are not included when calculating the grade point average.

Retake (R)

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

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

Grade Appeal

The normal appeal procedure begins with a consultation with the professor concerned. The following are the steps to filing a grade appeal:

1. Prior to the end of the quarter following the course in which the contested grade is issued, the student will request that the faculty member reconsider the grade that was awarded.
2. If dissatisfied with the outcome of a faculty decision, within 10 days of the faculty member's decision, the student may appeal in writing to the College Dean/Director.
3. Within 10 days of the College Dean or Director's decision, the student may submit a written appeal to the Academic Dean.
4. The student is responsible to monitor email daily throughout the appeals process.

Class Work

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

CHAPTER 9: SATISFACTORY ACADEMIC PROGRESS REVIEW

Academic Good Standing

Graduate students are expected to maintain a grade point average ("GPA") of at least 3.0 on a 4.0 scale to remain in Academic Good Standing.

Academic Disciplinary Status Overview

OU maintains academic disciplinary policies to encourage students to make the necessary academic and life changes to succeed. Students who fail to meet the minimum expectations of Academic Good Standing must meet more stringent standards and regularly consult with academic advisors.

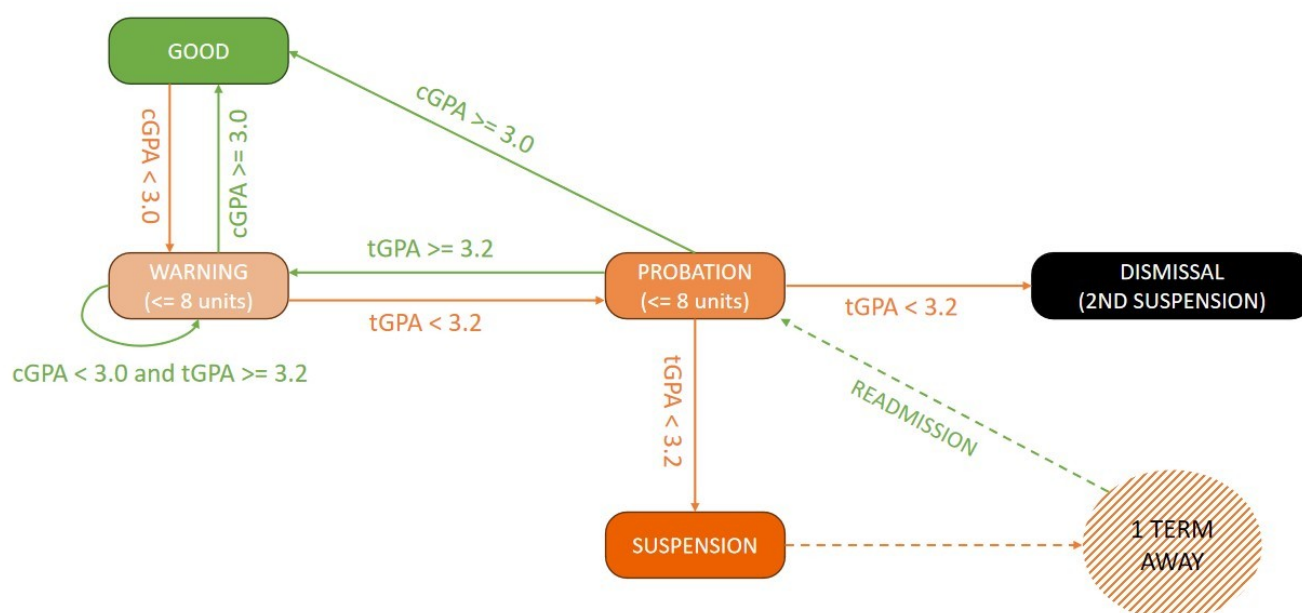
Disciplinary Policy for Graduate Students

The disciplinary policy provides a student with several opportunities to make the necessary adjustments prior to a final dismissal from OU.

Disciplinary Status:

- Academic Warning
- Academic Probation
- Academic Suspension (One regular term and any summer term)
- Academic Dismissal

Each Disciplinary Status, except for Academic Warning and Academic Probation, will be indicated on the student's academic record.



(OU Academic Standing for Graduate Students- 3.0 GPA Standard, 8 Credit Thresholds)

1. Academic Warning

If a graduate student's cumulative GPA falls below 3.0, the student will be placed on Academic Warning.

Academic Warning is designed to help students make the required adjustments to achieve success and a degree at OU. These adjustments will vary based upon the individual circumstances of each student but should be taken seriously.

If a student is placed on Academic Warning, the student will be required to follow certain protocols and meet higher academic standards. These protocols and standards are designed to bring the student back to Academic Good Standing and allow the student to meet graduation requirements.

A student on Academic Warning is required to meet the following Satisfactory Progress Policy requirements for the term:

Satisfactory Progress Policy:

- Earn a minimum term GPA of 3.2 for graduate students.
- May not withdraw or request an incomplete from a class.
- Meet with the academic advisor prior to registration.
- Retake all required Major and University Core Courses failed the previous term.
- Register for a maximum of 8 credit hours for graduate students.
- Maintain satisfactory progress towards graduation.

If a student on Academic Warning meets the Satisfactory Progress Policy requirements but fails to achieve a cumulative GPA of 3.0, the student will remain on Academic Warning and must continue

to comply with all Satisfactory Progress Policy requirements.

If at any time, a student's cumulative GPA meets the minimum requirements of 3.0 overall the student will regain Academic Good Standing. A student's cumulative GPA is only affected by OU coursework. Coursework at another institution cannot be used to return a student to Academic Good Standing. The College Dean reserves the right to alter this requirement on a case-by-case basis.

If a student has registered for more than 8 credit hours prior to his or her placement on Academic Warning, the student's schedule must be reduced to a maximum of 8 credit hours. The student is required to meet with his or her academic advisor to find an appropriate adjustment to the student's academic schedule.

2. Academic Probation

A student will be placed on Academic Probation for failure to meet the Satisfactory Progress Policy requirements while on Academic Warning. A student on Academic Probation is also required to meet the Satisfactory Progress Policy requirements as listed above.

Students who leave the University on Academic Warning or Academic Probation may be readmitted with the same status, even if they have attended another institution in the interim. Performance at another institution will be a factor in the readmission decision.

3. Academic Suspension

Students are automatically placed on Academic Suspension for failure to meet the Satisfactory Progress Policy requirements while on Academic Probation.

Students on Academic Suspension may not enroll in, audit, or visit a class unless readmitted as described below. Students who have already pre-registered for classes will automatically be dropped from all classes.

When the student is academically suspended the student's official transcript states "Academic Suspension" for the affected term.

Length of Academic Suspension

- A student's First Academic Suspension will be for a period of one regular term and any summer term.
- A student's Second Academic Suspension is Final Dismissal from OU without possible readmission.

4. Readmission

A student placed on First Academic Suspension must petition to his or her College Dean for readmission.

A student that is readmitted may be subject to additional probationary conditions placed upon them by the College Dean. Such additional probationary conditions may be individual to the student and his or her academic circumstances but will be designed to encourage the student to reach Academic Good Standing and be eligible for Graduation.

A student who reenters the University after First Academic Suspension will re-enter on Academic Probation.

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

Programs have the prerogative of recommending the termination of a student's admission at any time.

The Registrar shall inform, in writing, any student who is not making satisfactory academic progress as soon as practicable after term grades have been reviewed and the appropriate action has been taken.

A student placed on Academic Suspension or Academic Dismissal status may appeal such action by filing a written appeal with the College Dean or designee no later than 10 working days after the date of the written notice.

The appeal shall include a brief outline of the reasons why the appeal should be granted. The decision of the College Dean or designee on the appeal shall be final.

Academic Progress of Students

Midterm Monitoring

At midterm each quarter, all faculty members will receive a request to comment on the academic performance of their students.

Individual faculty members are often the first to notice that a student's academic performance in a particular class is unsatisfactory and may be indicative of overall academic difficulty and/or other problems. Indicators of difficulty may include unsatisfactory grades; poor or inconsistent work; poor or erratic attendance; inattentiveness, agitation; change in behavior, attitude, or appearance; inappropriate and/or inconsistent behavior, etc.

The evaluations from faculty not only help academic advisers in their monitoring of a student's academic performance and progress but also assist them in their efforts to provide the appropriate support and resources to the student.

Academic Review

At the end of each quarter, each program Division Committee, composed of faculty and academic staff, will review and may take action on the record of every student whose term or cumulative grade-point average is below 3.0 for graduate students. The Committee will determine student

standing, including academic warning, academic probation, suspension, and dismissal. All such students are notified via email. However, all students are responsible for monitoring their own academic record and performance, and failure to receive the notification does not nullify the academic standing action. In addition, students are encouraged to seek out assistance from the appropriate university resources.

Exercising the repeated course option does not negate prior academic standing action.

Statement of Academic Rigor

Academic rigor helps to promote lifelong learning and is an integral aspect of Olivet University's mission. Academic rigor means sustaining a learning environment that challenges students to attain high levels of intellectual skills in an ethical manner.

Academic Rigor for Faculty

Rigorous teaching permits faculty members to create learning environments that challenge students academically and encourage them to grow. Rigorous teaching requires a professional commitment to academic discipline and to inspiring students to develop their knowledge and understanding by developing their learning skills. Students should be able to expect faculty members to:

1. Strive to clearly communicate the course expectations and have them summarized on the syllabus, and to follow the curriculum;
2. Strive to come to class prepared, and to give students useful feedback on their assignments in as timely manner as the situation permits;
3. Strive to be available to students outside of the classroom;
4. Strive to make assignments relevant, meaningful and challenging;
5. Strive to create opportunities for learning in ways geared to students' diverse talents and abilities;
6. Strive to reduce, if not eliminate, the students' perceived need to plagiarize and to challenge plagiarism should it occur; and
7. Strive to evaluate our courses and ourselves.

Academic Rigor for Students

To make the most of the college experience, students should approach college in terms of a rigor complementary to the faculty's. Rigorous learning requires fortitude, persistence, preparation, hard work, and zeal. Since college shifts students from the teacher-centered style of high school learning to a student-centered style of learning, it places a higher level of responsibility for performance onto the students. Such high performance at a demanding institution can lead to a successful and satisfying career. Therefore, rigorous students should expect themselves to:

1. Set high expectations along with a strong sense of collegiate purpose;
2. Come to class prepared to work, and to submit assignments by the deadlines;

3. Make the most of their time with faculty members in and out of class;
4. Treat fellow students and the classroom with respect, and to participate in the academic process;
5. Manage their time so they can treat college as real work with real value;
6. Participate with complete honesty and integrity;
7. Understand that collaboration with classmates on assignments, when required or encouraged, is acceptable behavior as long as the products of those assignments are truly the student's own work;
8. Accept responsibility for learning and for the grades earned.

CHAPTER 10: GRADUATION

General Requirements

Students must meet minimum academic requirements to be eligible for graduation, according to the prescribed course of study outlined in the curricula of their respective programs, with an appropriate academic grade point average. Students must also satisfy all financial responsibilities to the university to qualify for graduation.

Students enrolled in undergraduate programs of the university must maintain an average grade of “C” (2.00) for graduation. Students enrolled in graduate programs of the university must maintain an average grade of “B” (3.00) for graduation. The grade average will be determined on the basis of grades recorded before enrollment for the final term of study.

After a graduation audit determines that a student is eligible to graduate, the student may choose to attend the commencement ceremony via live broadcast or be present at the Riverside campus to attend in person. Students who choose to attend in person are required to be present for both rehearsal and commencement exercises. If a student cannot be present, graduation in absentia may be approved for reasons satisfactory to the faculty. Arrangements to attend must be made six weeks before the commencement exercises, and must be made by written petition.

Students registering in the university for the first time should complete their work for the degree according to the requirements of the Catalog of the year in which they entered. Students who withdraw may wish to return under the requirements of their original Catalog if they have missed no more than three consecutive regular quarters (for example, fall/ winter/spring). All other students must return under the requirements of the current Catalog.

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

Additional Requirements

1. The faculty of each respective program is responsible for determining any additional requirements for admission to, continuation in, and graduation from each degree program above and beyond the university's standards.
2. The faculty of each respective program is determinant in decisions and questions related to a student's admission, a student's continuation in a degree program, and eligibility for graduation. A student may submit a request for review in the Office of Student Services if a question arises on a decision made by the faculty. Appeals can be made, provided such a request is filed within 15 days after the date the decision is officially delivered to the student.
3. The faculty of each program reserves the right and authority to refuse approval of a candidate for graduation, or to terminate the continuance of a student in an academic program based on

academic or conduct violations, including a failure by the student to reflect and act in conformance with the University's mission and values.

Graduation process

1. Once students have successfully completed a minimum of 164 credits in the bachelor degree, 120 credits in the Master of Divinity degree, and 40 credits in another master degree, they may request a graduation audit to each division.
2. Once students fulfill graduation requirements, students should apply for graduation by emailing the Registrar's Office and requesting the graduation application form.
3. The Registrar's Office goes through a final graduation check and verifies whether students have completed all graduation requirements. If the student meets graduation requirements, the Registrar Office notifies the student to fill out the graduation application form.
4. Students fill out graduation application forms, submit the form and pay the graduation fee.
5. The Registrar's Office prepares and sends the diploma and an official transcript to the address typed on the graduation application form.

CHAPTER 11: OLIVET UNIVERSITY POLICIES

Student Records

It is Olivet University's policy to maintain the confidentiality of all student education records.

No one outside the institution shall have access to nor will the institution disclose any information from a student's education records without the written consent of the student except to personnel within the institution; to persons or organizations providing student financial aid; to accrediting agencies carrying out their accreditation function; to persons in compliance with a judicial order; and to persons in an emergency in order to protect the health or safety of the student or other persons.

Within the Olivet community, only those members, individually or collectively, acting in the student's educational interest or involved with campus safety are allowed access to student education records.

Students may inspect, review, and challenge the information contained in their education records, request a hearing if the outcome of the challenge is unsatisfactory, and submit explanatory statements for inclusion in their files if they feel the decisions to be unacceptable. The Registrar at Olivet has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, financial, and placement records. Education records do not include records of administrative and education personnel. These records are the sole records of the administration and education personnel who prepare them.

Students may not inspect and review the following: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student.

Requests for amendments to grades after a student has graduated will not be considered unless there is substantial evidence of inaccuracy on the institution's behalf.

Student records will be maintained for five (5) years from withdrawal or graduation, and student transcripts will be maintained permanently.

Olivet retains student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

Confidentiality and Privacy Policies

Olivet University retains student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended (20 *United States Code* [U.S.C.] § 1232g; 34 *Code of Federal Regulations* [CFR] Part 99).

The federal law allows student above age of 18 or attends a school beyond the high school level to have the rights:

- To inspect and review education records maintained by the school.
- To request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

Regarding data disclosure, according to FERPA:

- A school must have written permission from student in order to release any information from a student's education record
- A schools may disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- A school may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and students a reasonable amount of time to request that the school not disclose directory information about them.

Olivet University also adheres to the privacy requirements in the California Information Practices Act (California *Civil Code* Section 1798 et seq.), Article 1, Section 1 of the California Constitution, and all other applicable state laws and regulations that safeguard education records, privacy, and confidentiality.

Olivet University acknowledges that the right to privacy is a personal and fundamental right protected by Section 1 of Article I of the Constitution of California and by the United States

Constitution and that all individuals have a right of privacy in information pertaining to them. It recognizes that the right to privacy is being threatened by the indiscriminate collection, maintenance, and dissemination of personal information and the lack of effective laws and legal remedies. The increasing use of computers and other sophisticated information technology has greatly magnified the potential risk to individual privacy that can occur from the maintenance of personal information. In order to protect the privacy of individuals, Olivet University is committed to maintain and disseminate personal information within strict limits.

Complaint and Grievance Policy

The University defines a formal candidate/student complaint as any grievable issue between a candidate/student and a unit faculty or staff member that good faith efforts have failed to resolve, and has been submitted in writing by the candidate/student to that faculty or staff member's supervisor for further consideration and resolution. Grievable issues are defined as being subjected to an arbitrary, capricious, or unreasonable standard of academic performance (in the case of grades) or of a specific university policy.

Students expressing a grievance about the application of University policy, academic or non-academic, should attempt to seek informal resolution of the matter with the faculty or staff member involved, following that with the immediate supervisor of the faculty/staff member if necessary. If such informal procedures do not effect an equitable resolution of the matter, the student may submit a formal grievance form.

A formal grievance will be submitted to the Dean of Students, who will treat the complaint as a high priority. The Dean of Students will contact the staff/faculty members directly involved and attempt to reach a resolution. If a suitable remedy for the grievance cannot be reached, a grievance committee will be formed to arrive at a successful resolution.

Grievance Procedures:

Within five weekdays of the date on which the concern occurred, the student is encouraged to meet with the staff member and discuss the concern. It is hoped that most concerns can be resolved within this step. If the staff member and the student are not able to resolve the concern OR if the student feels uncomfortable meeting with the staff member, the matter may be escalated to the next level, and the supervisor may be contacted by the student. But if all this does not show a satisfactory outcome, then the grievance form should be completed. and the grievance form should be completed.

To File a Grievance

1. Obtain the student grievance form from the Office of Student Services. Fill it out completely, stating your case in full, and return it to the Office of Student Affairs. The grievance form should be submitted as soon as possible and no later than 60 calendar days after the situation took place.
2. If it is determined that the student has a valid grievance, a grievance committee will be convened. Its head will be a member of the University's administrative staff. It will also consist

of one faculty member and one student selected at the beginning of the academic year for this task. If this grievance concerns a grade, the faculty member must be an actual instructor at the University.

3. After reviewing the report, the grievance committee will conduct an investigation, as may be appropriate, and make a judgment. The committee's decision will be communicated in writing within 15 calendar days to all involved parties.
4. If the decision made by the grievance committee does not satisfactorily resolve the issue, the student may appeal the decision to the Dean of Students within 15 calendar days after receipt of the response.
5. 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 Director of Student Services will respond in writing with a final resolution of the complaint.

All complaints will be kept confidential to the extent permitted by law and every effort will be made to assure that no adverse action will be taken against the student filing the complaint. Such action will be subject to investigation and possible disciplinary sanctions.

Complaint Log

Each University division is required to maintain an active student complaint log and must be prepared to present such a log for review by appropriate university officials. Student Complaint Log Form provides a template for policy compliance and reporting. The log contains the following elements: Date of complaint, name of the complainant, description of the complaint, date of response, responder, and description of the response.

A formal resolution of the complaint will involve a grievance committee, comprised of either the Academic Dean or the Dean of Students (for student complaints), two faculty members, and two students or alternates and includes both men and women. The grievance committee will review the information to determine if harassment is evidenced, and will resolve the matter with all involved parties. Formal resolution involving written reprimand, disciplinary action, or dismissal must be approved by the University President. Any appeal of the grievance committee's action will be made to the University President.

Olivet University Student Code of Conduct

A) Student Covenant Statement

As students of Olivet University, we covenant to:

- Submit to University leadership as an expression of our commitment to the Lordship of Jesus Christ;
- Live in accordance with holy Christian standards taught by the Bible and by the local church;

- Treat the University leadership, staff, faculty, students and local community with respect and Christ-like love;
- Uphold the dignity of our Christian faith in all aspects of life and academics;
- Strive to follow the example of humble, selfless servant leadership of our Lord and Savior Jesus Christ, turning away from selfishness and pride;
- Abide by the Student Code of Conduct, and in case of misconduct to submit to the appropriate disciplinary action determined by the University Administration;
- Attend the main chapel services on Wednesday, Friday, and Sunday.

B) Misconduct

Misconduct is behavior and action that violates the Student Code of Conduct. It damages the academic integrity of the University and impedes the fulfillment of the institutional mission. Misconduct includes any behavior or action deemed to be in violation of Christian moral and ethical standards, according to the discretion of the Office of Student Affairs.

Misconduct includes:

- Academic dishonesty (See Academic Honesty Policy in the Academic Catalog),
- Substance abuse, including usage of alcohol, tobacco, and drugs,
- Possessing tobacco products, including e-cigarettes,
- Sexual harassment,
- Homosexual misconduct or behavior,
- Racial discrimination,
- Premarital sexual relations,
- Disrespectful language and behavior towards others,
- Behavior that threatens others, including verbal threats and physical altercations,
- Foul language and cursing,
- Possessing or viewing any pornographic material,
- Gambling,
- Theft,
- Failure to abide by any safety rules or other campus regulations either posted or as instructed verbally by University staff,
- Violating any portion of the Student Covenant Statement.

Additionally, in order to prevent situations of moral compromise and any appearance of impropriety, men and women may not be in one another's dorms at any time.

C) Discipline

Misconduct will be recorded on the student's record. At the discretion of the Office of Student Affairs, misconduct will be classified as either minor or major, according to the nature of the incident. Disciplinary action for minor incidents will be determined by the Office of Student Affairs.

Expulsion will be immediately considered for any student with a major incident of misconduct.

Students with a pattern of misconduct, defined as three minor incidents of misconduct, will also be considered for Expulsion. Recommendation for expulsion will be at the discretion of the Office of Student Affairs.

Students who are expelled will be asked to leave the campus, and will not be permitted to visit while expelled. Reinstatement will be considered on a case-by-case basis upon appeal by the student, but in no case will it be considered sooner than six months after the expulsion.

Enrollment at Olivet University is a privilege, and may not be automatically renewed each term. Students found to have a pattern of misconduct or major incidents of misconduct may be asked not to return in the next term. Students who are asked not to return may apply for reinstatement.

General Code of Conduct

Sanctions

Student conduct sanctions are categorized as primary and secondary. More than one primary sanction or any combination of primary sanctions and secondary sanctions may be imposed for any single violation. Once a student has been finally assessed a disciplinary sanction, however, no more severe primary sanctions may be assessed against him or her by any higher University authority.

1. Primary Sanctions (in order of severity):

1.1 *Expulsion*: Separation of a student from the University whereby the student is not eligible for readmission to this university. Expulsion is permanently noted on the transcript.

1.2 *Dismissal*: Separation of a student from the University for an indefinite period of time. Readmission to the University may be possible in the future, but no specific time for a decision is established. Dismissal is permanently noted on the transcript.

1.3 *Suspension*: Separation of a student from the University for a definite period of time. The student is not guaranteed readmission at the end of this period of time, but is guaranteed a review of the case and a decision regarding eligibility for readmission. Suspension is noted on the transcript. If the student re-enrolls, remains in good standing and completes the requirements for graduation, the student may request removal of the notation at the time he/she files for graduation. Requests must be submitted to the Office of the Registrar. The Chief Academic Office, in consultation with other University officials, will make the final decision regarding removal of the notation.

1.4 *Deferred Suspension*: The sanction of Suspension may be placed in deferred status. If a student is found in violation of any University rule during the time of Deferred Suspension, the Suspension takes effect immediately without further review. Additional student conduct sanctions appropriate to the new violation also may be taken. A student who has been issued a Deferred Suspension sanction is deemed “not in good standing” with the University. A student who is not in good standing is subject to the following restrictions:

- Ineligibility to hold an office in any student organization recognized by the University or to hold any elected or appointed office of the University.
- Ineligibility to represent the University to anyone outside the University community in any way,

including representing the university at any official function, intercollegiate athletics or any forms of intercollegiate competition or representation.

- Ineligibility to receive a University-administered scholarship when the length of the Deferred Suspension is greater than one quarter. Some scholarships adhere to more strict guidelines, and, therefore, ineligibility may result from a lesser length of Deferred Suspension. This sanction implies a serious offense and must be uniformly applied by the office administering the scholarship upon notification by the University disciplinary officer.
- Additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct.

1.5 Probation: An official warning that a student's conduct is in violation of University Rules, but is not sufficiently serious to warrant expulsion, dismissal or suspension. A student on conduct-probation is deemed "not in good standing" with the University. This sanction includes the same restrictions listed in 1.4, Deferred Suspension.

1.6 Letter of Reprimand: A letter that makes a matter of record any incident that reflects unfavorably on the student or the University.

1.9 Warning: Admonition of a student for actions unbecoming to the University community.

2. Secondary Sanctions (no order of severity is established for secondary actions):

2.1 Community/University Service: A student may be offered an opportunity to complete a specified number of hours of Community/University Service in lieu of other sanctions. The type of Community/University Service must be approved by the hearing officer/panel.

2.2 Educational Requirements: A provision to complete a specific educational requirement directly related to the violation committed. The provision will be clearly defined. Such educational requirements may include, but are not limited to, completion of an alcohol education workshop, a diversity awareness workshop, essays, reports, etc.

2.3 Restrictions: The withdrawal of specified privileges for a definite period of time, but without the additional stipulations contained in the imposition of conduct probation. The restrictions involved will be clearly defined.

2.4 Restitution: A payment for financial injury to an innocent party in cases involving theft, destruction of property or deception. The assessed costs to be paid may be in addition to receipt of any of the above sanctions.

Harassment

OU respects and encourages the dignity and professionalism of its employees and students and is committed to maintaining a learning and working environment that is free from any form of discrimination. Harassment in any form based on sex, race, color, age, national origin, disability, or any other characteristic protected by state or federal laws is prohibited, as are all forms of sexual intimidation and exploitation.

In keeping with this commitment, OU will not tolerate any unlawful harassment of its employees or students at the university by anyone, including any faculty member, staff member, student, visitor, vendor, contractor, or any other individuals providing services at the university. Harassment interferes with an individual's work or learning environment and will not be tolerated.

All members of the Olivet community are expected to follow and enforce the University's policy against harassment. Complaints of harassment will be promptly and thoroughly investigated and appropriate action, including disciplinary measures, will be taken when warranted. Faculty, students, and staff have the right at any time to raise the issue of harassment without fear of retaliation.

Academic Honesty

Students shall maintain academic honesty in the conduct of their studies and other learning activities at Olivet University. The integrity of this academic institution, and the quality of the education provided in its degree programs, are based on the principle of academic honesty.

The maintenance of academic integrity and quality education is the responsibility of each student within this University. Cheating and plagiarism in connection with an academic program is an offense for which a student may be expelled, suspended, put on probation, or given a less severe disciplinary sanction.

Student Responsibilities

Students are responsible for knowing and understanding the rules of Academic Honesty as outlined in the college catalog, to include fabricating information and data, cheating, facilitating academic dishonesty, and plagiarizing.

Students are responsible for communicating with the instructor if they do not understand how the policy applies to a particular class or assignment.

Definitions

Academic dishonesty is an especially serious offense. It diminishes the quality of scholarship and defrauds those who depend upon the integrity of the academic programs. Such dishonesty includes, but is not limited to, the following:

- Giving unauthorized information to another student or receiving unauthorized information from another student during any type of assignment or test.
- Obtaining or providing without authorization questions or answers prior to the time of an

assignment or test.

- Using unauthorized sources for answers during any assignment or test.
- Taking part in or arranging for another person to complete an assignment or to take a test in place of another.
- Giving or receiving answers by use of signals during a test.
- Altering answers on a scored test and submitting it for a higher grade.
- Collaborating with others in a required assignment without the approval of the instructor.
- Stealing class assignments or portions of assignments, including electronic files, and submitting them as one's own.
- Not crediting participants for their part in a group project or claiming credit for work not done on a group project.
- Plagiarism, which is presenting as one's own in whole or in part the argument, language, creations, conclusions, or scientific data of another without explicit acknowledgment.

Examples include, but are not limited to:

1. Using another person's written or spoken words without complete and proper citation.
2. Using information from a World Wide Website, CD-ROM or other electronic source without complete and proper citation.
3. Using statistics, graphs, charts and facts without acknowledging their source.
4. Submitting a paper purchased from a term-paper service.
5. Paraphrasing which is imitating someone else's argument using other words without acknowledging the source.
6. Claiming credit for someone else's artistic work, such as a drawing, script, musical composition or arrangement.
7. Using someone else's lab report as a source of data or results.
8. Using one's own or substantially similar work, produced in connection with one course, to fulfill a requirement in another course without prior permission. A student may use the same or substantially the same work for assignments in two or more courses only with written permission from the instructors of all the classes involved.
9. Submitting the results of a machine translation program as one's own work.

CHAPTER 12: STUDENT LIFE AND STUDENT SERVICES

Enrollment Requirements & Procedures

Before enrolling, all applicants must also fill out an Enrollment Agreement and submit any applicable deposit in accordance with the Student Fees and Payment schedule. A parent or legal guardian must sign the Enrollment Agreement if the applicant is under 18 years of age.

Digital “Orientation”

At the start of the fall quarter, all entering students will receive a welcome package available in digital media format, which includes an introduction to Olivet University and an overview of its curricular and co-curricular programs, general policies, and administrative features.

Fall Orientation also provides a chance for students to connect socially with other community members in order to ease the transition into the start of a new academic year.

Student ID Cards

All students are required to have a student ID card. The digital ID card is available in the Populi app. A physical ID card is also available upon request to the Office of Student Affairs and a \$15.00 fee. Loaning a physical or digital ID card to another person is prohibited.

University-Wide Literary Style

The most recent edition of Kate L. Turabian’s *A Manual for Writers of Term Papers, Theses, and Dissertations* is the basic manual of style for the writing of formal papers. Turabian allows for footnotes, endnotes, or parenthetical references. Each division and degree program may specify the kind of documentation it requires. Faculty members may specify exceptions to these standards for particular assignments as necessary.

Leave of Absence / Time Limit Policy

If students intend to return to OU within one year (four quarters) and want to preserve registration privileges, they should file a *Leave of Absence* form. A leave of absence may be taken up to a maximum one year (one quarter for LOA and three quarters for Continued Leave of Absence)* by an enrolled undergraduate or graduate student who has a medical or personal reason that prohibits the student from progressing in his/her degree program.

Students must receive prior approval for any course(s) taken at another institution while on leave by

completing a Transfer of Credit Application.

If a student does not return to OU within the stated time period, they will automatically be withdrawn from the college and will need to reapply if they wish to return.

Leaves of absence will extend the maximum time students have to complete the degree program by up to one year.

***Maximum Length of a Leave:** *A leave of absence is generally not approved for longer than one year. However, under special circumstances such as military deployment or medical emergency, a leave may be approved for a maximum of three years.*

Maximum Time Limit

The maximum time limit to complete a master of divinity degree program at Olivet University is **10 years**.

All requirements for degree programs must be completed within set time limits after the student's first term of enrollment in his/her program.

If a student does not complete the program within the maximum time limit, their active enrollment status and academic progress will be administratively closed or inactivated. To continue pursuing the degree after this, the student must submit a new application for admission.

When additional time is necessary and appropriate, the student and advisor will petition the student's college for an extension. The extension may be denied, in which case the student will be dismissed, or it may be granted with qualification. The maximum extension is one additional year. Extensions require review of academic progress and any other factors regarded as relevant by the college, and approval by the academic dean.

Academic Advising

Academic advising is an on-going, intentional, educational partnership dedicated to student academic success. After being admitted to the University, students will be assigned to an academic advisor. Whenever possible, students are assigned additional advisors in the area of study in which the students have expressed an interest.

The role of these advisors is to guide course selection and serve as a resource with regard to the university's policies and procedures. Olivet values the spiritual and academic growth that may develop from healthy student-advisor relationships. Thus, students are encouraged to communicate with their advisors throughout their Olivet careers for advice and assistance in any academic issues.

It is to students' advantage to meet with their academic advisors at least once a quarter and to know their advisors well.

Petitions

Should there arise a scenario in which an exception to an academic policy seems necessary, students may file a request via registrar@olivetuniversity.edu.

Changes in Personal Information

During registration and throughout the quarter, any change in a student's address, employment, marital status, number of children, or other pertinent data should be reported to the Office of the Registrar as soon as possible.

Transcripts

In order for the Office of the Registrar to release a transcript, federal law requires a signature from the student requesting his/her transcript. Transcript request forms may be found in the Student Records area of Populi. Transcripts are issued with set fees. Please see the fee schedule included in this Catalog.

Verbal requests, whether in person or over the phone, cannot be processed. A transcript request from a student on hold for unpaid fines or bills will not be processed until his/her financial obligations are met. Transcripts are generally processed within 7 business days of the request.

Counseling

Students are encouraged to communicate openly, but respectfully, with all OU staff members, and to seek spiritual guidance at any time, especially from the Director of Student Services. Personal counseling is intended to help students better adjust to their University experience and to provide support for their personal walks of faith. OU also encourages students to maintain ties with WOA church leaders throughout their studies at OU.

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

Tutoring

Students who need extra assistance because of academic difficulties may arrange for tutoring through their Academic Advisors. The University believes in giving every student the opportunity for individualized assistance outside of the normal class setting. Online tutoring sessions help students clarify points from lectures, labs, discussion sessions, or assigned readings. All tutoring sessions are intended to supplement, not replace, any class attendance or personal study time.

Study sessions provide students with the opportunity to meet with instructors for individual assistance. Students who take advantage of study sessions are expected to perform better in the classroom. Should an instructor determine a student's progress in one or more areas to be unsatisfactory or below normal (typically considered less than C- work), the instructor may suggest an online study session.

Netiquette Guide

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

Security

Remember that your password is the only thing protecting you from pranks or more serious harm.

- Don't share your password with anyone
- Change your password if you think someone else might know it
- Always logout when you are finished using the system

General Guidelines

When communicating online, you should always:

- Treat instructors with respect, even in email or in any other online communication
- Always use your professors' proper title: Dr. or Prof., or if you in doubt use Mr. or Ms.
- Unless specifically invited, don't refer to them by first name.
- Use clear and concise language
- Remember that all college level communication should have correct spelling and grammar
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you"
- Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING
- Limit and possibly avoid the use of emoticons
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive
- Be careful with personal information (both yours and others')
- Do not send confidential student information via email

Email Netiquette

When you send an email to your instructor, teaching assistant, or classmates, you should:

- Use a descriptive subject line
- Be brief
- Avoid attachments unless you are sure your recipients can open them
- Avoid HTML in favor of plain text
- Sign your message with your name and return email address
- Think before you send the email to more than one person. Does everyone really need to see

your message?

- Be sure you REALLY want everyone to receive your response when you click, “reply all”
- Be sure that the message author intended for the information to be passed along before you click the “forward” button

Message Board Netiquette and Guidelines

When posting on the Discussion Board in your online class, you should:

- Make posts that are on topic and within the scope of the course material
- Take your posts seriously and review and edit your posts before sending
- Be as brief as possible while still making a thorough comment
- Always give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying
- Don't repeat someone else's post without adding something of your own to it
- Avoid short, generic replies such as, “I agree.” You should include why you agree or add to the previous point
- Always be respectful of others' opinions even when they differ from your own
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way
- Do not make personal or insulting remarks
- Be open-minded

International Student Services

What to do first: A Checklist

Upon arriving at Olivet, there are a number of things that you need to do. We offer a checklist to help you to get started.

1. Check-in at the Olivet International Student Office

Within ten days of arriving at Olivet, new F-1 students must check in at the International Student Office. Bring your passport, I-94 card, and I-20 with you. This is a mandatory procedure: under U.S. Department of Homeland Security guidelines, we are required to confirm your arrival. Failure to complete the check-in procedure may lead to your immigration status being terminated. If you have a “transfer pending” I-20, be sure to return to ISO as soon as you have completed your course registration so that the transfer process can be completed.

2. Open a Bank Account

It is not safe to keep large amounts of cash in your apartment, so we recommend opening a bank account as soon as possible after you arrive. Deposit your checks so they clear in time for you to pay your bills. Ask the ISO for a courtesy letter to help you open a bank account, or otherwise notify us if you have problems or difficulties opening an account. Note: you do NOT need to have a Social

Security Number to open a bank account, so please let us know if you are told otherwise.

3. Update Your Address

All F-1 non-immigrants are required, under U.S. law, to report their U.S. residential (not mailing or PO Box) address through their respective schools and/or immigration sponsors. When you register for classes, be sure to update your U.S. local address with the ISO. Continue to update your address and contact information with the ISO within 10 days of any move.

4. Register and Start Classes

Discuss with your academic advisor or program director about the courses you should be taking. Some programs follow a more structured curriculum while others may be more flexible.

5. Attend a Mandatory F-1 Immigration Information Session

These sessions are mandatory for all new and incoming international students and are recommended for returning students who have been abroad for extended periods of time. See the orientation calendar for all session times.

Mandatory F-1 Visa Orientation

In order to ensure that you are aware of the regulations and requirements of your immigration status, the ISO holds visa orientation sessions for your benefit. Topics covered include: immigration requirements for full-time study; employment; travel; immigration documents and forms; and consequences of not maintaining lawful F-1 status. You are responsible for knowing all the information presented in these sessions. Consequences of not abiding by immigration regulations can be severe.

Immigration Information for F-1 Students

Visa and Document Overview for Students in F-1 Status

Your Legal Obligations

It is essential to remember that you must take full responsibility for maintaining your status with the Department of Homeland Security (DHS). That is, you are responsible for finding out, knowing, and following pertinent regulations. If you take time early on to familiarize yourself with your obligations to the Department of Homeland Security, you should find it easy to maintain your legal status. If, however, you allow yourself to fall "out of status", it may be extraordinarily difficult to be reinstated to legal F-1 status.

The best resources to assist you in maintaining your status are the International Student Office at 1st floor of Olivet University. Every effort has been made to provide reliable and accurate information on rules that govern student immigration classifications. Feel free to come in and ask

questions anytime.

Useful Websites for F-1 Students

U.S. Immigration and Customs Enforcement <http://ice.gov>

U.S. Citizenship and Immigration Services: <http://www.uscis.gov/portal/site/uscis>

U.S. Department of State: <http://www.usembassy.gov/>

A Few Words of Advice for Students

- Familiarize yourself with "Student Immigration Definitions" before reading anything else.
- Although most requests for documentation submitted to the ISO usually are done on the spot while you wait, it is prudent to allow at least five business days for processing.
- Bring with you your passport and all relevant immigration documents - including your I-20 and any previous I-20's - when you come to the ISO for immigration information or document processing.
- Carry financial documentation when you travel.
- If you are the least bit uncertain about your status - for example, whether your program will be full-time, whether your permission to stay is valid, or whether you can be paid for an assistantship - check with the ISO immediately.

Students who do not meet the full-time or normal progress requirements may have problems restoring their status. Therefore, if you believe your circumstances warrant extraordinary consideration, it is extremely important that you consult with the ISO or IAO before registering for your program. We are here to help you and advise you.

CHAPTER 13: LEARNING & EDUCATIONAL RESOURCES

Olivet University provides a comprehensive suite of learning and educational resources designed to empower students across all instructional modalities—on-campus, hybrid, and online. These services support rigorous scholarship, practical training, ministry formation, and career readiness. Many resources are available at each extension site, while others are centrally delivered to ensure that all students, regardless of location, benefit from a consistent, high-quality learning experience.

Academic & Instructional Support

Olivet University is committed to equipping every student for academic excellence through an integrated network of instructional, mentoring, and learning-support services. These resources foster intellectual growth, academic integrity, and effective learning for both residential and online students.

Academic Orientation and First-Year Support — New students receive structured orientation to the university's academic expectations, library and technology resources, and online learning environment. Orientation sessions, tutorials, and mentoring help ensure a smooth transition into university-level study.

Academic Advising & Program Planning — Professional academic advisors guide students through degree requirements, course sequencing, and long-term graduation planning. Advisors also assist with understanding academic policies, evaluating transfer credits, and aligning academic pathways with vocational and ministry goals.

Research Assistance and Information Literacy — Librarians and faculty provide individualized research consultations, instructional workshops, and online tutorials to help students locate, evaluate, and ethically use information sources. Training supports both foundational skills and advanced scholarly research.

Faculty Mentoring and Academic Coaching — Faculty mentors offer academic and professional guidance within each program, assisting students in setting goals, developing research interests, and preparing for graduate study or ministry service. Academic coaching is available for students seeking structured support to strengthen academic performance, study skills, or time management.

Assessment & Academic Progress Monitoring — The university regularly assesses student learning outcomes to identify areas for improvement. Advisors and program directors provide early interventions—including academic counseling, success plans, or remedial support—to promote continued academic progress and achievement.

Library & Research Resources

Ralph D. Winter Library & e-Library — Olivet's library system maintains extensive print and electronic collections, subject-specific special collections (including the William L. Wagner Mission Collection), licensed research databases, interlibrary loan services, research guides, and online

tutorials. The library offers synchronous and asynchronous research support, workshops in theological and disciplinary research, and extended service hours during final exam periods.

Digital Access — E-Library services provide 24/7 remote access to scholarly journals, e-books, streaming media, and academic databases that support coursework and faculty research across all campuses. Regular online workshops and webinars help students make effective use of digital research tools.

Online Learning Platform & Digital Tools

MyOlivet (Populi-based learning management system and institution management system) — MyOlivet, the university's Populi-based online learning environment, serves as the central platform for course delivery, gradebooks, announcements, assignment submission, and official student communication. All courses utilize an online classroom where students can access syllabi, lecture materials, assessments, and grades at any time. Populi provides real-time technical support to students and faculty during normal business hours, Monday through Friday.

Commitment to Quality & Continuous Improvement

Olivet University's distance education standards, instructional design processes, and library services are developed to meet recognized quality benchmarks and ensure that students at every location—local or remote—receive a consistent, academically rigorous, and mission-centered education. The university continuously reviews course quality, learning outcomes, and support services as part of its commitment to ongoing improvement and student success across all campuses.

LIBRARY SERVICES

Library Cards

University ID cards and ID numbers serve as library cards for Olivet University students, faculty, instructors, lecturers and staff. Alumni, retired faculty and staff can exercise the limited library privileges as OU students with appropriate ID/PIN information.

Library Hours

Riverside Main Campus

Mon, Tue, Thu: 7:00 am – 8:00 pm PST

Wed, Fri: 7:00 am – 5:00 pm PST

Sat: 8:00 am – 5:00 pm PST

Sun: Closed

San Francisco Campus

Mon, Tue, Thu: 8:00 am – 4:30 pm PST

Wed, Fri: 8:00 am – 12:00 pm PST

Sat: 9:00 am – 12:00 pm PST

Sun: Closed

Circulation Policy

Books and Periodicals

Once a Library patron selects desired materials, he or she proceeds to check out these selections by submitting the appropriate ID/PIN information as directed by the library computer system, which will allow the materials to be checked out for a two-week period. Library patrons may renew at the end of the two-week period twice for a total of six weeks.

Other Materials

Requests for digital and audio-visual materials shelved in Olivet's Media library follow the procedures used for books.

Number of Items Borrowed

Patron	Number of Items	Length of Loan
Undergraduate Student	10	2 Weeks
Graduate Student	20	2 Weeks
Faculty	30	1 Month
Staff	10	2 Weeks
Alumni	5	2 Weeks

Renewing Library Materials

In Person: At the Circulation/Check Out Desk.

Online: Renew by logging in My Account: <http://olivet.bywatersolutions.com/cgi-bin/koha/opac-user.pl>

Ralph D. Winter Library materials can be renewed if the borrower's account is in good standing.

Account problems that may prevent renewal include:

- Reaching the maximum number of renewals - twice
- Fines and other library charges
- Blocks initiated by the Office of Student Finance Admissions and Records because of an unpaid bill or other account problem

The following items CANNOT be renewed:

- Items that have been requested by another patron. These items should be returned immediately to the Library on their due date.
- Reserve items
- Overdue items

Collection	Kind of Material	Length of Loan
Books	Circulating Reference Reserves	2 Weeks/ 1 Month Library Use Only 2 Hours
Magazines & Newspapers	Latest Issue Back Issues	Room Use 2 Weeks/ 1 Month
Audiovisual	Videotapes, compact discs, DVDs etc.	2 Weeks/ 1 Month

Overdue Notices and Usage Blocking

Overdue notices are issued as a courtesy to all library users. However, non-receipt of an overdue notice does not exempt a borrower from applicable punishment. For those who fail to comply with the circulation policy may be blocked from the library usage. To avoid overdue notices and the blocking of usage, please renew your materials before the due date stamped in each item.

Returning Library Materials

Borrowers may return Ralph D. Winter library materials to the Check-Out Desk on the University's main campus.

Reference Services

A librarian is on duty for assistance to help locate information in the Library or from outside sources. In-depth instruction or workshops in the use of the reference tools, audio-visual materials and equipment, the Web catalog, Web periodical databases, Internet research, and library technologies are also available.

Forms related to library instruction requests /study assistance are available as appendices to this handbook.

Copying/Photocopy Services

Patrons making or requesting copies are responsible for ensuring that their copying conforms to laws concerning copyright and fair use.

Copiers are available on the main level of the library. Copies are 10 cents per page for black and white, and 25 cents per page for color. After copying, patrons can pay at the circulation desk.

Computers and Internet

The Library Computers consist of PC computers with programs to support academic work, including Internet access, document editing software (e.g. Microsoft Office), and Internet browser (e.g. Internet Explorer). All currently registered Olivet University students may use the computers. There are 15 computers in the Library, 7 for patron research and 8 for librarian and library staffs.

Computers may be used on a first-come-first-serve basis, though priority is given to reference activity. Students are encouraged to save their files to an external drive; files saved on the computer hard drive are subject to deletion when the computers are shut down. Students should use virus-free components, as viruses may cause serious damage.

Hard disks should not be tampered with, nor should any programs be added to or copied from computer hard drives.

CHAPTER 14: UNIVERSITY SERVICES AND UNIVERSITY OFFICES

University Offices

For correspondence with specific departments use the email addresses below.

Student Finance Office: studentfinance@olivetuniversity.edu

Financial Aid Office: finaid@olivetuniversity.edu

Library Services: library@olivetuniversity.edu

Registrar's Office: registrar@olivetuniversity.edu

Admissions Office: admissions@olivetuniversity.edu

Student Services Office: student.info@olivetuniversity.edu

International Student Office: iso@olivetuniversity.edu

Below is the contact information for each location and where class sessions will be held.

Olivet University, Riverside

36401 Tripp Flats Road,
Anza, CA 92539
(951) 763 0500
info@olivetuniversity.edu

Olivet University, San Francisco

201 Seminary Drive,
Mill Valley, CA 94941
(415) 371 0002
admissionssf@olivetuniversity.edu

Olivet University, Washington D.C.

201 Rittenhouse St., NW,
Washington, DC 20011

Olivet University, St. Louis

5341 Emerson Ave.
St. Louis, MO 63120

10257 St. Charles Rock Road
St. Ann, MO 63074

8300 Morganford Road
St. Louis, MO 63123

Olivet University, Los Angeles

1329 S. Hope Street
Los Angeles, CA 90015

Olivet University, Nashville dba The Jubilee School

141 Belle Forest Circle
Nashville, TN 37221

Olivet University, Orlando

519 South Park Ave.
Sanford, Florida 32771

College Administration Offices

Olivet Theological College and Seminary: otcs@olivetuniversity.edu

Jubilee College of Music: jcm@olivetuniversity.edu

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

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

Olivet Institute of Technology: oit@olivetuniversity.edu

Olivet Business School: obs@olivetuniversity.edu

Olivet School of Language Education: osle@olivetuniversity.edu

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

Olivet School of Agriculture: ag@olivetuniversity.edu

Technology Requirements

Broadband Internet

A fast internet connection ensures that students navigate through Populi quickly and efficiently, typically DSL, wifi or cable service.

A modern, updated web browser

Populi runs on up-to-date releases of popular web browsers.

Here are the browsers we recommend for use with Populi. We recommend students to always try to use the most recent version possible—as companies release newer versions of browsers, they usually drop support for older versions.

PC or Mac

- Google Chrome is probably the best option if you're using Windows. It's also very good for Mac users.
- Mozilla Firefox is another good choice on Windows computers (works pretty okay on Macs, too).
- Apple Safari is great on Macs. Not so much on Windows.
- Last and certainly least, Microsoft Edge.

Mobile browsers

- iOS Safari does well, as does Google Chrome for iOS.
- The stock Android browser works, as does Chrome for Android.
- The Firefox browsers for both iOS and Android aren't problematic.
- Microsoft Edge (mentioned above) is baked-in to Windows 10 devices and works with Populi.

If you tend to tinker with your browser settings, make sure to enable Javascript and cookies. Ad-blockers don't pose any problems for the most part, but if you do fiddle with those, just make sure to whitelist your school's Populi site.

Other common applications

You can use Populi to export all kinds of files. The three most common are spreadsheets, PDFs, and word documents (note the lower-case *w* there). Most computers have the software you need to open these files, but in case yours doesn't...

- [Open Office](#) can open spreadsheets and documents (we use it to generate files for [custom page layouts](#)).
- [Adobe Acrobat reader](#) handles PDFs. If, for some reason, you have to use an old version, the oldest one that works is version 6.

Monitor

Populi is easiest to use if your monitor is set at a minimum resolution of 1280 x 1024 pixels. This is not something most users with a modern computer or monitor need to worry about, but there it is anyway!

<https://support.populiweb.com/entries/87315-Introduction-to-Populi>

EQUIPMENT USED IN COURSES

Students in the Theology program are required to have their own laptops with wifi internet connection for course work and lectures. Below are suggested specifications.

- * Type: PC or Mac
- * Processor: Intel Core i5 or i7 or AMD equivalent
- * Display: 13" or larger

- * Memory: 16GB or higher for PC / MAC
- * Hard Drive: 256GB SSD or higher
- * I/O ports: Two USB 3.0 ports
- * Video out: HDMI or DisplayPort
- * Wireless: AC preferred, N minimum
- * OS: Windows 10 (preferred) for PC / El Capitan (Sierra preferred)

CHAPTER 15: UNIVERSITY LEADERSHIP

BOARD OF TRUSTEES

- Dr. Ginturn Tran
- Dr. Tak Wai Wong
- Brian Hyunjune Kim
- Seonho Song
- Amanda Garcia
- Dr. Jonathan Park

ACADEMIC AND ADMINISTRATIVE LEADERSHIP

- Dr. Jonathan Park
University President
- Dr. Walker Tzeng
Vice President
Chaplain, Dean of Olivet Institute of Technology
- Dr. Joseph J. Lee
Dean of Academic Affairs
- Mr. Mark Li
Chief Financial Officer
- Dr. Nicole Enke
Dean of Students
- Dr. Sarah LaFleur
Dean of Olivet Theological College & Seminary
- Dr. Merril Smoak
Dean of Jubilee College of Music
- Dr. Joan Carter
Dean of Olivet School of Art & Design
- Dr. Jasmine Park
Dean of Olivet School of Language and Education

- Dr. Donald Tinder
Dean of Zinzendorf School of Doctoral Studies
- Dr. Tom Cowley
Dean of Olivet Business School
Director of Doctor of Ministry Program
Director of the Institute of Faith and Family
- Dr. William Wagner
Director of Olivet Institute for Global Strategic Studies
- Dr. Joseph Ray Tallman
Director of Olive Branch Institute of Islamic Understanding



OLIVET UNIVERSITY
ZINZENDORF SCHOOL OF DOCTORAL STUDIES

ACADEMIC CATALOG

2025 - 2026

Zinzendorf School of Doctoral Studies

2025-2026 (4th Edition)

September 1, 2025 through August 31, 2026



Olivet University

www.olivetuniversity.edu

Updated on March 10, 2026

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ACADEMIC AND ADMINISTRATIVE LEADERSHIP

Welcome From the Dean



Welcome to the Zinzendorf School of Doctoral Studies, the most recent development of Olivet University, initiated to advance our high calling for Christian leadership training. The name itself evokes the heart of the doctoral programs of Olivet.

Our goal has always been to strengthen and help define Christian leadership for global mission purposes.

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

- Commitment to personal and global transformation by the power of the Gospel of Jesus Christ.
- Commitment to Christian community, identified by worship, prayer, and sharing of resources.
- Commitment to the Great Commission service, bringing "Good News" to the nations through evangelism, church planting, and social transformation.

Zinzendorf and his Herrnhut followers carried the Gospel to every continent of the world and likewise surrounded this enterprise with the first Protestant prayer movement. God's formula for successful mission was linked with Evangelical theology and vibrant spirituality. This is the tradition we seek to uplift as we train a new generation from among all nations of the world with the best of higher biblical education.

Consider with us the possibilities of pursuing a doctoral degree with us. Our innovative programs will assure that you continue on at the highest level of educational impact in your service for the Church of Jesus Christ and the Kingdom of God.

Sincerely,

A handwritten signature in cursive script that reads "Donald Tinder".

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

Disclaimer

Published online: March 10, 2026

This catalog supersedes all previous editions.

The policies and procedures contained in this handbook are in effect from September 1, 2025, through August 31, 2026. Although the information herein has been reviewed, the text may nevertheless contain errors, which will be corrected when brought to the attention of the University.

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

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

CHAPTER 1: GENERAL INFORMATION

Obtaining a Catalog

To order a copy of this catalog, please visit: <https://www.olivetuniversity.edu/resources/>

Statement of Student Responsibility and Rights

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

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 (toll free) and (916) 263-1897 (fax).

Statement of Non-Discrimination

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

Academic Calendar 2025-2026

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

Administrative Holidays 2025-2026

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

Administrative Holidays	
Fall Quarter: WOA Event Thanksgiving Break Christmas Holiday	 Oct 27~31, 2025 Nov 27-28, 2025 Dec 24-25, 2025

Winter Quarter: New Year's Day Martin Luther King Jr. Day Presidents' Day	Jan 1, 2026 Jan 19, 2026 Feb 16, 2026
Spring Quarter: Good Friday Memorial Day	April 3, 2026 May 25, 2026
Summer Quarter: Independence Day Labor Day	July 4, 2026 Sep 1, 2026

Vision, Mission, Goals, Values

Mission Statement

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

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

Vision

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

Mission Strategy

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

Olivet University: A Journey of Growth and Expansion

In the year 2000, Olivet was established as a Bible college under the name Olivet Theological College & Seminary (OTCS). Serving as a 'seedbed' for missions, OTCS provided diverse fields of study and distance learning to ministry-bound students worldwide. Rapid development necessitated significant changes to accommodate the growing student body.

In 2004, Olivet University was incorporated, consisting of five colleges seeking accreditation from the Association for Biblical Higher Education. These colleges were OTCS, Jubilee College of Music, Olivet School of Media and Communication, Olivet School of Art & Design, and Olivet Institute of Technology. In 2007, the university received candidacy status from ABHE, which paved the way for further expansion, including the establishment of the Olivet School of Language and Education, and full accreditation was achieved in 2009.

Having achieved its initial goal of accreditation, Olivet University turned its focus towards building a nationwide extension campus network. The Olivet Business School, the seventh college, was founded during this period. Additionally, the Zinzendorf School of Doctoral Studies was established as an extension of OTCS to bolster the University's doctoral programs. Three institutes were formed within the doctoral school to promote research and innovation in key faculty interest areas.

In 2014, Olivet University proudly moved into its first residential campus, nestled across 1,200 acres of scenic Riverside County in Southern California. Simultaneously, the University supported the establishment of the World Evangelical Center, contributing to the development of a large extension site in Dover, NY. This collaborative project aimed to unite evangelicals, churches, and ministries, fostering collaboration, prayer, strategic planning, and interaction with an active seminary campus community.

Between 2016 and 2018, Olivet University witnessed the launch of the Olivet School of Engineering and Architecture and the Olivet School of Agriculture, with plans for a future school of hospitality. The integration of practical learning and entrepreneurial initiatives across existing colleges, along with the introduction of joint degrees between the Master of Divinity and other university colleges, promoted interdisciplinary studies. Notably, in 2019, the University introduced its first degree programs entirely taught in Chinese and Korean languages, reaching out to a broader audience.

In 2017-2018, Olivet University's San Francisco site earned recognition as a full campus within the university system. The relocation to the former Golden Gate Baptist Theological Seminary campus in Mill Valley, CA, enabled the preservation of 70 years of theological education history in the San Francisco Bay area.

Since 2020, Olivet University has been diligently strengthening its administration, colleges, and extension network. This dedication to growth is reflected in the initiation of classes at two locations in St. Louis, MO, an extension in Sanford, FL, and another in Los Angeles, CA.

As Olivet University continues on its journey, it remains committed to providing exceptional education and fostering an environment of academic excellence, innovation, and collaboration. With a rich history and a vision for the future, Olivet University continues to shine as a beacon of knowledge, dedication, and service to its diverse student community worldwide.

Values

Jesus Christ

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

The Kingdom of God

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

Access

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

Global Community

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

Service

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

Quality

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

Institutional Goals of Olivet University

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

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

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

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

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

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

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

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

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

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

Olivet's Core Learning Outcomes

Olivet's core learning outcomes are learning outcomes expected of every Olivet graduate regardless of program area. They describe core skills and abilities our graduates need to succeed in the professional world, and in a world that demands continuous learning--skills like critical thinking, problem solving, writing, speaking, and the ability to do information research and use technology.

Olivet's curriculums are intentionally developed to foster achievement of these outcomes in all of our students. Each program at Olivet, including Olivet's graduate and doctoral programs, describe what graduates of their particular programs or program areas will be able to do as a result of learning experiences within their programs. They intentionally flow, and often overlap with core (university-wide) outcomes to some extent. When that is the case, program-specific outcomes typically require the student to demonstrate higher levels of competency in a particular outcome, or performance of the outcome in a context unique to that discipline.

The following is a description of Olivet's core learning outcomes expected of every Olivet graduate regardless of program area.

Spiritual & Evangelistic Growth (se)

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

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

Biblical Competence (bc)

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

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

Academic Excellence (ae)

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

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

Emotional-Social Development (es)

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

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

Ministry Impact (mi)

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

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

Faith-First Educational Philosophy

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

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

Statement of Faith

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

We believe in:

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

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

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

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

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

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

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

Olivet University Commitment to Students

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

Olivet is committed to:

Spiritual Wellness

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

Intellectual Wellness

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

Emotional Wellness

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

Physical Wellness

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

Social Wellness

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

Expectations on Student Commitment

Students must reflect, to the satisfaction of the institution, their commitment to the abovementioned mission, vision, values, and statement of faith of Olivet University, as a condition of continued enrollment. Actions that violate these elements are subject to discipline, including dismissal.

Statements on Institutional Approval

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

State of Tennessee

Olivet University dba The Jubilee School is authorized for operation as a postsecondary educational institution by the Tennessee Higher Education Commission. In order to view job placement and graduation information on the programs offered by The Jubilee School, please visit www.tn.gov/thec/ and go to “Learn About > Tennessee's Colleges and Universities > Authorized Institutions and Data > Institutions Q-U”, or click on this direct link, and then go to the tab “T”.

State of Washington, D.C.

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

Statements on Institutional State Exemptions

State of California

Olivet University qualifies for the religious exemption status with the Bureau for Private Postsecondary Education (BPPE) under the California Education Code (CEC) section 94874(e).

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

State of Missouri

Olivet University operates in the State of Missouri under the “Religious Accreditation” exemption, pursuant to MO 6 CSR 10-5.010(3)(A), and verified by the Missouri Department of Higher Education & Workforce Development. The status of exemption does not constitute approval or recognition of the institution or its programs of instruction by the Coordinating Board, the Department of Higher Education and Workforce Development, or the State of Missouri.

State of Florida

Olivet University operates under a religious exemption and without governmental oversight in the State of Florida.

Institutional Accreditation

Olivet University is accredited by the Association for Biblical Higher Education Commission on Accreditation (5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407.207.0808) to grant certificates and degrees at the Baccalaureate, Master’s, and Doctoral levels.

The ABHE Commission on Accreditation’s recognition with the Council on Higher Education Accreditation (CHEA) includes certificates, diplomas, associate, baccalaureate, and graduate degrees, including doctoral degrees. The Commission’s scope of recognition with the U.S. Department of Education does not include doctoral education.

Olivet University is listed here in the ABHE directory of member institutions.

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/>.

Degree Program By Locations

Riverside, CA: B.A. in Theology, M.Div.

San Francisco, CA: M.Div., D.Min., Ph.D. in G.T.S

Los Angeles, CA: B.A. in Theology, M.Div.

St. Louis, MO:

M.Div

Washington D.C.: M.Div.

Sanford, FL: M.Div.

CHAPTER 2: APPLYING TO ZSDS

Notice Concerning Transferability of Credits and Credentials Earned

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

Olivet University does not award academic credit for informal or non-institutional prior experiential learning, such as work experience, personal study, or training outside of a formal educational context. Prospective students should take this into consideration before applying for credit transfer.

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

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

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

Admissions Policy

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

Applicants will receive official notification via email regarding their admission status, whether accepted or denied, along with the basis for any denial of admission.

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

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

Zinzendorf School Admissions Requirements

Ph.D. Requirements

1. Applicant must give evidence of studies in recognized schools equivalent to at least four years of advanced university-level humanities and theological studies, as determined by the Doctoral Committee.
2. Applicant must give evidence of ability to do doctoral-level work as indicated by a minimum cumulative grade point average of 3.3 (on a 4.0 scale) at the graduate level.
3. Applicant must provide samples of his or her writing, such as a Master's thesis or at least twenty pages of academic papers for advanced university-level theological courses.
4. Applicant must have fluency in Greek for those specializing in New Testament themes and fluency in Hebrew for those specializing in Old Testament themes.
5. Applicant must have a reading competency in two other languages, preferably one of which is either German or French.
6. Applicant must demonstrate the ability to use the English language with skill and precision. An applicant for whom English is a second language must submit TOEFL, IELTS, or Duolingo scores that meet one of the following standards:
 - - A minimum TOEFL iBT total score of 80, including a minimum score of 20 on the writing section, or
 - A minimum TOEFL CBT score of 213, plus a minimum of 4 on the TWE, or
 - A minimum TOEFL PBT score of 550, plus a minimum of 4 on the TWE, or
 - A minimum IELTS score of 6.5, plus a minimum of 5 in IELTS Writing, or
 - A minimum Duolingo score of 110.

D.Min. Requirements

1. Applicant must possess a Master of Divinity degree from an accredited seminary or its educational equivalent, as determined by the Doctoral Committee.
2. Applicant must give evidence of ability to do doctoral-level work as indicated by a minimum cumulative grade point average of 3.0 (on a 4.0 scale) at the graduate level.
3. Applicant must have a minimum of three years of ministry experience during or after

completing their M.Div. studies. Additionally, they should be currently involved in a ministry and are expected to remain in ministry throughout the duration of their doctoral program.

4. Applicant must demonstrate the ability to use the English language with skill and precision. An applicant for whom English is a second language must submit TOEFL, IELTS, or Duolingo scores that meet one of the following standards:

- - A minimum TOEFL iBT total score of 80, including a minimum score of 20 on the writing section, or
 - A minimum TOEFL CBT score of 213, plus a minimum of 4 on the TWE, or
 - A minimum TOEFL PBT score of 550, plus a minimum of 4 on the TWE, or
 - A minimum IELTS score of 6.5, plus a minimum of 5 in IELTS Writing, or
 - A minimum Duolingo score of 110.

Entry Deferment

Students who have been approved to begin the doctoral program may request a deferral of their initial seminars for up to one year by submitting a formal petition to the Doctoral Committee. The approved deferral period is not counted toward the maximum time allowed for degree completion.

After this one-year deferral period, students who have not yet begun the program must submit a new written request to initiate their studies, including an explanation of the changed circumstances that now make participation possible.

In extraordinary cases—such as war, mandatory military service, or significant health concerns—students may petition the Doctoral Committee for consideration of an additional deferral beyond the one-year limit.

Student Identity Verification

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

Policy for Student Identity Verification in Distance Learning

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

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

Under HEOA, all credit-bearing courses and programs offered through distance learning methods

must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. One or more of the following methods must be used:

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

Implemented Practices for Compliance

a. Secured Electronic Identification System

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

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

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

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

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

b. Proctoring

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

i) Onsite Proctoring

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

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

ii) Online Proctoring

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

Acceptable forms of photo ID for proctoring:

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

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

General Transfer Student Admissions Policy

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

Students applying for transfer to Olivet University must follow the admission procedures. Students are responsible for making sure their official college transcripts from all schools attended are emailed directly from the issuing educational institution to the email address of the Admissions Office at admissions@olivetuniversity.ed or mailed directly from the issuing educational institution to the following address of Olivet University:

Olivet University
Attn: Admissions Office

36401 Tripp Flats Rd.
Anza, CA 92539

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

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

OU accepts transfer credit from other accredited educational institutions and challenge examinations and standardized tests such as the College Level Placement Tests (CLEP) for specific academic disciplines:

UNDERGRADUATE

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

GRADUATE

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

Transfer Credit Award Requirements

Transfer credit is awarded based on specific requirements:

- Credit must be awarded from an official college or university transcript, from an official Advanced Placement, College Level Examination Program or International Baccalaureate test score report, or from an official document considered equivalent to a transcript issued by the Registrar.
- Courses taken in a college or university in a continuing education or extension program must be applicable toward the degree being pursued by full-time students at that institution.
- Only equivalent level course work will be accepted toward their respective degrees.
- Previously awarded transfer credit will be deducted if coursework is repeated.
- Developmental courses that are similar in content to credit-earning courses at Olivet University will be accepted; however, those courses that are not applied toward a degree at the transferring institution will not be accepted.

- No transfer credit is granted for Certificate programs.
- Transfer students with an earned baccalaureate degree from CHEA or USDE recognized accredited institutions normally will have the core curriculum requirements for the undergraduate program waived.
- Courses that are over 10 years old are not transferred directly to Olivet University unless the courses are part of a baccalaureate or associate degree. However, credits that are over 10 years old may be validated by the student's successful completion ("C" or better) of a recent upper-level college course in the discipline.
- Students seeking to transfer credit from institutions outside the United States and Canada are subject to having their transcripts reviewed by a credentials evaluation service as a guide for transfer credit evaluation.

Olivet University has entered into three articulation agreements.

- Harvest University (CO): Graduates from the Harvest Master of Divinity program are considered equivalent to graduates from OU's M.Div. program with regards to fulfilling admissions requirements for OU's D.Min. and Ph.D. in GTS. program.
- Jubilee University (MO): Graduates from the Jubilee University(JU) bachelor's program are considered equivalent to graduates from OU's bachelor's programs regarding fulfilling admissions requirements for OU's M.Div. program. Graduates from the JU bachelor's program are required to take an Olivet Theological College & Seminary (OTCS) comprehensive exam to be considered for admission into its M.Div. program.
- Great Commission University (IN): Graduates from the Great Commission University(GCU) bachelor's program are considered equivalent to graduates from OU's bachelor's programs regarding fulfilling admissions requirements for OU's M.Div. program. Graduates from the GCU bachelor's program are required to take an Olivet Theological College & Seminary (OTCS) comprehensive exam to be considered for admission into its M.Div. program.

Additionally, in specific and limited cases, Olivet University may evaluate for credit certain structured learning experiences offered through select Olivet Seminary courses. These course instances, delivered by alternative education providers, are reviewed through a formal catalog-based process and must meet academic standards established by the University. This process does not constitute traditional transfer credit, nor can it be requested by students. Instead, students registered in eligible course sections will be notified if their course has been pre-authorized for credit recognition by Olivet University. Olivet Seminary locations are not permitted to advertise this internal evaluation process to recruit students.

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

Olivet University reserves the right to notify applicants that they must have their non-U.S. academic

transcripts evaluated by an academic transcript evaluation agency using a course-by-course report.

Olivet prefers that transcripts be evaluated by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) or one of the National Association of Credential Evaluation Services (NACES) member agencies. In such cases, credit and placement decisions are based on the recommendations of AACRAO or NACES . Please note that applicants are financially responsible for the cost of these evaluation reports.

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 for Undergraduate programs; Credit will be awarded for courses in which a "B" or higher was earned for Graduate programs.
- Transfer grades and grade point averages are assigned on the basis of the Olivet University grading policy. For courses taken at institutions that use combined grades (e.g., "AB"), the lower grade will be used.
- Courses taken at institutions that use a grading system not comparable to the Olivet University grading system will be evaluated with the transfer grade equivalents of Pass or Not Pass. "Withdraw failing" grades are calculated in a student's transfer grade point average as "F" grades.
- When fractions are accumulated and awarded as general electives, grade points are accumulated in similar fashion. For example, a student who took one four quarter hour course with an "A" and two four quarter hour courses with a "B" would receive general elective credit (to compensate for fractions) for two credit hours and six grade points.

Credit Hour Equivalencies

- The credit hour minimums are based on courses from quarter calendar institutions. If a course at another institution is offered for fewer credit hours than an equivalent course at Olivet University, the student will be given transfer credit for the equivalent course at Olivet University but only for the number of credit hours earned at the other institution. In such cases, the student may need to take an additional course to fulfill credit hour requirements.

- When semester credit is converted to quarter hour equivalents, a conversion factor of two-thirds is used. When conversions result in fractions, credit granted per course is reduced to the nearest whole number. Fractions are accumulated and reduced to the nearest whole number, and general elective credit is awarded for that total.

Zinzendorf School of Doctoral Studies (ZSDS) may permit the transfer of up to fifteen hours of credit into its D.Min. program, subject to certain stipulations. First, the credit must have been earned in another recognized/accredited doctoral program. Second, the credit must have been earned for courses that are equivalent to courses in ZSDS's curriculum. Transfer of credit is not automatic, but must be approved by the Registrar and the Doctoral Council.

Instances of Fraud

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

CHAPTER 3: TUITION AND CHARGES

Program Tuition and Continuation Fee

The ZSDS degree programs are single-fee programs payable either (1) in full at the time of matriculation, (2) in three (DMin) or four (PhD) annual installments at the beginning of each academic year, or (3) by permission in monthly installments for four years. Students who do not complete their program within the eight-year (PhD) or six-year (DMin) timeframe will be charged the program-specific continuation fee per year in the ninth year (PhD) or seventh year (DMin).

Doctor of Ministry Program Tuition

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

WOA Missionaries

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

Non-WOA Missionaries

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

Doctor of Philosophy Program Tuition

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

Tuition would be reduced proportional to transfer credits allowed toward the degree. The maximum allowable is 20 credits of total 60 units, therefore maximum reduction would be one third of total tuition due.

Total Tuition	\$38,200
Four-annual Installments	Year 1 to 4: \$9,550 per year

Typical Quarterly Cost	\$3,183
Ph.D. Program Continuation Fee	Year 9+: \$2,500 per year

Other Fees

All fees are non-refundable.

Admissions Fees	
Application for Admission	\$95
General Fees	
Transcript Issuance	\$15 per copy
Enrollment Verification	\$15 per copy
Third Party Forms with specialized information	\$15 per copy
The Registrar's Office will complete and certify third-party forms that require information different from current enrollment verification forms.	
Customized Verification Documents	\$50 per copy
Diploma Replacement	\$30 per copy
Expedite Service Fee (Rush Processing)	\$25
Transcript Evaluation Fee	\$50
Student ID Card	\$15
I-20 Processing Fee	\$80
U.S. Domestic Mailing Fee	\$10
U.S. Domestic Express Mailing Fee	\$40
International Mailing Fee	\$80
Registration Fees	
First D.Min Colloquium Registration Fee (2 weeks)	\$950
Second D.Min Colloquium Registration Fee (1 week)	\$600

D.Min Comprehensive Examination Fee	\$250
Colloquium: Participation requirements are stated in the program curriculum. Colloquium lengths follow curricula requirements and may vary by program and year.	
Ph.D. Colloquium Registration Fee (1 week)	\$550
Ph.D. Comprehensive Examination Fee	\$400
Ph.D. Dissertation Defense Evaluation Fee	\$700
D.Min Oral Defense Fee	\$400
Course Audit Fee	\$100 per unit
Late Registration Fee	\$50
Course Add/Drop/Withdrawal Fee	\$15 per course
Credit Transfer Assessment Fee	\$80
Payment Fees	
Late Payment Fee	\$75
Late Financial Aid Application Fee	\$25
Installment Late Payment Fee	\$25 per occurrence
Installment Payment Sign-up Fee (3 months)	\$25
Installment Payment Sign-up Fee (4 months or more)	\$50
Graduation Fees	
Graduation Fee	\$200
Diploma Cover Fee (Optional)	\$25
Lodging (Optional)	\$75
Photos (Optional)	\$60

Graduation Fee: A non-refundable Graduation Fee of \$200 is assessed to all students at the University each time a student applies to graduate. It is used to defray the cost of processing candidates for graduation, printing diplomas, and conducting the commencement ceremonies. The Graduation Fee does not cover the cap and gown fees.

*Olivet University reserves the right to change tuition and fees anytime.

On-Campus Housing at Riverside Campus

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

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

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

Each unit is equipped with wireless Internet and furnished with: bedroom furnishings stackable bunk beds with mattress (approximately 36"x80") wardrobe closet work desk and chair (upon request) bedside drawers students provide their own bedroom supplies: linens, towels, hangers, toiletries cleaning supplies: vacuum cleaner, mop, broom, sponges

Advantages of living in the Olivet University residence halls' close proximity to classes and facilities leadership opportunities supportive living and study environment living with fellow students and staff to assist residents on-site amenities such as laundry facilities, parking, and meal plans housing payment options

Dorm 4-occupancy (shared bath)

- Non-WOA: \$260 per person /month

- WOA: \$180 per person /month

Dorm 3-occupancy (shared bath)

- Non-WOA: \$300 per person /month

- WOA: \$200 per person /month

Dorm 2-occupancy (shared bath)

- Non-WOA: \$340 per person /month
- WOA: \$280 per person /month

Dorm Single (0.5 bath)

- Non-WOA: \$660 per person /month
- WOA: \$600 per person /month

Dorm Single with Bath

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

Faculty housing with bath:

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

Application Fee: \$100

Deposit: \$200

Room Reservation Fee:

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

Storage Fee:

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

Additional Key:

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

Unreturned Replacement Key: \$20

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

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

On-Campus Housing at San Francisco Campus

Olivet University San Francisco is pleased to offer you the opportunity to live on-campus at its Mill Valley location. On-campus housing will allow you to interact with students, staff, and faculty while contributing to your overall development as a University student. By participating in a living and learning environment, the combination will complement your on-site educational experience. Mallory Hall and Truett Hall are located at 401 and 403 Storer Drive, Mill Valley, CA.

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

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

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

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

Room Type	Students	Guest
Dorm-2 occupancy (shared bath)	\$700 per person / month	\$23 p.p./ day
Dorm-1 occupancy (shared bath)	\$1400 per room / month	\$46 per day
Dorm Single (with bath)	\$1400 per room / month	\$46 per day
1-Bdr apartment	\$1500 and up / month	N.A.
2-Bdr apartment	\$2000 and up / month	N.A.
Deposit (due upon arrival)	one month of rent	\$330
Room Reservation Fee	\$100	\$100
Additional Parking Fee	\$100 per month	N.A.
Additional Key	\$20	N.A.
Unreturned Replacement Key	\$20	\$20

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

On-site housing is available, however, if a student chooses to live off-site, Olivet University is not

responsible for providing housing services.

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

Cancellation and Refund Policy

Student's Right to Cancel

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

Refund Policy:

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

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

Fall, Winter Spring and Summer quarter:

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

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

Sample Student Refund Calculation

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

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

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

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

Loans

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

Bankruptcy

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

Presently, Olivet University does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

Tuition Payment Policy

Fee Waiver Policy

The purpose of this policy is to achieve several objectives:

1. **Supporting diversity and inclusion:** A large portion of Olivet University's students have had missionary experience or will be involved in missions directly or indirectly, and many of them come from all around the world, including non-developed countries. In order to promote diversity and inclusion by ensuring that individuals from different socioeconomic backgrounds have the opportunity to participate, the University's Business Office has decided to set up this fee waiver policy, which can help remove financial barriers for those who want to participate in missions.
2. **Fulfilling social responsibility or enhancing public relations:** Since the University receives donations from alumni all around the world, it feels a responsibility to give back to their support and to support the students coming from their countries. By extending this support to all students, Olivet University can enhance its public relations and reputation with the alumni.
3. **Encouraging recruitment:** A fee waiver policy can encourage more students to enroll in

programs or services by reducing financial barriers and making them more accessible to a wider range of individuals all around the world.

The scope of the policy

Who will be eligible:

All active students at the Riverside and San Francisco campuses and their families.

What fees are to be waived:

- On-Campus Housing fees at Riverside Campus

Room Type	Non-WOA	WOA
Dorm 4-occupancy (shared bath)	\$260 per person / month	\$180 per person / month
Dorm 3-occupancy (shared bath)	\$300 per person / month	\$200 per person / month
Dorm 2-occupancy (shared bath)	\$340 per person / month	\$280 per person / month
Dorm Single (0.5 bath)	\$600 per person / month	\$600 per person / month
Dorm Single with Bath	\$720 per person / month	\$650 per person / month
Application Fee	\$100	
Deposit	\$200	
Room Reservation Fee	\$30	\$50
Storage Fee	\$10	\$50

- On-Campus Housing fees at San Francisco Campus

Room Type	Students	Guest
Dorm 2-occupancy (shared bath)	\$700 per person / month	\$23 per day
Dorm 1-occupancy (shared bath)	\$1400 per room / month	\$46 per day
Dorm Single with Bath	\$1400 per room / month	\$46 per day
1-Bdr apartment	\$1500 and up / month	N.A.
2-Bdr apartment	\$2000 and up / month	N.A.
Deposit (due upon arrival)	One month of rent	\$330
Room Reservation Fee	\$100	\$100
Additional Parking Fee	\$100 per month	N.A.

- Meal Plan at Riverside Campus

	Non-WOA	WOA
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Adult (15+years)	\$9.00 per meal	\$7.00 per meal
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Application process

- No application is needed. On-campus housing fees at the Riverside and San Francisco campuses, as well as meal charges at the Riverside campus, are automatically waived for all residents at these two locations while this policy is in effect.

Communicate the policy

- Publishing the policy on the university website
- Presenting at Orientation
- Copy of policy in the handbook
- Providing training to relevant staff members who will be responsible for implementing the policy

Cancellation policy

- OU reserves the right to cancel the fee waiver at any time.
- Reasons it can be canceled: not an active student, suspension/expulsion, misbehavior

Evaluate the policy

Review the policy yearly to ensure that it is achieving its intended goals and making a positive impact.

Payment Options

Payment may be made using check, debit or credit cards, and wire transfers. Students can make payments online through Populi (debit or credit card). For any questions regarding payment please email studentfinance@olivetuniversity.edu.

Checks are accepted either in person at the cashier or by mailing the payment to Attn: Student Finance Office, Olivet University, 36401 Tripp Flats Rd, Anza, CA 92539. All checks need to be in US currency and should be made payable to Olivet University. Please include the student name and ID on the check. Any check payment that returns as unpaid to the student account will result in a returned check fee.

Domestic/International Wire Transfer information can be obtained from the Student Finance Office by emailing studentfinance@olivetuniversity.edu.

Installment Payment Plan

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

installment payment plan. If a student fails to pay the first installment, he or she will be terminated from the installment plan and the remaining balance will be due immediately.

Delinquent Accounts

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

- Restricted from registering for the subsequent quarter.
- Grade will not be released.

Student Account Disputes

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

CHAPTER 4: SCHOLARSHIP AND FINANCIAL ASSISTANCE

Institutional Financial Aid Disclosure

Olivet University does not offer financial aid for its programs at the Zinzendorf School of Doctoral Studies. The University does not offer Federal or State Financial Aid Programs including Title IV at this time. If a student has received federal or state student financial aid funds, the student is entitled to a refund of the amounts of money not paid from federal student financial aid program funds. All inquiries regarding financial assistance should be made through the Student Finance Office. Please contact the Student Finance Office by phone at 951-763-0500 or e-mail finaid@olivetuniversity.edu.

Installment Payment Plan

Students may request a four-annual installment or a twelve-month installment payment plan. Installment payment plan sign-up forms are available on MyOlivet. A \$50 fee will be charged during sign-up for the twelve-month installment payment plan.

Contact Information

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

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

Phone: 951 763 0500

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CHAPTER 5: ACADEMIC REGULATIONS

Credit Hour

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

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

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

CHAPTER 6: DOCTOR OF MINISTRY PROGRAM

The Doctor of Ministry (D.Min.), accredited by the Association for Biblical Higher Education (ABHE), is a prestigious education program, designed to advance the students engaged in Christian ministries to the highest level in his or her field. The Doctor of Ministry degree is considered the terminal degree in the area of ministry, thus the graduates of the Doctor of Ministry program must demonstrate competent knowledge and insights that meet this high expectation. While maintaining its academic expectations, the emphasis of the Doctor of Ministry is the “practice of ministry”. Upon admission to the Doctor of Ministry Program, a student's ultimate goal for degree completion will be to design, implement, evaluate, and document an original ministry-related project according to the highest doctoral standards.

The degree emphasizes mastery of advanced knowledge regarding the purpose and practice of ministry in many dimensions. Thus as a student undertakes Doctoral studies, he or she must carefully review past achievements, current interests, and future focus of passion in God's Kingdom. As a student considering a doctoral project, the goal of the degree work is to develop new knowledge about the practice of ministry. Many have chosen to view the Doctor of Ministry degree as similar to an Ed.D. in education or a J. D. in law. People attaining this degree may be viewed as individuals responsible at the highest levels for maintaining Christ-centered values and practices within the church and its missions worldwide.

The Doctor of Ministry is a degree program culminating in the recognition of advanced professional studies pursued by practicing ministers and Christian professionals. The program sharpens the skills of those actively engaged in ministry. Plenary seminars and lectures are designed to allow ministers to continue their ministry throughout the duration of the program. Professors will teach the most current methods of ministry in various fields through seminars, classes, and dialog with students. The incorporation of technology is also emphasized by the faculty. This doctorate provides an opportunity for high academic achievement, and develops intellectual and practical capability of practicing ministers and Christian professionals. The Doctor of Ministry program at Olivet University seeks to satisfy the standards as defined by the Association of Theological Schools:

“...shall include the design and completion of a written doctoral level project that addresses both the nature and the practice of ministry. The project should be of sufficient quality that it contributes to the practice of ministry as judged by professional standards and has the potential for application in other contexts of ministry.

The ministry project should demonstrate the candidate's ability to identify a specific theological topic in ministry, organize an effective research model, use appropriate resources, and evaluate the results, and should reflect the candidate's depth of theological insight in relation to ministry. Upon completion of the doctoral project, there shall be an oral presentation and evaluation. The completed written project, with any supplemental material, should be accessed in the institution's library.” (Bulletin 43, Part 1, The Association of Theological Schools in the United States and Canada,

1998.p.112-113.)

Areas of Study

Olivet is an institution of Biblical higher education dedicated to training ministry-bound men and women as Biblical scholars and leaders and to equipping them with practical skills to preach the Gospel effectively into and after the 'network generation'. Because of the many activities students engage in that are designed to revolutionize the world, a number of Doctoral projects will emerge from student activities. At Olivet, projects in the Doctor of Ministry program are broadly grouped under four headings:

1. General Pastoral Ministry
2. Intercultural Ministry
3. Campus Ministry
4. Vocational Ministry

Example areas of ministry projects are:

- Leadership for the Church, Development of Ministries
- Strategies for Evangelism and Church Growth
- Worship and music, Effective communication, proclamation, preaching.
- Intercultural communication, Intentional Multi-cultural ministry
- Leadership and Development in an intercultural context
- Contextualization for Meaningful ministry
- Improvement in the practice of worldwide Missionary activities
- New ideas to bring Christ to students around the world
- Projects that reach post-modern issues among students
- Advances in learning regarding Bible Study and Christian service
- Advances in knowledge regarding accreditation, student spiritual growth
- New ideas concerning distance learning, student chat rooms, e-library
- Innovative internet programs that may help other ABHE members

This list is a sampling of potential projects to start a student thinking of their respective interests and gifts. It is not an exhaustive list, but is designed to initiate creative thinking and reflection.

The student should seek God's will in determining their interests and choosing a project. Let Romans 12:1-2 be your guide.

"Therefore I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God - this is your spiritual act of worship. Do not conform any longer to the pattern of the world, but be transformed by renewing your mind. Then you will be able to test and approve what God's will is- his good, pleasing and perfect will."

The Doctor of Ministry at Olivet is an adult learning experience. Only people who have demonstrated

previous academic excellence and ministry achievement should be interested in pursuit of advanced learning. Applicants should have a M.Div. degree or equivalent and 3 years of ministry experience. The student will get out proportionately from the program, what they are willing to invest in time and effort. It is designed to be an active, independent learning experience with phased 'building block' milestones. The student should complete Doctoral Studies – Application Form to seek the Doctoral Council approval for Admission to the program.

Doctoral Council

The Doctoral Council administers both the D.Min. and Ph.D. programs of Zinzendorf School on behalf of its entire faculty and of the Board of Trustees of Olivet University.

The Doctoral Council will meet as needed to oversee the program, usually monthly. It acts on completed applications to the program to decide who will be admitted. It is responsible for making policy decisions involved with administering the doctoral programs.

The Doctoral Council consists of:

- Donald Tinder, Ph.D. in Theology (chair)
- William Wagner, Th.D., D.Miss
- Joseph Ray Tallman, D.Miss.
- Matthias Gebhardt, PhD. in Global Theological Studies
- Thomas Cowley, D.Min.
- Mark Wagner, Ph.D. in Missiology
- Merrill Smoak, D.W.S.
- Joseph (Jongwon) Lee, Ph.D. in Theology
- Esther (Dayoun) Jung, Ph.D. in Theology

The implementation of the decisions of the Doctoral Council is carried out by the Dean, Donald Tinder, the Administrator, and the Administrative Assistant. Communications to the committee are addressed to the Administrator. Once a Mentor has been appointed for a Final Project, communications normally come through the Mentor rather than directly from the student. Until then, the administrative staff is responsible for monitoring student programs to be sure appropriate progress is being made.

Program Goals

In the context of Olivet University's mission, completion of the D.Min program will enable students to:

- Enhance their theological and practical effectiveness in a chosen ministry field.
- Have contributed meaningful research and a project to a chosen ministry field.
- Demonstrated the ability to interpret the context of their ministry through biblical/theological as well as historical/social inquiry.
- Become a model of Christ-like living in word and deed.

Graduation Requirements

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

To graduate the participant:

- Must satisfactorily complete 45 quarter credits of doctoral work of which 11 credits are for the Project Paper.
- Must maintain a cumulative grade point average of 3.0.
- Must be in good standing at Zinzendorf School of Doctoral Studies, according to the Academic Integrity section of the D.Min. Program Handbook, with all bills paid.
- Must receive approval to graduate after passing an Oral Defense administered by the Doctoral Committee.
- Must have attended at least two annual colloquia, unless otherwise excused by the Doctoral Council.
- Must complete all degree requirements within a 6-year time limit, unless an extension is explicitly granted upon application to the Doctoral Council. An extension is only considered if the DMin candidate is in Phase 4 (Final Paper Phase). Should an extension be granted, a 'continuation fee' will be required.

Program Curriculum

The Doctor of Ministry program requires a total of 45 quarter credits including 13 credits of Core Courses, 13 credits of coursework in a chosen related field of ministry, 8 credits of Ministry Field Work courses, and 11 credits for the Final Paper-Project.

Phase 1 (Year 1): Core courses

At the first colloquium, students will complete five core courses to undergird the theological formation of the students and their research projects, which are guided by the Doctoral Team. The courses are designed as two to three credits intensive learning experience. Significant reading and writing is required before, and following the class meeting dates.

At the start of the D.Min. program, students will select a ministry track and ministry field work according to the track. The ministry will provide opportunities to explore the areas of practical research that can be useful in developing the project for their final project.

Nine specialized ministry tracks:

1. Education
2. Cross-Cultural Communication
3. Church Planting and Evangelism
4. Gospel and IT
5. Church Music and Worship

6. Business as Mission
7. Spiritual Formation
8. Children and Youth Ministry
9. Media and Design

Courses to register in the first year (16 units):

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

MINS800 Global Missiology (3 units)

MINS824 The Spiritual Autobiography (2 units)

RSCH800 Doctoral Research and Presentation (2 units)

THEO800 Global Theological Foundation (3 units)

PRAC811 Ministry Field Work I (2 units)

PRAC812 Ministry Summer Field Work I (1 unit)

Phase 2 (First half of year 2): Ministry Track Phase

At the second colloquium, students will complete a 4-unit track module course Exploring the Transformative Ministry. Lectures will be provided by ministry track leaders or lecturers during the colloquium.

Courses to register (6 units):

Exploring the Transformative Ministry (4 units)

PRAC821 Ministry Field Work II (2 units)

Phase 3: (Second half of year 2): Project Proposal Phase

In the third phase, the student should secure approval of the project proposal during the comprehensive examination. The completion of a foundation paper allows the student to present the project proposal and the foundation paper in front of his/her Doctoral Committee.

Courses to register (9 units):

MINS900 Foundation Paper (6 units)

MINS910 Project Proposal (2 units)

PRAC822 Ministry Summer Field Work II (1 units)

Phase 4: Final Paper on D.Min. Project Phase (14 credits):

At the comprehensive exam, students will present their foundation paper and project proposal to their committee. After receiving approval from their committee, students move on to the final phase. At this stage, students will work with the Mentor towards implementing the project. Upon the Mentor's recommendation the Defense can be scheduled in front of his/her full Doctoral Committee. Students will receive nine quarter credits in class Final Paper-Project. Successful Oral Defense and satisfactory implementation of all required changes will award the final credit hour and complete the

program. Students will be evaluated on a Pass/Fail basis by their Doctoral Committee.

Courses to register (14 units):

MINS980 Final Paper/Project (11 units)

PRAC831 Ministry Field Work III (2 units)

MINS899 Drawing upon Peers (1 unit)

Course Descriptions

Required Courses in Practical Theology

MINS800 Global Missiology (3 units)

This course gives an opportunity for the entering DMin students to examine their studies in World Missions, Intercultural Studies and Global Theological Studies. It encourages improvement in cultural adaptation, strategic ministry planning, and global contextualization as practiced in distinct contexts. The objective of *Wisdom* in the application and orientation to the “The Great Commission” is developed from the Old Testament Book of Proverbs.

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

The course is designed to help graduate students develop a mega strategy for World evangelization. It includes an in depth study of eight growing contemporary global churches and movements. The study will focus on principles common to all while also making a detailed study of one growing entity.

MINS824 The Spiritual Autobiography (2 units)

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

MINS890 Exploring Transformative Ministry (4 units)

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

Required Courses in Theological Studies

THEO800 Global Theological Foundation (3 units)

This seminar gives an opportunity for the entering D.Min. student to review their previous studies in historical and theological areas generally, while at the same time encouraging exploration in both global and topical areas previously underdeveloped.

Required Field Work and Professional Interaction Courses

PRAC811, 821, 831 Ministry Field Work I-III (2 units each)

Required field research in the chosen ministry area during the regular doctoral term. Portfolios must be prepared.

PRAC812, 822 Ministry Summer Field Work I, II (1 unit each)

Required field research in the chosen ministry area during the summer term. Portfolios must be prepared.

MINS899 Drawing upon Professional Peers (1 unit)

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

Required Research Methods and Dissertation Courses

RSCH800 Doctoral Research & Presentation (2 units)

The student examines the methods and materials necessary for adequate and appropriate research for producing a doctor of ministry thesis or project (biblical, theological, historical, missiological, or pastoral/practical). Additional study will be needed if the student plans a subject requiring religious sociological data. The focus will be on the nature of graduate-level research, how to present it, and practical experience with the writing of an academic article capable of being published.

MINS900 Foundational Research Paper (6 units)

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

MINS910 Final Project Proposal (2 units)

The ministry project should demonstrate the candidate's ability to identify a specific theological topic in ministry, organize an effective research model, use appropriate resources, and evaluate the results, and should reflect the candidate's depth of theological insight in relation to ministry. Upon completion of the doctoral project, there shall be an oral presentation and evaluation. The completed written project, with any supplemental material, should be accessed in the institution's library.

MINS980 Final Paper/Project (11 units)

The ministry project should demonstrate the candidate's ability to identify a specific theological topic in ministry, organize an effective research model, use appropriate resources, and evaluate the results, and should reflect the candidate's depth of theological insight in relation to ministry. Upon completion of the doctoral project, there shall be an oral presentation and evaluation. The completed written project, with any supplemental material, should be accessed in the institution's library.

Faculty

For the Doctor of Ministry Program of Zinzendorf School of Doctoral Studies. These are the ones

expected to be active or available during the academic year. The professors may also serve as mentors.

Alfred Merrill Smoak, Jr.

- D.W.S., The Institute for Worship Studies (2002)
- M.C.M., The Southern Baptist Theological Seminary (1975)
- B.A., California Baptist University (1973)

Donald Tinder

- Ph.D. in Theology (Concentration: Historical Theology), Yale University (1969)
- M.Div., Fuller Theological Seminary (1964)
- B.A., Yale University (1960)

Esther (Dayoun) Jung

- Ph.D. in Counseling and Coaching, Yonsei University (2014)
- Th.M., Yonsei University (2008)
- B.A. in Theology, Yonsei University, South Korea (2004)

Joseph (Jongwon) Lee

- Ph.D. in Theology (Concentration: Systematic and Cultural Theology), Yonsei University (2017)
- Th.M., Yonsei University, (2011)
- B.A. in Theology, Yonsei University (2008)
- B.A. in English Literature, Yonsei University, South Korea (2008)

Joseph Ray Tallman

- D.Miss., Trinity Evangelical Divinity School (1982)
- M.A., University of Kansas (1976)
- M.Div., Midwestern Baptist Theological Seminary (1975)
- B.A., Oakland University (1972)

Tom Cowley

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

Creighton Marlowe

- Ph.D. in Theology (Concentration: Old Testament), Mid-America Baptist Theological Seminary (1985)

- ThM., Western Seminary Portland (1979)
- MDiv., Western Seminary Portland (1977)
- B.A., University of North Carolina (1973)

William L. Wagner

- Th.D., University of South Africa (1990)
- D.Miss., Fuller Theological Seminary (1977)
- M.Div., Southwestern Baptist Theological Seminary (1961)
- B.S., University of New Mexico (1957)

William Mark Wagner

- Ph. D. in Missiology, Southwestern Baptist Theological Seminary(1998)
- M.Div, Southwestern Baptist Theological Seminary (1991)
- B.A., Baylor University (1987)

MENTORS

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

CHAPTER 7: DOCTOR OF PHILOSOPHY IN GLOBAL THEOLOGICAL STUDIES

Program Description

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

The ZSDS Ph.D. Program is a doctoral program under evangelical auspices that is offered by Zinzendorf School of Doctoral Studies, Olivet University, San Francisco. Meeting the admission requirements indicates that the student is believed to be qualified to complete the required number of seminars with a grade of at least B-. Upon successful completion of this "Preparation Phase" and then a comprehensive "Doctoral Examination" before a committee, the student begins supervised research and writing in the "Dissertation Phase." Upon completing the "Dissertation Phase" the student is able to graduate with a Ph.D. Degree in Global Theological Studies.

Program Goals

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

- Be conversant with some of the global issues in theological and missiological studies;
- Have a grasp of research methodologies for their particular areas;
- Demonstrate sensitivity to cultural and ethnic diversity with the need for appropriate contextualization;
- Conduct original research to produce a coherent and cogently argued dissertation that makes an original scholarly contribution

Graduation Requirement

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

1. Must satisfactorily complete 60 units of doctoral work of which 15 units are for the dissertation.
2. Must maintain a cumulative grade point average of 3.3.
3. Must be in good standing at Zinzendorf School of Doctoral Studies with all bills paid.
4. Must pass a comprehensive oral examination prior to entrance into the dissertation phase.

5. Produce a Portfolio including research papers and other appropriate examples of one's work from the Preparation Phase, as directed by the PhD Committee.
6. Produce a coherent, cogently argued, properly researched and written dissertation that makes an original, scholarly contribution in the field of global theology.
7. Must receive approval to graduate after successfully defending his or her dissertation, which is administered by the Advisor and the Doctoral Committee.
8. Must complete all degree requirements within the 8-year time limit, unless explicitly extended on application to the Doctoral Committee. A "continuation fee" would be required.

Time Limit

The Ph.D. program must be completed within eight (8) years after formal acceptance into the program. All requirements for degree programs must be completed within set time limits after the student's first term of enrollment in his/her program.

If a student fails to complete the program within the time limit, he/she will be considered to have withdrawn. Re-application is required to be considered for re-admission to the program.

Student Appeals to Extend the Time Limit for the Degree

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

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

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

Curriculum

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

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

an annual Colloquium as well as online seminars. There are required seminars as well as electives. This collaborative learning facilitates peer relationship and peer learning. It also enables the professor to devote considerable time to guiding and mentoring students in their field of studies.

- Independent studies consist of topic related studies, which include directed readings, writing and presenting academic papers for seminars and publication, student teaching, preparation for the oral exam, development of a prospectus and the writing of a dissertation.

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

1. Preparation Phase (45 Units)

In the Preparation Phase one acquires 45 units through required seminars, colloquium participation, independent studies and perhaps elective seminars. It is completed by the presentation of an academic portfolio and the passing of the oral examination. Only then may one enter the Dissertation Phase.

Required Seminars and Courses (35 units)

- MINS804 Global Strategies (5 units)
- MINS812 Spirituality and Mission (5 units)
- MINS826 Exploration and Application of Missiology Globally (5 units)
- RSCH813 Doctoral Research and Presentation (Ph.D.) (independent online course) (3 units)
- RSCH815 Research Area Literature Review (independent online course) (3 units)
- THEO850 Global Theological Explorations (5 units)
- THEO853 Theological Hermeneutics (5 units)
- THEO851 Biblical Hermeneutics in Global Perspective (5 units)

Required Colloquia (total units vary)

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

- THEO861 Ph.D. Colloquium I (0 unit)
- THEO862-863 Ph.D. Colloquium II-III (2 units each)

Independent Studies (total units vary)

These are approved in advance by the PhD Committee upon a formal application. They require an Advisor and a method of evaluation such as a major research paper.

RSCH850a-c Independent Studies (3 credits per course)

2. Comprehensive Oral Examination

The Comprehensive Oral Examination is administered upon the completion of the 45 units (or agreed upon lesser number for those with previous doctoral level studies). The uploading of the student's Portfolio (referred to in item 5 of the Requirements for Graduation) is required at least 30 days before the examination. This marks the culmination of the Preparation Phase and, if passed, qualifies for beginning the Dissertation Phase. The examination is before a committee chaired by a member of the PhD Committee and includes the student's Advisor and at least two other members of the faculty. The examination will draw from the contents of the Portfolio, all prior work from courses, seminars, colloquia and independent studies, and key topics from the specific field of research chosen by the student.

3. Dissertation Phase (15 Units)

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

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

For registration purposes, the following entries are required for beginning and annually continuing in this phase:

RSCH980 Prospectus (0 units)

RSCH990 Dissertation Phase (15 units)

RSCH992-993 Dissertation Phase Continuation I, II(0 units each)

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

Detailed Process

Soon after entering the Dissertation Phase, the student submits a suggested title and tentative statement to begin the process. Upon its acceptance the PhD Committee assigns the student to an Advisor from the faculty, usually one from whom the student has taken some seminars and independent studies during Seminars Phase. The Advisor supervises the student's research and writing of a dissertation on a topic related to global theological studies. If necessary, a Co-Advisor with complementary expertise is also appointed. The dissertation must demonstrate the student's ability to do independent and original research and thereby making a valid and original contribution to scholarly literature. It is worth 15 credits in the overall Ph.D. program. Many further details about the Dissertation Phase and the writing of the dissertation are given in the Ph.D. Program Handbook, which is to be read when first entering the program and then regularly consulted once one is in this phase.

Seminar Descriptions

MINS804 Global Strategies (5 units)

The course will be a creative course that looks at possibilities for Christians to create and formulate new and better strategies for World evangelism. The basis of the course will be the concept of Mega, Meta, and Micro strategies. This concept will be delineated during the course. The next step will be to study the Global Strategy Forum, which comprises twelve mountains of Culture. Each of the Mountains will be studied, and evaluations made as to what is now being done in these given areas to reach the World for Christ. It is hoped that members of the class will be able to make creative suggestions that can be utilized in forming new strategies.

MINS827 Spiritual Issues in Cross-Cultural Evangelism (5 units)

This is an in-depth study of the relationship between Powers and Principalities and Worldview as it relates to Evangelism. The study will focus on understanding the nature of the spiritual powers, and their relationship to cultural themes as it relates to the receptivity of an ethnic-social group to the gospel. The seminar aims to explore the keys to overcoming cultural and spiritual barriers to evangelism.

MINS826 Exploration and Application of Missiology Globally (5 units)

This seminar is designed to examine Global Missiology, Ethno-Theological Focus, and Cross-Cultural Communication Skills contextually appropriate for ministry in the workplace or the worship center of a given group of people.

RSCH813 Doctoral Research and Presentation (Ph.D.) (3 units)

The student is introduced to the methods and materials necessary for adequate and appropriate research for producing a PhD dissertation (biblical, theological, historical, missiological, or pastoral/practical). Additional study will be needed if the student plans a subject requiring religious sociological data. The focus will be on the nature of graduate-level research, how to present it, and practical experience with the writing of an academic article capable of being published.

RSCH815 Research Area Literature Review (3 units)

This is an independently guided online course to be taken toward the end of the Preparation Phase

to give an opportunity to learn more of the state of scholarship and the resources that will need to be studied in one's proposed dissertation area. It helps to show during the Oral Examination that one is prepared to make a fast start in the Dissertation Phase.

RSCH850a-h Independent Studies (1-8 units)

These require a formal application to be approved in advance by the PhD Committee. There must be an Advisor and a means of evaluation, usually a research paper. Further details are in the PhD Handbook.

THEO850 Global Theological Explorations (5 units)

An opportunity (usually early) in one's PhD studies to review previous theological studies. But it is also the chance to explore avenues needing further and deeper study, especially in view of the increasing awareness of the global nature of Christian thought. Theology, though based on divine revelation in the Ancient Near Eastern and Greco-Roman context, has been overwhelmingly shaped in and by the Western cultural tradition. In turn, Western culture since the 300s has been shaped by the experience of Christendom, that is the close linkage of society, church and state. The last few hundred years have been shaped by reactions against Christendom. Outside the west, partially apart from colonial endeavors, this has not been the experience of Christianity. Also needing to be explored are such challenges everywhere, including the West, as the rising influence of the natural and behavioral sciences and the strength of alternate worldviews such as Islam and secularism.

THEO851 Biblical Hermeneutics in Global Perspective (5 units)

The objective of this doctoral seminar is to examine how authorial intent can be exposed to some degree by reading a biblical text in its grammatical-historical-cultural-literary-biblical contexts (i.e., exegesis, hearing a text speak in its own setting as objectively as possible). This exposure will be accomplished by the exegetical examination of selected and popular biblical (especially Old Testament or Hebrew Bible) passages which have traditional and popular interpretations that may reflect more the interpreter's presuppositions than author's meaning aimed at his contemporary audience. This study will highlight the inductive method of comprehending biblical texts, prioritizing the use of the "original" Hebrew and Greek texts, while illustrating the liability of relying on Bible translations.

THEO853 Theological Hermeneutics (5 units)

The objective of this doctoral seminar is to examine the 'discipline of hermeneutics' from theological, biblical, and philosophical perspectives. The scope of theological hermeneutics surpasses the mere creation of guidelines for interpreting the Bible; it encompasses the ways in which individuals comprehend and engage with texts. The seminar will begin with an investigation of the Hellenistic period and culminate with an exploration of the contemporary 21st-century landscape as it relates to hermeneutics. Furthermore, the seminar will assess the application of theological hermeneutics in the context of World Christianity through critical and imaginative reappropriation. Ultimately, this study will illuminate the innovative method of comprehending biblical texts.

THEO861 Ph.D. Colloquium I (0 unit), THEO862-863 Ph.D. Colloquium II-III (2 units each)

The first colloquium a student attends is 861, the second is 862, etc. **Students are required to participate each year in the Preparation Phase**, unless excused for good reason in advance.

Attendance is encouraged while in the Dissertation Phase. These take place each year for an intensive week when some seminars are also meeting. Students in various years of the program present for evaluation the results of their studies and research so far. Faculty and perhaps invited guests may also present papers. Students and faculty critique each other. Both general and individualized assignments are given with due dates for later verification of each student's two earned credits. See the PhD Handbook for more information on this important dimension of the program.

Faculty

Professors on the Zinzendorf Faculty expected to be active or available for the Ph.D program in the academic year and beyond.

Donald Tinder

- Ph.D. in Theology (Concentration: Historical Theology), Yale University (1969)
- M.Div., Fuller Theological Seminary (1964)
- B.A., Yale University (1960)

Joseph (Jongwon) Lee

- Ph.D. in Theology (Concentration: Systematic and Cultural Theology), Yonsei University (2017)
- Th.M., Yonsei University, (2011)
- B.A. in Theology, Yonsei University (2008)
- B.A. in English Literature, Yonsei University, South Korea (2008)

Joseph Ray Tallman

- D.Miss., Trinity Evangelical Divinity School (1982)
- M.A., University of Kansas (1976)
- M.Div., Midwestern Baptist Theological Seminary (1975)
- B.A., Oakland University (1972)

W. Creighton Marlowe

- Ph.D. in Theology (Concentration: Old Testament), Mid-America Baptist Theological Seminary (1985)
- ThM., Western Seminary Portland (1979)
- MDiv., Western Seminary Portland (1977)
- B.A., University of North Carolina (1973)

William L. Wagner

- Th.D., University of South Africa (1990)
- D.Miss., Fuller Theological Seminary (1977)
- M.Div., Southwestern Baptist Theological Seminary (1961)

- B.S., University of New Mexico (1957)

William Mark Wagner

- Ph. D. in Missiology, Southwestern Baptist Theological Seminary (1998)
- M.Div, Southwestern Baptist Theological Seminary (1991)
- B.A., Baylor University (1987)

CHAPTER 8: CAREER SERVICES

Career Advisory

Advisors and counselors are available to speak with ministry-bound students who seek advice for careers after graduation. Olivet University provides information but is not required or obligated to offer placement services. Students may contact the director of their academic programs for more information.

Detailed Occupation Level for Doctoral Programs

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

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

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

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

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

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

Doctor of Ministry (CIP 39.0602 Divinity/Ministry)

21-2000 Religious Workers (umbrella group)
21-2010 Clergy

21-2020 Directors, Religious Activities and Education

21-2090 Miscellaneous Religious Workers

25-1126 Philosophy and Religion Teachers, Postsecondary

CHAPTER 9: COURSE SELECTION AND SCHEDULING

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

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

Adding and Dropping Courses

Students may officially add or drop course(s) with no clerical fee being charged until the specified add/drop date in Fall, after which a \$15 clerical fee will be charged for each course added or dropped.

Additional per-hour fees owed will be calculated based on the total amount due after the schedule adjustment has been made. Refunds owed will be calculated based on the total amount due after the schedule adjustment has been made.

A student wishing to add or drop a class needs to submit a *Drop/Add Class* form to the Registrar by November 30 of current academic year. The student is then responsible for obtaining permission from the faculty member teaching the course as well as the student's advisor.

A student wishing to withdraw from a course after the add/drop date may complete a *Withdraw Class* form with the Office of the Registrar by May 30 of current academic year.. The student is also responsible for paying appropriate fees and obtaining permission from the faculty member teaching the course as well as the student's advisor.

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

Dropping vs. Withdrawing

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

Withdrawal (Class Withdrawal): Students may withdraw from courses following the drop/add period until May 30. A grade of "W" will appear in the student's official records.

Withdrawal Policies

By November 30, students may drop from a course with no record of the class appearing on the transcript. By May 30, 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 May 30, students may not withdraw from courses.

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

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

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

College Withdrawal (Complete Withdrawal) Policy

If a student does not intend to return to OU or is planning to be away for more than one year, he/she is required to file the College Withdrawal form.

To maintain good academic standing and eligibility for readmission to the college, students finding it necessary to withdraw must do so officially.

Students will then have to apply for readmission in order to return. In this case, students may be subject to updated general education, major and degree requirements. Courses taken at another institution do not need prior approval but will be evaluated for possible transfer credit at the time of readmission. Readmission is not guaranteed and is subject to the admission criteria in place at the time students reapply.

Refunds for Withdrawals

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

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

Repeating Courses

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

Courses of study at Olivet University are offered, and credit for satisfactory completion is granted, on an academic year basis.

Modes of Instruction

The "Mode of Instruction" refers to the method through which a course is delivered during a specific academic term. Olivet University recognizes the importance of providing diverse options for course delivery to meet the needs of students on the main campus, extension campuses, and eCampus, ensuring they can fulfill their degree requirements. To facilitate this, Olivet University offers four distinct modes of instruction: onsite, fully online, partially online, and hybrid.

To clarify the distinctions among the four instructional modes, their definitions are provided below.

Onsite

The "onsite" mode of instruction is designated for courses that exclusively take place in a face-to-face setting, requiring students to physically attend classes on campus. The course content is delivered through mandatory in-person sessions, where the instructor and students are physically present in the same location, promoting active engagement and participation. Onsite courses allow students to benefit from real-time discussions, collaborative activities, and personalized feedback, enhancing their overall learning experience within a traditional classroom environment.

Fully Online

The "online" mode of instruction is designated for courses that exclusively utilize technologically mediated educational strategies, without any in-person components. These courses employ a wide range of digital tools, including pre-recorded video lectures, audio lectures, online tests, and quizzes, to facilitate learning. All course materials and resources are conveniently accessible through the learning management system, allowing students to engage with the content at any time that suits their schedule. Courses additionally feature substantial and consistent faculty-student interaction through various communication channels, such as chat rooms or discussion boards.

Partially Online

The "partially online" mode of instruction is designated for courses in which 0% to 50% of the instruction is delivered through in-person sessions, with the remaining portion conducted online. This mode is designed to offer flexibility while retaining some face-to-face engagement. In-person components may include orientation sessions, intensive workshops, or periodic on-campus meetings, while the online portion utilizes pre-recorded lectures, digital assignments, and interactive discussion forums. This mode accommodates students who need flexibility but still value occasional physical presence for direct interaction with faculty and peers.

Hybrid

The 'hybrid' mode of instruction refers to a unique approach in which more than 50% of the course is

delivered through in-person classes on the University campus, with the remainder completed through online learning. In a hybrid course, the online component may include pre-recorded video lectures, interactive quizzes, and discussion forums. At a certain point or certain points in the course, students must attend mandatory in-person sessions taught by faculty on campus to complete their studies.

Class Schedules

Schedules listing classes offered each quarter are available on the university's course management system Populi. After receiving their ID and password, students may access the platform at the following address: <https://olivet.populiweb.com>.

Class Schedules

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Class Attendance

Students are expected to be punctual and regular in class attendance and to accept responsibility for all assigned work. Any student who has been absent for as many as one-third of the total class sessions for a course will have failed and will be suspended from the course. Within this framework, each instructor may set his/her own class attendance policy, and will inform students of this policy at the beginning of the term.

Class sessions missed because of illness or late registration will be counted as absences, except in the case of extenuating circumstances.

Students who are ill are expected to notify their instructors and to arrange to make up any missed work.

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

Accumulated absence of 70% or more of any given course whether spread out over the entire quarter or consecutive, will earn the student a grade of "NF," failure for non-attendance. Excused absence is not counted as present.

Any student who misses an examination for a legitimate reason may be granted permission to take a "make-up" examination at the discretion of the faculty member.

Permission to give a final examination at any time other than the officially scheduled time must be obtained from the Division Chair.

Occasionally class absences result from a field trip scheduled for another course or from an authorized co-curricular activity (i.e. athletic event, music ensembles, etc.) that falls within class hours. Such group absences do not excuse a student from obligations to regularly scheduled courses, and it is the student's responsibility to be informed concerning the work missed and to complete all requirements in a manner satisfactory to the instructor. Students who participate in co-curricular activities, which may require class absences, should regularly attend class so that absences for co-curricular activities do not lead to course failure.

Full-time Enrollment

Fall, Winter and Spring quarters only.

To be classified as full-time, undergraduate students must be enrolled for a minimum of 12 quarter hours, while graduate students must take a minimum of 8 quarter hours. Special permission must be granted to enroll in more than 18 hours for undergraduate students and 14 hours for graduate students per quarter. Such permission must be approved by the Academic Dean before registration.

Certificate in English as a Second Language students are required to take a minimum of 18 clock hours of instruction per week in order to reach full-time enrollment status.

CHAPTER 10: GRADE NOTATION AND POLICIES

Graduate Grading System

Percentage Equivalent	Grade	Interpretation	Grade Points
100-93	A	Excellent	4.0
92-90	A-		3.7
89-88	B+		3.3
87-83	B	Satisfactory	3.0
82-80	B-		2.7
79-78	C+		2.3
77-73	C	Below Standard	2.0
72-70	C-		1.7
69-68	D+		1.3
Below 68	F	Failure	0

Other Grade Marks Used:

Grade	Interpretation	Grade	Interpretation	Grade	Interpretation
IP	In Progress	NF	Non-Attendance Failure	AU	Audit
I	Incomplete	P	Pass (Graduate: B- or better)	R	Retake
W	Withdrawal	NP	Non-Pass / No Credit		

In Progress Grade (IP)

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

Incomplete Grade (I)

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

Withdrawal Grade (W)

A grade of “W” (Withdrawal) is issued when a student formally withdraws from a course. The withdrawal must be initiated by the student in accordance with the procedures and due deadline

dates. "W" grades carry no credit and are not included when calculating the grade point average.

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

Non-Attendance Failure Grade (NF)

The grade of "NF" (Non-Attendance Failure) may be given by a professor for excessive absences by a student or when a student stops attending the class. This grade will be computed in the grade point average like a grade of "F." "NF" grades cannot be changed after initial submission and other grades cannot be changed to a "NF."

Audit Grade (AU)

A grade of "AU" (Audit) is issued when a student's attendance in an audited course is deemed adequate. AU grades carry no credit and are not included when calculating the grade point average.

Retake (R)

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

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

Grade Appeal

The normal appeal procedure begins with a consultation with the professor concerned. The following are the steps to filing a grade appeal:

1. Prior to the end of the quarter following the course in which the contested grade is issued, the student will request that the faculty member reconsider the grade that was awarded.
2. If dissatisfied with the outcome of a faculty decision, within 10 days of the faculty member's decision, the student may appeal in writing to the College Dean/Director.
3. Within 10 days of the College Dean or Director's decision, the student may submit a written appeal to the Academic Dean.
4. The student is responsible to monitor email daily throughout the appeals process.

Class Work

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

CHAPTER 11: SATISFACTORY ACADEMIC PROGRESS REVIEW

Academic Good Standing

Doctoral students are expected to maintain a grade point average ("GPA") of at least 3.0 on a 4.0 scale to remain in Academic Good Standing.

Academic Disciplinary Status Overview

OU maintains academic disciplinary policies to encourage students to make the necessary academic and life changes to succeed. Students who fail to meet the minimum expectations of Academic Good Standing must meet more stringent standards and regularly consult with academic advisors.

Disciplinary Policy for Doctoral Students

The disciplinary policy provides a student with several opportunities to make the necessary adjustments prior to a final dismissal from OU.

Disciplinary Status:

- Academic Warning
- Academic Probation
- Academic Suspension
- Academic Dismissal

Each Disciplinary Status, except for Academic Warning and Academic Probation, will be indicated on the student's academic record.

1. Academic Warning

If a doctoral student's cumulative GPA falls below 3.0, the student will be placed on Academic Warning.

Academic Warning is designed to help students make the required adjustments to achieve success and a degree at OU. These adjustments will vary based upon the individual circumstances of each student but should be taken seriously.

If a student is placed on Academic Warning, the student will be required to follow certain protocols and meet higher academic standards. These protocols and standards are designed to bring the student back to Academic Good Standing and allow the student to meet graduation requirements.

A student on Academic Warning is required to meet the following Satisfactory Progress Policy requirements for the term:

Satisfactory Progress Policy:

- Earn a minimum term GPA of 3.2 for graduate students.
- May not withdraw or request an incomplete from a class.
- Meet with the academic advisor prior to registration.
- Retake all required Major and University Core Courses failed the previous term.
- Maintain satisfactory progress towards graduation.

If a student on Academic Warning meets the Satisfactory Progress Policy requirements but fails to achieve a cumulative GPA of 3.0, the student will remain on Academic Warning and must continue to comply with all Satisfactory Progress Policy requirements.

If at any time, a student's cumulative GPA meets the minimum requirements of 3.0 overall the student will regain Academic Good Standing. A student's cumulative GPA is only affected by OU coursework. Coursework at another institution cannot be used to return a student to Academic Good Standing. The College Dean reserves the right to alter this requirement on a case-by-case basis.

The student is required to meet with his or her academic advisor to find an appropriate adjustment to the student's academic schedule.

2. Academic Probation

A student will be placed on Academic Probation for failure to meet the Satisfactory Progress Policy requirements while on Academic Warning. A student on Academic Probation is also required to meet the Satisfactory Progress Policy requirements as listed above.

Students who leave the University on Academic Warning or Academic Probation may be readmitted with the same status, even if they have attended another institution in the interim. Performance at another institution will be a factor in the readmission decision.

3. Academic Suspension

Students are automatically placed on Academic Suspension for failure to meet the Satisfactory Progress Policy requirements while on Academic Probation.

Students on Academic Suspension may not enroll in, audit, or visit a class unless readmitted as described below. Students who have already pre-registered for classes will automatically be dropped from all classes.

When the student is academically suspended the student's official transcript states "Academic Suspension" for the affected term.

Length of Academic Suspension

- A student's First Academic Suspension will be for a period of one doctoral year.
- A student's Second Academic Suspension is Final Dismissal from OU without possible readmission.

4. Readmission

A student placed on First Academic Suspension must petition to his or her College Dean for readmission.

A student that is readmitted may be subject to additional probationary conditions placed upon them by the College Dean. Such additional probationary conditions may be individual to the student and his or her academic circumstances but will be designed to encourage the student to reach Academic Good Standing and be eligible for Graduation.

A student who reenters the University after First Academic Suspension will re-enter on Academic Probation.

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

Programs have the prerogative of recommending the termination of a student's admission at any time.

The registrar shall inform, in writing, any student who is not making satisfactory academic progress as soon as practicable after term grades have been reviewed and the appropriate action has been taken.

A student placed on Academic Suspension or Academic Dismissal status may appeal such action by filing a written appeal with the College Dean or designee no later than 10 working days after the date of the written notice.

The appeal shall include a brief outline of the reasons why the appeal should be granted. The decision of the College Dean or designee on the appeal shall be final.

Statement of Academic Rigor

Academic rigor helps to promote lifelong learning and is an integral aspect of Olivet University's mission. Academic rigor means sustaining a learning environment that challenges students to attain high levels of intellectual skills in an ethical manner.

Academic Rigor for Faculty

Rigorous teaching permits faculty members to create learning environments that challenge students academically and encourage them to grow. Rigorous teaching requires a professional commitment to academic discipline and to inspiring students to develop their knowledge and understanding by developing their learning skills. Students should be able to expect faculty members to:

1. Strive to clearly communicate the course expectations and have them summarized on the syllabus, and to follow the curriculum;
2. Strive to come to class prepared, and to give students useful feedback on their assignments in as timely manner as the situation permits;
3. Strive to be available to students outside of the classroom;

4. Strive to make assignments relevant, meaningful and challenging;
5. Strive to create opportunities for learning in ways geared to students' diverse talents and abilities;
6. Strive to reduce, if not eliminate, the students' perceived need to plagiarize and to challenge plagiarism should it occur; and
7. Strive to evaluate our courses and ourselves.

Academic Rigor for Students

To make the most of the college experience, students should approach college in terms of a rigor complementary to the faculty's. Rigorous learning requires fortitude, persistence, preparation, hard work, and zeal. Since college shifts students from the teacher-centered style of high school learning to a student-centered style of learning, it places a higher level of responsibility for performance onto the students. Such high performance at a demanding institution can lead to a successful and satisfying career. Therefore, rigorous students should expect themselves to:

1. Set high expectations along with a strong sense of collegiate purpose;
2. Come to class prepared to work, and to submit assignments by the deadlines;
3. Make the most of their time with faculty members in and out of class;
4. Treat fellow students and the classroom with respect, and to participate in the academic process;
5. Manage their time so they can treat college as real work with real value;
6. Participate with complete honesty and integrity;
7. Understand that collaboration with classmates on assignments, when required or encouraged, is acceptable behavior as long as the products of those assignments are truly the student's own work;
8. Accept responsibility for learning and for the grades earned.

CHAPTER 12: GRADUATION

General Requirements

Students must meet minimum academic requirements to be eligible for graduation, according to the prescribed course of study outlined in the curricula of their respective programs, with an appropriate academic grade point average. Students must also satisfy all financial responsibilities to the university to qualify for graduation.

Students enrolled in Doctor of Ministry program of the Zinzendorf School of Doctoral Studies must maintain an average grade of “B” (3.00) for graduation. Students enrolled in the Doctor of Philosophy program of the ZSDS must maintain an average grade of “B+” (3.30) for graduation. The grade average will be determined on the basis of grades recorded before enrollment for the final term of study.

After a graduation audit determines that a student is eligible to graduate, the student may choose to attend the commencement ceremony via live broadcast or be present at the Riverside campus to attend in person. Students who choose to attend in person are required to be present for both rehearsal and commencement exercises. If a student cannot be present, graduation in absentia may be approved for reasons satisfactory to the faculty. Arrangements to attend must be made six weeks before the commencement exercises, and must be made by written petition.

Students registering in the university for the first time should complete their work for the degree according to the requirements of the Catalog of the year in which they entered. Students who withdraw may wish to return under the requirements of their original Catalog if they have missed no more than three consecutive regular quarters (for example, fall/ winter/spring). All other students must return under the requirements of the current Catalog.

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

Additional Requirements

1. The faculty of each respective program is responsible for determining any additional requirements for admission to, continuation in, and graduation from each degree program above and beyond the university's standards.
2. The faculty of each respective program is determinant in decisions and questions related to a student's admission, a student's continuation in a degree program, and eligibility for graduation. A student may submit a request for review in the Office of Student Services if a question arises on a decision made by the faculty. Appeals can be made, provided such a request is filed within 15 days after the date the decision is officially delivered to the student.
3. The faculty of each program reserves the right and authority to refuse approval of a candidate for

graduation, or to terminate the continuance of a student in an academic program for any reason or reasons. The faculty decides the validity of such action, even if the student has met and is currently meeting the academic and other requirements for the degree program.

Graduation process

1. Once students have successfully completed the oral defense of the Final Paper or Dissertation with at least "pass with minor changes", they may request graduation audit to the ZSDS.
2. Once students fulfill graduation requirements, students should apply for graduation by emailing the Registrar's Office and requesting the graduation application form.
3. Registrar's Office goes through a final graduation check and verifies whether students have completed all graduation requirements. If the student meets graduation requirements, Registrar Office notifies the student to fill out the graduation application form.
4. Students fill out the graduation application form, submit the form and pay the graduation fee.
5. The Registrar's Office prepares and sends the diploma and an official transcript to the address typed on the graduation application form.

Gowns

At the graduation ceremony, preferably all professors will wear academic gowns. Each faculty member can have either his own gown or the colors of the Olivet faculty.

The student wears an academic gown as well. Only after passing the defense is the student hooded. Doctoral regalia for Olivet are presently being ordered from a Korean supplier. When the student gives notice of the intention to be promoted, information will be sent on ordering a gown. As a norm a cap is not used by female faculty in our graduations. Olivet also provides for the renting of a gown and/or hood. Sizes available are small, medium and large.

CHAPTER 13: OLIVET UNIVERSITY POLICIES

Student Records

It is Olivet University's policy to maintain the confidentiality of all student education records.

No one outside the institution shall have access to nor will the institution disclose any information from a student's education records without the written consent of the student except to personnel within the institution; to persons or organizations providing student financial aid; to accrediting agencies carrying out their accreditation function; to persons in compliance with a judicial order; and to persons in an emergency in order to protect the health or safety of the student or other persons.

Within the Olivet community, only those members, individually or collectively, acting in the student's educational interest or involved with campus safety are allowed access to student education records.

Students may inspect, review, and challenge the information contained in their education records, request a hearing if the outcome of the challenge is unsatisfactory, and submit explanatory statements for inclusion in their files if they feel the decisions to be unacceptable. The Registrar at Olivet has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, financial, and placement records. Education records do not include records of administrative and education personnel. These records are the sole records of the administration and education personnel who prepare them.

Students may not inspect and review the following: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student.

Requests for amendments to grades after a student has graduated will not be considered unless there is substantial evidence of inaccuracy on the institution's behalf.

Student records will be maintained for five (5) years from withdrawal or graduation, and student transcripts will be maintained permanently.

Olivet retains student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

Confidentiality and Privacy Policies

Olivet University retains student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended (20 *United States Code* [U.S.C.] § 1232g; 34 *Code of Federal Regulations* [CFR] Part 99).

The federal law allows student above age of 18 or attends a school beyond the high school level to have the rights:

- To inspect and review education records maintained by the school.
- To request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

Regarding data disclosure, according to FERPA:

- A school must have written permission from student in order to release any information from a student's education record
- A schools may disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- A school may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and students a reasonable amount of time to request that the school not disclose directory information about them.

Olivet University also adheres to the privacy requirements in the California Information Practices Act (California *Civil Code* Section 1798 et seq.), Article 1, Section 1 of the California Constitution, and all other applicable state laws and regulations that safeguard education records, privacy, and confidentiality.

Olivet University acknowledges that the right to privacy is a personal and fundamental right protected by Section 1 of Article I of the Constitution of California and by the United States

Constitution and that all individuals have a right of privacy in information pertaining to them. It recognizes that the right to privacy is being threatened by the indiscriminate collection, maintenance, and dissemination of personal information and the lack of effective laws and legal remedies. The increasing use of computers and other sophisticated information technology has greatly magnified the potential risk to individual privacy that can occur from the maintenance of personal information. In order to protect the privacy of individuals, Olivet University is committed to maintain and disseminate personal information within strict limits.

Complaint and Grievance Policy

The University defines a formal candidate/student complaint as any grievable issue between a candidate/student and a unit faculty or staff member that good faith efforts have failed to resolve, and has been submitted in writing by the candidate/student to that faculty or staff member's supervisor for further consideration and resolution. Grievable issues are defined as being subjected to an arbitrary, capricious, or unreasonable standard of academic performance (in the case of grades) or of a specific university policy.

Students expressing a grievance about the application of University policy, academic or non-academic, should attempt to seek informal resolution of the matter with the faculty or staff member involved, following that with the immediate supervisor of the faculty/staff member if necessary. If such informal procedures do not effect an equitable resolution of the matter, the student may submit a formal grievance form.

A formal grievance will be submitted to the Dean of Students, who will treat the complaint as a high priority. The Dean of Students will contact the staff/faculty members directly involved and attempt to reach a resolution. If a suitable remedy for the grievance cannot be reached, a grievance committee will be formed to arrive at a successful resolution.

Grievance Procedures:

Within five weekdays of the date on which the concern occurred, the student is encouraged to meet with the staff member and discuss the concern. It is hoped that most concerns can be resolved within this step. If the staff member and the student are not able to resolve the concern OR if the student feels uncomfortable meeting with the staff member, the matter may be escalated to the next level, and the supervisor may be contacted by the student. But if all this does not show a satisfactory outcome, then the grievance form should be completed. and the grievance form should be completed.

To File a Grievance

1. Obtain the student grievance form from the Office of Student Services. Fill it out completely, stating your case in full, and return it to the Office of Student Affairs. The grievance form should be submitted as soon as possible and no later than 60 calendar days after the situation took place.
2. If it is determined that the student has a valid grievance, a grievance committee will be convened. Its head will be a member of the University's administrative staff. It will also consist

of one faculty member and one student selected at the beginning of the academic year for this task. If this grievance concerns a grade, the faculty member must be an actual instructor at the University.

3. After reviewing the report, the grievance committee will conduct an investigation, as may be appropriate, and make a judgment. The committee's decision will be communicated in writing within 15 calendar days to all involved parties.
4. If the decision made by the grievance committee does not satisfactorily resolve the issue, the student may appeal the decision to the Dean of Students within 15 calendar days after receipt of the response.
5. 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 Director of Student Services will respond in writing with a final resolution of the complaint.

All complaints will be kept confidential to the extent permitted by law and every effort will be made to assure that no adverse action will be taken against the student filing the complaint. Such action will be subject to investigation and possible disciplinary sanctions.

Complaint Log

Each University division is required to maintain an active student complaint log and must be prepared to present such a log for review by appropriate university officials. Student Complaint Log Form provides a template for policy compliance and reporting. The log contains the following elements: Date of complaint, name of the complainant, description of the complaint, date of response, responder, and description of the response.

A formal resolution of the complaint will involve a grievance committee, comprised of either the Academic Dean or the Dean of Students (for student complaints), two faculty members, and two students or alternates and includes both men and women. The grievance committee will review the information to determine if harassment is evidenced, and will resolve the matter with all involved parties. Formal resolution involving written reprimand, disciplinary action, or dismissal must be approved by the University President. Any appeal of the grievance committee's action will be made to the University President.

Olivet University Student Code of Conduct

A) Student Covenant Statement

As students of Olivet University, we covenant to:

- Submit to University leadership as an expression of our commitment to the Lordship of Jesus Christ;
- Live in accordance with holy Christian standards taught by the Bible and by the local church;

- Treat the University leadership, staff, faculty, students and local community with respect and Christ-like love;
- Uphold the dignity of our Christian faith in all aspects of life and academics;
- Strive to follow the example of humble, selfless servant leadership of our Lord and Savior Jesus Christ, turning away from selfishness and pride;
- Abide by the Student Code of Conduct, and in case of misconduct to submit to the appropriate disciplinary action determined by the University Administration;
- Attend the main chapel services on Wednesday, Friday, and Sunday.

B) Misconduct

Misconduct is behavior and action that violates the Student Code of Conduct. It damages the academic integrity of the University and impedes the fulfillment of the institutional mission. Misconduct includes any behavior or action deemed to be in violation of Christian moral and ethical standards, according to the discretion of the Office of Student Affairs.

Misconduct includes:

- Academic dishonesty (See Academic Honesty Policy in the Academic Catalog),
- Substance abuse, including usage of alcohol, tobacco, and drugs,
- Possessing tobacco products, including e-cigarettes,
- Sexual harassment,
- Homosexual misconduct or behavior,
- Racial discrimination,
- Premarital sexual relations,
- Disrespectful language and behavior towards others,
- Behavior that threatens others, including verbal threats and physical altercations,
- Foul language and cursing,
- Possessing or viewing any pornographic material,
- Gambling,
- Theft,
- Failure to abide by any safety rules or other campus regulations either posted or as instructed verbally by University staff,
- Violating any portion of the Student Covenant Statement.

Additionally, in order to prevent situations of moral compromise and any appearance of impropriety, men and women may not be in one another's dorms at any time.

C) Discipline

Misconduct will be recorded on the student's record. At the discretion of the Office of Student Affairs, misconduct will be classified as either minor or major, according to the nature of the incident. Disciplinary action for minor incidents will be determined by the Office of Student Affairs.

Expulsion will be immediately considered for any student with a major incident of misconduct.

Students with a pattern of misconduct, defined as three minor incidents of misconduct, will also be considered for Expulsion. Recommendation for expulsion will be at the discretion of the Office of Student Affairs.

Students who are expelled will be asked to leave the campus, and will not be permitted to visit while expelled. Reinstatement will be considered on a case-by-case basis upon appeal by the student, but in no case will it be considered sooner than six months after the expulsion.

Enrollment at Olivet University is a privilege, and may not be automatically renewed each term. Students found to have a pattern of misconduct or major incidents of misconduct may be asked not to return in the next term. Students who are asked not to return may apply for reinstatement.

General Code of Conduct

Sanctions

Student conduct sanctions are categorized as primary and secondary. More than one primary sanction or any combination of primary sanctions and secondary sanctions may be imposed for any single violation. Once a student has been finally assessed a disciplinary sanction, however, no more severe primary sanctions may be assessed against him or her by any higher University authority.

1. Primary Sanctions (in order of severity):

1.1 *Expulsion*: Separation of a student from the University whereby the student is not eligible for readmission to this university. Expulsion is permanently noted on the transcript.

1.2 *Dismissal*: Separation of a student from the University for an indefinite period of time. Readmission to the University may be possible in the future, but no specific time for a decision is established. Dismissal is permanently noted on the transcript.

1.3 *Suspension*: Separation of a student from the University for a definite period of time. The student is not guaranteed readmission at the end of this period of time, but is guaranteed a review of the case and a decision regarding eligibility for readmission. Suspension is noted on the transcript. If the student re-enrolls, remains in good standing and completes the requirements for graduation, the student may request removal of the notation at the time he/she files for graduation. Requests must be submitted to the Office of the Registrar. The Chief Academic Office, in consultation with other University officials, will make the final decision regarding removal of the notation.

1.4 *Deferred Suspension*: The sanction of Suspension may be placed in deferred status. If a student is found in violation of any University rule during the time of Deferred Suspension, the Suspension takes effect immediately without further review. Additional student conduct sanctions appropriate to the new violation also may be taken. A student who has been issued a Deferred Suspension sanction is deemed “not in good standing” with the University. A student who is not in good standing is subject to the following restrictions:

- Ineligibility to hold an office in any student organization recognized by the University or to hold any elected or appointed office of the University.
- Ineligibility to represent the University to anyone outside the University community in any way,

including representing the university at any official function, intercollegiate athletics or any forms of intercollegiate competition or representation.

- Ineligibility to receive a University-administered scholarship when the length of the Deferred Suspension is greater than one quarter. Some scholarships adhere to more strict guidelines, and, therefore, ineligibility may result from a lesser length of Deferred Suspension. This sanction implies a serious offense and must be uniformly applied by the office administering the scholarship upon notification by the University disciplinary officer.
- Additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct.

1.5 Probation: An official warning that a student's conduct is in violation of University Rules, but is not sufficiently serious to warrant expulsion, dismissal or suspension. A student on conduct-probation is deemed "not in good standing" with the University. This sanction includes the same restrictions listed in 1.4, Deferred Suspension.

1.6 Letter of Reprimand: A letter that makes a matter of record any incident that reflects unfavorably on the student or the University.

1.9 Warning: Admonition of a student for actions unbecoming to the University community.

2. Secondary Sanctions (no order of severity is established for secondary actions):

2.1 Community/University Service: A student may be offered an opportunity to complete a specified number of hours of Community/University Service in lieu of other sanctions. The type of Community/University Service must be approved by the hearing officer/panel.

2.2 Educational Requirements: A provision to complete a specific educational requirement directly related to the violation committed. The provision will be clearly defined. Such educational requirements may include, but are not limited to, completion of an alcohol education workshop, a diversity awareness workshop, essays, reports, etc.

2.3 Restrictions: The withdrawal of specified privileges for a definite period of time, but without the additional stipulations contained in the imposition of conduct probation. The restrictions involved will be clearly defined.

2.4 Restitution: A payment for financial injury to an innocent party in cases involving theft, destruction of property or deception. The assessed costs to be paid may be in addition to receipt of any of the above sanctions.

Harassment

OU respects and encourages the dignity and professionalism of its employees and students and is committed to maintaining a learning and working environment that is free from any form of discrimination. Harassment in any form based on sex, race, color, age, national origin, disability, or any other characteristic protected by state or federal laws is prohibited, as are all forms of sexual intimidation and exploitation.

In keeping with this commitment, OU will not tolerate any unlawful harassment of its employees or students at the university by anyone, including any faculty member, staff member, student, visitor, vendor, contractor, or any other individuals providing services at the university. Harassment interferes with an individual's work or learning environment and will not be tolerated.

All members of the Olivet community are expected to follow and enforce the University's policy against harassment. Complaints of harassment will be promptly and thoroughly investigated and appropriate action, including disciplinary measures, will be taken when warranted. Faculty, students, and staff have the right at any time to raise the issue of harassment without fear of retaliation.

Academic Honesty

Students shall maintain academic honesty in the conduct of their studies and other learning activities at Olivet University. The integrity of this academic institution, and the quality of the education provided in its degree programs, are based on the principle of academic honesty.

The maintenance of academic integrity and quality education is the responsibility of each student within this University. Cheating and plagiarism in connection with an academic program is an offense for which a student may be expelled, suspended, put on probation, or given a less severe disciplinary sanction.

Student Responsibilities

Students are responsible for knowing and understanding the rules of Academic Honesty as outlined in the college catalog, to include fabricating information and data, cheating, facilitating academic dishonesty, and plagiarizing.

Students are responsible for communicating with the instructor if they do not understand how the policy applies to a particular class or assignment.

Definitions

Academic dishonesty is an especially serious offense. It diminishes the quality of scholarship and defrauds those who depend upon the integrity of the academic programs. Such dishonesty includes, but is not limited to, the following:

- Giving unauthorized information to another student or receiving unauthorized information from another student during any type of assignment or test.
- Obtaining or providing without authorization questions or answers prior to the time of an

assignment or test.

- Using unauthorized sources for answers during any assignment or test.
- Taking part in or arranging for another person to complete an assignment or to take a test in place of another.
- Giving or receiving answers by use of signals during a test.
- Altering answers on a scored test and submitting it for a higher grade.
- Collaborating with others in a required assignment without the approval of the instructor.
- Stealing class assignments or portions of assignments, including electronic files, and submitting them as one's own.
- Not crediting participants for their part in a group project or claiming credit for work not done on a group project.
- Plagiarism, which is presenting as one's own in whole or in part the argument, language, creations, conclusions, or scientific data of another without explicit acknowledgment.

Examples include, but are not limited to:

1. Using another person's written or spoken words without complete and proper citation.
2. Using information from a World Wide Website, CD-ROM or other electronic source without complete and proper citation.
3. Using statistics, graphs, charts and facts without acknowledging their source.
4. Submitting a paper purchased from a term-paper service.
5. Paraphrasing which is imitating someone else's argument using other words without acknowledging the source.
6. Claiming credit for someone else's artistic work, such as a drawing, script, musical composition or arrangement.
7. Using someone else's lab report as a source of data or results.
8. Using one's own or substantially similar work, produced in connection with one course, to fulfill a requirement in another course without prior permission. A student may use the same or substantially the same work for assignments in two or more courses only with written permission from the instructors of all the classes involved.
9. Submitting the results of a machine translation program as one's own work.

CHAPTER 14: STUDENT LIFE AND STUDENT SERVICES

Enrollment Requirements & Procedures

Before enrolling, all applicants must also fill out an Enrollment Agreement and submit any applicable deposit in accordance with the Student Fees and Payment schedule. A parent or legal guardian must sign the Enrollment Agreement if the applicant is under 18 years of age.

Digital “Orientation”

At the start of the fall quarter, all entering students will receive a welcome package available in digital media format, which includes an introduction to Olivet University and an overview of its curricular and co-curricular programs, general policies, and administrative features.

Fall Orientation also provides a chance for students to connect socially with other community members in order to ease the transition into the start of a new academic year.

Student ID Cards

All students are required to have a student ID card. The digital ID card is available in the Populi app. A physical ID card is also available upon request to the Office of Student Affairs and a \$15.00 fee. Loaning a physical or digital ID card to another person is prohibited.

University-Wide Literary Style

The most recent edition of Kate L. Turabian’s *A Manual for Writers of Term Papers, Theses, and Dissertations* is the basic manual of style for the writing of formal papers. Turabian allows for footnotes, endnotes, or parenthetical references. Each division and degree program may specify the kind of documentation it requires. Faculty members may specify exceptions to these standards for particular assignments as necessary.

Examinations

Final examinations are usually two hours in length and are to be taken at the scheduled hour during exam week.

A final grade cannot be changed after it has been turned in to the Registrar unless there has been an error in the calculation or recording of the grade. Students have two weeks from the date of issuance of grades to report errors to the Registrar.

Leave of Absence

If students intend to return to OU within one year and want to preserve registration privileges, they should file a leave of absence form. A leave of absence may be taken up to a maximum one year by an enrolled graduate student who has a medical or personal reason that prohibits the student from progressing in his/her degree program.

For students who are in dissertation phase, they do not need to file a leave of absence form if they are inactive in that year. Ph.D. students have a maximum of 8 years and D.Min. students 6 years to complete their program.

Students must receive prior approval for any course(s) taken at another institution while on leave by completing a *Transfer of Credit Application*.

If a student does not return to OU within the stated time period, they will automatically be withdrawn from the college and will need to reapply if they wish to return.

(***Maximum Length of a leave:** *A leave of absence is generally not approved for longer than one year. However, under special circumstances such as military deployment or medical emergency, a leave may be approved for a maximum of three years.*.)

Students who are granted an approved leave of absence may resume their studies without the leave period being counted toward the maximum time allowed for completing the degree.

Maximum Time Limit

The maximum time limit to complete a Doctor of Ministry program at Olivet University is 6 years.

All requirements for degree programs must be completed within set time limits after the student's first year of enrollment in his/her program.

If a student fails to complete his/her program within the time limit, reapplication is required to continue pursuit of the degree.

When additional time is necessary and appropriate, the student and advisor will petition the student's college for an extension. The extension may be denied, in which case the student will be dismissed, or it may be granted with qualification. The maximum extension is one additional year. Extensions require review of academic progress and any other factors regarded as relevant by the college, and approval by the academic dean.

Academic Advising

Academic advising is an on-going, intentional, educational partnership dedicated to student academic success. After being admitted to the University, students will be assigned to an academic advisor. Whenever possible, students are assigned additional advisors in the area of study in which the students have expressed an interest.

The role of these advisors is to guide course selection and serve as a resource with regard to the university's policies and procedures. Olivet values the spiritual and academic growth that may

develop from healthy student-advisor relationships. Thus, students are encouraged to communicate with their advisors throughout their Olivet careers for advice and assistance in any academic issues.

It is to students' advantage to meet with their academic advisors at least once a quarter and to know their advisors well.

Petitions

Should there arise a scenario in which an exception to an academic policy seems necessary, students may file a request via registrar@olivetuniversity.edu.

Changes in Personal Information

During registration and throughout the quarter, any change in a student's address, employment, marital status, number of children, or other pertinent data should be reported to the Office of the Registrar as soon as possible.

Transcripts

In order for the Office of the Registrar to release a transcript, federal law requires a signature from the student requesting his/her transcript. Transcript request forms may be found in the Student Records area of Populi. Transcripts are issued with set fees. Please see the fee schedule included in this Catalog.

Verbal requests, whether in person or over the phone, cannot be processed. A transcript request from a student on hold for unpaid fines or bills will not be processed until his/her financial obligations are met. Transcripts are generally processed within 7 business days of the request.

Counseling

Students are encouraged to communicate openly, but respectfully, with all OU staff members, and to seek spiritual guidance at any time, especially from the Director of Student Services. Personal counseling is intended to help students better adjust to their University experience and to provide support for their personal walks of faith. OU also encourages students to maintain ties with WOA church leaders throughout their studies at OU.

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

Tutoring

Students who need extra assistance because of academic difficulties may arrange for tutoring through their Academic Advisors. The University believes in giving every student the opportunity for individualized assistance outside of the normal class setting. Online tutoring sessions help students clarify points from lectures, labs, discussion sessions, or assigned readings. All tutoring sessions are intended to supplement, not replace, any class attendance or personal study time.

Study sessions provide students with the opportunity to meet with instructors for individual

assistance. Students who take advantage of study sessions are expected to perform better in the classroom. Should an instructor determine a student's progress in one or more areas to be unsatisfactory or below normal (typically considered less than C- work), the instructor may suggest an online study session.

Netiquette Guide

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

Security

Remember that your password is the only thing protecting you from pranks or more serious harm.

- Don't share your password with anyone
- Change your password if you think someone else might know it
- Always logout when you are finished using the system

General Guidelines

When communicating online, you should always:

- Treat instructors with respect, even in email or in any other online communication
- Always use your professors' proper title: Dr. or Prof., or if you in doubt use Mr. or Ms.
- Unless specifically invited, don't refer to them by first name.
- Use clear and concise language
- Remember that all college level communication should have correct spelling and grammar
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you"
- Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING
- Limit and possibly avoid the use of emoticons
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive
- Be careful with personal information (both yours and others')
- Do not send confidential student information via email

Email Netiquette

When you send an email to your instructor, teaching assistant, or classmates, you should:

- Use a descriptive subject line

- Be brief
- Avoid attachments unless you are sure your recipients can open them
- Avoid HTML in favor of plain text
- Sign your message with your name and return email address
- Think before you send the email to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, “reply all”
- Be sure that the message author intended for the information to be passed along before you click the “forward” button

Message Board Netiquette and Guidelines

When posting on the Discussion Board in your online class, you should:

- Make posts that are on topic and within the scope of the course material
- Take your posts seriously and review and edit your posts before sending
- Be as brief as possible while still making a thorough comment
- Always give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying
- Don't repeat someone else's post without adding something of your own to it
- Avoid short, generic replies such as, “I agree.” You should include why you agree or add to the previous point
- Always be respectful of others' opinions even when they differ from your own
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way
- Do not make personal or insulting remarks
- Be open-minded

International Student Services

What to do first: A Checklist

Upon arriving at Olivet, there are a number of things that you need to do. We offer a checklist to help you to get started.

1. Check-in at the Olivet International Student Office

Within ten days of arriving at Olivet, new F-1 students must check in at the International Student Office. Bring your passport, I-94 card, and I-20 with you. This is a mandatory procedure: under U.S. Department of Homeland Security guidelines, we are required to confirm your arrival. Failure to complete the check-in procedure may lead to your immigration status being terminated. If you have a “transfer pending” I-20, be sure to return to ISO as soon as you have completed your course registration so that the transfer process can be completed.

2. Open a Bank Account

It is not safe to keep large amounts of cash in your apartment, so we recommend opening a bank account as soon as possible after you arrive. Deposit your checks so they clear in time for you to pay your bills. Ask the ISO for a courtesy letter to help you open a bank account, or otherwise notify us if you have problems or difficulties opening an account. Note: you do NOT need to have a Social Security Number to open a bank account, so please let us know if you are told otherwise.

3. Update Your Address

All F-1 non-immigrants are required, under U.S. law, to report their U.S. residential (not mailing or PO Box) address through their respective schools and/or immigration sponsors. When you register for classes, be sure to update your U.S. local address with the ISO. Continue to update your address and contact information with the ISO within 10 days of any move.

4. Register and Start Classes

Discuss with your academic advisor or program director about the courses you should be taking. Some programs follow a more structured curriculum while others may be more flexible.

5. Attend a Mandatory F-1 Immigration Information Session

These sessions are mandatory for all new and incoming international students and are recommended for returning students who have been abroad for extended periods of time. See the orientation calendar for all session times.

Mandatory F-1 Visa Orientation

In order to ensure that you are aware of the regulations and requirements of your immigration status, the ISO holds visa orientation sessions for your benefit. Topics covered include: immigration requirements for full-time study; employment; travel; immigration documents and forms; and consequences of not maintaining lawful F-1 status. You are responsible for knowing all the information presented in these sessions. Consequences of not abiding by immigration regulations can be severe.

Immigration Information for F-1 Students

Visa and Document Overview for Students in F-1 Status

Your Legal Obligations

It is essential to remember that you must take full responsibility for maintaining your status with the Department of Homeland Security (DHS). That is, you are responsible for finding out, knowing, and following pertinent regulations. If you take time early on to familiarize yourself with your obligations to the Department of Homeland Security, you should find it easy to maintain your legal status. If, however, you allow yourself to fall "out of status", it may be extraordinarily difficult to be reinstated to legal F-1 status.

The best resources to assist you in maintaining your status are the International Student Office at 1st floor of Olivet University. Every effort has been made to provide reliable and accurate information on rules that govern student immigration classifications. Feel free to come in and ask questions anytime.

Useful Websites for F-1 Students

U.S. Immigration and Customs Enforcement <http://ice.gov>

U.S. Citizenship and Immigration Services: <http://www.uscis.gov/portal/site/uscis>

U.S. Department of State: <http://www.usembassy.gov/>

A Few Words of Advice for Students

- Familiarize yourself with "Student Immigration Definitions" before reading anything else.
- Although most requests for documentation submitted to the ISO usually are done on the spot while you wait, it is prudent to allow at least five business days for processing.
- Bring with you your passport and all relevant immigration documents - including your I-20 and any previous I-20's - when you come to the ISO for immigration information or document processing.
- Carry financial documentation when you travel.
- If you are the least bit uncertain about your status - for example, whether your program will be full-time, whether your permission to stay is valid, or whether you can be paid for an assistantship - check with the ISO immediately.

Students who do not meet the full-time or normal progress requirements may have problems restoring their status. Therefore, if you believe your circumstances warrant extraordinary consideration, it is extremely important that you consult with the ISO or IAO before registering for your program. We are here to help you and advise you.

CHAPTER 15: LEARNING & EDUCATIONAL RESOURCES

Olivet University provides a comprehensive suite of learning and educational resources designed to empower students across all instructional modalities—on-campus, hybrid, and online. These services support rigorous scholarship, practical training, ministry formation, and career readiness. Many resources are available at each extension site, while others are centrally delivered to ensure that all students, regardless of location, benefit from a consistent, high-quality learning experience.

Academic & Instructional Support

Olivet University is committed to equipping every student for academic excellence through an integrated network of instructional, mentoring, and learning-support services. These resources foster intellectual growth, academic integrity, and effective learning for both residential and online students.

Academic Orientation and First-Year Support — New students receive structured orientation to the university’s academic expectations, library and technology resources, and online learning environment. Orientation sessions, tutorials, and mentoring help ensure a smooth transition into university-level study.

Academic Advising & Program Planning — Professional academic advisors guide students through degree requirements, course sequencing, and long-term graduation planning. Advisors also assist with understanding academic policies, evaluating transfer credits, and aligning academic pathways with vocational and ministry goals.

Research Assistance and Information Literacy — Librarians and faculty provide individualized research consultations, instructional workshops, and online tutorials to help students locate, evaluate, and ethically use information sources. Training supports both foundational skills and advanced scholarly research.

Faculty Mentoring and Academic Coaching — Faculty mentors offer academic and professional guidance within each program, assisting students in setting goals, developing research interests, and preparing for graduate study or ministry service. Academic coaching is available for students seeking structured support to strengthen academic performance, study skills, or time management.

Assessment & Academic Progress Monitoring — The university regularly assesses student learning outcomes to identify areas for improvement. Advisors and program directors provide early interventions—including academic counseling, success plans, or remedial support—to promote continued academic progress and achievement.

Library & Research Resources

Ralph D. Winter Library & e-Library — Olivet’s library system maintains extensive print and electronic collections, subject-specific special collections (including the William L. Wagner Mission

Collection), licensed research databases, interlibrary loan services, research guides, and online tutorials. The library offers synchronous and asynchronous research support, workshops in theological and disciplinary research, and extended service hours during final exam periods.

Digital Access — E-Library services provide 24/7 remote access to scholarly journals, e-books, streaming media, and academic databases that support coursework and faculty research across all campuses. Regular online workshops and webinars help students make effective use of digital research tools.

Online Learning Platform & Digital Tools

MyOlivet (Populi-based learning management system and institution management system) — MyOlivet, the university's Populi-based online learning environment, serves as the central platform for course delivery, gradebooks, announcements, assignment submission, and official student communication. All courses utilize an online classroom where students can access syllabi, lecture materials, assessments, and grades at any time. Populi provides real-time technical support to students and faculty during normal business hours, Monday through Friday.

Commitment to Quality & Continuous Improvement

Olivet University's distance education standards, instructional design processes, and library services are developed to meet recognized quality benchmarks and ensure that students at every location—local or remote—receive a consistent, academically rigorous, and mission-centered education. The university continuously reviews course quality, learning outcomes, and support services as part of its commitment to ongoing improvement and student success across all campuses.

LIBRARY SERVICES

Library Cards

University ID cards and ID numbers serve as library cards for Olivet University students, faculty, instructors, lecturers and staff. Alumni, retired faculty and staff can exercise the limited library privileges as OU students with appropriate ID/PIN information.

Library Hours

Riverside Main Campus

Mon, Tue, Thu: 7:00 am – 8:00 pm PST

Wed, Fri: 7:00 am – 5:00 pm PST

Sat: 8:00 am – 5:00 pm PST

Sun: Closed

San Francisco Campus

Mon, Tue, Thu: 8:00 am – 4:30 pm PST

Wed, Fri: 8:00 am – 12:00 pm PST

Sat: 9:00 am – 12:00 pm PST

Sun: Closed

Circulation Policy

Books and Periodicals

Once a Library patron selects desired materials, he or she proceeds to check out these selections by submitting the appropriate ID/PIN information as directed by the library computer system, which will allow the materials to be checked out for a two-week period. Library patrons may renew at the end of the two-week period twice for a total of six weeks.

Other Materials

Requests for digital and audio-visual materials shelved in Olivet's Media library follow the procedures used for books.

Number of Items Borrowed

Patron	Number of Items	Length of Loan
Undergraduate Student	10	2 Weeks
Graduate Student	20	2 Weeks
Faculty	30	1 Month
Staff	10	2 Weeks
Alumni	5	2 Weeks

Renewing Library Materials

In Person: At the Circulation/Check Out Desk.

Online: Renew by logging in My Account: <http://olivet.bywatersolutions.com/cgi-bin/koha/opac-user.pl>

Ralph D. Winter Library materials can be renewed if the borrower's account is in good standing. Account problems that may prevent renewal include:

- Reaching the maximum number of renewals - twice

- Fines and other library charges
- Blocks initiated by the Office of Student Finance Admissions and Records because of an unpaid bill or other account problem

The following items CANNOT be renewed:

- Items that have been requested by another patron. These items should be returned immediately to the Library on their due date.
- Reserve items
- Overdue items

Collection	Kind of Material	Length of Loan
Books	Circulating Reference Reserves	2 Weeks/ 1 Month Library Use Only 2 Hours
Magazines & Newspapers	Latest Issue Back Issues	Room Use 2 Weeks/ 1 Month
Audiovisual	Videotapes, compact discs, DVDs etc.	2 Weeks/ 1 Month

Overdue Notices and Usage Blocking

Overdue notices are issued as a courtesy to all library users. However, non-receipt of an overdue notice does not exempt a borrower from applicable punishment. For those who fail to comply with the circulation policy may be blocked from the library usage. To avoid overdue notices and the blocking of usage, please renew your materials before the due date stamped in each item.

Returning Library Materials

Borrowers may return Ralph D. Winter library materials to the Check-Out Desk on the University's main campus.

Reference Services

A librarian is on duty for assistance to help locate information in the Library or from outside sources. In-depth instruction or workshops in the use of the reference tools, audio-visual materials and equipment, the Web catalog, Web periodical databases, Internet research, and library technologies are also available.

Forms related to library instruction requests /study assistance are available as appendices to this handbook.

Copying/Photocopy Services

Patrons making or requesting copies are responsible for ensuring that their copying conforms to laws concerning copyright and fair use.

Copiers are available on the main level of the library. Copies are 10 cents per page for black and white, and 25 cents per page for color. After copying, patrons can pay at the circulation desk.

Computers and Internet

The Library Computers consist of PC computers with programs to support academic work, including Internet access, document editing software (e.g. Microsoft Office), and Internet browser (e.g. Internet Explorer). All currently registered Olivet University students may use the computers. There are 15 computers in the Library, 7 for patron research and 8 for librarian and library staffs.

Computers may be used on a first-come-first-serve basis, though priority is given to reference activity. Students are encouraged to save their files to an external drive; files saved on the computer hard drive are subject to deletion when the computers are shut down. Students should use virus-free components, as viruses may cause serious damage.

Hard disks should not be tampered with, nor should any programs be added to or copied from computer hard drives.

CHAPTER 16: UNIVERSITY SERVICES AND UNIVERSITY OFFICES

University Offices

For correspondence with specific departments use the email addresses below.

Student Finance Office: studentfinance@olivetuniversity.edu

Financial Aid Office: finaid@olivetuniversity.edu

Library Services: library@olivetuniversity.edu

Registrar's Office: registrar@olivetuniversity.edu

Admissions Office: admissions@olivetuniversity.edu

Student Services Office: student.info@olivetuniversity.edu

International Student Office: iso@olivetuniversity.edu

Below is the contact information for each location and where class sessions will be held.

Olivet University, Riverside

36401 Tripp Flats Road,
Anza, CA 92539
(951) 763 0500
info@olivetuniversity.edu

Olivet University, San Francisco

201 Seminary Drive,
Mill Valley, CA 94941
(415) 371 0002
admissionssf@olivetuniversity.edu

Olivet University, Washington D.C.

201 Rittenhouse St., NW,
Washington, DC 20011

Olivet University, St. Louis

5341 Emerson Ave.
St. Louis, MO 63120

10257 St. Charles Rock Road
St. Ann, MO 63074

8300 Morganford Road
St. Louis, MO 63123

Olivet University, Los Angeles

1329 S. Hope Street
Los Angeles, CA 90015

Olivet University, Nashville dba The Jubilee School

141 Belle Forest Circle
Nashville, TN 37221

Olivet University, Orlando

519 South Park Ave.
Sanford, Florida 32771

Technology Requirements

Broadband Internet

A fast internet connection ensures that students navigate through Populi quickly and efficiently, typically DSL, wifi or cable service.

A modern, updated web browser

Populi runs on up-to-date releases of popular web browsers.

Here are the browsers we recommend for use with Populi. We recommend students to always try to use the most recent version possible—as companies release newer versions of browsers, they usually drop support for older versions.

PC or Mac

- Google Chrome is probably the best option if you're using Windows. It's also very good for Mac users.
- Mozilla Firefox is another good choice on Windows computers (works pretty okay on Macs, too).
- Apple Safari is great on Macs. Not so much on Windows.
- Last and certainly least, Microsoft Edge.

Mobile browsers

- iOS Safari does well, as does Google Chrome for iOS.
- The stock Android browser works, as does Chrome for Android.
- The Firefox browsers for both iOS and Android aren't problematic.
- Microsoft Edge (mentioned above) is baked-in to Windows 10 devices and works with Populi.

If you tend to tinker with your browser settings, make sure to enable Javascript and cookies. Ad-

blockers don't pose any problems for the most part, but if you do fiddle with those, just make sure to whitelist your school's Populi site.

Other common applications

You can use Populi to export all kinds of files. The three most common are spreadsheets, PDFs, and word documents (note the lower-case w there). Most computers have the software you need to open these files, but in case yours doesn't...

- [Open Office](#) can open spreadsheets and documents (we use it to generate files for [custom page layouts](#)).
- [Adobe Acrobat reader](#) handles PDFs. If, for some reason, you have to use an old version, the oldest one that works is version 6.

Monitor

Populi is easiest to use if your monitor is set at a minimum resolution of 1280 x 1024 pixels. This is not something most users with a modern computer or monitor need to worry about, but there it is anyway!

<https://support.populiweb.com/entries/87315-Introduction-to-Populi>

EQUIPMENT USED IN COURSES

Students in the Theology program are required to have their own laptops with wifi internet connection for course work and lectures. Below are suggested specifications.

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

CHAPTER 17: UNIVERSITY LEADERSHIP

BOARD OF TRUSTEES

- Dr. Ginturn Tran
- Dr. Tak Wai Wong
- Brian Hyunjune Kim
- Seonho Song
- Amanda Garcia
- Dr. Jonathan Park

ACADEMIC AND ADMINISTRATIVE LEADERSHIP

- Dr. Jonathan Park
University President
- Dr. Walker Tzeng
Vice President
Chaplain, Dean of Olivet Institute of Technology
- Dr. Joseph J. Lee
Dean of Academic Affairs
- Mr. Mark Li
Chief Financial Officer
- Dr. Nicole Enke
Dean of Students
- Dr. Sarah LaFleur
Dean of Olivet Theological College & Seminary
- Dr. Merril Smoak
Dean of Jubilee College of Music
- Dr. Joan Carter
Dean of Olivet School of Art & Design
- Dr. Jasmine Park
Dean of Olivet School of Language and Education

- Dr. Donald Tinder
Dean of Zinzendorf School of Doctoral Studies
- Dr. Tom Cowley
Dean of Olivet Business School
Director of Doctor of Ministry Program
Director of the Institute of Faith and Family
- Dr. William Wagner
Director of Olivet Institute for Global Strategic Studies
- Dr. Joseph Ray Tallman
Director of Olive Branch Institute of Islamic Understanding