



OLIVET UNIVERSITY
ZINZENDORF SCHOOL OF DOCTORAL STUDIES

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

2023 - 2024

Zinzendorf School of Doctoral Studies - Academic Catalog (2023-2024)



Olivet University
www.olivetuniversity.edu

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Welcome From the Dean



Welcome to the Zinzendorf School of Doctoral Studies, the most recent development of Olivet University, initiated to advance our high calling for Christian leadership training. The name itself evokes the heart of the doctoral programs of Olivet.

Our goal has always been to strengthen and help define Christian leadership for global mission purposes.

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

- Commitment to personal and global transformation by the power of the Gospel of Jesus Christ.
- Commitment to Christian community, identified by worship, prayer, and sharing of resources.
- Commitment to the Great Commission service, bringing "Good News" to the nations through evangelism, church planting, and social transformation.

Zinzendorf and his Herrnhut followers carried the Gospel to every continent of the world and likewise surrounded this enterprise with the first Protestant prayer movement. God's formula for successful mission was linked with Evangelical theology and vibrant spirituality. This is the tradition we seek to uplift as we train a new generation from among all nations of the world with the best of higher biblical education.

Consider with us the possibilities of pursuing a doctoral degree with us. Our innovative programs will assure that you continue on at the highest level of educational impact in your service for the Church of Jesus Christ and the Kingdom of God.

Sincerely,

A handwritten signature in black ink that reads "Donald Tinder". The signature is written in a cursive, flowing style.

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

Disclaimer

The policies and procedures contained in this handbook are in effect from September 1, 2023, through August 31, 2024. Although the information herein has been reviewed, the text may nevertheless contain errors, which will be corrected when brought to the attention of the University.

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

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

Any question a student may have regarding this handbook that has not been satisfactorily answered by the University may be directed to the Bureau for Private Postsecondary Education at 1747 N Market Blvd. Ste 225 Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-8900 or by fax (916) 263-1897.

CHAPTER 1: GENERAL INFORMATION

Obtaining a Catalog

To order a copy of this catalog, please contact the Office of Admissions by email (admissions@olivetuniversity.edu), at (951) 763-0500, or send a written request to the address below:

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

There is a \$10.00* fee for catalogs ordered within the United States, and a \$35.00* fee for catalogs mailed outside of the United States. (Prices include shipping and handling.) Payments can be made via VISA, MasterCard, check, or money order. This Academic Catalog information is also available online at this website: www.olivetuniversity.edu

**Prices are subject to change*

Statement of Student Responsibility 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.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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

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 2023-2024

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

Administrative Holidays 2023-2024

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 Term: Global Christian Education Summit Thanksgiving Break Christmas Holiday	Oct 26 – Nov 1, 2023 Nov 23-24, 2023 Dec 24-25, 2023
Winter Term: New Year's Day Martin Luther King Day Presidents' Day	Jan 1, 2024 Jan 15, 2024 Feb 19, 2024
Spring Term: Good Friday Memorial Day	March 29, 2024 May 27, 2024
Summer Term: Independence Day Labor Day	July 4, 2024 Sep 2, 2024

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.
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.
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Emotional-Social Development (es)

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

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

Ministry Impact (mi)

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

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

Faith-First Educational Philosophy

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

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

Statement of Faith

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

We believe in:

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

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

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

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

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

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

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

Olivet University Commitment to Students

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

Olivet is committed to:

Spiritual Wellness

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

Intellectual Wellness

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

Emotional Wellness

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

- Being joyful and positive.

Physical Wellness

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

Social Wellness

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

Statements on Institutional Approval

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

State of California

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

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

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

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

State of Tennessee

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

State of Washington, D.C.

Olivet University is approved by the DC Higher Education Licensure Commission to offer courses or instruction leading to the awarding of certificates, diplomas or degrees in the District of Columbia at 201 Rittenhouse Street, Washington, DC 20011, and 1730 Rhode Island Avenue, NW, #1205, Washington, DC 20036 in accordance with the provisions of Title 38, Chapter 13, of the District of Columbia Official Code (D.C. Official Code §38-1301 et seq.), and applicable regulations of the DC Higher Education Licensure Commission.

Institutional Accreditation

Olivet University is accredited by the Association for Biblical Higher Education (ABHE) to award Certificates, Bachelor, Master's and Doctorate degrees. Olivet University is listed here in the ABHE directory of member institutions.

Olivet University is currently on warning status. Please find our accreditation status update at: https://www.olivetuniversity.edu/aboutolivet/abhe_commission.html

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

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

Council for Higher Education Accreditation (CHEA)

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

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

CHAPTER 2: APPLYING TO 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 does not offer credits for prior experiential learning. Prospective students should notice it in prior to the application of the credit transfer.

Prospective students interested in applying to Olivet University should complete an application, available upon request from Olivet University's Office of Admissions or on the Internet at <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 plans, goals, and questions with the Office of Admissions (admissions@olivetuniversity.edu) during this application process.

Admissions Policy

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

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

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

The privilege of attending Olivet University is contingent upon a student's full cooperation and

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

Zinzendorf School Admissions Requirements

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 OLSPT 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 OLSPT score of 80, plus a minimum of 17 in OLSPT Writing and a minimum of 16 in OLSPT Speaking.

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/after M.Div. studies and be currently involved in a ministry and normally remain in ministry throughout the duration of his or her doctoral program.
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 OLSPT 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 OLSPT score of 80, plus a minimum of 17 in OLSPT Writing and a minimum of 16 in OLSPT Speaking.
 - A minimum Duolingo score of 110.

Entry Deferment

Those students who are approved to begin the doctoral programs may delay initial seminars up to a maximum of one year by submitting a formal petition to the Doctoral Committee for approval. After this one year period, students must submit a written request to begin the program, along with an explanation of the changes in circumstances which will permit the student to pursue the doctoral degrees.

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. Official college transcripts from all schools attended must be sent directly from the previously attended college(s) to:

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

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

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

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

UNDERGRADUATE

- A minimum grade of “C”(or equivalent); courses graded “pass/fail” are not transferred unless it is stipulated on the transcript that a “pass” required a grade of “C” (2.0) or above;
- Credit is applicable to the OU program of study in which the student intends to enroll;
- No more than 75 percent of the units or credits awarded by another accredited institution may be applied toward the award of a Bachelor's degree of Olivet University.

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;
- No more than 20% of graduate semester units or the equivalent in quarter units awarded by another accredited institution may be transferred for credit toward a Master's degree of Olivet University;
- No more than 30 graduate semester units or the equivalent in quarter units awarded by another institution may be credited toward a doctoral degree of Olivet University.

Transfer Credit Award Requirements

Transfer credit is awarded based on specific requirements:

- Credit must be awarded from an official college or university transcript, from an official Advanced Placement or International Baccalaureate test score report, or from an official document considered equivalent to a transcript by the Registrar.
- Courses taken in a college or university in a continuing education or extension program must be applicable toward the degree being pursued by full-time students at that institution.
- Only equivalent level course work will be accepted toward their respective degrees.
- 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.
- Jubilee University (MO): Graduates from the Jubilee bachelor's programs are considered equivalent to graduates from OU's bachelor's programs with regards to fulfilling admissions requirements for OU's graduate degree programs. Graduates from the Jubilee 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.
- Great Commission University (IN): Graduates from the Great Commission associate's programs receive advanced standing to OU's bachelor's programs reducing their graduation requirements by about 2 years. Graduates from the Great Commission bachelor's programs are considered equivalent to graduates from OU's bachelor's programs with regards to fulfilling admissions requirements for OU's graduate degree programs. Graduates from the Great Commission 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.

Additionally, Olivet University maintains a catalog of course by course acceptance of specific classes offered at select Olivet Seminary courses authorized to be evaluated as "prior experience provided by an alternative education provider for credit at Olivet University". This is not transfer credit, but a simplified process of prior experience evaluation for credit. Olivet Seminary locations are not permitted to advertise this agreement in order to attract more students, who ultimately hope to get their credit recognized by OU, but instead only for course instances, which actually meet the standards for acceptance by OU, the students registered in the course will be notified.

In order to assist students with curricular planning, the transfer evaluation process must be completed as soon as possible. After enrollment at the university, courses taken at another institution are evaluated for transfer by the Registrar's Office. Transfer courses are evaluated in the Office of Admissions for acceptance of core curriculum requirements and general elective credit. Transfer credits applied toward major requirements are determined in consultation with the appropriate academic divisions.

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

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. Grades of "F" are included in the calculation of the transfer grade point average.
- Transfer grades and grade point averages are assigned on the basis of the Olivet University grading policy. For courses taken at institutions that use combined grades (e.g., "AB"), the lower grade will be used.
- Courses taken at institutions that use a grading system not comparable to the Olivet University grading system will be evaluated with the transfer grade equivalents of Pass or Not Pass. "Withdraw failing" grades are calculated in a student's transfer grade point average as "F" grades.
- When fractions are accumulated and awarded as general electives, grade points are accumulated in similar fashion. For example, a student who took one four quarter hour course with an "A" and two four quarter hour courses with a "B" would receive general elective credit (to compensate for fractions) for two credit hours and six grade points.

Credit Hour Equivalencies

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

Zinzendorf School of Doctoral Studies (ZSDS) may permit the transfer of up to fifteen hours of credit into its D.Min. program, subject to certain stipulations. First, the credit must have been earned in another recognized/accredited doctoral program. Second, the credit must have been earned for courses that are equivalent to courses in ZSDS's curriculum. Transfer of credit is not automatic, but must be approved by the Registrar and the Doctoral Council.

Instances of Fraud

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

CHAPTER 3: 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 four annual installments at the beginning of each academic year, or (3) by permission in monthly installments for four years. Students who do not complete their program within the eight-year time frame will be charged the program specific continuation fee per year from the ninth year.

Doctor of Ministry Program Tuition

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

WOA Missionaries

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

Non-WOA Missionaries

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

Doctor of Philosophy Program Tuition

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

Tuition would be reduced proportional to transfer credits allowed toward the degree. The maximum allowable is 20 credits of total 60 units, therefore maximum reduction would be one third of total tuition due.

Total Tuition	\$38,200
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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	
Transcript Issuance	\$15 per copy
Enrollment Verification	\$15 per copy
Third Party Forms with specialized information	\$15 per copy
The Registrar's Office will complete and certify third-party forms that require information different from current enrollment verification forms.	
Customized Verification Documents	\$50 per copy
Registration Fee: Each Academic year, students are required to fill out a Registration Form and choose among three items: "registration," "entry deferment (first year student only)," or "leave or withdrawal" intention by June 30. The online form is available on MyOlivet. A registration fee of \$200 (per year) is charged upon submission of the form. First year students must pay an Enrollment Deposit of \$200 in lieu of the Registration Fee.	
Diploma Replacement	\$30 per copy
Expedite Service Fee (Rush Processing)	\$25
Transcript Evaluation Fee	\$50
Student ID Card	\$15
Registration	
First Colloquium Registration Fee (2 weeks)	\$700

Second Colloquium Registration Fee (1 week)	\$400
Comprehensive Examination Fee	\$150
Colloquium: Participation requirements are stated in the program curriculum. Colloquium lengths follow curricula requirements and may vary by program and year.	
Oral Defense Fee	\$300
Audit Fee	\$100 per unit
Late Registration Fee	\$50
Course Add/Drop Fee	\$15 per course
Advanced Deposit for Leave of Absence	\$200 per year
Advanced Deposit for Leave of Absence: Students who request a one-year leave of absence are required to pay a non-refundable \$200 Advanced Deposit for Leave of Absence. The fee will reserve their space for guaranteed enrollment and will be applied directly toward the students' tuition account.	
Transfer Credit Fee	\$80
Payment	
Late Payment Fee	\$25
Late Financial Aid Application Fee	\$25
Installment Late Payment Fee	\$25 per occurrence
Installment Payment Sign-up Fee (3 months)	\$25
Installment Payment Sign-up Fee (4 months or more)	\$50
Graduation	
Graduation Fee	\$200

Graduation Fee: A non-refundable Graduation Fee of \$200 is assessed to all students at the University each time a student applies to graduate. It is used to defray the cost of processing candidates for graduation, printing diplomas, and conducting the commencement ceremonies. The Graduation Fee does not cover the cap and gown fees.

On-Campus Housing at Riverside Campus

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

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

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

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

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

Dorm 4-occupancy (shared bath)

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

Dorm 3-occupancy (shared bath)

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

Dorm 2-occupancy (shared bath)

- Non WOA: \$340 per person /month
- WOA: \$280 per person /month

Dorm Single (0.5 bath)

- Non WOA: \$660 per person /month
- WOA: \$600 per person /month

Dorm Single with Bath

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

Faculty housing with bath:

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

Application Fee: \$100

Deposit: \$200

Room Reservation Fee:

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

Storage Fee:

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

Additional Key:

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

Unreturned Replacement Key: \$20

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

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

On-Campus Housing at San Francisco Campus

Olivet University San Francisco is pleased to offer you the opportunity to live on-campus at its Mill Valley location. On-campus housing will allow you to interact with students, staff, and faculty while contributing to your overall development as a University student. By participating in a living and learning environment, the combination will complement your on-site educational experience. Mallory Hall and Truett Hall are located at 401 and 403 Storer Drive, Mill Valley, CA.

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

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

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

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

Dormitory Beds (Mallory and Truett Halls)	
1 and 2- Occupancy	\$500.00 per month
3-Occupancy	\$333.33 per month
4-Occupancy	\$250.00 per month
On-Campus Apartments (Limited Availability)	
Studio	~\$1,030.00 per month
1-Bedroom	\$1,200.00 ~ \$1,800.00 per month
2-Bedroom	~\$1,450.00 per month
3-Bedroom	~\$2,400.00 per month
Other Residence Related Fees	
Security Deposit	1 month rent

Dorm Bed Reservation Fee (Overall occupancy permitting, during summer term or leave)	vaires by occupancy
Key Replacement Fee	\$20.00

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

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

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

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

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

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

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

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

Loans

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

Bankruptcy

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

Presently, Olivet University does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

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)		\$500 per person / month	\$16.50 p.p./ day
Dorm 1-occupancy (shared bath)		\$1000 per room / month	\$33 per day
Dorm Single with Bath		\$1000 per room / month	\$33 per day
Studio apartment		\$1030 and up / month	N.A.
1-Bdr apartment		\$1450 and up / month	N.A.
2-Bdr apartment		\$1800 and up / month	N.A.
3-Bdr + apartment		\$2250 and up / month	N.A.
Deposit (due upon arrival)		One month of rent	\$330
Room Reservation Fee		\$100	\$100
Additional Parking Fee		\$100 per month	N.A.
<ul style="list-style-type: none"> Meal Plan 			
	Non WOA	WOA	
Adult (15+years)	\$9.00 per meal	\$7.00 per meal	

Application process

- No application needed. Room & Board fees are automatically waived for all residents in these two locations as long as 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 anytime
- Reasons it can be canceled: not 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 to 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 Student Finance Office at email at 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 fees or restrictions will be applied:

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

Student Account Disputes

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

Student Tuition Recovery Fund Disclosures

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

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

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

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

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

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

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

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

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

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 moneys not paid from federal student financial aid program funds. All inquiries regarding financial assistance should be made through the Student Finance Office. Please contact the Student Finance Office by phone at 951-763-0500 or e-mail finaid@olivetuniversity.edu.

Installment Payment Plan

Students may request four-annual installment or a twelve-month installment payment plan. Installment payment plan sign-up forms are available on MyOlivet. A \$50 fee will be charged during sign-up for twelve-month installment payment plan.

Contact Information

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

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

Phone: 951 763 0500

Email: finaid@olivetuniversity.edu

CHAPTER 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 meets this high expectation. While maintaining its academic expectations, the emphasis of the Doctor of Ministry is the “practice of ministry”. Upon admission to the Doctor of Ministry Program, a student's final goal for degree award, will be to design, implement, evaluate, and record an original ministry-related project at the highest doctoral standards.

The degree emphasizes mastery of advanced knowledge regarding the purpose and practice of ministry in many dimensions. Thus as a 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 considers a doctoral project, the goal of the degree work is to develop new knowledge about the practice of ministry. Many have chosen to view the Doctor of Ministry degree as similar to an Ed.D. in education or J. D. in law. People attaining this degree may be viewed as individuals responsible at the highest levels for maintaining Christ-centered values and practices within the church and its missions worldwide.

The Doctor of Ministry is a degree program culminating in the recognition of advanced professional studies pursued by practicing ministers and Christian professionals. The program sharpens the skills of those actively engaged in ministry. Plenary seminars and lectures are designed to allow ministers to continue their ministry throughout the duration of the program. Professors will teach the most current methods of ministry in various fields through seminars, classes, and dialog with students. The incorporation of technology is also emphasized by the faculty. This doctorate provides an opportunity for high academic achievement, and develops intellectual and practical capability of practicing ministers and Christian professionals. The Doctor of Ministry program at Olivet University seeks to satisfy the standards as defined by the Association of Theological Schools:

“...shall include the design and completion of a written doctoral level project that addresses both the nature and the practice of ministry. The project should be of sufficient quality that it contributes to the practice of ministry as judged by professional standards and has the potential for application in other contexts of ministry.

The ministry project should demonstrate the candidate’s ability to identify a specific theological topic in ministry, organize an effective research model, use appropriate resources, and evaluate the results, and should reflect the candidate’s depth of theological insight in relation to ministry. Upon completion of the doctoral project, there shall be an oral presentation and evaluation. The completed written project, with any supplemental material, should be accessioned in the institution’s library.”
(Bulletin 43, Part 1, The Association of Theological Schools in the United States and

Canada, 1998.p.112-113.)

Areas of Study

Olivet is an institution of Biblical higher education dedicated to training ministry-bound men and women as Biblical scholars and leaders and to equipping them with practical skills to preach the Gospel effectively into and after the 'network generation'. Because of the many activities students engage in that are designed to revolutionize the world, a number of Doctoral projects will emerge from student activities. At Olivet, projects in the Doctor of Ministry program are broadly grouped under four headings:

1. General Pastoral Ministry
2. Intercultural Ministry
3. Campus Ministry
4. Vocational Ministry

Example areas of ministry projects are:

- Leadership for the Church, Development of Ministries
- Strategies for Evangelism and Church Growth
- Worship and music, Effective communication, proclamation, preaching.
- Intercultural communication, Intentional Multi-cultural ministry
- Leadership and Development in an intercultural context
- Contextualization for Meaningful ministry
- Improvement in the practice of worldwide Missionary activities
- New ideas to bring Christ to students around the world
- Projects that reach post-modern issues among students
- Advances in learning regarding Bible Study and Christian service
- Advances in knowledge regarding accreditation, student spiritual growth
- New ideas concerning distance learning, student chat rooms, e-library
- Innovative internet programs that may help other ABHE members

This list is a sampling of potential projects to start a 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 pleasant to God - this is your spiritual act of worship. Do not conform any longer to the pattern of the world, but be transformed by renewing your mind. Then you will be able to test and approve what God's will is- his good, pleasing and perfect will."

The Doctor of Ministry at Olivet is an adult learning experience. Only people who have demonstrated

previous academic excellence and ministry achievement should be interested in pursuit of advanced learning. 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 (ex officio)
- 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 a meaningful research and a project to a chosen ministry field.
- Demonstrated the ability to interpret the context of their ministry through biblical/theological as well as historical/social inquiry.
- Become a model of Christ-like living in word and deed.

Graduation Requirements

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

To graduate the participant:

- Must satisfactorily complete 45 quarter credits of doctoral work of which 11 credits are for the Project Paper.
- Must maintain a cumulative grade point average of 3.0.
- Must be in good standing at Zinzendorf School of Doctoral Studies, according to the Academic Integrity section of the D.Min. Program Handbook, with all bills paid.
- Must receive approval to graduate after passing an Oral 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 the 6-year time limit, unless explicitly extended upon application to the Doctoral Council. A "continuation fee" would 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 related a chosen field of ministry, 8 credits of Minsitry 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 trackmodule subjects, and (4) the candidate will present a brief summary of their paper to a peer group demonstrating knowledge of the topic.

Required Courses in 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 minsitry area during the regular doctoral term. Portfolios must

be prepared.

PRAC812, 822 Ministry Summer Field Work I, II (1 unit each)

Required field research in the chosen 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 accessioned in the institution's library.

MINS980 Final Paper/Project (11 units)

The ministry project should demonstrate the candidate's ability to identify a specific theological topic in ministry, organize an effective research model, use appropriate resources, and evaluate the results, and should reflect the candidate's depth of theological insight in relation to ministry. Upon completion of the doctoral project, there shall be an oral presentation and evaluation. The completed written project, with any supplemental material, should be accessioned in the institution's library.

Graduation and Employment Rate

The graduation rate information is based on first year doctoral students who graduate within 4 years of starting their studies. The current rate for the Doctor of Ministry program is 26%. The rate does

not include transfer students.

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

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)

Cleon L. Rogers

- Th.D., Dallas Theological Seminary (1991)
- Th.M., Dallas Theological Seminary (1980)
- B.A., Southeastern Bible College (1977)

David W. Gill

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

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 Theology, 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 then must agree, in writing, to the terms of the extension.

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

Curriculum

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

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

an annual Colloquium as well as online seminars. There are required seminars as well as electives. This collaborative learning facilitates peer relationship and peer learning. It also enables the professor to devote considerable time to guiding and mentoring students in their field of studies.

- Independent studies consists of topic related studies, which include directed readings, writing and presenting academic papers for seminars and publication, student teaching, preparation for the oral exam, development of a prospectus and the writing of a dissertation.

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

1. Preparation Phase (45 Units)

In the Preparation Phase one acquires 45 units through required seminars, colloquium participation, independent studies and perhaps elective seminars. It is completed by the presentation of an academic portfolio and the passing of the oral examination. Only then may one enter the Dissertation Phase.

Required Seminars and Courses (35 units)

- MINS804 Global Strategies (5 units)
- MINS827 Spiritual Issues in Cross-Cultural Evangelism (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)

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, and
- Defend it in front of members of the faculty.

For registration purposes, the following entries are required for beginning and annually continuing in this phase:

RSCH980 Prospectus (0 units)

RSCH990 Dissertation Phase (15 units)

RSCH992-993ff Dissertation Phase Continuation I, II ff (0 units each)

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

Detailed Process

Soon after entering the Dissertation Phase, the student submits a suggested title and tentative statement to begin the process. Upon its acceptance the PhD Committee assigns the student to an Advisor from the faculty, usually one from whom the student has taken some seminars and independent studies during Seminars Phase. The Advisor supervises the student's research and writing of a dissertation on a topic related to global theological studies. If necessary, a Co-Advisor with complementary expertise is also appointed. The dissertation must demonstrate the student's ability to do independent and original research and thereby making a valid and original contribution to scholarly literature. It is worth 15 credits in the overall Ph.D. program. Many further details about the Dissertation Phase and the writing of the dissertation are given in the Ph.D. Program Handbook, which is to be read when first entering the program and then regularly consulted once one is in this phase.

Seminar 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.

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.

THEO812 Theology & Current Issues (5 units)

In a fast- changing culture that seems alien to so many Christians, current issues confronting this world continue to invite Christianity informed answers. Concerns such as globalization, urbanization, trade, environment, gender roles, or race and culture, deserve to be presented with clear theological responses.

THEO852 Understanding and Proclaiming the Books Psalms in Light of Their Theological Message (5 units)

This course provides students with knowledge in the subject of the message and means of understanding and proclaiming the books in the Psalter.

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.

Graduation and Employment Rate

The graduation rate information is based on first year doctoral students who graduate within 3 years of starting their studies. The current on-time graduation rate for the Doctor of Philosophy in Global Theological Studies program is 0%. The rate does not include transfer students.

The current employment rate for the Ph.D. in Global Theological Studies program is 100%. The data reflects post-graduation plans of June 30, 2018 graduates of the Ph.D. in Global Theological Studies program whose status was confirmed as of nine months after graduation. Please also note that responses from graduates who reported working part time may not be reflected in this data.

Faculty

Professors on the Zinzendorf Faculty expected to be active or available for the Ph.D program in the academic year and beyond.

Cleon L. Rogers

- Th.D., Dallas Theological Seminary (1991)
- Th.M., Dallas Theological Seminary (1980)
- B.A., Southeastern Bible College (1977)

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)

Ovidiu Bulzan

- Ph. D. in Theology, Southeastern Baptist Theological Seminary (2006)
- M.Div., Southeastern Baptist Theological Seminary (1996)
- B.A., University of Timisoara, Romania (1975)

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)

Doctor of Ministry in Business as Mission Track

Self-employment, start-up possible.

11-2011 Advertising and Promotions Managers

11-2020 Marketing and Sales Managers

11-9199.01 Regulatory Affairs Managers

11-9199.02 Compliance Managers

11-9199.03 Investment Fund Managers

11-9199.04 Supply Chain Managers

11-9199.07 Security Managers

11-9199.08 Loss Prevention Managers

Doctor of Ministry in Church Planting & Evangelism Track

21-2021.00 Directors, Religious Activities and Education

25-1126.00 Philosophy and Religion Teachers, Postsecondary

Doctor of Ministry in Cross-Culture Communication Track

21-2021.00 Directors, Religious Activities and Education

25-1126.00 Philosophy and Religion Teachers, Postsecondary

Doctor of Ministry in Gospel & IT Track

11-3021.00 Computer and Information Systems Managers

15-1142.00 Network and Computer Systems Administrators

15-1199.03 Web Administrators

Doctor of Ministry in Media & Design Track

Self-employment, start-up possible.

27-3041.00 Editors

27-3043.04 Copy Writers

15-1134.00 Web Developers

15-1255 Web and Digital Interface Designers

27-1021 Commercial and Industrial Designers

Doctor of Ministry in Youth & Children Track

21-2011.00 Clergy

21-2021.00 Directors, Religious Activities and Education

Doctor of Ministry in Family Track

21-2011.00 Clergy

21-2021.00 Directors, Religious Activities and Education

Doctor of Ministry in Spiritual Formation Track

21-2010 Clergy

21-2020 Directors, Religious Activities and Education

21-2090 Miscellaneous Religious Workers

25-1126 Philosophy and Religion Teachers, Postsecondary 25-1190 Miscellaneous Postsecondary

Teachers

Doctor of Ministry in Church Music & Worship Track

27-2042.01 Singers

27-2042.02 Musicians, Instrumental

25-1121 Art, Drama, and Music Teachers, Postsecondary

CHAPTER 9: COURSE SELECTION AND SCHEDULING

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

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

Adding and Dropping Courses

Students may officially add or drop course(s) with no clerical fee being charged until the specified add/drop date, after which a \$15 clerical fee will be charged for each course added or dropped. Additional per hour fees owed will be calculated based on the total amount due after the schedule adjustment has been made. Refunds owed will be calculated based on the total amount due after the schedule adjustment has been made.

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

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

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

Dropping vs. Withdrawing

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

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

Repeating Courses

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

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

CHAPTER 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

Graduate students are expected to maintain a grade point average ("GPA") of at least 3.0 on a 4.0 scale to remain in Academic Good Standing.

Academic Disciplinary Status Overview

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

Disciplinary Policy for Graduate Students

The disciplinary policy provides a student with several opportunities to make the necessary adjustments prior to a final dismissal from OU.

Disciplinary Status:

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

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

1. Academic Warning

If a graduate student's cumulative GPA falls below 3.0, the student will be placed on Academic Warning.

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

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

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

Satisfactory Progress Policy:

- Earn a minimum term GPA of 3.2 for graduate students.
- May not withdraw or request an incomplete from a class. 1
- Meet with the academic advisor prior to registration.
- Retake all required Major and University Core Courses failed the previous term. 2
- Register for a maximum of 8 credit hours for graduate students. 3
- Maintain satisfactory progress towards graduation.

If a student on Academic Warning meets the Satisfactory Progress Policy requirements but fails to achieve a cumulative GPA of 3.0, the student will remain on Academic Warning and must continue to comply with all Satisfactory Progress Policy requirements.

If at any time, a student's cumulative GPA meets the minimum requirements of 3.0 overall the student will regain Academic Good Standing. A student's cumulative GPA is only affected by OU coursework. Coursework at another institution cannot be used to return a student to Academic Good Standing. The College Dean reserves the right to alter this requirement on a case-by-case basis.

If a student has registered for more than 8 credit hours prior to his or her placement on Academic Warning, the student's schedule must be reduced to a maximum of 8 credit hours. The student is required to meet with his or her academic advisor to find an appropriate adjustment to the student's academic schedule.

2. Academic Probation

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

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

3. Academic Suspension

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

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

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

Length of Academic Suspension

- A student's First Academic Suspension will be for a period of one regular term and any summer term.

- A student's Second Academic Suspension is Final Dismissal from OU without possible readmission.

4. Readmission

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

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

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

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

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

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

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

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

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.

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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 a academic gown as well. Only after passing the defense is the student hooded. Doctoral regalia for Olivet are presently being ordered from a Korean supplier. When the student gives notice of the intention to be promoted, information will be sent on ordering a gown. As a norm a cap is not used by female faculty in our graduations. Olivet also provides for the renting of a gown and/or hood. Sizes available are small, medium and large.

CHAPTER 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.

General Code of Conduct

Sanctions

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

1. Primary Sanctions (in order of severity):

1.1 *Expulsion*: Separation of a student from the University whereby the student is not eligible for

readmission to this university. Expulsion is permanently noted on the transcript.

1.2 *Dismissal:* Separation of a student from the University for an indefinite period of time.

Readmission to the University may be possible in the future, but no specific time for a decision is established. Dismissal is permanently noted on the transcript.

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

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

- Ineligibility to hold an office in any student organization recognized by the University or to hold any elected or appointed office of the University.
- Ineligibility to represent the University to anyone outside the University community in any way, including representing the university at any official function, intercollegiate athletics or any forms of intercollegiate competition or representation.
- Ineligibility to receive a University-administered scholarship when the length of the Deferred Suspension is greater than one quarter. Some scholarships adhere to more strict guidelines, and, therefore, ineligibility may result from a lesser length of Deferred Suspension. This sanction implies a serious offense and must be uniformly applied by the office administering the scholarship upon notification by the University disciplinary officer.
- Additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct.

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

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

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

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

2.1 *Community/University Service:* A student may be offered an opportunity to complete a specified

number of hours of Community/University Service in lieu of other sanctions. The type of Community/University Service must be approved by the hearing officer/panel.

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

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

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

Harassment

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

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

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

Academic Honesty

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

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

Student Responsibilities

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

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

Definitions

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

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

Examples include, but are not limited to:

1. Using another person's written or spoken words without complete and proper citation.
2. Using information from a World Wide Website, CD-ROM or other electronic source without complete and proper citation.
3. Using statistics, graphs, charts and facts without acknowledging their source.
4. Submitting a paper purchased from a term-paper service.
5. Paraphrasing which is imitating someone else's argument using other words without acknowledging the source.
6. Claiming credit for someone else's artistic work, such as a drawing, script, musical composition or arrangement.

7. Using someone else's lab report as a source of data or results.
8. Using one's own or substantially similar work, produced in connection with one course, to fulfill a requirement in another course without prior permission. A student may use the same or substantially the same work for assignments in two or more courses only with written permission from the instructors of all the classes involved.
9. Submitting the results of a machine translation program as one's own work.

CHAPTER 14: STUDENT LIFE AND STUDENT SERVICES

Enrollment Requirements & Procedures

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

Digital “Orientation”

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

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

Student ID Cards

All students are required to have a student ID card. 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 (four quarters) and want to preserve registration privileges, they should file a leave of absence/college withdrawal form. A leave of absence may be taken up to a maximum one year by an enrolled graduate student who has a medical or personal reason that prohibits the student from progressing in his/her degree program.

For students who are in dissertation phase, they do not need to file a leave of absence form if they are inactive in that year. Ph.D. students have a maximum of 8 years and D.Min. students 6 years to complete their program.

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

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

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

Academic Advising

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

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

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

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, especially from the Director of Student Services. Personal counseling is intended to help students better adjust to their University experience and to provide support for their personal walks of faith. OU also encourages students to maintain ties with WOA church leaders throughout their studies at OU.

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

Tutoring

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

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

Netiquette Guide

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

Security

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

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

General Guidelines

When communicating online, you should always:

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

Email Netiquette

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

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

Message Board Netiquette and Guidelines

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

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

International Student Services

What to do first: A Checklist

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

1. Check-in at the Olivet International Student Office

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

2. Open a Bank Account

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

3. Update Your Address

All F-1 non-immigrants are required, under U.S. law, to report their U.S. residential (not mailing or PO Box) address through their respective schools and/or immigration sponsors. When you register for

classes, be sure to update your U.S. local address with the ISO. Continue to update your address and contact information with the ISO within 10 days of any move.

4. Register and Start Classes

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

5. Attend a Mandatory F-1 Immigration Information Session

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

Mandatory F-1 Visa Orientation

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

Immigration Information for F-1 Students

Visa and Document Overview for Students in F-1 Status

Your Legal Obligations

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

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

Useful Websites for F-1 Students

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

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

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

A Few Words of Advice for Students

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

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

CHAPTER 15: LIBRARY SERVICES

Library Cards

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

Library Hours

Riverside Main Campus

Mon, Tue, Thu: 7:00 am – 8:00 pm PST

Wed, Fri: 7:00 am – 5:00 pm PST

Sat: 8:00 am – 5:00 pm PST

Sun: Closed

San Francisco Campus

Mon, Tue, Thu: 8:00 am – 4:30 pm PST

Wed, Fri: 8:00 am – 12:00 pm PST

Sat: 9:00 am – 12:00 pm PST

Sun: Closed

Circulation Policy

Books and Periodicals

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

Other Materials

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

Number of Items Borrowed

Patron	Number of Items	Length of Loan
Undergraduate Student	10	2 Weeks
Graduate Student	20	2 Weeks

Faculty	30	1 Month
Staff	10	2 Weeks
Alumni	5	2 Weeks

Renewing Library Materials

In Person: At the Circulation/Check Out Desk.

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

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

Account problems that may prevent renewal include:

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

The following items CANNOT be renewed:

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

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

Overdue Notices and Usage Blocking

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

Returning Library Materials

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

Reference Services

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

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

Copying/Photocopy Services

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

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

Computers and Internet

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

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

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

CHAPTER 16: UNIVERSITY SERVICES AND UNIVERSITY OFFICES

University Offices

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 Campus

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

Olivet University, San Francisco Campus

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

Olivet University, Washington D.C.

1730 Rhode Island Ave NW, Suite 1205,
Washington, DC 20036 (main office)

201 Rittenhouse St., NW,
Washington, DC 20011

Olivet University, St. Louis

5341 Emerson Ave.
St. Louis, MO 6312

8300 Morganford Road
St. Louis, MO 63123

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

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

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

Apple MacBook Pro

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

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

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

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

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

CHAPTER 17: UNIVERSITY LEADERSHIP

ACADEMIC AND ADMINISTRATIVE LEADERSHIP

- Dr. Matthias Gebhardt
University President
- Dr. Joseph J. Lee
Dean of Academic Affairs
- Mr. Mark Li
Chief Financial Officer
- Dr. Walker Tzeng
Chief Operating Officer, Chaplain
Dean of Olivet Institute of Technology
- Dr. Nicole Enke
Dean of Students
- Dr. Sarah LaFleur
Dean of Olivet Theological College & Seminary
- Dr. Merrill Smoak
Dean of Jubilee College of Music
- Dr. Joan Carter
Dean of Olivet School of Art & Design
- 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