

**OLIVET UNIVERSITY  
ACADEMIC CATALOG  
2011-2012**

**September 1, 2011 through August 31, 2012**

**<http://www.olivetuniversity.edu>**

## OBTAINING CATALOG

To order a copy of the Olivet University Academic Catalog, please contact the Office of Admissions by calling (831) 713-4420 ext. 3426, or by sending a written request to the address directly below:

Olivet University  
Attn: Admissions  
800 Bethany Drive  
Scotts Valley, CA 95066.

There is a \$5.00\* fee for catalogs ordered within the United States, and a \$35.00\* fee for catalogs mailed outside of the United States. (Prices include shipping and handling.) Payments can be made via VISA, MasterCard, check, or money order. This Academic Catalog information is also available in online format at the following Web address: <http://www.olivetuniversity.edu>.

*\* Prices are subject to change*

## Collapsed Table of Contents

GENERAL POLICY STATEMENTS.....	7
INTRODUCING OLIVET UNIVERSITY.....	10
ADMISSIONS .....	18
ENROLLMENT SERVICES.....	34
STUDENT LIFE AND CAMPUS SERVICES .....	57
ACADEMIC LIFE.....	69
COURSE DESCRIPTIONS.....	98
ACADEMIC CALENDAR.....	116
ADMINISTRATION AND FACULTY .....	118

## Expanded Table of Contents

<b>GENERAL POLICY STATEMENTS .....</b>	<b>7</b>
• Statement of Student Responsibility	
• Statement of Nondiscrimination	
• Catalog Rights Statement	
• Statements on Institutional Approval	
<b>INTRODUCING OLIVET UNIVERSITY .....</b>	<b>10</b>
• Welcome from the President	
• Mission Statement	
• Vision	
• Values & Goals of Olivet University	
• University Undergraduate Student Learning Outcomes	
• University Graduate Student Learning Outcomes	
• Educational Philosophy: Faith First Doctrine	
• Statement of Faith	
• Statement on Academic Freedom	
• Online Environment	
• On-Campus	
<b>ADMISSIONS .....</b>	<b>18</b>
• Applying to the University	
• Admissions Policy	
• Application Requirements	
• Undergraduate Admissions Requirements	
• Provisional Undergraduate Admission	
• Transfer Students	
• Transfer Admissions Requirements	
• International Student Admissions	
• International Application Requirements	
• English Requirements for International Applicants	
• Conditions for Issuing Form I-20	
• F-1 Student Visa Status	
• Permanent Resident Alien Student	
• Advanced Placement and International Baccalaureate Exams	
• Instances of Fraud	
<b>ENROLLMENT SERVICES .....</b>	<b>34</b>
• Enrollment Requirements & Procedures	

- Orientation
- ID Cards
- Advising Requirements
- Registration
- Quarter System
- Fulltime Enrollment
- Class Schedules
- Class Attendance
- Class Work
- University-Wide Literary Style
- Examinations
- Standards for Student Achievement
- Bachelor's Degree Requirements
- Graduation
- Additional Requirements
- Grading Policies
- Grade Appeal
- Auditing
- Repeating Courses
- Dropping and Adding Courses
- Withdrawal Policies
- Academic Difficulty
- Leave of Absence/Time Limit Policy
- Transferability of Credits and Credentials Earned
- Academic Advisors
- Disability Assistance
- Petitions
- Records
- Changes in Personal Information
- Transcripts
- Student Fees and Payment (Table)
- Estimated Total Charges for Entire Program
- Payment Policies and Procedures
- Financial Aid

**STUDENT LIFE AND CAMPUS SERVICES ..... 57**

- Facilities
- Computer Access
- Counseling
- Employment
- Community Life Agreement
- Complaint and Grievance Policy

- Sanctions
- Harassment
- Housing

**ACADEMIC LIFE..... 69**

- Tutoring
- Course Numbering System
- Certificate Curriculum
- Undergraduate Curriculum
- Olivet Theological College & Seminary
- Jubilee College of Music
- Olivet College of Journalism
- Olivet College of Art & Design
- Olivet Institute of Technology
- Olivet College of Business
- Olivet College of Language Education

**COURSE DESCRIPTIONS..... 98**

- General Education
- Theology
- Music
- Journalism
- Graphic Design
- Information Technology
- Business

**ACADEMIC CALENDAR..... 116**

**ADMINISTRATION AND FACULTY ..... 118**

## **GENERAL POLICY STATEMENTS**

### **Statement of Student Responsibility**

This Catalog has been made available to all students of Olivet University in print format and digital via the school's website. Prospective students are encouraged to review this Catalog prior to signing an enrollment agreement. Students are also encouraged to review the School Performance Fact Sheet, which is provided to them prior to signing an enrollment agreement.

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

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

### **Statement of Nondiscrimination**

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

### **Catalog Rights Statement**

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

The 2011–12 Catalog and the policies and procedures herein are in effect from Fall 2011 to Summer 2012. Although the information herein has been reviewed by numerous university faculty and staff members, the text may nevertheless contain errors, which will be corrected when brought to the attention of the Office of Academic Affairs.

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

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

Any questions a student may have regarding this Catalog that have not been satisfactorily answered by the university may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

## **Statements on Institutional Approval**

### **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. Furthermore, Olivet University has been authorized by the BPPE to grant the following degrees:

1. Bachelor's in Theology
2. Bachelor's in Music
3. Bachelor's in Journalism
4. Bachelor's in Graphic Design
5. Bachelor's in Information Technology
6. Master of Divinity (M.Div.)
7. Master of Theology
8. Master's in Music
9. Master's in Journalism
10. Master's in Graphic Design
11. Master's in Information Technology
12. Doctor of Ministry (D.Min.)

Currently Approved Non-Degree Programs include:

1. Certificate in English as a Second Language
2. Certificate in Languages

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

**Institutional Accreditation**

Olivet University is a member of the Association for Biblical Higher Education (ABHE), having been granted Accredited status by the ABHE Commission on Accreditation. ABHE is recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA).

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

**Council for Higher Education Accreditation (CHEA)**

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

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

**World Evangelical Alliance (WEA)**

Olivet University has Global Partner Membership status with the World Evangelical Alliance (WEA), the world's largest evangelical body.

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

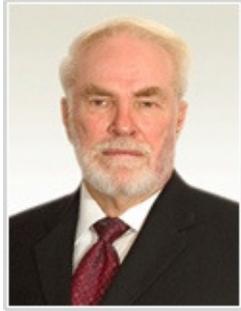
**National Association of Evangelicals (NAE) Membership**

Olivet University is a full member of the academic institutions body of the National Association of Evangelicals (NAE).

For more information about the NAE, please visit <http://www.nae.net/>.

## INTRODUCING OLIVET UNIVERSITY

### Welcome from the President



Welcome to Olivet University, where future leaders and scholars are equipped to change the world for Jesus Christ. Driven by our mission to reach today's "network generation," we are quickly becoming the leading institution of Biblical higher education, especially in the use of technology.

This is what sets Olivet apart from other schools. It's also what puts our students on the vanguard of Christian mission work in the 21st century.

Strong faith and excellence in academics are our top priorities. Our seven colleges offer majors in theology, music, journalism, graphic design, information technology, language, and business leading to baccalaureate and graduate degrees with a Biblical foundation. Each quarter, Olivet welcomes some of the world's most accomplished Christian scholars and leaders to teach these accredited programs of study.

Olivet is blessed with a premier location and facilities equipped with state-of-the-art technology. Courses take full advantage of the many co-curricular elements available here, such as internships, industry shows, workshops, seminars, exhibitions, museums, corporate offices, and mission work opportunities here and across the country.

The University community extends far beyond campus, embracing international partners, students and alumni around the globe. Whether you are a valued member of this community or new to Olivet, your interest is welcomed and appreciated. God bless!

Sincerely in Christ,

A handwritten signature in cursive script that reads "William Wagner". The signature is written in black ink and is positioned below the typed name.

**University President**

## Mission Statement

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

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

## Vision

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

## Values & Goals of Olivet University

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

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

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

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

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

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

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

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

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

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

## University Undergraduate Student Learning Outcomes

### Spiritual Outcomes **B**

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

- Demonstrate foundational knowledge of the Bible.
- Integrate academic learning into a Christian worldview drawing on scriptural truth.
- Exhibit attitudes and values consistent with the mission of OU.

### Academic Outcomes **A Q**

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

- Exercise college-level competencies in reading.
- Exercise college-level competencies in writing.
- Exercise college-level competencies in researching.

- Exercise critical and creative thinking skills that are necessary to analyze ideas and solve problems.

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

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

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

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

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

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

## **University Graduate Student Learning Outcomes**

### **Spiritual Outcomes** **B**

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

- Understand and appreciate the Christian/evangelical linking of scripture and worldview.
- Exhibit attitudes and values consistent with the mission of OU.

### **Academic Outcomes** **A Q**

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

- Demonstrate mastery of the competencies required in their profession or field.
- Demonstrate effective leadership and team skills needed to achieve goals.

- Make effective oral presentations adapted to specific audiences.
- Recognize and address moral and ethical challenges within their profession or field from a Christian perspective.

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

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

Therefore, Olivet University will enable students to:

- Demonstrate a worldview informed by multicultural and global perspectives.
- Develop and exercise personal sensitivities and interpersonal skills that facilitate harmonious relationship in culturally diverse environments.

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

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

Therefore, Olivet University will enable students to:

- Assess personal levels of commitment to ministry service and God’s kingdom.
- Articulate a personal and professional growth plan in which continued learning is a critical component.

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

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

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

## **Statement of Faith**

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

**We believe**

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

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

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

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

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

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

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

### **Statement on Academic Freedom**

The university asserts the following principles of academic freedom:

1. Principles and policies concerning academic freedom are based on the belief that God is the author of all truth, and that the fear of the Lord is the beginning of wisdom.
2. Professors are employed because they are in agreement with the stated mission, educational philosophy, responsibilities and religious beliefs of Olivet University. They have the freedom to disagree with the position of the institution, but the manner and place of disagreement should be exemplary of a professional educator and in keeping with the scriptures. When a faculty member finds himself in basic disagreement with the institution, he should make his difference known and, in keeping with his personal integrity, find a place of employment that is consistent with his views.

3. Professors are entitled to full freedom in research and in publication subject to the adequate performance of their other duties. Research for pecuniary return, however, should be based upon an understanding with the authorities of the institution.

4. Professors are entitled to full freedom in classroom discussions of their teaching subject, but they should not introduce into the classroom controversial matters that have no relation to the assigned subject matter or the mission of the university.

5. Olivet University professors are members of a learned profession, and officers of an educational institution. When they speak or write as community members they should be free from institutional censorship or discipline; but their position in the community imposes special obligations. As scholars and educational officers, they should remember that the public might judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that they are not speaking for the institution.

6. Professors are entitled to due process when disciplinary action is taken against them regarding matters of academic freedom or other matters.

### **Online Environment**

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

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

Student lessons, projects, or dissertations that are sent to Olivet University via the institution's online platform will receive a response or evaluation within ten days of receipt.

### **On-Campus**

The Olivet University's main campus is located in Santa Cruz, California. The area is home to many large technology companies including Apple, Cisco, Google, Intel, Oracle, and Yahoo. Students will have access to the best technological resources in the entire world in Silicon Valley.

The University is pursuing plans to open a principal center in Long Island, New York with branch campuses in Manhattan and in Binghamton, New York.

## ADMISSIONS

### Applying to the University

Prospective students interested in applying to Olivet University should complete an application, available upon request from Olivet University's Office of Admissions or on the Internet at <http://apply.olivetuniversity.edu>. Students are admitted on a rolling-admissions basis allowing application submissions throughout the year.

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

In the application, all applicants must provide:

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

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

To request application forms and instructions, call (831) 713 4420 ext. 3426, or visit <http://apply.olivetuniversity.edu>.

## **Admissions Policy**

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

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

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

## **Application Requirements**

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

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

4. **Recommendations** – Applicants must submit two recommendation letters. One letter must be a reference from a church pastor who is knowledgeable about the applicant’s church involvement, preferably from an Evangelical Assembly of Presbyterian Church (EAPC). The other recommendation letter should be submitted by persons qualified to speak about the applicant’s academic and/or professional abilities, as described on the recommendation forms provided by Olivet University.
5. **Application Fee** – Applicants must submit a \$100.00 non-refundable application fee

## **Undergraduate Admissions Requirements**

### **General Policy**

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

### **Specific Policies**

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

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

- **Graduation from High School:** Applicants must have a high school diploma from an accredited or nationally recognized secondary school, or a certificate of high school equivalency or GED certificate. (Students who are home schooled or attend non-accredited schools are expected to meet the same admission requirements as graduates of accredited high schools.)
- **Test Score Requirement:** Submit SAT/ACT test scores. A minimum of a combined Scholastic Aptitude Test (SAT) of 1100 or an American College Test (ACT) composite score of 22. (Students who have not taken the SAT or ACT are evaluated on their country’s equivalent of a college-entrance standardized test.)

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

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

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

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

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

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

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

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

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

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

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

### **Provisional Undergraduate Admission**

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

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

## **Transfer Students (Undergraduate, Graduate, Doctoral)**

### **General Policy**

A **transfer student** is defined as any student who has previously matriculated as a degree candidate at another institution and has earned or is earning college-level academic credit at the undergraduate, graduate, or doctoral 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, 800 Bethany Drive, Scotts Valley, CA 95066.

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

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

Transfer courses are evaluated in the Office of Admissions for acceptance of core curriculum requirements and general elective credit. Transfer credits applied toward major requirements are determined in consultation with the appropriate academic divisions.

### **Specific Policies**

Transfer credit is awarded based on specific requirements:

- Credit must be awarded from an official college or university transcript, from an official Advanced Placement or International Baccalaureate test score report, or from an official document considered equivalent to a transcript by the Registrar.
- Courses taken in a college or university in a continuing education or extension program must be applicable toward the BA, BS, MA, MS,

M.Div., M.Th., or D.Min. degree being pursued by full-time students at that institution.

- College credits earned for college-level courses from CHEA- or USDE-recognized accredited institutions will ordinarily be accepted by the university, provided the course grade is “C” or better. Courses passed with a grade of D (below 70 percent) will not be accepted for transfer credit. (They will, however, be considered in determining an applicant’s eligibility for admission.)
- Individuals who have attended unaccredited, but state-approved colleges or universities\* may receive transfer credit, granted on a probationary basis. The final determination on the acceptance of credits is based upon the ability to maintain a grade C (70 percent or above) grade point average throughout the first two quarters of attendance at Olivet (a minimum of 30 Olivet University credits).

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

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

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

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

- The maximum credit transferrable from another institution at the graduate and doctoral level is 15 quarter credit hours.
- Only equivalent level undergraduate, graduate, and doctoral course work will be accepted toward their respective degrees.
- A student who fails to finish by his/her anticipated graduation date may transfer credits necessary to graduate for up to two years afterwards. After two years, the student will be withdrawn automatically from the university, but may petition the Academic Council for permission to complete the degree.
- Previously awarded transfer credit will be deducted if coursework is repeated.
- Developmental courses that are similar in content to credit earning courses at Olivet University will be accepted; however, those courses that are not applied toward a degree at the transferring institution will not be accepted.
- No transfer credit is granted for Certificate programs.
- Olivet University does not award credit for experiential education.
- Olivet University has not entered into an articulation or transfer agreement with any other college or university.
- Transfer students with an earned baccalaureate degree from CHEA- or USDE-recognized accredited institutions normally will have the core curriculum requirements for the undergraduate program waived.
- Courses that are over 10 years old are not transferred directly to Olivet University unless the courses are part of a baccalaureate or associate degree. However, credits that are over 10 years old may be validated by the student's successful completion ("C" or better) of a recent upper level college course in the discipline.

#### **Credit Hour Equivalencies**

- The credit hour minimums are based on courses from quarter calendar institutions. If a course at another institution is offered for fewer credit hours than an equivalent course at Olivet University, the student will be given transfer credit for the equivalent course at Olivet University but only for the number of credit hours earned at the other institution. In

such cases, the student may need to take an additional course to fulfill credit hour requirements.

- When semester credit is converted to quarter hour equivalents, a conversion factor of two-thirds is used. When conversions result in fractions, credit granted per course is reduced to the nearest whole number. Fractions are accumulated and reduced to the nearest whole number, and general elective credit is awarded for that total.

### **Transfer Grades**

- A student's grade point average at Olivet University is based only on courses completed at this institution. The Olivet University grade point average is used to determine academic standing and graduation.
- Transfer grade equivalents will be determined and recorded with the student's transfer credit. Credit will be awarded for courses in which a "C" or higher was earned. Grades of "F" are included in the calculation of the transfer grade point average.
- Transfer grades and grade point averages are assigned on the basis of the Olivet University grading policy. For courses taken at institutions that use combined grades (e.g., "AB"), the lower grade will be used. Courses taken at institutions that use a grading system not comparable to the Olivet University grading system will be evaluated with the transfer grade equivalents of Pass or Not Pass. "Withdraw failing" grades are calculated in a student's transfer grade point average as "F" grades.

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

### **Transfer Admissions Requirements**

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

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

- Meet freshman admission requirements
- Good standing at the last college or university attended

- Fewer than 90 quarter or 60 semester units in college or university transferable units
- Overall grade point average of 2.0 (C) or better in all transferable units attempted

**NOTE:** An applicant with less than 45 quarter hours completed at their previous college or university may be required to submit a high school transcript. Olivet University evaluates each applicant's academic performance and history as well as the subjective application materials.

### **Upper Division Admission Requirements**

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

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

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

### **International Student Admissions**

#### **Admissions Process**

International applicants are strongly encouraged to submit their applications at least six months prior to the term in which they intend to enroll. Prospective students who plan to begin a bachelor's degree program must submit all application materials (including transcripts, declaration of financial support, etc.) at least 90 days before the planned date of arrival in order to allow time for the

student to receive the visa application papers. Under extenuating circumstances, an extension may be granted. Please contact the Admissions Office for further details.

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

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

### **International Application Requirements**

Olivet University welcomes inquiries from international students who wish to pursue a degree program at Olivet University. In addition to the normal admission requirements, an international student must comply with the following:

1. An applicant's admission material must be received 90 days prior to the term in which they intend to enroll.
2. An international student for any master program must have completed a bachelor's degree from either a U.S. post secondary institution or the equivalent degree from a foreign institution. An international student for any bachelor program must have completed a high school education from either a U.S. high school or the equivalent education from a foreign school.
3. All foreign language documents must be accompanied by an official translation into English.

### **English Requirements for International Applicants**

There is no minimum English requirement for international students because the University offers ESL (English as Second Language) classes. We are strongly committed to the goal of helping students succeed in their academic classes while working to improve their English throughout their academic careers.

However, all newly enrolled international students for whom English is not a primary language are required to participate in proficiency testing for course eligibility and placement purposes prior to the commencement of studies according to the guidelines. Exceptions to this requirement include international

students who can prove English language proficiency by meeting one of the following conditions:

- A minimum TOEFL (Test of English as a foreign language) score of 500 (paper-based), or 173 (computer-based), or 60 (Internet-based)
- A minimum IELTS (International English Language Testing System ) score of 4.5
- A minimum TOEIC (Test of English for International Communication) score of 585
- The student is from a country where English is the official language
- The student received an undergraduate or graduate degree from an English-speaking college or university

High school transcripts of students who have graduated from an English medium secondary school may also be reviewed to determine if the student must participate in proficiency testing.

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

All students who do NOT have official TOEFL, IELTS, or other valid standard test scores need to take the Olivet Language Studies Proficiency Test (OLSPT), offered during the Evaluation Testing period before the start of each quarter. The specific dates and times of the entrance exams will be emailed to students after they are enrolled in the university.

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

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

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

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

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

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

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

## **Declaration of Financial Support**

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

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

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

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

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

*Note that:*

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

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

- Financial support may come from personal, private, and organizational sources
- The student must register full-time while in the United States
- Spouses have no employment options
- Student employment is limited to 20 hours maximum while school in session

- Family bank statement with supporting letter of that family member stating specific monthly support intentions are required
- Health insurance for student and family required continuously while in the United States

### **Permanent Resident Alien Students**

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

1. A photocopy of official, current Permanent Resident Alien (PRA) card. Olivet University admissions personnel must photocopy this card.
2. Official English translations of all documents. If issued in a language other than English, transcripts must be accompanied by a literal and officially certified English translation.
3. Olivet University reserves the right to notify students attempting to transfer credits received in secondary degrees or courses completed at universities outside the United States that they must have their non-U.S. academic transcripts evaluated by an academic transcript evaluating agency using a course-by-course report. Olivet prefers that transcripts be evaluated by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) to determine their level and authenticity. Once international applicants have submitted their official transcript(s), they will be notified whether an AACRAO evaluation will be required. (Credentials evaluation reports are the financial responsibility of the applicant.)

**NOTE:** Concerning current Permanent Resident Aliens

- Health insurance for student and family required continuously while in the United States
- No declaration of financial support is required

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

Students are granted one full course credit (4 quarter units) for any Advanced Placement (AP) or International Baccalaureate (IB) Higher Level Exam on which an appropriate score has been earned (for AP, a score of 4 or 5; for IB, a score of 6 or 7), within transfer limits for each degree level. (Other equivalent exams, such as the Swiss matura or the British A-levels, are also available for

one course credit, when completed with an equivalent score). Credit is not granted for exams that duplicate each other, such as AP and IB English Literature.

AP and IB credit is treated like transfer credit. AP credit will be recorded as “Pass” on Olivet University grade reports and transcripts. Transfer students wishing to receive course credit for AP exams must request AP transcripts be sent to Olivet University, or submit official college transcripts that clearly indicate the AP subject for which the student was awarded credit by the transferring institution.

### **Instances of Fraud**

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

## **ENROLLMENT SERVICES**

### **Enrollment Requirements & Procedures**

All applicants are encouraged to tour Olivet University's campus before enrolling. Before enrolling, all applicants must also fill out an Enrollment Agreement and submit a deposit in accordance with the Student Fees and Payment schedule. A parent or legal guardian must sign the Enrollment Agreement if the applicant is under 18 years of age.

### **Orientation**

At the start of the fall quarter, all entering students receive an orientation that takes place at Olivet University's Santa Cruz campus. The orientation is also available in digital media format. This orientation provides an introduction to Olivet University, and an overview of its curricular and co-curricular programs, general policies, and administrative features.

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

### **ID Cards**

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

### **Advising Requirements**

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

### **Registration**

Instructions and dates for registration are located on MyOlivet. All students will

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

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

## **Quarter System**

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

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

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

## **Fulltime Enrollment**

### **Fall, Winter and Spring**

To be classified as fulltime, undergraduate students must be enrolled for a minimum of 12 quarter hours while graduate students must take a minimum of 8 quarter hours. Special permission must be granted to enroll in more than 16 hours for undergraduate students and 12 hours for graduate students per quarter. Such permission must be approved by the Academic Dean before registration.

## **Class Schedules**

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

All class sessions in Scotts Valley are held in the Ralph D. Williams building, 800 Bethany Drive.

## **Class Attendance**

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

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

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

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

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

## **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.

## **University-Wide Literary Style**

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

## **Examinations**

Final examinations are usually two hours in length and are to be taken at the scheduled hour during exam week. In case of illness, a student should notify the Office of Academic Affairs before the examination, if possible.

A final grade cannot be changed after it has been turned in to the Registrar, unless there has been an error in calculation or recording of the grade. Students have two weeks from the date of issuance of grades to report errors to the Registrar.

## **Standards for Student Achievement**

All students must demonstrate academic achievement as determined by review of both qualitative and quantitative factors. Qualitatively, both the term and cumulative GPA are considered in measuring students' level of academic achievement. Qualitatively, academic achievement is evaluated by comparing units completed to units registered on both a term and cumulative basis, with the expectation that at least two-thirds or more of registered classes will be successfully completed each term.

Undergraduate students with a term/cumulative GPA under 2.0 or a term/cumulative rate of progress under two-thirds will be advised to see a secondary advisor to help plan for future academic success.

## **Bachelor's Degree Requirements**

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

1. Complete a minimum of 180 quarter credits.
2. Maintain a 2.00 (C) grade point average in all Olivet University work and a 2.00 (C) in all major course work attempted.

3. Pass 40 credit hours of upper-division work (courses numbered in the 300s and 400s).
4. Complete a major. Students are subject to the major requirements of the Catalog of the year in which they entered.
5. Complete the Bachelor's degree Core Requirements.

## **Graduation**

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

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

Students are required to be present for both rehearsal and commencement exercises. If a student cannot be present, graduation in absentia may be approved for reasons satisfactory to the faculty. Arrangements must be made six weeks before the commencement exercises, and must be made by written petition.

Students registering in the university for the first time should complete their work for the degree according to the requirements of the Catalog of the year in which they entered. Students who withdraw may wish to return under their original Catalog if they have missed no more than 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 Academic Affairs if a question arises on a decision made by the faculty. Appeals can be made, provided such a request is filed within 15 days after the date the decision is officially delivered to the student.
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.

### Grading Policies

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

#### Grades are designated as follows:

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

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

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

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

The grade of “NF” (non-attendance failure) may be given by a professor for excessive absences by a student or when a student stops attending the class. This grade will be computed in the grade point average like a grade of “F.”

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Grade Appeal**

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

4. 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.
5. If dissatisfied with outcome of faculty decision, within 10 days of the faculty member's decision, the student may appeal in writing to the program Dean or Director.
6. Within 10 days of the program Dean or Director's decision, the student may submit a written appeal to the Academic Dean.

7. The student is responsible to monitor email daily throughout the appeals process.

### **Auditing**

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

### **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.

### **Adding and Dropping Courses**

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

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

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

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

### **Dropping Vs. Withdrawing**

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

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

### **Withdrawal Policies**

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

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

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

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

### **College Withdrawal (Complete Withdrawal) Policy**

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

To maintain good academic standing and eligibility for readmission to the college, students finding it necessary to withdraw must do so officially. Students will then have to apply for readmission in order to return. In this case, students may be subject to updated general education, major and degree requirements.

Courses taken at another institution do not need prior approval but will be evaluated for possible transfer credit at the time of readmission. Readmission is not guaranteed and is subject to the admission criteria in place at the time students reapply.

### **Refunds for Withdrawals**

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

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

### **Academic Difficulty**

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

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

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

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

**Academic Warning.** Any undergraduate student who does not attain a quarter average of 2.00 and any graduate student who does not attain a quarter average of 3.0, while his/her overall average is above 2.00 or 3.0,

will receive an academic warning. This means that the student's grades for that quarter are below the average required for good standing.

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

**Academic Suspension.** Failure to attain a quarter average of 2.00 for undergraduate and 3.0 for graduate students in the quarter of academic probation will result in immediate suspension as a student at Olivet University for one or two quarters.

**Final Suspension (or Dismissal).** A student who is re-admitted after a suspension will be placed on academic probation. A failure to maintain a 2.001 average for undergraduate and 3.01 for graduate students in any quarter of academic probation following a suspension would result in immediate and permanent suspension. The final suspension shall result in the student being academically dismissed.

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

### **Leave of Absence / Time Limit Policy**

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

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

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

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

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

**Maximum time limits are:**

All Bachelor programs	6 years
Master of Divinity	6 years
Master of Theology	4 years
Master of Music	5 years
Master of Journalism	5 years
Master of Graphic Design	5 years
Master of Information Technology	5 years

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

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

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

**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.

### **Academic Advisors**

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

Upon admission to Olivet University, each student is assigned two advisors, usually the Program Director from the student's College (the Academic Advisor) and a faculty member from the student's College (Faculty Advisor). The role of these advisors is to guide course selection and serve as a resource with regard to the university's policies and procedures. Olivet University values the spiritual and academic growth that may develop from healthy student-advisor relationships. Thus, students are encouraged to communicate with their advisors throughout their Olivet careers for advice and assistance in any academic issues.

It is the responsibility of the student to see that the proper courses for the intended major are taken in the proper sequence. Special care should be taken if a course is offered in alternate years. The Academic Dean and supporting faculty members/deans can also be consulted for assistance as necessary, but ultimately the student accepts responsibility for registration in the desired and needed courses.

### **Disability Assistance**

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

## **Petitions**

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

## **Records**

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

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

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

The institution does provide directory information that includes: student name, address, telephone number, e-mail address, major field(s) of study, dates of attendance, photograph, class or level, enrollment status, and degrees, honors and awards received. Students may withhold directory information by notifying the Registrar.

Requests for non-disclosure will be honored by the institution for only one year; therefore, authorization to withhold directory information must be filed annually in the Office of the Registrar.

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

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

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

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

### **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 MyOlivet.

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

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

### **Tuition and Fees\***

#### **Bachelor's Students**

Tuition (per hour)	237.00
Technology Fee (per quarter)	30.00

<b>Master's Students</b>	
Tuition (per hour)	273.00
Technology Fee (per quarter)	30.00
<b>ESL Course</b>	
Tuition (per hour)	150.00
<b>Other Fees (non-refundable)</b>	
Application Fee	50.00
Late Registration Fee	50.00
Late Payment Fee	50.00
Installment Set Up Fee	20.00
Installment Late Fee (per occurrence)	25.00
Graduation Application	70.00
Diploma Replacement	30.00
Add/Drop Fee (per course)	15.00
Verification of Attendance and Degree	10.00
Transcripts (per copy)	15.00
Student ID Card	15.00
Advanced Standing Examinations (per exam)	20.00
Transcript Evaluation Fee	50.00
Expedite Service Fee	25.00
Transcript Mailing/Faxing Fee	Check MyOlivet for fees

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

### **Estimated Total Tuition for Entire Program**

BA (Theology, Music, Journalism, Graphic Design, Information Technology, Business): \$42,660

MA (Theology, Music, Journalism, Graphic Arts, Information Technology, Business Administration): \$17,199 - 19,656

Master of Divinity: \$37,128

Certificate in Language: \$3,150

Certificate in ESL: \$8,700

## **Payment Policies and Procedures**

### **Tuition Payment**

The payment for the tuition is due at the beginning of each quarter by the date announced by the school. The amount due is for that particular quarter only. Students have an option to pay in full or apply for an installment payment plan.

### **Cashier**

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

Olivet University  
c/o Cashier  
800 Bethany Drive,  
Scotts Valley, CA 95066

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

### **Cancellation and Refund Policy**

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

**Student's Right to Cancel:** A student who cancels the enrollment agreement within seven days (until midnight of the seventh day excluding Saturdays, Sundays, and legal holidays) after signing the agreement will receive a refund of all monies paid except the non-refundable application fee. A student who cancels after seven days but prior to the student's first lesson and materials are received will receive a refund of all monies paid except for the nonrefundable application fee. All requests for cancellation by the Student must be made in writing and mailed or hand delivered to the Registrar, Olivet University, 800 Bethany Drive, Scotts Valley, CA 95066. 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. If the institution sent first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

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

- For a student who officially withdraws or is granted a leave of absence from all classes before or during the first week of the quarter, the refund will be 100 percent of the per-hour tuition. All other fees are non-refundable.
- Students who withdraw or are granted a leave of absence from classes after the first week of the quarter and prior to the end of the fifth week will receive a refund based on the completion of course, less a \$15 per-course drop fee. Refunds are made for students who withdraw or are withdrawn from Olivet University prior to the completion of 60 percent or less of their program and are based on the tuition billed for the term in which the student withdraws, according to the following formula:  $\text{tuition} / \text{total program hours} \times \text{program hours} \times \text{total hours attended} = \text{tuition earned by the school}$ . For the purpose of this calculation, the total program hours equals the number of hours scheduled for the term.
- After the fifth week of the quarter, no refunds or adjustments will be made to students dropping individual classes. Also, if the student has completed 60 percent or more of the total program hours, no refund is due.

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. Tuition and fees attributable to any term beyond the term of withdrawal or leave will be refunded in full. When a student withdraws or leaves from the institution, he/she must complete a Student Withdrawal Form or Leave of Absence Form with the Office of the Registrar. The effective date is the date that student files a written request for a withdrawal or leave of absence. Refunds will be made within 30 calendar days of the notification of an official withdrawal or leave of absence.

The institution will transmit all lessons and materials to a student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the materials be sent. If the institution transmits the balance of the materials as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, but shall not be obligated to pay any refund after all the lessons and materials are transmitted.

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

- 1) A student in an education program, who is a California resident, or is enrolled in a residency program, and prepay all or part of their tuition either by cash, guaranteed student loans, or personal loans, and
- 2) Student whose total charges are paid by a third party such as an employer, government program or other payer, and who has no separate agreement to repay the third party.

Students may be eligible for STRF if they are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

- 1) The school closed before course of instruction was completed.
- 2) The school's failure to pay refund or charges on behalf of the student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- 3) The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- 4) There was a material failure to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
- 5) An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

**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.).

## **Financial Aid**

Olivet University **does not** participate in any federal or state financial aid program, including Title IV, at this time. However, various assistance programs are offered by the University and its affiliate ministries.

### **Scholarships**

The University's scholarship programs serve as a tool to meet enrollment goals of the University and attract students who would contribute to His Kingdom and the diverse student population. The goal of the scholarship programs is to remove financial barriers to attendance in order to maintain access for qualified students. Scholarship funds awarded through University-wide scholarship programs as listed below will be limited to the costs of tuition, University fees, room and board, and in selected cases, books.

**International Student Scholarship:** This fund was established for Olivet University international students, with preference towards those demonstrating exceptional academic and/or leadership abilities. Recipients of this scholarship must be on an international visa, show high academic achievement and have definite plans to return to their home country. International students entering Olivet University, who shows a GPA of 3.5 or higher (on a 4.0 scale) and/or superior leadership capabilities, are eligible to apply for a limited number of scholarships, the maximum allowance for which covers tuition and living expenses. Scholarship recipients must maintain good academic standing and a GPA of 3.5 or higher throughout their course of study in order to maintain their award each quarter. Scholarship awards must be reviewed by the scholarship committee quarterly. Scholarships are given at the discretion of the University.

**Missionary Scholarship:** This fund was established for Olivet University students, with preference towards those with lifelong missionary service, and those who are descendents of missionaries/mission workers. Students with exceptional missionary service backgrounds are eligible to apply for a limited number of scholarships, the maximum allowance for which covers tuition and living expenses. The terms of the scholarship are specified in the Scholarship Award Letter. Scholarship recipients must maintain good academic standing and a GPA of 3.5 or higher throughout their course of study in order to maintain their award each quarter. Scholarship awards must be reviewed by the scholarship committee quarterly. Scholarships may be renewed for continued study upon expiration by appeal to the University Scholarship Committee. Mission Service scholarships are given at the discretion of the University.

**Ministry Scholarship:** Olivet University students are eligible to apply for scholarships from Olivet University ministry affiliates. Scholarship awards are

not sponsored by the University. The terms and conditions for these awards are regulated by the sponsoring ministry organization.

**Private Scholarships:** Students are also eligible to apply for other private scholarships from various scholarship funds and endowments. Terms and condition varies according to the scholarship requirements.

### **Other Financial Aid Programs**

**Work Study Program:** Work Study is a financial aid program that allows an undergraduate or graduate student to work on-campus to earn money to pay for college expenses. Olivet University offers various jobs such as a library assistant and dining service worker. Students must apply for a work study position, just like a regular job. The actual amount a student can earn depends on the position and number of hours the student works. The department that has listed a work-study position is responsible for interviewing and hiring the work-study employee. Each department will supervise the student's performance and the student's earnings will be posted on student's account.

## STUDENT LIFE AND CAMPUS SERVICES

### **Facilities**

Olivet University is blessed with a 74 acre main campus in Santa Cruz, CA. The campus had been the home of Bethany University for nearly 50 years. The campus features spacious classroom, a world-class library, newly renovated gymnasium, a large auditorium, cafeteria, and numerous dormitories.

Nearby points of interest include Santa Cruz beach, Mount Hermon Retreat Center, Henry Cowell State Park, and the Monterrey Bay Aquarium. The cities of San Francisco and San Jose and easily accessible through Caltrains, BART, Amtrak, and a host of other public transportation services.

### **Classrooms**

Olivet University utilizes numerous lecture rooms in its academic building for its academic instruction. The classrooms are designed to support general lectures and discussion sections of various sizes. Each room is a “smart classroom,” equipped with digital projectors, whiteboards, and other equipment needed to conduct a class. Professors are able to have televisions, overhead projectors, computers, and monitors when needed to carry out course activities.

### **Libraries**

Olivet University has an extensive collection of educational resources available in the University Library system. Books are distributed throughout the University’s main library and seven specialized libraries. Each of the libraries offers resources in conjunction with the University’s educational programs, specializing in the fields of theology, music, journalism, art, and information technology.

The University Library also offers students a place to study and participate in group discussions. The library system features twenty state-of-the-art computer workstations where students can conduct research, access library databases, and browse the World Wide Web. Internet access is available on computers equipped with wireless adapters through a secure wireless network.

University ID numbers serves 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.

### **Chapel**

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

Olivet University students are required to attend Chapel, which is held every Tuesday and Thursday. Students should have a participatory attitude towards worship. There are approximately 20 Chapel services or convocations offered each quarter. In order to "pass" Chapel, students are required to obtain seventeen (17) attendance credits per quarter. Attendance at Chapel services and school-wide convocations is required during each quarter at Olivet.

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

### **Offices for Administrative, Academic, and Student Services**

Olivet's administration has a three story building in which to operate all administrative and student service functions. The first floor is primarily for student and academic services. The second floor is used for financial and enrollment management. The third floor is the executive offices used by Olivet's executive administration and faculty.

Students can visit the appropriate department or faculty member prior to visiting and participate in office hours to receive academic advising and counseling. A cashier's office is open during office hours to provide financial services and information.

### **Computer Access**

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

Students have access to Olivet University's secure wireless network, which is configured universally throughout all of the university's campus.

## **Counseling**

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

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

## **Employment**

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

## **Community Life Agreement**

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

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

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

dehumanizing, or which threaten another person either physically or verbally (i.e. sexual and/or racial harassment and any form of rape).

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

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

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

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

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

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

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

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

### **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 un-reasonable 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.

The Dean of Students will keep a log of all formal complaints.

### **Grievance Procedures:**

Within five weekdays of the date on which the concern occurred, the student is ENCOURAGED to meet with the staff member and discuss the concern. It is hoped that most concerns can be resolved within this step. If the staff member and the student are not able to resolve the concern

OR if the student feels uncomfortable meeting with the staff member, the matter may be escalated to the next level, and the grievance form should be completed.

**To file a grievance:**

1. Obtain the student grievance form from the Office of Student Affairs. 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 Dean of Students will respond in writing with a final resolution of the complaint.

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

## Sanctions

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

### 1. Primary Sanctions (in order of severity):

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

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

1.3 *Suspension*: Separation of a student from the University for a definite period of time. The student is not guaranteed readmission at the end of such period of time, but is guaranteed a review of the case and a decision regarding eligibility for readmission. Suspension is noted on the transcript. If the student reenrolls, remains in good standing and completes the requirements for graduation, the student may request removal of the notation at the time he/she files for graduation. Requests must be submitted to the Office of the Registrar. The Academic Dean, 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 Olivet University Student 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 *Loss of Campus Housing Privilege*: Removal from University housing for disciplinary reasons.

1.7 *Deferred Loss of Campus Housing Privilege*: The sanction of Loss of Campus Housing Privilege may be placed in deferred status. If a student is found in violation of any university rule during the time of the deferred sanction, removal from housing takes effect immediately without further review. Additional student conduct sanctions appropriate to the new violation also may be taken.

1.8 *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.

*2.5 Loss of Parking Privileges on Campus:* Revocation of campus vehicle registration, and forfeiture of permit and all refund rights to said permit.

## **Harassment**

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

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

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

### *Sexual Harassment*

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

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

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

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

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

## **Housing**

The Olivet University campus has four dormitory building located on campus, with available housing for approximately 400 students. Housing is divided between a men's and women's dormitory, as well as a dormitory specifically for families.

### *New Student Room Registration Process:*

New students must submit a room reservation card (received from the Admission's Office). It should be completed and returned with a \$200.00 Room Reservation Deposit to hold a room until 2:00 p.m. of the first day of classes. No room will be reserved after that time except by special agreement with the Student Life Office. The following policies and procedures apply to residential housing:

- (1) Students who register for University will have their \$200.00 applied to their student account.
- (2) Deposits for students who fail to register for classes are non-refundable.
- (3) All new students will be charged a one-time refundable room deposit of \$200.00 during registration. The fee is held until graduation or satisfactory withdrawal from the University. Students who do not follow proper procedures, in person, during withdrawal from the University automatically forfeit this security deposit.
- (4) Single occupancy is granted on a space available basis with an additional charge of \$480.00 per quarter. The \$480.00 single room fee is payable regardless of the student population.
- (5) New students are permitted to occupy their rooms on the first day of Welcome Week.

### *RETURNING STUDENT ROOM REGISTRATION PROCESS:*

Returning Students may reserve a room by participating in the school wide housing lottery. The Draft is scheduled for one night during dead week. All returning students desiring a room for the fall semester must be fully registered, financially finalized with Student Accounts. Anyone not

present will be issued a placement by their Resident Director at a later time.

(1) Single occupancy is granted on a space available basis with an additional charge of \$480.00 per quarter. The \$480.00 single room fee is payable regardless of the student population.

(2) Returning students may move in the day before registration. Rooms will not be available before this time. Resident halls are closed in the summer for camps and maintenance and repair.

For residence hall policies and additional information, please refer to the Student Handbook.

## ACADEMIC LIFE

### Tutoring

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

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

### Course Numbering System

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

Course Number	Type of Course
010 to 090	Certificate
100 to 299	Lower-division undergraduate
300 to 499	Upper-division undergraduate
500 to 799	Graduate
800 +	Post-Graduate

### Certificate Curriculum

#### English as a Second Language

Effective writing, speaking, and critical thinking skills are central to Olivet University's mission and the hallmark of an educated person. The program stresses all aspects of English: speaking, pronunciation, listening, reading, vocabulary, and writing.

## **Undergraduate Curriculum**

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

### **Bible/Theology Core**

All Olivet University undergraduate degree programs require a basic core of Biblical/theological studies of 48 quarter hours. These foundational studies are designed to give undergraduate students a firm Biblical foundation for all academic learning, regardless of their fields of study. This core is also expected to serve as the basis for the life-learning experiences of Olivet University's students, both at Olivet and after graduation.

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

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

### **General Education**

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

General Education is a three-level program designed to allow students to 1) foster foundational college-level communication skills 2) acquire basic knowledge from a broad spectrum of human learning and 3) think independently, draw conclusions based on critical reasoning, and deeply inquire into the nature of the world, culture, history, and science while relating these topics to their Biblical core with original research. Every undergraduate program at Olivet University requires 56 units of General Education to be completed before graduation.

### **Professional Studies**

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

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

### **Electives**

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

Students must meet the credit unit requirements of electives beyond their Bible, general, and major studies in order to satisfy the required 180 credit minimum for undergraduate programs. Note that the requirements of each program differ. These electives should be chosen from among the introductory (100-199 level) professional studies course listings offered by Olivet University College programs outside of a student's major.

## **Olivet Theological College & Seminary**

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

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

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

Olivet University does not license or ordain ministers. Students who wish to practice pastoral work as an occupation should seek a church or a denomination. Many churches require the Master of Divinity degree, which is offered at Olivet, in initiating the ordination process.

### **OTCS Bachelor's in Theology Degree Program**

The Bachelor's in Theology undergraduate degree program offers four years of college-level training in critical and applied Biblical and theological studies. Students enrolled in this program will study Scripture in depth, including doctrinal and historical perspectives, and prepare to live out the Biblical calling of theological study with a theoretical and practical background in missions. The Bachelor's in Theology program also features core curriculums in general studies and professional studies, with opportunities to apply classroom learning in practical ministry environments.

### **OTCS Bachelor's in Theology Degree Program Objectives**

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

- Articulate the Biblical basis of mission.
- Outline the history of missions.
- Discuss intelligently various strategies current issues in missions work.

- Defend personal faith in Jesus Christ, drawing on Scriptural truth in light of competing ethical frameworks.
- Gain experience by becoming involved in missions work.

### **Admission into the Bachelor’s in Theology Program**

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

### **Time Limits**

The OTCS Bachelor’s in Theology degree program usually is completed in four years of fulltime study. All requirements for the degree must be completed within six years of the initial date of enrollment, except under extenuating circumstances. Students who have not completed the requirements within the six-year period must apply to the Registrar’s Office for a continuation for each year beyond this period, up to a maximum of eight years from the initial date of enrollment.

## CURRICULUM

<b>BACHELOR’S IN THEOLOGY</b>	<b>Minimum: 180</b>
-------------------------------	---------------------

<b>1.</b>	<b>BACHELOR’S DEGREE CORE</b>	<b>104</b>
-----------	-------------------------------	------------

<b>Biblical Studies and Theological Studies</b>		<b>48</b>
BIBL100	Introduction to Old Testament	4
BIBL110	Introduction to New Testament	4
THEO100	Introduction to Theology	4
THEO110	God, Creation & Redemption	4
THEO120	Spirit, Church & Hope	4
BIBL200	Life & Teachings of Jesus	4
BIBL210	The Gospel of John	4
THEO200	Acts	4
THEO300	Old Testament Theology	4
BIBL300	Life & Teachings of Paul	4
THEO310	Biblical Apologetics	4
HIST100	Historical Theology	4

<b>General Education</b>		<b>56</b>
<b>Foundation</b>		<b>(20)</b>
GE100	Fundamental Mathematics	4
GE110	§English Fundamentals	0
GE120	English Literature & Composition	4
GE130	Speech & Communication	4
GE140	Information Literacy	4
GE150	Research & Writing	4
<b>General Education Distribution</b>		<b>(36)</b>
Choose 36 quarter hours total, including one course from each of the four areas below.		
<b>a.) Humanities</b>		
GE200	Western History	4
GE210	World Civilization	4
GE220	US History	4
<b>b.) Fine Arts</b>		
GE230	Introduction to Art	4
GE240	Introduction to Music	4
<b>c.) Natural Science/Physical Science:</b>		
GE250	Principles of Biology	4
GE260	Life Science	4
GE270	Physics	4
<b>d.) Social/Behavioral Science:</b>		
GE280	Introduction to Psychology	4
GE290	Introduction to Sociology	4

*§ GE110 English Fundamentals*

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

<b>2.</b>	<b>MINISTRY PRACTICE*</b>	<b>16</b>
MI300	Ministry Internship I	4
MI310	Ministry Internship II	4
MI320	Ministry Internship III	4

MI400	Ministry Internship IV	4
-------	------------------------	---

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

<b>3.</b>	<b>OPEN ELECTIVES**</b>	<b>8</b>
-----------	-------------------------	----------

*\*\* All undergraduate Olivet Theological College & Seminary students are required to take an additional 8 units of open electives. These electives should be chosen from among the introductory (100-199 level) professional studies course offerings of Jubilee College of Music, Olivet College of Journalism, Olivet College of Art & Design, Olivet Institute of Technology, and/or Olivet College of Business*

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

*\*\*\* Students are required to pass 9 quarters of Christian Service and 12 quarters of Chapel. Please refer to the Christian Service Program Handbook for more detailed information.*

<b>5.</b>	<b>THEOLOGY MAJOR COURSES</b>	<b>52</b>
BIBL140	Pentateuch	4
BIBL220	The Pauline Epistles	4
MINIS201	Cultural Studies	4
MINIS200	Introduction to Missions	4
THEO340	Introduction to Systematic Theology	4
THEO490	Topics in Theology	4
HIST 350	World Christian Movement	4
THEO360	Christian Ethics	4
MINIS380	Spiritual Formation	4
MINIS410	Christian Leadership	4
MINIS420	Evangelism & Discipleship	4
MINIS440	Mission Methods & Strategy	4
BIBL490	Senior Seminar	4

### **OTCS Master of Divinity Degree Program**

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

**OTCS Doctor of Ministry Degree Program**

Information about the Doctor of Ministry degree program is printed in the D.Min. Graduate Supplement to this Catalog.

## **Jubilee College of Music**

Jubilee College of Music (JCM) provides students with a sound education in music within the context of Olivet University's mission. Its Bachelor's degree program enables men and women to develop, integrate, and hone their musical talents for the purpose of contributing to a world revolutionized by Christian mission through music ministry.

### **Bachelor's in Music Degree Program**

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

### **Bachelor's in Music Degree Program Objectives**

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

- Demonstrate command of basic music theory concepts.
- Identify the major periods and styles of church music history and their influence on contemporary Christian music.
- Understand how specific technologies serve the field of music, especially in missions.
- Perform as soloist and in ensemble with the technical skills that produce artistic expression.
- Plan and lead worship music performance in a congregational setting.
- Appreciate and discuss intelligently the missional relevance and value of music.

### **Admission into the Bachelor's in Music Program**

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

### **Time Limits**

The Bachelor's in Music degree program usually is completed in four years of fulltime study. All requirements for the degree must be completed within six years of the initial date of enrollment, except

under extenuating circumstances. Students who have not completed the requirements within the six-year period must apply to the Registrar's Office for a continuation for each year beyond this period, up to a maximum of eight years from the initial date of enrollment.

## CURRICULUM

<b>BACHELOR'S IN MUSIC</b>	<b>Minimum: 180</b>
----------------------------	---------------------

<b>1.</b>	<b>BACHELOR'S DEGREE CORE</b>	<b>104</b>
-----------	-------------------------------	------------

<b>Biblical Studies and Theological Studies</b>		<b>48</b>
BIBL100	Introduction to Old Testament	4
BIBL110	Introduction to New Testament	4
THEO100	Introduction to Theology	4
THEO110	God, Creation & Redemption	4
THEO120	Spirit, Church & Hope	4
BIBL200	Life & Teachings of Jesus	4
BIBL210	The Gospel of John	4
THEO200	Acts	4
THEO300	Old Testament Theology	4
BIBL300	Life & Teachings of Paul	4
THEO310	Biblical Apologetics	4
HIST100	Historical Theology	4

<b>General Education</b>		<b>56</b>
<b>Foundation</b>		<b>(20)</b>
GE100	Fundamental Mathematics	4
GE110	§English Fundamentals	0
GE120	English Literature & Composition	4
GE130	Speech & Communication	4
GE140	Information Literacy	4
GE150	Research & Writing	4
<b>General Education Distribution</b>		<b>(36)</b>
Choose 36 quarter hours total, including one course from each of the four areas below.		
<b>a.) Humanities</b>		
GE200	Western History	4
GE210	World Civilization	4

GE220	US History	4
<b>b.) Fine Arts</b>		
GE230	Introduction to Art	4
GE240	Introduction to Music	4
<b>c.) Natural Science/Physical Science:</b>		
E250	Principles of Biology	4
E260	Life Science	4
GE270	Physics	4
<b>d.) Social/Behavioral Science:</b>		
GE280	Introduction to Psychology	4
GE290	Introduction to Sociology	4

§ GE110 English Fundamentals

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

<b>2.</b>	<b>MINISTRY PRACTICE*</b>	<b>16</b>
MI300	Ministry Internship I	4
MI310	Ministry Internship II	4
MI320	Ministry Internship III	4
MI400	Ministry Internship IV	4

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

<b>3.</b>	<b>OPEN ELECTIVES**</b>	<b>8</b>
MM300	Worship Studies I	4
MM310	Worship Studies II	4

*\*\* All undergraduate Jubilee College of Music students are required to take an additional 8 units of open electives. These electives should be chosen from among the introductory (100-199 level) professional studies course offerings of Olivet Theological College & Seminary, Olivet College of Journalism, Olivet College of Art & Design, Olivet Institute of Technology, and/or Olivet College of Business*

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

*\*\*\* Students are required to pass 9 quarters of Christian Service and 12 quarters of Chapel. Please refer to the Christian Service Program Handbook for more detailed information.*

<b>5.</b>	<b>MUSIC MAJOR COURSES</b>	<b>52</b>
MT100	Musicianship & Theory I	4
MT110	Musicianship & Theory II	4
MT200	Musicianship & Theory III	4
MT210	Musicianship & Theory IV	4
MT300	Harmony I	4
MT310	Harmony II	4
MP100	Applied Music I	2
MP110	Applied Music II	2
MP120	Applied Music III	2
MP200	Applied Music IV	2
MP210	Applied Music V	2
MP220	Applied Music VI	2
EN300	Ensemble I	1
EN310	Ensemble II	1
EN400	Ensemble III	1
EN410	Ensemble IV	1
MH400	Music History I	4
MH410	Music History II	4
MH420	Music History III	4

### **JCM Master's in Music Degree Program**

Information about the Master of Arts in Music degree program is printed in the MAM Graduate Supplement to this Catalog.

## **Olivet College of Journalism**

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

### **Bachelor's in Journalism Degree Program**

The Bachelor's in Journalism is a four-year undergraduate degree program preparing students to contribute to a world revolutionized through Christian mission as professional journalists.

The program combines core curricular studies in Bible, general education, and journalism with the aim of cultivating a Biblical worldview and a professional perspective in students consistent with the mission of Olivet University.

### **Bachelor's in Journalism Degree Program Objectives**

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

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

### **Admission into the Bachelor's in Journalism Degree Program**

To apply, fill out an application online at

<http://apply.olivetuniversity.edu>.

Print and submit the provided signature page with the non-refundable application fee.

### **Time Limits**

The Bachelor's in Journalism degree program usually is completed in four years of fulltime study. All requirements for the degree must be

completed within six years of the initial date of enrollment, except under extenuating circumstances. Students who have not completed the requirements within the six-year period must apply to the Registrar's Office for a continuation for each year beyond this period, up to a maximum of eight years from the initial date of enrollment.

## CURRICULUM

<b>BACHELOR'S IN JOURNALISM</b>	<b>Minimum: 180</b>
---------------------------------	---------------------

<b>1.</b>	<b>BACHELOR'S DEGREE CORE</b>	<b>104</b>
-----------	-------------------------------	------------

<b>Biblical Studies and Theological Studies</b>		<b>48</b>
BIBL100	Introduction to Old Testament	4
BIBL110	Introduction to New Testament	4
THEO100	Introduction to Theology	4
THEO110	God, Creation & Redemption	4
THEO120	Spirit, Church & Hope	4
BIBL200	Life & Teachings of Jesus	4
BIBL210	The Gospel of John	4
THEO200	Acts	4
THEO300	Old Testament Theology	4
BIBL300	Life & Teachings of Paul	4
THEO310	Biblical Apologetics	4
HIST100	Historical Theology	4

<b>General Education</b>		<b>56</b>
<b>Foundation</b>		<b>(20)</b>
GE100	Fundamental Mathematics	4
GE110	§English Fundamentals	0
GE120	English Literature & Composition	4
GE130	Speech & Communication	4
GE140	Information Literacy	4
GE150	Research & Writing	4
<b>General Education Distribution</b>		<b>(36)</b>
Choose 36 quarter hours total, including one course from each of the four areas below.		
	<b>a.) Humanities</b>	

GE200	Western History	4
GE210	World Civilization	4
GE220	US History	4
<b>b.) Fine Arts</b>		
GE230	Introduction to Art	4
GE240	Introduction to Music	4
<b>c.) Natural Science/Physical Science:</b>		
E250	Principles of Biology	4
E260	Life Science	4
GE270	Physics	4
<b>d.) Social/Behavioral Science:</b>		
GE280	Introduction to Psychology	4
GE290	Introduction to Sociology	4

§ GE110 English Fundamentals

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

<b>2.</b>	<b>MINISTRY PRACTICE*</b>	<b>16</b>
MI300	Ministry Internship I	4
MI310	Ministry Internship II	4
MI320	Ministry Internship III	4
MI400	Ministry Internship IV	4

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

<b>3.</b>	<b>OPEN ELECTIVES**</b>	<b>4</b>
-----------	-------------------------	----------

*\*\* All undergraduate Olivet College of Journalism students are required to take an additional 4 units of open electives. These electives should be chosen from among the introductory (100-199 level) professional studies course offerings of Olivet Theological College & Seminary, Jubilee College of Music, Olivet College of Art & Design, Olivet Institute of Technology, and/or Olivet College of Business*

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

*\*\*\* Students are required to pass 9 quarters of Christian Service and 12 quarters of Chapel. Please refer to the Christian Service Program Handbook for more detailed information.*

<b>5.</b>	<b>JOURNALISM MAJOR COURSES</b>	<b>56</b>
JO100	Reporting	4
JO110	Ethical Issues in Journalism	4
JO200	News Writing	4
JO210	Editorial Writing	4
JO220	Information Gathering	4
JO230	Social Media and Traditional Media	4
JO300	Advanced Reporting	4
JO310	Advanced Editing	4
JO320	History of Mass Communications	4
JO410	Law and the Courts	4
MC400	Photojournalism	4
MC410	Introduction to Online Journalism	4
MC430	Advertisement	4
MC440	TV and Radio production	4

#### **OCJ Master's in Journalism Degree Program**

Information about the Master's in Journalism degree program is printed in the Master's in Journalism Graduate Supplement to this Catalog.

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

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

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

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

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

### **Bachelor’s in Graphic Design Degree Program**

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

### **Bachelor’s in Graphic Design Degree Program Objectives**

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

- Demonstrate craftsmanship in the tools and technologies required for professional completion of a project.
- Develop skills in visual communication, conceptually-driven image development, and composition.
- Define audience/client needs and translate them into an appropriate aesthetic.
- Practice professional presentation of their artwork.

- Seek to contribute to the shaping of a meaningful visual culture by applying Gospel values to the practice of graphic design.

**Time Limits**

The Bachelor’s in Graphic Design degree program usually is completed in four years of fulltime study. All requirements for the degree must be completed within six years of the initial date of enrollment, except under extenuating circumstances. Students who have not completed the requirements within the six-year period must apply to the Registrar’s Office for a continuation for each year beyond this period, up to a maximum of eight years from the initial date of enrollment.

**Admission into the Bachelor’s in Graphic Design Degree Program**

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

CURRICULUM

<b>BACHELOR’S IN GRAPHIC DESIGN</b>		<b>Minimum: 180</b>
<b>1.</b>	<b>BACHELOR’S DEGREE CORE</b>	<b>104</b>
<b>Biblical Studies and Theological Studies</b>		<b>48</b>
BIBL100	Introduction to Old Testament	4
BIBL110	Introduction to New Testament	4
THEO100	Introduction to Theology	4
THEO110	God, Creation & Redemption	4
THEO120	Spirit, Church & Hope	4
BIBL200	Life & Teachings of Jesus	4
BIBL210	The Gospel of John	4
THEO200	Acts	4
THEO300	Old Testament Theology	4
BIBL300	Life & Teachings of Paul	4
THEO310	Biblical Apologetics	4
HIST100	Historical Theology	4
<b>General Education</b>		<b>56</b>

<b>Foundation</b>		<b>(20)</b>
GE100	Fundamental Mathematics	4
GE110	§English Fundamentals	0
GE120	English Literature & Composition	4
GE130	Speech & Communication	4
GE140	Information Literacy	4
GE150	Research & Writing	4
<b>General Education Distribution</b>		<b>(36)</b>
Choose 36 quarter hours total, including one course from each of the four areas below.		
<b>a.) Humanities</b>		
GE200	Western History	4
GE210	World Civilization	4
GE220	US History	4
<b>b.) Fine Arts</b>		
GE230	Introduction to Art	4
GE240	Introduction to Music	4
<b>c.) Natural Science/Physical Science:</b>		
E250	Principles of Biology	4
E260	Life Science	4
GE270	Physics	4
<b>d.) Social/Behavioral Science:</b>		
GE280	Introduction to Psychology	4
GE290	Introduction to Sociology	4

*§ GE110 English Fundamentals*

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

<b>2.</b>	<b>MINISTRY PRACTICE*</b>	<b>20</b>
MI300	Ministry Internship I	4
MI310	Ministry Internship II	4
MI320	Ministry Internship III	4
MI400	Ministry Internship IV	4
MI410	Ministry Internship V	4

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

<b>3.</b>	<b>OPEN ELECTIVES**</b>	<b>12</b>
-----------	-------------------------	-----------

*\*\* All undergraduate Olivet College of Art & Design students are required to take an additional 12 units of open electives. These electives should be chosen from among the introductory (100-199 level) professional studies course offerings of Olivet Theological College & Seminary, Jubilee College of Music, Olivet College of Journalism, Olivet Institute of Technology, and/or Olivet College of Business*

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

*\*\*\* Students are required to pass 9 quarters of Christian Service and 12 quarters of Chapel. Please refer to the Christian Service Program Handbook for more detailed information.*

<b>5.</b>	<b>GRAPHIC DESIGN MAJOR COURSES</b>	<b>48</b>
AR100	Introduction to Drawing	4
AR110	Color and Design	4
GD120	Usability	4
GD200	Typography I	4
GD230	Digital Imaging	4
GD330	Typography II	4
GD210	Graphic Design	4
GD320	Web Design	4
GD400	Identity	4
AH100	Art History: Iconography 13 <sup>th</sup> - 14 <sup>th</sup> Century	4
GD340	Interactive Design	4
GD410	Print	4

### **OCAD Master's in Graphic Arts Program**

Information about the Master's in Graphic Arts degree program is printed in the Master's in Graphic Arts Graduate Supplement to this Catalog.

## **Olivet Institute of Technology**

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

### **Bachelor's in Information Technology Degree Program**

The Bachelor's in Information Technology degree program is designed to equip ministry-bound men and women with a Biblical postsecondary education that incorporates an understanding of information technology necessary for professional ministry service in a new era of networks.

### **Bachelor's in Information Technology Degree Program Objectives**

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

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

### **Admission into the Bachelor's in Information Technology Program**

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

### **Time Limits**

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

have not completed the requirements within the six-year period must apply to the Registrar's Office for a continuation for each year beyond this period, up to a maximum of eight years from the initial date of enrollment.

## CURRICULUM

<b>BACHELOR'S IN INFORMATION TECHNOLOGY</b>	<b>Minimum: 180</b>
---	---------------------

<b>1.</b>	<b>BACHELOR'S DEGREE CORE</b>	<b>104</b>
-----------	-------------------------------	------------

<b>Biblical Studies and Theological Studies</b>		<b>48</b>
BIBL100	Introduction to Old Testament	4
BIBL110	Introduction to New Testament	4
THEO100	Introduction to Theology	4
THEO110	God, Creation & Redemption	4
THEO120	Spirit, Church & Hope	4
BIBL200	Life & Teachings of Jesus	4
BIBL210	The Gospel of John	4
THEO200	Acts	4
THEO300	Old Testament Theology	4
BIBL300	Life & Teachings of Paul	4
THEO310	Biblical Apologetics	4
HIST100	Historical Theology	4

<b>General Education</b>		<b>56</b>
<b>Foundation</b>		<b>(20)</b>
GE100	Fundamental Mathematics	4
GE110	§English Fundamentals	0
GE120	English Literature & Composition	4
GE130	Speech & Communication	4
GE140	Information Literacy	4
GE150	Research & Writing	4
<b>General Education Distribution</b>		<b>(36)</b>
Choose 36 quarter hours total, including one course from each of the four areas below.		
<b>a.) Humanities</b>		
GE200	Western History	4

GE210	World Civilization	4
GE220	US History	4
<b>b.) Fine Arts</b>		
GE230	Introduction to Art	4
GE240	Introduction to Music	4
<b>c.) Natural Science/Physical Science:</b>		
E250	Principles of Biology	4
E260	Life Science	4
GE270	Physics	4
<b>d.) Social/Behavioral Science:</b>		
GE280	Introduction to Psychology	4
GE290	Introduction to Sociology	4

*§ GE110 English Fundamentals*

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

<b>2.</b>	<b>MINISTRY PRACTICE*</b>	<b>8</b>
MI300	Ministry Internship I	4
MI310	Ministry Internship II	4

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

<b>3.</b>	<b>OPEN ELECTIVES**</b>	<b>20</b>
IT110	Discrete Mathematics	4
IT190	Data Structure and Algorithms	4

*\*\*All undergraduate Olivet Institute of Technology students are required to take an additional 20 units of open electives. These electives should be chosen from among the introductory (100-199 level) professional studies course offerings of Olivet Theological College & Seminary, Jubilee College of Music, Olivet College of Journalism, Olivet College of Art & Design, Olivet Institute of Technology and/or Olivet College of Business*

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

*\*\*\* Students are required to pass 9 quarters of Christian Service and 12 quarters of Chapel. Please refer to the Christian Service Program Handbook for more detailed information.*

<b>5.</b>	<b>INFORMATION TECHNOLOGY MAJOR COURSES</b>	<b>48</b>
IT100	Programming Fundamentals and Data Structures	3
IT200	Introduction to Unix/Linux Programming	3
IT210	Introduction to Core Hardware and Operating Systems	3
NS310	Network Concepts and Foundation	4
NS320	Introduction to Internet Programming	3
WE320	Website Technologies & Development I	3
WE325	Website Technologies & Development II	3
SE330	Introduction to Object-Oriented Programming	3
SE340	Introduction to Database	3
NS410	Computer Networks & Security I	3
NS420	Computer Networks & Security II	3
WE420	Web Server Design & Development I	3
WE425	Web Server Design & Development II	3
WE430	Internet & Web Security	4
SE430	Software Engineering	4

#### **OIT Master's in Information Technology Program**

Information about the Master's in Information Technology program is printed in the Master's in Information Technology Graduate Supplement to this Catalog.

## **Olivet College of Business**

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

### **Bachelor's in Business Degree Program**

The Bachelor's in Business is a four-year undergraduate degree program preparing students to contribute to a world revolutionized through Christian mission as business professionals.

The program combines core curricular studies in Bible, general education, and business with the aim of cultivating a Biblical worldview and a professional perspective in students consistent with the mission of Olivet University.

### **Bachelor's in Business Degree Program Objectives**

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

- Understand economic and financial theories and their application to the business setting.
- Understand production models and distribution systems and their roles in the value creation process.
- Demonstrate verbal, written and presentation communication skills appropriate for business environments.
- Exercise decision-making skills to solve business problems.
- Reflect critically on the relationship between business and Christian faith.

### **Admission into the Bachelor's in Business Program**

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

### Time Limits

The OCB Bachelor's in Business degree program usually is completed in four years of fulltime study. All requirements for the degree must be completed within six years of the initial date of enrollment, except under extenuating circumstances. Students who have not completed the requirements within the six-year period must apply to the Registrar's Office for a continuation for each year beyond this period, up to a maximum of eight years from the initial date of enrollment.

## CURRICULUM

<b>BACHELOR'S IN BUSINESS</b>	<b>Minimum: 180</b>
-------------------------------	---------------------

<b>1.</b>	<b>BACHELOR'S DEGREE CORE</b>	<b>104</b>
<b>Biblical Studies and Theological Studies</b>		<b>48</b>
BIBL100	Introduction to Old Testament	4
BIBL110	Introduction to New Testament	4
THEO100	Introduction to Theology	4
THEO110	God, Creation & Redemption	4
THEO120	Spirit, Church & Hope	4
BIBL200	Life & Teachings of Jesus	4
BIBL210	The Gospel of John	4
THEO200	Acts	4
THEO300	Old Testament Theology	4
BIBL300	Life & Teachings of Paul	4
THEO310	Biblical Apologetics	4
HIST100	Historical Theology	4

<b>General Education</b>		<b>56</b>
<b>Foundation</b>		<b>(20)</b>
GE100	Fundamental Mathematics	4
GE110	§English Fundamentals	0
GE120	English Literature & Composition	4
GE130	Speech & Communication	4
GE140	Information Literacy	4
GE150	Research & Writing	4
<b>General Education Distribution</b>		<b>(36)</b>
Choose 36 quarter hours total, including one course from each of the four areas below.		

	<b>a.) Humanities</b>	
GE200	Western History	4
GE210	World Civilization	4
GE220	US History	4
	<b>b.) Fine Arts</b>	
GE230	Introduction to Art	4
GE240	Introduction to Music	4
	<b>c.) Natural Science/Physical Science:</b>	
E250	Principles of Biology	4
E260	Life Science	4
GE270	Physics	4
	<b>d.) Social/Behavioral Science:</b>	
GE280	Introduction to Psychology	4
GE290	Introduction to Sociology	4

§ GE110 English Fundamentals

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

<b>2.</b>	<b>MINISTRY PRACTICE*</b>	<b>8</b>
MI300	Ministry Internship I	4
MI310	Ministry Internship II	4

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

<b>3.</b>	<b>OPEN ELECTIVES**</b>	<b>20</b>
-----------	-------------------------	-----------

\*\* All undergraduate Olivet College of Business students are required to take an additional 20 units of open electives. These electives should be chosen from among the introductory (100-199 level) professional studies course offerings of Olivet Theological College & Seminary, Jubilee College of Music, Olivet College of Journalism, Olivet College of Art & Design, and/or Olivet Institute of Technology.

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

*\*\*\* Students are required to pass 9 quarters of Christian Service and 12 quarters of Chapel. Please refer to the Christian Service Program Handbook for more detailed information.*

<b>5.</b>	<b>BUSINESS MAJOR COURSES</b>	<b>48</b>
CM100	Business Communications	4
CM200	Organizational Behavior	4
CM300	Marketing	4
CM400	Management	4
CM410	Introduction to Production and Quantitative methods	4
FI110	Accounting I	4
FI210	Accounting II*	4
FI300	Finance	4
EC200	Macroeconomics	4
EC310	Microeconomics	4
EC400	Global Business	4
BE400	Ethical and Legal Issues in Business	4

#### **OCB Master of Business Administration Program**

Information about the Master of Business Administration program is printed in the MBA Graduate Supplement to this Catalog.

## **Olivet College of Language Education**

Olivet College of Language Education (OCLE) upholds the Mission, Vision, Values, and Goals of Olivet University.

The curricula of this school are designed to equip Christian missionary professionals with efficient language and communication skills and techniques to facilitate cultural, scientific, and technical exchanges in cross-cultural and multinational settings.

### **OCLE Certificate in English as a Second Language Program**

Information about the Certificate in English as a Second Language program is printed in the ESL Certificate Program Supplement to this Catalog.

### **OCLE Master's in Translation and Interpretation**

Information about Master's program in Translation and Interpretation is printed in MATI Supplement to this Catalog.

## COURSE DESCRIPTIONS

### General Education

#### **GE100 Fundamental Mathematics (4)**

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

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

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

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

#### **GE120 English Literature & Composition (4)**

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

#### **GE130 Speech & Communication (4)**

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

#### **GE140 Information Literacy (4)**

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

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

**GE150 Research & Writing (4)**

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

**GE200 Western History (4)**

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

**GE210 World Civilization (4)**

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

**GE220 US History (4)**

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

**GE230 Introduction to Art (4)**

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

**GE240 Introduction to Music (4)**

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

**GE250 Principles of Biology (4)**

An introduction to fundamental biological topics including cells, energy transduction, genetics, organismal structure/function, and ecology.

**GE260 Life Science (4)**

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

**GE270 Physics (4)**

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

**GE280 Introduction to Psychology (4)**

A general survey course designed to provide the student with an understanding of the basic concepts and techniques of modern psychology as a behavioral science.

**GE290 Introduction to Sociology (4)**

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

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

### **BIBL100 Introduction to Old Testament (4)**

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

### **BIBL110 Introduction to the New Testament (4)**

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

### **THEO100 Introduction to Theology (4)**

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

### **THEO110 God, Creation & Redemption (4)**

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

### **THEO120 Spirit, Church & Hope (4)**

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

### **BIBL200 Life & Teachings of Jesus (4)**

This course examines the Gospels of the Bible from an Events point of view, ordering the life of Jesus around four base locations of his ministry: Nazareth, Capernaum, Judea/Perea, and Jerusalem

### **BIBL210 The Gospel of John (4)**

Students will examine the following as related to the Fourth Gospel: background context, author's purpose, literary structure, the picture of Jesus and other figures found in the Gospel of John, theological themes, comparisons and contrasts with the Synoptic Gospels, and contemporary relevance.

### **THEO200 Acts (4)**

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

**THEO300 Old Testament Theology (4)**

This course is an introduction to the study of the Old (First) Testament with particular emphasis upon the biblical content, background, history, geography, and criticism of the Old Testament.

**BIBL300 Life & Teachings of Paul (4)**

Apostle Paul is a prominent figure in the history of Christianity after Jesus, and this course teaches students the basics of Apostle Paul's life and teachings in historic and cultural context.

**THEO310 Biblical Apologetics (4)**

Apologetics is the study of how to give reasons for our Christian hope (1Peter3:15), and students will learn to formulate the rational basis for believing in Christian theism and respond with objections and critiques of competing worldviews.

**HIST100 Historical Theology (4)**

This course is designed to help students reflect critically upon the major historical developments in Christian doctrine and spirituality within Latin Christendom (Europe and North Africa) between 400 and 1500, with emphasis on moral and ascetical theology and pastoral theology.

**BIBL140 Pentateuch (4)**

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

**BIBL220 The Pauline Epistles (4)**

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

**BIBL230 Studying and Teaching the Bible (4)**

This course offers students the basic tools to study and teach the Bible through various methods and principles. Students will receive valuable feedback from professors and fellow students throughout the course.

**BIBL490 Senior Seminar (4)**

Prerequisite: Senior standing.

Integrative study of religious, Biblical and theological issues in which students examine one or more contemporary topics in religion. Students employ the methodologies and approaches used within their particular major in dialogue with other majors in the department.

**MINIS200 Introduction to Missions (4)**

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

**THEO340 Introduction to Systematic Theology (4)**

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

**THEO490 Topics in Theology (4)**

This course will present special topics in the Theology fields.

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

**HIST350 World Christian Movement (4)**

A study on the expansion of the Christian movement across the world from the time of Christ to the present, and the task yet to be accomplished.

**THEO360 Christian Ethics (4)**

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

**MINIS380 Spiritual Formation (4)**

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

**MINIS410 Christian Leadership (4)**

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

**MINIS420 Evangelism & Discipleship I (4)**

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

**MINIS440 Mission Methods & Strategy (4)**

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

**MI300-400 Ministry Internship I-IV (4)**

Undergraduate students in their third and fourth years of study participate in an internship involving ministry in a church or specialized ministry organization with an approved OTCS ministry affiliate for at least 8 hours per week each quarter. Emphasis is placed upon the development of practical ministry skills in

the context of today's network generation; the integration of biblical and theological studies with actual ministry; and the importance of theological reflection in this process. Internships can run concurrently with the academic year.

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

**CS100 Christian Service (0)**

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

**CH000 Chapel (0)**

Chapel participation is required for the entire student community. Please refer to the appropriate section of the Student Handbook. Attendance will be recorded and a grade of pass or fail will be assigned. A passing grade in Chapel is mandatory for graduation.

**Music**

**MT100-110 Musicianship & Theory I-II (4)**

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

**MT200-210 Musicianship & Theory III-IV (4)**

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

**MT300 Harmony I (4)**

Studies in diatonic harmony. Topics include primary and secondary triads and seventh chords, their inversions, non-harmonic tones, melodic analysis and part writing.

**MT310 Harmony II (4)**

Course following MT300, extending to chromatic harmony and modulation. Topics include secondary dominants and seventh chords and their inversions, harmonic sequences, pivot chords, direct change of key, borrowed chords and other elements.

**MP100-220 Applied Music I-VI (2)**

Private or semi-private lessons in piano, guitar or vocal technique.

**EN100-210 Ensemble I-IV (1)**

Weekly rehearsals of various choral repertoire. Emphasis placed on healthy vocal technique, intonation, blend, balance, appropriate tone quality and critical listening.

**MM300-310 Worship Studies I-II (4)**

A study of Christian worship, this course introduces the student to the biblical/theological foundations of worship, examining the nature and priority of worship as well as its many spiritual functions and varied expressions.

**MH400-420 Music History I-III (4)**

A survey of music history from its first extant traces to modern day.

**MI300-400 Ministry Internship I-IV (4)**

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

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

**CS100 Christian Service (0)**

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

**CH000 Chapel (0)**

Chapel participation is required for the entire student community. Please refer to the appropriate section of the Student Handbook. Attendance will be recorded and a grade of pass or fail will be assigned. A passing grade in Chapel is mandatory for graduation.

**Journalism****JO100 Reporting (4)**

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

**JO200 News Writing (4)**

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

**JO210 Editorial Writing (4)**

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

**JO310 Advanced Editing (4)**

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

**MC400 Photojournalism (4)**

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

**MC440 TV and Radio Production (4)**

To offer a specialization in Radio and Television Production, with a challenging course of study in technical and non-technical skills.

**JO300 Advanced Reporting (4)**

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

**JO220 Information Gathering (4)**

To help the journalists develop effective information gathering strategies.

**JO110 Ethical Issues in Journalism (4)**

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

**JO230 Social Media and Traditional Media (4)**

To help the journalists understand social media and traditional media and integrate them together.

**JO320 History of Mass Communications (4)**

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

**MC410 Introduction to Online Journalism (4)**

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

**MC430 Advertisement (4)**

To help journalists through a holistic approach that is rooted in theory and grounded in practice.

**JO410 Law and the Courts (4)**

To help potential journalists break through the barriers of legalese that can hinder the understanding of a courtroom situation. Students will learn how to navigate the labyrinths of the justice system, along with receiving a working understanding of different practice

**MI300-400 Ministry Internship I-IV (4)**

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

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

**CS100 Christian Service (0)**

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

**CH000 Chapel (0)**

Chapel participation is required for the entire student community. Please refer to the appropriate section of the Student Handbook. Attendance will be recorded and a grade of pass or fail will be assigned. A passing grade in Chapel is mandatory for graduation.

**Graphic Design****AR100 Introduction to Drawing (4)**

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

**AR110 Color and Design (4)**

This course will enable students to produce successful visuals through an in-depth study of the elements, principles, and concepts of color and design. Design principles will include contrast, balance, unity, rhythm, symmetry/asymmetry, and visual emphasis. Students will gain the ability to harmonize color through a variety of color schemes, and an understanding of the influence of light on form.

**GD120 Usability (4)**

On the Web, usability is a necessary condition for survival. If a website is difficult to use, people leave. If the homepage fails to clearly state what a company offers and what users can do on the site, people leave. If users get lost on a website, they leave. If a website's information is hard to read or doesn't answer users' key questions, they leave. Note a pattern here? There's no such thing as a user reading a website manual or otherwise spending much time trying to figure out an interface. There are plenty of other websites available; leaving is the first line of defense when users encounter a difficulty.

**GD200, 330 Typography I, II (4)**

This course surveys fundamentals, builds technical skill, and expands aesthetic principles of typography. Students in this class will become proficient with typography's enduring basics: structure, layout, and emphasize type's relationship to cultural contexts.

**GD230 Digital Imaging (4)**

The course begins with basic Photoshop elements and tools then progressing to advanced techniques with other Adobe packages. A wide variety of creative styles and conceptual visual development will be achieved through techniques in: photo editing, vector illustration, texture, color, animation, web image optimization, digital photograph.

**GD210 Graphic Design (4)**

Students in this course will continue to refine and expand ideation, design and presentation skills. Systems, multiple applications, and the students' ability to articulate a design rationale in conjunction with their visual decision-making will be stressed.

**GD320 Web Design (4)**

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

**GD400 Identity I (4)**

An exploration of the development of logos, trademarks and/or word-marks that accurately reflect a company's or product's planned image. Students conceive of and develop work for a variety of clients, applying their concepts to a variety of areas, with attention to their personal Christian experience. Strategic thinking, conceptual design development, and presentation skills are emphasized.

**AH100 Art History: Iconography 13<sup>th</sup> - 14<sup>th</sup> Century (4)**

This course introduces students to representational icons and iconic schema from the Byzantine era to the pre-Renaissance artworks of Giotto. Students will analyze the theological and historical perspectives of artistic techniques in fresco painting, perspective, light color, composition, and figurative considerations.

**GD340 Interactive Design (4)**

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

**GD410 Print (4)**

This course investigates the specific aspects of all publications, including magazines and newsletters. Concepts and designs are developed as they relate to the projected reader, audience and market. Assignments require the development

of a strong identifiable visual format and structure that is liked to both the intellectual and emotional responses of the reader.

**MI300-410 Ministry Internship I-V (4)**

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

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

**CS100 Christian Service (0)**

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

**CH000 Chapel (0)**

Chapel participation is required for the entire student community. Please refer to the appropriate section of the Student Handbook. Attendance will be recorded and a grade of pass or fail will be assigned. A passing grade in Chapel is mandatory for graduation.

**Information Technology**

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

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

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

This course introduces fundamental concepts of Unix/Linux and its programming interfaces. Topics include system call interfaces, files, terminal

control and signals, process control and communications, resource sharing. Programming will be done using Unix/Linux Shell script and C programming.  
*Prerequisites: IT100*

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

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

*Prerequisite: IT200*

**NS310 Network Concepts and Foundations (4)**

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

*Prerequisite: IT210*

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

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

*Prerequisite: NS310*

**WE320-325 Web Site Technologies and Development I-II (3)**

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

*Prerequisite: IT100*

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

This course introduces object-oriented programming, using object-oriented techniques and Java language. Classes, overloading, information hiding, polymorphism, inheritance, and overriding will be described.

*Prerequisite: IT100*

**SE340 Introduction to Database (3)**

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

*Prerequisite: IT100*

**NS410-420 Computer Networks and Security I-II (3)**

This course studies the implementation of real networks, the preventive security measures, and the analysis of an existing network environment in consideration of security threats or risks. Topics include encryptions, auditing login,

authentication, firewalls, Virtual Private Networks (VPN), forensics tools, procedures used for investigation of computers and networks.

*Prerequisite: NS310*

**WE420-425 Web Server-Side Design and Development I-II (3)**

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

*Prerequisite: WE322*

**WE430 Internet and Web Security (4)**

This course introduces Internet and Web security management, Internet and Web security protocol, and transaction security.

*Prerequisite: WE322*

**SE430 Software Engineering (4)**

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

*Prerequisite: IT100*

**MI300-310 Ministry Internship I-II (4)**

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

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

**CS100 Christian Service (0)**

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

**CH000 Chapel (0)**

Chapel participation is required for the entire student community. Please refer to the appropriate section of the Student Handbook. Attendance will be recorded and a grade of pass or fail will be assigned. A passing grade in Chapel is mandatory for graduation.

**Business****CM100 Business Communications (4)**

Students will learn to communicate in a clear, courteous and complete manner on both personal and professional levels. Skills in oral, written, interpersonal, technological and employment communication are emphasized.

**CM200 Organizational Behavior (4)**

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

**CM300 Marketing (4)**

This introductory course covers the topics of the importance of marketing, its different phases, the differences between marketing goods and services, wholesaling, retailing, pricing strategies, analysis of markets, and distribution.

**CM400 Management (4)**

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

**CM410 Introduction to Production and Quantitative Methods (4)**

An introduction to designing, planning, operating and controlling production systems. Emphasis is on managerial concepts and strategies relating to the management of operations in both manufacturing and service environments. Quantitative and qualitative methods and tools will be introduced and applied.

**FI110 Accounting I (4)**

Topics covered include the accounting cycle, forms of business organizations, assets, liabilities, owner's equity, and financial statement preparation and analysis.

**FI210 Accounting II (4)**

Topics covered include cost behavior, job order costing, process costing, cost-volume-profit relationships, contribution costing, standard costs, relevant costs and budgets.

**FI300 Finance (4)**

Studies on the topics of financial management, financial markets, and financial investments

**EC200 Macroeconomics (4)**

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

**EC310 Microeconomics (4)**

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

**EC400 Global Business (4)**

Studies in the national economic and cultural differences; international trade policies and institutions; foreign direct investment; regional economic integration; international monetary system; global competition; current international business trends and development

**ET600 Ethical and Legal Issues in Business (4)**

Comprehensive study of the legal and ethical issues of concern to business. The course will cover those areas of the U.S. legal system that are most relevant to business, such as the law of torts, strict liability, intellectual property, and contract law. It will explore the role of ethics and values in business decision making, and will approach these subjects from the perspective of the stakeholders as opposed to an economic interpretation of the firm and its responsibilities.

**MI300-310 Ministry Internship I & II (4)**

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

reflection in this process. Internships can run concurrently with the academic year.

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

**CS100 Christian Service (0)**

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

**CH000 Chapel (0)**

Chapel participation is required for the entire student community. Please refer to the appropriate section of the Student Handbook. Attendance will be recorded and a grade of pass or fail will be assigned. A passing grade in Chapel is mandatory for graduation.

## ACADEMIC CALENDAR

### Fall 2011

August 8-26	Monday – Friday	Regular registration
August 15	Monday	Grace period for readmission (suspension students)
September 9	Friday	Initial fee payment deadline
September 12	Monday	Fall quarter begins
September 13	Tuesday	Orientation and registration (new students)
September 14	Wednesday	Academic convocation
August 27– September 23	Saturday – Friday	Extended registration period (grace period)
September 15	Thursday	Instruction begins
September 23	Friday	LOA deadline
September 24–30	Saturday – Friday	Late registration period (with a late fee charged)
October 7	Friday	Enrollment census date
October 28-31	Friday – Monday	WGA events
November 11	Friday	Veterans day holiday
November 24-25	Thursday-Friday	Thanksgiving holiday
December 1	Thursday	Instruction ends
December 5-8	Monday-Thursday	Final exams
December 9-16	Friday-Friday	Grading period
December 19-21	Monday-Wednesday	Grade petition
December 22	Friday	Final grade release
December 22	Friday	Fall quarter ends
December 23-27	Friday-Tuesday	Christmas holiday
December 30- January 2	Friday-Monday	New Year holiday

### Winter 2012

January 2-6	Monday – Friday	Regular registration
January 20	Friday	Initial fee payment deadline
January 4	Wednesday	Winter quarter begins
January 5-6	Thursday-Friday	Orientation and registration (new students)
January 5	Thursday	Instruction begins
January 9-13	Monday-Friday	Late registration period
January 16	Monday	Martin Luther King, Jr. Holiday
February 20	Monday	President's Day Holiday
March 16	Friday	Instruction ends
March 19-23	Monday-Friday	Grading period

March 26	Monday	Final grade release
March 27	Friday	Winter quarter ends

### Spring 2012

March 29	Thursday	Spring quarter begins
March 30	Friday	Orientation and registration (new students)
April 2	Monday	Instruction begins
April 6-9	Friday-Monday	Easter Recess
May 28	Monday	Memorial Day Observance
June 13	Wednesday	Instruction ends
June 18-22	Monday-Friday	Final Exams
June 23	Saturday	Commencement
June 23-30	Saturday-Saturday	Grading period
July 1	Monday	Final grade release
July 1	Monday	Spring Quarter ends

### Summer 2012

June 22	Friday	Summer Quarter begins
July 4	Wednesday	Independence Day
July 24	Tuesday	Last day of classes for first summer session
July 25-26	Wednesday-Thursday	Final Exams for first summer session
July 30	Monday	Second summer session classes begin
August 29	Wednesday	Last day of classes for summer quarter
August 30-31	Thursday-Friday	Final Exams for second summer session
August 31	Friday	Summer Quarter ends

## ADMINISTRATION AND FACULTY

### Administration

**David J. Jang, Chancellor**

Ph.D. Public Administration, Dankook University (1993)  
M.Div., Hanshin University (1992)  
M.A. Communications, Yonsei University (1983)  
B.Th., Hanshin University (1981)

**William L. Wagner, President**

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)

**Joseph Ray Tallman, Jr., Vice President**

D.Miss., Trinity Evangelical Divinity School (1982)  
M.A. Cultural Anthropology, University of Kansas (1976)  
M.Div., Midwestern Baptist Theological Seminary (1975)  
B.A. Cultural Anthropology, Oakland University (1972)  
Diploma Missionary Bible, Moody Bible Institute (1965)

**Tracy Davis, Academic Dean**

D.Min., Olivet University (2010)  
M.Div., Olivet University (2005)  
B.A., Harvard University (2003)

**Christy Tran, Vice Academic Dean**

D.Min., Olivet University (2010)  
M.Div., Olivet University (2005)  
B.A., Mokwon University (1999)

**Donald Tinder, Dean of Olivet Theological College & Seminary**

Ph.D. Church History, Yale University (1969)  
M.Div., Fuller Theological Seminary (1964)  
B.A. Yale University (1960)

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

D.W.S., The Institute for Worship Studies (2002)  
M.C.M., The Southern Baptist Theological Seminary (1975)  
B.A. Music, California Baptist University (1973)

**David James Randolph, Dean of College of Journalism**

Ph.D., Systematic Theology, Boston University (1962)  
M.Div., Drew University  
M.S.W., Yeshiva University  
B.A., University of Delaware

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

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

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

Ph.D. Computer Science, University of London, UK (1991)  
M.Phil. Computer Science, Courant Institute of New York University (1981)  
B.S. Engineering, National Chiao-Tung University, Taiwan (1979)

**William Mark Wagner, Dean of Olivet College of Language Education**

Ph.D. Southwestern Baptist Theological Seminary (1998)  
M.Div. Southwestern Baptist Theological Seminary (1991)  
B.A., Baylor University (1987)

**Tom Cowley, Dean of Olivet College of Business**

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

**Walker Tzeng, Chief Operating Officer**

D. Min Olivet University (2010)  
M.Div Olivet University (2004)  
B.S University of California at Los Angeles (1999)

**Ginturn Nathanael Tran, Dean of Administration**

M.Div., Olivet University (2008)  
M.F.A. 3D Computer Animation, Academy of Arts University (2007)  
B.A. Interdisciplinary Visual Arts, University Washington (2004)

**Julie Tzeng, Dean of Students**

M.Div., Olivet University (2003)  
B.A., Fudan University, China (2001)

**Biehwa Chen Ma, Librarian**

M.L.S., San Jose State University (2002)

B.Ed., National Taiwan Normal University, Taiwan (1978)

**Jiyeon Shin, Librarian**

M.L.S. Library Management, Chungang University (2009 - present)

B.L.S., Chonbuk National University (2002)

## **Faculty**

This list includes: (a) full-time and part-time faculty members who taught during the 2011-2012 academic year and are expected to continue, and (b) new full-time faculty hired for the 2011-2012 academic year.

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

Graduate faculty may also teach undergraduate courses. The undergraduate faculty is defined as those members of the faculty who hold at least a masters degree, or the professional equivalent, and who are assigned to teach undergraduate courses. Undergraduate faculty may not be assigned to teach graduate courses. An asterisk designates members of the graduate faculty (\*).

## **Theology**

**Rob Brynjolfson, Adjunct Faculty**

D.Min., Trinity Evangelical Divinity School, Deerfield, IL (2006)

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

Ph. D. Southeastern Baptist Theological Seminary (2006)

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

BA, Southeastern Baptist Theological Seminary (2006)

**Tom Cowley, Professor\***

D.Min., United Theological Seminary (2004)

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

M.B.A, Northwestern University (1965)

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

**Tracy Davis, Associate Professor**

D.Min., Olivet University (2010)

M.Div., Olivet University (2005)

B.A., Harvard University (2003)

**Darlene Gautsch, Adjunct Faculty\***

Ph.D. Old Testament, Golden Gates Baptist Theological Seminary (1991)

M.Div. Golden Gates Baptist Theological Seminary (1984)

B.A. California Baptist College (1980)

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

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

M.Div., Hanshin University (1992)

M.A. Communications, Yonsei University (1983)

B.Th., Hanshin University (1981)

**Timothy Jang, Instructor**

M.Div. Manila Theological College (2002)

BA, Manila Theological College (2000)

**Thomas Johnson, Doctoral Advisor**

Ph.D. Theology and Ethics, University of Iowa (1987)

**Da Youn Jung, Instructor**

Th.M. Pastoral Counseling, Yonsei University (2008)

BA, Yonsei University (2004)

**Faith Kim, Instructor**

D.Min., Olivet Theological College & Seminary of Olivet University,  
Santa Cruz, CA (2011)

**Karl Heinz Kuhlman, Professor**

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

M.Th., Evangelische Landeskirche Hannovers (1960)

B.Th. Evangelische Landeskirche Hannovers (1963)

**Borah Lin, Associate Professor**

D.Min., Olivet Theological College & Seminary of Olivet University, San  
Francisco, CA (2010)

**Dankit Nassiame, Adjunct Faculty**

Ph.D. Statistics, University of Manitoba, Winnipeg, Canada (1988)

**Joseph Maury Robertson, Adjunct Faculty**

Ph.D. New Testament, Golden Gates Baptist Theological Seminary  
(1994)

M.Div. Golden Gates Baptist Theological Seminary (1989)

B.A., Washington State University (1984)

**Cleon L. Rogers, Doctoral Advisor**

Th.D. Old Testament and Semitic Studies, Dallas Theological Seminary,  
Dallas, TX (1991)

**Joseph Ray Tallman, Professor\***

D.Miss., Trinity Evangelical Divinity School (1982)  
M.A. Cultural Anthropology, University of Kansas (1976)  
M.Div., Midwestern Baptist Theological Seminary (1975)  
B.A. Cultural Anthropology, Oakland University (1972)  
Diploma Missionary Bible, Moody Bible Institute (1965)

**Donald Tinder, Dean and Professor\***

Ph.D. Church History, Yale University (1969)  
M.Div., Fuller Theological Seminary (1964)  
B.A. Yale University (1960)

**Christy Tran, Associate Professor**

D.Min., Olivet Theological College & Seminary of Olivet University, San  
Francisco, California (2010)  
M.Div., Olivet University, San Francisco, California (2005)  
B.A. English Language Education, Mokwon University, Taejon, Korea  
(1999)

**Walker Tzeng, Associate Professor**

D.Min., Olivet Theological College & Seminary of Olivet  
University, San Francisco, CA (2010)  
B.S. Cybernetics (Minor: Mathematics), University of California at Los  
Angeles, Los Angeles, CA (2003)

**Julia Tzeng, Instructor**

D.Min., Olivet Theological College & Seminary of Olivet University,  
Santa Cruz, CA (2011)

**Gerhard Venter, Professor**

Ph.D. Systematic Theology, University of Johannesburg (1987)  
M.Div. Southern Baptist Theological Seminary (1982)  
B.A. Theology, University of Johannesburg (1981)

**Paul de Vries, Doctoral Advisor**

Ph.D. Philosophy, University of Virginia, Charlottesville, VA  
(1978)

**William Wagner, Professor\***

Th.D., University of South Africa (1990)  
D.Min., Fuller Theological Seminary (1977)

M.Div., Southwestern Baptist Theological Seminary (1961)  
B.S., University of New Mexico (1957)

## **Music**

### **Jade Cho, Instructor**

M.M., New England Conservatory (2007)  
B.A. Music, Ewha Women's University (2004)

### **Don Fugate, Assistant Professor\***

D.W.S., The Institute for Worship Studies (2004)  
M.C.M., The Southern Baptist Theological Seminary (1978)  
B.A. Music, California Baptist University (1976)

### **Emily Ko, Instructor**

M.M. San Francisco Conservatory of Music (2008)  
B.M. Seoul National University (2004)

### **Nathanael Lee, Instructor**

M.M., Hansei University, S. Korea (2004)  
B.S. Mathematics, Hankuk University of Foreign Studies (2000)

### **Alfred Merrill Smoak, Jr., Professor\***

D.W.S., The Institute for Worship Studies (2002)  
M.C.M., The Southern Baptist Theological Seminary (1975)  
B.A. Music, California Baptist University (1973)

## **Journalism**

### **Kenneth Chan, Instructor**

M.A., Journalism, Olivet University (2011)  
M. Div., Theology, Olivet University (2007)  
B.A., Journalism, Olivet University (2005)  
B.S., Computer Science & Engineering at University of California, Los Angeles (2001)

### **Andrew Clark, Instructor**

D.Min, Olivet University  
J.D., University of Manchester School of Law (2004)  
B.S. Civil Engineering, University of Manchester (2002)

### **Yang Keun Park, Professor\***

Ph.D. English, Catholic University of Daegu (1989)  
M. Ed, Kyungpook National University (1978)

B. Ed, Kyungpook National University (1974)

**Katherine T. Phan, Instructor**

M.A. Journalism, Olivet University

M.Div., Olivet University

B.A. Journalism, Olivet University

B.A. Development Studies, University of California, Berkeley

**David James Randolph, Professor\***

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

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

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

B.A., University of Delaware (1956)

**David M. Randolph III, Lecturer**

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

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

**William J. Willis, Adjunct Professor\***

Ph.D. Journalism, University of Missouri (1982)

M.A. Journalism, Texas A&M University (1975)

B.A. Journalism, University of Oklahoma (1968)

## **Graphic Design**

**Joan L. Carter, Professor\***

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

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

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

**James Cameron Ewing, Adjunct Faculty\***

M.F.A. Graphic Design, California Institute of the Arts (2007)

Post-Baccalaureate Program, Minneapolis College of Art & Design (2004)

B.A. Politics/ Certificate in Visual Arts/ Spanish Literature (2000)

**Hyewon Ham, Instructor**

M.A. Graphic Arts, Olivet College of Art & Design of Olivet (2010-2011)

M.F.A., Academy of Art University, San Francisco, CA (2008-2009)

B.A., Olivet University, San Francisco, CA (2003-2007)

Seoul National University, S.Korea (2002-2003)

**Rodem Hwang, Instructor**

M.F.A Fine Arts, Ewha Women's University (2000)

B.A. Oriental Painting, Ewha Women's University (1998)

**Patricia Oji, Instructor**

Post-graduate studies in Visual Communications, Chico State  
B.S., Fresno State (1974)

**Ginturn Nathanael Tran, Associate Professor\***

M.Div., Olivet University (2008)  
M.F.A. 3D Computer Animation, Academy of Arts University (2007)  
B.A. Interdisciplinary Visual Arts, University Washington (2004)

**Maurice Woods, Adjunct Faculty\***

M.F.A. Graphic Design, University of Washington (2005)  
B.A. Graphic Design, University of Washington (1995)

**Diana Yoo, Instructor**

M.A. Graphic Arts, Olivet College of Art & Design of Olivet (2010-2011)  
M.F.A. Graphic Design, Academy of Arts University (2007- 2009)  
B.A. Visual Communication Design, Hong-Ik University (2004)

**Agnes Yoon, Instructor**

M.A. Graphic Arts, Olivet College of Art & Design of Olivet University, San Francisco, CA (2007-2009)  
B.A. Architecture and Urban Planning, Handong Global University (1998-2002)

## **Information Technology**

**Thomas Ha, Instructor**

M.S. Mechanical Engineering, Korea University (1999)  
B.S. Mechanical Engineering, Korea University (1997)

**Kyoungryol Kim, Lecturer**

M.S. Industrial & System Engineering, Korea Advanced Institute of Science and Technology (2009 - present)  
B.E. Computer Engineering, Yonsei University (2009)

**Xianglai Kong, Instructor**

Ph.D. Computer Science at Stanford University (2010 - present)  
M.S. Electrical Engineering, Electromagnetics Academy at Zhejiang University (2007)  
B.A. Electrical Information Engineering, Zhejiang University (2004)

**Jane Kwon, Instructor**

M.S. Computer Education, Hankuk University of Foreign Studies (2004)  
B.A. Engineering, Hankuk University of Foreign Studies, Korea (2000)

**Ching Cheng Lee, Professor\***

Ph.D. Computer Science, University of London, UK (1991)  
M.Phil. Computer Science, Courant Institute of New York University  
(1981)  
B.S. Engineering, National Chiao-Tung University, Taiwan (1979)

**Wonjin Youn, Lecturer**

M.S. Mechanical and Aerospace Engineering, Seoul National University  
(2005)  
B.S. Mechanical and Control Engineering, Handong Global University  
(2003)

**Martin Zhao, Instructor**

M.S. Computer Science, Peking University (2005)  
B.E. Information Engineering, Xi'an Jiaotong University (2001)

**Business**

**Tom Cowley, Professor**

D. Min., United Theological Seminary, Dayton, OH (2004)  
M.B.A., Kellogg School of Management, Northwestern University,  
Evanston, IL (1985)

**Carol Jensen, Adjunct Faculty**

M.B.A., University of California at Los Angeles, Los Angeles, CA  
(1976)

**Mark Li, Instructor**

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

**Kim Wilson, Lecturer**

M.B.A., Kelley School of Business, Indiana University Bloomington,  
Bloomington, IL (1986)

**Language Education**

**Kim Brauer, Adjunct Faculty**

M.A. Education, Concordia University, Irvine, CA (2008)  
B.A. Teaching ESL, Hanoi University, Hanoi, Vietnam  
(2004)

**Rebecca Eagleson, Adjunct Faculty**

M.A. English, San Jose State University, San Jose, CA (2005)

**Paul Gacioch, Adjunct Faculty**

M.A. Fine Arts, New York University, New York, NY (2003)

B.A. English History, Northern Arizona University, Flagstaff, AZ (2000)

**Seung Hee Han, Lecturer**

M.A., Education State University of New York, Potsdam, New York (2010)

B.A. English & French, Sungsim University, Seoul, Korea (2002)

**Valerie Morgan, Adjunct Faculty**

M.A. English with T.E.S.O.L. Certification San Francisco State University, San Francisco, CA (1994)

**Sarah Park, Instructor**

M.A.TESOL, California State University, San Bernardino, CA (2009)

**Marcus Wagner, Professor**

Ph. D. Missions, Southwestern Baptist Theological Seminary, Fort Worth, TX (1998)

B. A. History/German, Baylor University, Waco, TX (1987)

**Pam Wright, Adjunct Faculty**

M.S. Education, Language Arts, Walden University, Minneapolis, MN (2007)

B.A. Journalism, Indiana University, Bloomington, IN (2003)

**General**

**Allison Catherine Campbell, Instructor**

M.A. General Literature and Creative, University of Southern Mississippi (2006)

B.A. General Literature and Creative Writing, Southern Illinois University, Carbondale (2004)

**Seunghyun Hyun, Assistant Professor**

Ph. D. Candidate, Public Administration, Korea University (2009)

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

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

**Youngmi Jo, Instructor**

M.S. Biology, Korea Advanced Institution of Science and Technology (2008)

B.A. Mathematics, Korea Advanced Institution of Science and Technology (2006)

**Mikyung Lee, Instructor**

M. Ed. Education, Ewha University (2006)

BA, Elementary Education, Ewha university (2002)

**Biehwa Chen Ma, Assistant Professor**

M.A. Library and Information Science, San Jose State University (2002)

B.A. Social Education, National Taiwan Normal University (1978)

**Weiwei Sun, Instructor**

M.E. Education, Zhejiang University (2004)

BA, Chinese Linguistic Literature, Zhejiang University ((2001)

**Leonore M. Wilson, Instructor**

M.A. English Writing and Teaching, U.C. Davis (1986)

**Lingyi Xiao, Associate Professor**

Ph.D Physics, Peking University (2007)

B.S. Physics, Peking University (2002)

**Olivet University**

**Academic Catalog  
Certificate in Language  
Supplement  
*2011-2012***

## **Table of Contents**

INTRODUCTION TO SUPPLEMENT .....	3
CERTIFICATE IN LANGUAGE PROGRAM .....	4
ADMISSIONS PREREQUISITES .....	5
GRADUATION REQUIREMENTS.....	7
FEES AND PAYMENT.....	8
CURRICULUM .....	9
COURSE DESCRIPTIONS.....	11

## **INTRODUCTION TO SUPPLEMENT**

Olivet University is pleased to offer the Certificate in Language program through Olivet College of Language Education (OCLE). This supplemental document contains information about the specific requirements for this certificate program at Olivet University.

The contents of this supplemental document should be used in conjunction with the policies found in the Academic Catalog of the year the student enrolled in his or her academic program. When conflicting, the policies contained within the Supplement will take precedence in all cases.

## **CERTIFICATE IN LANGUAGE PROGRAM**

The Language Program upholds the Mission, Vision, Values, and Goals of Olivet University. Particularly the Language Program contributes to the University's goal of equipping students with the practical skills to preach the Gospel effectively into and after the 'network generation.'

Effective Christian Mission faces many obstacles that include barriers in language and culture. In order to effectively proclaim the gospel across multiple borders, learning languages is essential. OCLE's Language Program is designed to prepare ministry bound men and women for work in interpretation and collaborations with other missionaries who are active or on sabbatical. Through Olivet College of Language Education(OCLE), students can choose courses in the Chinese language.

### **Program Objectives**

In the context of Olivet University's mission, completion of the Certificate in Language program will enable students to:

- Exercise language competencies needed within the missions profession
- Be prepared to function within a foreign mission field
- Build foundational coursework that will enable pursuit of further education in the mission field/foreign language

# ADMISSIONS PREREQUISITES

## Application Requirements

Students seeking Olivet's certificate program admissions must submit the following application requirements:

1. Completed Application Form
2. Application Fee (\$100, non refundable)
3. Statement of Financial Support

## English Requirements for International Applicants

There is no minimum English requirement for international students because the University offers ESL (English as Second Language) classes. We are strongly committed to the goal of helping students succeed in their academic classes while working to improve their English throughout their academic careers.

However, all newly enrolled international students for whom English is not a primary language are required to participate in proficiency testing for course eligibility and placement purposes prior to the commencement of studies according to the guidelines. Exceptions to this requirement include international students who can prove English language proficiency by meeting one of the following conditions:

- A minimum TOEFL (Test of English as a foreign language) score of 500 (paper-based), or 173 (computer-based), or 60 (Internet-based)
- A minimum IELTS (International English Language Testing System ) score of 4.5
- A minimum TOEIC (Test of English for International Communication) score of 585
- The student is from a country where English is the official language
- The student received an undergraduate or graduate degree from an English-speaking college or university

High school transcripts of students who have graduated from an English medium secondary school may also be reviewed to determine if the student must participate in proficiency testing.

If an applicant recently earned a baccalaureate degree from a recognized institution where English was the language of instruction, he or she may submit a written request to the Admissions Committee explaining why he or she should

be excused from taking the TOEFL, IELTS or other valid standard tests. The Admissions Committee will make the final decision on whether or not the applicant is excused from taking a language exam.

All students who do NOT have official TOEFL, IELTS, or other valid standard test scores need to take the Olivet Language Studies Proficiency Test (OLSPT), offered during the Evaluation Testing period before the start of each quarter. The specific dates and times of the entrance exams will be emailed to students after they are enrolled in the university.

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

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

### **Transfer of Credit Policy**

No transfer credit is granted for Certificate programs.

## **GRADUATION REQUIREMENTS**

1. Pass a total of 21 quarter hours: 12 quarter hours of Professional Studies courses and 9 quarter hours of Mission Language Studies courses.
2. Receive a passing mark for all Christian Service and Chapel requirements.
3. Maintain a 3.00 (B grade point average) in all classes.
4. Satisfy all financial responsibilities to the university

*A certificate will be given at the completion of the program.*

### **Time Limits**

The program requires three quarters of study, or may be completed over a longer period, up to a maximum of three years without special permission from the director.

## FEES AND PAYMENT

### Certificate in Language Students

Application Fee	100.00
Tuition (per hour)	230.00
Technology Fee (per quarter)	30.00
Certificate Replacement	30.00
Transcripts (per copy)	5.00
Expedite Service Fee	25.00
Transcript Mailing/Faxing Fee	Check MyOlivet for specific fee.

## CURRICULUM

<b>CERTIFICATE IN LANGUAGE PROGRAM</b>	<b>Minimum: 58</b>
--	--------------------

<b>Beginner Level</b>		<b>18</b>
<b>Foundation</b>		<b>(14)</b>
xx010*	Multi-Skills I	4
xx011*	Multi-Skills II	4
xx020*	Independent Lab I	2
xx030*	Beginner Vocabulary	4
<b>Distribution (Choose one course from options below)</b>		<b>(4)</b>
xx031*	Grammar in English	4
xx032*	Grammar in Chinese	4
xx033*	Grammar in Korean	4

<b>Intermediate Level</b>		<b>18</b>
xx040*	Independent Lab II	2
xx050*	Language Proficiency Test Preparation	4
xx060*	Oral Communication Skills	4
xx061*	Reading and Writing Skills	4
xx062*	Intermediate Vocabulary	4

<b>Advanced Level</b>		<b>18</b>
xx070*	Independent Lab III	2
xx071*	Career Communication Skills	4
xx072*	Foreign Language Bible	4
xx073*	Advanced Vocabulary	4
xx080*	Academic Skills Workshops	4

<b>Intermediate &amp; Advanced Level</b>		<b>4</b>
xx063*	Pronunciation	4

*\* The course codes above are spacers for the sake of simplification while displaying curricula for multiple languages simultaneously. Replace 'xx' with 'CN' for the Chinese language program, with 'SP' for the Spanish language program, or 'PT' for the Portuguese language program.*

<b>General Ministry Skills</b>		<b>0</b>
<b>Christian Service**</b>		<b>(0)</b>
CS100	Christian Service	0
<b>Chapel</b>		<b>(0)</b>
CH000	Chapel	0

*\*\* Students are required to pass 2 quarters of Christian Service and 3 quarters of Chapel. Please refer to the Christian Service Program Handbook for more detailed information.*

## COURSE DESCRIPTION

### **Beginner level:**

#### **OL010 Multi-Skills I (4)**

The Multi Skills course is setup in 2 parts. The course focuses on improving student in pronunciation speaking, listening comprehension, and reading skills.

#### **OL011 Multi-Skills II (4)**

The 2nd part of the Multi Skills course emphasizes on grammar and its contexts. Students also focus on expanding vocabulary and mastering fluency.

#### **xx020\* Independent Lab I (2)**

Advisory: Concurrent enrollment in at least one Language course.

Students are open to self paced instructions that cater to individual styles of learning. Self Study Materials assist students with developing their Language skills in all aspects of listening, reading, and speaking. Students must complete 30 hours of work to earn 1 credit.

#### **xx030\* Beginner Vocabulary (4)**

Students expand the use and knowledge of vocabulary through this course. Proper use and choice of words are emphasized through newly learned vocabulary words and pronunciation exercises.

#### **xx031\* Grammar in English (4)**

Advisory: Class will be conducted in English. Should be taken by ESL students whose native language is neither Chinese nor Korean.

The study of grammar is important for accurate any language. This course is designed to introduce students to the study and review grammar, along with written and oral practice.

#### **xx032\* Grammar in Chinese (4)**

Advisory: Class will be conducted in Chinese. Should be taken by students whose native language is Chinese.

The study of grammar is important for accurate any language. This course is designed to introduce students to the study and review grammar, along with written and oral practice.

#### **xx033\* Grammar in Korean (4)**

Advisory: Class will be conducted in Korean. Should be taken by students whose native language is Korean.

The study of grammar is important for accurate any language. This course is designed to introduce students to the study and review grammar, along with written and oral practice.

**Intermediate level:**

**xx040\* Independent Lab II (2)**

Advisory: Concurrent enrollment in at least one Language course.  
Students are open to self paced instructions that cater to individual styles of learning. Self Study Materials assist students with developing their Language skills in all aspects of listening, reading, and speaking. Students must complete 30 hours of work to earn 1 credit.

**xx050\* Language Proficiency Test Preparation (4)**

The course assists students in preparing for common standardized language proficiency exams in the respective language. Through test taking tips, practice tests, and exercises, the course can help improve scores and familiarity with the exam.

**xx060\* Oral Communication Skills (4)**

The course places students in academic settings to perform exercises in speaking, listening, public speaking, conversation, and presentation skills.

**xx061\* Reading and Writing Skills (4)**

The premise of this course is that reading and writing are interwoven and inextricable skills. Good readers write well and good writers read well. Therefore, integrated reading and writing skills will be the focus of this course. Students are further trained in reading and writing skills through reading academic texts and written assignments. The course expects students to work at the standard American university level with use of new vocabulary.

**xx062\* Intermediate Vocabulary (4)**

Students continue to expand vocabulary from the Beginner's Vocabulary OL030 course. Proper use and choice of words are emphasized through newly learned vocabulary words and pronunciation exercises.

**Advanced level:**

**xx070\* Independent Lab III (2)**

Advisory: Concurrent enrollment in at least one Language course.  
Students are open to self paced instructions that cater to individual styles of learning. Self Study Materials assist students with developing their Language skills in all aspects of listening, reading, and speaking. Students must complete 30 hours of work to earn 1 credit.

**xx071\* Career Communication Skills (4)**

Prerequisite: Eligibility is determined by the language level assessment process. Students are given opportunities to enhance their oral communicative skills through ministry preparatory work and situations. Through the experience, students apply language patterns into occupational environments. In addition, intensive work in pronunciation helps students communicate more effectively with instructors, classmates, supervisors, and co-workers.

**xx072\* Foreign Language Bible (4)**

Prerequisite: Eligibility is determined by the language level assessment process. This course emphasizes on improving oral communication skills and pronunciation based on the selected Bible passages. Basic Bible knowledge will be also taught.

**xx073\* Advanced Vocabulary (4)**

This course is to help students expand their vocabulary range by showing students how to make the best use of the information in dictionaries, on how to incorporate words to one's lexicon, and on how to make the right word choices. Emphasis on the vocabulary growth and pronunciation and newly learned vocabulary words.

**xx080\* Academic Skills Workshops (4)**

Prerequisite: Consent of Program Director. These short workshops can be adapted to fit particular needs of specific groups of students, e.g. from a certain discipline or from a particular language background. Courses may be developed in cooperation with a University department. Typical offerings include pronunciation improvement for groups, and language and orientation courses for students in the fields of business, economics, and journalism.

**Intermediate & Advanced:**

**xx063\* Pronunciation (4)**

Prerequisite: Eligibility is determined by the language level assessment process. This course trains students to enhance listening skills and become more fluent and comprehensible through active practice activities. The course may include reading and oral presentations from a variety of sources in music, poems, literature, and short stories. Students will work on stressing sentences, liking/intonations, and a variety of listening/speaking exercises.

*\* The course codes above are spacers for the sake of simplification while displaying curricula for multiple languages simultaneously. Replace 'xx' with 'CN' for the Chinese language program, with 'SP' for the Spanish language program, or 'PT' for the Portuguese language program.*



**DOCTOR OF MINISTRY HANDBOOK**  
**(2011 Revision)**

## Table of Contents

Introduction.....	3
Areas of Study.....	4
Candidate Team .....	5
Doctoral Committee.....	6
Program Overview .....	7
Phase 1 .....	8
Phase 2 .....	8
Phase 3 .....	9
Phase 4 .....	9
Appendix 1.....	12
Project Proposal Form.....	13-15
D. Min Schedule - Graduation .....	16-17

## Introduction

The Doctor of Ministry (D.Min.) program at Olivet University, accredited by the Association for Biblical Higher Education (ABHE), is a prestigious education program, designed to advance the candidates engaged in Christian ministries to the highest level in his or her field. The Doctor of Ministry degree is considered the terminal degree in the area of ministry, thus the graduates of the Doctor of Ministry program must demonstrate competent knowledge and insights that meets the high expectation. While maintaining its academic expectations, the emphasis of the Doctor of Ministry is the “practice of ministry”. Upon admission to the Doctor of Ministry Program, a candidate’s final goal for degree award, will be to design, implement, evaluate, and record an original ministry-related project at the highest doctoral standards .

The degree emphasizes mastery of advanced knowledge regarding the purpose and practice of ministry in many dimensions. Thus as a candidate undertakes Doctoral studies, he or she must carefully review past achievements, current interests, and future focus of passion in God’s Kingdom. As a candidate considers a doctoral project, the goal of the degree work is to develop new knowledge about the practice of ministry. Many have chosen to view the Doctor of Ministry degree as similar to an M. D. in medicine or J. D. in law. The Doctor of Ministry Degree is advanced professional studies preparing graduates to become “Doctors of the Church”. 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. 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.”<sup>1</sup>

---

<sup>1</sup> Bulletin 43, Part 1, The Association of Theological Schools in the United States and Canada, 1998. p.112-113.

## **Areas of Study**

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 practical skills to preach the Gospel effectively into and after the 'network generation'. Because of the many activities students engage in that are designed to revolutionize the world, a number of Doctoral projects will emerge from student activities. At Olivet University, projects in the Doctor of Ministry program are broadly grouped under four headings:

1. General Pastoral Ministry
2. Intercultural Ministries
3. Campus Ministry
4. Other Ministry Programs

Examples of projects considered in General Pastoral Ministry are;

- Leadership for the Church, Development of Ministries
- Strategies for Evangelism and Church Growth
- Worship and music, Effective communication, proclamation, preaching.

Examples of Intercultural Ministry projects are;

- 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

Examples of Campus Ministry projects are:

- New ideas to bring Christ to students around the world
- Projects that reach post-modern issues among students

Examples of Ministry Programs:

- Advances in learning regarding internships, and Christian service
- Advances in knowledge regarding accreditation, student spiritual growth
- New ideas concerning distance learning, student chat rooms, e-library
- Innovative internet programs that may help other ABHE members

This list is a sampling of potential projects to start a candidate thinking of their respective interests and gifts. It is not an exhaustive list, but is designed to initiate creative thinking and reflection.

The candidate should seek God's will in determining their interests and choosing a project. Let Romans 12:1-2 be your guide.

“Therefore I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasant to God - this is your spiritual act of worship. Do not conform any longer to the pattern of the world, but be transformed by renewing your mind. Then you will be able to test and approve what God's will is- his good, pleasing and perfect will.”

The Doctor of Ministry at Olivet is an adult learning experience. Only people who have demonstrated previous academic excellence and ministry achievement should be interested in pursuit of advanced learning. A candidate should have a M.Div. degree and 3 years of ministry experience. The Doctor of Ministry program accepts no transfers of credit. Transferability of credits earned at Olivet University and transferred to another is at the discretion of the receiving institution. Consult the registrar's office for information on eligibility of transfer credit.

Doctor of Ministry candidates 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.

## **Candidate Team**

The learning is “transactional” in that candidates realize everyone brings something “to the table”. Candidates will find it important to draw from the experience and transactions with others on a project. In addition to literature reviews and reading in the subject area of interest; Olivet will provide input through Annual Intensive Colloquium, Mentors, the Olivet library, peer group interaction, and on-line resources. A team will be built for each candidate's project including a; mentor, peer associate, professional associate, and context associate. This team will support the student in his or her work; helping them prepare to the final paper and oral exam. The final paper will be reviewed by team members and presented to the Doctoral Committee and the Director of the Doctor of Ministry Program for final approval or necessary revisions.

The candidate will build his or her Doctoral team to include:

- A Mentor – a person who has already earned a Doctorate Degree, who will be a wise and faithful advisor, friend, and teacher
- A Peer Associate – a person who is a peer of the candidate, enrolled in the same Phase of the Doctor of Ministry Program. A peer associate provides encouragement, is a sounding board, and exchanges views regarding a student's project
- A Professional Associate – a person who has already earned a Doctor Degree, who brings specific expertise and experience in the student's chosen field of study and endeavor

- A Context Associate – a person who need not hold an advanced degree, but is an active participant in the context of the student’s project.

The final paper will incorporate the form of a professional paper to be catalogued in a library. It will be of a quality to be published and distributed for use by colleagues. Papers written in each Phase of the Doctor of Ministry program (refer to pages 6-8) of this handbook for more description for each phase) should also incorporate the form of a professional document. Parts of each of the phased papers will most likely be incorporated in the final paper; thus a student saves time by early on adhering to a professional standard. The student author of the final paper will address the implications of his or her findings on the practice of ministry. Both the Project Proposal Form and Expect to Graduate Form (pages 10-12 and pages 13-14) are important documents for the Candidate to complete at the end of Phase 2 and start of Phase 3.

The Chicago Guide to writing, editing, and publishing as outlined in Kate L. Turabian in her book; *A Manual for Writers of Term Papers, Theses, and Dissertations (seventh edition)* provides the guide for final paper preparation in English.<sup>2</sup> Those documents prepared in another language will comply with the Doctoral Paper Format supplement document provided by Olivet University.

The project will reflect critically on some aspect of ministry and be useful to professional colleagues. It is not essential that the theories practiced in the project result in a positive outcome. It is equally important to understand and report on theories that did not work. We learn in life from both our successes and failures.

Our prayer at Olivet is the entire Doctoral experience is challenging, collaborative, reflective, and transforming for the student. The University’s goal is to set up an environment for growth in learning and expression that will happen for each Doctoral candidate as they progress towards their degree.

## **Doctoral Committee**

### ***Faculty qualifications to serve***

Faculty members serving on the Doctor of Ministry Doctoral Committee must hold an earned doctorate in the Doctor of Ministry discipline or a related discipline. The earned doctorate must be from an accredited institution of higher education recognized by the Council for Higher Education Accreditation (CHEA) or the United States Department of Education (USDE).

Doctoral Committee members must demonstrate a high level of competence in teaching, scholarship, and research. All Doctoral Committee members should have five years of field or research experience related to their degree after finishing their earned doctorate. Doctoral Committee members must also be engaged in an ongoing program of scholarly, creative or professional activity in the five years preceding participation on the doctoral committee.

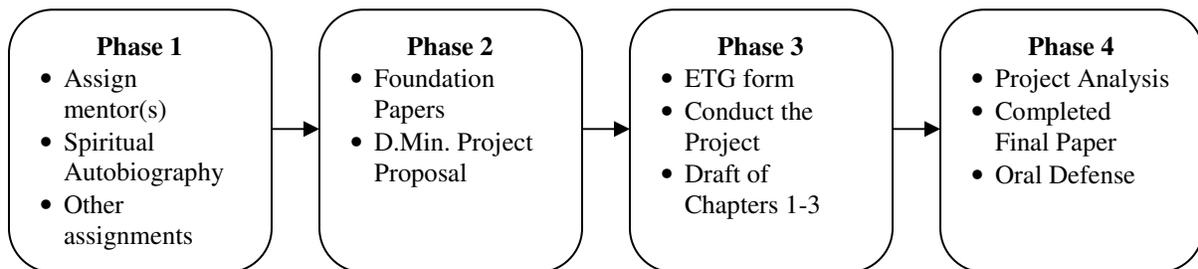
---

<sup>2</sup> Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations (Seventh Edition)*. The University of Chicago Press: Chicago, IL. 2007.

As part of the hiring process, the credentials of candidates are reviewed for appropriate degrees. Candidates should request verified transcripts sent to Olivet University directly from all higher education institutions they have graduated. Scholarly work or letters of recommendation showing at least five years of field or research experience, and five years of recent engagement in an ongoing program of scholarly, creative, or professional activity should also be submitted. The University President, the Academic Dean and the Director of the Doctor of Ministry program will make the final determination.

## Program Overview

There are four phases to the Doctor of Ministry program.



Program	Courses	Units
I Phase (Introduction Phase)		4
MINIS 752 Calling and Vocation (Opening Colloquium)	1	4
II Phase (Foundational Paper Phase)		20
Foundational Paper*		20
MINIS 795 Guided Research	5*	4
D.Min Project Proposal		0
III Phase (Conduct Project)		20
Draft Chapters 1 – 3		20
MINIS 899 Dissertation Continuation (Full-Time)	0 or more	4
MINIS 999 Dissertation Continuation (Part-Time)	0 or more	2
IV Phase (Analysis Phase and Project Completion)		10
Draft Analysis Chapters 4 – 6		10
MINIS 899 Dissertation Continuation (Full-Time)	0 or more	4
MINIS 999 Dissertation Continuation (Part-Time)	0 or more	2
Completed Final Paper		0
Oral Defense		0
Program Total		54

*\*Up to 8 credits can be taken from methodological course offerings of other doctoral programs at Olivet University. Courses include, but are not limited to: OCLE 751 Introduction to Doctoral Research, THEO 751 Introduction to Doctoral Research, MINIS 776 Missiological Research Methods, THEO 774 Qualitative Research, THEO 775 Research Design. Consent of program director required.*

## **Phase 1**

### Key Tasks

- Assign mentor(s)
- Spiritual Autobiography
- Other assignments proposed by mentor(s)

At the beginning of the first phase of the Doctor of Ministry program, the candidate will be assigned a mentor according to his or her field. Additional mentors or helpers may be assigned if necessary. The mentor is to engage with the student in discussion of future direction for the candidate's goal in the program.

The major assignment in Phase 1 is to write a spiritual autobiography. The spiritual autobiography should reflect the candidate's ministry interest, and thus will be related to – and may be incorporated into – the final paper itself.

In addition to the spiritual autobiography, the candidate may be asked by his or her mentor to do additional assignments that demonstrate the candidate's Biblical and theological knowledge, ministry insights, and/or writing ability.

## **Phase 2**

### Key Tasks

- Foundation Papers
- D.Min. Project Proposal

In the second phase, the candidate will begin the groundwork research and complete foundational paper(s) of at least 30 pages in length. The paper will demonstrate the candidate's comprehensive knowledge on Biblical background, historical background, theological background, and the current state of the art. A Bibliography of between 15 and 25 references should be developed by the student including footnotes regarding quotations or ideas gleaned from library and research on the subject area at hand. The work must reflect at least 500 hours (3,500 to 5,000 pages of materials review and 30 pages of research paper) in the area of the candidate's interest.

After completing the foundation paper(s), the candidate will refine and focus a final project by submitting the project proposal, available on the Doctor of Ministry website and the Online Classroom. The candidate should discuss with his or her advisor regarding 1) what is the state of the art of work in the problem area, and 2) what is the candidate's proposed treatment hypothesis designed to deal with the problem. The Project Proposal must be approved by the candidate's mentor and the Doctoral committee in order to move onto the third phase.

## **Phase 3**

### Key Tasks

- Complete Expect to Graduate Form and secure Approvals (ETG – page 14)
- Conduct the Project
- Draft of Chapters 1-3

In the third phase, the candidate should carry out and complete the project defined in the project proposal. The completion of this project and gathering of data is an important part of this phase. Research should be completed by the candidate realizing a limited sample of data will be generated for analysis and reporting.

The candidate should also draft chapters 1-3 during this phase and electronically submit to his or her mentor and the Doctoral committee. First three chapters will roughly cover the motivation for this project, background information, and the description of the project (for an example of a 6-chaptered paper outline, please refer to Appendix 1). For candidates writing in a language other than English should also submit a 5-page synopsis of the first three chapters. Notice, the assignments from Phase 1 and Phase 2 may be useful in writing chapters 1-3.

In writing the paper, the candidate should adhere to the Turabian style and Olivet University's Doctoral Paper Format Manual, available on the Doctor of Ministry website. The candidate is also encouraged to use the doctoral paper sample forms with pre-configured styles, also available on the website. If the candidate is writing in a language other than English, then he or she should also follow the supplement manual of the choice language.

## **Phase 4**

### Key Tasks

- Project Analysis
- Completed Final Paper
- Oral Defense

In the fourth and final phase of the Doctor of Ministry program, the candidate is to analyze the data gathered by the project and complete the paper. The candidate should closely work with his or her mentor in finishing the paper and make any necessary edits and refinements. The main content of the completed paper should be approximately 100 – 120 pages in length, not counting the front and back matters. When submitting the paper, all the content and the format must be completed, including the front and back matters.

Three paper copies (not electronically!) of the final paper must be submitted to the Doctoral committee by March 1 of each year, or the first working day after March 1 if falls on weekends. If the paper is approved by the Doctoral committee, the candidate is eligible to schedule an oral defense, conducted by a Defense Committee comprised of doctoral faculty members. The

candidate may have to make minor adjustments depending on the decision of the Defense Committee and approval of the Doctor of Ministry committee.

Once the candidate successfully passes the oral defense, either with no or minor changes to make, then the candidate should coordinate with the Library to bind the papers. Three leather-bounded papers must be submitted to the Doctoral Committee.

### **Guided Research—4 or more courses, 2 or 4 credits each**

Guided research courses (MINIS 795) provide credit for research toward the dissertation. They are normally taken with the student's mentor, who is responsible for setting requirements, monitoring progress, providing a final evaluation, and registering grades. Guided Research has the purpose for the student of producing and publishing an original research paper.

### **Opening Colloquium—4 credits**

The D. Min. program begins with the opening colloquium (MINIS 752 Calling and Vocation), which constitutes Phase I of the program. All program students are required to attend.

Additional colloquia may be organized throughout the academic year by the Ph. D. program fields, at which department professors, visiting professors, or students read papers or lead discussions. D. Min. students are expected to attend colloquia in their major field; they are also encouraged to participate in colloquia in the other field. Reading of an article or chapter in advance is expected. Students will be granted no credit their participation in the colloquia (THEO 752).

### **Dissertation – 30 credits total**

MINIS 899: Dissertation Continuation (Full-Time). This number is used by students in the program when they are working full-time on the dissertation. This number can be used as many times as necessary, up to their six years maximum in the program, provided they are working on the dissertation at least 30 hours per week and do not have paid employment for more than 24 hours per week. This registration status means that students are eligible to purchase health insurance, to receive student loans and to obtain loan deferment. Faculty mentors and the program administrator will verify the accuracy of their reported employment status and dissertation progress. – **up to 5 courses; 4 credits each in Phase III and up to 2 courses; 4 credits each in Phase IV – Further enrollment with zero credit reward.**

MINIS 999: Dissertation Continuation (Part-Time). This number is used by students when they are working part-time on the dissertation. This number can be used as many times as necessary, up to their six years maximum in the program. This applies when students have paid employment of 24 or more hours per week and/or are working on the dissertation less than 30 hours per week. This registration status means that students are eligible to purchase health insurance but are not eligible for students loans or loan deferment. Faculty mentors and the program administrator would verify the accuracy of their reported employment status and dissertation progress. – **up to**

**10 courses; 2 credits each in Phase III and up to 4 courses; 2 credits each in Phase IV –  
Further enrollment with zero credit reward.**

# Appendix 1

## Doctor of Ministry Paper Sample Outline

1. **Spiritual Autobiography**
  - When and where did you come to faith in Christ?
  - What is your family background and up bringing?
  - How has God called you to serve in His Kingdom?
  - What hat your passion in serving the Lord now? (Phase 1 paper can be helpful in preparing this chapter).
2. **State of the Art in Passion area**
  - What has been done previously in this area?
  - What does your literature search and study of lectures identify as the theological rationale?
  - What Biblical passages support needs in this area?
  - What authors provide a rationale for current activities in this area?
  - What bibliographical materials have you researched that require citation?
  - What is the theoretical basis or thesis for the project? (The Foundations paper developed in Phase 2 can be helpful in preparing this Chapter.)
3. **Proposed Project and Support**
  - Summarize your project proposal.
  - What is the timing for completion of your project?
  - Does your Project Proposal outline the tasks to be completed and data to be gathered for further analysis in Chapters 4 and 5 of your final paper?
4. **Project Data Report**
  - What ideas or approaches have you studied as a new in your area?
  - What experiences have your observed where kingdom principles have impact on the need (be specific).
  - What churches or programs are being innovative?
  - Are any of your activities in ministry or at OU producing potential results to impact the problem area or need?
  - If a project is self developed, provide a detailed description of your data gathered, tests conducted, and feedback from participants.
5. **Report of Results**
  - Results, conclusions, and feedback from your project data report
  - Observations that provide information for feedback.
6. **Future work in This Area**
  - What future refinements and work need to be done in the area of ministry in the months and years ahead?
  - Building on your project what would you like others to pursue in the future?
  - Will you do further work and refinement in this area of ministry?

# PROJECT PROPOSAL FORM

Doctor of Ministry Program

Olivet University

SUBMIT TO MENTOR AND THEN D.MIN. DIRECTOR

<i>Name</i>		<i>Date</i>	
<i>Student ID</i>		<i>Email</i>	
<i>Address</i>		<i>Phone</i>	

**Mentor** \_\_\_\_\_ **Preferred Language** \_\_\_\_\_

**Area of Study:** (choose one)

General Pastoral Ministry

Intercultural Ministry

Campus Ministry

Other (please specify) \_\_\_\_\_

## 1. Project name and purpose

<i>Name</i>	
<i>Purpose</i>	

## 2. Need this project will address

--

**3. Target group to whom this project will minister**

--

**4. Project objectives**

<i>For participants</i>	
<i>For the Candidate</i>	

**5. Project approach and/or method (i.e. How do you propose to conduct this project?)**

--

**6. Anticipated timeline for doing this project, exclusive of writing report**

--

**7. Theological rationale outline: (please list Bible passages that support Theology of this project)**

--

**8. Theoretical Presupposition Outline (What theories will be studied and evaluated?):**

--

**Initial Theoretical/Methodological Library Sources candidate will consult during research (at least six):**

--

**9. Other pertinent comments, issues, thoughts of candidate about the proposed Project.**

--

**Candidate** \_\_\_\_\_  
*(sign)* *(date)*

**Mentor** \_\_\_\_\_  
*(sign)* *(date)*

**Director** \_\_\_\_\_  
*(sign)* *(date)*

## **Schedule – Doctor of Ministry - Final Paper – Graduation**

### **Month**

**May - D. Min. Candidate Prepares:**

**– Expect to Graduate (ETG) Next June Form  
(with Mentor Approval)**

**- Phase 2 Complete –**

- Spiritual Autobiography**
- Foundation Papers**
- D. Min. Project Proposal**

**June – D. Min. Committee Approves ETG Form**

**September – D. Min. Project data Gathering – Complete**

**October / November – D. Min Colloquium – Oral Report**

**January / February – Mentor approves – Final Paper**

**March 1<sup>st</sup> – Final Paper and English Summary – Filed  
With D. Min. Committee**

**April 1<sup>st</sup> – Comments from Committee to Candidate/ Mentor**

**April 20<sup>th</sup> – Oral Defense**

**May 15<sup>th</sup> - Final Paper with Changes Complete**

**June – D. Min. Degree Awarded**



**Olivet University**

**Academic Catalog**  
**Certificate in English as a Second**  
**Language**  
**Supplement**  
***2011-2012***

## **Table of Contents**

INTRODUCTION TO SUPPLEMENT .....	3
CERTIFICATE IN ENGLISH AS A SECOND LANGUAGE PROGRAM ....	4
ADMISSIONS PREREQUISITES .....	5
GRADUATION REQUIREMENTS.....	7
FEEES AND PAYMENT.....	8
CURRICULUM .....	9
COURSE DESCRIPTIONS.....	10

## **INTRODUCTION TO SUPPLEMENT**

Olivet University is pleased to offer the Certificate in English as a Second Language program through Olivet College of Language Education (OCLE). This supplemental document contains information about the specific requirements for this certificate program at Olivet University.

The contents of this supplemental document should be used in conjunction with the policies found in the Academic Catalog of the year the student enrolled in his or her academic program. When conflicting, the policies contained within the Supplement will take precedence in all cases.

## **CERTIFICATE IN ENGLISH AS A SECOND LANGUAGE PROGRAM**

The ESL Program upholds the Mission, Vision, Values, and Goals of Olivet University. Particularly the ESL Program contributes to the University's goal of equipping students with the practical skills to preach the Gospel effectively into and after the 'network generation.'

Effective writing, speaking, and critical thinking skills are central to Olivet university's mission and the hallmark of an educated person. The program stresses all aspects of English: speaking, pronunciation, listening, reading, vocabulary, and writing.

### **Olivet offers two ESL programs:**

1. ESL classes for matriculated international students are open only to students who are conditionally admitted to the University and need to improve their English skills.
2. Intensive English classes are offered according to the needs of the students. Individuals taking this course may not enroll in OU degree programs.

### **Program Objectives**

In the context of Olivet University's mission, completion of the ESL program will:

- Develop the student's ability to conduct complex research projects using English as their secondary language.
- Improve usage of verbal and auditory skills within an American college setting
- Enable students to function within the American culture to pursue further education in English.
- Point out areas for further development and refinement of English communication skills.

# ADMISSIONS PREREQUISITES

## Application Requirements

Students seeking Olivet's certificate program admissions must submit the following application requirements:

1. Completed Application Form
2. Application Fee (\$100, non refundable)
3. Statement of Financial Support

## English Requirements for International Applicants

There is no minimum English requirement for international students because the University offers ESL (English as Second Language) classes. We are strongly committed to the goal of helping students succeed in their academic classes while working to improve their English throughout their academic careers.

However, all newly enrolled international students for whom English is not a primary language are required to participate in proficiency testing for course eligibility and placement purposes prior to the commencement of studies according to the guidelines. Exceptions to this requirement include international students who can prove English language proficiency by meeting one of the following conditions:

- A minimum TOEFL (Test of English as a foreign language) score of 500 (paper-based), or 173 (computer-based), or 60 (Internet-based)
- A minimum IELTS (International English Language Testing System ) score of 4.5
- A minimum TOEIC (Test of English for International Communication) score of 585
- The student is from a country where English is the official language
- The student received an undergraduate or graduate degree from an English-speaking college or university

High school transcripts of students who have graduated from an English medium secondary school may also be reviewed to determine if the student must participate in proficiency testing.

If an applicant recently earned a baccalaureate degree from a recognized institution where English was the language of instruction, he or she may submit a written request to the Admissions Committee explaining why he or she should

be excused from taking the TOEFL, IELTS or other valid standard tests. The Admissions Committee will make the final decision on whether or not the applicant is excused from taking a language exam.

All students who do NOT have official TOEFL, IELTS, or other valid standard test scores need to take the Olivet Language Studies Proficiency Test (OLSPT), offered during the Evaluation Testing period before the start of each quarter. The specific dates and times of the entrance exams will be emailed to students after they are enrolled in the university.

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

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

### **Transfer of Credit Policy**

No transfer credit is granted for Certificate programs.

## **GRADUATION REQUIREMENTS**

1. Pass a total of 58 quarter hours
2. Receive a passing mark for all Christian Service and Chapel requirements.
3. Maintain a 3.00 (B grade point average) in all classes.
4. Satisfy all financial responsibilities to the university

*A certificate will be given at the completion of the program.*

### **Time Limits**

The program requires three quarters of study, or may be completed over a longer period, up to a maximum of three years without special permission from the director.

## FEES AND PAYMENT

### Certificate in ESL Students

Application Fee	100.00
Tuition (per hour)	230.00
Technology Fee (per quarter)	30.00
Certificate Replacement	30.00
Transcripts (per copy)	5.00
Expedite Service Fee	25.00
Transcript Mailing/Faxing Fee	Check MyOlivet for specific fee.

## CURRICULUM

<b>CERTIFICATE IN ENGLISH AS A SECOND LANGUAGE PROGRAM</b>	<b>Minimum: 58</b>
--	--------------------

<b>Beginner Level</b>		<b>18</b>
<b>Foundation</b>		<b>(14)</b>
OL010	Multi-Skills I	4
OL011	Multi-Skills II	4
OL020	Independent Lab I	2
OL030	Beginner Vocabulary	4
<b>Distribution (Choose one course from options below)</b>		<b>(4)</b>
OL031	English Grammar	4
OL032	English Grammar in Chinese	4
OL033	English Grammar in Korean	4

<b>Intermediate Level</b>		<b>18</b>
OL040	Independent Lab II	2
OL050	TOEFL preparation	4
OL060	Oral Communication Skills	4
OL061	Reading and Writing Skills	4
OL062	Intermediate Vocabulary	4

<b>Advanced Level</b>		<b>18</b>
OL070	Independent Lab III	2
OL071	Career Communication Skills	4
OL072	ESL Bible	4
OL073	Advanced Vocabulary	4
OL080	Academic Skills Workshops	4

<b>Intermediate &amp; Advanced Level</b>		<b>4</b>
OL063	Pronunciation	4

## COURSE DESCRIPTION

### Beginner level:

#### **OL010 Multi-Skills I (4)**

The Multi Skills course is setup in 2 parts. The course focuses on improving student in pronunciation speaking, listening comprehension, and reading skills.

#### **OL011 Multi-Skills II (4)**

The 2nd part of the Multi Skills course emphasizes on grammar and its contexts. Students also focus on expanding vocabulary and mastering fluency.

#### **OL020 Independent Lab I (2)**

Advisory: Concurrent enrollment in at least one ESL course.

Students are open to self paced instructions that cater to individual styles of learning. Self Study Materials assist students with developing their English skills in all aspects of listening, reading, and speaking. Students must complete 30 hours of work to earn 1 credit.

#### **OL030 Beginner Vocabulary (4)**

Students expand the use and knowledge of vocabulary through this course. Proper use and choice of words are emphasized through newly learned vocabulary words and pronunciation exercises.

#### **OL031 English Grammar (4)**

Advisory: Class will be conducted in English. Should be taken by ESL students whose native language is neither Chinese nor Korean.

The study of grammar is important for accurate English. This course is designed to introduce ESL students to the study and review of English grammar, along with written and oral practice.

#### **OL032 English Grammar in Chinese (4)**

Advisory: Class will be conducted in Chinese. Should be taken by ESL students whose native language is Chinese.

The study of grammar is important for accurate English. This course is designed to introduce ESL students to the study and review of English grammar, along with written and oral practice.

#### **OL033 English Grammar in Korean (4)**

Advisory: Class will be conducted in Korean. Should be taken by ESL students whose native language is Korean.

The study of grammar is important for accurate English. This course is designed to introduce ESL students to the study and review of English grammar, along with written and oral practice.

**Intermediate level:**

**OL040 Independent Lab II (2)**

Advisory: Concurrent enrollment in at least one ESL course.

Students are open to self paced instructions that cater to individual styles of learning. Self Study Materials assist students with developing their English skills in all aspects of listening, reading, and speaking. Students must complete 30 hours of work to earn 1 credit.

**OL050 TOEFL preparation (4)**

The course assists students in preparing for the TOEFL (Test of English as a Foreign Language) exam. Through test taking tips, practice tests, and exercises, the course can help improve scores and familiarity with the exam.

**OL060 Oral Communication Skills (4)**

The course places students in academic settings to perform exercises in speaking, listening, public speaking, conversation, and presentation skills.

**OL061 Reading and Writing Skills (4)**

The premise of this course is that reading and writing are interwoven and inextricable skills. Good readers write well and good writers read well. Therefore, integrated reading and writing skills will be the focus of this course. Students are further trained in reading and writing skills through reading academic texts and written assignments. The course expects students to work at the standard American university level with use of new vocabulary.

**OL062 Intermediate Vocabulary (4)**

Students continue to expand vocabulary from the Beginner's Vocabulary OL030 course. Proper use and choice of words are emphasized through newly learned vocabulary words and pronunciation exercises.

**Advanced level:**

**OL070 Independent Lab III (2)**

Advisory: Concurrent enrollment in at least one ESL course.

Students are open to self paced instructions that cater to individual styles of learning. Self Study Materials assist students with developing their English skills in all aspects of listening, reading, and speaking. Students must complete 30 hours of work to earn 1 credit.

**OL071 Career Communication Skills (4)**

Prerequisite: Eligibility is determined by the ESL assessment process.

Students are given opportunities to enhance their oral communicative skills through ministry preparatory work and situations. Through the experience, students apply language patterns into occupational environments. In addition, intensive work in pronunciation helps students communicate more effectively with instructors, classmates, supervisors, and co-workers.

**OL072 ESL Bible (4)**

Prerequisite: Eligibility is determined by the ESL assessment process.

This course emphasizes on improving oral communication skills and pronunciation based on the selected Bible passages. Basic Bible knowledge will be also taught.

**OL073 Advanced Vocabulary (4)**

This course is to help students expand their vocabulary range by showing students how to make the best use of the information in dictionaries, on how to incorporate words to one's lexicon, and on how to make the right word choices. Emphasis on the vocabulary growth and pronunciation and newly learned vocabulary words.

**OL080 Academic Skills Workshops (4)**

Prerequisite: Consent of Program Director.

These short workshops can be adapted to fit particular needs of specific groups of students, e.g. from a certain discipline or from a particular language background. Courses may be developed in cooperation with a University department. Typical offerings include pronunciation improvement for groups, and language and orientation courses for students in the fields of business, economics, and journalism.

**Intermediate & Advanced:****OL063 Pronunciation (4)**

Prerequisite: Eligibility is determined by the ESL assessment process.

This course trains students to enhance listening skills and become more fluent and comprehensible in English through active practice activities. The course may include reading and oral presentations from a variety of sources in music, poems, literature, and short stories. Students will work on stressing sentences, liking/intonations, and a variety of listening/speaking exercises.