



OAK VALLEY
COLLEGE

July 1, 2018 - June 30, 2020
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The catalog covers the College degree program, policies, and services. Other programs may be listed in a catalog addendum.

Oak Valley College
404 N. 7th St, PO Box 787
Colton, CA 92324

info@oakvalleycollege.org www.oakvalleycollege.org

909-554-3814

General Information

Oak Valley College - Live. Learn. Grow.

Oak Valley College equips students to live, learn, and grow in their faith, service, and calling through a rigorous, practical, and debt-free liberal arts business education framed by a Christian worldview.

Oak Valley College offers a Bachelor of Arts in Business, providing a holistic education, teaching students critical thinking, creative problem solving, communication, analytical, and business skills.

Christian teaching, principles, and service are reinforced throughout the program. Lessons challenge students to serve others and apply a Christian worldview in their daily lives.

Focused, practical, and personal

Oak Valley College offers high-quality interdisciplinary education, including courses in entrepreneurship and management. Students learn from real-world case studies, individual and group projects, and assignments designed to prepare them for careers in business, nonprofit management, or the ministry.

Foundation in the liberal arts

As a liberal arts college, students gain an appreciation for the pursuit of knowledge and lifelong learning. Following in the path of today's best teaching colleges, Oak Valley College offers small class sizes where students receive personal attention from professors who are dedicated to teaching undergraduates.

Mentoring with Christian Leaders

Students engage with Christian mentors who are leaders in business, ministry, nonprofits, and government. These professionals share their experience with students and guide them to explore a variety of career options.

Launch Pad

The Launch Pad is an immersive practical program where students develop a new product or service for a business, nonprofit, or ministry. But more than that, this multi-semester, multifaceted experience teaches students how to approach and manage a complex project using proven strategies and approaches.

Discipleship and integration of a Christian worldview

Students explore Christian teaching, the application of Christian principles in everyday situations, and a commitment to serve. Theology courses help frame a deeper understanding of the Christian faith, while other courses provide lessons on faith integration.

Program Learning Outcomes

Oak Valley College achieves its mission when students master the following disciplines.

1. **Critical thinking** - Identify, analyze, and evaluate alternative solutions to a wide range of common problems by presenting reliable, valid, and logical arguments
2. **Creative problem solving** - Develop entrepreneurial solutions recognizing varying points of view to create innovative approaches to common challenges
3. **Communications** - Present arguments in a professional manner and collaborate with others and in teams, using relevant research, quantitative and qualitative data, and sound reasoning in oral and written work
4. **Theological and spiritual growth** - Articulate biblical themes, applications, and historical perspectives that support and reflect a Christian worldview. Adopt Christian principles and the application of those principles to act ethically and morally in the workplace and community
5. **Lifelong learning and liberal arts** - Pursue scholarly excellence and translate that discipline to support career, community, and family decisions
6. **Business Core Competencies** - Demonstrate skills to perform standard functions in a business setting

These program outcomes are measured each semester and provide the backdrop for ongoing assessment and continuous improvement at the College.

Faculty, staff, and administration at Oak Valley College commit to:

1. Establish and enforce standards of excellence
2. Prepare the highest quality courses
3. Teach students to meet specific learning objectives aligned with the college mission, vision, and values
4. Provide individual attention to students
5. Help students grow in their knowledge
6. Apply Christian principles and service
7. Build a community of learning
8. Support a holistic educational experience
9. Use real-world work projects and case studies
10. Continuously improve operations and planning
11. Help students become active Christian disciples
12. Establish rigorous criteria to measure student learning outcomes
13. Provide resources to help students pursue personal goals
14. Create a space for students to express ideas without fear
15. Inspire academic experimentation to test theories
16. Inspire students to consider the larger world around them
17. Encourage students to do their best work

Disclosures

Oak Valley College is located at 404 N. 7th Street in Colton, California. Contact info@oakvalleycollege.org to schedule a tour. Visiting campus is not a condition for admission.

The Oak Valley College catalog is published annually in the spring. The catalog covers the academic year - July 1 through June 30. Prospective students and other interested parties may download the catalog, including addendums at www.oakvalleycollege.org. Request a copy - info@oakvalleycollege.org, by phone at (909) 554-3814, or in person at 404 N 7th Street, Colton, CA 92324. Oak Valley College is a private nonprofit college. The Bureau of Private

Postsecondary Education (BPPE) grants approval to operate the college in the State of California.

Notice to Prospective Degree Program Students – This institution is provisionally approved by the Bureau of Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation by March 2018 and full accreditation by March 2021.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Institutional Representative Initials _____ Student Initials _____
Date _____ Date _____

Oak Valley College programs are not accredited by an accrediting agency recognized by the United States Department of Education. Students are not eligible for federal financial aid programs. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment, including, but not limited to, positions with the State of California.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400,

Sacramento, CA 95833 or PO Box 980818. West Sacramento, CA 95798-0818. Telephone (888) 370-7589 and (916) 445-3427 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the BPPE by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the BPPE website at www.bppe.ca.gov.

Oak Valley College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, 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.

Students have the right to privacy of certain information. Oak Valley College maintains permanent records for its students. The following is considered public information and may be released or published without the student's consent: student name, date, and place of birth; major field of study; dates of attendance; degrees, honors, and awards received; most recent educational institution attended; campus address and telephone number and student assigned email address; home address and telephone number; cell phone number; participation in special academic, athletic, and recognized activities and programs, and class level.

Academics

Oak Valley College offers a liberal arts education with career-oriented coursework in business. Christian principles and teachings provide character education and the backdrop to pursue ethical, moral, and spiritual leadership. The value and objective of an Oak Valley College degree is to learn to apply God-given talents in the professions and be able to apply spiritual lessons to approach life, work, and service in a holistic manner.

Practitioner faculty at Oak Valley College approach teaching through the application of real-world case studies and projects. Faculty also disciple students to integrate Christian principles into

their professional and personal lives. For example, a professor may help students learn how to make career decisions that align professional and spiritual priorities, how to integrate Christian service into daily routines or workplace decisions, and how to avoid conflicts that may place them in compromising positions.

Oak Valley College prepares students to apply their education to a variety of professional opportunities. A degree is not designed to prepare students for employment in a specific occupation (e.g. accounting or financial planning) and does not take the place of specific technical education, certifications, or on-the-job training.

Objectives

Freshman and sophomore level courses provide a well-rounded education to develop confidence, independent learning, and specific skills (college-level critical thinking, writing, communication, and quantitative skills). Students are carefully monitored and supported in preparation for upper-division coursework at the junior and senior level.

Course learning outcomes are established and measured through examinations, homework assignments, presentations, projects, and other deliverables.

Juniors and seniors take more major courses to develop higher-level problem solving skills, while they explore specific business disciplines. They synthesize their knowledge, skills, and abilities through the Launch Pad Project, where students apply these skills to a business, nonprofit, or ministry project to demonstrate how their skills have developed.

Specifically, through the Launch Pad students:

- Address a well-defined business challenge
- Identify the needs of key stakeholders
- Outline scope of work required to complete the project
- Articulate tangible benefits attributable to the project
- Evaluate risks/rewards and costs/benefits
- Describe mission, culture, and competitive landscape

- Provide budget and resource requirements
- Meet deadlines

Completing the Degree

To complete the Bachelor of Arts in Business, students must complete 128 units. This includes 64 units of general education and 64 units in the major. A typical student will complete the degree in less than three years (8 semesters - 32 months). See Academic Standards for additional requirements.

General Education

General education courses expose students to the liberal arts, helping them develop critical thinking, communication, and quantitative skills, and the grounding to prepare them for more advanced coursework and the major.

Area	OVC Course	Skills Development
HIST	Early American History	Appreciation of history, critical thinking, reasoning, and communication skills.
FWS	Freshman Writing Seminar	Writing and research skills, including the ability to think critically and develop and construct arguments.
HS	Humanities Seminar	Appreciation for art, history, culture, and its influence on society.
PHIL	Philosophical Roots of Western Civilization	Reasoning, critical thinking, communication skills, logic, and history.
ECON	Econ Principles and Econ Analysis	Knowledge of capital markets, economic theory, ability to apply economic reason to decision-making, analytical skills.
GOV	American Government and Politics	History, government, political discourse, democratic values, social justice, laws, ethics, and society
SCI	Scientific Principles and Practice	Scientific methodology, reasoning, critical thinking, analytical, and communication skills
MATH	Math for Economics	Math, quantitative reasoning, problem-solving, and analytical skills

THEO	Four courses	Critical thinking, religious practice, theological arguments, history, ethics
INT	Interdisciplinary seminars	Interdisciplinary coursework providing critical thinking, analytical, and communication skills
LIT	Literature	Culture, writing, and critical thinking

Business Major

The Business Major prepares students for leadership and management skills to pursue careers in private business, nonprofits, or ministries.

The major emphasizes entrepreneurship as students learn how to transform a good idea into a successful product or service. In addition, students learn effective approaches to management decision-making, including leadership principles.

Professors in the major are professionals with business experience. They provide students with insights into how to lead organizations without compromising Christian values.

The Business Major consists of 16 four-unit courses (64 units):

1. Entrepreneurship and Business Development
2. Marketing Principles and Practice
3. Financial Accounting and Reporting
4. Organizational Psychology
5. Business Communication
6. Managerial Finance
7. Business Law and Ethics
8. Marketing Plan Development
9. Statistics and Data Analysis
10. Project Management Principles and Practice
11. Human Resource Management
12. Leadership
13. Operations Management
14. Launch Pad - Business Planning and Strategy
15. Launch Pad - Ideation and Design Thinking
16. Launch Pad - Implementation and Analysis

Academic Calendar

2018-2019 Academic Year	Date (subject to change)
New Student Orientation	August 31, 2018
First day of class (Fall)	September 3
Thanksgiving Break	November 17 - 25
Last day of classes	December 13
Finals	Week of December 17
First day of class (Spring)	January 7, 2019
Spring Break	February 23 - March 3
Last day of classes	April 18
Finals	Week of April 22
First day of class (Summer)	May 6
Summer Break	June 29 - July 7
Last day of classes	August 15
Finals	Week of August 19

Student Life and Services

Student services make up a critical component of campus life and help students achieve their professional, personal and spiritual goals. The College provides access to career development, mentoring, and other services outlined below.

Housing Services

Oak Valley College does not maintain its own housing, but referrals are available. Renting a room or apartment near campus ranges from \$300 to \$950. For information and to request support, contact info@oakvalleycollege.org or 909-554-3814.

Classroom Facilities

The College maintains traditional classroom facilities at 404 N. 7th Street in Colton. Classes include tables and chairs, projection screens, and whiteboards. Students are instructed utilizing a combination of lectures and classroom activities. Students will be required to make classroom presentations and work within groups on projects and case studies.

Community Service

Students are required to participate in community service or be actively involved in a service club, church, or a nonprofit organization. Community service may be paid or voluntary.

Library Services

Oak Valley College utilizes library services from the Gateway Seminar in Ontario. The library is 12 miles west of campus. Students have access to both physical and online resources, including academic journals and databases. Students must follow Library policies.

Academic Advising

Students meet with their academic advisor at least once during the semester prior to midterms. The advisor helps students understand specific course requirements and expectations. The advisor ensures academic plans and progress are maintained, and the student is aware of any potential problems meeting graduation requirements. Students may select an advisor.

Technology Resources

The College maintains a learning management and student information system, Populi, for student registration and records, and to facilitate online discussions, grading, and collaboration. Online grades and other important information are available to support student learning. Students must have access to a computer with Microsoft Office Professional, Google Docs, or other productivity suite.

Career Services

Career services are offered regularly to guide students through the phases of career planning and development. Self-assessment tools, occupational resources, networking programs, and workshops help students explore career options and determine specific career goals. Additional services include mock interviews, strategies for conducting successful job searches, résumé writing

support, and field trips to businesses. The college has helped several students identify, apply for, and secure part-time jobs.

Healthcare Requirements and Services

A confidential Medical History Form is required. Students may submit a physical examination form from their physician. The form should include all prescription medications the student is taking and contact information in case of a medical emergency. Oak Valley College does not provide physical exams or health services. Medical facilities are close by the campus. Medical history has no bearing on academic or admission decisions.

The State of California mandates that first-time enrollees who are 18 years or younger provide proof of Hepatitis B immunization. The immunization consists of a series of three vaccinations. Students can receive further information from their healthcare provider or county health department.

Students must supply proof of catastrophic health insurance. Failure to carry insurance may be grounds for dismissal.

Counseling Services

Referrals for counseling services are available to meet personal challenges students may face while in school. Students may experience loneliness and isolation, homesickness, parent/family conflict, difficulty studying, lack of concentration, challenges in interpersonal relations or communication, educational/career concerns, mental issues, depression, or anxiety. Some of these issues may be caused or exacerbated by a medical condition for which the student may need to seek medical treatment. In non-medical cases, the student may access informal counseling services, which include personal consultation with campus administrators, or staff, and support from fellow students.

Admission

Oak Valley College utilizes a holistic approach to the admission process, including:

1. Ability to perform college-level work

2. Alignment with OVC's mission and values
3. Desire to pursue a Bachelor of Art in Business
4. Openness to explore a Christian worldview throughout college life and academics
5. Ability to work well with others

The admission process begins with an online application form, www.oakvalleycollege.org/apply. Interviews are strongly encouraged but not required. Interviews are evaluative. Applicants may be interviewed in person or by phone. The interview helps students understand the degree program, learn about college requirements, and ask questions about course offerings and services. During the interview, a representative will ask how well the applicant understands the OVC mission and culture and whether the applicant feels confident that this mission and culture represent a good fit for the applicant.

Additional admission information, including admission policies and procedures is at www.oakvalleycollege.org/admission.

Oak Valley College, compliant with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) will admit qualified students of any race, color, creed, national and ethnic origin, disability, and sex, to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

International Students & English Requirement

Oak Valley College does not issue student visas. International students must provide translated transcripts. Non-native English speakers must demonstrate English proficiency:

	TOEFL paper	TOEFL computer	TOEIC	IELTS	Cambridge
Scores	550	213	760	6.5	Pass

Enrollment

Once accepted, the applicant is notified by email and must complete an Enrollment Form, signed by the applicant and parent (if under 18). A nonrefundable \$250 deposit is required to enroll. Once enrolled, the student is registered in the entire program and may withdraw at anytime by providing written notice to the Registrar or by emailing info@oakvalleycollege.org.

Financial Matters

Oak Valley College offers grants, which are applied automatically as a discount on tuition. Grants are not loans. No student should dismiss applying to the College because of financial need.

Tuition and fees are modest at Oak Valley College. Most students pay tuition with money earned from a part-time job. However, each student's family should be prepared to provide personal resources to help cover the cost of education and living expenses.

Oak Valley College is not participating in state or federal financial aid programs, and students are not eligible for federal financial aid programs. The college does not provide student loans. Students receiving a student loan from other sources are responsible for repaying the full amount of the loan plus interest, less any refund.

Students must purchase required and optional texts and materials. The costs of these materials varies. Information is provided at least two weeks prior to each semester. Typically, students acquire texts through Amazon or other online bookstores. Used books are acceptable (purchase the correct edition). Additional personal expenses for transportation and living expenses should be considered.

Program Fees

Payable to Oak Valley *	Fees	Description
Tuition (per semester)	\$8,000	Due at start of semester
Deposit (non-refundable)	\$250	Applied to tuition

Equipment	\$0	No special equipment required
In-resident housing	\$0	No housing supplied
STRF (\$0 per \$1000)	\$0	Reduced to \$0 Jan 1, 2015
Uniforms or special clothes	\$0	Not required
Monthly payment plan	\$50	Per semester (optional)
Transfer credit fees	\$0	Transferring school may charge
Official transcript	\$25	Cost to order OVC transcript
Late payment fee	\$30	Per month for late payment
Not paid to Oak Valley*	Estimate	Description
Textbooks	\$400	Per semester
Supplies and materials	\$50	Supplies per semester
Computer/software	\$400	One-time expense
Tutoring	\$25	Per hour
Library	\$30	CSU San Bernardino Library Card
Total Program Expenses*	Estimate	Description
Tuition	\$64,000	Before grants/scholarships
Textbooks	\$3,200	
Computer/software	\$400	
Supplies/materials	\$400	
Library	\$300	

*anticipated expenses - subject to change

Refund Policy and Student's Right to Cancel

Student's Right to Cancel: You, the student, have the right to cancel the Enrollment Agreement and receive 100 percent refund, less the nonrefundable application fee, for a program if notice of cancellation is made by the seventh day after enrollment or you fail to attend any of the class sessions. Your refund includes fees for instruction only. Equipment such as computers, software, books, materials, and supplies or any other goods related to instruction offered in this Agreement is purchased directly by the student, and therefore, is not refundable by Oak Valley College

Cancellation shall occur when written notice of cancellation is delivered to the address of Oak Valley College shown on Page 1 of the Enrollment Agreement. This delivery can be by mail or hand delivery. If the notice is sent by mail, it is effective when postmarked with postage prepaid. If you cancel this Agreement,

Oak Valley College will refund any money that you, the student, have paid, for tuition, within 45 days after your Notice of Cancellation is received.

Withdrawal from Program: You, the student, will have the right to withdraw from a program of instruction at any time. The refund policy for students who have completed 50 percent or less of the course of instruction shall be a pro rata refund. If you withdraw after the period allowed for cancellation of the Agreement, which is the first class session, or the seventh day after enrollment, whichever is later, Oak Valley College will remit a refund, less the nonrefundable enrollment fee of \$250, within 45 days following your withdrawal. You are obliged to pay only for educational services rendered. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction, which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid.

IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY FOR IT.

Hypothetical Refund Example: A student enrolls in a BA degree program. The student notifies the Dean on the midpoint of the semester of his/her intention to withdraw. The tuition and fees charged for that semester are \$8,000. The \$250 nonrefundable deposit is retained by the College, therefore, the tuition and fees applicable to the refund is \$8,000 (tuition and fees) - \$250 (non-refundable deposit) = \$7,750.

The refund schedule, based on the student's date of withdrawal is 50% of the fees will be refunded to the student and 50% retained by the College; 0.50 (fraction from the refund schedule as of the student's withdrawal date) \times \$7,750 = \$3,875 (amount of the fees

refunded to the student). The student retention of the fees is as follows: \$8,000 (amount student paid) - \$4,125 (amount College retains) = \$3,875 (refund). The student in this example is assumed to have paid cash and received no financial aid or grants.

Enrolled or registered students who wish to withdraw either prior to or during the semester are required to complete the Application for Withdrawal. The form should be filed with the Registrar. The form provides for refund of fees, if appropriate, and an automatic withdrawal from courses without penalty (see “The W Grade”). Students should consult their academic advisor prior to submitting their formal Application for Withdrawal.

Billing and Payments

Students receive a bill each semester for their fees. Payments are due on the first of the month prior to the start of the semester (August 1, December 1 and April 1). An optional monthly payment plan is available (\$50 semester convenience fee applies). Late payments incur a \$30 monthly late fee.

Student Tuition Recovery Fund (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans; and
2. Your total charges are not paid by a third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay third party.

You are not eligible for protection from STRF and not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program; or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you

have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you 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:

1. The school closed before completed course of instruction.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the school closure.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed loan program as required by law or to pay or 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 efforts to prosecute, prove, and collect on a judgment against the institution for an Act violation.

Student Conduct

Oak Valley College follows principles of self-governance. While many principles are outlined in specific detail (e.g. Academic Honesty and Honor Code), other areas may be interpreted with some latitude. www.oakvalleycollege.org/studentconduct

Honor Code

The Honor Code provides guiding principles for behavior within the Oak Valley College community. These standards are unique to the College – www.oakvalleycollege.org/honorcode.

Academic Honesty

Integrity of scholarship is to be maintained in an academic community, and academic work is to be completed by the student to whom it is assigned. Professors will exercise care in planning and supervising academic work, so students understand the boundaries of independent academic work.

Students are expected to complete courses in compliance with all the standards outlined in the Catalog and provided by the direction of the professor.

No student shall attempt to receive a grade by means other than honest effort including, but not limited to:

- Procuring, providing, or accepting unauthorized material containing questions/answers for an exam or assignment
- Completing an exam or assignment for or by another student
- Employing aids which the professor prohibits
- Plagiarizing or copying the work of another person
- Working collaboratively when instructed to work independently
- Altering graded assignments or examinations and then resubmitting them for re-grading
- Submitting substantially the same material in more than one course without permission

Violations of Academic Honesty

When a student is suspected of committing a dishonest act, a professor, the Dean, or campus administrator should be informed. More information - www.oakvalleycollege.org/academichonesty.

Statement of Nondiscrimination

Oak Valley College operates in compliance with all applicable federal and state nondiscrimination laws and regulations in conducting its programs and activities and in its employment decisions. The College may be exempt from certain provisions of laws and regulations relating to discrimination on the basis of

religion. Such laws and regulations include:

1. Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, and national origin in the programs and activities of the college. This policy of non-discrimination also complies with Internal Revenue Service Revenue Ruling 71-447 required for maintaining the college's tax-exempt status.
2. Title VII of the Civil Rights Act of 1964, which prohibits employment discrimination based on sex, race, religion, color, or national origin.
3. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of its programs and activities.
4. The Americans with Disabilities Act of 1990 (Public Law 101-336), the purpose of which is to afford the disabled equal opportunity and full participation in life activities and to prohibit discrimination based on disability in employment, public service, public accommodations, telecommunications, and transportation.
5. The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in programs and activities.
6. The Age Discrimination in Employment Act of 1967, which prohibits discrimination against persons aged 40 and over regarding employment decisions.
7. Title IX of the Education Amendments of 1972, which prohibits all forms of discrimination on the basis of sex (including sexual harassment and sexual assault) in programs and activities, except where exemptions have been granted based on religious tenets.
8. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC §1092(f)) ("Clery Act") which requires colleges and universities to disclose information about crime on and around their campuses. This includes recent amendments to the Clery Act under the Campus SaVE Act and Violence Against Women Act, which deals with incidents of sexual assault, domestic and dating violence, and stalking.

I. Nondiscrimination Policy

Oak Valley College opposes unfair treatment of individuals based on race, color, national origin, gender, socioeconomic status, age, disability, or cultural differences whether such treatment is intentional or results from careless or insensitive behavior.

II. Sexual Misconduct Policy

Oak Valley College seeks to maintain a Christian community that provides a place for spiritual growth, work, and study free of all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware that the college is prepared to take action to prevent such intimidation and exploitation and that individuals who engage in such behavior are subject to discipline. "Sexual misconduct" can include sexual harassment, sexual violence, domestic and dating violence, and stalking.

Sexual harassment can vary with particular circumstances, but, generally, it is defined as unwelcome or offensive sexual advances, requests for sexual favors, unwanted or uninvited verbal suggestions or comments of a sexual nature, or objectionable physical contact. This includes suggestions that academic or employment reprisals or reward will follow the refusal or granting of sexual favors, or conduct that unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive work environment.

Sexual violence as used in this policy refers to physical sexual acts perpetrated without the affirmative consent of the parties or where a person is incapable of giving consent and includes, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Incidents of domestic violence, dating violence, and stalking are also processed under this policy.

None of these actions reflect a Christian attitude or commitment and adversely affect the working or learning environment. All forms of sexual misconduct constitute violations of the Honor Code. Any individuals engaging in such conduct may also be

personally liable in legal action brought against them and/or prosecuted for criminal violations.

Pursuant to the procedures set forth in this Policy, the College will thoroughly investigate all reports of sexual misconduct and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is found to have violated this prohibition against sexual misconduct. The reporting student or employee will be informed of the action taken. The appropriate officials will also take action to protect the reporting student or employee to prevent further misconduct or retaliation, and as appropriate, to redress any harm done. A student or employee who feels that he or she has been sexually harassed, assaulted, or the victim of domestic violence, dating violence, or stalking involving sexual assault or sexual harassment may meet with a person officially designated in this Policy to work for resolution in such situation.

Statement on Diversity

Oak Valley College is uniquely situated within a geographic region of great diversity in language, culture, ethnicity, and socio-economic status for the purpose of fulfilling its mission of biblically centered education and service. We believe it is our purpose, therefore, to create an environment in which all believers, regardless of race, color, national origin, gender, age, economic status, or physical ability, can pursue knowledge and personal development as they strive to become all God intends them to be. Visit www.oakvalleycollege.org/diversity.

General Grievance - Procedure

The Student Grievance Procedure ensures that students may present grievances regarding an action or inaction by a member of the College community and that the College has a consistent way of resolving those grievances in a fair and just manner.

This Student Grievance Procedure applies to alleged discrimination on the basis of race, color, religion, gender, age, national origin, or disability as well as problems arising in the

relationship between a student and the College that are not governed by other specific grievance procedures.

Upon request from any student, the Dean will provide guidance about the appropriate system for redress, including but not limited to, counseling or referral to law enforcement.

In cases involving student conduct, the Dean may assemble a committee, inclusive of an disinterested staff or faculty member, and/or another or community member familiar with issues of student conduct. In such cases, the committee shall consist of at least three individuals, not including the Dean. The Dean shall review the facts of the case, including any recommendations and findings of the committee.

Academic Standards

Oak Valley College is on a semester system, which consists of two semesters per academic level (e.g. freshman, sophomore, etc.) Courses carry four units of credit, unless otherwise noted.

Academic Credit and Workload

At Oak Valley College, classes meet 1.5 hours twice a week for 15 weeks (45 hours of classroom instruction). Students are expected to spend an additional 10 hours per week reading, studying, writing, working on projects/labs, and other course activities. Students with average college ability should anticipate earning an average grade (“C”) by attending all class sessions and studying 10 hours per week for each course.

For each four units of credit, students should anticipated 195 hours of work (45 hours of classwork/150 hours outside class). Each course is unique and may require more or less work.

Courses that may be applied to the degree carry course numbering 100-499. Courses numbered 100-299 are lower division. These courses are generally introductory, survey-level courses intended to provide students with an entree to the discipline and prepare for more advanced coursework or study.

Courses numbered 300-499 are designated as upper-division courses. Many of these courses require intermediate or advanced study in the field and ask students to perform higher-level analysis, synthesis, critical thinking, or problem solving.

Course Syllabus

The course syllabus serves as a contract between the professor and students. If you are not provided a syllabus by the first class session, notify the Dean. A syllabus should contain learning outcomes, required text(s), criteria for completing the course (e.g. homework, quizzes, exams, projects, papers, etc.), schedule of meetings, description of content for each class session, grading criteria, and other course requirements. The professor has the latitude to alter the schedule and assignments during the course, but such revisions need to be made known to the students. If major changes are made, a revised syllabus should be provided.

Participation

Although no course grades are based solely on participation, regular participation is critical to ensure interaction between students and professors. Two or more absences in a row, or 10% or more of any course, may be grounds for disciplinary action including warning, suspension, or dismissal. The course syllabus will have participation standards outlined in more detail.

Final Examinations and Projects - Course

Comprehensive final examinations or projects are required for each course. This provides the basis for the student to demonstrate mastery of the core competencies for the course. While it may be mathematically possible to pass a course without completing a final exam or project, the professor must give a failing grade for failing to complete the final exam or project.

Professors are asked to return all graded projects to students after final grades are submitted. Professors may retain comprehensive final exams so that students do not share exam questions with students in future courses. When a professor does not return a final exam, he/she is to retain the final exams, in

their entirety, for at least one semester and provide access to the graded exams in case a grade dispute arises.

Launch Pad Project

A comprehensive final project, The Launch Pad, must be completed and the student must earn a 2.0 or higher in each of the three courses in order to earn the degree.

Comprehensive Final Examination - Program

A comprehensive final examination is administered during the final semester of the program. This exam covers both general education and major coursework. In areas where student's knowledge is identified as deficient, he/she may be asked to complete extra work to demonstrate proficiency in the area.

Honors

The Dean's List recognizes students who are in good standing and maintain a grade point average of 3.5 or above in 16 graded units for any given semester. Students may receive honors in the major by defending a Launch Pad Project to an honors committee. Specific requirements are outlined by the committee.

Grading Policy

Letter grades (A-F) are provided for each course completed. Professors should communicate expectations and grading criteria in each course. The syllabus should include a rubric for how grades are determined. It is ultimately the student's responsibility to seek guidance from the professor if criteria seems unclear.

Grade	Grade Points						
A	4	B	3	C	2	D	1
A-	3.7	B-	2.7	C-	1.7	D-	.7
B+	3.3	C+	2.3	D+	1.3	F	0

Grade Point Average - Degree Requirement

To apply units of a course to the degree, a student must earn a passing grade (.7 or higher). A cumulative Grade Point Average of 2.0 in the major and overall in all coursework applied to the degree is required for graduation. The grade point average (GPA) is computed by dividing the total number of grade points earned by the total unit value of letter-graded courses completed. Retaking a course for a higher grade may be allowed only in order for a student to meet the required minimum GPA for graduation.

Student Copy of Final Grades

At the end of each term, grades will be posted on Oak Valley College's learning management system. Grade reports may also be mailed, upon request. Grades will usually be available ten working days after the end of final examinations. Students should examine their record for accuracy and report any omissions or errors to the Registrar.

Grade Appeals

Grades are often subjective in nature and students and professors may differ in the interpretation of the quality of work that has been completed. These differences do not, in and of themselves, represent grounds for appealing a grade, and the student should respect the professor's latitude in grading.

Where a student has evidence that a miscalculation has occurred, work was not properly recorded, or nonacademic criteria was used in determining a grade, an appeal should be filed - www.oakvalleycollege.org/gradeappeals.

Student Petition

In exceptional circumstances, students may request approval for variances to regulations and policies (e.g. petition for alternative to taking a final examination due to illness or extended absence). This should be done by filling out a Student Petition and securing approval from the Dean, professor, and Registrar.

Course Waivers

Students in good standing may petition to waive a required course. For students with a background in a subject area, the course waiver allows the flexibility to pursue additional elective or major work. A challenge exam or project may be required. The student must demonstrate mastery of the core competencies for the course. A waiver may not be granted for a course where the student has earned a grade of D, F, I, or NP. Students must pay a non-refundable \$250 fee to administer a challenge exam or evaluate a project. Students who are denied a waiver may not petition to waive the course a second time.

Incomplete Coursework

For students conducting research or involved in an independent project, the Incomplete “I” grade provides a means by which a course may extend over more than one term without a grade being assigned.

A student whose work is incomplete for good cause, such as illness, may also request an “I” grade. His/her request must be accompanied by documentation, such as a doctor’s note, with a specific date when he/she intends to complete the work.

To initiate the “I” grade at any time during the semester, the student and professor agree to the terms for completing the coursework and file a petition with the Registrar (Incomplete Grade Request Form). The professor may approve or decline the request. Students must complete the work to remove the “I” on or before the date agreed upon. Students requesting an “I” grade during their last term before graduation may have their graduation date delayed.

Withdrawing from a Course

A student may withdraw from a course, without penalty, before the end of the sixth week of the semester. No entry for the withdrawn course appears on the transcript.

If a student withdraws after the sixth week and before the end of the 10th week of the semester, the Registrar assigns a “W” grade.

If a student withdraws after the 10th week of the semester, he/she receives a final grade reflecting the grade that was earned based on work completed (e.g. “W/F” the student earns an “F”).

Temporary Leaves-of-Absence and Withdrawals

Students in good academic standing may take a leave-of-absence for one or two semesters by submitting a form with the Registrar. Students on leave are eligible to continue their studies without being readmitted to the College. When a student returns to the College, he/she should contact the Registrar for registration no later than four weeks prior to the semester.

Students who wish to withdraw permanently from the College or plan to be absent for longer than two semesters should submit a Request for Withdrawal with the Registrar. Students wishing to return to the College after withdrawing must consult with an academic advisor and petition for readmission to the College. Students must adhere to the graduation requirements in effect at the time of readmission as outlined in the current Catalog.

If a student fails to return to the College after two semesters following an approved withdrawal or leave-of-absence, he/she will be dismissed and must petition for re-enrollment.

Probation and Dismissal

A student who completes a semester with cumulative grade point average (GPA) below 2.0 is placed on probation.

Once a student is placed on probation, a notation shall be placed on the student’s record, and he/she must complete the following semester with a cumulative GPA of 2.0 or better to be removed from probation. Failure to achieve that standard may be grounds for dismissal from the College.

A student may petition the Academic Review Board (ARB) to contest the dismissal. In order for the petition to be considered, the student must identify the cause for the poor performance and articulate how he/she will overcome those issues.

Disqualification from further registration may also be applied for students who do not complete 16 units in any two consecutive semesters. Students may file for an exemption by completing a Part-Time Study Application. Part-time students need to state the reason for registering for less than a full load.

Finally, students who have been found guilty of a serious academic integrity or student conduct violation (including violation of the Honor Code) may be placed on probation or dismissed. A notation will be placed on the student's record.

Repeating Courses

Repeating courses is allowed subject to the following limitations:

- Repeating a course for which a grade of A, B, C, I, or P is recorded is not allowed, except where a student needs to fulfill a graduation requirement (see Grade Point Average - Degree Requirement)
- Repeating a course for which a student's transcript bears two or more entries with grades among D, F, or NP will require approval of the ARB and the course professor.

The first 16 units of courses that have been repeated, and for which a grade of F is earned, shall not be used in grade-point calculations. Although the grade-point average will not include repeated courses, other institutions and graduate programs may recalculate the grade-point average.

Transferability of Credits

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Oak Valley College is at the complete discretion of an institution to which you may seek transfer. Acceptance of the Bachelor of Arts degree you earn

in Business is also at the complete discretion of the institution to which you may seek to transfer. If the Bachelor of Arts degree that you earn at this institution are not accepted at the institution 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 Oak Valley College to determine if your Bachelor of Arts degree will transfer.

Academic Residency and Transfer Credit

Due to the nature of the cohort model of education at Oak Valley College, students are expected to complete all coursework (128 units) at Oak Valley College. Only by exception may transfer credit be awarded and applied to fulfill degree requirements.

Experiential Learning

There is no provision for credit for prior experiential learning.

Auditing Courses

Students may audit a course in order to examine topics of interest. Explicit permission of the professor teaching the course and a non-refundable audit fee of \$750 must be paid. Students who audit a course are required to follow College policies and are not allowed to waive the course or request a grade, retroactively.

Transcripts

Official transcripts of a student's records bear the seal of the College. Transcript requests should be directed to the Registrar. Transcripts are not issued until the student has made a written request and has made satisfactory arrangements with the Student Accounts Office in regard to payment of all College bills and fines.

Course Descriptions

ACCT 301 Financial Accounting and Reporting (4 units)

Learn the accounting process and develop skills necessary to evaluate an enterprise's financial position and its operating,

investing, and financing activities. Attention is given to review practical accounting situations, examine financial statements, and learn generally accepted accounting principles (GAAP).

BUS 202 Marketing Principles and Practice (4 units)

Learn the principles and practice of marketing goods and services to consumers. Topics include product, promotion, placement, and pricing strategies. Upon course completion, you should be able to apply basic marketing principles to management decision-making.

BUS 203 Human Resource Management (4 units)

Examine job requirements, recruitment, selection, retention, performance management, and regulatory functions.

BUS 204 Entrepreneurship and Business Development (4 units)

Learn how entrepreneurs convert ideas into products and services, and ultimately, into a business enterprise. Attention is given to examine the lifecycle of products and services, including testing, market analysis, competitive advantage, and start-up challenges.

BUS 301 Business Communication (4 units)

Develop writing and presentation skills for business, including proposal and report writing, business presentations designed to inform and persuade, leadership and crisis communication, and other communication techniques used in a business setting.

BUS 304 Business Law and Ethics (4 units)

Examine common legal framework concerning business, including nonprofits. Topics include corporate governance, intellectual property, financing the business, liability, contracts, personnel, and other legal concerns. Attention is on management decision making, not technical legal issues.

BUS 306 Statistics and Data Analysis (4 units)

Learn to apply basic concepts of data collection, exploratory data analysis, and statistical inference, including common graphical

and numerical data summaries, confidence intervals, and hypothesis testing..

BUS 307 Managerial Finance (4 units)

Explore the role of managerial finance within a firm. Learn to analyze financial statements, prepare cash flow projections, and apply financial planning tools. Topics include time value of money, interest rates, risk and return, stock valuation, cost of capital, capital budgeting and other tools.

BUS 401 Marketing Plan Development (4 units)

Learn to apply marketing principles and research for management decision-making and the creation of an integrated marketing plan.

BUS 402 Leadership (4 units)

Examine leadership principles and practice, including individual leadership roles, examples, and standards.

BUS 403 Project Management Principles and Practice (4 units)

Develop a disciplined approach to plan and manage a project from inception to closeout.

BUS 404 Operations Management (4 units)

Explore the processes and systems required to run operations for a business, nonprofit, or ministry. Analyze best practices and approaches to ensure good system design and how to best manage the supply chain to support an enterprise.

BUS 405 Launch Pad - Strategy and Planning (4 units)

Explore strategic planning, control, change management, and leadership.

BUS 406 Launch Pad - Ideation and Design Thinking (4 units)

Learn techniques for improving the flexibility and originality of thinking and explore design thinking approaches used to create and sustain high levels of innovation.

BUS 408 Launch Pad - Implementation and Analysis (4 units)

Prepare the launch of a new product or service to address a strategic business goal.

ECON 101 Economic Principles and Practice (4 units)

Learn supply and demand, markets, resource allocation, and other common economic principles. Attention is given to explain how decisions influence individual economic behavior.

ECON 201 Economic Analysis (4 units)

Examine microeconomic concepts and theories of the firm, individual behavior, competition, and the application of economic principles to decision-making.

FWS 101 Freshman Writing Seminar (4 units)

Develop writing skills to inform, persuade, and influence others. Academic writing approaches using research, analysis, critical thinking, and synthesis.

GOV 201 US Government and Politics (4 units)

Introduction to the US Constitution, government and political systems, and power struggles during the Founding through current federal and state government systems, civil liberties, and democratic ideals.

HIST 101 Early American History (4 units)

Examination of the history of the Colonies leading up to the Constitutional Convention.

HS 301 Masterpieces of Western Art and Music (4 units)

Develop an appreciation for Western art and music, including the historical and cultural implications of the works studied.

HS 302 Humanities Seminar (4 units)

Examine Western culture and society through literature.

INT 301 Transitions - Career, Relationships, and Faith (4 units)

Examine personal financial planning, marriage, family dynamics, and missional living principles.

LIT 101 Biblical Themes in Literature (4 units)

Explore Bible themes found in English literature.

MATH 101 Math for Economics (4 units)

Review practical business math and its application to everyday situations. Many economic relationships can be summarized and manipulated mathematically. This course creates a foundation for advanced coursework in economics and other advanced quantitative courses.

PHIL 101 Philosophical Roots of Western Civilization (4 units)

Introduction to the philosophical roots of Western civilization, including the major philosophies of ancient and modern world.

PSYC 101 Organizational Psychology (4 units)

Review the latest theories and application of organizational psychology. Examine how individuals are motivated within an organization. Explore team and group dynamics and approaches to improve organizational performance using applied principles.

SCI 201 Scientific Principles and Practice (4 units)

A general introduction to the practice of science with an overview of the scientific method and process, particularly within the context of observation-driven investigations.

THEO 101 Old Testament Survey (4 units)

Survey of Old Testament books, themes, characters and theology. Attention is given to the literary and historical context of the Old Testament, including archaeological records.

THEO 102 New Testament Survey (4 units)

Survey of New Testament books, themes, characters and theology. Attention is given to the literary and historical context

of the New Testament, including the teaching of Jesus and the apostles.

THEO 301 Systematic Theology (4 units)

Explore the application and limitation of deductive and inductive reasoning to Biblical lessons and themes.

THEO 302 Spiritual Formation (4 units)

Application of Christian traditions and values, including approaches to prayer, contemplation, and other daily activities.

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(Biographies at www.oakvalleycollege.org/board)

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