



# OLIVET UNIVERSITY INTERNATIONAL

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A C A D E M I C   C A T A L O G

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2018 - 2019

# Academic Catalog

2018-2019

*September 1, 2018 through August 31, 2019*



Olivet University International  
[international.olivetuniversity.edu](http://international.olivetuniversity.edu)

*36401 Tripp Flats Rd, Anza, CA 92539. Phone: +1.951.763.0500*

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## Welcome From the President

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### Welcome from the President

Hello and welcome to Olivet University International in the name of Our Lord and Savior Jesus Christ!

I am thankful and delighted to introduce you to Olivet.

We are a Christian University completely committed to our mission of raising leaders and scholars to fulfill the Great Commission. To this end, each and every one of our programs is intended to instill a love for God's Word, as well as a passion for sharing it with others through missions and ministry.

Olivet started out with a vision to train ministers who would preach the Word of God to the ends of the earth. A true seedbed for missions, Olivet Theological College and Seminary (OTCS) sent out pastors and missionaries across the world – including places that historically have been hostile to the Gospel of Jesus Christ. These especially difficult mission fields produced character-building perseverance and enduring hope in Olivet. They also inspired Olivet to develop God-sharing tools of technology, which transformed Olivet into a leading online educator that it is today.

Nearly a quarter of a century later, the founding vision of OTCS is alive and thriving at Olivet University International. By the grace of our Lord, Olivet's programs have greatly expanded in scope to span the undergraduate, graduate, and doctoral levels. Though the theological school remains Olivet's flagship college, we also provide areas of study in music, media, design, information technology, language and business. These accredited programs provide quality and rigorous learning experiences that are producing leaders who are increasingly better equipped to face the modern-day challenges of their respective fields. Education at Olivet involves immersive field experience and classroom learning. Just as in its beginnings, our University's two-part structure of academics is intended to link theory to practice, where students can efficiently apply their textbook knowledge. Hence, the Olivet mission is to graduate men and women well-practiced and positioned to succeed in professional ministry service.

As the Apostle Paul once said, "Press on toward the goal to win the prize for which God has called [him] heavenward in Christ Jesus" (Philippians 3:14). In the same spirit, learning at Olivet is a lifelong journey. We emphasize the importance of continuous study in our pursuit of excellence. This is something we value at Olivet University. I invite you to explore our website to learn about, pray for, and participate in the great things God is doing in and through Olivet. Please visit often, and once again, welcome to Olivet University International!

Blessings in Christ,

**Tracy J. Davis**

## CHAPTER 1: GENERAL INFORMATION

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### Obtaining a Catalog

To order a printed, bound copy of this catalog, please contact the Office of Admissions at (951) 763 0500, email [info@international.olivetuniversity.edu](mailto:info@international.olivetuniversity.edu), or send a written request to the address below:

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

There is a \$10.00\* fee for catalogs ordered within the United States, and a \$35.00\* fee for catalogs mailed outside of the United States. (Prices include shipping and handling.) Payments can be made via VISA, MasterCard, check, or money order. This Academic Catalog information is also available on-line at the following Web address: [international.olivetuniversity.edu](http://international.olivetuniversity.edu)

*\*Prices are subject to change*

### General Policy Statement

#### Statement of Student Responsibility

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

By enrolling in Olivet University International, 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).

#### Disclaimer

This handbook and the policies and procedures contained herein are in effect from September 1, 2018 through August 31, 2019. Although the information herein has been reviewed, the text may nevertheless contain errors, which will be corrected when brought to the attention of the University.

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

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

Any questions a student may have regarding this handbook 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.

## Academic Calendar 2018-2019

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

### Administrative Holidays 2018-2019

To reach Olivet University International, please call +1 951 763 0500, Monday to Friday between 9:00 am – 5:00 pm PST. Olivet University International offices will be closed on the following holidays.

Administrative Holidays	
<b>Summer Term:</b> Independence Day Labor Day	July 4, 2018 Sep 3, 2018
<b>Fall Term:</b> WOA Events Veterans Day Thanksgiving Break Christmas Holiday New Year's Day	Oct 27 – Nov 2, 2018 Nov 11, 2018 Nov 22 – 23, 2018 Dec 23 – 26, 2018 Jan 1, 2019
<b>Winter Term:</b> Martin Luther King Day Presidents Day	Jan 21, 2019 Feb 18, 2019
<b>Spring Term:</b> Memorial Day	May 27, 2019

## **Vision, Mission, Goals, Values**

### **Mission Statement**

The mission statement of Olivet University International 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 International'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 International mission statement.

The mission of Olivet University's e-campus — named “Olivet University International,” or “OUI” — is to provide widely accessible, quality, Biblical education at a distance to students dedicated to a life of Christian service for the Great Commission of Jesus Christ, educating them to be effective leaders of Christian churches and ministries.

### **Vision**

OUI believes that access to Biblical higher education is a key ingredient in a world “full of the knowledge of the Lord.” It views Biblical higher education as a gift from God and a tool that can be used to transform the lives of individuals and this world for Jesus Christ and His Kingdom. OUI believes that Biblical education plays a fundamental role in advancing the Great Commission, strengthening the Church and Christian community and equipping people for effective ministry service.

### **Mission Strategy**

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

### **Olivet University International History**

“Olivet University International” was established at the same time as Olivet University in 2000 as a purely online e-Campus within Olivet University. As an early adopter of online education, Olivet University International gained hands-on experience in the use of technology for course delivery and entire degree programs to off-site learners through such technologies.

By the grace of God, Olivet University's OUI e-Campus has gained recognition as a leader in online education, particularly in evangelical circles. It not only employs technology online and in classroom settings to support its own growth, but also explores how IT tools can be made especially relevant to biblically-based institutions of higher education in general.

In order to continue accomplishing our mission and remain at the cutting edge of IT and educational delivery, on March 3, 2016, Olivet University announced the transition of “Olivet University International” from being embedded within Olivet University to

“branch” e-Campus status. It is Olivet’s goal to bring this plan into fruition in 2018.

## Values

### *Jesus Christ*

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

### *The Kingdom of God*

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

### *Access*

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

### *Global Community*

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

### *Service*

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

### *Quality*

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

## Institutional Goals of Olivet University International

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 International will

1. Honor our Bible-based identity and heritage (BIBLICAL TRADITION & IDENTITY)
2. Be a leading institution of biblical higher education in distance learning (ACADEMIC EXCELLENCE)
3. Engage in programs, partnerships, and services that benefit students, mission and ministry (ENGAGEMENT)

4. Offer accessible education and optimize technologies in the delivery of services and instruction (ACCESS & TECHNOLOGY)
5. Foster a sustainable environment that encourages serving others while achieving results (SERVICE)
6. Enhance planning, performance, assessment, and accountability aligned with OUI's values (INSTITUTIONAL QUALITY & EFFECTIVENESS)

## **Faith-First Educational Philosophy**

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

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

## **Statement of Faith**

We affirm the statement of faith of the World Olivet Assembly WOA:

### **We believe in:**

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

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

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

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

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

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

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

## **Olivet University International Commitment to Students**

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

**Olivet is committed to:**

**Spiritual Wellness**

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

**Intellectual Wellness**

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

**Emotional Wellness**

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

**Physical Wellness**

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

**Social Wellness**

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

## CHAPTER 2: APPLYING TO OUI

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### Notice Concerning Transferability of Credits and Credentials Earned

The transferability of credits you earn at Olivet University International 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 International to determine if your credits, degree, or certificate will transfer.

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

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

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

### Admissions Policy

Olivet University International 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 International does not discriminate on the basis of age, sex, race, color, national or ethnic origin, or against otherwise qualified handicapped persons in its admissions policies, employment policies, administrative policies, scholarship, and loan programs.

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

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

The privilege of attending Olivet University International 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.



**DISCLAIMER:** Due to state regulations regarding distance education, currently OUI is accepting applications only for the following U.S. states: Arizona, California, Georgia, Hawaii, Idaho, Massachusetts, Nebraska, New Hampshire, New Jersey, New York, Ohio, South Carolina, South Dakota, Texas, Virginia, Washington. Qualified applicants from all other U.S. states, please feel free to browse and apply to Olivet University's residential programs at [www.olivetuniversity.edu](http://www.olivetuniversity.edu) and <https://apply.olivetuniversity.edu>

## Admission Requirements

### Undergraduate

1. Application Form – Prospective students interested in applying to Olivet University International must submit the application form through <http://international.olivetuniversity.edu/apply.html>. Olivet University International does not accept the Common Application.
2. Essays – Applicants must submit a written essay approximately 700-1000 words in length describing their personal faith in Jesus Christ. Applicants must also submit their admission essay no less than 1000 words, describing their reason for applying to the University and their study plan. All applicants to Olivet University International 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. High School Transcripts – Applicants to Olivet University International'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 who have not graduated from high school must attain the General Educational Development (GED) certificate before admission. 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.

Applicants are responsible for making sure this information is mailed directly from the issuing educational institution to Olivet University International:

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

4. Test Scores – Applicants must submit SAT/ACT test scores, with exceptions\*. If an applicant submits multiple score reports, the highest score earned in each single sub score of the examination is used.

\*NOTE: SAT /ACT test scores are not required to establish the admission eligibility of applicants with high school grade point averages of 3.00 or above in a 4.0 scale. While applicants are not required to submit test scores to Olivet if they earn at least a 3.00 average, it is recommended that they submit standardized admission tests, which can be helpful for the purposes of advising and placement in appropriate courses.

5. English Language Proficiency

- A. Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:
  1. Undergraduate Degree: A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT), a 6.0 on the International English Language Test (IELTS), or 44 on the Pearson Test of English Academic Score Report. A high school diploma completed at an accredited/recognized high school (where the medium of instruction is English).
  2. A minimum grade of Level 3 on the ACT COMPASS's English as a Second Language Placement Test;
  3. A minimum grade of Pre-1 on the Eiken English Proficiency Exam;
  4. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;
  5. A transcript indicating completion of at least 30 semester credit hours with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English. A "B" or higher is required for master's degree, first professional degree, or professional doctoral degree.
- B. Transcripts not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

6. Recommendations – Applicants must submit at least two recommendation letters. Submitting three recommendation letters is highly recommended. One letter must be a reference from an World Olivet Assembly (WOA) church pastor who is knowledgeable about the applicant's church involvement. 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 International. Recommendations may not be from a member of your immediate family or your spouse.
7. Statement of Faith – Applicants must sign Olivet University International's Statement of Faith.
8. Application Fee – Applicants must submit a \$75.00 non-refundable application fee

**Provisional Undergraduate Admission**

When evaluating the admission eligibility of an applicant still enrolled in the final year of high school, coursework in progress is included in the tally of required quarters/semesters of study. Admission notices issued on the basis of evaluation of an eight or ten-quarter (or four to five semester) record will stipulate that coursework in progress must be completed successfully and all Olivet University International 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.

## Graduate

1. Application Form. Prospective students interested in applying to Olivet University must submit the application form from <http://international.olivetuniversity.edu/apply.html>. Olivet University does not accept the Common Application.
2. Essays. Applicants must submit a written essay approximately 700-1000 words in length describing their personal faith in Jesus Christ. Applicants must also submit their admission essay no less than 1000 words, describing their reason for applying to the University and their study plan. All applicants to Olivet University should evince a strong Christian character, potential for effectiveness in Christian ministry, and the scholastic ability and emotional maturity to handle a higher education experience.
3. A bachelor's degree from a CHEA or USDE-accredited U.S. institution.

Applicants are responsible for making sure this information is mailed directly from the issuing educational institution to Olivet University International:

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

4. A minimum 3.0 grade point average on a 4.0 scale, or the equivalent according to the institution's grading norms, for all course work during the last two years of undergraduate study. Applicants with an undergraduate GPA of less than 3.0 may be admitted on probation under the following provisions:
  - The applicant must complete sixteen hours of graduate courses with a cumulative graduate GPA of 3.0 or higher.
  - Successful completion of these requirements will lift the student's probationary status and allow him or her to continue in the degree program.
  - An undergraduate background supported by undergraduate achievement, which would indicate the ability to engage successfully in graduate theological studies.
5. Proficiency in Bible knowledge. A student seeking to enter an Olivet University International graduate degree program must take a written comprehensive examination in the area of Bible knowledge. The Bible knowledge examination tests a student's comprehension of the biblical story in its progressive unfolding of the history of redemption against the backdrop of creation and sin.

A passing score on this exam demonstrates a level of competency that does not require remedial coursework in Bible and theology. Scores that rank below the 80th percentile level will determine that a student must enroll in 8 hours of remedial, non-credit Biblical studies courses (THEO200 and THEO211), which Olivet offers at the undergraduate level as required core curriculum courses for all students enrolled in its Bachelor of Arts degree programs.
6. Test Scores – Applicants must submit GRE/GMAT test scores, with exceptions.\*  
If an applicant submits multiple score reports, the highest score earned in each single sub score of the examination is used.

\*NOTE: GRE/GMAT test scores are not required to establish the admission eligibility of applicants with bachelor's degree program grade point averages of 3.00 or above in a 4.0 scale. While applicants are not required to submit test scores to Olivet if they earn at least a 3.00 average, it is recommended that they submit standardized admission tests, which can be helpful for the purposes of advising and placement in appropriate courses.

7. English Language Proficiency assessment
  - A. Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:
    1. Master's Degree: A minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 50 on the Pearson Test of English Academic Score Report.
    2. First Professional Degree or Professional Doctoral Degree: A minimum score of 550 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 80 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 58 on the Pearson Test of English Academic Score Report.
    3. A minimum grade of Level 3 on the ACT COMPASS's English as a Second Language Placement Test;
    4. A minimum grade of Pre-1 on the Eiken English Proficiency Exam;
    5. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;
    6. A transcript indicating completion of at least 30 semester credit hours with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English. A "B" or higher is required for master's degree, first professional degree, or professional doctoral degree.
  - B. Transcripts not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.
8. Recommendations. Applicants must submit at least three recommendation letters. One letter must be a reference from a World Olivet Assembly (WOA) church pastor who is knowledgeable about the applicant's church involvement. The other two recommendations should come from someone who is able to comment on your professional and educational goals and potential. This could be a professor or supervisor. Recommendations may not be from a member of your immediate family or your spouse.  
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9. Statement of Faith – Applicants must sign Olivet University International's Statement of Faith.
10. Application Fee – Applicants must submit an-refundable application fee

## Doctor of Ministry

1. Application Form – Prospect students interested in applying to Olivet University must submit the application form from <http://international.olivetuniversity.edu/apply.html>
2. Motivation Letter – Applicants must submit a written essay describing
  - Biography or brief sketch of their life
  - Reason for pursuing study at Olivet and how study is to be incorporated in future work
  - How they relate to the 'Statement of Faith' as given in the Catalog
3. Curriculum Vitae – Applicants must attach their curriculum vitae including following items: Name and contact information (including email) and family data (spouse & children), Educational background (name of the colleges or universities attended, degrees earned, area(s) of study and graduation dates), Brief work history (Place of employment including address and job title, main tasks and achievements), Service documentation (any professional associations, volunteer work, committee membership, etc.)
4. Official Transcripts (undergraduate and above) – Applicants to the D. Min program must submit official transcripts undertaken at all colleges or universities.

Applicants are responsible for making sure this information is mailed directly from the issuing educational institution to Olivet University International:

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

5. Recommendations – Three recommendations are required. Recommendations should be provided by at least one pastor, and two others who are able to comment on your professional and educational goals and potential, such as professors and supervisors. Make a note that each form is to be filled out by someone who is not a member of immediate family or spouse of applicants.
6. English Language Proficiency
  - A. Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:
    1. First Professional Degree or Professional Doctoral Degree: A minimum score of 550 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 80 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 58 on the Pearson Test of English Academic Score Report.

2. A minimum grade of Level 3 on the ACT COMPASS's English as a Second Language Placement Test;
  3. A minimum grade of Pre-1 on the Eiken English Proficiency Exam;
  4. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;
  5. A transcript indicating completion of at least 30 semester credit hours with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English. A "B" or higher is required for master's degree, first professional degree, or professional doctoral degree.
- B. Transcripts not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.
7. Statement of Faith – Applicants must sign Olivet University's Statement of Faith.
  8. Application Fee – Applicants must submit a \$75.00 non-refundable application fee.

***Applicants for the D.Min. program must have the following three prerequisites:***

1. Applicant must possess a Master of Divinity degree from an accredited seminary requiring 90 or more semester credit hours (135 quarter credit hours) on the graduate level. Applicants holding graduate degrees not meeting these requirements are subject to credential evaluation and will be required to take additional graduate courses as determined during the admissions process.
2. Applicant must give evidence of ability to do doctoral level work as indicated by a minimum cumulative grade point average of 3.0 (on a 4.0 scale) at the graduate level.
3. Applicant must have a minimum of three years of ministry experience during/after M.Div. studies and be currently involved in a ministry and normally remain in ministry throughout the duration of his or her doctoral program.

## **Student Identity Verification**

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

### **Policy for Student Identity Verification in Distance Learning**

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

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

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

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

## Implemented Practices for Compliance

### **a. Secured Electronic Identification System**

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

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

The login ID provides access to the University's online learning management system Populi. Populi integrates student database and LMS to ensure appropriate and secure student access to online courses, school email, and other restricted services such as the e-library. Students may also obtain their grades, view their student account expense and balances, and access and update their personal information.

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

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

### **b. Proctoring**

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

***i) Onsite Proctoring***

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

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

***ii) Online Proctoring***

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

Acceptable forms of photo ID for proctoring:

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

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

**Costs of Attendance, Tuition and Fee**

<b>Costs of Attendance</b>	
Books and Supplies (Estimated annual costs)	\$1000
<b>Tuition</b>	
Per undergraduate-level credit	\$242
Per M.A.IT credit	\$373
Per M.Div credit	\$278



Per MBA credit	\$500
Per doctoral-level credit	\$450
Per doctoral-level credit (With WOA Missionary Discount)	\$267

### Other Fees (Non-Refundable)\*

<b>Admissions Fees</b>	
Application for Admission	\$75
<b>General Fees</b>	
Colloquium Registration Fee	\$600
Transcript Issuance	\$15 per copy
Verification of Attendance and Degree	\$10 per copy
Diploma Replacement	\$30 per copy
Late Payment Fee	\$75
Advanced Standing Examinations	\$20 per exam
Installment Payment Sign-up Fee (3 months)	\$25
Installment Payment Sign-up Fee (4 months or more)	\$50
Installment Late Payment Fee	\$25 per occurrence
Student ID Card	\$15
Expedite Service Fee	\$20
<b>Registration Fees</b>	
Course Audit Fee	\$50 per unit - student or alumni \$75 per unit - Non-OU student or alumni
Late Registration Fee	\$50
Course Add/Drop Fee	\$15 per course
Advanced Deposit for Leave of Absence	\$150 per quarter (\$200 per quarter for D.Min)

Advanced Deposit for Leave of Absence: Students who request a one quarter leave of absence are required to pay a non-refundable \$150 Advanced Deposit for Leave of Absence. The fee will reserve their space for guaranteed enrollment and will be applied directly toward the students' tuition account.	
Continued Leave of Absence Request Fee	\$100 per quarter
Transfer Credit Fee	\$80
<b>Graduation Fees</b>	
Graduation Fee	\$100
Graduation Fee: A non-refundable Graduation Fee is assessed to all students at the University each time a student applies to graduate. It is used to defray the cost of processing candidates for graduation, printing diplomas, and conducting the commencement ceremonies. The Graduation Fee does not cover the cap and gown fees.	

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

## Tuition Payment Policy

### Payment Options

Students can make a payment on Populi. Payment may be made using cash, checks, debit or credit cards. Cash is accepted at the cashier on the first floor of the campus. Checks are accepted either in person at the cashier or by mailing the payment to Attn: Student Finance Office, Olivet University International, 36401 Tripp Flats Rd. Anza, CA 92539.

All checks need to be in US currency and should be made payable to Olivet University International. Please include the student name and ID on the check. Debit/Credit card payment can be made online at the student account on Populi (convenience fee applies). The payment for the tuition is due at the beginning of each quarter by the date announced by the school. Students have an option to pay in full or apply for an installment payment plan.

### Installment Payment Plan

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

### Delinquent Accounts

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

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

### **Student Account Disputes**

All disputes concerning student accounts should be directed to the Business Office. Contact staff by calling (+1) 951 763 0500 or email [studentfinance@international.olivetuniversity.edu](mailto:studentfinance@international.olivetuniversity.edu).

### **Cancellation and Refund Policy**

#### **Student's Right to Cancel**

A student who cancels the enrollment agreement within seven days (until midnight of the seventh day excluding Saturdays, Sundays, and legal holidays) after signing the agreement will receive a refund of all monies paid except the non-refundable application fee. A student 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 through verified email to [registrar@international.olivetuniversity.edu](mailto:registrar@international.olivetuniversity.edu) or in writing to the Registrar, Olivet University International, 36401 Tripp Flats Rd. Anza, CA 92539. Cancellation is effective on the date written notice of cancellation is sent. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

#### **Refund Policy:**

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

#### **Refund Calculation:**

100 percent Refund – Withdrawal or Leave of Absence Form received before end of week 1 of the academic term.

Partial Refund\*- Withdrawal or Leave of Absence Form received after end of week 1 of the quarter and prior to the end of week 5. Partial refund is calculated by dividing the number of calendar days enrolled in the term by the number of total days of instruction in the term. The result will be the portion of tuition charged that will not be refunded.

Course with intensive instruction such as colloquia calculate the tuition that is not refunded by dividing the number of days participated in instruction by the total days of instruction in the intensive course component. Every day started counts as completed day and the total amount of refund cannot exceed 50% of tuition.

No Refund - Withdrawal or Leave of Absence Form received after completion of 50 percent of course length.

Table of Academic Term Lengths for Refund Calculations

	Weeks of Instruction	Days of Instruction (For Refund Calculations)
<b>Fall, Winter, Spring Terms</b>	10	70
<b>Summer Term</b>	8	56
<b>Doctoral Year Term</b>	36	252

**Sample Student Refund Calculation 1: Undergraduate Studies**

*In 2018 the Academic Calendar on the university website lists September 20 (Thursday) as the first day of classes in the Fall quarter. An undergraduate student submits the notification to drop a course on October 2 (Withdrawal or Leave of Absence Form) to the registrar via email. The course was dropped past September 28, the "Last day to add/drop courses without charge" as published in the Academic Calendar. October 2 is the 13th calendar day of the term. The term length of the Fall term for the purpose of refund calculations is 70 days.*

- $1 - (13 / 70) = 81.14\%$
- 81.14% of \$968 (for 4 credits @ \$242 per credit) paid = \$788.23
- Drop fee of \$15 per course x 1 course = (\$15)
- TOTAL REFUND DUE TO STUDENT = \$773.23

**Sample Student Refund Calculation 2: Master of Divinity**

*In 2018 the Academic Calendar on the university website lists July 3 (Monday) as the first day of classes in the Summer quarter. A Master of Divinity student submits the a notification to drop two course on July 30 (Withdrawal or Leave of Absence Form) to the registrar via email. The course was dropped on the 28th calendar day and past the July 5 "Last day to add/drop courses without charge" as published in the Academic Calendar. The total term length is 56 days for the purpose of calculating tuition refunds.*

- $1 - (28 / 56) = 50\%$
- 50% of \$2,224 (for 8 credits @ \$278 per credit) paid = \$1,112.00
- Drop fee of \$15 per course x 2 courses = (\$30)
- TOTAL REFUND DUE TO STUDENT = \$1,082.00

*If the same student would have submitted the drop request on July 31, the course would not have been possible to drop anymore. No refund would have been granted and no drop fee would have applied.*

### **Sample Student Refund Calculation 3: Master of Information Technology**

*In 2018 the Academic Calendar on the university website lists July 3 (Monday) as the first day of classes in the Summer quarter. A Master of Information Technology student submits the a notification to drop two course on July 30 (Withdrawal or Leave of Absence Form) to the registrar via email. The course was dropped on the 28th calendar day and past the July 5 "Last day to add/drop courses without charge" as published in the Academic Calendar. The total term length is 56 days for the purpose of calculating tuition refunds.*

- $1 - (28 / 56) = 50\%$
- 50% of \$2,984 (for 8 credits @ \$373 per credit) paid = \$1,492.00
- Drop fee of \$15 per course x 2 courses = (\$30)
- TOTAL REFUND DUE TO STUDENT = \$1,462.00

*If the same student would have submitted the drop request on July 31, the course would not have been possible to drop anymore. No refund would have been granted and no drop fee would have applied.*

### **Sample Student Refund Calculation 4: Master of Business Administration**

*In 2018 the Academic Calendar on the university website lists July 3 (Monday) as the first day of classes in the Summer quarter. A Master of Business Administration student submits the a notification to drop two course on July 30 (Withdrawal or Leave of Absence Form) to the registrar via email. The course was dropped on the 28th calendar day and past the July 5 "Last day to add/drop courses without charge" as published in the Academic Calendar. The total term length is 56 days for the purpose of calculating tuition refunds.*

- $1 - (28 / 56) = 50\%$

- 50% of \$4,000 (for 8 credits @ \$500 per credit) paid = \$2,000.00
- Drop fee of \$15 per course x 2 courses = (\$30)
- TOTAL REFUND DUE TO STUDENT = \$1,970.00

*If the same student would have submitted the drop request on July 31, the course would not have been possible to drop anymore. No refund would have been granted and no drop fee would have applied.*

### **Sample Student Refund Calculation 5: Doctor of Ministry (Non-WOA Missionaries)**

*In 2018 the Academic Calendar on the university website lists September 20 (Thursday) as the first day of classes in the Fall quarter. A Doctor of Ministry (Non-WOA Missionaries) student submits a notification to drop 5 courses on October 2 (Withdrawal or Leave of Absence Form) to the registrar via email, the 13th calendar day of the term. The course was dropped past September 28, the "Last day to add/drop courses without charge" as published in the Academic Calendar. 4 of the courses required colloquium participation, one course did not. The doctoral colloquium did not begin yet at the time the courses were dropped, but the student had already paid the colloquium fee. The total term length is 252 days for the purpose of calculating tuition refunds.*

- $1 - (13 / 252) = 94.84\%$
- Tuition paid: \$5,400 (for 12 credits @ \$450 per credit)
  - $94.84\% = \$5,121.43$  refund
- Colloquium Fee (non-refundable) paid: \$650 = \$0 refund
- Drop fee of \$15 per course x 5 course = (\$75)
- TOTAL REFUND DUE TO STUDENT = \$5,046.43

*If the same student would have dropped the courses above on November 6, 2018, the second day of classes at the colloquium and the 48th calendar day of the term, the refund calculation would have been as follows:*

- Tuition paid:
  - $1 - (48 \text{ calendar days} / 252 \text{ term days}) = 80.95\%$
  - \$900 (for 2 credits in non-colloquium courses @ \$450 per credit)
  - \$2,250 (for 5 credits in second week colloquium courses @ \$450 per credit)
    - $80.95\% = \$2,549.93$  refund
- Tuition paid:

- $1 - (2 \text{ days taken} / 5 \text{ days of intensive instruction}) = 60\%$
- \$2,250 (for 5 credits in first week colloquium courses @ \$450 per credit)
  - $60\% = \$1,350.00$  refund
- Colloquium Fee (non-refundable) paid: \$650 = \$0 refund
- Drop fee of \$15 per course x 5 course = (\$75)
- TOTAL REFUND DUE TO STUDENT = \$3,824.93

### **Sample Student Refund Calculation 6: Doctor of Ministry (WOA Missionaries)**

*In 2018 the Academic Calendar on the university website lists September 20 (Thursday) as the first day of classes in the Fall quarter. A Doctor of Ministry (WOA missionaries) student submits a notification to drop 5 courses on October 2 (Withdrawal or Leave of Absence Form) to the registrar via email, the 13th calendar day of the term. The course was dropped past September 28, the "Last day to add/drop courses without charge" as published in the Academic Calendar. 4 of the courses required colloquium participation, one course did not. The doctoral colloquium did not begin yet at the time the courses were dropped, but the student had already paid the colloquium fee. The total term length is 252 days for the purpose of calculating tuition refunds.*

- $1 - (13 / 252) = 94.84\%$
- Tuition paid: \$3,200.04 (for 12 credits @ \$266.67 per credit)
  - $94.84\% = \$3,034.92$  refund
- Colloquium Fee (non-refundable) paid: \$650 = \$0 refund
- Drop fee of \$15 per course x 5 course = (\$75)
- TOTAL REFUND DUE TO STUDENT = \$2,959.92

*If the same student would have dropped the courses above on November 6, 2018, the second day of classes at the colloquium and the 48th calendar day of the term, the refund calculation would have been as follows:*

- Tuition paid:
  - $1 - (48 \text{ calendar days} / 252 \text{ term days}) = 80.95\%$
  - \$533.34 (for 2 credits in non-colloquium courses @ \$266.67 per credit)
  - \$1,333.35 (for 5 credits in second week colloquium courses @ \$266.67 per credit)

- 80.95% = \$1,511.09 refund
  
- Tuition paid:
  - 1 - (2 days taken / 5 days of intensive instruction) = 60%
  - \$1,333.35 (for 5 credits in first week colloquium courses @ \$266.67 per credit)
    - 60% = \$800.01 refund
  
- Colloquium Fee (non-refundable) paid: \$650 = \$0 refund
- Drop fee of \$15 per course x 5 course = (\$75)
- TOTAL REFUND DUE TO STUDENT = \$2,236.10

## 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.

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 International 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.)

## 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:

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 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:

The school closed before course of instruction was completed.

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.

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.

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. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

## **Transfer Students**

### **General Policy**

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

Students applying for transfer to Olivet University International 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 International  
Attn: Admissions  
36401 Tripp Flats Rd.  
Anza, CA 92539

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

Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and the National Association of Foreign Student Affairs, or such services as are provided by AACRAO or the World Education Services (WES). OUI accepts transfer credit from other accredited educational institutions subject to the following general criteria:

### **Undergraduate Criteria**

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

### **Graduate Criteria**

- A minimum grade of “B”(or equivalent); courses graded “pass/fail” are not transferred unless it is stipulated on the transcript that a “pass” required a grade of “B” (3.0) or above;
- Credit is applicable to the OU program of study in which the student intends to enroll.

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.

### **Doctor of Ministry Criteria**

Zinzendorf School of Doctoral Studies (ZSDS) may permit the transfer of up to 6 hours of credit into its D.Min. program, subject to certain stipulations. First, the credit must have been earned in another recognized/accredited doctoral program. Second, the credit must have been earned for courses that are equivalent to courses in ZSDS's curriculum. Transfer of credit is not automatic, but must be approved by the Registrar and the Doctoral Council.

### **Specific Policies**

Transfer credit is awarded based on specific requirements:

#### **Undergraduate**

- Credit must be awarded from an official college or university transcript, from an official Advanced Placement or International Baccalaureate test score report, or from an official document considered equivalent to a transcript by the Registrar.
- Courses taken in a college or university in a continuing education or extension program must be applicable toward the degree being pursued by full-time students at that institution.
- Only equivalent level course work will be accepted toward their respective degrees.
- The maximum credit transferrable from another institution at the undergraduate level is: 135 quarter hours.
- 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 International 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 International 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 International 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 recent upper level college course in the discipline.
- Students seeking to transfer credit from institutions outside the United States and Canada are subject to having their transcripts reviewed by a credentials evaluation service as a guide for transfer credit evaluation (see "Transfer Students - Specific Policies" section of this Catalog or more information).

## Graduate

- Credit must be awarded from an official college or university transcript 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 MA degree being pursued by full-time students at that institution.
- The maximum credit transferrable from another institution at the graduate level is :
- 50% for the Master of Divinity program, or 68 quarter hours.
- 50% for the Master of Arts and Master of Business Administration program, or 28 quarter hours.
- Only equivalent level graduate 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 International does not award credit for experiential education.
- Olivet University International has not entered into an articulation or transfer agreement with any other college or university.
- 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 International 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.)

### **Transfer Grades**

- A student's grade point average at Olivet University International is based only on courses completed at this institution. The Olivet University International 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 International 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 International grading system will be evaluated with the transfer grade equivalents of Pass or Not Pass. "Withdraw failing" grades are calculated in a student's transfer grade point average as "F" grades.
- When fractions are accumulated and awarded as general electives, grade points are accumulated in similar fashion. For example, a student who took one four quarter hour course with an "A" and two four quarter hour courses with a "B" would receive general elective credit (to compensate for fractions) for two credit hours and six grade points.

### **Credit Hour Equivalencies**

- The credit hour minimums are based on courses from quarter calendar institutions. If a course at another institution is offered for fewer credit hours than an equivalent course at Olivet University International, the student will be given transfer credit for the equivalent course at Olivet University International 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 Admissions Requirements**

### **Undergraduate**

#### **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 135 quarter or 90 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 International 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
- 135 units or more quarter units (90 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 International also evaluates each applicant's academic performance and history as well as the subjective application materials.

### **Graduate**

Transfer credits may be accepted no more than 68 quarter hours for the M.Div program and 28 quarter hours for the MA or MBA programs (or the equivalent awarded by another recognized institution). Transfer is for applicants who meet the following eligibility standards:

- Meet admission requirements
- Good standing at the last college or university attended
- Overall grade point average of 3.0 (B) or better in all transferable units attempted.

## **Fees for Transfer Credit**

Fees for Transfer credit are assessed based on per institution and per transfer credit application basis (instead of per-unit). A non-refundable \$80 assessment fee is due once per institution and per transfer credit application.

## **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 International grade reports and transcripts. Transfer students wishing to receive course credit for AP exams must request AP transcripts be sent to Olivet University International, 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 International on the basis of false information will be immediately dismissed and will forfeit all financial payments made and academic credits accumulated during all periods of enrollment following that admission.

# **CHAPTER 3: SCHOLARSHIP AND FINANCIAL ASSISTANCE**

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Financial aid at Olivet University International begins with the commitment of the affiliated ministries to quality education. Gifts from the affiliated ministries and faithful individuals provide major funding for the financial assistance. The University Financial Aid serves 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 financial aid is to remove financial barriers in order to maintain access for qualified students.

The University does not yet offer scholarships from Federal or State Financial Aid Programs including Title IV at this time. However, various assistance programs are offered by the University and its affiliate ministries. All aid granted is based on the availability of funds.

## **Application Process and Forms**

The scholarship application forms are available on Populi. Updated financial aid information and application forms is made available at least 60 days prior to deadline. Specific instructions and eligibility information are included on the page of financial aid program on Populi. Please contact any application questions to the Financial Aid Office by calling at 951 763 0500 or [finaid@international.olivetuniversity.edu](mailto:finaid@international.olivetuniversity.edu). Please contact Financial Aid Office immediately upon any decision to cancel an application after it has been submitted.

Financial aid recipients are notified by email regarding award status at least 21 days prior to the payment deadline. All aid recipients are required to draft a personal "Thank You" letter addressed to the affiliated ministries or fund donors. Students and donors alike have greatly benefited from the fellowship and joy generated through this unique element of the Financial Aid Program.

Financial Aid Program recipients who register as full-time students and then withdraw to part-time hours, or withdraw from active enrollment, must relinquish all scholarship funds and bear responsibility for full payment of all tuition charges.

## **Deadlines**

Students may apply for the scholarship by submitting the Financial Aid Application form by the deadline. Form should be submitted by August 30 for the fall quarter, December 30 for the winter quarter and April 3, 2018 for the spring quarter.

## **International Student Scholarship**

This fund was established in 2009, with preference towards those demonstrating exceptional academic and/or leadership abilities. Scholarship is awarded on the basis of the applicant's spiritual maturity, academic excellence, ministry potential, financial need and mission of Olivet University International.

Financial aid for international students is distributed in the form of tuition scholarships and maximum allowance covers 100 percent tuition. It is renewable each year for the duration of the program. However this is dependent upon continuing financial need, satisfactory academic progress and availability of funds.

### **Eligibility for Scholarship**

- Be accepted into an Olivet's degree program according to admissions requirements
- Be enrolled as a full time

### **Conditions for renewal**

- Scholarship recipients must be committed to full-time enrollment
- Scholarship recipients must maintain at least a 3.3 GPA to qualify for continued receipt of scholarship
- Scholarship recipients must abide by all the rules and policies set by the University
- Students must be active local church members and evidence commitment to the church as active body of Christ.

## **Missionary Scholarship**

This fund was established for Olivet University International students, with preference towards those students with lifelong missionary service. Students with exceptional full-time missionary service backgrounds in WOA churches are eligible to apply for missionary scholarship, the maximum allowance which covers tuition for each academic year. Scholarship recipients must evidence commitment to the WOA churches and maintain good academic standing and a GPA of 3.0 or higher throughout their course of study in order to maintain their award each quarter.

### **Award**

Financial aid for international students is distributed in the form of tuition scholarships and maximum allowance covers 100 percent tuition. It is renewable each year for the duration of the program.

### **Conditions for renewal**

- Scholarship recipients must be committed to full-time enrollment
- Scholarship recipients must maintain at least a 3.0 GPA to qualify for continued receipt of scholarship
- Scholarship recipients must abide by all the rules and policies set by the University
- Students must be active WOA missionary and evidence commitment to the church as active body of Christ.\*

\*Missionary scholarship applicants can meet this criteria by

#### 1. Holding Membership in World Olivet Assembly (WOA)

- Providing membership certificate of (OA Regional or national assembly, OR or fellowship chapter) and maintain membership throughout course of study)

#### 2. Provide evidence of active missionary or leadership service

- Letter of reference from employing / supporting church/fellowship

#### 3. Continued missionary service throughout the course of study

- Sign an MOU (Memorandum of Understanding) between student and church/ministry to serve a minimum of three (3) years in ministry service.



## Ministry Scholarships

Students can apply for scholarships among affiliated ministries of Olivet University International. Scholarships offered can cover up to 50% of the tuition for full-time study, depending on the student's relationship with the ministry. This scholarship is awarded on a quarter basis. Student must enroll full time to receive their scholarship and achieve a GPA of 3.3 or above and demonstrate his/her ministry involvement.

### Eligibility for Scholarship

- Be accepted into an Olivet's degree program according to admissions requirements
- Be enrolled as full-time
- Be involved in ministry

### State or Financial Aid

OUI does not participate in any State-funded financial assistance programs.

OUI does not participate in any Federally-funded financial assistance programs.

### Contact Information

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

Office hours : 8:00am - 5:00pm, Mon-Fri

Phone: 951 763 0500

Email: [finaid@international.olivetuniversity.edu](mailto:finaid@international.olivetuniversity.edu)

## CHAPTER 4: ACADEMIC REGULATIONS

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**Our educational offerings are delivered 100% through distance education.**(\*The Doctor of Ministry program has additional in-person requirements.)

### Credit Hour

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

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for

- approximately ten weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”

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

### Bachelor of Arts Degree Requirements

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

1. Complete a minimum of 180 quarter credits.
2. Complete the Bachelor of Arts degree Core Requirements.
3. Complete a major. (Students are subject to the major requirements of the Catalog of the year in which they entered.)
4. Receive a passing mark for all Christian Service and Chapel requirements;
5. Maintain a 2.00 (C) grade point average in all Olivet University International work and a 2.00 (C) in all major course work attempted.
6. Complete all degree requirements within the 7-year time limit.
7. Satisfy all financial responsibilities to the university.

## Master of Divinity Degree Requirements

In order to graduate with a Master of Divinity degree from Olivet University International, the student must:

1. Pass a total of 136 quarter credits;
2. Maintain a GPA of 3.0 (B average) or above;
3. Complete all degree requirements within the time limit, unless extenuating circumstances exist;
4. Receive a passing mark for all Christian Service and Chapel requirements;
5. Demonstrate proficiency in Bible, theology and history knowledge with by completing the ABHE Bible Test J in the top 40th percentile of all nationwide participants.
6. Satisfy all financial responsibilities of the university.

Students are subject to the Master of Divinity degree requirements of the catalog of the year in which they entered.

## Master of Business Administration Degree Requirements

Graduate students at Olivet University must fulfill the following Master's degree requirements for graduation:

1. Demonstrate proficiency in Bible knowledge with a passing score on the written comprehensive examination in the area of Bible knowledge or required coursework (THEO200 and THEO211) in Bible and theology.
2. Pass a total of 56 quarter hours: 48 quarter hours of professional studies, and at least 8 quarter hours of open electives.
3. Maintain a 3.00 (B grade point average) in all Olivet University work.
4. Receive a passing mark for all Christian Service and Chapel requirements.
5. Satisfactorily complete the capstone project final paper.

6. Complete all degree requirements within the 5-year time limit.
7. Satisfy all financial responsibilities to the university.

## **Master of Arts in Information Technology Degree Requirements**

Students are subject to the Master of Information Technology degree requirements of the Catalog of the year in which they entered.

Graduate students at Olivet University must fulfill the following Master's degree requirements for graduation:

1. Demonstrate proficiency in Bible knowledge with a passing score on the written comprehensive examination in the area of Bible knowledge or required coursework (THEO200 and THEO211) in Bible and theology.
2. Pass a total of 56 quarter hours: 48 quarter hours of professional studies, and at least 8 quarter hours of open electives.
3. Maintain a 3.00 (B grade point average) in all Olivet University work.
4. Receive a passing mark for all Christian Service and Chapel requirements.
5. Satisfactorily complete the capstone project final paper.
6. Complete all degree requirements within the 5-year time limit.
7. Satisfy all financial responsibilities to the university.

Students are subject to the Master of Information Technology degree requirements of the Catalog of the year in which they entered.

## **Doctor of Ministry Degree Requirements**

Olivet University will confer the Doctor of Ministry degree on students who have met the requirements for graduation as outlined in the Doctor of Ministry Program Handbook, have been recommended by the Doctoral Committee, and are approved by the Board of Trustees.

To graduate, the participant:

1. Must satisfactorily complete 45 quarter credits of doctoral work
2. Must maintain a cumulative grade point average of 3.0.
3. Must be in good standing with all bills paid.
4. Must complete a Graduation Application Form by the deadline.
5. Must receive approval to graduate after passing an Oral Examination administered by the Doctoral Committee.
6. Must have attended the annual colloquia, unless otherwise excused by the Doctoral Council.
7. Must complete all degree requirements within the 6-year time limit, unless explicitly extended upon application to the Doctoral Council. A "continuation fee" would be required.

## **CHAPTER 5: UNDERGRADUATE PROGRAMS**

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In order to successfully complete a Bachelor of Arts degree from Olivet University International students need to complete the Bachelor of Arts Degree Core consisting of a distribution of courses from the liberal arts and sciences including required biblical,

textual, and historical studies called General Education and Bible; a group of required theological, professional courses called Theological Studies Core; and required classes in Chapel and Christian Service. These requirements apply to all major, while differences in the required choices from the General Education section may vary based on pre-requisite courses for the major.

Each student is free to choose a major at the beginning of his or her program of study and change this major till the end of Spring quarter of the sophomore year. While a change in major potentially always causes a delay in study effects might be considered minor up to this point. Major changes later in the program are discouraged, because of potentially great delays in the course of study.

## **Bachelor of Arts Degree Core / General Education**

OUI's General Education in liberal arts and sciences requirement emphasizes broad academic learning as a foundation and complement to specialized and professional courses in the student's major field. Math and the sciences go hand in hand with composition and rhetoric, the humanities, and specifically a thorough engagement with the Christian tradition of learning through courses in biblical studies, church history and ethics. The habits of mind developed here allow each student to cultivate a critical and creative intellectual capacity that stays of value long after college, in the pursuit and the fulfillment of their life's purpose.

All Bachelor of Arts students must complete 92 units of General Education and Bible and 16 units of Theological Studies Core as part of their programs of study.

## **Olivet's Core Learning Outcomes**

Olivet's core learning outcomes are learning outcomes expected of every Olivet graduate regardless of program area. They describe core skills and abilities our graduates need to succeed in the professional world, and in a world that demands continuous learning-- skills like critical thinking, problem solving, writing, speaking, and the ability to do information research and use technology. Olivet's curriculums are intentionally developed to foster achievement of these outcomes in all of our students. Each program at Olivet, including Olivet's graduate and doctoral programs, describe what graduates of their particular programs or program areas will be able to do as a result of learning experiences within their programs. They intentionally flow, and often overlap with core (university-wide) outcomes to some extent. When that is the case, program-specific outcomes typically require the student to demonstrate higher levels of competency in a particular outcome, or performance of the outcome in a context unique to that discipline. The following is a description of Olivet's core learning outcomes expected of every Olivet graduate regardless of program area.

### **Spiritual & Evangelistic Growth (se)**

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

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

### **Biblical Competence (bc)**

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

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

### **Academic Excellence (ae)**

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

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

**Emotional-Social Development (es)**

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

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

**Ministry Impact (mi)**

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

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

**Curriculum**

**Prerequisites:** Prerequisites are courses that must be completed with a "C" or better prior to registration in a specific course. Students must meet the course prerequisites or otherwise satisfy the instructor of their preparation to take the course. Prerequisites can be waived only at the discretion of the instructor or department offering the course. Pre-requisites to study specific area and course are put at the end of each course name in parentheses. Students should observe the requirement before taking the courses with pre-requisites.

**1. Required Courses for All Undergraduate Students (60 units)**

**(1) Methods & Foundation Courses (12)**

All students must complete the following three General Education required courses:

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

## **(2) Biblical, Textual and Historical Studies Foundation Courses (32)**

All students must complete the following eight required Bible courses:

- BIBL100 Old Testament Survey (4 units)
- BIBL110 New Testament Survey (4 units)
- BIBL120 The Gospels (4 units)
- BIBL240 Romans I (4 units)
- BIBL250 Romans II (4 units) (*Prerequisite: BIBL240*)
- BIBL330 Pentateuch (4 units)
- HIST110 History of Christianity (4 units)
- THEO220 Introduction to Christian Ethics (4 units)

## **(3) Theological Studies Core (16)**

All students must complete the following four Theological Studies Core courses:

- THEO100 Introduction to Theology (4 units)
- THEO200 God's Plan of Creation and Redemption I (4 units)
- THEO211 God's Plan of Creation and Redemption II (4 units)
- THEO310 Biblical Apologetics (4 units)

## **2. General Education Electives Distribution (48 units)**

All students must complete a number of General Education courses distributed between the fields of (1) Humanities/Arts, (2) Natural, Information Science, and Mathematics, and (3) Social/Behavioral Science. Courses listed in each area are not exhaustive; other courses may meet category requirements. Therefore, consult with your academic advisor. Acceptable courses for the distribution requirement include general introductory courses within the disciplines represented in the area. Courses that meet the distribution requirement criteria in each area are listed below. Bachelor of Arts students choose 48 quarter hours in total, including two courses from each of the three areas below.

*Note: Individual courses below might be prerequisite for certain major courses.*

### **(1) Humanities/Arts (8 or more units)**

- ENGL120 English Literature & Composition (4 units)
- BIBL211 The Pauline Epistles (4 units)
- ARTH230 Introduction to Arts (4 units)
- MUSC240 Introduction to Music (4 units)
- HIST220 US History & Government (4 units)
- HIST350 World Christian Movement (4 units)
- GREK100 Foreign Language (Greek I) (5 units)
- GREK110 Foreign Language (Greek II) (5 units) (*Prerequisite: GREK100*)

**(2) Natural, Information Science and Mathematics (8 or more units)**

- MATH100 Calculus 1 (5 units)
- MATH110 Calculus 2 (5 units) (*Prerequisite: MATH100*)
- MATH120 Differential Equations (4 units) (*Prerequisite: MATH110*)
- MATH230 Probability & Statistics (4 units)
- MATH300 Linear Algebra (4 units) (*Prerequisite: MATH110*)
- PHYS130 Calculus-Based Physics 1 (4 units) (*Prerequisite: MATH110*)
- BIOS250 Principles of Biology (4 units)
- ITEC100 Introduction to Information Technology (4 units)

**(3) Social, Behavioral Science (8 or more units)**

- SOCI100 Introduction to Sociology (4 units)
- PSYC280 Introduction to Psychology (4 units)
- ANTH201 Cultural Studies (4 units)
- ECON200 Macroeconomics (4 units)
- ECON310 Microeconomics (4 units)

**3. General Ministry Skills (0 units)**

Bachelor of Arts students are required to pass 6 quarters of PRAC010 College Christian Service and 9 quarters of PRAC011 College Chapel.

\* Please refer to the Christian Service Program Handbook for more detailed information.



## Course Descriptions

*Methods & Foundation Courses (Required for all undergraduate programs.)*

### **COMM130 Speech & Communication (4)**

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

### **SOCI150 Research & Writing (4)**

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

### **ANTH320 World Perspectives (4)**

An introduction to world affairs in an increasingly complex and interdependent international system. Both the conceptual and practical aspects of problem solving and decision making are examined. With a clear focus on worldview thinking and its importance to understanding the world and one's own place in it this course seeks to equip students with the necessary tools to recognize, identify and critique various worldviews or perspectives on this world.

*Biblical, Textual and Historical Studies Foundation Courses (Required for all undergraduate programs.)*

### **BIBL100 Old Testament Survey (4)**

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

### **BIBL110 New Testament Survey (4)**

Introductory survey of the New Testament, including the life and ministry of Christ and apostles. The course also introduces students to various texts of the New Testament, to their historical contexts and to several approaches for their interpretation.

### **BIBL120 The Gospels (4 units)**

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

### **BIBL240 Romans I (4)**

This course is a literary and expository study of the most doctrinal and practical book of the New Testament. BIBL240 is part one of a sequence with BIBL250, four credit hours each, designed to provide students with an in-depth look at the book (the gospel

according to Paul) as well as some of the important passages that will be discussed. BIBL240 covers chapters 1 to 8 while BIBL250 deals with chapters 9 to 16.

**BIBL250 Romans II (4 units)**

This course is an expository study of the most doctrinal and practical book of the New Testament. BIBL250 is designed to provide students with an in-depth look at the book (the gospel according to Paul) as well as some of the important passages that will be discussed. BIBL250 deals with chapters 9 to 16.

*Prerequisite: BIBL240*

**BIBL330 Pentateuch (4 units)**

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

**HIST110 History of Christianity (4 units)**

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

**THEO220 Introduction to Christian Ethics (4 units)**

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

*Theological Studies Core Courses (Required for all undergraduate programs.)*

**THEO100 Introduction to Theology (4)**

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

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

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

relevance.

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

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

**THEO310 Biblical Apologetics (4)**

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

*Humanities/Arts Distribution*

**ANTH201 Cultural Studies (4)**

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

**ARTH230 Introduction to Arts (4)**

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

**BIBL211 The Pauline Epistles (4)**

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

**ENGL120 English Literature & Composition (4)**

This course offers to students the instruction and practice in exposition and argumentation using reading selections from various types of prose.

**GREK100 Greek I (5)**

An introduction to the Koine Greek language of the New Testament. Emphasis will be placed on acquisition of basic vocabulary, introduction to the grammar, verbal voice, tense, and aspect.

**GREK110 Greek II (5)**

This course is a continuation of Greek I. Special emphasis will be given to the function of case, form, tense, voice, and mood. Some word studies will be done.

*Prerequisite: GREK100*

**HIST220 US History & Government (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.

**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. This course is a study of spiritual awakenings as manifested in the history of the church, and is designed to give you an introductory overview of the world missionary enterprise. This course surveys the outreach of the Christian movement from apostolic times to the present. Analysis and evaluation of the relationships between the Christian mission and secular and ecclesiastical cultures are included.

**MUSC240 Introduction to Music (4)**

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

*Natural, Information Science and Mathematics Distribution*

**BIOS250 Principles of Biology (4 units)**

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

**ITEC100 Introduction to Information Technology (4 units)**

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

**MATH100 Calculus 1 (5)**

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

**MATH110 Calculus 2 (5)**

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

*Prerequisite: MATH100*

**MATH120 Differential Equations (4)**

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

*Prerequisite: MATH110*

**MATH230 Probability & Statistics (4)**

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

**MATH300 Linear Algebra (4)**

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

*Prerequisite: MATH110*

**PHYS130 Calculus-Based Physics 1 (4)**

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

*Prerequisite: MATH110.*

*Social, Behavioral Science Distribution Electives*

**ECON200 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.

**ECON310 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.

**PSYC280 Introduction to Psychology (4)**

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

### **SOCI100 Introduction to Sociology**

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

#### *General Ministry Skills*

### **PRAC010 College 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.

### **PRAC011 College Chapel (0)**

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

## **Bachelor of Arts in Theology**

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

### **Program Goals**

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

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

### **Graduation Requirements**

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

- Pass a total of 180 quarter hours: 108 quarter hours of bachelor of art core courses, 44 quarter hours of theology major courses, 28 open electives.
- Maintain a 2.00 (C grade point average) in all OUI work.
- Receive a passing mark for all Christian Service and Chapel requirements.
- Satisfactorily complete a final project and final portfolio.
- Students are subject to the Bachelor of Arts in Theology degree requirements of the catalog of the year in which they entered.
- Satisfy all financial responsibilities to the university.

## Time Limits

The Bachelor of Arts 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 years 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

**Prerequisites:** Prerequisites are courses that must be completed with a "C" or better prior to registration in a specific course. Students must meet the course prerequisites or otherwise satisfy the instructor of their preparation to take the course. Prerequisites can be waived only at the discretion of the instructor or department offering the course. Pre-requisites to study specific area and course are put at the end of each course name in parentheses. Students should observe the requirement before taking the courses with pre-requisites.

### 1. Bachelor of Arts Degree Core (108 units)

The Bachelor of Arts Degree Core is divided into two sub-areas: (1) General Education and Bible; (2) Theological Studies Core; and (3) General Ministry Skills. See section Bachelor of Arts Degree Core above for details.

1. General Education and Bible (92 units)
2. Theological Studies Core (16 units)
3. General Ministry Skills (0 units)

### 2. Major Courses (44 units)

All B.A. in Theology students are required to take 44 units of advanced biblical & theological studies courses (300 to 499) as well as introductory to advanced practical theology courses (100 to 499).

- BIBL490 Senior Seminar (4 units) (*Prerequisite: 32 Units 'Biblical, Textual and Historical Studies Core' completed*)
- MINS200 Introduction to Missions (4 units)
- MINS201 Introduction to Business as Mission (4 units)

- MINS300 Evangelism & Discipleship (4 units)
- MINS310 Introduction to Web for Missions (4 units)
- MINS330 Introduction to Teaching and Preaching (4 units)
- MINS380 Spiritual Formation (4 units)
- MINS410 Christian Leadership (4 units)
- MINS430 Church Planting & Development (4 units) (*Prerequisite: completed MINS200 Introduction to Missions*)
- MINS440 Mission Methods & Strategy (4 units) (*Prerequisite: completed MINS200 Introduction to Missions*)
- THEO490 Topics in Theology (4 units) (*Prerequisite: 32 Units 'Biblical, Textual and Historical Studies Core' completed*)

### 3. Open Electives (28 units)

All B.A. in Theology students are required to take an additional 28 units of open electives. These electives can be chosen from any courses from OUI's undergraduate degree programs. Additional Ministry Practice credits may be applied toward open electives.

## Course Descriptions

### *Theology Major Courses (Required)*

#### **BIBL490 Senior Seminar (4 units)**

Senior seminar utilizes knowledge acquired in prerequisite courses prior to the student taking part in a seminar style course, with a clear focus on reading, understanding, presenting, and discussing the materials. In this class, the students will have to engage independently and under guidance into wrestling with the understanding and interpretation of the texts covered in the seminar. Senior Seminar is a cumulative experience for Bachelor of Theology students

#### **THEO490 Topics in Theology (4 units)**

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

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

#### **MINS200 Introduction to Missions (4 units)**

This course gives an introductory overview of Christian missions. It advances the mission of Olivet New York by equipping students as biblical scholars and leaders, by helping them understand God's call to missions, as well as improving their practical response to the calling. This course will introduce Christian missions in the theological, historical, cultural and strategic perspectives.



**MINS201 Introduction to Business as Mission (4 units)**

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

**MINS300 Evangelism & Discipleship (4 units)**

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

**MINS310 Introduction to Web for Missions (4 units)**

*Prerequisite: MINS201 Introduction to Business as Mission*

This course will focus on business as mission using web-based strategies using hands-on labs learning, lectures and guest speakers.

**MINS330 Introduction to Teaching and Preaching (4 units)**

*Prerequisite: THEO211 God's Plan of Creation and Redemption II*

Biblical studying and teaching is a divinely ordained way of calling people to repentance and for edifying the people of God. It is communicating God's Word to His people—standing between the world of Scripture and the world of people and speaking the truth of God. This course is an introduction to basic concepts of sermon preparation and presentation. This will be done by studying the textbook, listening to sermons, writing and preaching the sermon note with actual practice. The student will sharpen both their preparation of sermon and preaching skills.

**MINS380 Spiritual Formation (4 units)**

Spiritual Formation explores the goals and processes of spiritual formation in the life of a Christian. It provides biblical and theological understanding of spirituality and spiritual formation, and examines characteristics of spirituality of the Beatitudes, which is considered as the quintessence of Christian spirituality for the Kingdom of God, and equips students with the classic spiritual disciplines that can contribute to forming such spirituality.

**MINS410 Christian Leadership (4 units)**

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

**MINS430 Church Planting & Development (4 units)**

*Prerequisite: MINS300 Evangelism & Discipleship*

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

**MINS440 Mission Methods & Strategy (4 units)**

*Prerequisite: MINS200 Introduction to Missions*

*Prerequisite: MINS201 Introduction to Business as Mission*

*Prerequisite: MINS430 Church Planting & Development*

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

### *Elective Courses*

#### **MINS302 Media and Business as Mission (4 units)**

*Prerequisite: MINS201 Introduction to Business as Mission*

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

#### **MINS400 Business as Mission Project (4 units)**

*Prerequisite: 3.3 grade points or better in MINS302*

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

#### **PRAC300 Ministry Internship (4 units)**

Undergraduate students in their third and fourth years of study may participate in an internship involving ministry in a church or specialized ministry organization with an approved Olivet Assembly 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. Please refer to the Ministry Practice Handbook for detailed information.

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

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

### **Program Goals**

In the context of OUI's mission, completion of the Bachelor of Arts in Information Technology degree program will provide students with:

- An ability to apply knowledge of computing and mathematics appropriate to the program's student outcomes and to the discipline
- An ability to analyze a problem, and identify and define the computing requirements appropriate to its solution
- An ability to design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs
- An ability to function effectively on teams to accomplish a common goal
- An understanding of professional, ethical, legal, security and social issues and responsibilities
- An ability to communicate effectively with a range of audiences
- An ability to analyze the local and global impact of computing on individuals, organizations, and society
- Recognition of the need for and an ability to engage in continuing professional development
- An ability to use current techniques, skills, and tools necessary for computing practice.
- An ability to use and apply current technical concepts and practices in the core information technologies of human computer interaction, information management, programming, networking, and web systems and technologies.
- An ability to identify and analyze user needs and take them into account in the selection, creation, evaluation, and administration of computer-based systems.
- An ability to effectively integrate IT-based solutions into the user environment.
- An understanding of best practices and standards and their application.
- An ability to assist in the creation of an effective project plan.
- An ability to value and seek mission-related opportunities for the application of new and developing technologies.

## Graduation Requirements

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

- Pass a total of 184 quarter hours: 108 quarter hours of bachelor of arts core courses, 62 quarter hours of information technology major courses, and 14 units of open electives.
- Maintain a 2.00 (C grade point average) in all OUI work.
- Receive a passing mark for all Christian Service and Chapel requirements.
- Satisfactorily complete a final project and final portfolio.
- Students are subject to the Bachelor of Arts in Information Technology degree requirements of the catalog of the year in

which they entered.

- Satisfy all financial responsibilities to the university.

## Time Limits

The Bachelor of Arts 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 years 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

**Prerequisites:** Prerequisites are courses that must be completed with a "C" or better prior to registration in a specific course. Students must meet the course prerequisites or otherwise satisfy the instructor of their preparation to take the course. Prerequisites can be waived only at the discretion of the instructor or department offering the course. Pre-requisites to study specific area and course are put at the end of each course name in parentheses. Students should observe the requirement before taking the courses with pre-requisites.

### 1. Bachelor of Arts Degree Core (108 units)

The Bachelor of Arts Degree Core is divided into two sub-areas: (1) General Education and Bible; (2) Theological Studies Core; and (3) General Ministry Skills. A detailed description of the course of study in the Degree Core can be found in the section Bachelor of Arts Degree Core above for in this catalog.

#### (1) General Education and Bible (92 units)

The following five mathematics and science courses are required prerequisites for BAIT major courses.

- MATH100 Calculus I (5 units)
- MATH110 Calculus II (5 units) (*Prerequisite: MATH100*)
- MATH230 Probability & Statistics (4 units)
- MATH300 Linear Algebra (4 units) (*Prerequisite: MATH110*)
- PYHS130 Calculus-Based Physics 1 (4 units) (*Prerequisite: MATH110*)

#### (2) Theological Studies Core (16 units)

#### (3) General Ministry Skills (0 units)

### 2. Information Technology Major Courses (62 units)

Students must complete 76 units of information technology major courses, including 54 units required core courses, and 8 units senior project.

#### a.) Required Core Courses (54 units)

Students must complete following required major courses.

- ITEC100 Introduction to Information Technology (4 units)
- ITEC120 Programming Fundamentals and Data Structures (4 units)
- ITEC220 Introduction to Object-Oriented Programming (4 units) (*Prerequisite: ITEC120*)
- ITEC230 Introduction to Operating Systems (4 units) (*Prerequisite: ITEC120*)
- ITEC240 Computer Networking (4 units) (*Prerequisite: ITEC230*)
- ITEC300 Introduction to Database Management Systems (4 units) (*Prerequisite: ITEC120*)
- ITEC310 Website Technologies & Development I (4 units) (*Prerequisite: ITEC120*)
- ITEC320 Software Engineering (4 units) (*Prerequisite: ITEC220*)
- ITEC340/341 Introduction to IOS Programming/ Android Programming (4 units) (*Prerequisite: ITEC220*)
- ITEC350 Human Computer Interaction (4 units) (*Prerequisite: ITEC320*)
- ITEC370 Software Analysis and Design (4 units) (*Prerequisite: ITEC320*)
- ITEC401 Network and Information Security (4 units) (*Prerequisite: ITEC240*)
- ITEC410 Website Technologies & Development II (4 units) (*Prerequisite: ITEC310*)
- ITEC470 Technology and Theology (2 units)

**b.) Senior Project (8 units)**

- ITEC490 IT Senior Project I (2 units) (*Prerequisite: Permission from the program director*)
- ITEC499 IT Senior Project II (6 units) (*Prerequisite: ITEC490 IT Senior Project I*)

Note: Please refer to the Senior Project Handbook for detailed information.

**3. Open Electives (14 units)**

Students are required to complete 14 units open elective courses among the course offerings of OUI and from the list below, depending on availability.

- ITEC140 Practical Unix/Linux (4 units) (*Prerequisites: ITEC120*)
- ITEC330 Principle of Software Development (4 unit) (*Prerequisite: ITEC220*)
- ITEC360 Algorithm Analysis and Design (4 units)
- ITEC420 Introduction to Statistics for Computer Scientist (4 units) (*Prerequisite: MATH230 Probability & Statistics*)
- ITEC430 Introduction to Ecommerce Systems (4 units) (*Prerequisite: MATH230 Probability & Statistics*)

- ITEC480 IT Senior Seminar (2 units) (*Prerequisite: approval from program director*)
- PRAC302 IT Internship (4 units)

## Course Descriptions

### **ITEC100 Introduction to Information Technology (4 units)**

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

### **ITEC120 Programming Fundamentals and Data Structures (4 units)**

This course introduces the basic concepts of computer development and programming applications with various data structures and algorithms. Topics include fundamental data types; flow of control statements (conditional, loop); functions; arrays; data structures; file I/O; class and object concepts, etc. Basics of Python, or C, will be introduced in the course.

### **ITEC140 Practical Unix/Linux (4)**

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: ITEC120*

### **ITEC220 Introduction to Object-Oriented Programming (4 units)**

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: ITEC120*

### **ITEC230 Introduction to Operating Systems (4 units)**

This course introduces modern operating systems. We will focus on UNIX-based operating systems, though we will also learn about alternative operating systems, including Windows. The course will begin with an overview of the structure of modern operating systems. Over the course of the subsequent units, we will discuss the history of modern computers, analyze in detail each of the major components of an operating system (from processes to threads), and explore more advanced topics in the field, including memory management and file input/output. The class will conclude with a discussion of various system-related security issues.

*Prerequisite: ITEC120*

### **ITEC240 Computer Networking (4 units)**

This course introduces current network technologies. Topics include network architectures and protocols, application layer, TCP/IP model, link layer and LAN, and network security.

*Prerequisite: ITEC230*

### **ITEC300 Introduction to Database Management Systems (4 units)**

Introduction to the foundations of database systems. It covers the fundamental concepts of database systems. Topics include data models, query languages, Database Application Development, Relational Database Design and Normalization, implementation

techniques of database management systems (index structures, concurrency control, recovery, and query processing).

*Prerequisite: ITEC120*

**ITEC310 Website Technologies & Development I (4 units)**

Study of current Web development technologies on both web server side and client side, programming development using XHTML, CSS, JavaScript, PHP and MySQL.

*Prerequisite: ITEC120*

**ITEC320 Software Engineering (4 units)**

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

*Prerequisite: ITEC220*

**ITEC330 Principles of Software Development (4 units)**

This course studies software development fundamentals and principles. Different software development processes and models will be discussed, with a primary focus on Agile software development. It covers how to use Agile software development principles and tools, such as Test-Driven Development (TDD), Behavior-Driven Design (BDD), User Stories, lo-fi UI Sketching, and Version Control using Git, etc., to develop, test, and deploy a modern web-based software using Ruby on Rails framework.

*Prerequisite: ITEC220*

**ITEC340 Introduction to IOS Programming (4 units)**

In this course you'll learn the basics of creating original apps for iPhone, iPod touch, and iPad using Xcode, the Swift language, and Cocoa Touch with the iOS SDK.

*Prerequisite: ITEC220*

**ITEC341 Introduction to Android Programming (4 units)**

Lecture will go over the key ideas and examples for building Android programs, leading to a programming exercise on the same material. The exercises should not be too hard, just giving you chance to apply what you just saw. Topics: Getting started: SDK, tooling, debugging, the emulator; Basic Program: activities, layouts, widgets, listeners, menu commands, intents, multiple views, built-in animations, simple persistence; Animation Program and Network Program.

*Prerequisite: ITEC220*

**ITEC350 Human Computer Interaction (4 units)**

This course studies major topics in human-computer interaction. Topics include human-centered design requirements, assessment of the impact of the design on performance and product satisfaction, analysis of the design effectiveness, and investigation into the social impact of ubiquitous computing environments in relation to privacy, security, inequality, and embodiment.

*Prerequisite: ITEC320*

**ITEC370 Software Analysis and Design (4 units)**

Object-oriented techniques for specifying, designing, and implementing software systems. Topics include requirements capture and analyze, system analysis, design, and implementation. Primary emphasis on the UML methodology, separation of layers, design patterns, and the importance of these in developing software project. Students will design a major group project and implement

portions using Ruby or Java.

**Prerequisite:** ITEC320

**ITEC401 Network and Information Security (4 units)**

The course covers principles of computer systems and network security. Various attack techniques and how to defend against them are discussed. Topics include network attacks and defenses, operating system security, web security, e-mail, botnet, malware, social engineering attacks, privacy, and digital rights management. Course projects will focus on building reliable code and understanding attacks. The course is intended for senior undergraduates and first year graduate students.

**Prerequisite:** ITEC240

**ITEC410 Website Technologies & Development II (4 units)**

This course studies how to build modern web-based application using high-productive Agile development iteration with Ruby On Rails. It focuses on Ruby language and the famous web framework Rails. Common techniques used together with Agile development such as TDD and BDD and popular framework Rspec and Cucumber are introduced.

**Prerequisite:** ITEC310

**ITEC420 Introduction to Statistics for Computer Scientist (4 units)**

Statistics is about extracting meaning from data. In this course, we will introduce techniques for visualizing relationships in data and systematic techniques for understanding the relationships using mathematics. Topics include: counting and combinatorial, random variables, conditional probability, independence, distributions, expectation, point estimation, and limit theorems. Applications of probability in computer science including machine learning and the use of probability in the analysis of algorithms.

**Prerequisite:** MATH230 *Probability & Statistics*

**ITEC430 Introduction to Ecommerce Systems**

This course studies both business and technology elements of eCommerce. Topics include eCommerce models and concepts, eCommerce Infrastructure, E-commerce System Development, eCommerce Security and Payment systems, Mobile eCommerce characters and technology, Marketing concepts and communications, Ethical, Social and Political eCommerce issues, etc.

**Prerequisite:** MATH230 *Probability & Statistics*

**ITEC470 Technology and Theology (2 units)**

This course let students study technology and theology in both context. On one hand, students study the meaning of technology from the viewpoint of theology. They study why God allowed technology to begin and used, and study how God plan technology to develop. On the other hand, student will learn technology used by individual Christians, Churches, Christian organizations or Christian companies. Students learn its history, how it contributes for the kingdom of God, what kind of problems is seen in the usage of technology and how to solve it.

**ITEC480 IT Senior Seminar (2 units)**

This course will present current technology in the Computer Systems and Information Technology fields.

**Prerequisite:** *approval from program director*

**ITEC490 IT Senior Project I (2 units)**

First phase of Senior Project, which is designed to satisfy the requirements for a capstone experience of Bachelor of Arts degree in



Information Technology. Student will identify capstone project topic, seek an advisor, write, and oral present and get approval a senior project proposal by the end of the process. Refer to the Senior Project Handbook for detailed information.

*Prerequisite: Permission from the program director*

#### **ITEC499 IT Senior Project II (6 units)**

Second phase of Senior Project, which is designed to satisfy the requirements for a capstone experience of Bachelor of Arts degree in Information Technology. Students will develop and implement the senior project, and writing a senior project paper in this phase. Students must have passed ITEC490 Senior Project I with an approved Senior Project Proposal before starting this phase. Refer to the Senior Project Handbook for detailed information.

*Prerequisite: ITEC490 IT Senior Project I*

#### **PRAC302 IT Internship (4 units)**

Undergraduate students in their third and fourth years of study may 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.

Please refer to the Ministry Practice Handbook for detailed information.

## **Bachelor of Arts in Business Administration**

The Bachelor of Arts in Business Administration is a four-year undergraduate degree program preparing students to contribute to a world revolutionized through Christian mission as business professionals. The program combines Bachelor of Arts Degree Core courses, business courses as well as open elective courses with the aim of cultivating a Biblical worldview and a professional perspective in students consistent with the mission of OUI.

### **Program Goals**

In the context of OUI's mission, completion of the Bachelor of Arts 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.

## Graduation Requirements

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

- Pass a total of 180 quarter hours: 16 quarter hours of biblical studies and theological studies, at least 92 quarter hours of general education courses, 52 quarter units of business major courses and 20 quarter hours of open elective courses.
- Maintain a 2.00 (C grade point average) in all OUI work.
- Receive a passing mark for all Christian Service and Chapel requirements.
- Students are subject to the Bachelor's in business administration degree requirements of the catalog of the year in which they entered.
- Satisfy all financial responsibilities to the university.

## Time Limits

The Bachelor of Arts 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 years 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

**Prerequisites:** Prerequisites are courses that must be completed with a "C" or better prior to registration in a specific course. Students must meet the course prerequisites or otherwise satisfy the instructor of their preparation to take the course. Prerequisites can be waived only at the discretion of the instructor or department offering the course. Pre-requisites to study specific area and course are put at the end of each course name in parentheses. Students should observe the requirement before taking the courses with pre-requisites.

### 1. Bachelor of Arts Degree Core (108 units)

The Bachelor of Arts Degree Core is divided into two sub-areas: (1) General Education and Bible; (2) Theological Studies Core; and (3) General Ministry Skills. A detailed description of the course of study in the Degree Core can be found in the section Bachelor of Arts Degree Core above for in this catalog.

#### *(1) General Education and Bible (92 units)*

The following five mathematics and science courses are required for Business Major students.

- MATH100 Calculus I (5 units)
- MATH110 Calculus II (5 units) (**Prerequisite:** MATH100)
- MATH230 Probability & Statistics (4 units)

- MATH300 Linear Algebra (4 units) (*Prerequisite: MATH110*)
- ITEC100 Introduction to Information Technology (4 units)

The following three Social/Behavioral Science courses are required for Business Major students.

- ECON200 Macroeconomics (4 units)
- ECON310 Microeconomics (4 units)
- PSYC280 Introduction to Psychology (4 units)

(2) *Theological Studies Core (16 units)*

(3) *General Ministry Skills (0 units)*

## **2. Business Major Courses (52 units)**

Students must complete 52 units of business major courses.

- COMM100 Business Communications (4 units)
- FINC110 Accounting I (4 units) (*Prerequisite: MATH100, MATH110*)
- FINC210 Accounting II (4 units) (*Prerequisite: FINC110*)
- MKTG200 Organizational Behavior (4 units)
- FINC300 Finance (4 units)
- MKTG300 Marketing (4 units) (*Prerequisite: MATH100, MATH110*)
- MGMT300 Business Policy & Strategy (4 units) (*Prerequisite: MGMT400*)
- ECON400 Global Business (4 units)
- LEAD400 Organizational Leadership (4 units) (*Prerequisite: MGMT400*)
- MGMT400 Management (4 units) (*Prerequisite: MATH100, MATH110, ITEC100*)
- MGMT410 Introduction to Production and Quantitative Methods (4 units) (*Prerequisite: MATH100, MATH110, MATH230*)
- MGMT420 Human Resources Management (4 units) (*Prerequisite: MGMT400*)
- MGMT450 Ethical and Legal Issues in Business (4 units)

## **3. Open Elective Courses (20 units)**

All Business Major students are required to take an additional 20 units of open elective courses. 1) Students can choose any undergraduate level courses from Olivet University International including courses from the Theology and IT Divisions..2) PRAC301 Business Internship credits may be applied toward open electives.

## Course Descriptions

### **COMM100 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.

### **MKTG200 Organizational Behavior (4)**

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

### **MGMT300 Business Policy and Strategy (4)**

The course explores the components of each process of the strategy management with the comprehensive review and evaluation as an integrated wholesome business picture. Topics covering strategic management, social responsibility, external information scanning, internal analytics, strategic decision making, strategy selection, implementation and evaluation.

*Prerequisite: MGMT400*

### **MGMT400 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.

*Prerequisite: MATH100, MATH110, ITEC100*

### **MGMT410 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.

*Prerequisite: MATH100, MATH110, MATH230*

### **MGMT420 Human Resources Management (4)**

The course introduces the functions of human resource management in pursuing the success of the organization. Topics can include strategic planning, recruitment, selection, evaluation, HR development and relationship, compensation and appropriate skills development.

*Prerequisite: MGMT400*

### **LEAD400 Organizational Leadership (4)**

This course is designed to cover the foundational theories and the practical performance of leadership. Students will have a comprehensive, practical and integrative focus on individual, team, and organization leadership and management. The course will explore developing leadership introduction, understanding critical issues and learning appropriate skills.

*Prerequisite: MGMT400*

### **MGMT450 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.

**MKTG300 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.

*Prerequisite: MATH100, MATH110*

**FINC110 Accounting I (4)**

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

*Prerequisite: MATH100, MATH110*

**FINC210 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.

*Prerequisite: FINC110*

**FINC300 Finance (4)**

The courses studies on the topics of financial management, financial markets, and financial investments.

**ECON400 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.

**PRAC301 Business Internship (4)**

Undergraduate students in their third and fourth years of study may participate in an internship involving ministry in a church or specialized ministry organization with an approved OBS 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. Please refer to the Ministry Practice Handbook for detailed information.

## CHAPTER 6: GRADUATE STUDIES

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Olivet University International offers the Master of Divinity, a first professional degree preparing graduates for pastoral ministry and providing the stepping stone for further studies towards a professional doctoral degree. In the areas of business and information technology it offers a Master of Business Administration degree as well as a Master of Arts degree in Information Technology.

### Master of Divinity

The Master of Divinity program is designed to prepare future ministers for work as pastors, missionaries, and chaplains in the world of twenty-first century Christian mission. This program provides students with core Biblical and theological instruction, leadership training, as well as the skills necessary to perform ministerial duties in the local church.

### Program Goals

In the context of Olivet University's mission, completion of the Master of Divinity program will enable students to:

- Grow in likeness to Christ
- Develop biblically and theologically sound expository sermons within a historical context
- Evaluate contemporary moral and social issues by applying Biblical and theological principles
- Develop professional competencies, particularly in missions and church ministry

### Graduation Requirements

In order to graduate with a Master of Divinity degree from Olivet New York, the student must:

1. Pass a total of 136 quarter credits;
2. Maintain a GPA of 3.0 (B average) or above;
3. Complete all degree requirements within the time limit, unless extenuating circumstances exist;
4. Receive a passing mark for all Christian Service and Chapel requirements;
5. Demonstrate proficiency in Bible, theology and history knowledge with by completing the ABHE Bible Test J in the top 40th percentile of all nationwide participants.
6. Satisfy all financial responsibilities of the university.

Students are subject to the Master of Divinity degree requirements of the catalog of the year in which they entered.

### Time Limits

The Master of Divinity degree is normally fulfilled in four (4) years of study. Except under extenuating circumstances, all requirements for the degree must be completed within six (6) years of the date of enrollment. Students who have not completed the requirements within the six-year period must apply to the Registrar's Office for an enrollment extension every term, up to a maximum of seven (7) years from the date of enrollment.

## Curriculum

**Prerequisites:** Prerequisites are courses that must be completed with a "B" or better prior to registration in a specific course. Students must meet the course prerequisites or otherwise satisfy the instructor of their preparation to take the course. Prerequisites can be waived only at the discretion of the instructor or department offering the course. Pre-requisites to study specific area and course are put at the end of each course name in parentheses. Students should observe the requirement before taking the courses with pre-requisites.

### 1. Biblical & Biblical Languages Studies Requirement (36 units)

Students are required to take the following eight biblical studies courses and two biblical language courses:

- BIBL501 Old Testament I (4 units)
- BIBL502 Old Testament II (4 units) (*Prerequisite: BIBL501*)
- BIBL503 Old Testament III (4 units) (*Prerequisite: BIBL502*)
- BIBL511 New Testament I (4 units)
- BIBL512 New Testament II (4 units) (*Prerequisite: BIBL511*)
- BIBL513 New Testament III (4 units) (*Prerequisite: BIBL512*)
- BIBL520 Studies in Romans I (4 units) (*Prerequisite: BIBL520*)
- BIBL521 Studies in Romans II (4 units)
- BIBL550 Introduction to Biblical Hebrew\* (2 units)
- BIBL560 Introduction to Biblical Greek\* (2 units)

\*Note: These courses may be waived if the student takes proficiency exams and demonstrates competency in the Biblical Hebrew or Biblical Greek.

### 2. Theological & Historical Studies Requirement (44 Units)

Students are required to take following seven theological studies courses and four historical studies courses:

- THEO500 Theological Prolegomena (4 units)
- THEO501 Systematic Theology I (4 units) (*Prerequisite: THEO500*)

- THEO502 Systematic Theology II (4 units) (*Prerequisite: THEO501*)
- THEO503 Systematic Theology III (4 units) (*Prerequisite: THEO502*)
- THEO600 Christian Apologetics (4 units)
- THEO610 Christian Ethics (4 units)
- THEO620 Biblical Hermeneutics (4 units)
- HIST500 Historical Theology (4 units)
- HIST501 History of Christianity I: 100-1500 (4 units)
- HIST502 History of Christianity II: 1500-1900 (4 units)
- HIST503 History of Christianity III: 1900-Present (4 units)

### **3. Ministry Studies Requirement (24 Units)**

All students are required to take following the following six ministry studies courses:

- MINS600 Mission & Discipleship (4 units) (*Prerequisite: Student should have completed a minimum of 90 credit hours and be in the final year of studies.*)
- MINS700 Homiletics (4 units)
- MINS710 Pastoral Counseling (4 units)
- MINS624 Teaching the Transforming Word of God I (4 units)
- MINS625 Teaching the Transforming Word of God II (4 units) (*Prerequisite: MINS624*)
- MINS640 Business as Mission (4 units)

### **4. Ministry Studies Distribution Requirement (24 Units)**

All students must take 24 additional units from the Ministry Studies category of Theology graduate program.

### **5. Open Electives Requirement (8 Units)**

Students are required to take additional courses of their choice from Theology graduate program or approved courses from other programs.

### **6. General Ministry Skills (0 Unit)**

The M.Div. students are required to pass 4 quarters of PRAC020 Graduate Christian Service and 6 quarters of PRAC021 Graduate Chapel. Please refer to the Christian Service Program Handbook for more detailed information.

## **Course Descriptions**



**Biblical Studies & Languages (required)**

**BIBL501 Old Testament I (4)**

Background and content of the first five books. Special attention to foundational matters and Israel's setting in the ancient near east.

**BIBL502 Old Testament II (4)**

Prerequisite: BIBL501

Background and content of the OT Book of History (the Former Prophets and some of the Writings) and Prophecy (Major and Minor Prophets).

**BIBL503 Old Testament III (4)**

Prerequisite: BIBL502

Background and content of the OT Book of Psalms and the OT Wisdom Books.

**BIBL511 New Testament I (4)**

Studying the earthly life of our Lord Jesus Christ, along with the special emphasis of each gospel's portrayal. This course is broken into two major sections. During the first half of the class, we will read the gospels in series, focusing on each author's unique portrayal of Jesus. During the second half of the class, we will read the gospels in parallel, allowing us to see more clearly the similarities and differences of the gospels. We will pay close attention to background and good hermeneutical principles throughout the class.

**BIBL512 New Testament II (4)**

Prerequisite: BIBL511

The beginnings of Christianity and the challenges it faced. Special emphasis on Paul's positive message in his letters, and his response to alternatives and difficulties.

**BIBL513 New Testament III (4)**

Prerequisite: BIBL512

The letters to Hebrews and by James, John, Peter and Jude show that Paul was not the only early theologian. The Revelation to John, properly handled, gives a uniquely valuable, though challenging perspective.

**BIBL520 Studies in Romans I (4)**

This course is an expository study of the most doctrinal and practical book of the New Testament. BIBL520 is part one of a sequence with BIBL521, four credit hours each, designed to provide students with an in-depth look at the book (the gospel according to Paul) as well as some of the important doctrinal passages that will be discussed. BIBL520 covers chapters 1 to 8 while BIBL521

deals with chapters 9 to 16.

**BIBL521 Studies in Romans II (4)**

Prerequisite: BIBL520

This course is an expository study of the most doctrinal and practical book of the New Testament. BIBL521 is designed to provide students with an in-depth look at the book (the gospel according to Paul) as well as some of the important doctrinal passages that will be discussed. BIBL521 deals with chapters 9 to 16.

**BIBL550 Introduction to Biblical Hebrew (2)**

Enables, through an inductive method, working with the Old Testament Hebrew text with a focus on how to use the digital and print scholarly tools and understand its meaning beyond mere morphology.

**BIBL560 Introduction to Biblical Greek (2)**

Enables working with the New Testament, through an inductive method, working with the New Testament Hebrew text with a focus on how to use the digital and print scholarly tools and understand its meaning beyond mere morphology.

**Historical Studies (required)**

**HIST500 Historical Theology (4)**

Historical theology is a Christian Theology to use the method of historical studies and study a history in Christian beliefs. This course is designed to study the historical development of Christianity (Christian Doctrine) and to explore the historical circumstances to influence the formation and development of doctrine. It should also organize a historical context of contemporary, primary theological developments, theologian and theological thoughts and movements. The course will study through detailed case studies about the important subject for the general comprehension of contemporary events.

**HIST501-503 History of Christianity I-III (4 units each)**

This course is a three part sequence that examines the history of the Christian movement from its beginnings as a small sect within Judaism to its modern picture as we see in 21st century.

**Theological Studies (required)**

**THEO500 Theological Prolegomena (4)**

Theological Prolegomena is a course that focuses on the conditions that are necessary for the systematic study of the defining doctrines of biblical Christianity. Systematic theology is not done in a vacuum, and this means that it is important to critically evaluate theories about the nature of reality and knowledge. The question of theological method must also be clarified so that systematic theology can be done properly.

**THEO501 Systematic Theology I (4)**

Prerequisite: THEO500

After the students acquired a basic understanding of the preconditions for systematic theology, they are ready to begin a study of the various divisions of the discipline. This course will provide an overview of the nature and attributes of God, the creation of the universe and life on the earth, and the doctrine of the incarnation of the Son of God.

**THEO502 Systematic Theology II (4)**

Prerequisite: THEO501

The topics to be systematically examined in this course are the biblical teaching on the nature and effects of sin, the nature of salvation and its evidence, including an evaluation of different perspectives on the foregoing subjects.

**THEO503 Systematic Theology III (4)**

Prerequisite: THEO502

The topics to be systematically examined in this course are the biblical teaching on the nature of the church, its structure, function and mission; and the nature of last things, including the biblical prophecies pertaining to the end of the age and the eternal state in the new heavens and earth.

**THEO600 Christian Apologetics (4)**

This course deals with a most important subject: how we communicate the Christian faith to those who are opposed or uncommitted to it. Christian apologetics defends the faith against opponents but also reaches out to them in a positive way. "Apologetics" comes from the Greek, "Apologetics" which means presenting a subject in its best light.

**THEO610 Christian Ethics (4)**

The study of ethics seeks to determine whether moral values and obligations are objective or subjective, absolute or relative. It also aims at resolving the problem of the criterion for determining the morally good and morally bad, the morally right and morally wrong. In addition, the differences between general ethics and Christian ethics will be highlighted. Finally, the course will focus on the application of the biblical principles of Christian ethics to various moral issues, such as abortion, capital punishment, etc.

**THEO620 Biblical Hermeneutics (4)**

Through this course, students will learn the process of examining biblical texts to uncover its deeper meaning and magnitude. Through reading the Bible, attending lecture classes, having group dialogue, and creating research assignments, students will come to know the differing methods of how to interpret text.

**Theological Studies (elective)**

**THEO635 World Religions (4)**

This course explores the nature and function of the major religions of the world from a Christian perspective. Each of the religions

will be studied in terms of their founders, history, authoritative sources, core beliefs, and the rituals and attitudes that are typical in the lives of their adherents.

**THEO738 20th Century Theology: Christ and Modernism (4)**

This course surveys the major cultural, theological, and historical events in Christianity and theology from the late nineteenth century to the present. The interrelations between Christianity and the different predominant cultures of the last century as well as important people and movements will be covered.

**Ministry Studies (required)**

**MINS600 Mission & Discipleship (4)**

Prerequisite: Student should have completed a minimum of 90 credit hours and be in the final year of studies.

This capstone course focuses on integrating key aspects of seminary education with Christian ministry to prepare graduating students for vocational ministry. The Master of Divinity candidate consolidates and synthesizes important learning gleaned from coursework, experience and assignments, thereby demonstrating proficiency in applying this knowledge toward practical mission work. Reflection, self assessment, sharing of ideas and critical analysis are all vital components designed to fulfill academic, spiritual and professional formation.

**MINS624 Teaching the Transforming Word I (4)**

Survey of the biblical story in its progressive unfolding of the history of redemption against the backdrop of creation and sin. MINS624 is part one of a sequence with MINS625, four credit hours each, designed to acquaint students with the narrative of the Bible, to enhance the students' appreciation of this story as both formative and normative of life, and to eventually help the student to teach the Scripture for life change.

**MINS625 Teaching the Transforming Word II (4)**

Prerequisite: MINS624

Survey of the biblical story in its progressive unfolding of the history of redemption against the backdrop of creation and sin. MINS625 is part two of a sequence with MINS624, four credit hours each, designed to acquaint students with the narrative of the Bible, to enhance the students' appreciation of this story as

both formative and normative of life, and to eventually help the student to teach the Scripture for life change.

**MINS640 Business as Mission (4)**

This course examines the emergent role of business in Christian missions. Themes covered include: 1) the theology of business as mission; 2) practical issues concerning the use of business as a vehicle for cross-cultural missions, and 3) specific for-profit business models and case studies. By the end of the course the student will have a better understanding of the opportunities and challenges associated with integrating business and missions.

**MINS700 Homiletics (4)**

Biblical preaching is a divinely ordained way of calling people to repentance and for edifying the people of God. It is communicating God's Word to His people—standing between the world of Scripture and the world of people and speaking the truth of God. This course is designed to expose students to understand homiletics and methods of it. This will be done by studying the writings of different authors and by listening to sermons preached by those who advocate a given perspective.

**MINS710 Pastoral Counseling (4)**

A study of the Biblical principles to Christian counseling. Application and implementation of a Biblical model of counseling will be emphasized.

**Ministry Studies (elective)**

**MINS500 Pastoral Formation (4)**

This course integrates biblical and theological study with practical exercises in order to provide the students with both knowledge and experiences to foster Christian maturity. This course will focus on understanding Christlikeness, nurturing personal spiritual formation, and discerning gifts and callings which will promote the maturity of the community of faith.

**MINS603 Social Media in Missions (4)**

This course explores the use of social media as a platform for missions and ministry, engaging students in practical assignments and peer review for effective outreach.

**MINS610 Intercultural Studies (4)**

This course provides students with knowledge in the subject of Biblical foundations for intercultural ministry. It advances the mission of Olivet University by equipping students as fruitful citizens of the Kingdom of God blessing peoples through diversity acceptance and enrichment through service to mankind.

**MINS720 Church Planting & Growth (4)**

Evaluates various kinds of church planting opportunities and methodologies. Offers step-by-step procedures, and calls upon individuals to share their individual church planting experiences. Qualitative and quantitative factors of growing a church from a Biblical perspective receive attention.

**MINS730 Church Administration (4)**

This course is an inquiry into and application of the theological foundations and principles of church dynamics, more commonly known as "church administration". The essence of the course is to equip the leader, pastor, and missionary to understand the nature, mission, organization and function of a local church in all of its dimensions and practices.

**MINS740 Pastoral Theology (4)**

The application of Christian Theology to pastoral situations bringing the Gospel to bear on individual's needs and circumstances. He is a practitioner of the faith. Clinically applying all that he knows of God, of the saving power of the grace of Christ, of Christian teaching and experience, to specific moral and spiritual problems. The pastor's purpose is larger and deeper than physical or mental health or social rehabilitation. He seeks besides these the reconciliation of individuals to God to each other and to life which not only establishes the individual in peace and lays the foundation of abiding joy, but releases within the souls such faith, hope and love as enable it to meet all demands with equanimity and resource.

**PRAC500 Ministry Practicum (4)**

Graduate students participate in supervised ministry in a church or specialized ministry approved by the school. Interns must have a total 120 hours of site contact hours to receive 4 quarter units. Emphasis is placed on the development of practical ministry skills with the integration of Biblical and theological studies.

**PRAC020 Graduate 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.

**PRAC021 Graduate Chapel (0)**

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

## **Master of Business Administration**

The Master of Business Administration program is a two-year graduate degree program that trains students as professional leaders in the field of business with a solid biblical foundation. The program provides students with the academic and practical training necessary for them to become competent and influential individuals in the field of business.

### **Program Goals**

In the context of Olivet University International's mission, completion of the Master of Business Administration program will enable students to:

- Be prepared for effective Christian leadership in the field of business.
- Use the relationship between the functional areas of business and long-range planning, implementation and control to solve business problems.
- Analyze business from global perspectives to find opportunities, develop strategies, and solve problems in the business world.
- Interact effectively with people of diverse backgrounds in typical business settings.

- Interpret the relationship between Christian faith and business based on a biblical and theological understanding.

## Graduation Requirements

Graduate students at Olivet University must fulfill the following Master's degree requirements for graduation:

- Demonstrate proficiency in Bible knowledge with a passing score on the written comprehensive examination in the area of Bible knowledge or required coursework (THEO200 and THEO211) in Bible and theology.
- Pass a total of 56 quarter hours: 48 quarter hours of professional studies, and at least 8 quarter hours of open electives.
- Maintain a 3.00 (B grade point average) in all Olivet University International work.
- Receive a passing mark for all Christian Service and Chapel requirements.
- Satisfactorily complete the capstone project final paper.
- Complete all degree requirements within the 5-year time limit.
- Satisfy all financial responsibilities to the university.
- Students are subject to the Master of Business Administration degree requirements of the Catalog of the year in which they entered.

## Time Limits

The Master of Business Administration degree is normally fulfilled in two (2) years of study. Except under extenuating circumstances, all requirements for the degree must be completed within four (4) years of the date of enrollment. Students who have not completed the requirements within the four-year period must petition for extension every term, up to a maximum of five (5) years from the date of enrollment, to remain in the program.

## Curriculum

**Prerequisites:** Prerequisites are courses that must be completed with a "B" or better prior to registration in a specific course. Students must meet the course prerequisites or otherwise satisfy the instructor of their preparation to take the course. Prerequisites can be waived only at the discretion of the instructor or department offering the course. Pre-requisites to study specific area and course are put at the end of each course name in parentheses. Students should observe the requirement before taking the courses with pre-requisites.

### Prerequisite Courses

- MATH100 Calculus 1 (5 units)
- MATH230 Probability & Statistics (4 units)

Note: These two courses do not count towards degree requirements and are required of all students who have not taken at least 6 semester units of university level math courses before entering Olivet University.

### **Core Courses (48 Units)**

Students are required to take the following 12 core courses of 48 units listed below:

- FINC500 Finance I (4 units) (*Prerequisite: ECON600 Macroeconomics in Global Economy, ECON610 Microeconomic Analysis*)
- FINC510 Finance II (4 units) (*Prerequisite: FINC500 Finance*)
- MGMT550 Applied Business Research (4 units) (*Prerequisite: at least 9 credits in Mathematics*)
- ECON600 Macroeconomics in the Global Economy (4 units)
- ECON610 Microeconomic Analysis (4 units)
- MKTG600 Marketing Management (4 units) (*Prerequisite: MGMT720 Business Law*)
- MGMT610 Operations Management (4 units) (*Prerequisite: ECON610 Microeconomic Analysis*)
- MGMT650 Human Resource Management (4 units)
- LEAD700 Leadership (4 units)
- MGMT710 Business Strategy (4 units) (*Prerequisite: MGMT610 Operations Management*)
- MGMT720 Business Law (4 units)
- MGMT800 Business Capstone Project (4 units) (*Prerequisite: at least 10 MBA core courses*)

Notes: The Business Capstone Project course (MGMT800) is a culminating experience and project development course where the student is required to develop a comprehensive business plan and present it to faculty supervisors. This course is only for the students in the last quarter to take.

### **Elective Courses (8 Units)**

Students are required to complete 8 units worth of elective courses. Current available elective courses are listed below:

- MINS640 Business as Mission (4 units)
- MKTG650 Digital Marketing and Electronic Commerce (4units)
- MGMT600 Entrepreneurship (4units)
- PRAC501 Business Practicum (4 units)

### **General Ministry Skills (0 Units)**

The M.B.A. students are required to pass 2 quarters of PRAC020 Graduate Christian Service and 3 quarters of PRAC021 Graduate Chapel. Please refer to the Christian Service Program Handbook for more detailed information.



## Course Descriptions

### **FINC500 Finance I (4)**

Studies include financial management of the firm, including capital budgets, working capital analysis, and financing policy.

*Prerequisite: ECON600 Macroeconomics in Global Economy, ECON610 Microeconomic Analysis*

### **FINC510 Finance II (4)**

Students learn how to apply quantitative analysis to financial problems of the firm that are important to practice, including issues related to financing and investment.

*Prerequisite: FINC500 Finance*

### **MGMT550 Applied Business Research (4)**

A course to investigate the techniques of the research process as applied to business and economics. Experience is gained in defining research problems, designing a research project, and in collecting, analyzing, recording, and interpreting data. Also, an analysis of pertinent research literature in business and economics is conducted.

*Prerequisite: at least 9 credits in Mathematics*

### **ECON600 Macroeconomics in the Global Economy (4)**

This study of macroeconomics considers the worldwide economic environment within which businesses operate. Topics covered include the gross domestic product, unemployment, investment, interest rates, the supply of money, inflation, exchange rates, international trade, business cycles, and fiscal and monetary policy.

### **ECON610 Microeconomic Analysis (4)**

Studies about microeconomic analysis and policy under mixed capitalism. Topics covered include the economic environment and institutions, markets, consumer choice, production and resource allocation.

### **MKTG600 Marketing Management (4)**

Course exploring marketing opportunities through product development, pricing strategies, customer communications and channel management.

*Prerequisite: MGMT720 Business Law*

### **MGMT610 Operations Management (4)**

Course covering processes that transform inputs into finished goods and services, process improvement, total quality management, product and process development, supply chain management, and the relation of operations strategy to product and service design and to business strategy.

*Prerequisite: ECON610 Microeconomic Analysis*

**MGMT650 Human Resource Management (4)**

The course explores the primary role of human resource professionals to effectively, systematically and strategically manage today's organizations. Key points can be human resource recruitment, selection, development, appraisal, retention, compensation, reward and performance system, training and development system, and equal employment opportunity.

**LEAD700 Leadership (4)**

Course covering the history, art, science and practice of leadership in organizational setting. Topics include leadership history, change, visioning, coaching followership and socio-technical concerns.

*Prerequisite: ECON610 Microeconomic Analysis*

**MGMT710 Business Strategy (4)**

Course focused on analyzing and diagnosing business problems as well as developing and implementing effective strategic solutions.

*Prerequisite: MGMT610 Operations Management*

**MGMT720 Business Law (4)**

This course explores the legal environment in which businesses operate and studies the interaction between business and the legal system. Students examine various areas of the law which are integral to operating a business enterprise. Topics include contracts, torts, agency, Uniform Commercial Code, ethical and criminal implications of business actions, property laws, and the legal aspects of different business entities.

**MGMT800 Business Capstone Project (4)**

The business capstone project will allow the students to bring out the skills and knowledge that they have undertaken from the previous courses to achieve MBA degree. The students are expected to submit a comprehensive work, make a business plan, proposal (for project, process, program, etc.), or any other similar work approved by the faculty mentor of this course. Additionally, the students do need to give a presentation defense. The business plan can be the strategic efforts for some current companies or the project to launch a new business venture.

*Prerequisite: at least 10 MBA core courses*

**PRAC501 Business Practicum (4)**

MBA students participate in supervised internship in the companies or non-profit organizations approved by OBS. Interns must have a total 120 hours of site contact hours to receive 4 quarter units. Emphasis is placed on the development of practical business skills with the integration of Biblical values and ethics in the business world. MBA students are allowed to take Business Practicum up to two quarters.

**MKTG650 Digital Marketing and Electronic Commerce (4)**

In this experiential learning class students and their business team members will create an online retail strategy and working internet commerce site -including positioning your retail brand against target consumers, choosing category assortment, negotiating certain terms with vendors, setting prices and promotions, managing inventories, developing messaging and advertising, factoring in competition, and constructing a viable online business model.

**MGMT600 Business as Mission (4)**

This course examines the emergent role of business in Christian missions. Themes covered include: 1) the theology of business as missions; 2) practical issues concerning the use of business as a vehicle for cross-cultural missions, and 3) specific for-profit business models and case studies. By the end of the course the student will have a better understanding of the opportunities and challenges associated with integrating business and missions.

**MGMT600 Entrepreneurship (4)**

This course is offered for students who are involved in the process of creating and developing new products or services within organizations or who plan to start their own business. This integrative course directly addresses these problems and develops the fundamental business skills necessary to identify, evaluate, develop and exploit business opportunities.

**PRAC020 Graduate Christian Service (0)**

Weekly involvement in the setting of churches/parachurches with satisfactory completion of student's selfevaluation form and supervisor's evaluation form as described in the Christian Service Program Handbook.

**PRAC021 Graduate Chapel (0)**

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

## **Master of Arts in Information Technology**

The Master of Arts in Information Technology (M.A. IT) is a two-year graduate degree program, designed to equip ministry-bound men and women with a broad knowledge and experience of principles and theories underlying applied information technology, as well as emerging technology and practices necessary for them to apply technologies to their ministry and businesses to solve complex problems.

The program balances theoretical and practical aspects of information technology with coursework, practicum and capstone projects. Independent problem-solving and analytical thinking skills are integrated throughout the curriculum.

The program is grounded in the underlying computer science principles and systems, emphasizing a concentration Web and Mobile Application Development. Course work includes operating systems, database systems, networking, Object-Oriented programming and methodologies, security, software development and engineering, distributed system and data analysis, etc.

The MAIT degree requires 52 units of course work, including 24 units of core studies, 12 units of concentration courses, 8 units of capstone courses, and 8 units of open elective courses. Students are expected to complete all studies in 2 years full-time.

Students are required to finish a two-quarter process capstone projects during the 2nd year of study. Capstone project is an opportunity for students to apply the knowledge they acquire through Master's coursework to a project of their own interest or sponsored by industry. The goal of the Capstone is for students to synthesize, integrate, and apply the skills and competencies they have acquired, to a realworld IT problem of their choosing.

## **Program Goals**

In the context of Oliver University's mission, completion of the M.A. IT degree program will develop and enable students to:

1. Demonstrate a broad knowledge of principles and theories underlying applied information technology, including operating systems, database systems, computer networking, and object-oriented programming.
2. Demonstrate a substantial knowledge of one of the following Information Technology concentrations: Networking & Security, Software Engineering, and Web & Mobile Development.
3. Evaluate business requirements, design and develop applications using modern software engineering concepts, techniques, practices, and tools.
4. Work effectively within a team, including communicating effectively with both technical and non-technical audiences.
5. Analyze and develop solutions to real world problems based on current and emerging practices and technologies.
6. Value and seek opportunities to apply new or emerging technologies to solve problems in mission-related settings.

## Graduation Requirements

Graduate students at OUI must fulfill the following Master's degree requirements for graduation:

- Demonstrate proficiency in Bible knowledge with a passing score on the written comprehensive examination in the area of Bible knowledge or required coursework (THEO200 and THEO211) in Bible and theology.
- Pass a total of 56 quarter hours: 48 quarter hours of professional studies, and at least 8 quarter hours of open electives.
- Maintain a 3.00 (B grade point average) in all OUI work.
- Receive a passing mark for all Christian Service and Chapel requirements.
- Satisfactorily complete the capstone project final paper.
- Complete all degree requirements within the 5-year time limit.
- Satisfy all financial responsibilities to the university.
- Students are subject to the M.A. IT degree requirements of the Catalog of the year in which they entered.

## Time Limits

The Master of Arts Degree is normally fulfilled in two (2) years of study. Except under extenuating circumstances, all requirements for the degree must be completed within four (4) years of the date of enrollment. Students who have not completed the requirements within the four-year period must petition for extension every term, up to a maximum of five (5) years from the date of enrollment, to remain in the program.

## Curriculum

**Prerequisites:** Prerequisites are courses that must be completed with a "B" or better prior to registration in a specific course. Students must meet the course prerequisites or otherwise satisfy the instructor of their preparation to take the course. Prerequisites can be waived only at the discretion of the instructor or department offering the course. Pre-requisites to study specific area and course are put at the end of each course name in parentheses. Students should observe the requirement before taking the courses with pre-requisites.

### **General Prerequisite Courses**

- ITEC110 Programming Fundamentals and Data Structures (4 units)
- ITEC120 Computer Organization and Systems (4 units)
- ITNS100 Network Concepts and Foundation (4 units)

Note: Those courses do not count towards degree requirements.

### **Core Required Studies (24 Units)**

Students are required to take the following six core courses:

- ITEC500 Operating Systems (4 units)
- ITEC510 Database Systems (4 units)
- ITNS500 Computer Networking (4 units)
- ITWE500 Web Technology and Development (4 units) (*Prerequisite: ITSE500*)
- ITSE500 Object-Oriented Design and Programming (4 units)
- ITSE510 Principles of Software Development (4 units) (*Prerequisite: ITSE500 or ITWE500*)

### **Concentration Courses (12 units)**

Olivet's Master of Art in Information Technology program currently offers the following concentration. Students in this concentration are required to complete a total of 12 units from the courses listed below.

#### *Web and Mobile Application Development Concentration*

The Web & Mobile Application Development concentration provides students a broad background of both client side and server-side web applications development, and iOS & Android application development.

- ITWE520 Web Application Development with Ruby on Rails (4 units) (*Prerequisite: ITWE500*)
- ITWE530 Web Services and SOA (4 units) (*Prerequisite: ITWE520*)
- ITWE540 E-Commerce Systems (4 units) (*Prerequisite: ITWE500 or ITSE500*)
- ITSE560 Android Programming (4 units) (*Prerequisite: ITSE500*)

- ITSE570 iOS App Development (4 units) (*Prerequisite: ITSE500*)

### **Open Electives (8 units)**

Students are required to take 8 units open elective courses from among the course offerings of OUI.

### **Capstone Project (12 Units)**

- ITCP600 IT Capstone Project I (2 units) (*Prerequisite: ITWE500, ITSE500, Permission from the division chair.*)
- ITCP700 IT Capstone Project II (6 units) (*Prerequisite: ITCP600 IT Capstone Project I*)
- ITCP710 IT Capstone Project III (4 units) (*Prerequisite: ITCP700 IT Capstone Project II*)

*Note 1:* ITCP600/700 IT Capstone Project I/II are only available for 2nd year Master students.

*Note 2:* If IT Capstone II is not completed by the end of the quarter in which the student registers for credit, he/she will receive an incomplete 'I' grade. Students could register for ITCP710 IT Capstone Project III to continue. ITCP710 can be registered for up to 2 quarters.

*Note 3:* Please refer to the Capstone Project Handbook for detailed information.

### **General Ministry Skills (0 Units)**

Students are required to pass 2 quarters of PRAC020 Graduate Christian Service and 3 quarters of PRAC021 Graduate Chapel. Please refer to the Christian Service Program Handbook for more detailed information.

## **Course Descriptions**

### **ITEC500 Operating Systems (4)**

Study operating system design and real-world operating system implementations i.e. Windows, Unix, Linux, and operating system in hand-held devices. Topics include operating systems history, operating system architectures, virtual machine implementations, process management and synchronization, storage and I/O management, networking and remote access, security, performance evaluation, operating system case studies, and contemporary operating systems offerings.

### **ITEC510 Database Systems (4)**

Architecture, design and implementation of current database systems. Topics include data models, query languages, relational database design and normalization, database integrity and security, query optimization, concurrent control, advance in distributed database, database management, emerging database techniques such as NoSQL, management of semistructured and complex data.

### **ITNS500 Computer Networking (4)**

Study computer network principles, design and implementations. Topics include introduction of network architectures and protocols, TCP/IP networking protocols in detail, network analysis, design, and implementations, and an overview on network security.

### **ITNS540 Distributed Systems (4)**

Study distributed system design and implementations, client-server and peer-to-peer systems, distributed communications, naming, synchronization, reliability, fault-tolerance, replication and consistency, cloud computing, real world implementations of distributed

systems.

This course is for learning latest best practice of designing, composing and operating distributed system especially in cloud computing environment based on the principle of “Codified Infrastructure” and “DevOps”. The course is based on the professional experience in multiple projects to create real world distributed systems. The instructor will share both practical knowhow and theoretical principles behind the decision making for designing and developing distributed systems.

**ITDS530 Machine Learning (4)**

This course provides a broad introduction to machine learning and statistical pattern recognition. Topics include: supervised learning (generative/discriminative learning, parametric/non-parametric learning, neural networks, support vector machines); unsupervised learning (clustering, dimensionality reduction, kernel methods); learning theory (bias/variance trade offs; VC theory; large margins); reinforcement learning and adaptive control. The course will also discuss recent applications of machine learning, such as robotic control, data mining, autonomous navigation, bioinformatics, speech recognition, and text and web data processing.

**ITSE500 Object-Oriented Design and Programming (4)**

This course introduces object-oriented design and programming using the Java programming language. Topics include fundamental object-oriented programming concepts, such as classes, objects, methods, interfaces, packages, inheritance, encapsulation, and polymorphism, and advanced Java programming, such as MVC design patterns, Java threads, platform-independent programming, data base connectivity (JDBC), serialization, GUI Design.

**ITWE500 Web Technology and Development (4)**

Study of current Web development technologies on both web server side and client side, programming development using XHTML, CSS, JavaScript, PHP and MySQL.

*Prerequisite: ITSE500*

**ITSE510 Principles of Software Development (4)**

This course studies software development fundamentals and principles. Different software development processes and models will be discussed, with a primary focus on Agile software development. It covers how to use Agile software development principles and tools, such as Test-Driven Development (TDD), Behavior-Driven Design (BDD), User Stories, lo-fi UI Sketching, and Version Control using Git, etc., to develop, test, and deploy a modern web-based software using Ruby on Rails framework.

*Prerequisite: ITSE500 or ITWE500*

*Web and Mobile Application Development Concentration Courses*

**ITWE520 Web Application Development with Ruby on Rails (4)**

This course studies how to build modern web-based application using high-productive Agile development iteration with Ruby On Rails. It focuses on Ruby language and the famous web framework Rails. Common techniques used together with Agile development such as TDD and BDD and popular framework Rspec and Cucumber are introduced.

*Prerequisite: ITWE500*

**ITWE530 Web Services and SOA (4)**

Overview and the fundamental concepts of Service Oriented Architecture (SOA), including common design principles and related

computer science, engineering and technology aspects. Primary topics include evolution of the SOA over the years and how it is applied today, Basic concept of SOA and common SOA design patterns, Web-based Services: RESTful web services, Non Web-based Services, Common technologies used in the real world SOA environment, such as Ruby on Rails, ActiveMQ, Redis, MySQL, Apache Thrift, Google protobuf, and Cloud computing and Web Security

**Prerequisite:** *ITWE520*

**ITWE540 E-Commerce System Development (4)**

This course studies both business and technology elements of eCommerce. Topics include eCommerce models and concepts, eCommerce Infrastructure, E-commerce System Development, eCommerce Security and Payment systems, Mobile eCommerce characters and technology, Marketing concepts and communications, Ethical, Social and Political eCommerce issues, etc.

**Prerequisite:** *ITWE500 or ITSE500*

**ITSE560 Android Programming (4)**

This course covers fundamentals of software development for Android platforms. Basic Java development concepts for Android will be covered. Additionally, excursions into advanced mobile device development topics will also be covered. These topics may include: Camera and Imaging API, OpenGL ES and 3D Rendering for Mobile Devices, FastCV for Computer Vision, NDK and Native Software Development on Android.

**Prerequisite:** *ITSE500*

**ITSE570 iOS App Development (4)**

Learn advanced techniques for iOS Application development using Objective-C/Swift. Topics covered include a review of iPhone programming fundamentals, Multiview Applications, Tab Bars, Pickers, Table Views, Navigation Controllers, iPad Considerations, incorporate Web Services, Core Data App Access, iCloud.

**Prerequisite:** *ITSE500*

*Capstone Project Courses*

**ITCP600 IT Capstone Project I (2)**

First phase of IT Capstone Project, which is designed to satisfy the requirements for a capstone experience of master's degree in Information Technology. Student will identify capstone project topic, seek an advisor, write, and oral present and get approval a capstone project proposal by the end of the process. Refer to the Capstone Project Handbook for detailed information.

**Prerequisite:** *ITWE500, ITSE500, Permission from the division chair.*

**ITCP700 IT Capstone Project II (6)**

Second phase of IT Capstone Project, which is designed to satisfy the requirements for a capstone experience of master's degree in Information Technology. Students will develop and implement the capstone project, and writing a capstone project paper in this phase. Students must have passed ITCP600 IT Capstone Project I with an approved Capstone Project Proposal and register course ITCP700 IT Capstone Project II (6 credits) before starting this phase. Refer to the Capstone Project Handbook for detailed information.

**Prerequisite:** *ITCP600 IT Capstone Project I*

**ITCP710 IT Capstone Project III (4)**



Continual phase of ITCP700 IT Capstone Project II. If IT Capstone II is not completed by the end of the quarter in which the student registers for credit, he/she will receive an incomplete 'I' grade for ITCP700. Students will register for ITCP710 Capstone Project III to continue. ITCP710 can be registered for up to 2 quarters. Refer to the Capstone Project Handbook for detailed information.

*Prerequisite: ITCP700 IT Capstone Project II*

## CHAPTER 7: DOCTORAL STUDIES

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Olivet University International offers the Doctor of Ministry, a professional doctoral degree the terminal degree for pastoral ministry and the sign that its graduates have attained the highest learning and skill level in the field of Christian ministry.

### Doctor of Ministry

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 in order to be awarded the degree, 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 Gd.D. in education or J. D. in law. People attaining this degree may be viewed as individuals responsible at the highest levels for maintaining Christ-centered values and practices within the church and its missions worldwide.

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

The Doctor of Ministry program at Olivet University seeks to satisfy the standards as defined by the Association of Theological Schools:

“...shall include the design and completion of a written doctoral level project that addresses both the nature and the practice of

ministry. The project should be of sufficient quality that it contributes to the practice of ministry as judged by professional standards and has the potential for application in other contexts of ministry.

The ministry project should demonstrate the candidate's ability to identify a specific theological topic in ministry, organize an effective research model, use appropriate resources, and evaluate the results, and should reflect the candidate's depth of theological insight in relation to ministry. Upon completion of the doctoral project, there shall be an oral presentation and evaluation. The completed written project, with any supplemental material, should be accessioned in the institution's library." (Bulletin 43, Part 1, The Association of Theological Schools in the United States and Canada, 1998.p.112-113)

All written submissions mentioned below, and any other materials for the Doctoral Committee, are to be sent to the D.Min. Office.  
@olivetuniversity.edu>

@olivetuniversity.edu>

## 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 Ministry
3. Campus Ministry
4. Vocational Ministry

Examples of ministry projects are:

- Leadership for the Church, Development of Ministries
- Strategies for Evangelism and Church Growth
- Worship and music, Effective communication, proclamation, preaching.
- Intercultural communication, Intentional Multi-cultural ministry
- Leadership and Development in an intercultural context
- Contextualization for Meaningful ministry
- Improvement in the practice of worldwide Missionary activities
- New ideas to bring Christ to students around the world
- Projects that reach post-modern issues among students

- Advances in learning regarding Bible study and Christian service
- Advances in knowledge regarding accreditation, student spiritual growth
- New ideas concerning distance learning, student chat rooms, e-library
- Innovative internet programs that may help other ABHE members

This list is a sampling of potential projects to start a candidate thinking of their respective interests and gifts. It is not an exhaustive list, but is designed to initiate creative thinking and reflection.

### Program Goals for the D. Min. Program

In the context of Olivet University's mission, completion of the D. Min program will enable students to:

- Enhance their theological and practical effectiveness in a chosen ministry field.
- Have contributed a significant research project within a chosen ministry field.
- Demonstrated the ability to interpret the context of their ministry through biblical / theological as well as historical/ social inquiry.
- Become a model of Christ-like living in word and deed.

### Curriculum

**Prerequisites:** Prerequisites are courses that must be completed with a "B" or better prior to registration in a specific course. Students must meet the course prerequisites or otherwise satisfy the instructor of their preparation to take the course. Prerequisites can be waived only at the discretion of the instructor or department offering the course. Pre-requisites to study specific area and course are put at the end of each course name in parentheses. Students should observe the requirement before taking the courses with pre-requisites.

The Doctor of Ministry program requires a total of 45 credits in the quarter system, and includes a residential component, called the Doctoral Colloquium. It is very important to realize that each course or seminar credit normally calls for ten clock hours of interaction with faculty in a classroom setting or its equivalent and at least twenty clock hours in preparation for and follow-up to this interaction. The 45 credits are divided this way:

1. Eleven (11) from core or required seminars,
2. Fifteen (15) from elective seminars or approved independent studies supervised by professor,
3. Eight (8) from approved and supervised ministry projects or practica,
4. Eleven (11) credits for the Paper on the Final Project.

Course	Credit Hours	Residential* / Online
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<i>Required Seminars (11 credits)</i>		
THEO800 Global Theological Foundations	3	Residential
MINS800 Global Missiology	3	Residential
RSCH800 Doctoral Research & Presentation	2	Residential
MINS801: A Study of Modern Day Strategies for Growth	3	Online
<i>Elective Seminars (15 credits)</i>		
BIBL801 Advanced New Testament Background	2	Residential
HIST810 Modern East Asian History Emphasizing Christian Influences	2	Residential
MINS811 Buddhism	2	Residential
MINS812 Spirituality and Missions	2	Residential
MINS813 The Emergence of National Mission Movements in the Global South	2	Residential
MINS814 Women in Christian History & Theology	2	Residential
MINS815 Educational Mission of the Church	2	Residential
MINS816 Evangelizing University Students	2	Residential
MINS817 Epistemology and Ontology in Discipleship	2	Residential
MINS818 Hinduism	2	Residential
MINS819 The Historical Significance of Movements in the Development of Christianity	2	Residential
MINS820 Pastoring Cross-Cultural International Churches	2	Residential
MINS850A-H: Doctoral Independent Studies A-H ( <i>Prerequisite: All four required seminars completed.</i> )	1-8	Online
<i>Practicum (8 credits)</i>		
PRAC800A Ministry Internship – A	8	Online
<i>Final Project (11 credits)</i>		

<p>MINS980 Final Paper/Project  <b>(Prerequisite:</b>  <i>All four required seminars completed.</i>  <i>11 units of elective seminars completed.</i>  <i>8 units of practica completed.</i>  <i>At least 34 credits earned total.</i>  <i>Written topic approval by mentor and Doctoral Committee.)</i></p>	<p>11</p>	<p>Online</p>
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\* Maximum of 22 units from the "residential" category can be registered throughout the course of study

<p><b>Residential Requirement – DOCTORAL COLLUQUIUM</b></p> <p>The Doctor of Ministry includes a residential component, called the Doctoral Colloquium, which the student is required to attend twice in order to fulfill the required credit hours. It is offered annually, typically scheduled in the month of November.</p> <p>[Disclaimer: Colloquia dates are subject to change only under extraordinary circumstances, and if such a case arises, students will be notified by email at least six months in advance.]</p> <p>These colloquia are opportunities for students studying at a distance to meet face to face with faculty and fellow students. Colloquia fulfill a major portion of required and elective seminars.</p> <p>The Annual Colloquium Fee is \$650 USD, a separate fee from tuition.</p> <p>Housing and meals are included. In addition, student is responsible for his/her own travel costs to and from the colloquium location. This amount varies, depending on where the student is traveling from.</p> <p>Colloquia are typically held at the Riverside, CA (USA) campus*:</p> <p>36401 Tripp Flats Rd          Anza, CA 92539          USA</p> <p><i>*This location is subject to change under extraordinary or special circumstances. In such a case, students will be notified six months in advance.</i></p> <p>Colloquium dates and locations for 2017 and 2018 are:  <b>November 6-16, 2017:</b> Riverside Campus, California (USA)  <b>November 5-17, 2018:</b> Riverside Campus, California (USA)</p>
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Elaboration on how credits are earned:

**REQUIRED SEMINARS totaling 11 credits, 3 each except 2 for the Research course**

These are normally offered in the classroom for ten clock hours each at the annual doctoral colloquium and then followed up throughout the academic year in the online classroom. The seminars are entitled “Global Theological Foundations”, “Global Missiology”, “A Study of Modern Day Strategies for Growth”, and “Doctoral Research and Presentation”. “A Study of Modern Day Strategies for Growth” is available entirely online for registering during the academic year that the student intends to complete it.

**ELECTIVE SEMINARS and APPROVED INDEPENDENT STUDIES totaling 15 credits**

**A.** At the annual doctoral colloquium elective seminars for two credits (meeting twenty hours) or one credit (meeting ten hours) are offered. At the colloquia, students will normally enroll in four seminars, whether required or elective. Elective seminars will be offered contingent upon a sufficient number of students registering in advance to participate in them.

**B.** The elective seminars to be offered at the November colloquium for two credits each are: (1) Modern East Asian History Emphasizing Christian Influences, (2) Women in Christian History & Theology, (3) The Historical Significance of Movements in the Development of Christianity, (4) Pastoring Cross-Cultural International Churches.

**C.** Students select a maximum of 12 quarter credit hours at a colloquium; no more than 22 quarter credit hours can be taken throughout the course of study. At their own initiative, students may also petition the Doctoral Committee, using the Official Form for that purpose, to approve, in advance, an appropriate independent study with varying credit. If approved, a member of the faculty would be appointed as supervisor. Each credit would represent at least 30 clock hours of work. These independent studies can take a variety of approaches. One kind would be to do an in-depth study, concluding with a research paper (which may or may not be included in some way in the Final Project). Another kind would be to participate in an appropriate conference, usually one with a very practical theme. It may be conducted by some group besides Olivet, although the Doctoral Committee would appoint a member of the faculty (who would not necessarily attend the conference) to receive the student's report on the conference and evaluate a project or paper associated with it. Other ways of earning these independent credits are possible. As students do so, examples will be posted and provide guidance for seeing what might be available in one's own region and area of interest.

**SUPERVISED MINISTRIES or PRACTICA totaling 8 credits**

These credits have some similarities with the above independent studies, in that they are to be initiated by the student on the official Supervise Ministry Proposal Form submitted to the Doctoral Committee. They need to be approved in advance by the committee, and they will have a member of the faculty either assigned as the supervisor or assigned to receive the reports of the approved on-site ministry supervisor (OMS). Each credit must represent at least thirty (30) clock hours of practical ministry, including the time in preparing for and reporting on it. A formal academic paper would not normally be expected. The practical ministry may relate to one's intended Final Project, but it does not have to. It will normally involve contact with those to whom one is ministering. However, it could also include many hours of preparation such as creating computer resources as curricula or other forms of outreach for varying target ages or groups.

Supervised Ministries can be set in churches, schools, vocational workplaces, and other places where ministry takes place, as long as the setting makes a contribution to the student's doctoral program. Students may want to choose supervised ministries that will provide opportunities to explore the areas of practical research that can be useful in developing the project for their final paper.

Ideally, the student's on-site ministry supervisor (OMS) encourages interactive learning within ministry by becoming an advisor, friend, and objective evaluator. The OMS should have experience and competence sufficient to evaluate the ministry performance

from both practical and theological perspectives. The OMS's resume or should be attached to the Supervised Ministry Proposal for evaluation by the Doctoral Committee.

The object of this aspect of the program is to provide intensive mentoring to the participant in his or her place(s) of ministry and to encourage the student to reflect theologically and practically on his or her ministry(s) and life. It will promote a very contextualized learning experience to the student.

### **FINAL PAPER/PROJECT totaling 11 credits**

Upon satisfactory completion of all seminar and other requirements, students register for their Final Project and are assigned a Mentor from the Faculty. At the beginning of this section "Doctor of Ministry" there is a major summary of what the project is to do and many examples of them. As to style, and format, the Final Project and any formal papers for earlier credits, when in English, must conform to *A Manual for Writers of Research Papers, Theses, and Dissertations: Eighth Edition*; (Chicago: University of Chicago Press, 2013) by Kate L. Turabian, revised by Wayne C. Booth, et.al.. Also valuable because it is more specialized is *Quality Research Papers for Students of Religion and Theology: Third Edition*; (Grand Rapids, Zondervan, 2014), by Nancy Jean Vyhmeister. When approved to write in another language, comparable authoritative guides must be used.

With the goal of protecting the rights and welfare of those individuals who agree to participate in research, OUI has created an Institutional Review Board and adapted an Institutional Review Manual. In general, research conducted by candidates for the D.Min. degree falls into the category of "exempt" research, that is, the proposed research project was reviewed and it was determined that the only involvement of human subjects is in one of the categories listed under 45 CFR 46 Section 101(b)(1)-(6) and 21 CFR 56. 104(d). The Doctoral Committee serves as the institutional review board (IRB) for OUI and the committee Chair makes the determination if a proposed project is exempt, is eligible for expedited review or must undergo a full board review. Training for the IRB is provided by Citi Program.

The Doctor of Ministry Project Handbook gives in detail guidance on identifying, researching, writing, and presenting a project dissertation on the highest professional standards. All candidates are advised to study the Handbook closely.

## **Course Descriptions**

### *Required Seminars*

#### **MINS800 Global Missiology (3)**

This revised seminar gives an opportunity for the entering DMin student, as well as those continuing from the 2014 seminar, to review their previous studies in cultural and theological areas, while at the same time encouraging exploration in both global and topical areas requiring doctoral level thinking and writing.

#### **MINS801 A Study of Modern Day Strategies for Growth (3)**

The course is designed to help graduate students develop a mega strategy for world evangelization. It includes an in depth study of eight growing contemporary global churches and movements. The study will focus on principles common to all while also making a detailed study of the following growing entities: 1.) The Southern Baptists (Evangelicals), 2.) The Assemblies of God (Charismatics), 3.) The Jehovah's Witnesses, 4.) The Mormon Church, 5.) The Homosexual Movement, 6.) Islam, 7.) The Roman Catholic Church, and 8.) World Class Organizations including the Lausanne Movement, the World Council of Churches, and the

World Evangelical Assembly.

**THEO800 Global Theological Foundations (3)**

This seminar gives an opportunity for the entering DMin student to review their previous studies in historical and theological areas generally, while at the same time encouraging exploration in both global and topical areas previously underdeveloped.

**RSCH800 Doctoral Research and Presentation (2)**

The student is introduced to the methods and materials necessary for adequate and appropriate research for producing a doctor of ministry thesis or project (biblical, theological, historical, missiological, or pastoral/practical). Additional study will be needed if the student plans a subject requiring religious sociological data. The focus will be on the nature of graduate-level research, how to present it, and practical experience with the writing of an academic article capable of being published.

*Required Online Elective(s)*

**MINS850A-H Doctrinal Independent Study – A-H (1-8)**

(See detailed description above.) At least one credit of this course group is required for graduation.) Independent studies can take a variety of approaches. One kind would be to do an in-depth study, concluding with a research paper (which may or may not be included in some way in the Final Project). Another kind would be to participate in an appropriate conference, usually one with a very practical theme. It may be conducted by some group besides Olivet, although the Doctoral Committee would appoint a member of the faculty (who would not necessarily attend the conference) to receive the student's report on the conference and evaluate a project or paper associated with it. Other ways of earning these independent credits are possible. As students do so, examples will be posted and provide guidance for seeing what might be available in one's own region and area of interest.

**Prerequisite:** All four required seminars completed.

*Required Practica*

**PRAC800A-G Ministry Internship – A-G (2-8)**

(See detailed description above) Supervised Ministries can be set in churches, schools, vocational workplaces, and other places where ministry takes place, as long as the setting makes a contribution to the student's doctoral program. Students may want to choose supervised ministries that will provide opportunities to explore the areas of practical research that can be useful in developing the project for their final paper.

*Required Final Project/Dissertation*



**MINS980 Final Paper/Project (11)**

(See detailed description and topic examples above) 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.

*Prerequisite: All four required seminars completed.*

*11 units of elective seminars completed.*

*8 units of practica completed.*

*At least 34 credits earned total.*

*Written topic approval by mentor and Doctoral Committee.*

**MINS981 Final Paper/Project – Continuation (0)**

All students with an incomplete grade in MINS980 Final Paper/Project need to enroll in this course at the beginning of the annual doctoral term. This course is a zero credit continuation course of the D.Min. project class.

*Prerequisite: Incomplete grade (IP) in MINS980.*

*Elective Seminars at Colloquium*

**BIBL801 Advanced New Testament Background (2)**

This is a study of the historical background of the era prior to and during the New Testament (the 1st Century AD) to gain a better understanding of the origin of cultures, movements, places and names taken for granted in the New Testament documents.

**HIST810 Modern East Asian History Emphasizing Christian Influences (2)**

Modern East Asian History focuses on the historical and cultural developments and distinctions of China, Korea and Japan from 1800 to the present. Emphasis is on the historical events from the past that have shaped contemporary East Asian societies, that elucidate the interactions between the three societies, and that highlight the introduction, developments and cultural impacts of Christianity. Attention will be given to a comparison of the Christian worldview with those of the various East Asian societies and to an explanation of the roles and experiences of the Christian church in East Asia.

**MINS811 Buddhism (2)**

A study of the historical emergence of Buddhism and its teaching. Major points of comparison between Christianity and Buddhism as well as communication of the gospel in the Buddhist context will be studied.

**MINS812 Spirituality and Missions (2)**

This is an in-depth study of the relationship between spiritual warfare, worldview and evangelism. The study will focus on the interplay between the spiritual powers and cultural themes as it relates to the receptivity of an ethnic-social group to the gospel. The goal of the course is to explore keys to overcoming cultural and spiritual barriers to evangelism.

**MINS813 Missions from the Non-Western World (2)**

This seminar will survey the advance of the Church in the non-western world, which has greatly impacted mission of the Church

worldwide. It also seeks to demonstrate and interpret the rapid globalization of the church. The dynamics and characteristics of the churches in global south and east will also be discussed.

**MINS814 Women in Christian History and Theology (2)**

This seminar provides an overview of the study of women in Christian history and theology, including their roles, understanding of attitudes toward women and their participation in Christian movements and traditions.

**MINS815 Educational Mission of the Church (2)**

This course discusses the nature and mission of how the Church best nurtures faith in its adherents. Educational theory and philosophy is applied to the theological task of educating God's people.

**MINS816 Evangelizing University Students (2)**

This seminar deals with Biblical principles and methodologies of effective evangelism campus students and instructs the student in the principles, methods and content of disciple-making, fostering continuous growth and maturity in college students. This course helps students develop the practical skills of communicating the Gospel in campus and mentoring new student Christians.

**MINS817 Epistemology and Ontology in Discipleship (2)**

This course attempts to critically reflect on the relationship between the epistemological and ontological aspects in a dynamic interplay in Discipleship, by providing a sequential, developmental and interactive personal framework for life and Christian witness.

**MINS818 Hinduism (2)**

This seminar offers an advanced survey of the Hindu tradition, including historical development of Hinduism through the use of texts, archeological finds and modern scholarship.

**MINS819 The Historical Significance of Movements in the Development of Christianity (Contemporary Trends & Issues in Discipleship) (2)**

The purpose of the course is to help advanced students at the to have a better understanding of major growth movements in the history of the Christian Church, and the dynamics of contemporary Christian movements. Six historical movements will be studied and the student will be challenged to compare the major aspects of these movements to contemporary ones.

**MINS820 Pastoring Cross-Cultural International Churches (2)**

International congregations of expatriates are growing at a rapid rate as the world globalizes. This course examines the philosophy, theology, and practice of pastoring and planting international congregations. The student will particularly look into culture shock and the ways that the expatriate might be shepherded, evangelized, disciplined, and encouraged through the process of adapting to foreign culture.

**THEO810 Advanced Biblical Hermeneutics (2)**

This course analyzes advanced issues in biblical hermeneutics. Students will be guided in the application of formerly acquired basic skills of interpretation. We will engage with hot topics in applied theology, identifying the underlying hermeneutical models which produce differing viewpoints. The preliminary reading and classroom discussion will focus on the issues of infant baptism and women's ordination as examples.

## Faculty Organization and Responsibilities

The D.Min. program of Zinzendorf is served by a faculty comprising (1) Professors who offer the seminars and may serve as supervisors for independent studies, and (2) Mentors who work closely with students on their final projects and may serve as supervisors for the credits for approved ministries. The student's Mentor nominates the Doctoral Committee for approval by the Doctor of Ministry Program Director for the project and examination phase. The professors may also serve in the role of mentor. See the current list of faculty at the end.

## Doctoral Council

The Doctoral Council administers both the D.Min. on behalf of its entire faculty and of the Board of Trustees of Olivet University International.

The Doctoral Council will meet as needed to oversee the program, usually monthly. It acts on completed applications to the program to decide who will be admitted. It has to approve the applications for independent studies and supervised practica. It approves proposed Final Projects, designates the mentors for them, and then evaluates them on completion. It is responsible for making policy decisions involved with administering the doctoral programs.

The Doctoral Council for 2017-18 consists of:

- Rachael Mak, D.Min. (Chair)
- Tom Cowley, Ph.D. (Program Director)
- Mark Wagner, Ph.D.
- Esther Kim, D.Min.
- Tracy Davis, D.Min.
- Matthias Gebhardt, Ph.D.
- Martin Zhao, Ph.D.

The implementation of the decisions of the Doctoral Council is carried out by the Director of the Doctor of Ministry Program and the Administrator. Communications to the council are addressed to the Administrator. Once a Mentor has been appointed for a Final Project, communications normally come through the Mentor rather than directly from the student. Until then, the administrative staff is responsible for monitoring student programs to be sure appropriate progress is being made.

## Evaluation of the Program

The D.Min. Program emphasizes supervision and evaluation. The Doctoral Council supervises and evaluates the program with the assistance of the administrative staff.

The student also has an opportunity to evaluate the program. The student evaluates the course offerings, and gives feedback

concerning the functioning of their teachers, supervisors and mentors.

## Requirements for Graduation

Olivet University International will confer the Doctor of Ministry degree on students who have met the requirements for graduation as outlined in the Doctor of Ministry Program Handbook, have been recommended by the Doctoral Committee, and are approved by the Board of Trustees.

To graduate, the participant:

1. Must satisfactorily complete 45 quarter credits of doctoral work
2. At least one (1) elective credit must be taken online, not at the colloquium.
3. Must maintain a cumulative grade point average of 3.0.
4. Must be in good standing with all bills paid.
5. Must complete a Graduation Application Form by the deadline.
6. Must receive approval to graduate after passing an Oral Examination administered by the Mentor and the Doctoral Committee.
7. Must have attended the annual colloquia, unless otherwise excused by the Doctoral Committee.
8. Must complete all degree requirements within the 6-year time limit, unless explicitly extended upon application to the Doctoral Committee. A "continuation fee" would be required.

## CHAPTER 8: COURSE SELECTION AND SCHEDULING

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Instructions and dates for registration are located on Populi. All students will receive their Populi login ID and password upon enrollment. Students will be notified by email about registration instructions and the date by which they must register. Questions should be directed to the Office of Admissions. Former students eligible for re-enrollment who have indicated their desire to attend Olivet University International also will be notified about their status and any registration information via email.

### Adding and Dropping Courses

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

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

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

the course as well as the student's advisor.

Anytime a student drops below 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 week 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 Classform, 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 OUI 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.

### **Repeating Courses**

Courses for which grades of “D” or better have been earned may not be repeated for credit. Courses for which grades of “F” have been received may be repeated for credit. Only the grade for the repeated attempt counts toward the grade point average. All entries on the transcript, however, remain a part of the student’s permanent academic record. Students will not be allowed to register for a course for which they have already received a passing grade.

### **Quarter System**

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

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

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

### **Online Learning**

Olivet University International offers online-only courses through the school’s online classroom. The vast majority or the entire class activity will take place online, including tools such as video conferencing, online lectures, forums, chat rooms, online tests and quizzes, and electronically submitted coursework. Course content can be accessed 24/7 at the student’s convenience, but the student is responsible for keeping up with the curriculum throughout the quarter. Most course material will be available electronically, but students might occasionally need to purchase a physical textbook for online courses.

### **Class Schedules**

Schedules listing classes offered each quarter are available on the university’s course management system Populi. Extension course offerings can also be found in Populi. After receiving their ID and password, students may access Populi at the following address: <https://olivet.populiweb.com>.

### **Class Attendance**

Students in synchronous classes 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.

Synchronous 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 Student Services 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 Division Chair.

## CHAPTER 9: GRADE NOTATION AND POLICIES

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### Grading Policies

Grades shall be assigned to individual students on the basis of the instructor's judgment of the student's scholastic achievement using the grading system below.

### Grading System (Undergraduate)

Percentage Equivalent	Grade	Interpretation	Grade Points
100-93	A	Excellent	4.0
92-90	A-		3.7
89-88	B+		3.3
87-83	B	Good	3.0
82-80	B-		2.7

79-78	C+		2.3
77-73	C	Satisfactory	2.0
72-70	C-		1.7
69-68	D+		1.3
67-63	D	Minimum Passing	1.0
62-60	D-		0.7
Below 60	F	Failure	0

### Grading System (Graduate, Doctoral)

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

#### Other Grade Marks Used:

Grade	Interpretation	Grade	Interpretation	Grade	Interpretation
I	Incomplete	M	Missing Grade	NP	No Pass/No Credit



IP	In Progress	NF	Non-Attendance Failure	E	Conditional
W	Withdrawal	P	Pass (C- or better)	AU	Audit

*Incomplete Grade (I)*

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 ten weeks of the end of the term, 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.

*In Progress Grade (IP)*

The grade of “IP” (In Progress) is issued only in the special circumstance of a course registered for in one term is to be completed by registering for the companion course in a subsequent term. Upon successful completion of the final course, the instructor changes the IP grade to the appropriate grade. IP grades are not included when calculating the grade point average.

*Withdrawal Grade (W)*

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

*Missing Grade (M)*

A grade of “M” (Missing Grade) is issued when no grade has been reported to the Enrollment Office. “M” grades carry no credit and are not included when calculating the grade point average. “M” grades will change to a grade of “NF”, one term after the initial term. Once converted to an “NF”, cannot be changed.

*Non-Attendance Failure Grade (NF)*

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

*Conditional Grade (E)*

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”.

*Audit Grade (AU)*

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

## 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.

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.

### **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.

In compiling a student’s grade point average, the following factors must also be taken into consideration:

1. When transfer credit is awarded, the transfer grade is not computed in the grade point average.
2. When a student repeats a course, both the initial grade and the repeat grade appear on the transcript. However, only the last completion mark will be included in the grade point average.

## **Grade Appeal**

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

1. Prior to the end of the quarter following the course in which the contested grade is issued, the student will request that the faculty member reconsider the grade that was awarded.
2. If dissatisfied with outcome of faculty decision, within 10 days of the faculty member's decision, the student may appeal in writing to the Division Chair.
3. Within 10 days of the Division Chair’s decision, the student may submit a written appeal to the Chief Academic Officer

(CAO).

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

## **CHAPTER 10: SATISFACTORY ACADEMIC PROGRESS REVIEW**

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### **Academic Good Standing**

Undergraduate or graduate students are expected to maintain a grade point average ("GPA") of at least 2.0 or 3.0 on a 4.0 scale to remain in Academic Good Standing.

### **Academic Disciplinary Status Overview**

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

### **Disciplinary Policy for Undergraduate/Graduate Students**

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

Disciplinary Status:

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

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

#### **1. Academic Warning**

If an undergraduate/graduate student's cumulative GPA falls below a 2.0 (undergraduate) or 3.0 (graduate), the student will be placed on Academic Warning.

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

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

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

*Satisfactory Progress Policy:*

- Earn a minimum term GPA of 2.2 for undergraduate students or 3.2 for graduate students.
- Meet with the academic advisor prior to registration.
- Retake all required Major and University Core Courses failed the previous term. 1
- Register for a maximum of 12 credit hours for undergraduate students and 8 credit hours for graduate students. 2
- Maintain satisfactory progress towards graduation.

If a student on Academic Warning meets the Satisfactory Progress Policy requirements but fails to achieve a cumulative GPA of 2.0 (undergraduate) or 3.0 (graduate), the student will remain on Academic Warning and must continue to comply with all Satisfactory Progress Policy requirements.

If at any time, a student's cumulative GPA meets the minimum requirements of 2.0 (undergraduate) or 3.0 (graduate) overall the student will regain Academic Good Standing. A student's cumulative GPA is only affected by OUI coursework. Coursework at another institution cannot be used to return a student to Academic Good Standing.

1 The CAO reserves the right to alter this requirement on a case-by-case basis.

2 The CAO reserves the right to alter this requirement on a case-by-case basis. If a student has registered for more than 12 credit hours (undergraduate) or 8 credit hours (graduate) prior to his or her placement on Academic Warning, the student's schedule must be reduced to a maximum of 12 credit hours (undergraduate) or 8 credit hours (graduate). The student is required to meet with his or her academic advisor to find an appropriate adjustment to the student's academic schedule.

## **2. Academic Probation**

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

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

## **3. Academic Suspension**

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

on Academic Probation.

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

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

#### *Length of Academic Suspension*

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

#### **4. Readmission**

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

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

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

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

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

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

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

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

## **Academic Progress of Students**

### **Midterm Monitoring**

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

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

inappropriate and/or inconsistent behavior, etc.

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

## **Academic Review**

At the end of each quarter, each program Division Committee, composed of faculty and academic staff, will review and may take action on the record of every student whose term or cumulative grade-point average is below 2.0 for undergraduate students and 3.0 for graduate students. The Committee will determine student standing, including academic warning, academic probation, suspension, and dismissal. All such students are notified via email. However, all students are responsible for monitoring their own academic record and performance, and failure to receive the notification does not nullify the academic standing action. In addition, students are encouraged to seek out assistance from the appropriate university resources.

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

## **Statement of Academic Rigor**

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

### **Academic Rigor for Faculty**

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

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

### **Academic Rigor for Students**

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

1. Set high expectations along with a strong sense of collegiate purpose;
2. Come to class prepared to work, and to submit assignments by the deadlines;
3. Make the most of their time with faculty members in and out of class;
4. Treat fellow students and the classroom with respect, and to participate in the academic process;
5. Manage their time so they can treat college as real work with real value;
6. Participate with complete honesty and integrity;
7. Understand that collaboration with classmates on assignments, when required or encouraged, is acceptable behavior as long as the products of those assignments are truly the student's own work;
8. Accept responsibility for learning and for the grades earned.

## **CHAPTER 11: GRADUATION**

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### **General Requirements**

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

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

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

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

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

## **Additional Requirements**

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

## **Graduation process**

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

# **CHAPTER 12: OLIVET UNIVERSITY INTERNATIONAL POLICIES**

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## **Student Records**

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

Within the Olivet community, only those members, individually or collectively, acting in the student's educational interest 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 institution's behalf.

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

## **Confidentiality and Privacy Policies**

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

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

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

Regarding data disclosure, according to FERPA:

- A school must have written permission from student in order to release any information from a student's education record
- A schools may disclose those records, without consent, to the following parties or under the following conditions (34 CFR §99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;

- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

- A school may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and students a reasonable amount of time to request that the school not disclose directory information about them.

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

Olivet University International acknowledges that the right to privacy is a personal and fundamental right protected by Section 1 of Article I of the Constitution of California and by the United States Constitution and that all individuals have a right of privacy in information pertaining to them. It recognizes that the right to privacy is being threatened by the indiscriminate collection, maintenance, and dissemination of personal information and the lack of effective laws and legal remedies. The increasing use of computers and other sophisticated information technology has greatly magnified the potential risk to individual privacy that can occur from the maintenance of personal information. In order to protect the privacy of individuals, Olivet University International is committed to maintain and disseminate personal information within strict limits.

## **Statement of Non-Discrimination**

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

## **Complaint and Grievance Policy**

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

Students expressing a grievance about the application of University policy, academic or non-academic, should attempt to seek informal resolution of the matter with the faculty or staff member involved, following that with the immediate supervisor of the

faculty/staff member if necessary. If such informal procedures do not effect an equitable resolution of the matter, the student may submit a formal grievance form.

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

## **Grievance Procedures:**

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

## **To File a Grievance**

1. Obtain the student grievance form from the Office of Student Services. Fill it out completely, stating your case in full, and return it to the Office of Student Services. 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 Director of Student Services within 15 calendar days after receipt of the response.
5. Within 30 calendar days after receipt of the appeal, the Director of Student Services will meet with the student to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Director of Student Services will respond in writing with a final resolution of the complaint.

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

- Olivet University International is the online school of Olivet University, which is accredited by the Association for Biblical Higher Education (ABHE), a national educational accreditation agency recognized by the Council for High Education Accreditation and the U.S. Department of Education. The ABHE is located at 5850 T.G. Lee Blvd., Ste 130, Orlando, FL 32822. To file an accreditation-related complaint with ABHE, contact them through this form. If

your issue cannot be resolved directly with the institution, you may file a complaint with the appropriate agency in your state of residence:

- **California.** California Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. Phone: (916) 431-6924, Fax: (916) 263-1897.
- **New York.** New York Office of College and University Evaluation, New York State Education Department, EBA Room 969, 89 Washington Avenue, Albany, NY 12234. Phone: (518) 474-1551, Email: ocueinfo@mail.nysed.gov.

## General Code of Conduct

### Sanctions

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

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

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.
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.
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 Chief Academic Office, in consultation with other University officials, will make the final decision regarding removal of the notation.
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.
5. Probation: An official warning that a student's conduct is in violation of University Rules, but is not sufficiently serious to warrant expulsion, dismissal or suspension. A student on conduct probation is deemed "not in good standing" with the University. This sanction includes the same restrictions listed in 1.4, Deferred Suspension.
  6. Letter of Reprimand: A letter that makes a matter of record any incident that reflects unfavorably on the student or the University.
  7. Warning: Admonition of a student for actions unbecoming to the University community.

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

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

## Harassment

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

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

## Academic Honesty

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

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

## **Student Responsibilities**

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

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

## **Definitions**

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

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

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

The Academic Honesty policy is included in all syllabi.

## **Policy Implementation**

The institution handles each case according to its context, at the discretion of the appropriate authority.

The first level of enforcement is at the course level, with the severity of the implementation at the discretion of the instructor. Typical sanctions include, but are not limited to:

- Instructor asks students to re-submit assignment on a different topic.
- Receiving zero points for the part of the assignment in question.
- Failing the assignment in question.
- Failing the course in case of repeated cheating.
- Mandatory counseling with the student's academic advisor.

The next level of enforcement is the division level, handled by the Academic Adviser and the Division Chair. The final decision in disciplinary questions such as academic honesty is determined by the Division Chair. Sanctions include:

- Academic warning, for the first or second occurrence.
- Academic probation, for the second or third occurrence. (Requires Division Chair approval)
- Academic suspension, for the third occurrence or especially severe cases. (Requires Division Chair approval)
- Dismissal from the school, for the third occurrence or especially severe cases. (Requires Division Chair approval)

Students can appeal disciplinary actions regarding academic honesty to the next highest level of academic hierarchy. Decisions of

the Division Chair are final and can only be appealed in the case of a suspension or dismissal from the school. In this case, an appeal must be directed to the Executive Director.

## **CHAPTER 13: STUDENT LIFE AND STUDENT SERVICES**

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### **Enrollment Requirements & Procedures**

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

### **Digital “Orientation”**

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

### **Student ID Cards**

All students are required to have a digital student ID card, which is distributed by the Office of Student Services. Loaning an ID card to another person is prohibited.

### **Class Work**

All class work is due on the date set by the instructor or professor. No assignments will be accepted that are more than two weeks overdue unless another arrangement is made upon the discretion of the instructor or professor. Grades on late work will be reduced for each day overdue, except under exceptional circumstances approved and upon the discretion of the instructor or 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 Student Services 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.

## Leave of Absence / Time Limit Policy

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

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

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

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

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

### Maximum Time Limit

The maximum time limit to complete a baccalaureate degree program at Olivet University International is **7 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.

## Academic Advising

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

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

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

## Academic Advising Center

Academic Advising Center provides:

- Information about academic programs and policies.
- Guidance in course registration.
- Advice and assistance in any academic or vocational problems that may arise.
- Advisors to help students who encounter academic difficulties strategize ways to improve their performance.
- Evaluation of transfer courses and assessment of credits awarded.
- Assistance in conveying information about special needs to professors.
- Assistance in obtaining academic and classroom accommodations, if needed.
- Advice and counseling regarding learning or physical disabilities.
- Information about petitioning respective colleges for exceptions to academic policies.

Academic Advising serves as a resource in relationship to institutional policies, procedures, and administrators.

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 Division Chair and supporting faculty members can also be consulted for assistance as necessary, but ultimately the student accepts responsibility for registration in the desired and needed courses.

OUI does not discriminate on the basis of disability in its admissions processes or in the provision of its educational programming. Students who are admitted with psychiatric, learning, orthopedic or sensory conditions that will substantially limit one or more major life areas to the extent that it may require accommodations may identify themselves to the institution and complete a form applying for that consideration. The institution will make reasonable accommodations in compliance with Section 504 of the Rehabilitation Act of 1973.

Students with a disability requiring reasonable academic accommodations are advised to complete an accommodation application form that is available by emailing [oui\\_student.services@olivetuniversity.edu](mailto:oui_student.services@olivetuniversity.edu), the Student Services Office. The student will receive written notification of the accommodations that are being offered and/or being denied within 15 days.

## 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 Populi.

## **Changes in Personal Information**

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

## **Transcripts**

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

## **Counseling**

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

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

## **Tutoring**

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

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

## **Netiquette Guide**

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you

communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

## Security

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

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

## General Guidelines

**When communicating online, you should always:**

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

## Email Netiquette

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

- Use a descriptive subject line
- Be brief
- Avoid attachments unless you are sure your recipients can open them

- Avoid HTML in favor of plain text
- Sign your message with your name and return e-mail address
- Think before you send the e-mail to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, “reply all”
- Be sure that the message author intended for the information to be passed along before you click the “forward” button

## Message Board Netiquette and Guidelines

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

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

## CHAPTER 14: UNIVERSITY SERVICES AND UNIVERSITY OFFICES

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### University Offices

Student Finance Office: [studentfinance@international.olivetuniversity.edu](mailto:studentfinance@international.olivetuniversity.edu)

Financial Aid Office: [finaid@international.olivetuniversity.edu](mailto:finaid@international.olivetuniversity.edu)

Library Services: [library@olivetuniversity.edu](mailto:library@olivetuniversity.edu)

Registrar Office: [registrar@international.olivetuniversity.edu](mailto:registrar@international.olivetuniversity.edu)

Admissions Office: [admissions@international.olivetuniversity.edu](mailto:admissions@international.olivetuniversity.edu)

## University Services

### Technology Requirements

#### Broadband Internet

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

#### A modern, updated web browser

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

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

##### *PC or Mac*

- Google Chrome is probably the best option if you're using Windows. It's also very good for Mac users.
- Mozilla Firefox is another good choice on Windows computers (works pretty okay on Macs, too).
- Apple Safari is great on Macs. Not so much on Windows.
- Last and certainly least, Internet Explorer. If you're using Windows 10, they're encouraging you to use Microsoft Edge.

##### *Mobile browsers*

- iOS Safari does well, as does Google Chrome for iOS.
- The stock Android browser works, as does Chrome for Android.
- The Firefox browsers for both iOS and Android aren't problematic.
- Microsoft Edge (mentioned above) is baked-in to Windows 10 devices and works with Populi; the version of Internet Explorer in Windows 8.1 does alright, too.

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

#### Other common applications

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

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

6.

**Monitor**

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

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

## **CHAPTER 15: UNIVERSITY LEADERSHIP AND INSTRUCTIONAL PERSONNEL**

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