



OLIVET UNIVERSITY

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

2026-2027

Undergraduate Academic Catalog

2026-2027 (2nd Edition)

September 1, 2026 through August 31, 2027



Olivet University
www.olivetuniversity.edu

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Welcome From the President

Welcome to Olivet University.

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

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

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

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

In Christ,

Dr. Jonathan Park

President, Olivet University

Disclaimer

Published online: September 11, 2026

This catalog supersedes all previous editions.

The policies and procedures contained in this handbook are in effect from September 1, 2026, through August 31, 2027. Although the information herein has been reviewed, the text may nevertheless contain errors, which will be corrected when brought to the attention of the University.

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

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

Program Availability Disclaimer

Olivet University is accredited by the Association for Biblical Higher Education and qualifies for the “Religious Accreditation” exemption status with the Missouri Department of Higher Education & Workforce Development (MDHEWD) under the Missouri Code of State Regulations MO 6 CSR 10-5.010(3) (A), and the exempt status was verified by the MDHEWD.

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

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

CHAPTER 1: GENERAL INFORMATION

Obtaining a Catalog

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

Statement of Student Responsibility and Rights

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

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

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 toll-free or by visiting osar.bppe.ca.gov.

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834 (P.O. Box 980818, West Sacramento, CA 95798-0818), www.bppe.ca.gov, (888) 370-7589 (toll free) and (916) 263-1897 (fax).

Statement of Non-Discrimination

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

Academic Calendar 2026-2027

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

Administrative Holidays 2026-2027

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

Administrative Holidays	
Fall Quarter:	
WOA Event	Oct 26~30, 2026
Thanksgiving Break	Nov 26-27, 2026
Christmas Holiday	Dec 24-25, 2026

Winter Quarter: New Year's Day Martin Luther King Jr. Day Presidents' Day	Jan 1, 2027 Jan 18, 2027 Feb 15, 2027
Spring Quarter: Good Friday Memorial Day	Mar 26, 2027 May 31, 2027
Summer Quarter: Independence Day Labor Day	July 5, 2027 Sep 6, 2027

Vision, Mission, Goals, Values

Mission Statement

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

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

Vision

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

Mission Strategy

Olivet University accomplishes this mission through a comprehensive program of Biblical, general, and professional studies; applied scholarship in ministry environments affiliated with the University; and Christ-centered service and support.

Olivet University: A Journey of Growth and Expansion

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

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

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

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

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

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

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

In 2026, Olivet University relocated its main campus to St. Louis, Missouri, reflecting the University's continued growth and marking a new chapter in its mission and development.

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

Values

Jesus Christ

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

The Kingdom of God

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

Access

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

Global Community

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

Service

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

Quality

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

Institutional Goals of Olivet University

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

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

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

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

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

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

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

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

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

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

Olivet's Core Learning Outcomes

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

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

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

Spiritual & Evangelistic Growth (se)

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

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

Biblical Competence (bc)

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

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

Academic Excellence (ae)

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

ae1:	Acquire basic knowledge in a broad base of subjects.
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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.

Faith-First Educational Philosophy

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

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

Statement of Faith

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

We believe in:

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

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

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

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

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

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

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

Olivet University Commitment to Students

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

Olivet is committed to:

Spiritual Wellness

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

Intellectual Wellness

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

Emotional Wellness

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

Physical Wellness

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

Social Wellness

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

Expectations on Student Commitment

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

University Seal



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

Statements on Institutional Approval

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

Washington, District of Columbia

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

State of Tennessee

Olivet University dba The Jubilee School is authorized for operation as a postsecondary educational institution by the Tennessee Higher Education Commission. To view detailed job placement and

completion information on the programs offered by The Jubilee School please click [here](https://www.tn.gov/thec/for-institutions/postsecondary-state-authorization/authorized-institutions-and-data/institutions-q-u.html) (<https://www.tn.gov/thec/for-institutions/postsecondary-state-authorization/authorized-institutions-and-data/institutions-q-u.html>) and select the “T” tab.

State of Tennessee

Olivet University dba The Jubilee School is authorized for operation as a postsecondary educational institution by the Tennessee Higher Education Commission. To view detailed job placement and completion information on the programs offered by The Jubilee School please click [here](https://www.tn.gov/thec/for-institutions/postsecondary-state-authorization/authorized-institutions-and-data/institutions-q-u.html) (<https://www.tn.gov/thec/for-institutions/postsecondary-state-authorization/authorized-institutions-and-data/institutions-q-u.html>) and select the “T” tab.

Statements on Institutional State Exemptions

State of Missouri

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

State of California

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

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

State of Florida

Olivet University operates under a religious exemption and without governmental oversight in the State of Florida, Pursuant to Florida Statute 1005.06 (1)(f).

Institutional Accreditation

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

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

Olivet University is listed [here](https://abhe-dir.weaveaccreditation.com/details/%7B34e5cec8-bd88-4c76-a389-2666452d2b69%7D) (<https://abhe-dir.weaveaccreditation.com/details/%7B34e5cec8-bd88-4c76-a389-2666452d2b69%7D>) in the ABHE directory of member institutions.

Council for Higher Education Accreditation (CHEA)

Olivet University is listed [here](https://www.chea.org/olivet-university) (<https://www.chea.org/olivet-university>) by the Council for Higher Education Accreditation (CHEA) in the database of institutions accredited by recognized U.S. accrediting organizations.

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

Degree Program By Locations

St. Ann, MO: M.Div.

St. Louis North, MO: M.Div., B.A. in Theology

St. Louis South, MO: M.Div.

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

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

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

Washington D.C.: M.Div.

Sanford, FL: M.Div.

CHAPTER 2: APPLYING TO OU

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

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

Prospective students interested in applying to Olivet University should complete the online application, available at <https://apply.olivetuniversity.edu/>

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

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

Admissions Policy

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

Admission to Olivet University is selective and based on a holistic review process that considers an applicant's academic readiness, spiritual formation, ministry calling, Christian character, and institutional fit. Applicants are expected to demonstrate the capacity to succeed in undergraduate level study and to participate meaningfully in the academic, spiritual, and community life of the University. In cases where admission decisions cannot be made based solely on reported information, applicants will be notified by the University regarding any additional information requirements.

All applicants to distance education programs must complete a Distance Education Readiness Assessment before admission. The assessment evaluates an applicant's technological access, digital literacy, communication skills, and ability to succeed in an online learning environment.

Assessment results are considered as part of the University's holistic admissions review and are not the sole basis for admission decisions. Applicants who demonstrate sufficient readiness may be admitted directly. Applicants who demonstrate partial readiness may be admitted with required orientation, academic support services, or a readiness improvement plan.

If the assessment and individualized review indicate that an applicant does not have a reasonable prospect of success in a distance education environment, the University may defer or deny admission to the program.

Admission decisions are made based on the applicant's overall readiness for undergraduate-level education and ministry formation and are communicated to applicants via official email notification (accepted or denied).

The University is authorized to enroll eligible international students and may issue the documentation required for the application and maintenance of student visa status. The University will provide appropriate verification of student enrollment and status as required by applicable immigration regulations, provided that students remain enrolled and in compliance with all institutional and governmental requirements.

Additional fees may apply for certain immigration or document-processing services and they are published in the student finance section of the catalog.

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

Undergraduate

1. Application Form – Prospective students interested in applying to Olivet University must submit the application form through <https://apply.olivetuniversity.edu/> Olivet University does not accept the Common Application. Applicants must be at least 17 years of age.
2. Admission Essay – Applicants must submit a structured and personal application essay designed to assess their spiritual journey and calling to ministry, motivation for studying at Olivet University, understanding of theological and ministerial vocation, time management skills, academic readiness, study planning, tentative future plans and alignment with the mission, confession, and values of the University.
3. High School or Postsecondary School Transcript – Applicants to Olivet University's undergraduate degree programs must submit an official high school transcript from the public, private, or home school or official transcripts undertaken at all colleges or universities. Applicants who have not graduated from high school must attain the General Educational Development (GED) certificate prior to admission and, if available, submit their high school transcript covering the period of attendance.

Applicants are responsible for making sure their transcript is sent directly from the issuing educational institution's Registrar Office to the email address of the Admissions Office at admissions@olivetuniversity.edu or mailed directly from the issuing educational institution to the following address of Olivet University:

Olivet University
Attn: Admissions Office

36401 Tripp Flats Rd.
Anza, CA 92539

4. Test Scores – Submission of SAT, ACT, or CLT scores is voluntary for applicants to Olivet University. These scores may be used by the University to evaluate a student's academic readiness. If an applicant submits multiple score reports, the highest score earned in each sub-score section will be used.

5. Program Language Proficiency

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

- i. Degree programs in English. This is the regular type of degree program offered at Olivet University and as long as not noted otherwise in the enrollment agreement. All instructions at Olivet University are offered in English.
- ii. Degree programs fully in Chinese. These degree programs exclusively require evidence for minimum Chinese language proficiency. All instructions at these programs are offered in Chinese only.
- iii. Degree programs fully in Korean. These degree programs exclusively require evidence for minimum Korean language proficiency. All instructions at these programs are offered in Korean only.
- iv. Degree programs with additional language proficiency requirements beyond the ones relating to the language of instruction. These language requirements normally relate to the original languages required for research and are separately listed in those program descriptions.

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

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

6. Recommendations - Applicants are required to submit the following recommendations through standardized forms or questionnaires sent by OU to their referees' email addresses, which may include spiritual, academic, and ministry/character evaluations. Please note that recommendations may not be provided by immediate family members or spouses.

- Pastoral Recommendation: One reference letter must be provided by a pastor within the applicant's local Olivet Assembly (OA) church, or by a chaplain or spiritual leader who can verify the applicant's current spiritual condition, involvement, and standing within the church community.

- **Academic Recommendation:** At least one reference letter must be provided by a teacher, academic instructor, or academic counselor of the applicant to evaluate the applicant's capacity to study and thrive in a higher education setting.

Note 1: If such a recommendation is unavailable, the applicant should provide a formal written explanation.

- **Ministry Recommendation:** Applicants who are actively engaged in ministries are required to have a reference letter submitted from their ministry leader. This reference letter should attest to the applicant's contributions in both spiritual and practical areas of ministry involvement.

Note 2: If a recommendation from a ministry leader is unavailable, applicants may submit either of the following alternative references

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

These alternatives may be particularly appropriate in the following circumstances:

- Applicants with limited ministry involvement due to visa status or other personal circumstances
- Applicants whose pastor also serves as their ministry leader
- Recent high school graduates who have not yet had the opportunity to participate actively in a ministry context

Additional Note: Additional recommendation letters may be required depending on specific program requirements. The University reserves the right to determine the acceptance and adequacy of all submitted recommendations.

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

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

Olivet University reserves the right to interview an applicant if deemed necessary after reviewing the student's application information. The interview may take place via Zoom or in person. In this context, the admission decision will be made after the interview is conducted and evaluated by the Admissions Committee.

Besides, Olivet University reserves the right to request additional documentation, assessments, interviews, or letters of recommendation as needed to make a complete determination of an applicant's suitability for the program.

Provisional Undergraduate Admission

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

Applicants must provide an official secondary or postsecondary transcript indicating their date of graduation prior to their enrollment at Olivet University. In cases where admission decisions cannot be

made based solely on reported information, applicants will be notified by the University regarding any additional information requirements.

English Language Proficiency Requirements for Undergraduate Programs and Courses

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

1. A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet-based Test (iBT), or 173 on the computer-based test (CBT), a 6.0 on the International English Language Test (IELTS), or 44 on the Pearson Test of English Academic Score Report, or 95 on the Duolingo English Test. A high school diploma completed at an accredited/recognized high school (where the medium of instruction is English).
2. A minimum grade of Level 3 on the ACT COMPASS English as a Second Language Placement Test;
3. A minimum grade of Pre-1 on the Eiken English Proficiency Exam;
4. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;
5. A transcript indicating completion of at least 30 semester credit hours (45 quarter credit hours) with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English.
6. Score 3, 4 or 5 on the AP examination in English Language and Composition, or English Literature and Composition;
7. Score 5, 6 or 7 on the IB Standard Level examination in English (Language A only);
8. Score 4, 5, 6 or 7 on the IB Higher Level examination in English (Language A only);
9. Score of 22 or higher on the ACT English Language Arts (ELA);
10. Score of 600 or higher on Reading and Writing in the SAT.

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

Spanish Language Proficiency Requirements for Individual Undergraduate Courses

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

1. A high school diploma completed at an accredited/recognized high school where the medium of instruction is Spanish.

2. A transcript indicating completion of coursework instructed in Spanish language of at least 30 semester credit hours with an average grade of “C” or higher at an institution of higher education recognized and accredited by the department of education.

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

Chinese Language Proficiency Requirements for Undergraduate Programs and Courses

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

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

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

Korean Language Proficiency Requirements for Individual Undergraduate Courses

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

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

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

Student Identity Verification

Identity verification helps protect the integrity of academic records, educational credentials, financial aid administration, and online learning activities. This policy applies to all applicants seeking admission and all students enrolled in the University's academic programs, whether delivered in person, online, or through a hybrid format.

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.

Applicants are required to provide identifying information, including their legal name and other information requested by the University. The University may require applicants to submit one or more forms of identity verification documentation, including:

- A government-issued photo identification document;
- A passport;
- A driver's license or state identification card;
- Other documentation deemed acceptable by the University.

Where permitted by law and institutional procedures, applicants may satisfy initial identity verification requirements through secure electronic submission of identity documentation and photographs.

The University reserves the right to request additional documentation if information provided by the applicant is incomplete, inconsistent, or cannot be reasonably verified.

Policy for Student Identity Verification in Distance Learning

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

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

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

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

Implemented Practices for Compliance

a. Secured Electronic Identification System

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

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

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

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

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

b. Proctoring

All final examinations for for-credit distance education courses at Olivet University are required to be proctored. Proctoring of midterm examinations is strongly recommended. Quizzes and other low-stakes assessments should, whenever feasible, be designed in a manner that does not require proctoring. Olivet University recognizes two forms of examination proctoring:

i) Onsite Proctoring

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

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

ii) Online Proctoring

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

Acceptable forms of photo ID for proctoring:

- A government-issued photo identification document;
- A passport;

- A driver's license or state identification card;
- Other documentation deemed acceptable by the University.

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

General Transfer Student Admissions Policy

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

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

Olivet University
Attn: Admissions Office

36401 Tripp Flats Rd.
Anza, CA 92539

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

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

OU accepts transfer credit from other accredited educational institutions, as well as credit earned through challenge examinations and standardized tests, such as the College-Level Examination Program (CLEP) and Advanced Placement (AP) Exams, for specific academic disciplines.

UNDERGRADUATE

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

GRADUATE

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

Transfer Credit Award Requirements

Transfer credit is awarded based on specific requirements:

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

Olivet University has entered into two articulation agreements:

- Harvest University (CO): Graduates from the Harvest Master of Divinity program are considered equivalent to graduates from OU's M.Div. program with regards to fulfilling the admissions requirements for OU's D.Min. and Ph.D. in GTS. program.
- Great Commission University (IN): Graduates from the Great Commission University (GCU) Master of Divinity program are considered equivalent to graduates from OU's M.Div. program with regards to fulfilling the admissions requirements for OU's D.Min. and Ph.D. in GTS. program.

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

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

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

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

Transfer Grades

- A student's grade point average at Olivet University is based only on courses completed at this institution. The Olivet University grade point average is used to determine academic standing and graduation.
- Transfer grade equivalents will be determined and recorded with the student's transfer credit. Credit will be awarded for courses in which a "C" or higher was earned for Undergraduate programs; Credit will be awarded for courses in which a "B" or higher was earned for Graduate programs.
- Transfer grades and grade point averages are assigned on the basis of the Olivet University grading policy. For courses taken at institutions that use combined grades (e.g., "AB"), the lower grade will be used.
- Courses taken at institutions that use a grading system not comparable to the Olivet University grading system will be evaluated with the transfer grade equivalents of Pass or Not Pass. "Withdraw Failing" grades are calculated in a student's transfer grade point average as "F" grades.
- When fractions are accumulated and awarded as general electives, grade points are accumulated in similar fashion. For example, a student who took one four quarter hour course with an "A" and two four quarter hour courses with a "B" would receive general elective credit (to compensate for fractions) for two credit hours and six grade points.

Credit Hour Equivalencies

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

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

Students are granted one full course credit (4 quarter units) for an eligible Advanced Placement (AP) or International Baccalaureate (IB) Higher Level Exam on which an appropriate score has been earned (for AP, a score of 3 or above; for IB, a score of 5 or above), within transfer limits for each degree level. Other equivalent exams, such as the Swiss matura or the British A-levels, are also available for one course credit, when completed with an equivalent score. Credit is not granted for exams that duplicate each other, such as AP and IB English Literature.

AP and IB credits are treated as transfer credits. An AP score of 3, 4, or 5 will be recorded as a C, B, or A, respectively, on Olivet University grade reports and transcripts. Transfer students wishing to receive credit for AP/IB exams must request that official AP/IB transcripts be sent directly to Olivet University, or submit official college transcripts that clearly indicate the AP/IB credits awarded by the transferring institution. Prospective applicants may contact the Office of Admissions to request the Credit Transfer Eligibility Guide for AP Exams.

CLEP Exams

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

Transfer students wishing to receive course credit for CLEP exams must request CLEP exam scores and transcripts be sent to Olivet University, or submit official college transcripts that clearly indicate the CLEP exam(s) for which the student was awarded credit by the transferring institution. Prospective Applicants can contact the Office of Admissions for the Credit Transfer Eligibility Guide for CLEP Exams.

Instances of Fraud

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

CHAPTER 3: TUITION AND CHARGES

Costs of Attendance, Tuition and Fee

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

Undergraduate Tuition*

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

Other Fees (Non-Refundable)*

Admissions Fees	
Application for Admission	\$75
Application for Re-Admission	\$75
General Fees	
Transcript Issuance	\$15 per copy
Enrollment Verification	\$15 per copy
Third Party Forms with specialized information	\$15 per copy
The Registrar's Office will complete and certify third-party forms that require information different from the current enrollment verification form.	
Customized Verification Documents	\$50 per copy

The Registrar's Office will create a customized document other than the school's standard documents.	
Diploma Replacement Fee	\$30 per copy
Expedite Service Fee (Rush Processing)	\$25
Transcript Evaluation Fee	\$50
Student ID Card Fee	\$15
Comprehensive Exams	\$50 per exam
I-20 Processing Fee	\$80
U.S. Domestic Mailing Fee	\$10
U.S. Domestic Express Mailing Fee	\$40
International Mailing Fee	\$80
Registration Fees	
Course Audit Fee	\$50 per unit
Late Registration Fee	\$50
Course Add/Drop Fee	\$15 per course
Course Withdrawal Fee	\$15 per course
Credit Transfer Assessment Fee	\$80
Payment Fees	
Late Payment Fee	\$75
Late Financial Application Fee	\$25
Installment Late Payment Fee	\$25 per occurrence
Installment Payment Sign-up Fee (3 months)	\$25
Installment Payment Sign-up Fee (4 months or more)	\$50
Graduation Fees	
Graduation Fee	\$100
Gown Rental Fee	\$30
Diploma Cover (Optional)	\$25
Lodging (Optional)	\$75
Photos (Optional)	\$60
Graduation Fee: A non-refundable Graduation Fee is assessed to all students at the University each time a student applies to graduate. It is used to defray the cost of processing candidates for	

graduation, printing diplomas, and conducting the commencement ceremonies. The Graduation Fee does not cover the cap and gown fees.

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

On-Campus Housing at Riverside Campus

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

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

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

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

Living in the residence halls offers close proximity to classes and campus facilities, which significantly reduces commute times. Students can access various leadership opportunities and enjoy a supportive living and study environment. With fellow students and dedicated staff living on-site, residents can easily receive assistance whenever needed. Additionally, the halls feature convenient on-site amenities such as laundry facilities, parking, and meal plans, along with flexible housing payment options.

Housing Rates (Per Person / Month)

Room Type	Non-WOA	WOA
4-Occupancy (Shared Bath)	\$260	\$180
3-Occupancy (Shared Bath)	\$300	\$200
2-Occupancy (Shared Bath)	\$340	\$280
Single Room (0.5 Bath)	\$660	\$600
Single Room (Full Bath)	\$720	\$650
Faculty Housing (with Bath)	\$800	\$700

Additional Fees

One-Time Fees

The Application Fee is \$100, and the Security Deposit is \$200. If a resident fails to return their key, an Unreturned Key Replacement Fee of \$20 will be charged.

Monthly Fees (Per Person / Month)

Fee Type	Non-WOA	WOA
Room Reservation Fee	\$30	\$50
Storage Fee	\$10	\$50
Additional Key Fee	\$20	\$10

On-site housing is available for students. However, if a student chooses to live off-site, Olivet University is not responsible for providing housing services. For more detailed information, please refer to the On-Campus Student Housing Handbook.

Tuition Payment Policy

Fee Waiver Policy

The purpose of this policy is to achieve several objectives:

1. **Supporting diversity and inclusion:** A large portion of Olivet University's students have had missionary experience or will be involved in missions directly or indirectly, and many of them come from all around the world, including non-developed countries. In order to promote diversity and inclusion by ensuring that individuals from different socioeconomic backgrounds have the opportunity to participate, the University's Business Office has decided to set up this fee waiver policy, which can help remove financial barriers for those who want to participate in missions.
2. **Fulfilling social responsibility or enhancing public relations:** Since the University receives donations from alumni all around the world, it feels a responsibility to give back to their support and to support the students coming from their countries. By extending this support to all students, Olivet University can enhance its public relations and reputation with the alumni.
3. **Encouraging recruitment:** A fee waiver policy can encourage more students to enroll in programs or services by reducing financial barriers and making them more accessible to a wider range of individuals all around the world.

The scope of the policy

Who will be eligible:

All active students at the Riverside campus and their families.

What fees are to be waived:

- On-Campus Housing fees at Riverside Campus

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

Meal Plan at Riverside Campus

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

Application process

- No application is needed. On-campus housing fees and meal plan charges are automatically waived for all students residing at the Riverside campus while this policy remains in effect.

Communicate the policy

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

Cancellation policy

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

Evaluate the policy

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

Payment Options

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

Checks are accepted either in person at the cashier or by mailing the payment to Attn: Student Finance Office, Olivet University, 36401 Tripp Flats Rd, Anza, CA 92539. All checks need to be in US currency and should be made payable to Olivet University. Please include the student name and ID on the check. Any check payment that returns as unpaid to the student account will result in a returned check fee.

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

Installment Payment Plan

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

Delinquent Accounts

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

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

Student Account Disputes

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

Cancellation and Refund Policy

Student's Right to Cancel

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

Refund Policy:

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

the form. Refunds will be made within 30 calendar days of the notification of an official withdrawal or leave of absence.

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

Fall, Winter Spring and Summer quarter:

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

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

Sample Student Refund Calculation

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

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

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

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

Loans

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

Bankruptcy

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

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

Scholarship

Scholarships at Olivet University are designed to help students begin their academic and professional careers, with significant support from affiliated ministries going toward a quality education. Gifts from the affiliated ministries and faithful alumni provide major financial assistance for the University. The University Scholarship serves as a tool to meet the enrollment goals of the University and to attract students who wish to contribute to His Kingdom. The goal of the University Scholarship is to remove financial barriers in order to improve access for qualified students.

Application Process and Forms

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

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

Counseling

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

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

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

Deadlines

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

International Student Scholarship

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

Award

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

Eligibility for Scholarship

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

Conditions for Renewal

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

Missionary Scholarship

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

Award

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

Conditions for Eligibility

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

Conditions for Renewal

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

General Scholarship

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

Award

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

Conditions for Eligibility

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

Conditions for Renewal

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

Federal or State Guaranteed Financial Aid Programs

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

Contact Information

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

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

Phone: 951 763 0500

Email: studentfinance@olivetuniversity.edu

CHAPTER 4: ACADEMIC REGULATIONS

Credit Hour

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

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately ten weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

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

CHAPTER 5: BACHELOR DEGREE PROGRAMS

Bachelor's Degree Core Curriculum

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

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

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

In addition, all students are required to complete Chapel and Christian Service requirements as part of the **General Ministry** requirements, which are designed to foster spiritual formation and active engagement in the university community, in alignment with the institution's mission.

Bachelor of Arts Degree Requirements

Undergraduate students at Olivet University must meet the following requirements for the conferral of a Bachelor of Arts degree:

- Complete a minimum of 180 quarter credit hours.
- Fulfill all Bachelor's Degree Core Requirements, including:
 - 48 quarter units in the Bible & Theology Core; and
 - 60 quarter units in General Education requirements.
- Successfully complete all requirements for an approved major in accordance with the catalog in effect at the time of matriculation, unless otherwise authorized by the University.
- Maintain a minimum cumulative grade point average (GPA) of 2.00 in all coursework completed at Olivet University, as well as a minimum 2.00 GPA in all major coursework attempted.
- Satisfy all Chapel and Christian Service requirements as specified by current University policy.
- Complete all degree requirements within the applicable maximum time limit, ordinarily ten (10) years from the date of initial enrollment in the degree program.
- Fulfill all financial, administrative, and institutional obligations to the University prior to graduation clearance.

Students should also review all program-specific graduation requirements applicable to their degree program. Certain programs may include additional academic, ministry, practicum, formation, capstone, assessment, or professional standards beyond the general university requirements outlined above.

Program Goals

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

B.A. Core Curriculum

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

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

I. Bible & Theology Core (48 units)

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

II. General Education (60 units)

(a) General Education Foundation (12 units)

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

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

(b) General Education Distribution (48 units)

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

Course list below is exemplary only.

- ARTH230 Introduction to Arts (4 units)
- CDVS110-111 Living Books Seminar I-II (4 units each)
- CDVS150 Philosophy of Christian Education (5 units)
- CDVS230 Exploring Special Topics in Educational Principles and Methods (2 units)
- CDVS260 Introduction to Charlotte Mason's Philosophy of Education (2 units)
- CDVS360 Introduction to Narration (2 units)
- ENGL100 English Language & Composition (4 units)
- ENGL120 English Literature & Composition (4 units)
- FARI101 Fundamental Drawing (4 units)
- GREK100, GREK 102 Greek I, Greek II (2 units each)
- GREK101, GREK 103 Greek I Practice, Greek II Practice (2 units each)

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

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

Course list below is exemplary only.

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

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

Course list below is exemplary only.

- ANTH201 Cultural Studies (4 units)
- COMM110 Communication Theory (4 units)
- ECON200 Macroeconomics (4 units)
- ECON210 Agricultural Economics (4 units)
- ECON310 Microeconomics (4 units)
- MGMT400 Management (4 units)
- MKTG200 Organizational Behavior (4 units)
- PHIL200 Introduction to Western Philosophy (4 units)
- PSYC280 Introduction to Psychology (4 units)
- SOCI100 Introduction to Sociology (4 units)

Note:

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

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

III. General Ministry Skills (0 unit)

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

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

Course Descriptions

Bible & Theology Core Courses: Required for all undergraduate programs

BIBL100 Old Testament Survey (4 units)

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

BIBL110 New Testament Survey (4 units)

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

BIBL120 The Gospels (4 units)

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

BIBL240 Romans I (4 units)

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

BIBL240 covers chapters 1 to 8, while BIBL250 deals with chapters 9 to 16. Attention is given to the overall argument of the Epistle and doctrinal topics such as sin, justification, sanctification, glorification,

imputation, substitution, reconciliation, adoption, and eternal security, etc. Students are encouraged to apply spiritual lessons of this book to their Christian lives.

BIBL250 Romans II (4 units)

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

BIBL330 Pentateuch (4 units)

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

HIST110 History of Christianity (4 units)

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

THEO100 Introduction to Theology (4 units)

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

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

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

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

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

THEO220 Introduction to Christian Ethics (4 units)

The study of ethics seeks to determine whether moral values and obligations are objective or subjective, absolute or relative. It also aims at resolving the problem of the criterion for determining the morally good and morally bad, the morally right and morally wrong--for example, whether morality is to be judged by consequences or by intrinsic duty. In addition to addressing these issues, the differences between general ethics and Christian ethics will be highlighted. Finally, the course will focus on the

application of the biblical principles of Christian ethics to various moral issues, such as abortion, capital punishment, etc. The overarching objective of the course is to make an important contribution to producing mature servants of Christ who love God supremely and who are biblically knowledgeable and culturally aware in their ministry and love for others.

THEO310 Biblical Apologetics (4 units)

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

GE Foundation Courses: Required for all undergraduate programs

ANTH320 World Perspectives (4 units)

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

COMM130 Speech & Communication (4 units)

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

SOCI150 Research & Writing (4 units)

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

Humanities/Arts Distribution Courses

ARTH230 Introduction to Art (4 units)

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

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

This seminar course is dedicated to the immersive exploration of living books, including classical works from Western civilization. Through close reading, narration, and vibrant discussions, students will engage deeply with these texts, honing their critical thinking and writing skills. The primary aim of the course is to cultivate the habits of mind that foster self-reliant thinking, reading, and learning.

Additionally, this course will delve into the criteria for selecting suitable literature, including poetry, across various grade levels from Pre-K to high school. Special attention will be given to the values inherent in living books, the art of narration, and the influence of authors and illustrators. By delving into these topics, students will develop a profound appreciation for the power of literature and its impact on personal growth and education.

CDVS150 Philosophy of Christian Education (5)

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

CDVS230 Exploring Special Topics (2 units)

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

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

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

CDVS360 Introduction to Narration (2 units)

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

ENGL100 English Language & Composition (4 units)

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

ENGL120 English Literature & Composition (4 units)

A comprehensive exploration of various English literary genres and styles from medieval to contemporary periods. Through close reading, discussion, and written assignments, students will

develop their ability to analyze literary texts within their historical and cultural contexts. In addition to studying literature, students will refine their composition skills through a series of writing assignments such as analytical essays, argumentative essays, creative writing, and research projects that encourage clarity, coherence, and persuasiveness.

FARI101 Fundamental Drawing (4 units)

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

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

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

GREK101 Greek I Practice (2 units)

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

GREK103 Greek II Practice (2 units)

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

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

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

HEBR101 Hebrew I Practice (2 units)

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

HEBR103 Hebrew II Practice (2 units)

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

HIST220 US History & Government (4 units)

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

HIST350 World Christian Movement (4 units)

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

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

Christian missionaries have significantly influenced and shaped history through their unwavering

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

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

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

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

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

MUSC240 Introduction to Music (4 units)

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

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

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

Natural/Information Science & Mathematics Distribution Courses

BIOS100 Biological Science 1 (4 units)

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

BIOS150 Biological Science 2 (4 units)

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

BIOS250 Principles of Biology (4 units)

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

BIOS270 Botany of Vascular Plants (4 units)

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

BIOS300 Genetics (4 units)

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

CHEM210 Chemistry 1 (4 units)

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

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

CHEM220 Chemistry 2 (4 units)

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

Prerequisite: CHEM210 Chemistry 1

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

CHEM230 Principles of Organic Chemistry (4 units)

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

Prerequisite: CHEM210 Chemistry 1

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

ITEC100 Introduction to Information Technology (4 units)

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

MATH100 Calculus 1 (5 units)

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

Natural/Information Science & Mathematics Course

MATH110 Calculus 2 (5 units)

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

Prerequisite: MATH100 Calculus 1

MATH120 Differential Equations (4 units)

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

Prerequisite: MATH110 Calculus 2

Itec200 Introduction to Artificial Intelligence (4 units)

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

Itec210 Introduction to Computational Thinking (4 units)

Introduction to Computational Thinking is a general education course that introduces students to the fundamental ways of approaching problems, designing solutions, and expressing ideas through the lens of computation. Without requiring prior programming experience, the course emphasizes problem decomposition, pattern recognition, abstraction, and algorithmic thinking. Students will explore how computational methods apply across disciplines, from the sciences and engineering to social sciences, business, and the arts. Hands-on activities, visual tools, and real-world examples help students build confidence in reasoning systematically and logically. By the end of the course, students will be able to frame everyday challenges in computational terms and appreciate how computational thinking empowers innovation in a digital world.

MATH230 Probability & Statistics (4 units)

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

MATH300 Linear Algebra (4 units)

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

Prerequisite: MATH110

PHYS130 Calculus-Based Physics 1 (4 units)

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

Prerequisite: MATH110

*Social/Behavioral Science Distribution Courses***ANTH201 Cultural Studies (4 units)**

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

Humanities/Arts Distribution Course

COMM110 Communication Theory (4 units)

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

ECON200 Macroeconomics (4 units)

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

ECON210 Agriculture Economics (4 units)

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

ECON310 Microeconomics (4 units)

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

MGMT400 Management (4 units)

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

MKTG200 Organizational Behavior (4)

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

PHIL200 Introduction to Western Philosophy (4 units)

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

PSYC280 Introduction to Psychology (4 units)

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

SOCI100 Introduction to Sociology (4 units)

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

*General Ministry Skills Courses***PRAC010 College Christian Service (0 units)**

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

PRAC011 College Chapel (0 units)

Chapel participation is required for the entire student community. Attendance will be recorded and a

grade of pass or fail will be assigned. A passing grade in Chapel is mandatory for graduation.

Faculty List*

Bessie Cui

Master of Divinity(M.Div.), Olivet University (2020 ~ Present)

Master of Arts(M.A.) in Graphic Arts, Olivet University (2014)

Bachelor of Japanese, Hunan University, China (2007)

Joseph Gao

Doctor of Ministry, Olivet University (2024)

Master of Business Administration(M.B.A.), Olivet University (2024)

Master of Divinity(M.Div.), Olivet University (2020)

M.A. of Engineering, Shanghai Jiaotong University (2006)

B.A. of Engineering, Shanghai Jiaotong University, China (2003)

Taegil Ha

Doctor of Philosophy(Ph. D.) & Master of Science(M.S.) integrated, Seoul National University (2024)

Bachelor of Science(B.S.), Seoul National University, Korea (2017)

Yuechen Hou

Master in Information Technology, Olivet University (2015)

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

Rodem Na Youn Hwang

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

M.Div. Olivet University (2006)

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

Sumi Hwang

D.Min., Olivet University (2020)

M.Div., Olivet University (2013)

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

Seunghyun Hyun

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

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

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

Eli Jiang

Master of Social Sciences, Hong Kong Metropolitan University, Hong Kong (2024)

Ph.D. Candidate in Law, University of Washington (2014)

Master of Laws (LL.M.), Tulane University (2010)

B.A. in English & LL.B. in Law, Guangdong University of Foreign Studies, China (2006)

Joseph Jung

D.Min., Olivet University (2015)

M.Div., Olivet University (2009)

B.A in History, Seoul National University, Korea (2002)

Thomas Kong

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

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

M.S. in Electrical Engineering, Zhejiang University (2007)
B.A., Electrical Information Engineering, Zhejiang University, China (2004)

Sarah LaFleur

D.Min., Olivet University (2014)
M.A. in Communication, Johns Hopkins University (2025)
M.Div., Olivet University (2010)
B.A. in Theology, Olivet University (2006)

Hyungmin Lee

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

Joseph Jongwon Lee

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

Jianbin Lei

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

Jingyang Li

Senior Algorithm Engineer, Alibaba DAMO Academy, China (2020 ~ Present)
Postdoctoral Researcher, School of Computer Science, Beihang University, China (2020)
Ph.D. Mathematics, University of Chinese Academy of Sciences, China (2017)
B.S. Mathematics, Jilin University (2012)

Shasha Lin

D.Min., Olivet University, (2021-present)
MAT, Olivet University (2021)
M.Div., Olivet University (2019)
Bachelor of Education, Harbin Normal University (2012)

Eunice Or

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

Carleton DeWitt Salley, Jr.

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

Michael Ray Smith

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

Zimou Tan

M.Div, Olivet University (2025)

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

Christy Yuyoung Tran

D. Min., Olivet University (2010)

M.Div., Olivet University (2005)

B.A. in English Language Education, Mokwon University, Korea (1999)

Ruth Wang

D.Min., Olivet University (2021)

MA Journalism, Olivet University (2014)

M.Div., Olivet University (2011)

BA Journalism, Hunan University, China (2005)

Hosea Hongshik Yang

D.Min., Olivet University (2017)

M.Div., Olivet University (2011)

B.A. in Theology, Olivet University (2008)

Lily Zeng

Ph.D., Olivet University (2018 ~ Present)

M.Div, Olivet University (2012)

Bachelor of Economics, International Economics and Trade, Hainan University, China (2008)

Martin Weinan Zhao

Ph.D. in Instructional Systems and Learning Technologies, Florida State University (2017)

M.S. in Computer Software and Theory, Peking University, China (2004)

B.E. in Information Engineering, Xi'an Jiaotong University, China (2001)

*Faculty members who are currently teaching at Olivet University or are scheduled to teach within the next two years.

CHAPTER 6: BACHELOR OF ARTS MAJORS

Bachelor of Arts in Theology (Major)

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

Program Goals

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

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

Admission Requirements

Admission to Olivet Theological College & Seminary follows the University's holistic admissions process. In addition to meeting the general undergraduate admission requirements, applicants to the Bachelor of Arts in Theology program must satisfy the program-specific requirements outlined below.

Qualified Candidate for Admission

A qualified candidate for admission to the Bachelor of Arts in Theology program is an applicant who demonstrates a reasonable prospect of successfully completing undergraduate theological studies. In making this determination, the Admissions Committee considers the applicant's prior academic preparation, standardized test scores or equivalent assessments, writing ability, communication skills, learning readiness, personal character, and evidence of Christian commitment and vocational interest in ministry. Applicants who, in the judgment of the Admissions Committee, lack sufficient academic preparation or readiness to benefit from the program may be denied admission or granted provisional admission conditioned on completion of specified preparatory coursework or assessments prior to full enrollment.

1. Standardized Test Scores

Applicants are expected to submit SAT, ACT, or CLT scores as part of the application. International applicants may submit a recognized national university entrance examination or another equivalent examination approved by the University. All test scores are considered as part of the University's holistic admissions review, alongside high school academic records, personal essays, interviews, and other application materials.

Applicants who are unable to submit standardized test scores due to limited testing availability or other documented circumstances must complete the OTCS Admission Assessment in lieu of test scores. This assessment may include a writing evaluation, academic readiness evaluation, interview, or other measure determined by the Admissions Committee.

2. Interviews and Formation Assessments

Applicants may be required to participate in one or more of the following evaluations, conducted in person or online:

- Admissions Interview — evaluates the applicant's educational background, vocational goals, and overall readiness for enrollment at OTCS.
- Spiritual Formation Readiness Interview — evaluates the applicant's spiritual maturity, Christian commitment, sense of ministry calling, and readiness to engage the formative dimensions of theological education.
- Academic Readiness Evaluation — evaluates learning habits, communication skills, critical thinking, academic motivation, and may include interviews, writing assessments, or other evaluation tools as determined by the Admissions Committee.

The Admissions Committee reserves the right to request additional documentation, assessments, interviews, or letters of recommendation as needed to determine an applicant's suitability for the program.

Graduation Requirements

The Bachelor of Arts in Theology degree is conferred upon successful completion of the academic, spiritual formation, and capstone requirements set forth below, together with final clearance from the University. Students are governed by the requirements of the catalog year in which they first enrolled, unless a later catalog year is formally approved for degree completion. Any exception to published requirements requires prior written approval from the appropriate academic authority.

I. Academic Requirements

Students must successfully complete all of the following:

1. A minimum of 180 quarter credit hours, including all required courses, prerequisites, and degree-specific requirements as outlined in the published curriculum, inclusive of satisfactory completion of required Ministry Practicum components as evaluated by approved supervisors or faculty mentors.
2. A cumulative grade point average of 2.00 or higher at the time of graduation review.
3. Completion of all degree requirements within the prescribed time limit, unless an extension is granted in writing by the Faculty Committee under extenuating circumstances.

II. Spiritual Formation Requirements

Spiritual formation is evaluated independently of academic coursework, though administered in coordination with academic and ministry assessment processes. Candidates must fulfill all of the following:

1. Completion of all spiritual formation activities designated by the University, including Chapel, Christian Service, and any additional formation requirements established by institutional policy.

2. Satisfactory participation in spiritual formation assessments as required by the designated faculty committee in consultation with the Chaplain's Office, culminating in a satisfactory final spiritual formation evaluation.

Students are encouraged to engage proactively with their formation advisors throughout the program to ensure timely, satisfactory progress.

III. Graduation Clearance

Graduation clearance is granted upon written verification of all of the following:

1. Satisfactory completion of all requirements under Sections I–II.
2. Approval from the faculty committee, the OTCS Dean, the Chaplain's Office, and the Registrar's Office.
3. Resolution of all financial obligations to the University.
4. Fulfillment of all administrative requirements as determined by the Registrar.

The University reserves the right to withhold or defer clearance for any student who is not in satisfactory academic, disciplinary, spiritual formation, or financial standing at the time of the graduation review.

Students whose graduation clearance is withheld or denied may request reconsideration by submitting a written appeal to the Faculty Committee within 15 days of notification, along with any additional supporting documentation. The Committee's decision on appeal is final.

Students are strongly encouraged to consult with their academic advisor each term to ensure satisfactory progress toward all graduation requirements.

Curriculum

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

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

- I. Bible & Theology Core (48 units)
- II. General Education (60 units)
- III. General Ministry Skills (0 unit)

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

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

- BIBL130 Introduction to the Bible (4 units)
- BIBL131 Bible Reading Essentials (4 units)
- BIBL211 Pauline Epistles (4 units)
- BIBL370 Galatians (4 units)
- BIBL371 General Epistles (4 units)
- BIBL490 Seminar in Biblical Studies (4 units)
- GREK100 Greek I (2 units)
- GREK102 Greek II (2 units)

- HEBR100 Hebrew I (2 units)
- HEBR102 Hebrew II (2 units)
- MINS200 Introduction to Missions (4 units)
- MINS201 Introduction to Business as Mission (4 units)
- MINS205 Cultivating a Christian Mind (4 units)
- MINS206 Life and Theology of Influential Christian Missionaries (4 units)
- MINS300 Evangelism & Discipleship (4 units)
- MINS310 Introduction to Web for Missions (4 units)
- MINS330 Introduction to Teaching and Preaching (4 units)
- MINS341-344 Teaching Practicum I-IV (4 units each)
- MINS380 Spiritual Formation (4 units)
- MINS410 Christian Leadership (4 units)
- MINS430 Church Planting & Development (4 units)
- MINS431 Theology and Practice of Prayer (4 units)
- MINS440 Mission Methods & Strategy (4 units)
- MINS442 Introduction to Nonprofit & Ministry Management (4 units)
- THEO320 Introduction to Christian Thought I (4 units)
- THEO321 Introduction to Christian Thought II (4 units)
- THEO490 Topics in Theology (4 units)

3. Ministry Internships (9 units)

Students in the Bachelor of Arts in Theology (B.A.Th.) program are required to complete 9 units of supervised ministry internship experience in a church or other approved ministry organization. Students may begin participating in internship experiences during their second year of study.

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

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

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

BATH-INTERN 200-280 Ministry Practice 1-9 (1 unit each)

BATH-INTERN 300 Ministry Practice 11 (3 units)

Potential BATH Internship Opportunities

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

- Olivet Academy Bible Teaching
- Worship Service Praise

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

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

Course Descriptions

Theology Major Courses (Required)

BIBL130 Introduction to the Bible (4 units)

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

Co-requisite: BIBL131 Bible Reading Essentials

BIBL211 The Pauline Epistles (4 units)

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

BIBL370 Galatians (4 units)

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

BIBL371 General Epistles (4 units)

This course provides an expository study of the General Epistles (James, 1–2 Peter, 1–3 John, and Jude), with attention to their theological themes, historical context, and practical instruction for Christian life and church community. Students will examine the distinctive voice and pastoral concerns of each author while tracing their unified witness to Christ and apostolic teaching. Through this study, students will be equipped to interpret, teach, and apply the General Epistles in Bible study and ministry contexts.

BIBL490 Seminar in Biblical Studies (4 units)

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

MINS200 Introduction to Missions (4 units)

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

MINS201 Introduction to Business as Mission (4 units)

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

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

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

MINS205 Cultivating a Christian Mind (4 units)

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

MINS300 Evangelism & Discipleship (4 units)

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

MINS310 Introduction to Media for Christian Ministry (4 units)

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

MINS330 Introduction to Teaching and Preaching (4 units)

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

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

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

MINS380 Spiritual Formation (4 units)

A study of spiritual formation investigates the objectives and methodologies of spiritual disciplines within the life of a Christian. This study offers a biblical and theological comprehension of spirituality and spiritual formation, while also analyzing the characteristics of the spirituality embodied in the

Beatitudes, which are regarded as the essence of Christian spirituality in the context of the Kingdom of God.

MINS410 Christian Leadership (4 units)

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

MINS430 Church Planting & Development (4 units)

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

Prerequisite: MINS300 Evangelism & Discipleship

MINS431 Theology and Practice of Prayer (4 units)

This course examines the theology and practice of prayer as a central discipline of Christian spiritual life. Through biblical and theological study, students will develop a deeper understanding of prayer in the life and ministry of Jesus and its role in Christian formation. The course also emphasizes the practical application of prayer, equipping students to cultivate a biblically grounded and spiritually disciplined life of prayer.

MINS440 Mission Methods & Strategy (4 units)

A capstone investigation of how strategy interacts with and guides a Christian ministry within its internal and external environments. This course examines strategic approaches to Christian missions and ministry in local and global contexts. Students will develop skills in mission planning, leadership, organizational analysis, and strategic decision-making with an emphasis on the Great Commission and effective ministry implementation.

Prerequisite: MINS200 Introduction to Missions

MINS442 Introduction to Nonprofit & Ministry Management (4 units)

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

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

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

THEO490 Topics in Theology (4 units)

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

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

Elective Courses

MINS302 Media and Business as Mission (4 units)

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

Prerequisite: MINS201 Introduction to Business as Mission

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

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

MINS400 Business as Mission Project (4 units)

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

Prerequisite: 3.3 grade points or better in MINS302

PRAC200A-J Ministry Internship (1 unit)

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

INDP400-402 Supervised Independent Study I-III (4 units each)

Independent Study provides students with the opportunity to pursue a focused investigation of a theological, biblical, historical, or ministry-related topic not fully addressed in the regular curriculum, or to explore in greater depth a subject introduced in a previous course. Under the supervision of a faculty member, students will engage in directed reading, research, reflection, and/or a special project tailored to their academic and vocational interests. Regular meetings with the supervising instructor will guide the student's progress and help ensure the achievement of the established learning outcomes.

This course may not be used as a substitute for required major courses without prior approval from the Theology Curriculum Committee. Grading is on a Letter Grade or Credit/No Credit basis, as determined by the Dean. Enrollment is restricted to students who obtain the consent of the supervising instructor and approval from the department.

Faculty*

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B.A. in Theology, Yonsei University (2008)
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*Faculty members who are currently teaching at Olivet University or are scheduled to teach within the next two years.

CHAPTER 7: CAREER SERVICES

Career Advisory

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

Detailed Occupation Level for Undergraduate Programs

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

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

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

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

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

21-2021 Directors, Religious Activities and Education
21-2090 Miscellaneous Religious Workers

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

21-2021 Directors, Religious Activities and Education
21-2090 Miscellaneous Religious Workers

CHAPTER 8: COURSE SELECTION AND SCHEDULING

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

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

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

Adding and Dropping Courses

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

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

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

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

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

Dropping vs. Withdrawing

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

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

Withdrawal Policies

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

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

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

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

College Withdrawal (Complete Withdrawal) Policy

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

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

Refunds for Withdrawals

When withdrawing from a class, a student can drop a class with no charge as long as it is within the first two weeks of classes. Anytime after this, students must pay a \$15 drop fee to withdraw from a class.

They will be able to do this up until the end of the seventh week of classes, at which point it is no longer possible to drop classes.

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

Repeating Courses

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

Quarter System

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

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

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

Modes of Instruction

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

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

Onsite

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

Fully Online

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

Partially Online

The "partially online" mode of instruction is designated for courses in which 0% to 50% of the instruction is delivered through in-person sessions, with the remaining portion conducted online. This mode is designed to offer flexibility while retaining some face-to-face engagement. In-person components may include orientation sessions, intensive workshops, or periodic on-campus meetings, while the online portion utilizes pre-recorded lectures, digital assignments, and interactive discussion forums. This mode accommodates students who need flexibility but still value occasional physical presence for direct interaction with faculty and peers.

Hybrid

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

Class Schedules

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

Class Attendance

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

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

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

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

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

Any student who misses an examination for a legitimate reason may be granted permission to take a "make-up" examination at the discretion of the faculty member.

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

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

Full-time Enrollment

Fall, Winter and Spring quarters only.

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

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

CHAPTER 9: GRADE NOTATION AND POLICIES

Undergraduate Grading System

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

Degree Credit Requirements: The minimum grade required for degree credit varies by course category. A recorded grade may be included in GPA calculations without satisfying a particular degree requirement. See the Bachelor of Arts degree requirements for the minimum-grade standards applicable to each course category.

Bachelor of Arts Degree Credit Requirements:

Course Category	Minimum Grade Required for Degree Credit
Bible & Theology Core	C-
GE Foundation	C-
GE Distribution—required course in each area	C-
Major Required Courses	C-
GE Electives	D
Open Electives	D
Minimum Cumulative GPA for Graduation	2.0

Other Grade Marks Used:

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

In Progress Grade (IP)

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

Incomplete Grade (I)

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

Withdrawal Grade (W)

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

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

Non-Attendance Failure Grade (NF)

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

Audit Grade (AU)

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

Retake (R)

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

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

Grade Appeal

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

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

Class Work

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

CHAPTER 10: SATISFACTORY ACADEMIC PROGRESS REVIEW

Academic Good Standing

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

Academic Disciplinary Status Overview

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

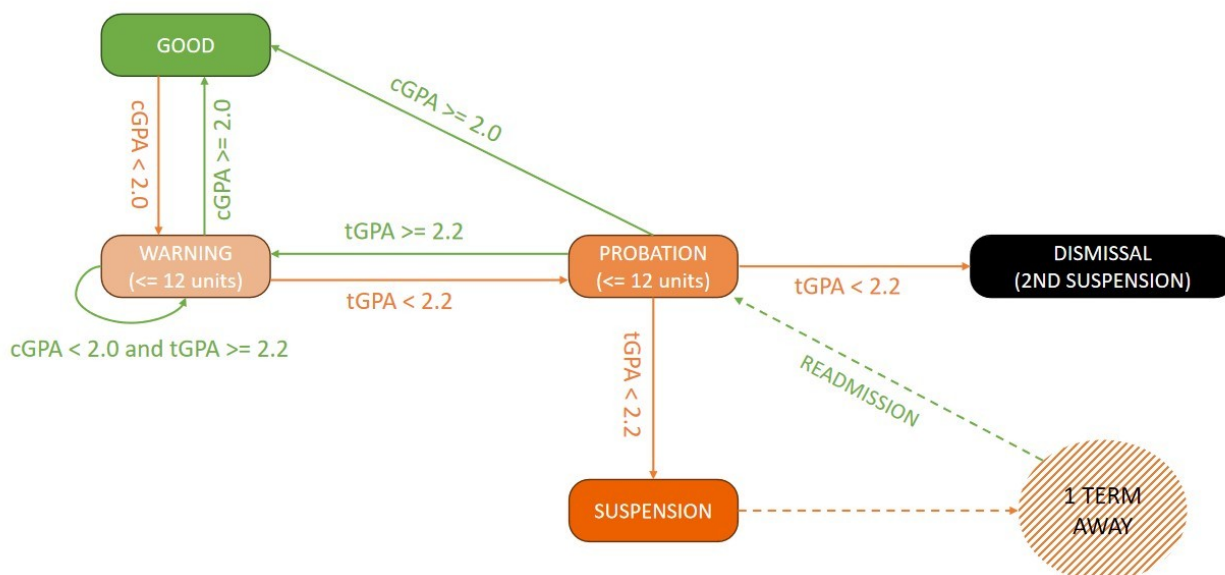
Disciplinary Policy for Undergraduate Students

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

Disciplinary Status:

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

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



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

1. Academic Warning

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

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

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

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

Satisfactory Progress Policy:

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

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

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

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

2. Academic Probation

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

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

3. Academic Suspension

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

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

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

Length of Academic Suspension

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

4. Readmission

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

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

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

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

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

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

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

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

Academic Progress of Students

Midterm Monitoring

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

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

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

Academic Review

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

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

Statement of Academic Rigor

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

Academic Rigor for Faculty

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

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

Academic Rigor for Students

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

1. Set high expectations along with a strong sense of collegiate purpose;
2. Come to class prepared to work, and to submit assignments by the deadlines;
3. Make the most of their time with faculty members in and out of class;
4. Treat fellow students and the classroom with respect, and to participate in the academic process;
5. Manage their time so they can treat college as real work with real value;
6. Participate with complete honesty and integrity;

7. Understand that collaboration with classmates on assignments, when required or encouraged, is acceptable behavior as long as the products of those assignments are truly the student's own work;
8. Accept responsibility for learning and for the grades earned.

CHAPTER 11: GRADUATION

General Requirements

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

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

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

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

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

Additional Requirements

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

Graduation process

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

CHAPTER 12: OLIVET UNIVERSITY POLICIES

Student Records

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

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

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

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

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

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

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

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

Confidentiality and Privacy Policies

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

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

- To inspect and review education records maintained by the school.

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

Regarding data disclosure, according to FERPA:

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

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

Olivet University acknowledges that the right to privacy is a personal and fundamental right protected by Section 1 of Article I of the Constitution of California and by the United States Constitution and that all individuals have a right of privacy in information pertaining to them. It recognizes that the right to privacy is being threatened by the indiscriminate collection, maintenance, and dissemination of personal information and the lack of effective laws and legal remedies. The increasing use of computers and other sophisticated information technology has greatly magnified the potential risk to individual privacy that can occur from the maintenance of personal information. In order to protect the privacy of individuals, Olivet University is committed to maintain and disseminate personal information within strict limits.

Student Code of Conduct & Covenant

1. Purpose and Community Commitment

As a Christian university, Olivet University seeks to cultivate a community characterized by faith, integrity, respect, responsibility, and spiritual formation. Enrollment at Olivet University is a privilege that carries both opportunities and responsibilities.

The Student Code of Conduct exists to:

- Support the University's Christian mission and academic integrity;

- Promote a safe, respectful, and Christ-centered learning environment; and
- Encourage personal growth, accountability, and restoration whenever possible.

2. What This Code Means for Students

By enrolling at Olivet University, each student affirms a commitment to live as a responsible member of a Christ-centered academic community and agrees to:

2.1 Live in a manner consistent with Christian moral and ethical standards as taught by Scripture and affirmed by the University's Statement of Faith;

2.2 Treat University leadership, faculty, staff, fellow students, and members of the broader community with respect, dignity, and Christ-like love;

2.3 Participate faithfully in Chapel services and fulfill all Christian service requirements as integral components of the University's spiritual formation program;

2.4 Comply with all academic, residential, and community standards established by the University, recognizing that such standards exist to promote order, safety, and mutual accountability;

2.5 Maintain appropriate personal cleanliness, hygiene, and reasonable care for shared residential, classroom, worship, and community spaces, recognizing that communal living requires mutual respect, health awareness, and consideration for others;

2.6 Use electronic devices, technology, internet access, gaming, and digital media responsibly and in moderation, in a manner consistent with the University's Christian mission, academic expectations, spiritual formation objectives, and community standards; and

2.7 Avoid excessive, disruptive, inappropriate, or addictive use of electronic devices or digital media that interferes with academic responsibilities, chapel participation, spiritual formation, healthy community life, sleep, or personal well-being.

These expectations reflect the shared responsibility of all students to honor God, support personal growth, and uphold the mission of Olivet University.

3. Commitment to Fair Process

If a student is accused of misconduct, Olivet University is committed to fairness and due process. The student will:

- Receive written notice of the alleged violation;
- Be provided a reasonable opportunity to respond;
- Receive a written decision; and
- Be informed of available appeal options.

The University seeks to uphold both truth and grace while protecting the integrity of the community and treating each student with dignity and respect.

4. Student Covenant Statement

As a condition of enrollment, students voluntarily covenant to:

4.1 Live in accordance with biblical moral and ethical standards as taught by the Bible and affirmed by the University's Statement of Faith;

4.2 Treat University leadership, faculty, staff, fellow students, and members of the local community with respect, dignity, and Christ-like love;

4.3 Uphold the integrity and witness of the Christian faith in all areas of academic, residential, and community life;

4.4 Abide by all Chapel attendance, participation, assignment, and Christian service requirements as part of the University's spiritual formation program;

4.5 Strive to follow the example of humble, servant leadership modeled by the Lord and Savior Jesus Christ;

4.6 Submit to University leadership as an expression of commitment to the Lordship of Jesus Christ and to the orderly governance of the University; and

4.7 Abide by the Student Code of Conduct and, in the event of misconduct, submit to appropriate disciplinary action administered in accordance with University policy and due process.

5. Misconduct

Misconduct includes any violation of this Student Code of Conduct, the Student Covenant Statement, or other published University policies.

Misconduct includes, but is not limited to:

5.1 Academic dishonesty, as defined in the Academic Honesty Policy published in the Academic Catalog.

5.2 Substance abuse, including the possession or use of alcohol, tobacco, e-cigarettes, or illegal drugs.

5.3 Sexual harassment or sexual misconduct, as defined by University policy.

5.4 Sexual conduct inconsistent with the University's biblical understanding of marriage and sexual morality, as articulated in the University's Statement of Faith and doctrinal standards.

5.5 Racial discrimination, harassment, or intimidation.

5.6 Abusive, threatening, profane, or demeaning language or behavior directed toward others, including University leadership, faculty, staff, or students, particularly when persistent or severe.

5.7 Behavior that threatens the safety or well-being of others, including verbal threats or physical altercations.

5.8 Possession, distribution, or viewing of pornographic material.

5.9 Gambling or theft.

5.10 Failure to comply with published safety regulations or clearly communicated written directives issued by authorized University personnel.

5.11 Violation of University residential life policies, including dormitory visitation rules, guest policies, and standards governing conduct within University housing.

5.12 Persistent failure to maintain reasonable personal cleanliness, hygiene, or sanitary living conditions in a manner that significantly disrupts shared community living, student welfare, health standards, or residential life expectations.

5.13 Excessive, disruptive, inappropriate, or unauthorized use of electronic devices, internet access, gaming, social media, or digital media that materially interferes with academic responsibilities, chapel participation, spiritual formation, community life, or compliance with University expectations.

5.14 Repeated refusal to comply with reasonable directives from University personnel regarding residential cleanliness, technology usage, community conduct, or behavioral expectations.

5.15 Violation of any provision of the Student Covenant Statement.

6. Discipline and Sanctions

6.1 Disciplinary Framework

All incidents of misconduct will be documented and maintained in the student's official disciplinary record in accordance with University policy.

Misconduct will be evaluated and classified as minor or major based on:

- Severity of the conduct;
- Pattern or repetition of behavior;
- Impact on the University community or institutional mission; and
- Prior disciplinary history.

Minor misconduct may result in corrective or educational measures. Corrective measures may include behavioral agreements, mentoring, counseling, technology restrictions, residential remediation plans, wellness interventions, temporary removal of privileges, recommended or administrative leave of absence processes where deemed necessary for the well-being of the student or community, or other restorative measures deemed appropriate by the University.

Major misconduct may result in suspension, dismissal, or expulsion following appropriate review, documentation, and due process procedures.

A pattern of misconduct, defined as three (3) or more documented minor violations, may be treated as major misconduct.

Enrollment at Olivet University is a privilege, not a right, and is contingent upon continued compliance with University standards.

Reinstatement following dismissal or expulsion, if permitted, will be considered on a case-by-case basis upon written appeal and no sooner than six (6) months after separation.

6.2 Sanctions Overview

Student conduct sanctions are categorized as Primary Sanctions and Secondary Sanctions.

More than one sanction may be imposed for a single violation.

Once a final disciplinary sanction is imposed, no more severe primary sanction may be applied by a higher authority for the same violation.

6.3 Primary Sanctions

(Listed in order of severity)

6.3.1 Expulsion

Permanent separation of the student from the University. The student is not eligible for readmission. Expulsion is permanently noted on the academic transcript.

6.3.2 Dismissal

Separation of the student from the University for an indefinite period. Readmission may be considered but is not guaranteed and has no predetermined timeline. Dismissal is permanently noted on the academic transcript.

6.3.3 Suspension

Separation of the student from the University for a defined period. Readmission is not automatic but includes a guaranteed review of eligibility at the conclusion of the suspension period. Suspension is

noted on the transcript.

Upon successful re-enrollment, maintenance of good standing, and completion of graduation requirements, a student may request removal of the suspension notation at the time of filing for graduation. Final determination rests with the Chief Academic Officer in consultation with appropriate University officials.

6.3.4 Deferred Suspension

A suspension sanction held in abeyance for a specified period. Any violation during the deferment period results in immediate activation of the suspension without further review. Additional sanctions may be imposed for the new violation.

A student on Deferred Suspension is considered not in good standing and is subject to the following restrictions:

- Ineligibility to hold office in any University-recognized student organization
- Ineligibility to represent the University in any official capacity
- Ineligibility to receive University-administered scholarships when the deferment exceeds one academic quarter (subject to individual scholarship policies)

Additional conditions may be imposed based on the seriousness of the misconduct.

6.3.5 Probation

An official notice that a student's conduct violates University standards but does not warrant suspension or separation. Students on probation are considered **not in good standing** and are subject to the same restrictions outlined under Deferred Suspension.

6.3.6 Letter of Reprimand

A formal written notice placed in the student's record documenting behavior that reflects unfavorably on the student or the University.

6.3.7 Warning

An official admonition for behavior inconsistent with University expectations.

6.4 Secondary Sanctions

(May accompany any primary sanction)

6.4.1 Community or University Service

Completion of a specified number of service hours approved by the hearing officer or disciplinary panel.

6.4.2 Educational Requirements

Completion of defined educational activities related to the violation, which may include, but are not limited to:

- Workshops
- Written reflections or essays
- Training modules
- Counseling or mentoring sessions

6.4.3 Restrictions

Temporary removal of specific privileges for a defined period, without the broader implications of probation.

6.4.4 Restitution

Financial compensation for damage, loss, or injury to persons or property. Restitution may be imposed in addition to other sanctions.

6.4.5 Behavioral or Wellness Agreement

A student may be required to participate in a structured behavioral, wellness, residential, mentoring, or accountability plan designed to support personal growth, healthy community participation, and successful continuation in the University environment.

7. Student Disciplinary Due Process

To ensure fairness, accountability, and compliance with applicable law, the University affirms the following due process standards:

7.1. Notice

A student accused of major misconduct will receive written notice describing:

- The alleged violation(s);
- The factual basis for the allegation; and
- The potential disciplinary outcomes.

7.2. Opportunity to Respond

The student will be provided a reasonable opportunity to submit a written response and, when appropriate, to meet with a designated University official or disciplinary panel.

7.3. Evidence Review

Disciplinary decisions will be based on documented evidence, which may include incident reports, written complaints, witness statements, and prior disciplinary records.

7.4. Decision and Rationale

The student will receive written notification of the disciplinary decision, including the rationale and any sanctions imposed.

7.5. Appeal

Students may submit a written appeal on limited grounds, including procedural error, new evidence, or disproportionate sanction, within the timeframe specified by the Office of Student Affairs.

7.6. Immediate Action in Serious Cases

In cases involving credible threats to safety, severe misconduct, or significant disruption to the University community, Olivet University may implement interim measures, including immediate removal from campus, pending final review and resolution.

The University is not required to apply progressive discipline or multi-term warnings when:

- The misconduct is severe, substantiated, or incompatible with the University's mission and faith-based standards;
- The conduct poses a risk to the order, safety, or integrity of the University community; or
- Immediate action is necessary to preserve the University's religious environment and institutional operations.

Accordingly, the University reserves the right to impose dismissal or expulsion within a single academic term, provided that applicable due process requirements are met and documented.

8. Non-Retaliation and Confidentiality

Students will not be subject to retaliation for participating in disciplinary proceedings. Records are maintained confidentially and released only as required by law.

9. Institutional Authority and Legal Compliance

Olivet University administers its disciplinary policies in accordance with applicable state and federal law governing private religious institutions. The University reserves the right to interpret and apply conduct standards consistent with its religious mission and Statement of Faith.

Student Complaint and Grievance

1. Definition of a Formal Student Grievance

A formal student grievance is a written complaint submitted by a student alleging the improper application of a University policy, procedure, or academic standard. Such grievances may include, but are not limited to, allegations involving:

- Arbitrary, capricious, or unreasonable academic evaluation
- Improper application of institutional policy
- Unfair or inconsistent treatment by University personnel
- Administrative or procedural errors that materially affect student status

This policy does not apply to general dissatisfaction or informal concerns unless the student initiates the formal grievance process outlined below.

2. Informal Resolution

Before filing a formal grievance, a student must make a good-faith effort to resolve the concern through informal channels, unless circumstances make such efforts unreasonable.

Informal resolution steps include:

- Discussing the concern directly with the faculty or staff member involved; and
- If unresolved, contacting the individual's immediate supervisor.

3. Formal Grievance Filing

If informal resolution does not result in a satisfactory outcome, the student may submit a formal grievance.

Filing requirements:

- The grievance must be submitted in writing using the official Student Grievance Form.
- The grievance must be submitted to the Office of Student Affairs.
- The grievance must be filed within sixty (60) calendar days of the alleged incident.

4. Review Authority

All formal grievances are administered by the Dean of Students or a staff member designated by the Dean of Students, who serves as the primary grievance officer.

Upon receipt of a formal grievance, the Dean of Students or his/her Designee will:

- Review the grievance for procedural validity;
- Notify the involved parties; and

- Attempt administrative resolution when appropriate.

If administrative resolution is not achieved, the grievance will proceed to committee review.

5. Grievance Committee

5.1 Composition

The Grievance Committee shall consist of:

- Chair: Dean of Students or Academic Dean, or the Dean of Students' Designee, as appropriate;
- Two faculty members;
- Two students or designated alternates.

When practicable, the committee shall include both men and women.

For grade-related grievances, at least one committee member must be an active instructor.

5.2 Committee Authority

The Grievance Committee may:

- Conduct investigations;
- Review relevant documentation;
- Conduct meetings or hearings as necessary; and
- Issue a written determination.

6. Committee Determination

The Grievance Committee shall issue a written determination within **fifteen (15) calendar days** following completion of its review.

Possible outcomes include:

- A finding of no policy violation;
- Required corrective action;
- Academic or administrative remedies.

Any formal disciplinary action requiring student separation must be approved by the University President.

7. Appeal Process

A student may submit a written appeal of the committee's determination to the University President within fifteen (15) calendar days of receipt of the written decision.

The University President shall issue a final written decision within **thirty (30) calendar days** of receiving the appeal.

8. Confidentiality and Non-Retaliation

All grievance proceedings will be handled confidentially to the extent permitted by law.

Retaliation against any student for filing a grievance or participating in the grievance process is strictly prohibited and subject to disciplinary action.

9. Complaint Log and Recordkeeping

Each University division shall maintain an official Student Complaint Log that includes:

- Date of complaint;
- Student name;

- Nature of the complaint;
- Date of response;
- Responding official; and
- Summary of resolution.

Complaint logs are subject to institutional audit and accreditation review.

Academic Honesty

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

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

Student Responsibilities

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

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

Definitions

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

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

- Plagiarism, which is presenting as one's own in whole or in part the argument, language, creations, conclusions, or scientific data of another without explicit acknowledgment. Examples include, but are not limited to:
 - Using another person's written or spoken words without complete and proper citation.
 - Using information from a World Wide Website, CD-ROM or other electronic source without complete and proper citation.
 - Using statistics, graphs, charts and facts without acknowledging their source.
 - Submitting a paper purchased from a term-paper service.
 - Paraphrasing which is imitating someone else's argument using other words without acknowledging the source.
 - Claiming credit for someone else's artistic work, such as a drawing, script, musical composition or arrangement.
 - Using someone else's lab report as a source of data or results.
 - 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.
 - Submitting the results of a machine translation program as one's own work.

CHAPTER 13: STUDENT LIFE AND STUDENT SERVICES

Enrollment Requirements & Procedures

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

Digital “Orientation”

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

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

Student ID Cards

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

University-Wide Literary Style

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

Leave of Absence / Time Limit Policy

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

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

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

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

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

Maximum Time Limit

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

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

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

Academic Advising

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

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

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

Petitions

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

Changes in Personal Information

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

Transcripts

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

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

Counseling

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

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

Tutoring

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

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

Netiquette Guide

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

Security

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

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

General Guidelines

When communicating online, you should always:

- Treat instructors with respect, even in email or in any other online communication
- Always use your professors' proper title: Dr. or Prof., or if you in doubt use Mr. or Ms.
- Unless specifically invited, don't refer to them by first name.
- Use clear and concise language
- Remember that all college level communication should have correct spelling and grammar
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you"
- Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font

- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING
- Limit and possibly avoid the use of emoticons
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive
- Be careful with personal information (both yours and others')
- Do not send confidential student information via email

Email Netiquette

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

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

Message Board Netiquette and Guidelines

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

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

International Student Services

What to do first: A Checklist

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

1. Check-in at the Olivet International Student Office

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

2. Open a Bank Account

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

3. Update Your Address

All F-1 non-immigrants are required, under U.S. law, to report their U.S. residential (not mailing or PO Box) address through their respective schools and/or immigration sponsors. When you register for classes, be sure to update your U.S. local address with the ISO. Continue to update your address and contact information with the ISO within 10 days of any move.

4. Register and Start Classes

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

5. Attend a Mandatory F-1 Immigration Information Session

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

Mandatory F-1 Visa Orientation

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

Immigration Information for F-1 Students

Visa and Document Overview for Students in F-1 Status

Your Legal Obligations

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

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

Useful Websites for F-1 Students

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

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

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

A Few Words of Advice for Students

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

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

CHAPTER 14: LEARNING & EDUCATIONAL RESOURCES

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

Academic & Instructional Support

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

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

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

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

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

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

Library & Research Resources

Ralph D. Winter Library & e-Library — Olivet's library system maintains extensive print and electronic collections, subject-specific special collections (including the William L. Wagner Mission Collection), licensed research databases, interlibrary loan services, research guides, and online tutorials. The library offers synchronous and asynchronous research support, workshops in theological and disciplinary research, and extended service hours during final exam periods.

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

Online Learning Platform & Digital Tools

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

Commitment to Quality & Continuous Improvement

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

LIBRARY SERVICES

Library Cards

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

Library Hours

Riverside Campus

Mon, Tue, Thu: 7:00 am – 8:00 pm PST

Wed, Fri: 7:00 am – 5:00 pm PST

Sat: 8:00 am – 5:00 pm PST

Sun: Closed

San Francisco Campus

Mon, Fri: 8:00 am – 12:00 pm PST

Circulation Policy

Books and Periodicals

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

Other Materials

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

Number of Items Borrowed

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

Renewing Library Materials

In Person: At the Circulation/Check Out Desk.

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

Ralph D. Winter Library materials can be renewed if the borrower's account is in good standing. Account problems that may prevent renewal include:

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

The following items CANNOT be renewed:

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

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

Overdue Notices and Usage Blocking

Overdue notices are issued as a courtesy to all library users. However, non-receipt of an overdue notice does not exempt a borrower from applicable punishment. For those who fail to comply with the

circulation policy may be blocked from the library usage. To avoid overdue notices and the blocking of usage, please renew your materials before the due date stamped in each item.

Returning Library Materials

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

Reference Services

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

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

Copying/Photocopy Services

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

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

Computers and Internet

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

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

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

CHAPTER 15: UNIVERSITY SERVICES AND UNIVERSITY OFFICES

University Offices

For correspondence with specific departments use the email addresses below.

Student Finance Office: studentfinance@olivetuniversity.edu

Financial Aid Office: finaid@olivetuniversity.edu

Library Services: library@olivetuniversity.edu

Registrar's Office: registrar@olivetuniversity.edu

Admissions Office: admissions@olivetuniversity.edu

Student Services Office: student.info@olivetuniversity.edu

International Student Office: iso@olivetuniversity.edu

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

Olivet University, St. Louis

10257 St. Charles Rock Road
St. Ann, MO 63074 (Main Campus)

5341 Emerson Ave.
St. Louis, MO 63120

8300 Morganford Road
St. Louis, MO 63123

Olivet University, Riverside

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

Olivet University, San Francisco

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

Olivet University, Los Angeles

1329 S. Hope Street
Los Angeles, CA 90015

Olivet University, Washington D.C.

201 Rittenhouse St., NW,
Washington, DC 20011

Olivet University, Nashville dba The Jubilee School

141 Belle Forest Circle
Nashville, TN 37221

Olivet University, Orlando

519 South Park Ave.
Sanford, Florida 32771

College Administration Offices

Olivet Theological College and Seminary: otcs@olivetuniversity.edu

Technology Requirements

Broadband Internet

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

A modern, updated web browser

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

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

PC or Mac

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

Mobile browsers

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

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

Other common applications

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

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

Monitor

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

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

EQUIPMENT USED IN COURSES

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

- * Type: PC or Mac
- * Processor: Intel Core i5 or i7 or AMD equivalent
- * Display: 13" or larger
- * Memory: 16GB or higher for PC / MAC
- * Hard Drive: 256GB SSD or higher
- * I/O ports: Two USB 3.0 ports
- * Video out: HDMI or DisplayPort
- * Wireless: AC preferred, N minimum
- * OS: Windows 10 (preferred) for PC / El Capitan (Sierra preferred) for MAC

CHAPTER 16: UNIVERSITY LEADERSHIP

BOARD OF TRUSTEES

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

ACADEMIC AND ADMINISTRATIVE LEADERSHIP

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

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