



OLIVET UNIVERSITY
ZINZENDORF SCHOOL OF DOCTORAL STUDIES

ACADEMIC CATALOG

2026 – 2027

Zinzendorf School of Doctoral Studies

2026-2027 (2nd Edition)

September 1, 2026 through August 31, 2027



Olivet University
www.olivetuniversity.edu

Table of Contents

Welcome From the Dean

Disclaimer

CHAPTER 1: GENERAL INFORMATION

Obtaining a Catalog

Statement of Student Responsibility and Rights

Statement of Non-Discrimination

Academic Calendar 2026-2027

Administrative Holidays 2026-2027

Vision, Mission, Goals, Values

Mission Statement

Vision

Mission Strategy

Olivet University: A Journey of Growth and Expansion

Values

Institutional Goals of Olivet University

Olivet's Core Learning Outcomes

Faith-First Educational Philosophy

Statement of Faith

Olivet University Commitment to Students

Statements on Institutional Approval

Statements on Institutional State Exemptions

Institutional Accreditation

CHAPTER 2: APPLYING TO ZSDS

Notice Concerning Transferability of Credits and Credentials Earned

Admissions Policy

Zinzendorf School Admissions Requirements

Entry Deferment

Student Identity Verification

Policy for Student Identity Verification in Distance Learning

Implemented Practices for Compliance

a. Secured Electronic Identification System

b. Proctoring

i) Onsite Proctoring

ii) Online Proctoring

General Transfer Student Admissions Policy

UNDERGRADUATE

GRADUATE

Transfer Credit Award Requirements

Instances of Fraud

CHAPTER 3: TUITION AND CHARGES

Program Tuition and Continuation Fee

Doctor of Ministry Program Tuition

Doctor of Philosophy Program Tuition

Other Fees

On-Campus Housing at Riverside Campus

Housing Rates (Per Person / Month)

Additional Fees

Monthly Fees (Per Person / Month)

Tuition Payment Policy

Fee Waiver Policy

The purpose of this policy is to achieve several objectives:

The scope of the policy

Application process

Communicate the policy

Cancellation policy

Evaluate the policy

Payment Options

Installment Payment Plan

Delinquent Accounts

Student Account Disputes

Cancellation and Refund Policy

CHAPTER 4: SCHOLARSHIP AND FINANCIAL ASSISTANCE

Institutional Financial Aid Disclosure

Installment Payment Plan

Contact Information

CHAPTER 5: ACADEMIC REGULATIONS

Credit Hour

CHAPTER 6: DOCTOR OF MINISTRY PROGRAM

Areas of Study

Doctoral Council

Program Goals

Graduation Requirements

Program Curriculum

Course Descriptions

Faculty*

CHAPTER 7: DOCTOR OF PHILOSOPHY IN GLOBAL THEOLOGICAL STUDIES

Program Description

Program Goals

Graduation Requirement

Time Limit

Curriculum

Seminar Descriptions

Faculty

CHAPTER 8: CAREER SERVICES

Career Advisory

Detailed Occupation Level for Doctoral Programs

CHAPTER 9: COURSE SELECTION AND SCHEDULING

Adding and Dropping Courses

Withdrawal Policies

College Withdrawal (Complete Withdrawal) Policy

Refunds for Withdrawals

Repeating Courses

Modes of Instruction

Class Schedules

Class Attendance

Full-time Enrollment

CHAPTER 10: GRADE NOTATION AND POLICIES

Graduate Grading System

Grade Appeal

Class Work

CHAPTER 11: SATISFACTORY ACADEMIC PROGRESS REVIEW

Academic Good Standing

Academic Disciplinary Status Overview

Statement of Academic Rigor

CHAPTER 12: GRADUATION

General Requirements

Additional Requirements

Graduation process

CHAPTER 13: OLIVET UNIVERSITY POLICIES

Student Records

Confidentiality and Privacy Policies

Student Complaint and Grievance

Student Code of Conduct & Covenant

General Code of Conduct

Sanctions

Harassment

Academic Honesty

Student Responsibilities

Definitions

CHAPTER 14: STUDENT LIFE AND STUDENT SERVICES

Enrollment Requirements & Procedures

Digital “Orientation”

Student ID Cards

University-Wide Literary Style

Examinations

Leave of Absence

Academic Advising

Petitions

Changes in Personal Information

Transcripts

Counseling

Tutoring

Netiquette Guide

Security

General Guidelines

Email Netiquette

Message Board Netiquette and Guidelines

International Student Services

What to do first: A Checklist

Immigration Information for F-1 Students

Visa and Document Overview for Students in F-1 Status

CHAPTER 15: LEARNING & EDUCATIONAL RESOURCES

Academic & Instructional Support

Library & Research Resources

Online Learning Platform & Digital Tools

Commitment to Quality & Continuous Improvement

LIBRARY SERVICES

Library Cards

Library Hours

Circulation Policy

Reference Services

Copying/Photocopy Services

Computers and Internet

CHAPTER 16: UNIVERSITY SERVICES AND UNIVERSITY OFFICES

University Offices

Technology Requirements

CHAPTER 17: UNIVERSITY LEADERSHIP

Board of Trustees

ACADEMIC AND ADMINISTRATIVE LEADERSHIP

Welcome From the Dean



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

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

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

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

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

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

Sincerely,

A handwritten signature in black ink that reads "Donald Tinder".

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

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.

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 Thanksgiving Break Christmas Holiday	Oct 26~30, 2026 Nov 26-27, 2026 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.
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.
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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.

Statements on Institutional Approval

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

State of 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.

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.

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 ZSDS

Notice Concerning Transferability of Credits and Credentials Earned

The transferability of credits you earn at Olivet University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in your Program 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 an application, available on the internet at <https://apply.olivetuniversity.edu/>

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

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

Admissions Policy

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

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

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

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.

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 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.

Zinzendorf School Admissions Requirements

Ph.D. Requirements

1. Applicant must give evidence of studies in recognized schools equivalent to at least four years of advanced university-level humanities and theological studies, as determined by the Doctoral Committee.
2. Applicant must give evidence of ability to do doctoral-level work as indicated by a minimum cumulative grade point average of 3.3 (on a 4.0 scale) at the graduate level.
3. Applicant must provide samples of his or her writing, such as a Master's thesis or at least twenty pages of academic papers for advanced university-level theological courses.
4. Applicant must have fluency in Greek for those specializing in New Testament themes and fluency in Hebrew for those specializing in Old Testament themes.
5. Applicant must have a reading competency in two other languages, preferably one of which is either German or French.

6. Applicant must demonstrate the ability to use the English language with skill and precision. An applicant for whom English is a second language must submit TOEFL, IELTS, or Duolingo scores that meet one of the following standards:

- - A minimum TOEFL iBT total score of 80, including a minimum score of 20 on the writing section, or
 - A minimum TOEFL CBT score of 213, plus a minimum of 4 on the TWE, or
 - A minimum TOEFL PBT score of 550, plus a minimum of 4 on the TWE, or
 - A minimum IELTS score of 6.5, plus a minimum of 5 in IELTS Writing, or
 - A minimum Duolingo score of 110.

D.Min. Requirements

1. Applicant must possess a Master of Divinity degree from an accredited seminary or its educational equivalent, as determined by the Doctoral Committee.
2. Applicant must give evidence of ability to do doctoral-level work as indicated by a minimum cumulative grade point average of 3.0 (on a 4.0 scale) at the graduate level.
3. Applicant must have a minimum of three years of ministry experience during or after completing their M.Div. studies. Additionally, they should be currently involved in a ministry and are expected to remain in ministry throughout the duration of their doctoral program.
4. Applicant must demonstrate the ability to use the English language with skill and precision. An applicant for whom English is a second language must submit TOEFL, IELTS, or Duolingo scores that meet one of the following standards:

- - A minimum TOEFL iBT total score of 80, including a minimum score of 20 on the writing section, or
 - A minimum TOEFL CBT score of 213, plus a minimum of 4 on the TWE, or
 - A minimum TOEFL PBT score of 550, plus a minimum of 4 on the TWE, or
 - A minimum IELTS score of 6.5, plus a minimum of 5 in IELTS Writing, or
 - A minimum Duolingo score of 110.

Entry Deferralment

Students who have been approved to begin the doctoral program may request a deferral of their initial seminars for up to one year by submitting a formal petition to the Doctoral Committee. The approved deferral period is not counted toward the maximum time allowed for degree completion.

After this one-year deferral period, students who have not yet begun the program must submit a new written request to initiate their studies, including an explanation of the changed circumstances that now make participation possible.

In extraordinary cases—such as war, mandatory military service, or significant health concerns—students may petition the Doctoral Committee for consideration of an additional deferral beyond the one-year limit.

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.

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

Instances of Fraud

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

CHAPTER 3: TUITION AND CHARGES

Program Tuition and Continuation Fee

The ZSDS degree programs are single-fee programs payable either (1) in full at the time of matriculation, (2) in three (DMin) or four (PhD) annual installments at the beginning of each academic year, or (3) by permission in monthly installments for four years. Students who do not complete their program within the ten-year (PhD) or six-year (DMin) timeframe will be charged the program-specific continuation fee per year in the ninth year (PhD) or seventh year (DMin).

Doctor of Ministry Program Tuition

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

WOA Missionaries

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

Non-WOA Missionaries

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

Doctor of Philosophy Program Tuition

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

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

Total Tuition	\$38,200
Four-annual Installments	Year 1 to 4: \$9,550 per year
Typical Quarterly Cost	\$3,183

Ph.D. Program Continuation Fee	Year 11+: \$2,500 per year
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Other Fees

All fees are non-refundable.

Admissions Fees	
Application for Admission	\$95
Late Application Fee	\$150
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 current enrollment verification forms.	
Customized Verification Documents	\$50 per copy
Diploma Replacement	\$30 per copy
Expedite Service Fee (Rush Processing)	\$25
Transcript Evaluation Fee	\$50
Student ID Card	\$15
I-20 Processing Fee	\$80
U.S. Domestic Mailing Fee	\$10
U.S. Domestic Express Mailing Fee	\$40
International Mailing Fee	\$80
Registration Fees	
First D.Min Colloquium Registration Fee (2 weeks) (*Housing not included)	\$950

Second D.Min Colloquium Registration Fee (1 week)(*Housing not included)	\$600
D.Min Comprehensive Examination Fee	\$300
Colloquium: Participation requirements are stated in the program curriculum. Colloquium lengths follow curricula requirements and may vary by program and year.	
Ph.D. Colloquium Registration Fee (1 week)	\$600
Ph.D. Comprehensive Examination Fee	\$450
Ph.D. Dissertation Defense Evaluation Fee	\$800
D.Min Oral Defense Fee	\$450
Course Audit Fee	\$100 per unit
Late Registration Fee	\$50
Course Add/Drop/Withdrawal Fee	\$15 per course
Credit Transfer Assessment Fee	\$80
Payment Fees	
Late Payment Fee	\$75
Late Financial Aid Application Fee	\$25
Installment Late Payment Fee	\$25 per occurrence
Installment Payment Sign-up Fee (3 months)	\$25
Installment Payment Sign-up Fee (4 months or more)	\$50
Graduation Fees	
Graduation Fee	\$200
Diploma Cover Fee (Optional)	\$25
Lodging (Optional)	\$75
Photos (Optional)	\$60
Graduation Fee: A non-refundable Graduation Fee of \$200 is assessed to all students at the University each time a student applies	

to graduate. It is used to defray the cost of processing candidates for graduation, printing diplomas, and conducting the commencement ceremonies. The Graduation Fee does not cover the cap and gown fees.

*Olivet University reserves the right to change tuition and fees anytime.

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: tuition / total program hours program hours x course completed hours in term = 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% x \$2,184 (total tuition paid) = \$1,747

Drop fee of \$15 per course x 2 courses = (\$30)

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.)

CHAPTER 4: SCHOLARSHIP AND FINANCIAL ASSISTANCE

Institutional Financial Aid Disclosure

Olivet University does not offer financial aid for its programs at the Zinzendorf School of Doctoral Studies. The University does not offer Federal or State Financial Aid Programs including Title IV at this time. If a student has received federal or state student financial aid funds, the student is entitled to a refund of the amounts of money not paid from federal student financial aid program funds. All inquiries regarding financial assistance should be made through the Student Finance Office. Please contact the Student Finance Office by phone at 951-763-0500 or e-mail finaid@olivetuniversity.edu.

Installment Payment Plan

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

Contact Information

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

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

Phone: 951 763 0500

Email: studentfinance@olivetuniversity.edu

CHAPTER 5: ACADEMIC REGULATIONS

Credit Hour

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

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately ten weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

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

CHAPTER 6: DOCTOR OF MINISTRY PROGRAM

The Doctor of Ministry (D.Min.), accredited by the Association for Biblical Higher Education (ABHE), is a prestigious education program, designed to advance the students engaged in Christian ministries to the highest level in his or her field. The Doctor of Ministry degree is considered the terminal degree in the area of ministry, thus the graduates of the Doctor of Ministry program must demonstrate competent knowledge and insights that meet this high expectation. While maintaining its academic expectations, the emphasis of the Doctor of Ministry is the “practice of ministry”. Upon admission to the Doctor of Ministry Program, a student's ultimate goal for degree completion will be to design, implement, evaluate, and document an original ministry-related project according to the highest doctoral standards.

The degree emphasizes mastery of advanced knowledge regarding the purpose and practice of ministry in many dimensions. Thus as a student undertakes Doctoral studies, he or she must carefully review past achievements, current interests, and future focus of passion in God's Kingdom. As a student considering a doctoral project, the goal of the degree work is to develop new knowledge about the practice of ministry. Many have chosen to view the Doctor of Ministry degree as similar to an Ed.D. in education or a J. D. in law. People attaining this degree may be viewed as individuals responsible at the highest levels for maintaining Christ-centered values and practices within the church and its missions worldwide.

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

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

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

Areas of Study

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

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

Example areas of ministry projects are:

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

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

The student should seek God’s will in determining their interests and choosing a project. Let Romans 12:1-2 be your guide.

“Therefore I urge you, brothers, in view of God’s mercy, to offer your bodies as living sacrifices, holy and pleasing to God - this is your spiritual act of worship. Do not conform any longer to the pattern of the world, but be transformed by renewing your mind. Then you will be able to test and approve what God’s will is- his good, pleasing and perfect will.”

The Doctor of Ministry at Olivet is an adult learning experience. Only people who have demonstrated previous academic excellence and ministry achievement should be interested in pursuit of advanced learning. Applicants should have a M.Div. degree or equivalent and 3 years of ministry experience. The student will get out proportionately from the program, what they are willing to invest in time and effort. It is designed to be an active, independent learning experience with phased ‘building block’ milestones. The student should complete Doctoral Studies – Application Form to seek the Doctoral Council approval for Admission to the program.

Doctoral Council

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

The Doctoral Council will meet as needed to oversee the program, usually monthly. It acts on completed applications to the program to decide who will be admitted. It is responsible for making policy decisions involved with administering the doctoral programs.

The Doctoral Council consists of:

- Donald Tinder, Ph.D. in Theology (chair)
- William Wagner, Th.D., D.Miss
- Joseph Ray Tallman, D.Miss.
- Thomas Cowley, D.Min.
- Mark Wagner, Ph.D. in Missiology
- Merril Smoak, D.W.S.
- Joseph (Jongwon) Lee, Ph.D. in Theology
- Esther (Dayoun) Jung, Ph.D. in Theology

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

Program Goals

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

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

Graduation Requirements

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

To graduate the participant:

- Must satisfactorily complete 45 quarter credits of doctoral work of which 11 credits are for the Project Paper.
- Must maintain a cumulative grade point average of 3.0.

- Must be in good standing at Zinzendorf School of Doctoral Studies, according to the Academic Integrity section of the D.Min. Program Handbook, with all bills paid.
- Must receive approval to graduate after passing an Oral Defense administered by the Doctoral Committee.
- Must have attended at least two annual colloquia, unless otherwise excused by the Doctoral Council.
- Must complete all degree requirements within a 6-year time limit, unless an extension is explicitly granted upon application to the Doctoral Council. An extension will only be considered if the DMin candidate is in Phase 4 (Final Paper Phase). A continuation fee will be assessed for any approved extension. Extension approval shall not become effective until the continuation fee has been paid in full.

Program Curriculum

The Doctor of Ministry program requires a total of 45 quarter credits including 13 credits of Core Courses, 13 credits of coursework in a chosen related field of ministry, 8 credits of Ministry Field Work courses, and 11 credits for the Final Paper-Project.

Phase 1 (Year 1): Core Course Phase

At the first colloquium, students will complete five core courses to undergird the theological formation of the students and their research projects, which are guided by the Doctoral Team. The courses are designed as two to three credits intensive learning experience. Significant reading and writing is required before, and following the class meeting dates.

At the start of the D.Min. program, students will select a ministry track and ministry field work according to the track. The ministry will provide opportunities to explore the areas of practical research that can be useful in developing the project for their final project.

Nine specialized ministry tracks:

1. Education
2. Cross-Cultural Communication
3. Church Planting and Evangelism
4. Gospel and IT
5. Church Music and Worship
6. Business as Mission
7. Spiritual Formation
8. Children and Youth Ministry
9. Media and Design

Courses to register in the first year (16 units):

MINS803 A Study of Modern Day Strategies for Growth (3 units)

MINS800 Global Missiology (3 units)

MINS824 The Spiritual Autobiography (2 units)

RSCH800 Doctoral Research and Presentation (2 units)

THEO800 Global Theological Foundation (3 units)

PRAC811 Ministry Field Work I (2 units)

PRAC812 Ministry Summer Field Work I (1 unit)

Phase 2 (First half of year 2): Ministry Track Phase

At the second colloquium, students will complete a 4-unit track module course Exploring the Transformative Ministry. Lectures will be provided by ministry track leaders or lecturers during the colloquium.

Courses to register (6 units):

Exploring the Transformative Ministry (4 units)

PRAC821 Ministry Field Work II (2 units)

Phase 3: (Second half of year 2): Project Proposal Phase

In the third phase, the student should secure approval of the project proposal during the comprehensive examination. The completion of a foundation paper allows the student to present the project proposal and the foundation paper in front of his/her Doctoral Committee.

Courses to register (9 units):

MINS900 Foundation Paper (6 units)

MINS910 Project Proposal (2 units)

PRAC822 Ministry Summer Field Work II (1 units)

Phase 4: Final Paper Phase (14 credits):

At the comprehensive exam, students will present their foundation paper and project proposal to their committee. After receiving approval from their committee, students move on to the final phase. At this stage, students will work with the Mentor towards implementing the project. Upon the Mentor's recommendation the Defense can be scheduled in front of his/her full Doctoral Committee. Students will receive eleven quarter credits in class Final Paper-Project. Successful Oral Defense and satisfactory implementation of all required changes will award the final credit hour and complete the program. Students will be evaluated on a Pass/Fail basis by their Doctoral Committee.

Courses to register (14 units):

MINS980 Final Paper/Project (11 units)

PRAC831 Ministry Field Work III (2 units)

MINS899 Drawing upon Peers (1 unit)

Course Descriptions

Required Courses in Practical Theology

MINS800 Global Missiology (3 units)

This course gives an opportunity for the entering DMin students to examine their studies in World Missions, Intercultural Studies and Global Theological Studies. It encourages improvement in cultural adaptation, strategic ministry planning, and global contextualization as practiced in distinct

contexts. The objective of *Wisdom* in the application and orientation to the “The Great Commission” is developed from the Old Testament Book of Proverbs.

MINS803 A Study of Modern Day Strategies for Growth (3 units)

The course is designed to help graduate students develop a mega strategy for World evangelization. It includes an in depth study of eight growing contemporary global churches and movements. The study will focus on principles common to all while also making a detailed study of one growing entity.

MINS824 The Spiritual Autobiography (2 units)

The purpose of the course is to help advanced students at the Doctor of Ministry levels to explore key aspects of God’s purpose for their life, God’s given personality, spiritual gifts and talents in light of their current ministry. Different models and approaches to understanding one’s purpose, personality and giftings will be explored and practical tools will be introduced in order to assist the student in formulating his or her auto-biography. The Auto-biography is a key tool for the Dmin student in developing his or her Dmin project paper.

MINS890 Exploring Transformative Ministry (4 units)

This is a four-credit course and the topic is related to the ministry tracks which includes 4 parts: (1) a lecture (1.5-2 hours) by ministry track leaders and other lecturers, (2) a bibliography for the D.Min. candidate to study and summarize, (3) the DMin candidate will write two 3-5 pages Turabian style paper commenting on the ministry track module subjects, and (4) the candidate will present a brief summary of their paper to a peer group demonstrating knowledge of the topic.

Required Courses in Theological Studies

THEO800 Global Theological Foundation (3 units)

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

Required Field Work and Professional Interaction Courses

PRAC811, 821, 831 Ministry Field Work I-III (2 units each)

Required field research in the chosen ministry area during the regular doctoral term. The ministry site/project must receive prior approval from the Doctor of Ministry Office to ensure its alignment with the objectives and requirements of the Doctor of Ministry program. Portfolios must be prepared.

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

Required field research in the chosen ministry area during the summer term. The ministry site/project must receive prior approval from the Doctor of Ministry Office to ensure its alignment with the objectives and requirements of the Doctor of Ministry program. Portfolios must be prepared.

MINS899 Drawing upon Professional Peers (1 unit)

Doctoral candidates in the third year of peer-group interaction will have each honed their professional and research expertise becoming valuable assets to the group while benefiting from new peers with fresh ideas and other experienced students.

Required Research Methods and Dissertation Courses

RSCH800 Doctoral Research & Presentation (2 units)

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

MINS900 Foundational Research Paper (6 units)

Each student will write a comprehensive paper on the ministry field chosen for doctoral research covering the breadth and depth of this area as can be expected by doctoral candidates. The foundation paper is part of the comprehensive examination and will be significant part of the oral Project Proposal Defense and Examination.

MINS910 Final Project Proposal (2 units)

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

MINS980 Final Paper/Project (11 units)

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

MINS981 Continuation (0 units)

Doctor of Ministry candidates who have completed all required coursework but have not completed the Final Paper/Project must register for this course each term to maintain active status in the program. Students continue to work under the supervision of their assigned advisor until all degree requirements have been satisfied.

Faculty*

For the Doctor of Ministry Program of Zinzendorf School of Doctoral Studies. These are the ones expected to be active or available during the academic year. The professors may also serve as mentors.

Tom Cowley

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

Esther (Dayoun) Jung

- Ph.D. in Theology, (Concentration: Counseling and Coaching), Yonsei University (2014)
- Th.M. in Pastoral Counseling, Yonsei University (2008)

- B.A. in Theology, Yonsei University, South Korea (2004)

Joseph (Jongwon) Lee

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

Creighton Marlowe

- Ph.D. in Theology (Concentration: Old Testament), Mid-America Baptist Theological Seminary (1985)
- ThM., Western Seminary Portland (1979)
- MDiv., Western Seminary Portland (1977)
- B.A., University of North Carolina (1973)

Alfred Merrill Smoak, Jr.

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

Joseph Ray Tallman

- D.Miss., Trinity Evangelical Divinity School (1982)
- M.A., University of Kansas (1976)
- M.Div., Midwestern Baptist Theological Seminary (1975)
- B.A., Oakland University (1972)

Donald Tinder

- Ph.D. in Theology (Concentration: Historical Theology), Yale University (1969)
- M.Div., Fuller Theological Seminary (1964)
- B.A., Yale University (1960)

William L. Wagner

- Th.D., University of South Africa (1990)
- D.Miss., Fuller Theological Seminary (1977)
- M.Div., Southwestern Baptist Theological Seminary (1961)
- B.S., University of New Mexico (1957)

William Mark Wagner

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

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

MENTORS

Students may request a D.Min. or Ph.D. degree holder from an accredited institution to be accepted as their Mentors. Mentors will be proficient in the language of the project paper, the field of ministry studies and have practical experience in Christian ministry.

CHAPTER 7: DOCTOR OF PHILOSOPHY IN GLOBAL THEOLOGICAL STUDIES

Program Description

The ZSDS Ph.D. Program offers a Ph.D. in Global Theological Studies. The Established Ph.D. programs normally offer several disciplines within religious studies. ZSDS has chosen to focus on one broad field of study, Global Theological Studies. Since the program has a cross-cultural emphasis and the student body and faculty is composed of students outside of North America and Europe, the focus on global theology allows for the study of a broad spectrum of topics, using a variety of approaches that are explored from a cross-cultural and multi-national perspective. Understanding contextualization as it relates to theology and missiology and effectively and responsibly using contextualization principles are at the core of this program

The ZSDS Ph.D. Program is a doctoral program under evangelical auspices that is offered by Zinzendorf School of Doctoral Studies, Olivet University, San Francisco. Meeting the admission requirements indicates that the student is believed to be qualified to complete the required number of seminars with a grade of at least B-. Upon successful completion of this “Preparation Phase” and then a comprehensive “Doctoral Examination” before a committee, the student begins supervised research and writing in the “Dissertation Phase.” Upon completing the "Dissertation Phase" the student is able to graduate with a Ph.D. Degree in Global Theological Studies.

Program Goals

Graduates of the Ph.D. in Global Theological Studies will be expected to:

- Be conversant with some of the global issues in theological and missiological studies;
- Have a grasp of research methodologies for their particular areas;
- Demonstrate sensitivity to cultural and ethnic diversity with the need for appropriate contextualization;
- Conduct original research to produce a coherent and cogently argued dissertation that makes an original scholarly contribution

Graduation Requirement

Participants in the Olivet University Doctor of Philosophy in Global Theological Studies program must fulfill the following degree requirements for graduation. The participant:

1. Must satisfactorily complete 60 units of doctoral work of which 15 units are for the dissertation.
2. Must maintain a cumulative grade point average of 3.0.
3. Must be in good standing at Zinzendorf School of Doctoral Studies with all bills paid.
4. Must pass a comprehensive oral examination prior to entrance into the dissertation phase.
5. Produce a Portfolio including research papers and other appropriate examples of one's work from the Preparation Phase, as directed by the PhD Committee.

6. Produce a coherent, cogently argued, properly researched and written dissertation that makes an original, scholarly contribution in the field of global theology.
7. Must receive approval to graduate after successfully defending his or her dissertation, which is administered by the Advisor and the Doctoral Committee.
8. Must complete all degree requirements within the 8-year time limit, unless explicitly extended on application to the Doctoral Committee. A "continuation fee" would be required.

Time Limit

The Ph.D. program must be completed within ten (10) years after formal acceptance into the program. All requirements for degree programs must be completed within set time limits after the student's first term of enrollment in his/her program.

If a student fails to complete the program within the time limit, he/she will be considered to have withdrawn. Re-application is required to be considered for re-admission to the program.

Student Appeals to Extend the Time Limit for the Degree

When each student is assigned a Dissertation Advisor, he and his advisor will discuss his potential graduation date. If at any time in the Dissertation Phase the projected date of graduation falls after the ten years, the student, through his or her advisor should appeal with explanation to the Ph.D. Committee for an extension.

Approval: The student will be notified, through the Advisor, of the Ph.D. Committee's approval of the extension and the details. The student must then agree, in writing, to the terms of the extension.

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

Curriculum

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

- During the duration of the studies, each student will work with two supervisors. The first will guide the student through the first phase of the program. He or she will oversee the progress in the program, oversee and participate in the Oral Exam which completes the first phase. An Advisor will be appointed by the Ph.D. Committee to advise and oversee the dissertation phase of the program. He or she will also supervise and participate in the defense of the dissertation, which will lead to the completion of the program. It is possible that the same person could serve as both supervisor in the Preparation Phase and the Dissertation Advisor.
- Collaborative Learning consist of formal courses comprised of onsite courses which are part of an annual Colloquium as well as online seminars. There are required seminars as well as electives. This collaborative learning facilitates peer relationship and peer learning. It also enables the professor to devote considerable time to guiding and mentoring students in their field of studies.

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

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

1. Preparation Phase (45 Units)

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

Required Seminars and Courses (35 units)

- MINS804 Global Strategies (5 units)
- MINS812 Spirituality and Mission (5 units)
- MINS826 Exploration and Application of Missiology Globally (5 units)
- RSCH813 Doctoral Research and Presentation (Ph.D.) (independent online course) (3 units)
- RSCH815 Research Area Literature Review (independent online course) (3 units)
- THEO850 Global Theological Explorations (5 units)
- THEO853 Theological Hermeneutics (5 units)
- THEO851 Biblical Hermeneutics in Global Perspective (5 units)

Required Colloquia (total units vary)

Regular, annual colloquia are a core requirement of the Ph.D. program at ZSDS. Each student, who has not yet passed the qualifying examination for entry into the dissertation phase must attend the annual colloquium.

- THEO861 Ph.D. Colloquium I (0 unit)
- THEO862-863 Ph.D. Colloquium II-III (2 units each)

Independent Studies (total units vary)

These are approved in advance by the PhD Committee upon a formal application. They require an Advisor and a method of evaluation such as a major research paper.

RSCH850a-c Independent Studies (3 credits per course)

2. Comprehensive Oral Examination

The Comprehensive Oral Examination is administered upon the completion of the 45 units (or agreed upon lesser number for those with previous doctoral level studies). The uploading of the student's Portfolio (referred to in item 5 of the Requirements for Graduation) is required at least 30 days before the examination. This marks the culmination of the Preparation Phase and, if passed, qualifies for beginning the Dissertation Phase. The examination is before a committee chaired by a member of the PhD Committee and includes the student's Advisor and at least two other members of the faculty. The examination will draw from the contents of the Portfolio, all prior work from

courses, seminars, colloquia and independent studies, and key topics from the specific field of research chosen by the student.

3. Dissertation Phase (15 Units)

Upon completion of the Preparation Phase with the successful passing of the qualifying examination, the student officially enters the dissertation phase. In this phase, he or she will

- Get approval for the intended title and thesis statement,
- Submit a prospectus,
- Write a dissertation on a topic associated with global theology,
- Defend it in front of members of the faculty.

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

RSCH980 Prospectus (0 units)

RSCH990 Dissertation Phase (15 units)

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

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

Detailed Process

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

Seminar Descriptions

MINS804 Global Strategies (5 units)

The course will be a creative course that looks at possibilities for Christians to create and formulate new and better strategies for World evangelism. The basis of the course will be the concept of Mega, Meta, and Micro strategies. This concept will be delineated during the course. The next step will be to study the Global Strategy Forum, which comprises twelve mountains of Culture. Each of the Mountains will be studied, and evaluations made as to what is now being done in these given areas to reach the World for Christ. It is hoped that members of the class will be able to make creative suggestions that can be utilized in forming new strategies.

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

This is an in-depth study of the relationship between Powers and Principalities and Worldview as it relates to Evangelism. The study will focus on understanding the nature of the spiritual powers, and their relationship to cultural themes as it relates to the receptivity of an ethnic-social group to the gospel. The seminar aims to explore the keys to overcoming cultural and spiritual barriers to evangelism.

MINS826 Exploration and Application of Missiology Globally (5 units)

This seminar is designed to examine Global Missiology, Ethno-Theological Focus, and Cross-Cultural Communication Skills contextually appropriate for ministry in the workplace or the worship center of a given group of people.

RSCH813 Doctoral Research and Presentation (Ph.D.) (3 units)

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

RSCH815 Research Area Literature Review (3 units)

This is an independently guided online course to be taken toward the end of the Preparation Phase to give an opportunity to learn more of the state of scholarship and the resources that will need to be studied in one's proposed dissertation area. It helps to show during the Oral Examination that one is prepared to make a fast start in the Dissertation Phase.

RSCH850a-h Independent Studies (1-8 units)

These require a formal application to be approved in advance by the PhD Committee. There must be an Advisor and a means of evaluation, usually a research paper. Further details are in the PhD Handbook.

RSCH990 Continuation (0 units)

PhD candidates who have completed all required coursework and examinations but have not completed the dissertation must register for Continuation each term until all degree requirements have been fulfilled. Students remain under dissertation supervision and must demonstrate satisfactory progress toward completion of the dissertation.

THEO850 Global Theological Explorations (5 units)

An opportunity (usually early) in one's PhD studies to review previous theological studies. But it is also the chance to explore avenues needing further and deeper study, especially in view of the increasing awareness of the global nature of Christian thought. Theology, though based on divine revelation in the Ancient Near Eastern and Greco-Roman context, has been overwhelmingly shaped in and by the Western cultural tradition. In turn, Western culture since the 300s has been shaped by the experience of Christendom, that is the close linkage of society, church and state. The last few hundred years have been shaped by reactions against Christendom. Outside the west, partially apart from colonial endeavors, this has not been the experience of Christianity. Also needing to be explored are such challenges everywhere, including the West, as the rising influence of the natural and behavioral sciences and the strength of alternate worldviews such as Islam and secularism.

THEO851 Biblical Hermeneutics in Global Perspective (5 units)

The objective of this doctoral seminar is to examine how authorial intent can be exposed to some

degree by reading a biblical text in its grammatical-historical-cultural-literary-biblical contexts (i.e., exegesis, hearing a text speak in its own setting as objectively as possible). This exposure will be accomplished by the exegetical examination of selected and popular biblical (especially Old Testament or Hebrew Bible) passages which have traditional and popular interpretations that may reflect more the interpreter's presuppositions than author's meaning aimed at his contemporary audience. This study will highlight the inductive method of comprehending biblical texts, prioritizing the use of the "original" Hebrew and Greek texts, while illustrating the liability of relying on Bible translations.

THEO853 Theological Hermeneutics (5 units)

The objective of this doctoral seminar is to examine the 'discipline of hermeneutics' from theological, biblical, and philosophical perspectives. The scope of theological hermeneutics surpasses the mere creation of guidelines for interpreting the Bible; it encompasses the ways in which individuals comprehend and engage with texts. The seminar will begin with an investigation of the Hellenistic period and culminate with an exploration of the contemporary 21st-century landscape as it relates to hermeneutics. Furthermore, the seminar will assess the application of theological hermeneutics in the context of World Christianity through critical and imaginative reappropriation. Ultimately, this study will illuminate the innovative method of comprehending biblical texts.

THEO861 Ph.D. Colloquium I (0 unit), THEO862-863 Ph.D. Colloquium II-III (2 units each)

The first colloquium a student attends is 861, the second is 862, etc. **Students are required to participate each year in the Preparation Phase**, unless excused for good reason in advance. Attendance is encouraged while in the Dissertation Phase. These take place each year for an intensive week when some seminars are also meeting. Students in various years of the program present for evaluation the results of their studies and research so far. Faculty and perhaps invited guests may also present papers. Students and faculty critique each other. Both general and individualized assignments are given with due dates for later verification of each student's two earned credits. See the PhD Handbook for more information on this important dimension of the program.

Faculty

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

Donald Tinder

- Ph.D. in Theology (Concentration: Historical Theology), Yale University (1969)
- M.Div., Fuller Theological Seminary (1964)
- B.A., Yale University (1960)

Joseph (Jongwon) Lee

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

Joseph Ray Tallman

- D.Miss., Trinity Evangelical Divinity School (1982)
- M.A., University of Kansas (1976)
- M.Div., Midwestern Baptist Theological Seminary (1975)
- B.A., Oakland University (1972)

W. Creighton Marlowe

- Ph.D. in Theology (Concentration: Old Testament), Mid-America Baptist Theological Seminary (1985)
- ThM., Western Seminary Portland (1979)
- MDiv., Western Seminary Portland (1977)
- B.A., University of North Carolina (1973)

William L. Wagner

- Th.D., University of South Africa (1990)
- D.Miss., Fuller Theological Seminary (1977)
- M.Div., Southwestern Baptist Theological Seminary (1961)
- B.S., University of New Mexico (1957)

William Mark Wagner

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

CHAPTER 8: CAREER SERVICES

Career Advisory

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

Detailed Occupation Level for Doctoral Programs

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

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

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

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

Doctor of Philosophy in Global Theological Studies (CIP 39.0601 Theology/Theological Studies, 39.0301 Missions/Missionary Studies and Missiology)

21-2000 Religious Workers (umbrella group)
 21-2010 Clergy
 21-2020 Directors, Religious Activities and Education
 21-2090 Miscellaneous Religious Workers
 25-1126 Philosophy and Religion Teachers, Postsecondary
 25-1190 Miscellaneous Postsecondary Teachers

Doctor of Ministry (CIP 39.0602 Divinity/Ministry)

21-2000 Religious Workers (umbrella group)
 21-2010 Clergy
 21-2020 Directors, Religious Activities and Education
 21-2090 Miscellaneous Religious Workers
 25-1126 Philosophy and Religion Teachers, Postsecondary

CHAPTER 9: COURSE SELECTION AND SCHEDULING

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

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

Adding and Dropping Courses

Students may officially add or drop course(s) with no clerical fee being charged until the specified add/drop date in Fall, 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 by November 30 of current academic year. 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 *Withdraw Class* form with the Office of the Registrar by May 30 of current academic year. 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 academic year. This process occurs online. At the end of the academic year, 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 May 30. A grade of "W" will appear in the student's official records.

Withdrawal Policies

By November 30, students may drop from a course with no record of the class appearing on the transcript. By May 30, 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 May 30, students may not withdraw from courses.

No student may withdraw from more than Three 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, he/she is required to file the College Withdrawal form.

To maintain good academic standing and eligibility for readmission to the college, students finding it necessary to withdraw must do so officially.

Students will then have to apply for readmission in order to return. In this case, students may be subject to updated general education, major and degree requirements. Courses taken at another institution do not need prior approval but will be evaluated for possible transfer credit at the time of readmission. Readmission is not guaranteed and is subject to the admission criteria in place at the time students reapply.

Refunds for Withdrawals

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

Courses of study at Olivet University are offered, and credit for satisfactory completion is granted, on an academic year basis.

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 10: GRADE NOTATION AND POLICIES

Graduate Grading System

Percentage Equivalent	Grade	Interpretation	Grade Points
100-93	A	Excellent	4.0
92-90	A-		3.7
89-88	B+		3.3
87-83	B	Satisfactory	3.0
82-80	B-		2.7
79-78	C+		2.3
77-73	C		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: A minimum grade of C- is required in every course applied toward Master's and Doctoral degrees, including required and elective courses. Grades below C- are recorded on the academic transcript and included in GPA calculations but do not satisfy degree requirements.

Master's and Doctoral degree requirements:

Category	Minimum Grade for Degree Credit
Required / Core Courses	C-
MDiv Elective Courses	C-
Minimum Cumulative GPA for Graduation	3.00

Other Grade Marks Used:

Grade	Interpretation	Grade	Interpretation	Grade	Interpretation
IP	In Progress	NF	Non-Attendance Failure	AU	Audit
I	Incomplete	P	Pass (Graduate: B- or better)	R	Retake

W	Withdrawal	NP	Non-Pass / No Credit		
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In Progress Grade (IP)

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

Incomplete Grade (I)

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

Withdrawal Grade (W)

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

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

Non-Attendance Failure Grade (NF)

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

Audit Grade (AU)

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

Retake (R)

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

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

Grade Appeal

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

1. Prior to the end of the quarter following the course in which the contested grade is issued, the student will request that the faculty member reconsider the grade that was awarded.

2. If dissatisfied with the outcome of a faculty decision, within 10 days of the faculty member's decision, the student may appeal in writing to the College Dean/Director.
3. Within 10 days of the College Dean or Director's decision, the student may submit a written appeal to the Academic Dean.
4. The student is responsible to monitor email daily throughout the appeals process.

Class Work

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

CHAPTER 11: SATISFACTORY ACADEMIC PROGRESS REVIEW

Academic Good Standing

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

D.Min. Progress Review

All students actively enrolled in the Doctor of Ministry program are subject to periodic progress reviews conducted by the Doctoral Council, regardless of cumulative GPA or phase of study.

These reviews evaluate satisfactory participation in coursework, colloquia, assigned readings, required submissions, and other program requirements.

Criteria for satisfactory progress may include, but are not limited to:

- Regular participation in required courses and colloquia;
- Timely completion of assigned readings, projects, reports, and other required submissions;
- Compliance with program milestones and deadlines;
- Responsiveness to faculty, advisors, or Doctoral Council communications;
- Demonstrated engagement with program requirements and academic responsibilities.

Students who fail to demonstrate satisfactory participation or progress may be placed on Academic Warning regardless of cumulative GPA.

Students who receive two consecutive Progress Review Warnings may be placed on Academic Probation at the discretion of the Doctoral Council.

Students placed on Academic Warning through the Progress Review process may return to Good Standing by demonstrating satisfactory progress during the subsequent review period.

Students placed on Academic Probation through the Progress Review process may be returned to Academic Warning or Good Standing upon demonstrating satisfactory progress, as determined by the Doctoral Council.

Failure to demonstrate satisfactory progress during a subsequent review period may result in additional disciplinary action, including Academic Suspension or dismissal from the program.

Progress reviews will normally be conducted at least once during each academic year and may be conducted more frequently as determined by the Doctoral Council.

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 Doctoral Students

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

Disciplinary Status:

- Academic Warning
- Academic Probation
- Academic Suspension
- Academic Dismissal

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

1. Academic Warning

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

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

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

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

Satisfactory Progress Policy:

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

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

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

The student is required to meet with his or her academic advisor to find an appropriate adjustment to the student's academic schedule.

2. Academic Probation

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

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

3. Academic Suspension

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

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

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

Length of Academic Suspension

- A student's First Academic Suspension will be for a period of one doctoral year.
- 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.

Statement of Academic Rigor

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

Academic Rigor for Faculty

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

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

Academic Rigor for Students

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

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

CHAPTER 12: GRADUATION

General Requirements

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

Students enrolled in Doctor of Ministry program of the Zinzendorf School of Doctoral Studies must maintain an average grade of “B” (3.00) for graduation. Students enrolled in the Doctor of Philosophy program of the ZSDS must maintain an average grade of “B+” (3.30) for graduation. The grade average will be determined on the basis of grades recorded before enrollment for the final term of study.

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

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

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

Additional Requirements

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

meeting the academic and other requirements for the degree program.

Graduation process

1. Once students have successfully completed the oral defense of the Final Paper or Dissertation with at least "pass with minor changes", they may request graduation audit to the ZSDS.
2. Once students fulfill graduation requirements, students should apply for graduation by emailing the Registrar's Office and requesting the graduation application form.
3. Registrar's Office goes through a final graduation check and verifies whether students have completed all graduation requirements. If the student meets graduation requirements, Registrar Office notifies the student to fill out the graduation application form.
4. Students fill out the graduation application form, submit the form and pay the graduation fee.
5. The Registrar's Office prepares and sends the diploma and an official transcript to the address typed on the graduation application form.

Gowns

At the graduation ceremony, preferably all professors will wear academic gowns. Each faculty member can have either his own gown or the colors of the Olivet faculty.

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

CHAPTER 13: OLIVET UNIVERSITY POLICIES

Student Records

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

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

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

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

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

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

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

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

Confidentiality and Privacy Policies

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

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

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

Regarding data disclosure, according to FERPA:

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

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

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

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.

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.

General Code of Conduct

Sanctions

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

1. Primary Sanctions (in order of severity):

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

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

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

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

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

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

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

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

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

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

2.1 *Community/University Service*: A student may be offered an opportunity to complete a specified number of hours of Community/University Service in lieu of other sanctions. The type of Community/University Service must be approved by the hearing officer/panel.

2.2 *Educational Requirements*: A provision to complete a specific educational requirement directly related to the violation committed. The provision will be clearly defined. Such educational

requirements may include, but are not limited to, completion of an alcohol education workshop, a diversity awareness workshop, essays, reports, etc.

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

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

Harassment

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

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

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

Academic Honesty

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

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

Student Responsibilities

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

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

Definitions

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

- Giving unauthorized information to another student or receiving unauthorized information from another student during any type of assignment or test.
- Obtaining or providing without authorization questions or answers prior to the time of an assignment or test.
- Using unauthorized sources for answers during any assignment or test.
- Taking part in or arranging for another person to complete an assignment or to take a test in place of another.
- Giving or receiving answers by use of signals during a test.
- Altering answers on a scored test and submitting it for a higher grade.
- Collaborating with others in a required assignment without the approval of the instructor.
- Stealing class assignments or portions of assignments, including electronic files, and submitting them as one's own.
- Not crediting participants for their part in a group project or claiming credit for work not done on a group project.
- Plagiarism, which is presenting as one's own in whole or in part the argument, language, creations, conclusions, or scientific data of another without explicit acknowledgment. Examples include, but are not limited to:
 - 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 14: 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.

Examinations

Final examinations are usually two hours in length and are to be taken at the scheduled hour during exam week.

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

Leave of Absence

If students intend to return to OU within one year 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 graduate student who has a medical or personal reason that prohibits the student from progressing in his/her degree program.

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

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

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

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

Students who are granted an approved leave of absence may resume their studies without the leave period being counted toward the maximum time allowed for completing the degree.

Maximum Time Limit

The maximum time limit to complete a Doctor of Ministry program at Olivet University is 6 years.

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

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

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

Academic Advising

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

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

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

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 15: 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
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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 16: UNIVERSITY SERVICES AND UNIVERSITY OFFICES

University Offices

For correspondence with specific departments use the email addresses below.

Student Finance Office: studentfinance@olivetuniversity.edu

Financial Aid Office: finaid@olivetuniversity.edu

Library Services: library@olivetuniversity.edu

Registrar's Office: registrar@olivetuniversity.edu

Admissions Office: admissions@olivetuniversity.edu

Student Services Office: student.info@olivetuniversity.edu

International Student Office: iso@olivetuniversity.edu

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

Olivet University, 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

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 17: UNIVERSITY LEADERSHIP

Board of Trustees

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M.Div., Olivet University, San Francisco, CA
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