



OAK VALLEY COLLEGE

July 1, 2023 - June 30, 2024
Catalog

WASC

Senior College and
University Commission

General Information	3
Program Learning Outcomes	4
Accreditation	6
Disclosures	6
Academics	7
Objectives	7
Completing the Degree	8
Liberal Arts and Theology Coursework	8
Business Major	9
Calendar	10
BA to MBA (California Baptist University)	10
Student Life and Services	10
Expectation for Participation in Programs and Activities	10
Facilities	11
Community Service	11
Disability Services and Accommodations	11
Library Services	11
Advising	11
Technology	11
Career Services	12
Healthcare Requirements and Services	12
Counseling Services	12
Housing Services	12
Admission	12
International Students & English Requirement	13
Enrollment	13
Financial Matters	15
Refund Policy and Student’s Right to Cancel	16
Return of Title IV Funds	18
Billing and Payments	19
Student Conduct	20
Honor Code	20
Dress Code	21
Academic Honesty	21
Copyright	21
Statement of Nondiscrimination	21
Statement on Diversity	24

Grievance - Procedure	24
Academic Standards	25
Academic Credit and Workload	25
Academic Freedom	26
Course Syllabus	27
Attendance and Participation	27
Grading Policy and Degree Requirements	28
Final Examinations and Projects	28
Honors	29
Student Copy of Final Grades	29
Commencement	29
Grade Appeals	29
Student Petition	30
Incomplete Coursework	30
Withdrawing from a Course and Late Drop	30
Leaves-of-Absence and Withdrawal from the Program	31
Withdrawal for Absence Without Leave	31
Academic Probation, Suspension, and Dismissal	31
Repeating Courses	33
Transferability of Credit	33
Academic Residency and Transfer Credit	33
Experiential Learning/Ability-to Benefit/Articulation	33
Auditing Courses	34
Transcripts	34
Records Retention Policy	34
Course Descriptions	34
Board of Trustees	38
Faculty	38
Administration and Staff	39

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The Catalog is produced annually. Information, policies, and procedures are subject to change. An addendum may be produced to highlight any revisions during the year.

General Information

Live. Learn. Grow.

Transforming lives through applied education within a Christian community with no student loans.

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

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

Focused, Practical, and Personal

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

Foundation in the Liberal Arts

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

Mentoring with Christian Leaders

You engage with Christian mentors who are leaders in business, ministry, nonprofits, and government. These professionals share their experience, guiding you to explore a variety of careers.

Launch Pad

The Launch Pad is an immersive practical program where you develop a new product or service for a business, nonprofit, or ministry. But more than that, this multi-semester, multifaceted

experience teaches you how to approach and manage a complex project using proven strategies and approaches.

Discipleship and Integration of a Christian Worldview

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

Program Learning Outcomes

Oak Valley College achieves its mission when you master:

1. **Business Practice** - Defined as the core principles in business (e.g. marketing, accounting, finance, etc.) being applied to theoretical or applied situations that demonstrate a student's knowledge, passion, and comprehension of the business concepts in a situational context
2. **Written Communication** - The development and expression of ideas in writing. Written communication involves learning to work in many genres and styles. It can involve working with many different writing technologies, and mixing texts, data, and images. Written communication abilities develop through iterative experiences across the curriculum.
3. **Quantitative Literacy** - Reflects competency and comfort in working with numerical data. Strong QL skills include the ability to reason and solve quantitative problems from a wide array of authentic contexts and everyday situations, creating sophisticated arguments supported by quantitative evidence in a variety of formats using words, tables, graphs, mathematical equations, as appropriate.
4. **Biblical Literacy** - Rooted in the ability to analyze and synthesize themes, historical perspectives, and the contextual framing of Bible accounts and lessons. A Christian worldview emerges by applying that wisdom to the modern world in specific situations and circumstances using supporting evidence found in the Bible.
5. **Oral Communication** - Prepared, purposeful presentations designed to increase knowledge, to foster understanding,

or to promote change in the listeners' attitudes, values, beliefs, or behaviors.

6. **Critical Thinking** - A habit of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion, sometimes characterized as deep thought, or thoughtful consideration of the problem/challenge presented.
7. **Creative Problem Solving** - Involves the capacity to combine or synthesize existing ideas, images, or expertise in original ways and the experience of thinking, reacting, and working in an imaginative way characterized by a high degree of innovation, divergent thinking, and risk taking. This is then followed by the process of designing, implementing, and evaluating a strategy to answer an open-ended problem or achieve a desired goal.
8. **Lifelong Learning** - All purposeful learning activity, undertaken on an ongoing basis with the aim of improving knowledge, skills and competence. An endeavor of higher education is to prepare you to be this type of learner by developing specific dispositions and skills described in this rubric while in school.
9. **Information Literacy** - Ability to know when there is a need for information, especially as it pertains to academic sources, and be able to identify, locate, evaluate, and effectively and responsibly use and share that information for the problem at hand.
10. **Career Preparation** - Develop skills and the appreciation of how to explore, search, and prepare for career paths that align with personal, professional, and spiritual priorities.

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

By attending Oak Valley, you will:

1. Establish and enforce standards of excellence
2. Meet learning objectives
3. Grow personally, professionally, and spiritually

4. Apply Christian principles to serve others
5. Live within a healthy community of learners
6. Support a holistic educational experience
7. Apply real-world work projects and case studies
8. Continuously improve operations and planning
9. Become an effective disciple of Christian ideals
10. Establish rigorous criteria to measure outcomes
11. Identify resources to pursue personal goals
12. Freely express ideas without fear
13. Test theories
14. Be inspired to consider the larger world and others
15. Do your best work



Accreditation

Oak Valley College is accredited by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, 510.748. 9001.

Disclosures

Oak Valley College is located at 2759 Ayala Dr., Rialto, California. Contact info@oakvalley.edu to schedule a tour.

You, or other interested parties, are provided a catalog upon request when visiting campus (or online). As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. The catalog covers the academic year - July 1 through June 30. You and other interested parties may download the catalog oakvalley.edu, or request a copy by email info@oakvalley.edu, phone at (909) 554-3814, or in person at 2759 Ayala Dr. Rialto, CA 92377.

Oak Valley College is a private nonprofit college. You have the right to privacy of certain information. Oak Valley College maintains permanent records of student information. The following is considered public information and may be released or published without the student's consent: student name, date, and place of birth; major field of study; dates of attendance; degrees, honors, and awards received; most recent educational institution

attended; campus address and telephone number and student assigned email address; home address and telephone number; cell phone number; participation in special academic, athletic, and recognized activities and programs, and class level.

Documents regarding Oak Valley's approval and accreditation may be requested by emailing info@oakvalley.edu.

Academics

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

Practitioner faculty possess a graduate degree and professional expertise in their field. Courses, typically, provide a mix of theory and applied practice, so you apply what you learn to real world situations. Faculty also teach and mentor you to integrate Christian principles into their professional and personal lives.

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

Oak Valley is Title IV and CSAC eligible (Pell and Cal Grant).

Objectives

Freshman and sophomore level courses provide a well-rounded education to develop confidence, independent learning, and specific skills (college-level critical thinking, writing, communication, and quantitative skills). You are carefully

monitored and supported in preparation for upper-division coursework at the junior and senior level.

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

Juniors and seniors take more major courses to develop higher-level problem solving skills, while they explore specific business disciplines.

You synthesize your knowledge, skills, and abilities through the Launch Pad, where you apply skills to a business, nonprofit, or ministry project to demonstrate how your education can be applied to:

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

Completing the Degree

To complete the Bachelor of Arts in Business, you must complete 128 units. You may complete the degree in two years and eight months. See Academic Standards for additional requirements.

Liberal Arts and Theology Coursework

Liberal arts and theology courses provide a broad exposure to a variety of topics to help develop writing, critical thinking, communication, and creative problem skills, as well as an appreciation for lifelong learning.

1. Freshman Writing Seminar
2. Early American History
3. Art and Music
4. Business Math

5. Philosophical Roots of Western Civilization
6. Economic Principles and Practice
7. Economic Analysis
8. American Government and Politics
9. Scientific Principles and Practice
10. Math for Economics
11. Western Literature
12. Biblical Themes in Literature
13. Old Testament Survey
14. New Testament Survey
15. Systematic Theology
16. Spiritual Formation

Business Major

The Business Major prepares you for general leadership and management positions in private business, nonprofit organizations, government, or ministries. The major emphasizes entrepreneurship as you learn how to transform a good idea into a successful product or service. In addition, you learn effective approaches to management decision-making, including leadership principles. While most students will never open a business, the skills are transferable to nearly every occupation where you may manage people, processes, and projects.

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

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

1. Entrepreneurship and Business Development
2. Marketing Principles and Practice
3. Marketing Plan Development
4. Financial Accounting and Reporting I
5. Financial Accounting and Reporting II
6. Organizational Psychology
7. Leadership
8. Business Communication
9. Managerial Finance
10. Business Law and Ethics

11. Statistics and Data Analysis
12. Human Resource Management
13. Project and Operations Management
14. Launch Pad - Business Planning and Strategy
15. Launch Pad - Ideation and Design Thinking
16. Launch Pad - Implementation and Analysis

Calendar

2023-2024 Academic Year	Date (subject to change)
New Student Orientation	August 17, 2023
First day of class (Fall)	August 23, 2023
Fall Break	September 20-23, 2023
Thanksgiving Break	November 17-26, 2023
Last day of Fall Semester	December 14, 2023
First day of class (Spring)	January 2, 2024
Spring Break	February 16-25
Last day of Spring Semester	April 25
First day of class (Summer)	May 6
Summer Break	June 28-July 7
Last day of Summer Semester	August 15

BA to MBA (California Baptist University)

If you graduate with a 2.5+ GPA, you may continue your education through Cal Baptist University's 1, 1.5, and 2 year MBA programs. The one year program enables you to earn your BA and MBA in four years, both degrees in the time it usually takes to earn a bachelor's degree. Scholarships and financial aid are available.

Student Life and Services

The College provides access to career development, mentoring, campus activities, programs, and other services.

Expectation for Participation in Programs and Activities

Oak Valley is a small community. From time to time, you will be required to participate in programs and activities that fall outside of traditional classes. For instance, students, faculty, and staff gather together several times throughout the semester in a casual

and informal break. Reflective of Christian college tradition, events feature speakers, music, and activities. Student leaders have the opportunity to recommend speakers and topics. In addition, there are a number of academic and career development programs offered outside of class. You will be notified when such programs are mandatory.

Facilities

The College maintains office and classroom facilities at 2759 Ayala Drive Rialto, California. All classes are in-person, not online, and scheduled, 2:30-6:00 pm, Monday-Thursday throughout the year.

Community Service

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

Disability Services and Accommodations

If you have a disability, you may request services and reasonable accommodations - oakvalley.edu/disability.

Library Services

Oak Valley College utilizes ProQuest library online services. In-person services are available at CSU, San Bernardino. Orientation to services is provided during the first semester.

Advising

Freshmen are advised by juniors and seniors. Juniors and seniors are advised by professors and professionals from the community. Your ability to connect with mentors is a great source of support and encouragement.

Technology

The College maintains a learning management and student information system, You are required to have a laptop with Microsoft Office and Google Docs, both are free.

Career Services

Career services guide you through the phases of career planning. Self-assessment tools, occupational resources, networking programs, and workshops help you explore career options and goals. You participate in informational interviews, strategies for conducting successful job searches, résumé and cover letter writing, and internships. The College does not provide placement services, but job opportunities are posted throughout the year.

Healthcare Requirements and Services

Students should possess comprehensive health insurance. Medical facilities are close to the campus. Medical history has no bearing on academic or admission decisions. The information will only be used in case of emergency.

Counseling Services

Counseling services, oakvalley.edu/counseling, are available for a modest fee. If you experience depression, anxiety, loneliness, isolation, difficulty studying, challenges in interpersonal relations or communication, seek support from a professional counselor.

Housing Services

Oak Valley College does not provide housing services. Renting a room or apartment near campus ranges from \$500 to \$1,500 per month. For questions, email info@oakvalley.edu.

Admission

Oak Valley College utilizes a holistic approach to the admission process. Applications are considered based on a number of factors, including:

- Ability to perform college-level work
- High school diploma, GED, or equivalent
- Alignment with Oak Valley's mission and values
- Desire to pursue a Bachelor of Art in Business
- Openness to explore a Christian worldview
- Ability to work well with others

The admission process begins with an online application form, oakvalley.edu/apply. An interview is required and provides you an opportunity to learn about the degree program and services.

Additional admission information, including admission policies and procedures is at oakvalley.edu/admission.

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

International Students & English Requirement

Oak Valley does not issue student visas. All instruction is in English. Non-native English speakers must demonstrate English proficiency by passing high school senior English or:

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

Enrollment

Once your application for admission is accepted, you complete an Enrollment Form. A nonrefundable \$250 deposit is required. Your \$250 deposit is applied to your first semester tuition bill. Once enrolled, you are registered in the entire program and may withdraw at oakvalley.edu/withdraw.

Veterans Policy Statement

Policy 38 United States Code Section 3679(e) School Compliance. A Covered Individual is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill® benefits. *GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education*

benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

Oak Valley College permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Oak Valley will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Procedure(s) - Oak Valley College requires the covered individual to submit a certificate of eligibility for entitlement to the Registrar no later than the first day of the semester in which you will attend.

Oak Valley may require additional payment for the amount that is the difference between the amount of your financial obligation and the amount of the VA education benefit disbursement. Failure to comply will lead to disapproval of VA Educational Benefits.

The Yellow Ribbon Program reduces costs for veterans. If you are a veteran of the US military with three years of active duty that began after 9/11, the Yellow Ribbon Program may reduce your

higher education costs. The Yellow Ribbon Program features dollar-for-dollar matching to give veterans education options.

Active Duty Discount

Active duty military and spouses receive a \$250 per-unit discounted tuition rate, which matches military reimbursement.

Prior Credit Evaluation

When/if any prior credit is earned and applied to the program a record shall be made and credits applied to the degree will reduce remaining requirements, accordingly. In order to apply for prior education credit, submit a transcript from the institution you attended. Transcripts are reviewed on a case-by-case basis.

Financial Matters

Oak Valley College offers institutional grants, as well as Federal (Pell Grant) and State (Cal Grant), which are applied to the cost of attendance. Grants are not loans. No student should dismiss applying to the College because of financial need. Oak Valley is authorized by the Department of Education to provide federal grants under Title IV and the California Student Aid Commission.

You should be prepared to provide personal resources to help cover the cost of education and living expenses.

Oak Valley does not provide loans. If you receive loans from other sources, you are responsible for repaying the loans plus interest.

Grants, Scholarships, and College Financial Aid

All grants and scholarships of \$300 or more must be reported to the College. If you do not report your outside scholarship awards, you might receive what's called an "overaward" — and you will have to pay back that money. Outside awards reduce your financial "need," and your aid package will be updated based on the awards you receive.

You are required to purchase texts and materials. You may acquire texts through Amazon, other online sources, and other students.

Used books are acceptable (purchase the correct edition). Plan for your personal expenses, including a laptop and printer.

SEMESTER CHARGES AND ESTIMATED EXPENSES		
Payable to Oak Valley *	Fees	Description
Tuition	\$500	Per unit
Deposit (non-refundable)	\$250	Applied to tuition
Student service fee	\$40	Per semester
Monthly payment plan	\$50	Per semester (optional)
Official transcript	\$25	Oak Valley transcript
Commencement fee	\$125	One-time last semester
Late payment fee	\$30	Per month for late payment
Overload fee	\$150	Per unit for more than 4 courses
Audit fee	\$500	Audit course for no credit
Not paid to Oak Valley*	Estimate	Description
Books and materials	\$300-\$600	Per semester
Transportation	\$400	Per semester
Computer and printer	\$400	Laptop and inkjet printer (one time)
Tutoring (optional)	\$25	Per hour

*anticipated expenses prior to any financial aid - subject to change

Refund Policy and Student’s Right to Cancel

Students Right to Cancel: Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. Your refund includes fees for instruction only. Equipment such as computers, software, books, materials, and supplies or any other goods related to instruction offered in this Agreement is purchased directly by the student, and therefore, is not refundable by Oak Valley College

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

has paid for tuition within 45 days after your Notice of Cancellation is received.

Withdrawal from Program: You, the student, will have the right to withdraw from a program of instruction at any time. The refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. If you withdraw after the period allowed for cancellation of the Agreement, which is the first class session, or the seventh day after enrollment, whichever is later, Oak Valley College will remit a refund, less the non refundable enrollment fee of \$250, within 45 days following your withdrawal. You are obliged to pay only for educational services rendered. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction, which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid.

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

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

The refund schedule, based on the student's date of withdrawal is 50% of the fees will be refunded to the student and 50% retained by the College; 0.50 (fraction from the refund schedule as of the student's withdrawal date) \times \$7,750 = \$3,875 (amount of the fees refunded to the student). The student retention of the fees is as follows: \$8,000 (amount student paid) - \$4,125 (amount College

retains) = \$3,875 (refund). The student in this example is assumed to have paid cash and received no financial aid or grants.

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

Return of Title IV Funds

This notice serves to disclose required student consumer information in regards to how withdrawals may affect your Title IV Funds.

The Higher Education Amendment of 1998 required schools to implement a Return of Title IV Refund Funds Policy when a Title IV (federal financial aid) recipient withdraws from school. A federal financial aid recipient is defined as a student who has received Title IV funds such as but not limited to Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Loans, Federal Perkins Loan, and Federal Direct PLUS Loan.

Title IV funds are awarded to students with the assumption that he/she will attend school for the entire term or payment period. As a federal financial aid recipient, it is important to understand that there is a unique refund schedule for your financial aid that differs from the university tuition and fee refund schedule. Students who completely withdraw from classes (withdrawing from all courses) or student who began attendance and failed to earn a passing grade in at least one course offered over an entire term or payment period (known as an Unofficial Withdrawal) are subject to the Return of Title IV refund calculation as dictated by federal regulations.

Determination of Federal Aid Earned

Earned aid is determined based on the number of calendar days the student attended classes divided by the total number of

calendar days in the term. The result is a percentage of federal aid funds that the student is entitled to keep. For example, a student who attends 20% of the term has earned 20% of the total aid value that was disbursed to their student account.

Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed and will be required to repay any unearned financial aid they have received. For the purpose of R2T4 determination, the student's withdrawal date is:

- the date the student officially notified the College of his/her intent to withdraw; OR
- the midpoint of the semester for a student who leaves without notifying the College; OR
- the student's last date of attendance at a documented academically-related activity; OR
- the date posted by the instructor indicating the last day of attendance.

Return of Unearned Financial Aid

The total federal aid disbursed at the point of withdrawal less the earned amount constitutes the unearned aid that must be returned to the federal government. Once the school initiates the return of funds to the federal government, students will see these entries on their online student account. The total amount returned may result in the student owing the school. If a balance due is created, you now have a financial obligation with the school. A financial obligation will prohibit the student from all registration activities, receiving academic transcripts, diplomas, and/or other entitlements until it is paid. In addition, the student may be required to directly repay a portion of the Title IV funds that were received. Any repayment outstanding or unpaid will be referred to the U.S. Department of Education for collection and legal disposition.

Billing and Payments

You are billed each semester. You are responsible to keep your payments current. Your billing and due dates are found in the student information system, Populi.

You are billed the month before the semester(August 1 for fall semester, December 1 for spring semester, and April 1 for summer semester). You may pay your balance in full at that time, or sign up for a monthly payment plan. If you are on the monthly payment plan, you must provide a credit card or ACH payment authorization to automate your monthly payments. You may set the date on which the payment will be charged (e.g. the 15th of every month).

ADDITIONAL CHARGES AND LATE FEES

Credit card payments incur a 3% convenience fee per transaction. ACH payments do not incur a fee. An additional \$50 per semester charge is applied to your account if you choose the monthly payment plan. To avoid the \$50 charge, pay your balance due in its entirety by the due date each semester.

You are responsible for making your payments on time. You are provided with a one-month grace period on all billings. If you fall more than one month behind on your payments, you will be charged a \$30 per month late fee until your payments are brought up to date. Past-due accounts may not receive final grades, final transcripts, or a diploma until the balance is paid in full.

If you fall more than 120 days behind on your payments, you may be administratively withdrawn from the program.

Student Conduct

Oak Valley College follows principles of self-governance. While many principles are outlined in specific detail, other areas may be interpreted with some latitude - oakvalley.edu/studentconduct.

Honor Code

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

Dress Code

Students are to wear modest attire. Specific examples and expectations are laid out here - <https://oakvalley.edu/dresscode>.

Academic Honesty

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

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

Copyright

Students, faculty, and staff are subject to the Copyright Policy regarding the Fair Use of copyrighted material, use of multimedia and copyrighted works in the classroom, and information regarding the Digital Millennium Copyright Act. Info at oakvalley.edu/copyright

Statement of Nondiscrimination

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

1. Title VI of the Civil Rights Act of 1964, which prohibits

discrimination based on race, color, and national origin in the programs and activities of the college. This policy of non-discrimination also complies with Internal Revenue Service Revenue Ruling 71-447 required for maintaining the college's tax-exempt status.

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

I. Nondiscrimination Policy

Oak Valley College opposes unfair treatment of individuals based on race, color, national origin, gender, socioeconomic status, age, disability, or cultural differences whether such treatment is

intentional or results from careless or insensitive behavior.

II. Sexual Misconduct Policy

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

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

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

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

None of these actions reflect a Christian attitude or commitment and adversely affect the working or learning environment. All forms of sexual misconduct constitute violations of the Honor Code. Any individuals engaging in such conduct may also be personally liable in legal action brought against them and/or prosecuted for criminal violations.

Pursuant to the procedures set forth in this Policy, the College will thoroughly investigate all reports of sexual misconduct and will

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

Statement on Diversity

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

Grievance - Procedure

The Grievance Procedure ensures that you may present grievances regarding an action or inaction by a member of the College community and that the College has a consistent way of resolving those grievances in a fair and just manner. Grievances are forwarded to the Office of the President. The complainant will be notified within two business days that the grievance has been received and will be addressed through the process appropriate to the nature of the grievance, which is outlined at www.oakvalley.edu/grievance.

This Grievance Procedure applies to violations of academic freedom, alleged discrimination on the basis of race, color, religion, gender, age, national origin, or disability as well as

problems between fellow students, faculty, or staff that are not governed by other specific policies or procedures.

The President's Office, or designee, will ask the complainant to submit the complaint in writing, providing as much detail as possible and identifying witnesses, if any. The President, or designee, shall review the facts of the case, including any recommendations and findings. The complainant, President's Office, or designee, may request to assemble a committee of three disinterested staff or faculty members, and, potentially, a student (in cases that are not sensitive to the complainant or student community) to hear the complaint. The complainant may be asked to provide evidence, direct testimony, and identify any witnesses, upon request of the committee.

The committee, if assembled, will be guided by the President, or designee, with a list of potential remedies based on the nature of the complaint. Depending on the severity of the complaint, remedies range from a reprimand to expulsion or personnel decision (for staff or faculty), or referral to local law enforcement, if the President's Office, or designee, identifies that laws may have been broken.

In all cases, the President, or designee, and committee, if assembled, will follow the spirit of the Honor Code in approaching all matters. Please note, you may not report violations anonymously. All efforts will be made to respect your privacy and protect you from retaliation and harm in reporting a complaint.

Academic Standards

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

Academic Credit and Workload

At Oak Valley College, classes meet 1.5 hours twice a week over a 16 week semester (45 hours of classroom instruction). You are expected to spend an additional 10 hours per week reading,

studying, writing, working on projects/labs, and other course activities. Students with average college ability should anticipate earning an average grade (“C”) by attending all class sessions and studying 10 hours per week for each course.

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

Courses that may be applied to the degree carry course numbering 100-499. Courses numbered 100-299 are lower division. These courses are generally introductory, survey-level courses intended to expose you to the discipline and prepare you for intermediate and advanced coursework.

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

Academic Freedom

Faculty and students are called to academic pursuits at Oak Valley College. These pursuits are aligned with the College mission and vision. There is great freedom and responsibility under the tenets of working, living, and engaging with others at Oak Valley College.

The first step in understanding the context of this may be found in the Honor Code (www.oakvalley.edu/honorcode). The Code provides a broad framework, with specific examples, of how we conduct ourselves within the College community.

While some items found in the Code may be construed as “rules,” the vision of the Code is to provide a context of what it means to be part of, and belong to, the Oak Valley College community.

Academic freedom is a right at Oak Valley College. Honest pursuit of knowledge and understanding is at the heart of every academic institution, and every member of the College community should be able to enjoy this right without fear of retribution. Having said

that, the College is bound by its mission, vision, and values, which may be found in the Bible and codified in the College mission statement, Catalog, Honor Code, and elsewhere. Therefore, academic freedom does not extend so far as to an individual's right to betray the College's core identity and mission. Where an individual betrays the College in these matters, that individual may be subject to sanctions or dismissal from the College community.

Institutional Academic Freedom

Oak Valley College is an independent nonprofit Christian college. It is bound by its Bylaws, Board of Trustees, executive leadership, and local, State of California, and Federal laws. Individuals have an obligation to allow freedom of academic speech and ideas within the framework of that understanding.

From time to time, some forms of freedom may be challenged by one or more of the competing governing bodies outlined above. When this occurs, Oak Valley shall take a proactive stance to assert its academic freedom, stating freedom to exercise Christian convictions to honor God and the students Oak Valley serves.

In case of a grievance, follow Oak Valley's [Grievance Policy](#).

Course Syllabus

The course syllabus serves as a contract from the professor. If you are not provided a syllabus, notify the Dean. A syllabus contains learning outcomes, required text(s), criteria for completing assignments, a schedule of meetings, description of each class session, grading criteria, and other requirements. The professor has the latitude to alter the schedule and assignments during the course, but such revisions need to be made known to you. If major changes are made a revised syllabus should be provided.

Attendance and Participation

Oak Valley is a small community where your participation in courses is critical to your success and the success of other students. Course attendance is required. Missing class for illness

or emergency is considered an excused absence. You are able to make up work for excused absences.

Unexcused absences may result in disciplinary action. Three unexcused absences in a single course or a total of four unexcused absences in two or more courses during the semester may result in a warning. Four unexcused absences in a course or five unexcused absences in two or more courses may result in academic probation. Additional unexcused absences may result in suspension or dismissal.

If you have questions about your attendance, please contact the Director of Student Services.

After two weeks of unexcused absences, you may be automatically withdrawn from the College.

Grading Policy and Degree Requirements

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

Professors are expected to communicate expectations and grading criteria in each course. It is your responsibility to seek guidance from the professor if grading criteria is unclear.

To apply units of a course to the degree, you must earn a C- (1.7) or higher. Failure to earn a C- will require that the course be repeated. The grade point average (GPA) is computed by dividing the total number of grade points earned by the total unit value of letter-graded courses completed.

Final Examinations and Projects

Comprehensive final examinations or projects are required for each course. This provides the basis for the student to demonstrate competency of the core requirements for the course. While it may be mathematically possible to pass a course without

completing a final exam or project, the professor may give an “F” grade in a course for failing to complete the final exam or project.

Professors are asked to return all graded projects to you after final grades are submitted. Professors may retain final exams so that you do not share questions with other students in future courses. When a professor does not return a final exam, he/she is to retain the final exams, in their entirety, for at least one semester and provide access to the graded exams in case a grade dispute arises.

A comprehensive final project for the program, The Launch Pad, must be completed in order to graduate.

Honors

The Dean’s List recognizes students who maintain a grade point average of 3.5+ in 16 graded units for any given semester. Students who graduate with 3.5+ are honored at commencement.

Student Copy of Final Grades

At the end of each term, final grades are posted on Oak Valley College’s learning management system. Grade reports may also be mailed, upon request. Grades will usually be available ten working days after the end of final examinations.

Commencement

In order to participate in commencement, you must complete 104 units by January 4 of the year you plan to participate. You must also be current on all tuition payments, meaning you have fully paid your balance for your final semester, or if you are on a monthly payment plan, you are up to date in making payments on that plan.

Grade Appeals

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

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

Student Petition

In exceptional circumstances, you may request approval for variances to policies (e.g. petition for alternative to taking a final examination due to illness or extended absence). Petitions should be directed in writing (email is acceptable) to the Dean. The professor must approve the exception and may deny requests. If the petition is denied, you may be required to retake the course.

Incomplete Coursework

The Incomplete “I” grade provides a means by which a course may extend over more than one term without a grade being assigned.

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

To initiate the “I” during the semester, you and the professor agree to the terms for completing the coursework and file a petition with the Dean. The professor may approve or decline the request. You must complete the work to remove the “I” on or before the date agreed upon. Requesting an “I” grade during your last semester before graduation may delay graduation.

Withdrawing from a Course and Late Drop

A student may withdraw from a course, without penalty, before the add/drop date of the semester. No entry for the withdrawn course appears on the transcript.

If a student withdraws after the add/drop date and before the end of the 14th week of the semester, a “W” grade is entered.

If a student withdraws after the 14th week of the semester, he/she receives a final grade reflecting the grade that was earned based on work completed. Unless arrangements have been made with the professor, failure to complete the final exam/project may result in a failing grade (F) for the course, regardless of whether the student's overall scores may merit a higher grade.

Leaves-of-Absence and Withdrawal from the Program

You may take a leave-of-absence for one semester by notifying the Registrar. After your leave, you are eligible to continue your studies without being readmitted. To return you will need to contact the Registrar for registration no later than four weeks prior to the start of the semester.

To withdraw from the College or you plan to be absent for longer than a semester. You should submit a request in writing or email with the Registrar. If you wish to return after withdrawing, you must consult an academic advisor and reapply for readmission. You will need to meet the graduation requirements in effect at the time of readmission as outlined in the current Catalog.

Withdrawal for Absence Without Leave

If you fail to attend class for eight consecutive class days and fail to request an excused absence for illness or emergency, you may be automatically withdrawn.

Academic Probation, Suspension, and Dismissal

If you complete a semester with a grade point average (GPA) below 2.0 (for the semester), you will be placed on Academic Probation. Once on Probation, you must complete the next semester with a GPA of 2.0 or better to be removed from Probation. Failure to achieve that standard is grounds for suspension and subsequent dismissal from the College.

You may petition the Academic Review Board (ARB) to request reinstatement (www.oakvalley.edu/sapform). In order for the petition to be considered, you must identify the cause for the poor performance and articulate how you will improve.

If you are found guilty of student conduct or academic integrity violation, including violation of the Honor Code, you may be placed on probation, suspended, or dismissed.

Satisfactory Academic Progress (SAP)

Federal regulations require that colleges and universities evaluate satisfactory academic progress (SAP) to determine your eligibility to receive financial assistance. SAP standards are defined using both quantitative and qualitative measures as well as a maximum time frame. Below are details about those measures, and additional information is at www.oakvalley.edu/SAP.

Quantitative Measure

As a full-time student, you must complete a minimum of 12 units per semester (24 units per year) to maintain your financial aid. You are provided 150% of time to complete your degree on a full-time basis, attempting a maximum of 192 units over 12 semesters using Federal Financial Aid.

Qualitative Measure

You must achieve a minimum 2.0 cumulative GPA to maintain satisfactory academic progress (SAP).

Evaluation Periods

Financial Aid monitors SAP three times a year (after each term). Your entire academic history is considered when determining SAP status—not just semesters in which you receive financial aid.

Maximum Time Frame for Completion (Time Limits)

You have seven years from your start date to complete your degree program, inclusive of any semester(s) you take an approved leave of absence. Per the policy above, you may complete your degree by attempting a total of 192 units over 150% of the allotted full-time schedule, or 12 semesters at full-time status. Although the 12-unit requirement for full-time registration is the acceptable minimum standard to receive financial assistance, you must complete an average of 16

academic units per semester in order to graduate within the 100% allotted time designated for standard degree completion.

Repeating Courses

You may repeat a course only if you have not already earned a grade of A, B, C, I, or P, except where you need to fulfill a graduation requirement. You may also not repeat a course if your transcript bears two or more entries with grades of D, F, or NP. You may appeal the ARB, if necessary. Students are required to pay an additional tuition fee for courses that must be retaken.

Transferability of Credit

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

Academic Residency and Transfer Credit

Due to the nature of the cohort model at Oak Valley College, you are expected to complete all coursework (128 units) at Oak Valley College. Only by exception may transfer credit be awarded to fulfill degree requirements. Oak Valley does not maintain articulation or transfer agreements, but you may be able to transfer or articulate your units on a case-by-case basis.

Experiential Learning/Ability-to Benefit/Articulation

There is no provision for credit for prior experiential learning. Also, Oak Valley does not accept “ability-to benefit” credits.

Auditing Courses

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

Transcripts

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

Records Retention Policy

Student academic records, grades and transcripts are retained indefinitely and are available via the student information system. Institutional financial aid and Fiscal Operations Report (FISAP) and supporting records are kept for five years from the student's date of completion or withdrawal. This includes documentation showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received, or documentation specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent, as this document must be kept in the student record for a period of five years the pertinent student records described in 5, CCR section 71920 from the student's date of completion or withdrawal per 5, CCR section 71930. All other record retention information may be found here (oakvalley.edu/documentretention).

Course Descriptions

ACCT 101 Financial Accounting and Reporting I (4 units)

Learn accounting processes and evaluate a firm's financial, operating, investing, and financing activities. Review accounting

situations, financial statements, and accounting principles (GAAP).

ACCT 102 Financial Accounting and Reporting II (4 units)

Continuation of Accounting 101. Learn accounting processes and evaluate a firm's financial, operating, investing, and financing activities. Review accounting situations, financial statements, and accounting principles (GAAP).

BUS 101 Entrepreneurship and Business Development (4 units)

Learn to convert ideas into products and services, and a business enterprise. Examine product and service lifecycle, including testing, market analysis, competitive advantage, and start-ups.

BUS 102 Personal Finance (4 units)

Learn cash flow, budgeting, saving, and investing principles and practice.

BUS 103 Business Communication (4 units)

Develop writing and presentation skills, including proposal and report writing, business presentations designed to inform and persuade, and crisis communication.

BUS 201 Statistics and Data Analysis (4 units)

Learn data collection concepts, data analysis, and statistical inference, including common graphical and numerical data summaries, confidence intervals, and hypothesis testing.

BUS 202 Marketing Principles and Practice (4 units)

Learn principles of marketing goods and services to consumers, and product, promotion, placement, and price strategies.

BUS 203 Human Resource Management (4 units)

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

BUS 304 Business Law and Ethics (4 units)

Examine business and nonprofit law, including governance, business finance, liability, contracts, personnel, and concerns.

BUS 305 Leadership (4 units)

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

BUS 409 Managerial Finance (4 units)

Explore managerial finance, analyze financial statements, prepare cash flow projections, and apply financial planning tools.

BUS 401 Marketing Plan Development (4 units)

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

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

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

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

Learn techniques for improving the flexibility and originality of thinking and explore design thinking approaches.

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

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

BUS 409 Project and Operation Management (4 units)

Explore project and operation management for a business, nonprofit, or ministry. Analyze best practices for system design and the supply chain.

ECON 101 Economic Principles and Practice (4 units)

Explore supply and demand, markets, resource allocation, economic principles, and economic behavior.

ECON 102 Economic Analysis (4 units)

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

FWS 101 Freshman Writing Seminar (4 units)

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

GOV 101 US Government and Politics (4 units)

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

HIST 101 Early American History (4 units)

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

HS 201 Masterpieces of Western Art and Music (4 units)

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

HS 401 Masterpieces of Western Literature (4 units)

Examine Western culture and society through literature.

LIT 101 Biblical Themes in Literature (4 units)

Explore Bible themes found in English literature.

MATH 101 Math for Economics (4 units)

Business math and its application to everyday situations. Creates a foundation for advanced coursework in business and economics.

PHIL 101 Philosophical Roots of Western Civilization (4 units)

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

PSYC 101 Organizational Psychology (4 units)

Review motivation, group dynamics, and approaches to improve organizational performance using applied principles.

SCI 101 Scientific Principles and Practice (4 units)

Introduction to science and the scientific method, particularly within the context of observation-driven investigations.

THEO 101 Old Testament Survey (4 units)

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

THEO 102 New Testament Survey (4 units)

Survey New Testament themes, characters, theology, literary and historical context, and teaching of Jesus and the apostles.

THEO 201 Systematic Theology (4 units)

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

THEO 302 Spiritual Formation (4 units)

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

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