



2009–10 Academic Catalog

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Information provided in this catalog is subject to change. Failure to read this catalog does not exempt students from following the policies, regulations and requirements described herein.

This catalog accurately describes the academic policies and programs of Olivet College in effect at the time of publication. It is not, however, to be understood as an irrevocable contract between the student and the college. The educational process requires continual review, and the college reserves the right to make appropriate changes in its courses, programs, grading system, standards of progress and retention, honors, awards and fees. In general, students are to be governed by the catalog that is current at the time they begin their studies at Olivet College. However, a student has the option of declaring to be under the jurisdiction of a subsequent catalog. If this option is declared, it must be claimed in total; students are not allowed to select some regulations from one catalog and other regulations from another catalog.

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Introduction

OLIVET COLLEGE

Founded in 1844, Olivet College is a private, four-year, coeducational liberal arts institution. The college takes pride in recognizing its students as individuals.

The representatives of Olivet College — alumni, students, faculty, staff and administrators — are justifiably proud of its rich tradition. Olivet has a long and storied heritage. From its opening, its innovative and visionary emphasis on service, social responsibility, teaching, learning and advancing knowledge for all peoples has set it apart from other institutions of higher education. Olivet was committed to cultural pluralism long before most other colleges and universities.

The first Olivetians had a unique vision of higher education. Included in their vision were the following tenets:

- **Coeducational** — Olivet was the second (first by charter) coeducational college in the nation (Oberlin was first).
- **Service** — When it was established, the founders of Olivet also developed the surrounding community with the expectation that part of the responsibility of the college was to provide service to the local and broader communities.
- **Innovative** — Olivet required manual labor along with academic work.
- **Social Responsibility** — As progressive and humane individuals, the founders' commitment to abolishing slavery resulted in a college opposing oppression, particularly that caused by race.
- **Multiracial** — As noted in its first college catalog, Olivet opened its doors to all races. In fact, these visionary ideals, central to today's concept of liberal arts, seemed so strange and risky to the state legislature that the college was forced to wait 13 years after classes began to be chartered by the state.

Today, Olivet's entire educational experience is embodied in *The Olivet Plan*. All activities at the college are designed to help students deepen their sense of responsibility to themselves and others. Perhaps one of the most progressive curricular designs in the nation, *The Olivet Plan* engages students from the moment they walk on campus. Learning outcomes are assessed through a four-year portfolio process. Students work closely with a faculty mentor to create a portfolio of their best works. The portfolio, when coupled with a capstone senior experience, is designed to facilitate the transition from student life into career, advanced degree pursuits and civic life.

HERITAGE AND PURPOSE

Eleven years after founding Oberlin College, "Father" John J. Shipherd led a band of 39 missionaries to create a college and village in the wilderness of southcentral Michigan in 1844. Remembering that the Biblical Mount of Olives was a center of piety, morality and learning, the missionaries named both the college and village Olivet.

Today, Olivet College is the only institution affiliated with both the United Church of Christ *and* the Congregational Christian Churches. Each denomination emphasizes personal freedom and democratic practices, which are at the core of liberal arts education. Sharing the ecumenical commitment of both denominations, Olivet College is a place of dynamic teaching of the liberating divine law implied by "Torah," which is included in the college seal. The seal also carries the phrase *Pro Christo et Humanitate*, a symbol of Olivet's commitment to foster compassionate relationships in an educational community serving humanity. Olivet College's purpose persists as stated in the first catalog:

"We wish to have it distinctly understood that the whole object of this institution is, has been, and we hope ever will be, the education of young men and women, especially such as are not rich in this world's goods. Having no partisan or sectarian interests to subserve, we wish simply to do them good by placing in their hands the means of intellectual, moral, and spiritual improvement and to teach them the Divine art and science of doing good to others."

EARLY COMMUNITY

Early Olivetians embodied the innovative approach represented in Olivet's ideals, goals and primary purpose. Excelling in a wide array of disciplines and activities, Olivet alumni and faculty were among the most distinguished leaders of their time.

Olivet alumni were included among the ranks of the first Rhodes Scholars. Other influential alumni provided leadership in founding the North Central Association of Colleges and Schools. Further assisting in the development of exceptional education systems, two Olivet professors on leave spanned 25 years as state of Michigan superintendents of public instruction.

Between 1934–44, the college gained a national reputation for excellence by hosting many of the country's famous writers and artists to teach or participate in workshops and short courses. Olivet also was renowned for the introduction of a tutorial education plan similar to Oxford University.

In 1847, Olivet became a leader in literary societies, common on campuses in the 1800s. In fact, Olivet retains six such organizations in place of national fraternities and sororities. The Phi Alpha Pi Fraternity began as the Olivet Lyceum in 1847 and in 1882 dedicated the building still in use. Founded at Olivet in 1847, the Soronian Society exists as the oldest collegiate sorority in the continental United States. The Soronian house was dedicated in 1909. The Adelpic Alpha Pi Society began in 1862, initially calling itself "Clever Fellows," and in 1889 dedicated the building still in use. Sigma Beta Sorority was founded in 1907 and completed its present building in 1963. The Alpha Lambda Epsilon Society was formed as a sorority in 1922, acquired its present building in 1965, and in 1975 became the first coeducational society on campus. Kappa Sigma Alpha was founded in 1922, acquired a building in 1931, closed for many years, and reopened in its present house in 1955.

Olivet, along with two other colleges, formed the Michigan Intercollegiate Athletic Association in 1888, the oldest intercollegiate athletic association in the nation. Olivet College sponsors 18 intercollegiate sports.

A WORLD IN CHANGE: OLIVET RESPONDS

Olivet's guiding principle was to provide students with "the means of intellectual, moral and spiritual improvement and to teach them the divine art and science of doing good to others."

In 1993, the faculty collaboratively developed the college's academic vision, *Education for Individual and Social Responsibility*. Endorsed unanimously by the board of trustees, the vision was designed to fully infuse the concept of responsibility throughout the entire structure of our educational programs and campus life. It represents the first step in a deeper process of systematic, long-term change in all parts of academic life: student needs and expectations; campus climate and community; and educational priorities, objectives and practices. The goal is to orient the entire culture of the college, including the curriculum, to help students deepen their sense of responsibility to themselves and to others, and to learn from their full range of experiences. The following year, the faculty articulated a set of learning outcomes derived from the academic vision. These outcomes reflect sets of specific skills and perspectives that students will be expected to demonstrate in order to earn an Olivet College degree. Building upon this momentum, the faculty then worked to create a powerful vehicle with which to deliver the vision. The result is *The Olivet Plan*, a comprehensive set of curricular and co-curricular initiatives implemented in the fall of 1995.

While a number of colleges and universities espouse a commitment to the development of ethical values, Olivet is the only school that has identified the concept of responsibility as the focal point of its educational effort. We believe a sense of responsibility toward others is a key point of departure for the development of other important ethical values, including trustworthiness, respect for others, fairness, caring, citizenship and social justice. At the same time, we believe accepting responsibility for oneself is an important ingredient in the pursuit of excellence in every human endeavor. In this way, it is our intent to develop students who are not only responsible, but community builders as well.

In addition, our approach is distinctive because of its comprehensive nature. Many colleges rely on service learning as the primary method for encouraging students to deepen their sense of social responsibility. Service learning is a powerful methodology and an important element in *The Olivet Plan*. Nonetheless, we believe that helping students to develop an ethic of responsibility is a goal that should be pursued across the entire curriculum, as well as across the full range of co-curricular opportunities (non-credit bearing student activities that support and complement curricular goals). While *The Olivet Plan* is a general attempt at educational reform, what distinguished our effort from most other reforms is its comprehensive approach to a singular and fundamental educational goal, the development of an ethic of responsibility.

The Olivet Plan

Since 1995, students have engaged with faculty and staff at Olivet College in an exciting educational program called *The Olivet Plan*, which serves to implement the college's academic vision of *Education for Individual and Social Responsibility*.

The Olivet Plan is based on the college's historical mission of offering an education to all, regardless of race or ethnicity, gender or economic status. The program seeks to help students integrate learning from the full range of their experiences, engage in active learning both inside and outside the classroom, and take genuine responsibility for their own learning.

At Olivet, we place equal emphasis on engaging, challenging and supporting our students.

The Olivet Plan consists of the following: Liberal Arts Core Courses, Learning Communities, Lecture and Symposium Series, Portfolio Program, Senior Experience and Service Learning.

The Olivet Plan includes some important changes to our academic calendar. Wednesdays have been reserved for activities that cannot be accommodated easily within regularly scheduled classes. In addition, the calendar includes a late spring three-and-one-half (3.5) week Intensive Learning Term (ILT), during which students may enroll in only one course. ILT allows students and faculty to pursue special projects on- and off-campus free of conflicts with other course obligations.

CURRICULAR AND CO-CURRICULAR SKILLS

All Olivet College graduates are required to demonstrate competency in the following educational outcomes: 1.) Writing in the discipline, 2.) Oral presentation of information, 3.) Active Role in a group project, 4.) Reasoning and critical thinking, 5.) Social responsibility and 6.) Individual responsibility, plus the educational outcomes required by their major.

The Olivet College curriculum embraces and fosters the following skills and orientations:

Communication

- receptive information skills:
listening/reading
- expressive information skills:
writing/speaking
- interpersonal and small group skills
- personal expressiveness

Reasoning

- critical thinking and problem solving
- interdisciplinary thinking
- quantitative analysis and synthesis
- research methodology

Academic Mastery

- additional outcomes in one or more of the categories above
- outcomes specific to preparing for designated careers
- other outcomes appropriate to a given major or minor

Developing Individual Responsibility

- aesthetic appreciation/creative process
- ethical/moral character
- spiritual/philosophical/self awareness
- physical health and wellness

Developing Social Responsibility

- civic responsibility
- diversity and cross cultural awareness
- environmental/global awareness
- political/historical/economic awareness

LIBERAL ARTS CORE REQUIREMENTS

Liberal Arts Core Course requirements infuse the concept of individual and social responsibility throughout the curriculum to maximize student achievement of the learning outcomes. Liberal Arts Core Courses consist of a sequence of required courses providing common learning and shared experiences for all undergraduates.

The Liberal Arts Core Course curriculum consists of eight core courses that link skills, orientations, learning outcomes and competencies with Olivet's academic vision of *Education for Individual and Social Responsibility*.

Thematically linked courses are delivered through a variety of formats and teaching/learning styles including integrated, cross-disciplinary teams and collaborative teaching. Active and integrative learning are key features. The subjects of these courses include: Self and Community; Writing and Rhetoric I and II; Creative Experience; The Natural World; Civilization Studies; and Exploration of the Liberal Arts: Living in a Diverse World.

Liberal Arts Core Courses explore the relationships between individual and social responsibility in the context of one's personal and social identities and the bonds of human similarity, as well as the wealth of human diversity.

In addition, students must demonstrate proficiency in mathematics by taking an approved mathematics (MTH) course or pre-approved math-intensive course.

LEARNING COMMUNITIES

The goals of this element of *The Olivet Plan* are to encourage students to assume responsibility for their own learning and to engage in active learning beyond the confines of the classroom. Learning communities are designed to allow students to explore important themes and issues through interactions with each other and with experts from outside the campus.

Course-based learning communities consist of cohorts of students who enroll concurrently in two or three different but thematically linked courses. For example, students may enroll in courses in biology, economics and art, all linked thematically to the issue of the natural environment. Work in the two or three courses is supplemented by enrichment activities that extend beyond the boundaries of the classroom into the broader community.

Enrichment activities are organized through the active participation of the students themselves with the team of faculty serving as facilitators. Participation in learning communities is optional, but many students who choose learning communities say they enjoyed and benefitted from their experiences.

LECTURE AND SYMPOSIUM SERIES

In addition to the course-based learning communities, Olivet provides an ongoing, thematically-based Lecture and Symposium Series to link the entire college as a learning community. This series explores the many dimensions of *Education for Individual and Social Responsibility*.

PORTFOLIO PROGRAM

Every student graduating from Olivet College must produce a portfolio demonstrating competence in six college-wide educational outcomes: 1.) Writing in the discipline, 2.) Oral presentation of information, 3.) Active role in a group project, 4.) Reasoning and critical thinking, 5.) Social responsibility and 6.) Individual responsibility plus the educational outcomes required by their major.

The goal of the Portfolio Program is to assist students in taking responsibility for their education through a process of self-assessment, educational planning and goal-setting, and development of individual portfolios demonstrating learning, competency and achievement. This process is expedited in the Major Seminar, a required course for all students.

The Portfolio Program helps students develop a commitment to learning beyond individual courses and course grades. It helps them develop the ability to integrate learning from the full range of learning experiences, including involvement in co-curricular activities. The long-term involvement with a mentor and a cohort group allows students to establish the relationships that will help them succeed at Olivet and in the future.

Beginning in the first year, and continuing until the student graduates, every student enrolls in a required, one semester hour Major (or undeclared) Seminar conducted by a faculty mentor. Unlike other courses, a failing grade in any Major Seminar

General Information

cannot be replaced by a passing grade in any subsequent semester. In these seminars, students compile a portfolio of their best work to date that addresses each of the five broad areas of learning outcomes, work with their advisor, and participate in career and professional preparation activities. The portfolio serves to demonstrate that every student is progressing toward his or her educational goals and plans.

Portfolios are evaluated by faculty mentors each semester. Additionally, formal validation of student competency occurs as a student presents him or herself for graduation.

SENIOR EXPERIENCE

The Senior Experience is a culminating educational experience required of every student. Its goal is to ensure that all students will summarize and synthesize four years of undergraduate learning as they prepare for their future. The experience serves to complete a student's general education and to assist them in making the transition from college.

A part of *The Olivet Plan*, the Senior Experience advances the distinctiveness and purposefulness of an *Education for Individual and Social Responsibility*. The Senior Experience includes: 1) A clear demonstration of the link between the Liberal Arts Core Courses and major course of study; 2) preparation for the transition from college (student teaching and professional experience will meet this requirement) and 3) clear articulation of how the student explored the issue of individual and social responsibility during his or her entire college experience.

Each student will document the three Senior Experience elements in his or her portfolio. The Senior Experience is the Liberal Arts Core Course requirement that is rooted in the major. It addresses both college-wide and major specific learning objectives, and should be validated by the student's entire portfolio committee.

Each major specifies the course that meets the Senior Experience requirement.

SERVICE LEARNING

Olivet's goal is to provide a course-based Service Learning project that will address community needs while at the same time instill in our students the ethic of *Education for Individual and Social Responsibility*. The college-wide Service Learning requirement combines first-hand community service experience with careful and extensive reflection on that experience. Although community service is in itself a worthy activity, the main purpose of the Service Learning requirement is to enhance the student's learning by participating in this active, community-based pedagogy.

At least once during their undergraduate experience, students at Olivet are required to complete a three semester hour service learning course offered by an academic department. Each Service Learning course requires students to spend a minimum of 40 hours serving the needs of the community. Such service is accompanied by reflection on that experience.

Certain majors and programs have integrated the Service Learning requirement into the structure of their courses. In such cases, students meet the requirement simply by completing the major or program. Other students take at least one course designated "satisfies Service Learning requirement."

General Information

ACCREDITATION

Olivet College is accredited by the North Central Association of Colleges and Schools Commission on Institutions of Higher Education. A copy of the most recent Institutional Annual Report and Institutional Evaluation Report are available in the Office of the President. Questions about accreditation may also be directed to:

The Higher Learning Commission of the North Central Association
30 North La Salle, Suite 2400
Chicago, IL 60602-2504

LOCATION

The Olivet College campus is located in south central Michigan, 30 miles south of Lansing, and 125 miles west of Detroit. It sits on a rolling hilltop shaded by huge maple and oak trees in the city of Olivet, a community of about 1,700 citizens. An ideal college community, Olivet provides both the comforts of small town living and the convenience of metropolitan life.

FACILITIES

Realizing environment plays a significant role in the cultivation of individual growth, Olivet College expended considerable effort to create an efficient, intellectually stimulating and comfortable atmosphere in which students could excel. With an eye to the future, Olivet invested resources in housing, educational facilities and priceless exhibits.

As early as 1874, the college had accumulated a substantial collection of minerals and fossils. In 1879, the collection was numbered at 50,000 scientific specimens. When Mather Hall was built in 1885 to provide laboratory facilities, a museum was included. Portions of this collection are still an aid to scientific study. Currently, specimens are located in the Mott Academic Center, which was completed in 1967.

A gift of a painting of the Mount of Olives became the foundation of an art gallery in 1878. The library, which displays the painting, was built in 1889. While retaining the grandeur of Burrage Hall, the library was tripled in size in 1992. The art program has been housed in a variety of buildings, moving into its present facility east of the Mott Building in 1974.

Special attention to education in music began in 1863, resulting in the creation of a Conservatory of Music in 1874. In 1888, the conservatory was housed in a building on the site of the present Congregational Church. At the turn of the century, the Conservatory of Music stood alongside the college with a wide reputation for excellence. In 1899, a faculty member founded the Battle Creek Symphony Orchestra. The Upton Conservatory of Music was dedicated in 1974. Concerned with all aspects of the arts, Olivet College purchased and remodeled the movie theatre in downtown Olivet — known as The Oaks — in 1961 to house the theatre program. Always dedicated to improvement, the theatre department again remodeled The Oaks in 1989.

The construction of residence halls began soon after Olivet's doors opened. Parsons Hall housed men from 1871 to 1928, when it was replaced by Blair Hall in 1929. In 1955, Olivet added a wing to Blair Hall in order to better accommodate students. Dole Hall, completed in 1932, provides women's housing and administrative offices.

In 1963, the Kirk Center was built to provide larger dining facilities, space for a bookstore and a student recreational center.

Shipherd Hall, dedicated in 1966, provides housing for both men and women.

The facilities of Olivet — laboratories, libraries, studios, practice rooms, playing fields, offices, performance halls, etc. — are all designed and operated for easy and convenient use by students. Brief descriptions of several of these facilities are listed below.

General Information

Art Studio

The Art Studio is located east of the Mott Academic Center. It houses areas for classroom studios and art faculty offices.

Betsy Dole Women's Resource Center

Located in the Margaret Upton Conservatory of Music.

Lester K. Kirk Center

Located on the main floor are the Chartwells food services office, student dining hall and Oaks Dining Room. On the lower level of the Kirk Center are the Olivet College Bookstore, mailroom, media center and The Comet Cafe.

Kirkelldel Biological Preserve

Located two miles from campus on Pine Lake, Kirkelldel has five habitat types and a broad biological diversity, serving as an outdoor classroom for a range of science classes and research projects.

Doris Laimbeer Fitness Center

Housed in the Upton Center, the Laimbeer Fitness Center opened in 1994. The center includes free weights, Nautilus equipment and aerobic exercise equipment. The center is available to all students, faculty and staff.

Mott Academic Center

The Charles Stewart Mott Academic Center is the academic heart of Olivet. In addition to numerous faculty offices and classrooms, the academic center houses: Academic Affairs Office, Comet Learning and Student Success Center, Olivet College Art Gallery and lounge, Mott Auditorium, Multicultural Education Office, Student Administrative Services Center and Student Life Office.

Oaks Theatre

The Oaks Theatre, located in downtown Olivet, is a 140-seat auditorium with stage lighting and sound capacities. It has a full stage shop and costume facility. The Oaks may be reserved for student events such as plays, poetry readings, concerts and fashion shows.

Planetarium and Beman Observatory

Located in the Mott Academic Center, the planetarium has a 35-foot dome with seating for 60. It is used for classes, as well as shows open to the community on stars, constellations, planets and other astronomical features. The observatory, also in Mott, houses a 6-inch refracting telescope, and is used for astronomical viewing in classes and scheduled showings open to the community.

Frederick S. Upton Center and MacKay Gymnasium

The athletic buildings are used for varsity and intramural athletics, recreation and physical education courses at Olivet. The indoor swimming pool, basketball floors and MacKay stage are open for general student use when not otherwise scheduled for a varsity, intramural or classroom activity.

Margaret Upton Conservatory of Music

The conservatory has numerous practice rooms, vocal and instrumental rehearsal halls, a 123-seat recital hall and a computer-equipped electronic music/MIDI recording and music composition studio.

Cutler Athletic Complex

The athletic and recreation facility is located at the south end of campus. The complex houses multiple varsity and visiting locker rooms, officials' locker rooms, athletic training room, weight room, athletic department offices and general purposes rooms.

Cutler Event Center

Added on to the Cutler Athletic complex, the 44,500-square-foot multipurpose facility includes a fitness center, 100-meter track, locker rooms, coaches' offices and wrestling room.

The Intensive Learning Term

The Intensive Learning Term (ILT) is a unique way of learning. ILT courses last three-and-one-half (3.5) weeks following the end of final examinations for the regular spring semester. Students take one class that may integrate many topics and disciplines. These experiences emphasize active learning, hands-on activities, travel and field trips.

The cost of ILT is included in spring semester fees. Up to 17 semester hours during spring semester can be taken without any additional charge. An additional fee is assessed per semester hour over 17. A full-time student is registered for at least 12 semester hours including the ILT course. ILT courses cost the same as other per-semester hour charges.

Registration for ILT is during pre-registration for the spring semester. There is no separate registration for ILT. However, a special drop/add period will be held prior to ILT. Any questions about ILT or registration should be directed to your academic advisor, portfolio mentor or the Office of the Registrar. (See Tuition and Fees Policy.)

REGISTRATION AND POLICIES

Students are not required to enroll in an ILT course, but both full- and part-time students are highly encouraged to do so. There will be several opportunities to withdraw from an ILT without academic penalty, but students will not be allowed to add an ILT course after the end of the spring drop/add period. (See Tuition and Fees Policy.)

Students living in the residence halls who are enrolled in ILT must vacate their rooms by 7 p.m. on the last day of ILT.

Students living in residence halls who withdraw during ILT must vacate their rooms within 48 hours of withdrawing.

Students may switch to a different ILT course as late as the first day of ILT as long as they are already enrolled in another ILT course.

Students may withdraw from an ILT course without academic penalty as late as the fifth day of ILT session. (See Tuition and Fees Policy.)

Students, including graduating seniors, living in the residence halls who are not enrolled in ILT must vacate their rooms by 7 p.m. on the last day of the final exam period for the regular spring semester session.

Master of Arts in Teaching

The Olivet College Master of Arts in Teaching (MAT) degree offers customized professional growth experiences that respond to individual learning needs by helping teachers see themselves as accomplished professionals. Training in the art of teaching must be accessible. The Olivet College MAT program facilitates learning by completing a self assessment tool, participating in learning communities, receiving formal instruction, communicating electronically, working with peers and coaches, and engaging in private study. Research has found teacher quality to be a key determinant of student success. Training in the art of teaching requires that teachers improve and change their practices built on research-based learning. The MAT program guides and supports teachers in action research projects, intended to encourage and document new learning. As a demonstration of their accomplishments, MAT students create professional portfolios as a prerequisite to receipt of their degrees.

The MAT program is designed for the classroom teacher. Flexible portfolio course requirements, core courses and an individualized final project allow participants an opportunity to address the needs of their particular classroom environment. Teaching strategies that facilitate individual growth and potential are presented and modeled. The degree requires the completion of a minimum of 36 semester hours. Application packets and additional information may be obtained by contacting the Education Department at Olivet College or by visiting the college's Web site at www.olivetcollege.edu.

Admissions

Admissions Requirement

Students wishing to become candidates for the MAT program must complete the following:

1. submit an online application to Olivet College enrollment office
2. earn an appropriate bachelor's degree from an accredited college or university
3. show valid teaching certification
4. successfully complete courses ED 470 and ED 471
5. submit a letter of recommendation
6. submit college transcripts to the Olivet College registrar

NOTE: Admission to the MAT Program requires that the candidate be working in an ongoing teaching assignment.

Requirements for the Degree

The MAT program is designed for the classroom teacher. Flexible portfolio course requirements, core courses and an individualized final project allow participants an opportunity to address the needs of their particular classroom environment. Teaching strategies which facilitate individual growth and potential are presented and modeled. The degree requires the completion of a minimum of 36 credits as follows:

| Understanding and Analyzing the Research | Credits 18 |
|-----------------------------------------------|------------|
| ED 580 Building Learning Communities | 3 |
| ED 581 Creating Responsive Classrooms | 3 |
| ED 582 Reflective Teaching in Practice | 3 |
| ED 583 Classrooms of the Future | 3 |
| ED 584 Content Knowledge and Student Learning | 3 |
| ED 585 Assessing Student Learning | 3 |

| Applying the Research | Credits 18 |
|----------------------------------------------|------------|
| ED 470 Initial Portfolio Seminar | 2 |
| ED 471 Individualized Development Plan (IDP) | 1 |
| ED 575, 576, 577 or 578 Portfolio Seminar | 12 |
| ED 590 Final Project/Action Research | 3 |

NOTE: The Applying the Research series of classes must be completed in numerical sequence.

Academic Standards

Only grades of "C" (2.00) or better will be counted toward the total number of credits required for the degree. A "B" (3.00) GPA is required for receiving the master's degree. A grade of incomplete (I) may be assigned in portfolio seminars for students who need additional time to fulfill their professional development requirements. All incompletes must be made up in accordance with the college policy on incomplete grades.

Transfer Credits

Students may petition to transfer up to six semester hours of graduate course work taken at other accredited colleges or universities to their program at Olivet College. Transfer work must be:

- Graduate level
- Completed within the past seven (7) years.
- Completed with a grade of at least a "B" (3.00)
- Documented by official transcripts from the institution
- Approved by the chair of the Olivet College Education Department

Grades and Grade Points

Portfolio Seminars are graded on a pass or fail basis. Core courses receive letter grades.

| | | | |
|---|------|---|------|
| A | 4.00 | D | 1.00 |
| B | 3.00 | F | 0.00 |
| C | 2.00 | | |

Only grades of "C" or better will be counted toward the total number of credits required for the degree. A "B" (3.0) average is required for receiving the master's degree. A grade of incomplete (I) may be assigned in portfolio seminars for students who need additional time to fulfill their professional development requirements. All incomplete grades must be made up by the beginning of the next academic school year.

Completion of Degree Program

Students may graduate in May or December. Commencement ceremonies are held in May for students who have completed or are within 3.00 semester hours of completing degree requirements. At the beginning of the semester in which a candidate plans to complete the master's degree program, he/she must submit an "Application for Graduation" to the registrar's office.

Time Limits

All requirements must be completed within five calendar years from the student's first enrollment in the MAT program.

Program Outcomes

Students will:

1. Demonstrate the ability to develop, implement and evaluate an Individualized Development Plan (IDP) based upon the successful completion of a professional portfolio.
2. Demonstrate the ability to construct, implement and evaluate a site-based action research project.
3. Demonstrate the ability to implement professional curriculum, instruction and assessment techniques through quality lesson design.
4. Demonstrate the ability to become part of a professional, building-based learning community which fosters peer accountability.
5. Demonstrate the ability to create a classroom-based environment that is conducive to continual improvement based upon reflective practice.
6. Demonstrate the ability to select and use technology to improve teaching and learning.
7. Demonstrate the ability to assess, diagnose and remediate student reading difficulties in a general education classroom.

Master of Business Administration in Insurance

The Master of Business Administration (MBA) degree with a concentration in insurance was developed in response to interest from alumni and corporate employers. The goal of the program will be to provide a quality education for current insurance professionals that will lead to improvements in insurance industry practices and preserve the fundamental principle of *uberrima fides* (utmost good faith). This program utilizes new blended distance learning technology (synchronous and asynchronous) that allows students to see and speak with faculty online during classes.

Admission Requirements

To apply for the MBA program, applicants must:

1. Have earned a 3.00 or higher (4.00 scale) overall grade point average in his or her undergraduate degree.
2. Have an official four-year undergraduate degree transcript mailed directly to the Olivet College registrar from the granting institution.
3. Have at least two years professional experience in the field of insurance or risk management (after earning the undergraduate degree).
4. Complete the Graduate Management Admissions Test (GMAT) earning a score of 500 or greater, and have official score sent directly to the Olivet College admissions office. Go to www.mba.com/mba/thegmat to schedule the exam.
5. Have letters of recommendation mailed directly from two professionals or academics who can comment on the his or her abilities, talent, and aptitude for graduate study to the Olivet College admissions office.
6. Submit an online application.
7. Submit a resume.

Degree Requirements

A total of 48 credits must be completed within seven years to earn the degree. Each course is three credit hours. Students must earn a 3.0 or higher grade point average to continue in the program and to graduate with the MBA degree.

Admissions

Required Courses

| | |
|---------|----------------------------------------------------------|
| MBA 800 | Insurance & Risk Management |
| MBA 808 | Management & Organizational Behavior |
| MBA 809 | Strategic Marketing |
| MBA 810 | Managerial Economics |
| MBA 811 | Corporate Accounting |
| MBA 812 | Business & Insurance Law |
| MBA 820 | Quantitative Analysis and Decision Making for Management |
| MBA 828 | Managing a Diverse Work Force |
| MBA 830 | Ethics & Leadership |
| MBA 835 | Property-Casualty Insurance Contracts |
| MBA 840 | Financial Management of Property-Casualty Insurers |
| MBA 890 | Strategic Management of Property-Casualty Insurers |

Electives Offered as Announced

| | |
|---------|------------------------------------|
| MBA 802 | Personal Financial Planning |
| MBA 803 | Global Insurance & Risk Management |
| MBA 821 | Advanced Spreadsheets & Databases |
| MBA 844 | Reinsurance Principles & Practices |
| MBA 853 | Employee Benefits |
| MBA 854 | Risk Assessment |
| MBA 855 | Risk Control |
| MBA 856 | Risk Financing |
| MBA 863 | Surplus Lines Insurance Operations |
| MBA 882 | Variable Topics |

Thesis Option

Six elective credits may be earned by completion of a thesis

Transfer Credits

- Maximum number of transfer credits accepted 24.
- Credit may be granted for some CPCU courses administered by the American Institute for CPCUs, IIA courses administered by the Insurance Institute of America (AIAF, ARe, ARM, ASLI), and CLU/ChFC courses administered by the American College. A list of IIA courses pre-approved for transfer will be available at <http://web.olivetcollege.edu/insurance> in the near future.
- Official transcripts from other educational institutions must be mailed directly to the Olivet College Registrar for review and acceptance of courses.

Delivery

Delivery of the classes will consist of a blended online approach featuring live, interactive video and audio, where students and faculty can see and talk to each other in real time, and the use of Blackboard software to post assignments, submit work, test, and participate in discussion threads. This will require access to a broadband or DSL Internet connection, Webcam, microphone and earphones. No required physical attendance at Olivet College is necessary. Four eight-week terms will be offered each year. Each online class meeting is tentatively scheduled one day per week, 5:30 to 8 p.m. EST.

First Year Term Dates:

Fall 2009: Sept. 14 to Nov. 13, 2009
Winter 2010: Jan. 11 to March 12, 2010
Spring 2010: March 22 to May 21, 2010
Summer 2010: June 7 to Aug. 6, 2010

Second Year Term Dates:

Fall 2010: Sept. 13 to Nov. 12, 2010
Winter 2011: Jan. 10 to March 11, 2011
Spring 2011: March 21 to May 20, 2011
Summer 2011: June 6 to Aug. 5, 2011

Admission, Charges, Financial Aid

ADMISSION

Admission From High School

Students interested in admission to Olivet should submit an application along with an official high school transcript and official ACT/SAT test scores to: the Office of Enrollment Management, Olivet College 320 S. Main St. Olivet, MI 49076. Admission to Olivet College is open to all students, regardless of race, religion, creed, gender or national origin, who have:

- (1) graduated from an accredited high school or equivalent;
- (2) earned a scholastic grade point average of at least 2.6;
- (3) taken a concentration of study in college preparatory courses.

Applications for admission are available online at www.olivetcollege.edu and should be returned to the Office of Enrollment Management with a non-refundable application fee of \$25. If the application is submitted on line the application fee will be waived. The Academic Acceptance Committee reviews applications promptly and sends notice of its decision as soon as possible, usually within three weeks.

Upon receiving notice of acceptance for admission to Olivet, a student must confirm his or her intention to enroll by paying a \$175 confirmation deposit. One hundred dollars of this deposit is applied to first semester charges upon matriculation to the college. This deposit is non-refundable.

Transfer Students

Students who wish to transfer to Olivet from another institution should contact the the Office of Enrollment Management for an application or apply online at www.olivetcollege.edu. Prospective transfer students must have earned at least a grade point average of 2.0 from all accredited institutions and provide official copies of their college transcripts. Transfer students who wish to participate in athletics at Olivet must also submit an official copy of their high school transcripts or proof of graduation. Credits may be transferred from another four-year institution or from a community college, provided that these credits are in keeping with the liberal arts standards of Olivet. Olivet is a signatory of the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) Articulation Agreement and the MACRAO Universal Transfer Agreement. Olivet will accept up to 62 semester hours from a two-year college and up to 90 semester hours from a four-year institution toward graduation. No more than seven semester hours of physical education activity credit will be accepted toward graduation from Olivet.

All students must complete the last 30 semester hours toward their degree at Olivet College. Students who wish to complete their coursework at another institution must apply as a guest through the Student Services Office. Progress toward a particular major or minor will be determined on an individual basis by the department or departments involved.

Informal review of transfer credits is available from the Student Services Office at any time, but final and official evaluation of transfer courses and granting of transfer credits can take place only after the student has been admitted and official transcripts have been received. This also includes Advanced Placement (AP) test scores from the College Entrance Examination Board.

Students who have earned a degree of a liberal arts nature from a community college (associate degree in arts and science) or satisfied the MACRAO Agreement and have not earned a degree will be considered as having completed the equivalent of Olivet's Liberal Arts Concentration requirements) and are generally granted junior standing. Courses which are not technical, vocational or remedial (developmental) are normally accepted as transfer credit. Only grades of (2.00) "C" or better are accepted and count toward the 120 hours required for a bachelor's degree.

All courses accepted in transfer are included on the Olivet College permanent record, along with the number of semester hours accepted. The grades earned in these courses do not appear on the permanent record. The student's cumulative grade point average is computed only from courses taken at Olivet.

Admissions

Transfer Agreement

Kellogg Community College and Olivet College have entered into a transfer agreement wherein Olivet will accept a maximum of 62 semester hours of course credit from a Kellogg Community College graduate. In addition, Olivet will accept the associate of arts and the associate of science degree from Kellogg Community College with the provision that the terms of the MACRAO Articulation Agreement have been satisfied. The student's course work will be treated as a unit, without challenging any passing grades earned during the degree pursuit.

Dual Degree Program — Kellogg Community College

Kellogg Community College and Olivet College have also entered into a formal dual degree agreement whereby students completing the academic requirements of the two cooperating institutions will be awarded an associate of arts degree from Kellogg Community College and a bachelor of arts degree from Olivet. Students in the Dual Degree Program may be concurrently enrolled at both institutions while working toward their academic goals. To facilitate the transfer of credits between the two institutions and to reach an understanding regarding the administration of financial aid for students jointly enrolled in classes at Kellogg Community College and Olivet in the Dual Degree Program, the institutions have entered into a financial aid consortium. The institutions have also entered into an agreement to facilitate the transfer of students with the associate of applied science degree.

Dual Degree Program — Michigan Technological University

Olivet College and Michigan Technological University have joined together to offer students interested in engineering a unique opportunity for dual bachelor of arts and bachelor of science degrees. The joint program is designed for students who want the advantages of a liberal arts education as well as focused technical training. This combination of a bachelor of arts degree and a bachelor of science in engineering broadens career marketability and provides a well-rounded education.

The curriculum is designed for participating students to spend their first three years at Olivet completing math and science courses. They then transfer to Michigan Tech's campus to complete their studies in engineering.

The dual program is open to Olivet students who have fulfilled the rigorous course selections outlined in the transfer agreement.

Fanshawe College Partnership

Fanshawe College and Olivet College have entered into a formal transfer agreement wherein Olivet will accept a maximum of 90 semester hours of course credit from a student who has earned the Insurance Diploma at Fanshawe College with the equivalent of a 2.0 or higher overall grade point average. Details of course equivalents will be available in the Student Services Office and Risk Management and Insurance center.

Student Health Insurance

All full-time students (12 or more credit hours) are required to carry medical insurance and must provide proof of coverage to avoid automatic enrollment in the plan offered through Olivet College (at a charge of \$667).

TUITION AND FEES

Tuition

Tuition and fee rates for full-time study in the 2009–10 academic year are \$19,927 (includes student fee, technology fee and class dues). Other tuition and fee rates are:

| | |
|-----------------------------------------|----------------|
| Extra hours beyond 17 hours | \$637 per hour |
| Part-time 1–11 hours: | |
| Fall and Spring Semesters | \$637 per hour |
| Summer Session | \$637 per hour |
| Audit Fee | \$120 per hour |
| Student Fee (six hours or more) | \$460 |
| Technology Fee | \$320 |
| Private Music Lessons | \$425 per hour |
| High School Students | \$110 per hour |
| Master of Arts in Teaching (MAT) | \$285 per hour |
| Master of Business Administration (MBA) | \$680 |

In addition to the cost of tuition, fees, room and board listed below, students should plan for certain indirect costs estimated below:

| | |
|-------------------|----------------------------|
| Transportation | \$700 - \$1,000 per year |
| Books/Supplies | \$900 - \$1,000 per year |
| Personal Expenses | \$1,000 - \$2,000 per year |

Meal Plans

Meals are served in the Kirk Center Dining Hall. There are four meal plan options: 1.) carte blanche – \$3,400; 2.) 225 block plan – \$3,200; 3.) 175 block – \$3,100; or 4.) 75 block commuter plan – \$1,450 for the academic year. Meal cards may also be used at the Comet Cafe and coffee carts.

Room

Olivet College room charges for residence halls and theme houses are \$3,472 per academic year for double occupancy. Charges for Gillette student village is \$5,000 per person per year.

Residence halls have lounges, study and recreational areas and laundry facilities. Student rooms are furnished with beds, desks, closets or wardrobes, chairs and dressers. Students furnish their own pillows, bedding, towels, study lamps and other personal items.

Special Fees

Additional fees may be added at the discretion of the college. Students should expect to incur additional expenses for incidentals such as books, supplies, entertainment, travel and living expenses.

Application Fee — a non-refundable, one-time only fee of \$25 must accompany each application for admission to Olivet College. (Waived if applying online).

Confirmation Fee — payable upon receiving notice of admission, this \$175 non-refundable fee confirms a student's intent to attend Olivet College. Upon registration, \$100 of the confirmation fee will be applied toward tuition.

Cooperative Education Program Fee — full credit Cooperative Education Programs are charged at the regular rate of tuition. Partial credit Cooperative Education Programs are charged proportionately.

Credit for Life Experience — an evaluation fee of \$50 is charged to students applying for credit under this program. Students are charged \$220 per semester hour granted under this program.

Examination Fee — students who seek to earn credit by examination are assessed a \$25 per course examination fee. Those who pass the exam may be exempted from a college or departmental requirement. This fee is in addition to the normal tuition charge.

Finance Charge — 12 percent (per year) for unpaid tuition and fee balances.

Housing Lottery Deposit - \$100; only charged if student has not filed FAFSA before the housing lottery. This fee will reserve a residence hall room.

Lab Fees — certain courses, identified in the Registration Schedule each semester, carry a small lab fee for materials used.

Late Registration Fee — \$75

Private Music Lesson — Instruction Fee: \$425 per semester per lesson, in addition to regular per semester hour fee.

Returned Check Fee — \$25 for each occurrence.

Room Change Fee — \$50

Transcript/Credentials Preparation — (No charge if currently enrolled) \$5 each if not enrolled.

International Students

Prospective students with immigrant status via issuance of a Federal I-9, are required to prepay all estimated charges pertaining to fall and spring term for their first year of attendance as a prerequisite to formal admittance to the college.

PAYMENT

Terms of Payment

Payment for the semester is due approximately one month before the beginning of the semester; please visit www.olivetcollege.edu for specific semester due dates. Olivet College offers installment payment plans for the balance of tuition accounts not covered by financial aid. Please visit www.olivetcollege.edu for terms of the payment plans available. Any additional charges incurred during the semester must be paid before the student is allowed to register for the subsequent semester. Final grades will be withheld until an account is paid in full. A one percent finance charge is assessed each month on an unpaid balance that is 30 days past due.

Failure to make payment when due cancels the student's privilege of attending classes, and it may also cancel the right to eat in the dining hall and reside in one of the college residence halls.

No diploma, certificate, record of grades, academic transcript, letter of honorable dismissal or recommendation will be granted to students who have outstanding balances with the college.

TUITION AND FEE ADJUSTMENT

(Upon Withdrawal)

Upon withdrawal from the college and prior to the end of a semester, a student may be eligible for a tuition and fee adjustment. The adjustment will be based upon the date on which the Student Services Office is informed in writing of the withdrawal by the student (see Withdraw/Leave of Absence under Academic Procedures).

Academic withdrawal and financial withdrawal are policies in and of themselves. For instance, a student withdrawing after the 30th calendar day following drop/add period would not receive a tuition and fee adjustment. However, academically the student may receive a grade of “W” (Academic Procedures).

The college policy for tuition and fee adjustment for students who withdraw is in accordance with federal regulations. These policies are as follows:

1. Institutional Tuition and Fee Adjustment Policy

Tuition and fees — Olivet College will adjust tuition and fees on the following basis:

- prior to the end of drop/add period, the student will receive a full tuition adjustment
- during the 14 calendar days following the drop/add period, the student will receive a 50 percent tuition adjustment
- after the 14th calendar day following the drop/add period and up through the 30th calendar day, the student will receive a 25 percent tuition adjustment
- withdrawal after 30 calendar days following drop/add period results in no tuition adjustment

Meal Plan — will be prorated for a student who withdraws or is dismissed from the college during the period of enrollment for which the student has been charged, less a \$150 deposit.

Room — contracts are for the entire semester and no part of the residence hall charge is refundable during the period of enrollment for which the student has been charged.

Summer Session — There are no refunds for withdrawals from summer session courses once the student formally registers for the course(s). However, refunds are given for courses canceled after registration.

NOTE: This policy is applicable only to the enrollment period for which the student has been charged.

2. Financial Aid Earned Policy – Federal Title IV, State, Institutional and Private Funds

This policy applies to students who receive Title IV Financial Aid. If a student receiving Title IV financial aid withdraws from the college, their funds must be adjusted in accordance with the policy established by the U.S. Department of Education. This calculation may result in the student owing the college. In the case of a student who has received Institutional Aid, the tuition and fee adjustment will be an amount not to cause a credit balance on the student account. The policy is:

- The percentage of Federal Financial Aid that has been earned by the student is equal to the percentage of the semester that the student completed as of the withdrawal date. If this date occurs after the completion of 60 percent of the semester, the student is considered to have earned 100 percent of the Federal Title IV funds for that semester and no federal funds will be returned.
- Regardless of whether the student is eligible to receive an adjustment of a portion of college charges (tuition, fees, room or meal plan) the percentage of unearned Federal Financial Aid must still be returned. The return of Federal Title IV funds will be in the following order:
 - Federal Unsubsidized Stafford Loan
 - Federal Subsidized Stafford Loan
 - Federal Perkins Loan
 - Federal Direct PLUS (Parent) Loan
 - Federal Pell Grant
 - Federal Supplemental Educational Opportunity Grant (FSEOG)
 - Other federal loan or grant assistance
- Further, the institution will distribute remaining aid back to its source in the following order:
 - State aid – in accordance with state regulations
 - Private funds
 - Institutional funds
 - The student

The institution will return “institutional aid” to its source at the same percentage rate as is used for Title IV funds under the federal policy. **NOTE:** private aid generally has criteria and guidelines, pertaining to withdrawals, specific to the funding source. In addition, students will have funds returned to them only if remaining aid and cash payments exceed charges as determined under the “Tuition and Fee Adjustment Policy.”

Olivet College complies with the U.S. Department of Education and/or Michigan Department of Education regulations regarding refunds of student charges and financial aid. Examples of all policies are available at the student’s request in the Student Services Office. Students who drop from full-time to part-time status will have their tuition prorated based on the criteria outlined for an institutional withdrawal. When a student’s enrollment status drops below full time (12 credits) it may necessitate a reduction in financial aid.

Student Account Refund Policy

In order to receive a refund from your student account, all of the following requirements must be met:

- 1.) Any loan proceeds must be received by Olivet College;
- 2.) The student’s account must show a credit balance;
- 3.) If student has been awarded a Pell Grant, student must have this paperwork on file in the Financial Aid Office;
- 4.) All financial aid requirements must be met. If student has been awarded a Pell Grant, student must have this paperwork on file in the Student Services office;
- 5.) If student has a Michigan Tuition Grant, student’s name must appear on the verification roster;
- 6.) Student must indicate on their award letter if they wish to have their credit balance refunded.
- 7.) The initial semester refund process will begin after the drop/add period.

Only the chief financial officer is authorized to make adjustments on the refund provisions, and all such requests should be directed to him or her.

Personal Insurance

Many students and parents find it worthwhile to have personal insurance covering the student’s possessions. Such arrangements should be taken care of with private insurance agencies. The college is not responsible for loss, theft or damage to personal possessions.

All full-time students (enrolled for 12 credit hours or more) must provide proof of medical insurance and complete an insurance waiver form available at the Wellness Center. Failure to do so will result in the student being automatically enrolled in a medical insurance plan arranged with an outside insurance provider and the premium (\$791 for students 34 or younger and \$667 for students 35 or older for the entire year) will be added to the student’s charges. Student-athletes must meet the insurance requirements outlined above and submit to a physical examination (performed by the Wellness Center nurse and the team doctor) prior to being allowed to participate in athletic program practices or competitive events.

FINANCIAL AID

Eligibility for Financial Aid

In order to be eligible to receive federal or state of Michigan financial aid, students must file a Free Application for Federal Student Aid (FAFSA) and comply with all federal, state of Michigan and Olivet College regulations and policies affecting financial aid. Students may apply after Jan. 1 each year and all students are encouraged to apply no later than March 1. Undergraduate students must be enrolled for and attend a minimum of six semester hours per semester. Graduate students must be enrolled for and attend a minimum of three semester hours per semester. In addition, students must not be in default of a Federal Student Loan(s), and must maintain satisfactory academic progress and academic standing (refer to Academic Standing/Probation: 1. Satisfactory Progress to Degree and 2-A. Academic Standing/Probation). Additional information affecting financial aid can be found in the Tuition and Fee Adjustments section.

Length of Eligibility — Olivet College internal aid programs are limited to 10 semesters.

Internal Aid Eligibility for Commuter Students — In addition to the policies listed in this document, students living off campus are subject to a one-third reduction in internal aid with the exception of Community Connection Grant recipients. There is no reduction in the Community Connection Grant for commuter students. Students whose cumulative GPA falls below 2.0 will receive a reduction in their internal aid of \$500 in the subsequent semester.

Admissions

Financial aid is offered on the basis of both need and merit. Eligibility for need-based aid is calculated using federal methodology (need being defined as the difference between cost of education and the amount the student and his/her family are expected to pay). Sources of aid include the federal and state governments as well as Olivet College. Aid may be awarded as scholarships, grants, loans or a combination of any or all of these. Scholarships and grants are defined as “gift” aid and do not have to be repaid. Loans must be repaid in accordance with program specifications. Work-study must be earned.

It is recommended that all students investigate aid from nontraditional sources including high schools, churches, community organizations, local foundations, businesses and industries.

Financial Aid Awards

Olivet College will attempt to meet a student’s financial need up to direct cost. A financial aid package will be awarded to all interested students and may include both need-based and merit-based assistance. Students will be notified of aid eligibility in a timely fashion upon receipt of the need analysis document or financial aid application.

Requests for any additional materials needed to finalize the financial aid package will be included with the award letter.

Federal Aid Sources

There are five major federal assistance programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Perkins Loan, Federal Work-Study (FWS), and subsidized and unsubsidized Federal Stafford Loans. Eligibility for these programs is determined by a federal methodology. In addition, there is the Federal Parent Loan (PLUS) for graduate students and parents of dependent students, that is not based on need.

Federal Pell Grant Program — a maximum award of \$5,350 for 2009-10 that does not have to be repaid. Students are notified of eligibility through receipt of the Student Aid Report (SAR).

Federal Supplemental Educational Opportunity Grant (FSEOG) — additional aid for students who demonstrate exceptional financial need. The maximum award is \$4,000 per academic year and, as a grant, it does not have to be repaid. Funds for this program are limited and are only offered to Federal Pell Grant recipients.

Federal Perkins Loan — a loan with a 5 percent interest rate. Repayment does not begin until nine months after the recipient leaves school. The maximum award is \$4,000 per academic year. Funds for this program are limited.

Federal Work-Study — a program in which students are employed in part-time jobs on campus and are paid at least the federal minimum wage.

Federal Stafford Loan (subsidized) — a low interest loan available to students who demonstrate financial need. The interest rate is 6.0 percent as determined annually by the U.S. Department of Education. Interest does not accrue nor does repayment begin until six months after the recipient leaves school or drops below half-time status. Applications are available online by visiting “Student Services” at www.olivetcollege.edu.

Federal Stafford Loan (unsubsidized) — a low interest loan (6.8%) similar to the Federal Stafford Loan (subsidized). The difference is that interest begins accruing while the student is still in school, and the interest will compound quarterly. Maximum amounts for both subsidized and unsubsidized vary by grade level:

| | Subsidized | Unsubsidized | |
|------------|------------|--------------|----------------------|
| Freshmen | \$3,500 | \$2,000 | 0 – 23 credit hours |
| Sophomores | \$4,500 | \$2,000 | 24 – 55 credit hours |
| Juniors | \$5,500 | \$2,000 | 56 – 87 credit hours |
| Seniors | \$5,500 | \$2,000 | 88 + credit hours |

Federal Parent Loan for Undergraduate Students (PLUS) — a loan available to graduate students and to parents of dependent undergraduates. Eligible participants can borrow up to the cost of education. The interest rate is 8.5 percent as determined by the U.S. Department of Education. Applications are available online by visiting “Student Services” at www.olivetcollege.edu. More detailed information on aid programs is available from the Student Services Office.

Alternative Loans for Students — while not a federal aid source, the Olivet College Student Services Office certifies several student alternative loans to help meet costs not covered by grants, scholarships and federal (student) loans. Applications are available online by visiting “Student Services” at www.olivetcollege.edu.

State Aid Sources

Prospective students from Michigan are eligible to apply for aid from state programs by filing the Free Application for Federal Student Aid (FAFSA). The state programs are as follows:

State of Michigan Competitive Scholarship/Tuition Grants — an estimated maximum award of \$2,100 for 2009–10 awarded by the Michigan Department of Education to Michigan residents who have financial need and are attending or plan to attend a Michigan private college. Olivet College must be listed as a first choice on the FAFSA form.

Michigan Work-Study — a program to provide work opportunities for Michigan residents with need who are enrolled on a full- or part-time basis.

Michigan Adult Part-Time Grant — provides a maximum award of \$600 per year to Michigan residents with need who are enrolled on a part-time (3–11 semester hours) basis. These students must be adults who have been out of high school at least two years and qualify as self-supporting according to current federal criteria.

Michigan Promise Scholarship — a state scholarship worth \$4,000 total. This scholarship criteria is determined by the state of Michigan.

OLIVET SCHOLARSHIPS (INTERNAL AID)

Most college scholarships are given either because the student is in the top of his or her class academically or because he or she has a special talent (such as music or theatre) that the school values. Olivet College values civic responsibility and community service. Olivet is the first college in the nation to shift the focus of its scholarship program to reward community service.

Through the generosity of alumni, friends, churches, foundations, and business and industry, Olivet can give a number of academic scholarships, grants-in-aid and other awards.

The following scholarships are awarded to incoming freshmen and/or transfer students at the sole discretion of the Office of Enrollment Management.

Olivet College Community Connection Grant - up to \$9,290 per year. Students receiving this grant are not eligible for any other internal scholarships/grants.

TYPE I AWARDS*

Olivet College Valedictorian Scholarship - full tuition per year. Awarded to incoming freshmen students who are valedictorians of their senior class. Renewable if good academic standing is maintained. (Limited number awarded.)

Olivet College Presidential Scholarship - up to \$6,000 per year. Awarded to incoming students. Based on a minimum GPA and ACT score. Renewable if good academic standing is maintained.

Olivet College Academic Scholarship - up to \$5,500 per year. Awarded to incoming students. Based on a minimum GPA and ACT score. Renewable if good academic standing is maintained.

Olivet College Transfer Scholarship - awarded to students who have earned an associate degree. Scholarships range from \$4,000 to \$8,000 per year and are renewable if good academic standing is maintained.

TYPE II AWARD*

Olivet College Heritage Grant - An Olivet College grant awarded to qualified students based on financial need.

Federal, State of Michigan or Olivet College Work-Study Opportunity - Based on financial need. The student must submit an application, provide documentation and be placed in a position by the Olivet College student employment coordinator.

TYPE III AWARDS*

Olivet College Community Responsibility Scholarship – up to \$2,000 per year. Awarded to students demonstrating a history of volunteer service and/or civic responsibility. Renewable if good academic standing is maintained.

Olivet College Affiliated Church Scholarship – up to \$2,000 per year. For members of the United Church of Christ or Congregational Christian Churches. Renewable if good academic standing is maintained.

Olivet College Alumni Referral Scholarship – up to \$2,000 per year.

Admissions

Olivet College Board of Trustees Scholarship – up to \$2,000 per year.

Olivet College Cheerleading Scholarship – up to \$2,000 per year.

Olivet College High School Guidance Counselor Scholarship – up to \$2,000 per year.

Olivet College Sibling Scholarship – up to \$2,000 per year. Awarded to incoming students who have a sibling already enrolled at Olivet College. Renewable if good academic standing is maintained.

***NOTE:** Students are eligible to receive one Olivet College Type I scholarship. Students are eligible to receive one Olivet College Type III scholarship in addition to a Type I (unless awarded Valedictorian scholarship).

Students are eligible to receive one Olivet College Type III scholarship.

Type II and Type III scholarships cannot exceed \$4,500 in total awards.

RIGHTS AND RESPONSIBILITIES – FINANCIAL AID

Olivet College reserves the right to change its scholarship and financial aid policies at any time. Written or verbal representations by anyone contradictory to the policies stated here and in the Olivet College Academic Catalog are not binding. Primary Communication Method: The college uses olivetcollege.edu e-mail addresses as the primary communication method with students. Students should check their e-mail on a regular basis for pertinent information.

The following list of statements defines the rights assured, and the responsibilities required, of all students applying for and receiving financial aid while attending Olivet College during the academic year.

Throughout this document “Internal Aid” refers to funds Olivet College provides in the form of grants and scholarships.

Olivet College Grant/Scholarship Eligibility Requirements (Internal Aid)

Recipients of Olivet College grants and scholarships must be at least half-time, degree-seeking students. For purposes of financial aid, “half-time” is defined as being enrolled in at least six semester credit hours at the end of drop/add period each semester. “Full-time” is defined as being enrolled in 12 or more credit hours at the end of drop/add period each semester. However, the student must realize that an average of 15.5 credit hours per semester is necessary to graduate in four academic years. All scholarship amounts are for a full academic year and are divided between fall and spring semesters. Olivet College reserves the right to change each student’s internal aid award package each year. Every effort is made to provide students with the most beneficial internal award package.

Length of Eligibility

Olivet College internal aid programs are limited to 10 semesters.

Internal Aid Academic Requirements

Each semester, any student who earns an average cumulative grade point below 2.0 will be assessed a \$500 reduction in financial aid in the subsequent semester. Students faced with the loss of financial assistance may appeal unusual circumstances in writing to the director of student services. Subsequent appeals may be made to the vice president for enrollment management.

Internal Aid Eligibility for Commuter Students

In addition to the policies listed in this document, students living off campus are subject to a one-third reduction in internal aid with the exception of Community Connection Grant recipients. There is no reduction in the Community Connection Grant for commuter students.

Tuition Remission

Tuition remission will apply to remaining tuition charges after all other resources (i.e., state and federal grants, scholarships, etc.) have been applied.

Outside Financial Aid Awards

Any recipient of outside scholarships or grants of \$100 or more that are not listed on the financial aid award letter must report the amount and source to the Student Services Office. Adjustments in your aid package will occur only when it is necessary in order to comply with federal and state regulations. Any necessary rearrangement of an individual’s award will occur in the following order: (1) Olivet College need-based grant; (2) state of Michigan grant; (3) Work-study; and (4) loan.

Annual Renewal of Financial Aid

Students, who wish to qualify for federal and/or state aid, including federal loans, are required to file a Free Application for Federal Student Aid (FAFSA) each year to determine eligibility. The college reserves the right to limit the internal aid awarded to students who do not comply with the March 1 FAFSA deadline. The financial aid package may be adjusted annually based on the renewed FAFSA application.

Document Requirements

Students have the right and responsibility to reject or accept any college award. Students must sign and return a copy of their award letter indicating acceptance or rejection of their awards within 10 business days from receipt of the letter. Absolutely no aid will be released to the students tuition account until the award letter is signed and returned to the Student Services Office. Students will be dropped from course registration if payment is not applied by the specified due dates.

PAYMENT OF ACCOUNTS

Approximately one month before the initial tuition bill is due each semester, you will receive a statement of account at your billing address. Please see http://www.olivetcollege.edu/new_students/payment_plans.php for specific term due dates. You will be required to complete and return a Student Account Contract with your payment.

Payment Options

We accept cash, checks, Visa, MasterCard, American Express, Discover and Olivet College approved tuition payment plans. Please call 269-749-7645 to make a payment with your credit card.

Olivet College's Tuition Payment Plans-Deferred Payment Plan

Olivet College will accept a deferred payment of up to \$2,500 for current semester tuition and fees. The first 25 percent of the deferment must be paid on the semester's payment due date, 25 percent more is due on the first of the month following the due date, and the final 50 percent is due on the first of the next month. A fee of \$35 will be charged for the use of the Olivet College Deferred Payment Plan. A completed Deferred Payment Plan Agreement must be sent to the Student Services Office, along with the required \$35 fee, by the payment due date.

Tuition Management Systems (TMS) Payment Plan (a division of Key Bank)

Olivet College accepts tuition payments through the TMS Payment Plan. TMS Payment Plan is an interest free way to pay the remainder of tuition and fees on a monthly basis. When the financial aid package is not enough to cover expenses, TMS Payment Plan is an excellent alternative to private loans. Participation in TMS Payment Plan is on an 8-, 9-, or 10- month basis. TMS Payment Plan charges a nominal annual fee for enrollment in the plan. For online enrollment or additional information please visit www.afford.com/olivetcollege. If your payment plan is terminated for non-payment, you may apply for reinstatement at TMS, which requires approval from the college and a reinstatement fee. Otherwise, payment in full for the current term balance will immediately be due to Olivet College.

Defaulting on Payment Plans

Students and parents who default on payment plans will not be allowed to re-register in payment plans. Additionally, upon default of a payment plan, students will be removed from classes and full payment for the semester will be due immediately.

Student Loan Options (After Federal Stafford Loans)

Students often need additional loan options after receiving scholarships, grants and Federal Stafford loans. Private loans provide a convenient alternative for many college students. The Student Services Office assists students in finding private loan options. Olivet College recommends students research alternative sources of scholarships and grants before pursuing loan options. Students are strongly encouraged to visit <http://www.borrowsmart.afford.com> for additional lending and payment plan options.

Payment of Balances Due After Leaving Olivet College

Students who have left Olivet College with a balance due on their tuition account will need to make satisfactory payment arrangements immediately. Please contact the Student Services Office to arrange payment. It is the policy of Olivet College to refer unpaid balances to a collection agency after 90 days. Transcripts and other official records will not be released for students who fail to meet their financial obligations to the college.

Book Voucher Policy

In order to receive a book voucher students must have financial aid greater than their charges. The maximum amount available for book vouchers per semester is \$600.

Admissions

Guest Semesters

During a guest semester, a student may take courses at another institution which count toward the fulfillment of graduation requirements at Olivet. Unlike transfer credits, guest semester credits are accepted with letter grades and are calculated into the student's cumulative grade point average. Applications for a guest semester must be approved prior to enrollment at the guest institution by the Student Services Office and appropriate department chair. Application forms are available in the Student Services Office and must be submitted before the end of Olivet's drop/add period. Registration for guest semesters must occur during Olivet College's stated registration periods. When registered as a guest financial aid is handled through Olivet College. The student will be responsible for paying the difference in tuition between the guest institution and Olivet College. The student will be billed the full tuition rate at Olivet College. Upon receipt (in the Student Services Office) of the detailed billing statement from the guest institution the student's Olivet account will be reduced by the tuition and course-specific fees the student has paid to the guest institution. Regardless of whether or not the course work is completed the student must fulfill their financial obligations to Olivet College. Guest registrations will not be processed without proof of enrollment from the other institution. All students must be enrolled and complete the last 30 semester hours toward their degree at Olivet College. No more than 90 semester hours of credit toward the Olivet baccalaureate degree requirement of 120 semester hours may be accumulated by Transfer Credit, Advanced Placement Credit, Guest Semester Studies or Credit for Life Experience (maximum 15). However, internal financial aid is not available for these programs. Please visit the Student Services Office for more details.

Late Registration

Current students are required to register online during Web registration week each semester. Students who fail to register during Web registration week will be assessed a \$75 late registration fee. New or returning students and wish to register after the payment due date will not be until the following requirements are fulfilled:

- A financial aid file which includes filing the FAFSA is completed and turning in required documentation is submitted
- An entrance counseling and Stafford Loan Master Promissory Note are completed
- Payment in full or acceptable payment arrangement is in place

Tuition Overload Policy

Full-time enrollment is defined as 12-17 credits during the fall or spring semesters. When a student registers for credits above 17 credits in any given semester they are in an overload status. Students will be assessed additional charges per each credit hour over 17. Payment for overload credits must be paid by the semester payment due date to avoid being dropped from classes. Students arriving at an overload status during the drop/add period must be prepared to pay the balance in full or make acceptable payment arrangements by the end of the drop/add period to avoid being dropped from classes.

Academic Procedures

Academic Advising/Portfolio

Advising at Olivet College is embodied in an innovative portfolio advising system. Through the Portfolio Program, our students develop a commitment to life-long learning beyond courses and grades. Each student is assigned a faculty portfolio mentor and joins a group of students with a common area of study. Through the seminar, the student learns how to successfully build a portfolio, engages in and benefits from peer advising, and develops relationships with professional mentors.

The student portfolio contains items such as documents relevant to educational and career goals, exhibits demonstrating learning outcome competency, assessment materials and major specific material. Other items in a student's portfolio may include: CDs, DVDs, video tapes, certificates, letters of recommendation and appreciation, art work, essays, reports and photographs.

Academic Class Rank

A student's academic class rank is determined as follows:

| | |
|-----------|--------------------------------------|
| Freshman | 0-23 semester hours |
| Sophomore | completed at least 24 semester hours |
| Junior | completed at least 56 semester hours |
| Senior | completed at least 88 semester hours |

Academic Integrity Policy

Academic dishonesty is not tolerated at Olivet College. Any student caught representing someone else's work as his or her own may expect to suffer significant penalties. Acts of plagiarism or cheating may be punished by a failing grade on the work in question, by failure in the course, or by suspension or dismissal from the college. The registrar, in conjunction with the Academic Performance Committee, processes violations of the academic integrity policy.

Academic Grievances

Academic grievances should be handled through the Academic Dean's Office. After consultation, the case may be referred to a faculty committee established to consider the appeal. Students may submit a grade appeal no later than the first month into the next semester (Sept. 30 for spring and summer grades and Jan. 31 for fall grades).

Academic Honors

Graduation Honors

Those students whose cumulative grade point average, including all grades from all transfer institutions, is 3.90 or above will be graduated "summa cum laude;" those whose cumulative grade point average is 3.75-3.89 will be graduated "magna cum laude;" and those whose cumulative grade point average is 3.50-3.74 will be graduated "cum laude."

Meritorious students are recognized by Olivet College in several ways. Honors sections of all college-required courses are available to selected students with the highest scholastic records. Each spring, a special Honors Convocation is held to recognize superior achievement by organizations and by individuals in all fields. Some departments offer a special Honors Program to selected students who may apply for admission at the end of their junior year and, if successful during their senior year, graduate with honors.

A few weeks after the end of each semester, a Dean's List is published of full-time students achieving a minimum 3.5 GPA during that semester. The Dean's List is publicized on campus, students appearing on the list are congratulated by the college, and news releases are sent to hometown newspapers of all students on the list.

A few weeks after the end of each semester, a President's List is published of full-time students achieving a 4.0 GPA during that semester. The President's List is publicized on campus, students appearing on the list are congratulated by the college, and news releases are sent to hometown newspapers of all students on the list.

Academic Procedures

Additional Honors

The college is pleased to honor outstanding achievement. Academic, service and leadership awards are funded through the generosity of alumni, churches, businesses, industries, foundations and friends. They are awarded each year at Honors Convocation and awards ceremonies sponsored by various campus offices, and include:

Academic Achievement Awards — given to freshman, sophomore, junior and senior students with the highest grade point averages.

The Donald A. Morris Awards — honors the top five seniors (based on grade point average with entire baccalaureate education at Olivet College) and the professors chosen by the students as the most influential in their academic achievement.

Visual Arts Awards — presented to the outstanding students in visual arts.

The English Prize — awarded to the outstanding graduating senior English major.

The Leo T. Hendrick Prize in Creative Writing — established in honor of a former chairman of the English Department at Olivet, awarded to the student who submits the best folio of original literary creations.

The James R. Donohue Award in Arts and Communication — recognizes exceptional contributions to the performing arts and/or the student media. Given by the Class of 1996 in memory of Prof. Donohue.

The Media Prize — given in recognition of excellence and a high degree of professionalism in contribution to the student mass communications media at Olivet.

The Biology Achievement Award — awarded to the student making the greatest achievement in the first year of biological studies.

The Richard C. Fleming Ecology and Field Biology Prize — given in recognition of outstanding achievement in field studies of natural history, ecology and environmental science.

The Chemistry Achievement Award — presentation of a Chemistry Handbook to the freshman student making the greatest achievement in beginning chemistry.

The American Institute of Chemists Award — given to the best senior chemistry major.

The Senior Award in Mathematics — given to the senior who has demonstrated superior achievement in mathematics.

The Senior Award in Computer Science — given to a graduating student who has displayed exceptional ability in the computer sciences.

The History Awards — given to the junior and senior who have performed superior work in history.

The William Burns Award in Political Science — presented in memory of adjunct Prof. Burns to an exceptional political science student.

The Warren Powers Memorial Prize — presented by the Olivet Lions Club to a distinguished senior.

The Helen King Gethman Award — an award in recognition of Mrs. Gethman's many years of service to the college and the Soronian Society, awarded to the graduating Soronian who has made the greatest contribution to the college and her society.

The Ray B. Loeschner Award — established by the Omicron Delta Kappa Leadership Honor Society for the graduating senior who will best represent the ideals of ODK and Olivet College after graduation.

The Edward N. Moseman Memorial Library Prize — given by Olivet College Library to the senior exhibiting the best library of books and other materials that, within the resources of the student, gives most evidence of a liberal education.

The Walter B. Sprandel Athletic/Scholastic Achievement Prize — given by the faculty to an Olivet College varsity letter-winner in commendation for contributions to the college in athletic performance, conduct and high academic achievement.

The Debra Tighe Memorial Award — presented in memory of Debra Tighe to the woman who, through exceptional performance and achievement in the classroom, has been voted the outstanding woman in health, physical education, recreation and sport studies.

The Jare Klein Excellence Award — presented to the young man who, through exceptional performance and achievement in the classroom, has been voted the outstanding male in health, physical education, recreation and sport studies.

Awards in Psychology, Sociology and Anthropology — presented to graduating seniors for excellence in the study of psychology, sociology or anthropology.

Business Administration and Economics Recognition — given for outstanding scholarship and service by business administration majors.

Insurance Recognition Awards — given for academic excellence and achievement.

Charles M. Trubac Outstanding Insurance Student Award — given to the student who exemplifies ethics, leadership and involvement in career preparation through Gamma Iota Sigma, the community and the Olivet College Insurance program.

Alumni Council Award — given to the returning student who exemplifies the model student and potential alumni in scholarship, leadership and service to Olivet College and the community, and who participates in social and extra-curricular activities.

The Douglas and Blanche Gallery Scholarship Award — given to returning journalism majors who have displayed high academic abilities as well as exceptional promise in the field of journalism.

Non-Traditional Student Scholarship Awards — presented to academically talented members of the NTSO organization.

Academic Standing

1. Satisfactory Progress to Degree

Any student who carries at least 12 semester hours of course work (and is not suspended or dismissed for academic or disciplinary reasons) is considered to be making satisfactory progress toward attainment of a degree.

2-A. Academic Standing/Probation

A student is in good academic standing unless he or she is placed on academic probation. Students receiving Veterans Affairs Benefits have a separate requirement (see section on Veterans Affairs Benefits and Requirements).

In order to remain in good standing, a student must have a cumulative grade point average (CGPA) at or above the minimum for his or her semester hours attempted, as expressed in the following performance scale:

| Semester Hours Attempted** | Minimum CGPA |
|----------------------------|--------------|
| 1–15 | 1.50 |
| 16–30 | 1.60 |
| 31–45 | 1.70 |
| 46–60 | 1.80 |
| 61–75 | 1.90 |
| 76 + | 2.00 |

**Semester hours include the number of credits attempted at Olivet College plus the number of transfer credits accepted by Olivet.

Academic Procedures

2-B. Academic Warning

A student will be placed on academic warning when his or her CGPA average falls below 2.00 but is greater than or equal to the performance scale expectation for semester hours attempted.

2-C. Academic Probation

A student will be placed on academic probation when his or her CGPA is below the minimum performance scale CGPA for semester hours attempted but greater than or equal to 1.00.

Students who are subject to academic probation may be allowed to complete registration at Olivet College in a subsequent semester according to the conditions which follow:

1. A plan for improving academic performance through the Comet Learning and Student Success (CLASS) Center is completed. This contract must be signed before the end of the drop/add period. This plan may include repeating classes, change of academic program, use of tutorial and peer assistance services, weekly meetings with this advisor to monitor progress and/or reduction of course load.

2. Students on academic probation will be given a performance bond explaining the grade point average required to be removed from academic probation. Failure to meet the performance bond will result in suspension for the subsequent semester.

3. A student who does not achieve good academic standing after two consecutive semesters on academic probation will be suspended.

2-D. Academic Suspension

A student will be suspended if his or her CGPA falls below a 1.00.

NOTE: First year, new or transfer students will be suspended if their CGPA falls below 0.35.

Appeal

A student has the right to request an appeal of a suspension in writing to the Office of the Deans. The request for appeal should be submitted before the deadline indicated on the suspension letter. The student then has to appear in front of the Academic Appeals Committee and the academic dean. To be successful, appeals should demonstrate that the committee has acted on inaccurate or incomplete data.

2-E. Re-admission

Students who are suspended may apply for re-admission after an absence of at least one semester and the completion of at least nine semester hours of academic coursework at another institution with no grade lower than a "C." Students who are suspended are not eligible for guest semester registration.

2-F. Dismissal

A second suspension will result in dismissal from the college. Students who are dismissed are not eligible for re-admission.

Advanced Placement

Olivet College grants advanced placement and semester hours on the basis of performance on the Advanced Placement (AP) tests of the College Entrance Examination Board (CEEB) for courses which normally would be introductory for first-year students at the college. Generally, if students score a three, they will be granted competency; this means they do not have to take the course(s). If a student obtains competency in a course, he or she may NOT receive credit for the course if he or she chooses to enroll. Credit will be granted if students score a four or five, with the credit determination made by the vice president/dean of academic affairs and the registrar. An official transcript from the CEEB must be received before credit for the tests can be awarded. Please note that each academic department retains the prerogative to determine in which course(s) the competency or credit should be assigned. Departments regularly review, in conjunction with the Student Services Office, their competency and credit standards to ensure that the course(s) for which competency or credit is assigned reflect as accurately as possible the content of the AP test. Up to eight semester hours may be awarded for a single AP test. No student may accrue more than nine semester hours through AP tests and/or credit by examination.

| Advanced placement test name | Score Required | Credit Awarded | Course Equivalent |
|--------------------------------------|----------------|-----------------|------------------------------------------|
| Art, History of | 3, 4 or 5 | 3 s.h. | one Art History course |
| Art, Studio—Drawing Portfolio* | 3, 4 or 5 | *Portfolio work | must be evaluated before awarding credit |
| Art, Studio—General Portfolio* | 3, 4 or 5 | *Portfolio work | must be evaluated before awarding credit |
| Biology | 3, 4 or 5 | 6 s.h. | BIO 111 and 112 |
| Calculus AB | 3, 4 or 5 | 4 s.h. | MTH 151 |
| Calculus BC | 3, 4 or 5 | 4 s.h. | MTH 152 |
| Chemistry | 3, 4 or 5 | 8 s.h. | CEM 151, 152, 153 and 154 |
| Computer Science A** | 3, 4 or 5 | 3 s.h. | General Elective |
| Computer Science AB** | 3, 4 or 5 | 3 s.h. | General Elective |
| Economics—Macroeconomics | 3, 4 or 5 | 3 s.h. | ECO 202 |
| Economics—Microeconomics | 3, 4 or 5 | 3 s.h. | ECO 201 |
| English Language and Composition | 4 or 5 | 3 s.h. | IDS 111 |
| English Literature and Composition | 4 or 5 | 3 s.h. | IDS 111 |
| French Language | 3, 4 or 5 | 4 s.h. | General Elective |
| French Literature | 3, 4 or 5 | 4 s.h. | General Elective |
| German Language | 3, 4 or 5 | 6 s.h. | General Elective |
| Government and Politics, U.S. | 3, 4 or 5 | 3 s.h. | POS 201 National Government |
| Government and Politics, Comparative | 3, 4 or 5 | 3 s.h. | Political Science elective |
| History, European | 3, 4 or 5 | 3 s.h. | History elective |
| History, U.S. | 3, 4 or 5 | 6 s.h. | HST 201 and 202 |
| Latin Literature | 3, 4 or 5 | 4 s.h. | General Elective |
| Latin—Vergil | 3, 4 or 5 | 4 s.h. | General Elective |
| Music Theory | 3, 4 or 5 | 6 s.h. | MUS 111, 112 |
| Physics B | 3 | 4 s.h. | PHA 201 |
| Physics B | 4 or 5 | 8 s.h. | PHA 201 and 202 |
| Physics C—Mechanics | 3, 4 or 5 | 5 s.h. | PHA 251 |
| Physics C—Electricity and Magnetism | 3, 4 or 5 | 5 s.h. | PHA 252 |
| Psychology | 3, 4 or 5 | 4 s.h. | PSY 201 |
| Spanish Language | 3, 4 or 5 | 4 s.h. | SPN 101 |
| Spanish Literature | 3, 4 or 5 | 4 s.h. | SPN 102 |
| Statistics | 3, 4 or 5 | 4 s.h. | MTH 232 |

Athletic Eligibility

In order to be eligible for athletic competition at Olivet College, a student-athlete must be (1) full-time, (2) in good academic standing and (3) making satisfactory progress toward a degree.

A. General Requirements of an Olivet student-athlete are:

1. Be currently enrolled in at least 12 semester hours (full-time) during any semester where eligibility for participation is required (including non-credit courses).
2. Pass 24, 48, 72 and 96 hours according to the following schedule and maintain the appropriate grade point average for the number of hours attempted*
 - First Year of Residence two semesters of full-time enrollment
 - Beginning of the **Second Year of Residence 24 Semester Hours** earned at Olivet
 - Beginning of the **Third Year of Residence 48 Semester Hours** earned at Olivet
 - Beginning of the **Fourth Year of Residence 72 Semester Hours** earned at Olivet
 - Beginning of the **Fifth Year of Residence 96 Semester Hours** earned at Olivet

Academic Procedures

NOTE: Students may use transfer credit earned subsequent to full-time enrollment at Olivet if it has been given prior approval by Olivet College officials (Registrar's Office/academic advisor/department chair) if the courses are going to be utilized in determining eligibility and academic status (good academic standing and satisfactory progress), in accordance with NCAA bylaw 14.4.1.3. Transfer students will be immediately eligible if they are admissible to the college, are in good academic standing and meet all other NCAA and MIAA requirements. Students who are midyear entrants, years of residence go from January to January (their eligibility must be checked each January, second semester).

If the student-athlete does not meet the requirements at the beginning of their year in residence, they may meet the requirements in subsequent semesters (i.e. a student-athlete (basketball) is required to have 24 semester hours in their second year of residence, but has only earned 23; this student is not eligible fall semester). However, if the student enrolls and passes 13 hours during the fall semester—this student is eligible the second semester because he/she has earned a total of 36 semester hours and is only required to have 24, assuming they meet the GPA requirement.

If a student drops-out during the academic year for legitimate reasons (i.e. medical) they will have an opportunity to appeal these eligibility requirements, if they meet all other requirements (credits may be prorated). They must follow the appeals process.

| Semester Hours Attempted* | Minimum CGPA |
|---------------------------|--------------|
| 1-15 Semester Hours | 1.50 |
| 16-30 Semester Hours | 1.60 |
| 31-45 Semester Hours | 1.70 |
| 46-60 Semester Hours | 1.80 |
| 61-75 Semester Hours | 1.90 |
| 76 + Semester Hours | 2.00 |

* Credits attempted include the number of credits attempted at Olivet plus the number of transfer credits accepted by the Registrar's Office at Olivet. The college will not accept any transfer grades lower than a C.

NOTE: The Intensive Learning Term (ILT) is considered part of the spring semester. A student participating in athletics during ILT must be registered for an ILT course.

3. Be demonstrating satisfactory progress toward a degree by carrying at least 12 semester hours of course work and must not be suspended or dismissed for academic or disciplinary reasons. By carrying 12 semester hours (minimum) a student will be considered to be making satisfactory progress toward the attainment of a degree. Full-time students receiving Federal Title IV funds must complete a minimum of 10 semester hours each semester of attendance through a maximum of six years.

B. Additional Requirements of an Olivet student-athlete are:

1. A first semester freshman establishes their initial eligibility for participation in athletics at Olivet once the student-athlete has been accepted through the normal college admission process (i.e. application, high school transcript received) and provided he or she has become a full-time student through the enrollment/registration process (i.e. taking 12 or more hours during that semester).
2. Pass an average of 12 semester hours per semester of full-time attendance at Olivet (i.e. have earned 24, 48, 72 or 96 semester hours at the beginning of the second, third, fourth or fifth year of enrollment, respectively). The appropriate grade point average (A2 above) for the number of hours attempted must be maintained.
NOTE: ILT is considered part of the spring semester. A student whose spring sport will be competing during the ILT **MUST** be registered for an ILT course.
NOTE: Transfer work earned prior to full-time enrollment at Olivet cannot be used to meet these requirements.
3. A full-time load requirement of 12 hours or more may be waived for seniors who are in their final semester of attendance and need less than a full-time load to graduate with a degree. Approval for this waiver must be granted in writing from the Registrar's Office prior to its acceptance.
4. A student has the opportunity to complete all of their eligibility during any 10 full-time semesters (12 hours enrolled or more) of attendance, but under no circumstances is a student eligible for more than four years of competition in any sport at the collegiate level.

- C. **Additional requirements** of a student-athlete transfer to Olivet College are:
1. In order to become immediately eligible to compete at Olivet, a transfer student who has participated (practiced and/or competed) at another institution must have been both academically and athletically eligible under the previous institution's guidelines and meet all applicable MIAA and NCAA rules and regulations.
 2. A transfer student who has NOT participated in intercollegiate athletics at his or her previous institution(s) will, in most cases, be immediately eligible at Olivet provided he or she meets the general requirements stated above in Part A.

Auditing

Audit hours are considered part of the student's study program. When added to the semester hours taken, the total shall not exceed 17 semester hours, unless permission is obtained from the Academic Performance Committee. Auditing requires the consent of the instructor. Audit courses may not be changed to credit courses after the normal registration period. On the other hand, students may change from credit status to audit prior to mid-term. A fee of \$117 per semester hour is charged for audit courses taken as a part-time student or as an overload.

Class Attendance

Students are expected to be regular and punctual in their attendance of classes, laboratories and conferences. The college excuses absences from class only when caused by illness or injury, family emergency (which may include young, dependent children), unsafe driving conditions or participation in a college-sponsored activity. In addition to time spent in class, students should expect to study a good deal outside of class. Since the average class load is 15-17 semester hours, students should expect to study about 32 hours out of class every week. Makeup of work missed, even for excused absences, is the student's own responsibility. Students must attend class to be eligible for financial aid.

Commencement

Commencement ceremonies are held once annually in May. Graduates from the previous December, from May and as prospective graduates for the forthcoming August (with at least 112 semester hours completed by May and in good academic standing) participate in these exercises. May graduates who have not had their graduation portfolio validated by the registrar's deadline will not be allowed to participate in Commencement.

Students completing their student teaching, internship or practicum experiences by the forthcoming December who have completed all other graduation requirements by May may also participate in the ceremony. Students finishing all degree requirements by the May Commencement date will be eligible for honors recognition at Honors Convocation and at the Commencement ceremony.

Graduates with a past due balance will not be allowed to participate in the Commencement ceremony.

Competency Validation System

The Competency Validation System is a form of student assessment that awards credit to students when they demonstrate specific skills or outcomes that are attached to that credit. In a course that operates under the Competency Validation System (to be declared as such no later than the first day of class on the syllabus), each credit is a discrete unit that is assigned an individual transcript grade.

Under the Competency Validation System, students may take advantage of the Credit Revalidation policy. This policy enables a student, at any time during their enrollment at the college, to improve a grade assigned to an already validated credit. Successful revalidation is dependent upon demonstration of improved outcomes attached to that credit. (See Credit Revalidation).

Cooperative Education

Cooperative Education is an optional academic program offered to students, which integrates classroom theory with practical work experience. Participating students are employed off-campus with companies/organizations related to their career, or in an on-campus job while completing their undergraduate course work. Students may earn one (1) to 15 semester hours based upon successful completion of their experience.

Academic Procedures

Credit for Life Experience

Students who can document college level knowledge gained through paid employment, special training or volunteer experience prior to enrolling at Olivet College may apply for Credit for Life Experience. A maximum of 15 semester hours of credit may be awarded. Students must apply for this credit before earning 30 semester hours of credit at the institution. Students transferring to Olivet must apply for this credit during their first semester of enrollment. Application information is available in the Office of the Dean (see the "Special Fees" section for additional information).

No more than 90 semester hours of credit toward the Olivet baccalaureate degree requirement of 120 semester hours may be accumulated by Transfer Credit, Advanced Placement Credit, Guest Semester Studies or Credit for Life Experience (maximum 15).

Credit Revalidation (Active Grade)

Credit Revalidation applies to courses where student assessment is based on the Competency Validation System. Credit Revalidation enables a student to improve the grade of an already validated credit upon demonstration of improved outcomes attached to that credit.

For revalidation to occur, the student is not required to re-enroll in the course in which the grade was originally earned. The opportunity for revalidation is open to the student as long as they are in attendance at Olivet College. The review personnel (ie. individual instructor, committee with the department) and the time frame within the academic year in which the review process may occur, will be determined by the department in which the credit was originally earned.

Declaring a Major

A major must be formally declared no later than the second semester of the sophomore year. A major may be chosen from either the catalog published during the year the student entered Olivet College or the current year's catalog. Note, however, that the total academic program must be followed from only one catalog. Declaration of Major forms are available in the Student Services Office.

Individualized Major

The individualized major is designed by the student in consultation with his or her advisor. Individualized majors should be designed and approved by the end of the semester following the sophomore year, or during a junior or senior transfer student's first semester. The individualized major plan includes a statement of purpose, learning objectives, a preliminary plan for portfolio exhibits, and a proposed curriculum designed to ensure completion of both the college-wide and individualized educational objective. The proposed curriculum must include at least 36 semester hours of coursework in the individualized major, of which 18 semester hours will be upper division work.

Upon approval by the advisor, the plan is forwarded to the Academic Performance Committee for review and approval.

Declaring a Minor

Students interested in a minor must formally declare no later than the second semester of the sophomore year. A minor may be chosen from either the catalog published during the year that the student entered Olivet College or the current year's catalog. However, the total academic program must be followed from only one catalog.

Three Minor Options for Students Seeking Elementary Education Certification

Students seeking elementary education certification may choose to complete the requirements for three approved minors instead of the usual major and minor.

Degree Offerings

Olivet College awards the Bachelor of Arts (B.A.) degree and has programs in which students may earn Michigan State Provisional Elementary and Secondary Teaching Certificates. Olivet also offers a Master of Arts in Teaching (M.A.T.) degree and a Master of Business Administration in Insurance (MBA) degree. Olivet features a strong basic liberal arts curriculum supplemented by specialized courses in major areas. The curriculum also makes available to students options such as internships, service learning, individualized majors, a three-minor option for students seeking elementary education certification and independent study.

Drop/Add Period

Students may drop or add a course (including an ILT course) during the first week of school. This date is seven (7) class days after the first day of classes. Students can withdraw from any fall or spring course (including the ILT course) up to the last day of classes if they are passing the course and receive a grade of “W”. If the student is not passing the course, they may withdraw up to the end of the eighth week of classes in any non-ILT course and receive a grade of “W”. After the eighth week of classes the student will receive a “WF” (withdrew failing) should they withdraw not passing.

Enrolling in Upper-Division Courses

To gain unrestricted access to upper-division courses (those numbered 300 and above), students must attain junior status. Students transferring into the college with 40 or more semester hours may enroll in upper-division courses during their first semester at Olivet.

Full-Time Status

An individual taking 12 semester hours or more of credit or non-credit courses is considered full-time. A student taking nine to 11 semester hours is three quarter-time. A student taking six to eight semester hours is half-time, and a student taking five semester hours or less has “special” status.

Global Citizen Honors Program

The Global Citizen Honors Program at Olivet College calls on its members to investigate complex, interdisciplinary global issues. The program requires its members to be involved not only with the problems they are investigating but with each other and the world around them. It is designed for the student who wishes to continue demonstrating creativity and leadership within the framework of individual and social responsibility.

Program members register for a total of 24 semester hours during their time in the program. Nine of these hours take the form of three separate, three semester hour Honors Seminars taken over the course of their membership in the program. The seminars are interdisciplinary in nature and center on a problem-solving approach to the issues under consideration. Another nine semester hours are made up of Honors Options, regularly-offered courses with additional content designed by faculty for program members and interested others. Six hours are taken during the member’s senior year, when he or she completes a Departmental Honors Project of his or her own design. Members are also required to complete an individualized international component.

Students may apply to the program no earlier than the second semester of the freshman year, although freshman participation in Honors Options is welcomed. Applicants will submit a completed application, a supporting essay on a set topic, at least two letters of recommendation from educators familiar with the student’s previous work, and will sit for an interview with the Honors Application Committee. Graduation from the program requires student involvement for a minimum of three semesters; satisfactory completion of required seminars, options, the Departmental Honors Project and the individualized international component; maintenance of a 3.5 GPA; upholding of *The Olivet College Compact*; submission of a fully digitized graduation portfolio; and attendance at the annual honors dinners.

Honors Options

Honors Options are available in any regularly-offered course at Olivet. For an Honors Option, the student completes the standard curriculum for the course, and under the supervision of the instructor will complete an additional project relating to the course content.

Departmental Honors Project

The Departmental Honors Project offers Olivet’s best students a chance to engage in serious scholarly effort under the guidance of a faculty/staff committee. A Departmental Honors Project is administered in four stages. The first two stages, establishing the basic structure of the project and securing approval from the Academic Performance Committee, should be completed by the end of the junior year. The latter stages, carrying out and evaluating the project, take place during the senior year. The project as a whole consists of six semester hours, three per semester in the senior year. Credit for the first semester’s work is provisional, contingent upon the project committee’s final evaluation in the spring.

Academic Procedures

Grades

Each semester hour earned at Olivet is assigned a grade, which in turn has an equivalent number of honor points used to calculate a student's grade point average (GPA). Grades and honor points awarded at Olivet are as follows in the first two columns. Other grades or designations that may be assigned and subsequently appear on a student's permanent record are listed in the second set of columns.

| Grade | Honor Points | Special Designation |
|-------|--------------|----------------------|
| A | 4.00 | I Incomplete |
| A- | 3.67 | W Withdrew |
| B+ | 3.33 | WF Withdrew Failing |
| B | 3.00 | P Pass |
| B- | 2.67 | AU Audit |
| C+ | 2.33 | H Honors |
| C | 2.00 | CR Credit |
| C- | 1.67 | NC No Credit |
| D+ | 1.33 | R Repeated Course |
| D | 1.00 | IS Independent Study |
| D- | 0.67 | TUT Tutorial |
| F | 0.00 | |

I (Incomplete) — may be assigned in cases where a student was unable to complete a semester's work for reasons of illness or other personal emergency. Although an incomplete has no effect on the permanent GPA, the work must be completed by mid-semester of the subsequent semester or by an earlier deadline established by the faculty member involved. The incomplete must be requested by the student's instructor on the form provided by the Student Services Office and approved by the Academic Performance Committee.

W (Withdrew/Withdrew Passing) — may be assigned to a student who elects to withdraw from a course prior to the withdrawal deadline (one week after mid-semester) without academic penalty. A course from which a student has withdrawn will appear on the permanent record with a grade of "W." This is different from a "drop," which can be done only during the first week of classes. A dropped class will not appear on a student's permanent record. A grade of "W" has no effect on the student's grade point average; however, a pattern of incompletes and withdrawals may affect satisfactory progress toward a degree. A student who withdraws after the withdrawal deadline, or is withdrawn by a professor will also be assigned a "W" if the student is passing at the time of withdrawal.

WF (Withdrew Failing) — will be assigned to a student who withdraws after the withdrawal deadline, or is withdrawn by a professor. If the student is failing at the time of withdrawal, a "WF," equivalent to an "F," will be assigned at withdrawal. It will be calculated into the student's GPA. No withdrawal request may be filed after 4 p.m. on the last day of classes. Appeals may be filed with the Academic Performance Committee.

P (Pass) — may be awarded as a matter of course for some classes or may be elected by a student with prior approval of the Academic Performance Committee. Semester hours with a grade of "P" count toward graduation but are not included in the calculation of the grade point average.

AU (Audit) — may be elected by a student and will appear on the student's permanent record with a grade of "AU." No semester hours or honor points are awarded, however, and an audit has no effect on the student's GPA.

H (Honors) — students participating in approved honors programs may, upon recommendation of the Honors Committee, be awarded a grade of "H" (Honors), "P" (Pass) or "F" (Fail). A grade of "H" is equivalent to an "A" and is included in the calculation of a student's GPA.

CR (Credit) — the grade of "CR" is recorded for all acceptable courses for which students transfer credit from another institution to Olivet and/or for credit earned by examination. No honor points will be assigned, and these grades will not be included in the calculation of the Olivet GPA. Grades for courses taken at other institutions under the Guest Semester Program (if approved in advance by the Olivet Registrar) will be included in the calculation of the Olivet GPA.

NC (No Credit)— the grade of “NC” is an option in courses employing the Competency Validation System (see Competency Validation System). A grade of “NC” will be assigned to a credit in which a student did not demonstrate a minimum level of competency in specifically defined outcomes. A grade of “NC” will not be included in the calculation of the Olivet GPA. To receive validation for any credit graded “NC,” the student must re-enroll in the course and demonstrate competency in the outcomes in question.

Grade Changes

Students should verify any questionable grades with their professors as soon as possible after receiving their grade reports. A faculty member who discovers that an error has been made in calculating or reporting a grade may initiate a grade change request. Such a request may be made only by the faculty member who submitted the grade originally and must be initiated in the Student Services Office no later than the first month into the next semester (Sept. 30 for spring and summer grades, Jan. 31 for fall grades). Any extension of these deadlines must be approved in writing by the Academic Performance Committee.

Should the professor responsible for a grade be absent from the college and unavailable to initiate a grade change request, the student should contact the department chairperson. The Student Services Office will notify the faculty member in writing when a grade change has occurred.

Graduation Portfolio Certification

To graduate from Olivet College, students must provide evidence that they have met required college-wide outcomes and major-specific outcomes as indicated by their departments. A Portfolio Certification Committee consisting of the student’s advisor of record and non-department reviewer must review and approve the portfolio prior to graduation. Students are strongly encouraged to submit their portfolios for graduation validation at least one semester before their planned graduation date.

Guest Semester

During a guest semester, a student may take courses at another institution which count toward the fulfillment of graduation requirements at Olivet. Unlike transfer credits, guest semester credits are accepted with letter grades and are calculated into the student’s cumulative grade point average. Applications for a guest semester must be approved prior to enrollment at the guest institution by the Student Services Office and appropriate department chair. Application forms are available in the Student Services Office.

Guest semesters, during the standard academic year or in the summer, are handled by the Student Services Office in the same way as semesters on campus. The student pays the normal tuition fees. Financial aid is handled through the Student Services Office. The student should contact the Student Services Office to arrange for guest semester payment. A student will be responsible for paying the difference in tuition between the guest institution and Olivet College.

Independent Study

Independent Study is a program in which a student of junior or senior standing and professor jointly design a course of reading or research activity to be conducted by the student. Requests are submitted to the academic dean for approval. Application forms for independent study are available from the Student Services Office. Approval is granted if the student has earned a minimum GPA of 3.0 with no history of academic probation or by special petition to the Academic Performance Committee. Students may take one (1–3 semester hour) independent study per semester. Independent Study requests must be submitted no later than the deadline to add a course.

Participation in Extracurricular Activities

As a performance-oriented college, Olivet encourages all students to participate in a wide variety of extracurricular activities. However, in order to prevent such activities from interfering with a student’s progress toward graduation, students in poor academic standing are ineligible to participate in intercollegiate athletic competition (see Athletic Eligibility).

In addition, students may not be able to: participate in musical or theatrical performances not carrying academic or work credit; serve as a member or officer of the Student Government; actively participate in Greek organizations; participate as a member of the cheerleading squad; serve on a college committee; participate in any organization with extensive off-campus activities; or, work on the radio station, or newspaper or *Garfield Lake Review* unless receiving academic or work credit for such participation.

Academic Procedures

Portfolio for Transfer Students

In addition to enriching the learning experience at Olivet College, the effect of the portfolio process on transfer students will be to facilitate the completion of college requirements. The primary portfolio requirements are modified and individualized to account for transfer students' unique needs and circumstances. Transfer students are encouraged to consult with their portfolio mentor as early as possible.

Pre-Professional Preparation

Pre-professional preparation is carefully planned at Olivet. Students who wish to go on to graduate or professional schools work closely with Career Services throughout their undergraduate studies at Olivet. The Career Services Office maintains current information on various graduate and professional schools and programs, entrance examinations and employment and licensing requirements. Students considering post-graduate or professional study in such fields as medicine, law, dentistry, veterinary medicine or the ministry are urged to make these plans known to their career advisors as early as possible so that appropriate majors and minors and extra-curricular activities may be planned.

Privacy

The Family Education Rights and Privacy Act of 1974, as amended, is a federal law which states that (1) a written institutional policy must be established; and (2) a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

Olivet College accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to, nor will the institution disclose any information from, students' education records without the written consent of students.

The only exceptions to this accord are to (1) personnel within the institution, (2) officials of other institutions in which students seek to enroll, (3) persons or organizations providing students financial aid, (4) accrediting agencies carrying out their accreditation function, (5) persons in compliance with a judicial order, (6) persons in an emergency in order to protect the health or safety of students or other persons. Within the college only those who are acting in the students' educational interests are allowed access to student education records. All these exceptions are allowed under the act.

Registration

Students have an opportunity to reserve space in classes they intend to take. Students are required to register for classes online during Web registration week each semester. Students who fail to register during Web registration week will be assessed a \$75 late registration fee.

Repeating Courses

No grade may be removed from the student's permanent record. However, if a student wishes to raise his/her mark in a course, he/she may repeat any course at Olivet College. When a course is repeated, both grades will appear on the permanent record, with the second grade indicated as a "repeat." To figure the grade point average, the higher grade is selected and the point differential between the old and the new grade is added to the cumulative points. The hours attempted for the repeat are not counted a second time. IDS 499 Portfolio may not be repeated.

Residence

All students must be enrolled and complete the last 30 hours toward their degree in residence at Olivet College.

"In residence" is interpreted as academic work completed on campus, in combined course programs, approved internships or through off-campus programs (including guest semesters) pre-approved by the chair of the major department, the student's career advisor and the Academic Performance Committee.

Student Records

Information contained in student records kept by the Student Services Office is classified as follows:

Public Information — this classification includes name, address, telephone number, dates of attendance, current enrollment status, courses elected, honors, awards and degree earned. Public information may be released without student consent upon request from an inquirer who has established identity and reasonable need for the information.

Restricted Information — this classification includes grades earned, financial arrangements between the student and the college, and academic and disciplinary actions taken by the appropriate committee. Restricted information may be released to persons outside the college only with the student's written consent or under legal process. Restricted information may be released to authorized college personnel with the understanding that it will be used in an ethical and professional manner.

Privileged Information — this classification includes all information obtained in confidence and having protected status under the law and in common professional practice. It may be released only upon written request of the student and with the written consent of the college office in custody of the information or under legal process.

Study/Work Abroad

Olivet College encourages students to pursue work or study in a foreign country. Foreign scholastic experiences are available through a wide variety of excellent programs abroad. While abroad, the student is able to pursue a course of study tailored to his or her area(s) of interest. Also, Olivet belongs to the International Association for the Exchange of Students for Technical Experience (AESTE). Students are able to gain international career training through an overseas, professional work experience. Approved foreign study and work experiences receive college credit.

Transfer Credits

Enrolled students who have earned 62 semester hours of credit toward an Olivet College degree may not transfer in courses that are completed at a community college, two-year college or junior college except where such course is pre-approved by the chair of the department, the student's career advisor and the Academic Performance Committee. Pre-approved courses must be taken as guest semester courses.

Transcripts

Official transcripts are maintained by the Student Services Office on all academic work attempted at Olivet College. Students may request individual copies of their records or request that copies of their record be mailed to other parties. Requests must be made in writing and bear the signature of the student. When ordering a transcript students should include a current address, daytime telephone number, social security number, birth date and years of attendance. All requests should be sent to the Student Services Office. Transcripts will not be released for students who have failed to meet their financial obligations to the college. They are free for enrolled students and \$5 for former students.

Tutorials

A course listed and described in the Olivet College catalog may be taken by an individual student in a semester during which the class is not regularly offered or in cases of schedule conflicts upon approval of the instructor, appropriate department chair and academic dean. Tutorial application forms are available from the Student Services Office. Approval is granted if the student has earned a minimum GPA of 2.0 at the time of registration and only if there is good reason for the student not taking the course at the regularly scheduled time. Tutorial requests must be submitted no later than the deadline to add a course.

Veterans Affairs Benefits Requirements

Students who receive Veterans Affairs benefits and remain below a 2.00 cumulative GPA for two consecutive semesters will not be certified for further Veterans Affairs benefits. The certifying official will report the student to the Department of Veterans Affairs for unsatisfactory progress. To qualify again for Veterans Affairs benefits, such students must achieve a 2.00 cumulative GPA.

Withdrawal/Leave of Absence

A student leaving campus for the remainder of a semester or before a degree is completed is asked to withdraw from Olivet College by completing a brief form available in the Student Services Office. Students must notify the following offices of their withdrawal: Student Services Office, and for resident students, Chartwells and the Housing Office. When such a withdrawal is indicated in this formal manner during a semester, grades of "W" are recorded in all courses. A student who has withdrawn voluntarily must apply to the the Office of Enrollment management for readmission.

Student Life

Olivet College offers a wide range of activities, which vary from intercollegiate athletics to Homecoming events. The campus hosts professional entertainers including comedians, musicians, magicians, speakers and much more. Admission to most events is free to Olivet students; however, for some events there may be a minimal fee.

ATHLETICS

At Olivet College, intercollegiate athletics and other recreational activities are regarded as an integral part of a liberal arts education and all students are encouraged to participate in a variety of sport opportunities.

Intercollegiate Athletic Program

The college's objective is to maintain a comprehensive men's and women's intercollegiate athletic program on a level that is consistent with the college's standing as a private liberal arts college of academic excellence. The Comets are a member of the Michigan Intercollegiate Athletic Association (MIAA), the oldest athletic conference in the nation. The men and women compete in the National Collegiate Athletic Association (NCAA) at the non-athletic scholarship Division III level. Other members of the MIAA are Adrian College, Albion College, Alma College, Calvin College, Hope College, Kalamazoo College, St. Mary's College (Ind.) and Trine University (Ind.).

Men's intercollegiate sports include: baseball, basketball, cross country, football, golf, soccer, swimming/diving, track and field, and wrestling.

Women's intercollegiate sports include: basketball, cross country, golf, soccer, softball, swimming/diving, tennis, track and field, and volleyball.

Intramural Activities

The intramural program provides competitive recreation among students. Seasonal sports include: co-ed volleyball, men's and women's basketball, men's and women's flag football, laser tag and various other activities.

Cheerleading Program

The cheerleading program is a co-educational activity that provides students an opportunity to support the athletic team efforts in a positive, creative way. The cheerleaders are provided with uniforms and travel expenses.

CAMPUS PROGRAMS AND EVENTS

The primary objective of the Office of Student Life is to help bring a positive college experience to every student. Its mission is to integrate co-curricular programs, events and ideas with curricular experiences to enhance student learning.

A wide range of programs, as well as clubs and organizations, are offered to assist students in their overall growth as individuals. Programs are offered in conjunction with Martin Luther King Jr.'s Day, Black History Month, Women's History Month, National Coming Out Day, Alcohol Awareness Week, AIDS Awareness Week and others.

The Office of Student Life has current information regarding all active student clubs and organizations, as well as the policies and procedures that govern them. If an organization does not exist which meets your needs or interests, the staff will provide information and encouragement to start a new organization. They also will advise any group on planning programs, promoting activities, recruiting and retaining members, and developing budgets and bookkeeping procedures.

COMMUNITY AND VOLUNTEER SERVICE

Becoming involved in the Olivet College community is one way students can develop knowledge and enhance their learning while at Olivet. Through volunteer services and social action all students can identify and understand first-hand the civic and social challenges of our world, and act with others to make our society more livable, humane and just. Community service provides opportunities for leadership, making connections with others inside and outside of the college community and having fun. Programs are sponsored through academic and administrative departments, as well as the Office of Student Life, current clubs and organizations, Greek societies and various campus committees.

RESOURCE MATERIALS

The Office of Student Life maintains a number of resource materials related to safer sex and AIDS/HIV awareness, as well as materials concerning alcohol and substance abuse, and sexual assault resource materials. Contact the Office of Student Life for more information.

CLUBS AND ORGANIZATIONS

Olivet College supports a wide range of student organizations that make substantial contributions to the social and academic life on campus. Each organization is responsible for submitting an operating constitution, registration and membership forms each semester, and is responsible for having a faculty or staff advisor. Registration does not imply college endorsement of the purposes of the organization.

Participation in campus clubs and organizations is an excellent way for students to spend their time outside of the classroom. Olivet has a wide variety of student groups designed to provide students with opportunities to meet new people, develop close friendships, discuss common interests, debate issues and share future goals. Listed below are some student organizations.

Alpha Omega — assists in the mental, emotional and spiritual development of Christian students.

Alpha Pi Upsilon — assists students interested in medical/graduate school.

Alpha Psi Omega — assists students interested in theatrical studies.

American Marketing Association Club — collegiate chapter for students interested in the field of marketing.

Art Alliance — involves students in cultural arts, organizing exhibitions and camps informing people on a broad range of art from different time periods.

Black Student Union — serves the needs of the African-American students at Olivet College, and promotes education and diversity to all of the college community.

Common Ground — supports the Lesbian, Gay, Bisexual and Transgender community.

Earthbound — established to promote a love of nature and to increase environmental awareness on campus, as well as in the surrounding communities.

Free Yo' Mind — open mic performance poetry group.

Gamma Iota Sigma, Alpha Alpha Chapter — a national award-winning student organization established to bring together people interested in the field of insurance and risk management.

Helping Hands — a group of students dedicated to promoting community service and volunteerism.

Hosford Society — a student organization promoting academic life.

International Club — for international students and those students interested in global affairs, serving as a bridge between cultures.

Non-Traditional Student Organization — raises awareness of issues associated with the non-traditional student life-style, and provides advocacy on behalf of all commuters and non-traditional students. This group is a participating member of *Pinnacle*, the National Honor Society for non-traditional students.

Olivet College Chapter of Music Educators National Conference — share responsibilities to increase interest, knowledge and productivity in all areas of music education.

Omicron Delta Kappa — the national honor society for upperclass students who demonstrate outstanding qualities of leadership, service and scholarship.

Student Life

Phi Beta Lambda — the national professional society for business majors and minors.

Phi Epsilon Kappa — assists students in the area of physical education, health, recreation, dance, human performance exercise science, sports medicine and management.

Creative Photography Club — a group with a mission to cultivate and broaden the photographic interests of its members, shooting film and working in the dark room.

Science Club — provides a wide range of experiences in the education of students in the areas of science and research.

Tri-Pi — promotes educating children about science in an exciting and entertaining way.

Women's Empowerment Club — promotes Christianity, diversity, character building and individual and social responsibility to empower women as they face the everyday challenges of life.

GREEK LIFE

The Greek system at Olivet College (Inter Society Council (ISC)) is comprised of 11 social societies: four female, six male and one co-educational. All 11 societies, some of which are more than 100 years old, are local organizations founded at Olivet College. The Office of Student Life provides leadership advice, skills training and educational opportunities for the members of the Olivet College Greek Societies. The Student Life Office also assists the Greek societies in meeting and maintaining accreditation standards, and ensures that policies and procedures are consistent with the Olivet College Vision, *The Olivet Plan* and *The Olivet College Compact*.

NOTE: All of Olivet's societies are governed by ISC. This governing organization consists of a president and seven vice presidents (each society having one ISC officer), as well as two voting representatives from each society (usually the president and vice president from each society house.) The purpose of ISC is to foster unity within the Greek system at Olivet. ISC provides a means for democratically considering and acting upon the unique problems, conditions and needs that arise from society life. In addition, ISC provides a forum for the exchange of ideas among all the societies.

SOCIETY HOUSING

All 11 Greek societies maintain a residence for its members. Society members who have completed at least 24 semester hours toward their graduation requirements (with a 2.0 cumulative GPA or better) may reside in society housing with approval of the vice president and dean for student life and the society.

Adelphic Alpha Pi — is located across from Shipherd Hall. It was founded in 1862 and is open to the men of Olivet College. It is the brother organization to Sigma Beta. The fraternity motto is *Semper Fidelis*, always faithful.

Alpha Lambda Epsilon — is located at 212 S. Main St., on the corner of Green and Main across from Dole Hall. Founded in 1922 as a sorority, Alpha Lambda Epsilon reorganized its membership in 1975 to admit men, thus becoming the first co-educational literary/social society in the nation. The society motto is *Bear Well the Torch*. Alpha Lambda Epsilon is the cousin organization to Kappa Sigma Alpha.

Alpha Phi Kappa — was established in 1997 to promote better understanding between cultures and to endorse brotherhood among its membership.

Alpha Xi Omega "Elite" — founded as a club by the name of Elite in the 1970s and admitted to the ISC during the fall 1995 semester, Alpha Xi Omega works to create a better understanding among all students at Olivet in the areas of diversity and multicultural awareness.

Eta Psi Kappa — established in 2001 to promote unity of all women on campus. Their motto is *The Righteous Endorse til Judgement*.

Kappa Sigma Alpha — is located at 204 S. Main St., north of the Alpha Lambda Epsilon house. It was founded in 1922, and is the cousin organization to Alpha Lambda Epsilon. The fraternity motto is *Wisdom Conquers All*.

Mu Omega Pi — established in 2001 to assist young men in growth and development through leadership, brotherhood and spirituality. Their motto is *Striving for Perfection*.

Nu Gamma Xi — sorority founded in 1997 by 12 women. They are the sisters of Alpha Xi Omega. Their purpose is to promote unity, sisterhood and high academic standards among women with similar interests.

Phi Alpha Pi — is located on S. Main St. just across from Blair Hall. Founded in 1847, it is the oldest society on campus. In 1861 Phi Alpha Pi, the brother organization to Soronian, became a literary society. The fraternity motto is *Progress, Truth and Friendship*.

Sigma Beta — literary sorority was founded in 1907 by three Olivet College women. The house, located at 508 S. Main St. (across from Blair Hall), was completed in 1963. Sigma Beta is the sister society to Adelpic Alpha Pi. Their motto is *Friends of the Best*.

Soronian (Iota Kappa Omicron) — is located next to the Margaret Upton Conservatory of Music and across from the Lester K. Kirk Center. Founded in 1847, and is the sister organization to Phi Alpha Pi, is the oldest collegiate sorority in the continental United States. The sorority motto is *Strong in Love, Firm in Right*.

HEALTH SERVICES

The Wellness Center at Olivet College opens with registration and closes with graduation. The center staff emphasizes the need for both physical and mental well-being and encourages the formation of good health habits and lifestyles that enhance the total wellness of every individual. A member of the staff is on call for urgent medical matters that arise after hours or on weekends. Routine health matters should be attended to during regular office hours. The Wellness Center is located in the lower level of Burrage Library.

All full-time students (enrolled for 12 credit hours or more) must provide proof of medical insurance and complete an insurance waiver form available at the Wellness Center. Failure to do so will result in the student being automatically enrolled in a medical insurance plan arranged with an outside insurance provider and the premium (\$791 for students 34 years of age or younger and \$667 for students 35 years of age and older for the entire year) will be added to the student's charges. Student-athletes must meet the insurance requirements outlined above and submit to a physical examination (performed by the Wellness Center nurse and the team doctor) prior to being allowed to participate in athletic program practices or competitive events.

RESIDENCE LIFE

Olivet is a residential college committed to the educational and developmental benefits in the classroom and through co-curricular activities and services. There are four campus housing options available to students: residence halls, theme houses, society housing and apartments.

Residence Halls

Olivet College recognizes the residence halls as a living-learning environment. Residence life offers educational and social opportunities that promote personal growth, development, wellness and cultural diversity among residents. Olivet College operates three residence halls for students: Blair, Dole and Shipherd halls.

Blair Hall is a men's residence hall housing new students and upper-class students who meet special requirements. Blair was built in 1928 with a new addition constructed in 1955. The hall offers common bathrooms, lounges and study rooms.

Dole Hall is a women's residence hall housing new students, and upper-class students who meet special requirements. Dole was built in 1931. In addition to single, double and triple occupancy rooms, the hall offers common bathrooms, lounges and study rooms.

Shipherd Hall was built in 1966 and houses primarily upper-division men and women. Shipherd is suite style, with four students sharing a living space, two bedrooms and a semi-private bath/shower facility. Shipherd is co-educational by wing or floor, with common lounges, study rooms and a recreational facility.

Room Furnishings and Hall Features

Each residence hall room is furnished with curtains or shades, beds, desks, desk chairs, dressers and closet space. These furnishings are the responsibility of each student and must be present and in good condition at all times.

Student Life

Cable Television

Free basic cable TV connections are provided in each residence hall room. Students should bring their own cable-ready TV to connect to this service. Connections are via standard coaxial cable, which the student must provide.

Lounges and Recreation Areas

Each residence hall has lounge areas equipped with comfortable furniture and big-screen TVs. There are also areas designed specifically for studying. In addition, each hall has a recreation room.

Telephones and Voice Mail

Each room is equipped with one telephone jack. Students should bring their own telephones. In order to make long distance calls, students may use any calling card, which are available in the bookstore and most retail stores.

Students may bring answering machines, but may prefer to use the campus voice mail system. A voice mail account is provided to each student free of charge, and will answer incoming calls even when someone is using the phone.

Laundry and Vending Machines

Each residence hall has coin-operated washers and dryers. There are also vending machines in each building.

Residency Requirement

As a residential college, Olivet requires all full-time students to reside in college approved housing and to participate in a college meal plan. Exemptions from the policy are granted for students who meet any of the following criteria: 23 years of age, completed 88 semester hours of credit, married, living with parent(s) or legal guardian(s), living at permanent residence within 35 miles of campus (defined as family's permanent address), or special situations approved by the vice president and dean for student life.

An official written letter of verification from a parent/guardian is required from students who do not meet any of the other criteria. Living at a society house must be approved by the Housing Office.

Students desiring an exemption from the housing or meal requirement MUST file a Room and Board Exemption Form available in the Housing Office. Completed forms must be submitted to this office prior to the last day of drop/add period. Petitions will be reviewed by the housing coordinator and students will be notified in writing of the decision. Appeals may be made to the vice president and dean for student life.

STUDENT MEDIA

Students interested in developing communication skills such as writing, broadcasting, photography, editing, design and layout will find opportunities for experience with *The Echo* (campus newspaper), WOCCR-FM (campus radio station) and the *Garfield Lake Review* (campus literary magazine).

The Echo — the student-run newspaper, which is more than 106 years old, serves both the campus and community. Students can begin to gain experience in their freshman year in writing, design, layout, editing, photography, art, advertising and business management.

Garfield Lake Review — Olivet College's annual literary magazine invites students, faculty and staff to submit writings, photography and artwork for possible publication. Students interested in production can become involved in the editing, design and layout of the publication.

WOCCR-FM — the campus radio station, run entirely by students, offers hands-on, on-the-air and behind-the-scenes experience. A diverse format gives students a chance to work in a variety of programming styles.

THEME HOUSES

Selection of residents for the theme houses is based on criteria such as cumulative GPA, personal interviews, theme house specific requirements, and other specific criteria determined by the Housing Office.

Global/Hosford Cultures Center — This house opened in the winter of 1995. The primary goals of the house are to provide a meeting space for presentations and social occasions to promote international interest and awareness, to offer a home for the college's international students and American students who are interested in global issues, and to serve as a central source for global programming for the entire Olivet community. The house offers residential space for eight students.

Gillette Student Village — The Gillette Student Village, which opened in the fall of 2008, are apartments for upper division students. Residency is based on seniority and a GPA of at least 3.0. There are nine units with four single rooms in each. All units are fully furnished and have four bedrooms, two full baths and a basement. Amenities include a dishwasher, microwave, and a washer and dryer in each unit.

The Joseph Brewer House — This Honor house was renovated and reopened in 1985. Living in the Brewer House is a privilege granted to a select number of upper-division students who maintain a GPA of 3.5 or higher. The house accommodates nine residents. Priority is given to members of the Global Citizens Honors Program.

Vahs House — The Vahs House is a residence for female students with a 3.5 or higher GPA. The house accommodates 10 females and has two full bathrooms and six bedrooms. The residents of this house are committed to their studies and the principals of *The Olivet College Compact*.

TRADITIONS

Olivet cherishes its traditions, not only as reminders of its historic past, but also as a means of enabling current students to join in the excitement of creating their own and the college's future through ongoing events. Some of these traditions are:

President's Opening Convocation — the first convocation of the year in which the history and traditions of the college and the plans for the future are described.

Stand-Up — a ceremony held at the beginning of each year when students, faculty, staff and townspeople are introduced to one another.

Homecoming — each fall, the college celebrates Homecoming. Parents, friends and alumni are welcomed back to campus. Students participate by organizing and participating in the parade, Homecoming court competition, Midnight Breakfast, alumni gatherings, movies, music, comedic events and much more.

Pledging — held each year from late January through early February. Each society recruits students to join its organization. A presentation of the pledge class usually ensues with a traditional period of organizational learning, bonding and building of organizational spirit.

Founders' Day — a special day in February set aside to commemorate the founding of Olivet College in 1844.

Honors Convocation — every spring, the college recognizes the achievements of students, faculty and staff.

Baccalaureate — a special church service for the graduating class and family members. Held each year on Commencement Day in the Olivet Congregational Church.

Commencement — a ceremony to recognize graduating students.

Service Day — a semi-annual event engaging students, faculty and staff in service projects to benefit the school and surrounding communities.

Campus Resources

AFRICAN AMERICAN CULTURAL CENTER

The African American Culture Center (AACC) exists to assist Olivet College in its mission of creating an inclusive and welcoming environment for African American students. The AACC also promotes programs that facilitate the intellectual, cultural and social growth of the entire college community. The center assists with the coordination of educational activities and programs that inspire diversity and inclusion of all Olivet College students, which are related to recruitment, retention, enrollment and graduation.

ALUMNI ASSOCIATION

All Olivet students who complete at least one year of study are enrolled in the Olivet College Alumni Association. The aims and objectives of the Alumni Association include activities that perpetuate the good name of the college. Other activities promote continuing two-way relationships between the college and its former students, encourage continuing education among alumni, enlist alumni in constructive endeavors on behalf of the college, and foster among alumni a sense of responsibility to Olivet and to higher education in general.

Alumni Council — The Alumni Council consists of 20 members elected to four-year terms from the Alumni Association membership. Officers include a president, president-elect and secretary. The objectives of the council are to act in an advisory capacity to the Office of Alumni Relations and to study and formulate plans and policies for the association as a whole.

Alumni Relations — The Office of Alumni Relations serves as the primary liaison between the college and its alumni. This includes the development of internal and external strategies, programs and activities to promote support for Olivet College. Such activities include: Homecoming, alumni mentoring, student recruitment, tours, golf outings, event receptions and class reunions.

BETSY DOLE WOMEN'S RESOURCE CENTER

The Betsy Dole Women's Resource Center is located in the Margaret Upton Conservatory. The center offers curricular and co-curricular events which are open to the campus community, including speakers, films, forums, workshops and other special activities. Activities and services are designed to help participants improve communication skills, develop their full potential, and have a better understanding of the experiences of women, children and families across culturally diverse populations. The Betsy Dole Women's Resource Center is open to all community members.

BOOKSTORE

The Olivet College Bookstore, located on the lower level of the Kirk Center, offers all the required textbooks for Olivet courses. Students will also find school supplies, art materials, posters, greeting cards, souvenirs, incidentals and a number of Olivet College sweatshirts, T-shirts, jackets and other items of clothing.

BURRAGE LIBRARY

Burrage Library is located on the corner of College and Main streets. The original 19th century neo-Romanesque library building, Burrage Hall, was renovated and expanded in 1992, tripling its size and doubling its book storage capacity. The library contains 90,000 books, 500 periodical subscriptions, access to a variety of online databases, as well as special collections and the Olivet College archives.

Library Skills Education — helps assure that students acquire the library skills necessary to continue the learning process beyond the years at Olivet. An active program of library orientation for first year students and on-going library instruction through specific courses helps to achieve these goals.

Interlibrary Loan — provides access to sufficient materials to allow students and faculty to pursue study outside of the classroom. In addition to providing books and periodicals from the Burrage Library's collections, computers are used to gain access to much more material available through Interlibrary Loan.

Public Services — serves students at the reference desk, provides book talks, displays, bibliographies and sufficient hours to make library materials easily accessible to students. Strong library public service programs help keep the library visible and effective in meeting student needs.

Individual Attention — makes every effort to get to know students and to work closely with them to assure their success as undergraduates. Effective library skills education and the successful use of library resources is only possible when an academic library is committed to the personal and intellectual growth of students.

Quiet Study — offers a quiet and comfortable place to study. Burrage Library is open 85 hours, seven days a week during the academic year. There is seating for 300 students.

STUDENT RESOURCE CENTER

The Student Resource Center provides academic/career development and enrichment opportunities. It includes the following services and support programs: Academic Resources Center, Career Services Network, E-Portfolio, Global Citizen Honors Program, Office of Academic Advising, Retention Services, Service Learning and Writing Program. Energized by Olivet's vision *Education for Individual and Social Responsibility*, the center features tutorial services for all academic disciplines, disability support services and accommodations, academic skill workshops, careers services, academic advising, retention programs, academic counseling, study halls, academic enrichment and acceleration programs. Located in the Mott Academic Building, the center's environment provides students with an academically charged area and one that recognizes the importance of a relaxed and sufficiently social atmosphere and a means by which the fear of failure can be reduced and the satisfaction of success can be enhanced.

COMMON AREAS

Cyber Café – located in the lower level of the library and open Monday–Friday, features coffee drinks, snacks, and lunch items and provides a cozy environment to relax and study.

Kula Samba Theatre – located in the lower level of the library next to the Cyber Café. The theatre is named after a 1973 Olivet College graduate who was a nurse in Africa and who was executed in 1998 for fighting for the civil liberties of children. The theatre is open throughout the week and available for private functions.

Mott Convenience Center – located on the second floor of the Mott building and open Monday–Friday with a wide variety of beverages and snacks.

Comet Café – located in the basement of the Kirk Center and offers made-to-order sandwich wraps, burgers, sandwiches, and salads with a wide variety of treats to go along with them. The Comet Café offers a TV lounge for students to socialize.

COMPUTER LABS

Labs are located in the Mott Academic Center, rooms 307 and 311A, These labs are equipped with MS Windows XP networked IBM-compatible computers and laser printers. All computers run Microsoft Office products and are connected to the Internet. Work stations can also be found in the Burrage Library and residential halls.

CUTLER FITNESS CENTER

Housed in The Cutler Event Center, the fitness center opened in 2008 and includes free weights, Nautilus equipment and aerobic exercise equipment. The fitness center is available to all faculty, staff and students. Hours of operation are available through the Athletic Office.

DORIS LAIMBEER FITNESS CENTER

Housed in the Upton Center, the Doris Laimbeer Fitness Center opened in 1994. The center includes free weights, Nautilus equipment and aerobic exercise equipment. The fitness center is available to all faculty, staff and students. Hours of operation are available through the Athletic Office.

E-MAIL ACCOUNTS

Students are provided e-mail accounts—generally the first initial of the first name followed by the last name@olivetcollege.edu. For example, Jane Smith would be jsmith@olivetcollege.edu.

MULTICULTURAL EDUCATION AND INITIATIVES OFFICE

The Multicultural Education and Initiatives Office at Olivet College coordinates or assists with the coordination of educational activities and program initiatives which are related to the recruitment, retention, enrollment and graduation of multicultural undergraduate students. It is also dedicated to providing educational programs, which will help majority group students learn to become more accepting of cultural differences that exist on campus. Services and programs offered include:

- Identity development workshops
- Careers, internships, graduate and professional school, education abroad and job opportunities
- Assistance with questions on financial aid, scholarship and money management
- Serving as advocate, when appropriate, for the needs of multicultural students as defined by the college
- Diversity training
- Conflict resolution and other personal matters
- Mentoring
- Study skills, time management and test taking strategies
- Obtaining tutorial assistance
- Programs and activities that address campus climate issues, socio-cultural isolation and other non-cognitive topics
- Leadership training
- Program planning and development skills

OLIVET COLLEGE ART GALLERY

The Visual Arts Department maintains the Olivet College Art Gallery and arranges for a number of student and guest artist shows throughout the year. Openings for major shows provide an opportunity to meet and talk with exhibitors. The art gallery is located on the main floor of the Mott Academic Center, just inside the front lobby.

WORSHIP AND CAMPUS MINISTRY

Olivet College was founded in 1844 by Congregational missionaries who brought with them a Christian passion for social justice issues that were decades ahead of their time. Today, that same sense of individual accountability to a higher being and responsibility for our fellow human beings is the very core of our academic vision: *Education for Individual and Social Responsibility*. While many colleges and universities have chosen to forget their historic church relationships, Olivet openly embraces ours. Olivet is the only college in the nation to maintain an active relationship with both the United Church of Christ and the congregations of the National Association of Congregational Christian Churches. We do so because our history relates to both. Since our founding in 1844, Olivet has developed relationships with many denominations and local congregations who have been drawn to our unique brand of liberal arts education. Students at Olivet College represent virtually all denominations within our Judeo-Christian heritage and many others as well.

Much of the worship activity on campus is centered around the Olivet Congregational Church, a community church located on campus next to the Burrage Library. The church, in the spirit of all Congregational Churches, is non-creedal. Matters of Biblical interpretation and doctrine are left to the individual. What unites us is our passionate belief in the power of collective worship and prayer.

On Sundays throughout the year Adult Sunday School begins at 9:30 a.m. A traditional worship service is at 10:30 a.m. A coffee hour follows in the church dining room. An assortment of student-led Bible studies and prayer groups that meet at a variety of times and locations during the school year are offered through the church.

Graduation Requirements

To graduate from Olivet College with a Bachelor of Arts (B.A.) degree, each student must complete a portfolio that documents baccalaureate-level learning in the five broad areas outlined in the “Educational Outcomes” section, and is approved by the student’s Portfolio Committee.

In addition, a student must complete at least 120 semester hours of academic credit, maintaining a cumulative GPA of at least 2.00. The student must also complete an approved sequence of courses in a specialized field, a major, maintaining a cumulative grade point average in all courses completed in that field of at least 2.00. Students may also choose to pursue a minor program of study. An academic minor represents an organized group of courses similar to those offered in a major. A non-teaching minor cannot be taken without a major. If students choose to pursue a minor in addition to their major, they must maintain a 2.00 GPA in all courses completed in the minor as well as all courses completed in the field of the major.

NOTE: Students seeking teaching certification must maintain a minimum GPA of 2.75 in all education courses, as well as a minimum GPA of 2.00 in all courses completed in each major or minor field. Elementary education students also have the option of pursuing three minors in place of a major and minor program of study. Students seeking certification are the only ones for whom a major program of study is optional.

The requirements for specific majors and minors (required only of students majoring in American studies or those seeking teaching certification) are listed in the following pages under the appropriate headings.

Although at Olivet College a full-time student is usually limited to seven years between original matriculation and final graduation, students who take more than the traditional four years should be aware that from time to time graduation requirements and curricula do change, which may require some adjustments in the program of the longer-term student.

The Michigan Guarantee Agency requires (668.16(e)(2)(1)) that students who receive Title IX financial aid funds complete a minimum of 10 semester hours each semester of attendance through a maximum of six years.

Portfolio

The Olivet College graduate will construct a series of exhibits that demonstrate competency in the following portfolio outcomes:

College-wide Outcomes — writing in the major, oral presentation of information, an active role in a group project, reasoning and critical thinking in the major, individual responsibility as it relates to the major, and social responsibility as it relates to the major.

Program-specific Outcomes — determined by the student’s major

Senior Experience

In the Senior Experience students will integrate what they learned about *Education for Individual and Social Responsibility* and apply that learning to the transition from student life into family, career, advanced degree pursuits and civic life. Students preparing to graduate from Olivet will enroll in a course designed to provide practical experience in the world with reflection on that experience facilitated by faculty and off-campus mentors.

Service Learning

Olivet students will engage in a Service Learning Project that addresses community needs while at the same time instilling in them the ethic of individual and social responsibility. The Service Learning requirement combines first-hand community service experience with careful and extensive reflection on that experience. At least once during their undergraduate experience, students at Olivet College will complete a three semester hour service learning course offered by an academic department. Each Service Learning course requires students to spend a minimum of 40 hours serving the needs of the community. Such service will be accompanied by reflection on that experience under the direction of faculty.

Graduation Requirements

LIBERAL ARTS CORE COURSES REQUIREMENTS

The purpose of the Liberal Arts Core curriculum is to embody the college's academic vision of *Education for Individual and Social Responsibility*. All courses and experiences included in the program are graduation requirements and have been derived from the principles and aspirations as articulated in the vision statement.

As the central, shared academic experience, the general education program will holistically engage students across disciplines while addressing the vision and targeting the educational outcomes. Courses are designed to ensure that skills and content development are linked and ongoing. The program encourages investigation of self, society and the natural world. It also embraces multiple perspectives, promotes intellectual inquiry and inspires life-long learning. The Liberal Arts Core Courses program is designed to deliver an experience rich in diversity, broad in scope and relevant to liberal baccalaureate education of the 21st century. This program is the centerpiece of Olivet's strategy to prepare students to effectively participate as responsible citizens in an intercultural world.

Thematically linked courses are delivered through a variety of formats and teaching/learning styles including integrated, cross-disciplinary teams and collaborative teaching. Active and integrative learning are key features. The subjects of these courses include: Self and Community; Writing and Rhetoric I and II; Creative Experience; Natural World; Civilization Studies; and Global Diversity.

Course Requirements

NOTE: Courses marked with an asterisk (*) are satisfied by the MACRAO agreement.

Self and Community* (3 semester hours)

In this course, students will be engaged in self evaluation and the process of socialization. It covers individual and social responsibility, ethical/moral character, spiritual/philosophical self-awareness social identity groups and the role of diversity in the world. This course assists students in becoming more sophisticated about themselves and the world.

Writing and Rhetoric I and II* (6 semester hours)

Developing effective writing skills is the main focus of these courses. Reading, speaking and listening are approached as skills necessary in the communication process and in the process of critical thinking from which writing is developed.

Major Seminar (8 semester hours or for as many semesters a student is enrolled at Olivet)

Every degree-seeking student must be enrolled in a seminar every semester they are enrolled at the college. Each seminar is designed around a major and is where academic advising, portfolio development, career preparation and community building take place.

Creative Experience* (3 semester hours)

The following disciplines will contribute to the Creative Experience: literature, music, theatre and visual art. Students will be required to complete the Creative Experience any time in their freshman, sophomore or junior years. The following courses will satisfy this requirement: ART 105 Drawing Skills Laboratory, ART 107 Visual Foundations or any 200-level or above studio art course, ENG 145 Introduction to Creative Writing, ENG 245 Fiction Writing, ENG 247 Poetry Writing, MUS 150 College Choir, MUS 152 Women's Chorale, MUS 141/142 Class Piano I & II and THR 111 Acting. (Any three of the one credit music courses may be added together to satisfy this three-credit requirement or any three of the one credit theatre courses may be added together to satisfy this requirement.)

Math Proficiency* (variable semester hours/activities to reach proficiency)

Portfolio mentors, the Mathematics and Computer Science Department and other appropriate areas will develop guidelines for advising students into appropriate activities to meet the proficiency.

Students will satisfy the Mathematics Proficiency in one of the following ways:

1. Achieve a grade of C or higher in a mathematics (MTH) course numbered 120 or above.
2. Achieve a grade of C or higher in a course in another department which has a substantial quantitative component and has been pre-approved by Mathematics and Computer Science Department faculty. Currently, the department accepts BIO 406 (Biostatistics); SA 330 (Social Science Statistics) and PHA 251-252 (Physics I-II). A student who wishes to present another course to fulfill this requirement must secure prior approval from the department chair.

Civilization Studies**(3 semester hours)**

This courses examine issues of individual and social responsibility in world civilizations.

The Natural World**(3 semester hours)**

| | |
|---------|------------------------------------------------|
| BIO 105 | Human Biology |
| BIO 111 | Principles of Biology: Molecules to Cells |
| BIO 112 | Principles of Biology: Organisms to Ecosystems |
| CEM 151 | General Chemistry I |
| CEM 152 | General Chemistry II |
| IDS 251 | Nature, Technology and Humanity |
| PHA 201 | College Physics I |
| PHA 202 | College Physics II |
| SCI 102 | Biological Science |
| SCI 105 | Introductory Geology |
| SCI 107 | Environmental Science |
| SCI 111 | Introduction to Chemistry |
| SCI 112 | Introduction to Physics |

Global Diversity: Cross-Cultural Experience**(6 semester hours)**

A capstone general education course offered in the junior year. A number of courses will be offered under this title. Interested faculty from any discipline may develop a specific class within their field that focuses on diversity. Students will be able at this point in their education to choose the specific perspective in which they are most interested. This course may also count toward major/minor credit. See the Schedule of Classes for particular course offerings meeting this requirement.

Senior Experience

The focus of the Senior Experience at Olivet College involves capstone major courses and/or projects to both prepare the students to make the transition to graduate school and/or a career in their chosen field of study, as well as to assist students to summarize and synthesize four years of undergraduate learning. The Senior Experience is delivered through the major and may be offered several ways.

Portfolio

The Portfolio is a graduation requirement of all students. It consists of a series of exhibits demonstrating the six college-wide outcomes common to all students: 1.) Writing in the discipline, 2.) Oral presentation of information, 3.) Active role in a group project, 4.) Reasoning and critical thinking, 5.) Social responsibility and 6.) Individual responsibility plus the educational outcomes required by their major.

Graduation Requirements

FOUR-YEAR OVERVIEW OF LIBERAL ARTS CORE COURSES

First Year (17 semester hours)

Fall

Self & Community (3) — or —
Writing and Rhetoric I (3) —linked—

Mathematics Proficiency**
Major Seminar (1)

Spring

Self & Community (3)
Writing and Rhetoric II (3)

Creative Experience (3)*
Major Seminar (1)

Second Year (14 semester hours)

Fall

Civilization Studies (3) — or —
Major Seminar (1)
The Natural World (3) ++

Spring

Global Diversity: Cross-Cultural Experience (3)
Major Seminar (1)
Nature, Technology and Humanity (3)++

Third Year (8 semester hours)

Fall

Theme Course:
Global Diversity: Cross-Cultural Experience (3)
Major Seminar (1)

Spring

Service Learning (3)
Major Seminar (1)

Fourth Year (5 semester hours)

Fall

Major Seminar (1)
Senior Experience (3)

Spring

Major Seminar (1)

NOTE: See the Liberal Arts Core Courses Requirements section for information on the MACRAO agreement.

Total semester hours: 33 plus Math Proficiency (variable semester hours)

* May be taken from first to third years in any order. Offerings will be in literature, music, theatre and visual art.

** Students should undergo math placement testing and be advised into the appropriate activities (courses, tutoring, etc.) in their first year.

++ Science Experience and Nature, Technology and Humanity may be taken in any order.