

# OIKOS UNIVERSITY



OIKOS UNIVERSITY

## POLICIES MANUAL

2020-2021

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## **General Policies**

### **History**

Oikos University was founded by Dr. Jongin Kim who is a great scholar, pastor and community leader with the vision of serving the immigrant community in Northern California in 2004. From the very beginning, Oikos' educational mission fostered two distinctive goals. It launched theological and musical programs in order to equip leaders for immigrant churches. In this respect, Oikos' mission is similar to that of other theological schools in the area. However, Oikos University has pursued another crucial goal: to help immigrants to acquire English language proficiency, professional skills, and academic credentials, so that they may be qualified for certain jobs in the mainstream community. Hence, in addition to programs in theology and music, Oikos University has added business programs and ESL. Oikos University is currently approved by the California BPPE to offer degree programs. Oikos University is currently accredited by TRACS that is recognized by CHEA and USDOE.

### **Mission Statement**

The mission of Oikos University is to educate men and women to be the leaders to serve the church, local communities, and the world by using their learned skills and professions.

### **Institutional Objectives**

To achieve mission, Oikos University has developed following institutional objectives:

1. To demonstrate a comprehensive knowledge of the Bible and an understanding of Christian doctrine
2. To instill a desire for lifelong commitment to personal spiritual growth through daily Bible study and prayer.
3. To develop attitudes of service and commitment to the local church and world missions.
4. To equip students with learning skills that access knowledge for vocational success and enable students to manifest their perspectives
5. To provide students with competitive knowledge, skills and attitude for success in their profession.
6. To prepare students for Christian service and vocation in the Church and society.
7. To instill a missionary vision to word-wide outreach and increase ethical standards in personal lifestyle.

### **Values**

Oikos University upholds the doctrines of evangelical churches and has identified three specific core values that define our institution:

- We value evangelical mission and discipleship of all people, and focus especially on members of the immigrant communities.
- We value academic excellence and professional skills within the context of Christian faith engaging individual and corporate relationship with Jesus Christ, and
- We strive to demonstrate these values throughout the church, local community and the world.

## **Institutional Learning Outcomes**

### **Undergraduate**

The Oikos University's undergraduate program seeks to produce graduates who are able to demonstrate the key undergraduate competencies in the outcome areas of:

Critical Thinking & Problem Solving as evidenced by the student's ability to:

- Outcome 1: Think critically, creatively and holistically to make informed judgment.
- Outcome 2: Apply mathematical skills in problem solving.

Effective Communication & Common Sense for Living as evidenced by the student's ability to:

- Outcome 3: Communicate effectively & apply the concepts and methods of the Natural and Physical Sciences.
- Outcome 4: Demonstrate a survey level knowledge of the humanities areas.

Social and Cultural Engagement and Lifelong Learning as evidenced by the student's ability to:

- Outcome 5: Demonstrate insights into the personal and group behaviors.
- Outcome 6: Understand the Social Science & World History and learning as life-long endeavor.

Professional Knowledge as evidenced by the student's ability to:

- Outcome 7: Demonstrate professional knowledge, theory, & skills.
- Outcome 8: Use appropriate advanced technology in one's major field.

Christian Commitment as evidenced by the student's ability to:

- Outcome 9: Engage in a devout walk in the Lord through personal relationship with God.
- Outcome 10: Share talents and spiritual maturity in service to others.

### **Graduate**

The Oikos University's graduate program seeks to produce graduates who are able to demonstrate the key undergraduate competencies in the outcome areas of:

Professional Knowledge as evidenced by the student's ability to:

- Outcome 1: Develop research skills and carry out independent research.
- Outcome 2: Defend professional work in presentation form.
- Outcome 3: Demonstrate advanced scholarship and master of one's major field.

Christian Commitment as evidenced by the student's ability to:

- Outcome 4: Function as a Christian professionals in one's chosen discipline

## **New Policies and Procedures**

Oikos University makes every effort to inform its students of changes to policies procedures and update the Policies Manual. The University will continue to bring new Policies or Procedures to the students', Staff's, and Faculty's attention in the following ways:

1. Post on all bulletin boards.
2. Instructors will make announcements during class.

3. They will be introduced at the orientation for student, faculty and staff.

## **Faith Statement**

### 1. The Bible

We believe that the Bible is made by the unique divine inspiration given for the faith of the believing community. It is infallibly and uniquely authoritative and free from error of any sort in all matters.

### 2. The Trinity

We believe in the one true and living God who is eternal, transcendent, omnipotent, personal God possessing three eternal, personal distinctions which are revealed to us as Father, Son and Holy Spirit equal in every divine perfection, yet executing distinct but harmonious offices.

### 3. The Father

We believe in God the Father, the first person of the Divine Trinity, perfect in holiness, wisdom, power and love. We believe in God the father, an infinite Spirit-sovereign, eternal, and unchangeable in all His attributes. He is worthy of honor, adoration, and obedience.

### 4. The Son

We believe that the Son is the Perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ, indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth.

### 5. Holy Spirit

We believe that the Holy Spirit is the third person of the Triune Godhead. He has been and will continue to be active throughout eternity. He convicts, regenerates, indwells, seals all believers in Christ, and fills those who yield to Him. The Holy Spirit gives spiritual gifts to all believers; however, the manifestation of any particular gift is not required as evidence of salvation.

### 6. Historicity

We believe the full historicity and perspicuity of the biblical record of the primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel. We believe the realities of heaven and hell.

### 7. Redemption

We believe the redemptive grace of God through the substitutionary work of Jesus Christ who paid the full redemptive price for the sin of the world, through His literal physical death, burial, and resurrection, followed by His bodily ascension into heaven.

### 8. Salvation

We believe the personal salvation from the eternal penalty of sin provided solely by the grace of God on the basis of the atoning death and resurrection of Christ. We believe that salvation is only appropriated by a person placing his faith in the finished work of Christ.

#### 9. Last Things

We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the eternal felicity of the righteous and the fulfillment of His purposes in the works of creation and redemption with eternal rewards and punishments.

#### 10. Biblical Creation

We believe biblical account of creation as a historical and theological record of God's creation. And we believe that the universe with all that is in it was created by God. God's creation includes and is not limited to the existing space-time universe and all its basic systems and kinds of organisms in the six literal days of the creation week.

#### 11. Satan

We believe the existence of a personal, malevolent being called Satan who acts as tempter and accuser, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity. He can be resisted by the believer through faith and reliance on the power of the Holy Spirit.

### **Accreditation**

Oikos University is a member of the Transnational Association of Christian Colleges and Schools (TRACS), [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org] having been awarded Accredited Status as Category IV institution by the TRACS Accreditation Commission on April 19, 2016. This Status is effective for a period of up to five years. TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation, and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

### **BPPE Disclosures**

Oikos University is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, Tel: 916-574-8900 or Toll Free number 888-370-7589). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Oikos University is approved to award the following degrees: Bachelor of Arts in Biblical Studies, Bachelor of Music, Bachelor of Arts in Business Administration, Master of Divinity, Master of Music, Master of Business Administration, Master of Science in Asian Medicine, Doctor of Ministry, Doctor of Musical Arts and Doctor of Business Administration.

## **Questions**

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

## **Complaints**

A student of any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **Transferability of Credits**

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

## **Bankruptcy**

Oikos University has NO pending petition in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, and has NO petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## **Disciplinary Policy**

The primary goal of the Oikos Disciplinary Policy is always to pursue the full restoration of the involved student. With this goal in mind, the suspension of a student from Oikos is not a desired result, but suspension may occur if a student shows an unwillingness to comply with or meet the objectives of a restorative action plan. Intermediate consequences are employed whenever possible to avoid suspension or expulsion. Each incident is reviewed on a case-by-case basis, with consideration of (1) the severity of the violation, (2) the context of the incident, (3) a history of prior misconduct, (4) the responsiveness of the accused to confrontation, and (5) the degree to which the individual displays genuine repentance.

Community members are expected to provide firsthand testimony that will bring greater clarity and understanding to the review. While painstaking efforts are taken to maintain consistency from case to case and individual to individual, confidentiality often prevents the disclosure of details that contribute to a decision, occasionally resulting in unanswered questions regarding a disciplinary outcome. Uninformed community members are asked to extend the benefit of doubt to officials, knowing that prayerful consideration has been employed in the proceedings and the subsequent outcome.

The Dean of Students serves as the chief student conduct officer for the university and works with other administrators to resolve student disciplinary matters. The Student Handbook provides guidelines that are used to establish continuity for administering consequences for violating community standards.

## **Student Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

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

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. For more information, visit at <http://www2.ed.gov/ferpa>

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

### ***Protection of Pupil Rights Amendment (PPRA)***

Welcome to the Protection of Pupil Rights Amendment (PPRA) page for parents, students, and school officials. This page contains FAQs and resources regarding parents' rights under the PPRA and education officials' obligations in implementing the PPRA. The PPRA applies to the programs and activities of a State educational agency (SEA), local educational agency (LEA), or other recipient of funds under any program funded by the U.S. Department of Education. It governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

- political affiliations or beliefs of the student or the student's parent
- mental or psychological problems of the student or the student's family
- sex behavior or attitudes
- illegal, anti-social, self-incriminating, or demeaning behavior
- critical appraisals of other individuals with whom respondents have close family relationships
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
- religious practices, affiliations, or beliefs of the student or student's parent; or,
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors. The rights under PPRA transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

We recommend you review the FAQs and other resources provided on this page in order to understand what rights parents and students have under the PPRA and State- and local educational agencies' obligations in implementing the PPRA.

Parents or eligible students who believe their rights under PPRA have been violated may file a complaint with the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. You may contact us if you have questions regarding the PPRA or wish to obtain more information regarding filing a complaint under PPRA. Or you may contact us at the following address and phone number:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
Phone: 1-800-USA-LEARN (1-800-872-5327)

### **Student Government**

All registered students are members of the Student Association. The purpose of the student government is to promote Christian fellowship among students and to advance the kingdom of God and the mission of Oikos University. Activities of the Association are supported through a student fee and individual gifts.

The officers of the Association—President, Secretary, and Treasurer—are elected annually by the members. The Student Government consists of three representatives from each class plus the student body president. These students serve as a “sounding board” for the administration regarding policies that affect

the students. They are also responsible for planning certain student activities such as clubs and social events.

## **Payment Schedule**

This section describes the payment deadlines for tuition and fees. From time to time students are unable to settle their account on time. We've found the following checklist to be useful to students who are trying to raise money for college:

1. Make sure you are paying your tithe. God has promised to bless you if you are faithful in tithing (cf. Malachi 3:10). If you a tithe, you can ask God to bless you financially.
2. Make sure you have completed the college's financial aid application. You may qualify for a Oikos scholarship.
3. Look for any assets you may be able to sell. Some students find that they can trade in their vehicle for another, or sell unused stereo equipment, in order to raise money for college. During the spring term, check to see if you have a tax refund coming.
4. Contact friends, family, and your church. Many people are eager to help our students attend Bible College.
5. The cost of a college education should be considered an investment rather than a debt. Consider borrowing at least some of the money for college. Many banks will extend a loan secured by assets such as your vehicle. Note: Oikos accepts both MasterCard and Visa.

If you choose to apply for a deferred payment plan, make sure you have a plan to make your payments. While there are ample opportunities for off-campus employment in Oakland or the greater Bay Area, most full-time students should not plan to work more than about 20 hours a week. A student who works 20 hours a week at \$9.00 or more can expect to clear about \$2,400—enough to pay for full tuition—during the course of the semester. Note: If you are not a U.S. citizen, it is your responsibility to see what work, if any, you may legally perform while in the U.S.

Some students will find it necessary to work full-time during the summer, or over holiday breaks, in order to make their payments to the college. Many students who are willing to work 60 hours a week during the summer and 20 hours a week during the semesters find that they're able to meet all of their obligations on time, even if they do not receive help from their church, family, or friends.

## **Unpaid Accounts**

Students who do not maintain current financial accounts with the college will be denied the privilege of classroom attendance beginning five days after the payment is due. Absences will be counted until the payment is made in full or until withdrawal is instituted.

A student whose account is not paid in full (including tuition and fees) by the end of the semester will not be allowed to reenroll in the subsequent semester.

Oikos makes exceptions to this policy only with the approval of the President. In those cases where the college elects to make an exception, the student is required to sign and comply with an approved payment agreement. If the student withdraws from the college without paying the account in full, the payment plan becomes void and the college has the right to collect the unpaid amount immediately. Should the college find it necessary to use the services of a collection agency or attorney, the former student is responsible for all court costs, reasonable collection and litigation fees, up to 100 percent of the balance due.



A student will not be allowed to participate in graduation ceremonies or receive grades, a certificate, a diploma, a degree, a transcript, or a letter of recommendation until all financial obligations have been satisfied in accordance with the college's financial policies.

## **Loans**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

## **Student Tuition Recovery Fund (STRF)**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

### **Admission Policy**

An applicant for admission to a degree program must meet the minimum admission requirements for each program. Students with special circumstances and those who do not meet certain admission standards may be accepted on a conditional basis.

Admission to some programs may be granted to students who meet certain criteria. However, those who are admitted in this condition must complete the application process before the degree is granted.

Admission standing is subject to cancellation or change if the admission credentials remain incomplete.

Oikos University does not accept Ability-to-Benefit students.

### **Admission Criteria**

Oikos University is committed to the training of men and women for Christian leadership, both lay and clerical. Because of this commitment, we seek to admit persons whose motivation, character, and aptitude are in keeping with this purpose. The application process is designed to help you and the university determine your readiness for university. The admissions process is designed to help ensure that individuals who enter our program will complete it.

### **Diversity Policy**

Oikos University does not discriminate on the basis of race, age, color, nationality, ethnic origin, socioeconomic class, gender, and/or physical and mental disabilities in the administration of its policies in education, admission, and hiring. Oikos University is committed to practicing the principles of equal opportunity and diversity. The university strives to achieve and maintain a diverse community of students. Oikos University will continue to monitor the level of diversity. By encouraging community engagement in outreach, development and planning processes, Oikos University will undertake a strategic and systematic approach to involve individuals from diverse racial/ethnic groups, ages, genders, abilities, socioeconomic classes, and interests.

### **Application Requirements for all programs**

1. Possess a high school diploma for undergraduate program and bachelor's degree or its equivalent for graduate program.

2. Submit a completed application package along with diploma or transcript, letter of recommendation with a non-refundable fee to the Admissions Office
3. Pay all required fees.
4. Complete a successful interview with members of the admissions staff and faculty.

Each program may have its own requirements specific to that program, provided elsewhere in this catalog.

Application forms may be obtained by regular mail e-mail, or in person from the Oikos University Main Office:

Admission Office  
Oikos University  
7901 Oakport St. Suite 3000, Oakland, CA 94621  
Website: [www.oikos.edu](http://www.oikos.edu)  
Email: [info@oikos.edu](mailto:info@oikos.edu)

### **Application Assessment**

Oikos University evaluates an applicant's readiness in accordance of specific admission requirements of each program.

Applicants must have sufficient educational background to enable them to perform at the undergraduate and graduate level. A bachelor's degree or its equivalent is required for admission to all-master's program. Master's degree is required for admission into all doctoral degree programs.

### **Statement of Nondiscrimination**

Oikos University does not discriminate on the basis of disability, race, color, gender, and national or ethnic origin in the according or making available of all the rights, privileges, programs and activities generally open to students at the university. We do not discriminate on the basis of disability, race, color, gender, and national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other university administered programs.

In addition to this legal stance, Oikos University has a biblical stance regarding cultural diversity. The ultimate, eternal community of believers, according to Revelation 5:9, will be comprised of "every tribe, tongue, and people and nation." The desire of the university is to enjoy this same diversity and unity of believers while training culturally sensitive ministers for effective service to the entire world.

### **Denial of Admission**

Oikos University reserves the right to deny admission to any applicant due to the following reasons:

1. The applicant does not meet the standard admission requirements.
2. The applicant is unable to participate or learn in class due to physical, mental, or emotional reasons.
3. The applicant is unable to meet financial commitments to the school.
4. The applicant exhibits lack of personal motivation or is incompatible with the philosophy of the school regarding learning.
5. The Administrator has the right to deny admission to any applicant to whom it is deemed the classes not to be beneficial for the student.

## **Falsification of Official Documents**

Upon the discovery of submission of forgery of official documents (Passport, Alien Registration card, Picture I.D, Social security number), the enrolled student shall be dismissed from the school and his forged documents reported to the appropriate state or federal authorities or agencies.

## **Transfer of Credit Evaluation**

Oikos welcomes the transfer of course work from accredited institutions. (Such institutions have been accredited by an agency that is, in turn, recognized by the Council for Higher Education Accreditation (CHEA).) In order to request this transfer, you should arrange for an official transcript (signed and sealed) to be mailed or faxed directly from the previous institution to Oikos's Registrar's Office.

Credit is evaluated on a course-for-course basis, requiring that course descriptions and credit values be comparable. Only work earned with a grade of "C" or higher is transferable; however, a grade from transfer credits do not compute into the student's Oikos GPA.

Transfer of credit may be possible from recognized but unaccredited institutions. The same procedures and requirements as previously noted apply. In addition, Oikos takes steps to ensure that course work taken in the sending institution is comparable to course work offered by Oikos. These steps include one or more of the following:

- Demonstration of achievement by means of comprehensive examinations;
- Review of syllabi, faculty credentials, grading standards, and other relevant learning resources at the sending institution;
- Analysis of historic experience regarding the success of transfers from the sending institution; and
- Successful completion of 32 semester hours at Oikos with a cumulative GPA of at least 2.0.

If you wish to apply transfer credit to your program, the transfer should be arranged immediately upon receiving your letter of acceptance, and before registering for courses at Oikos.

Fifty percent of the semester hours in your undergraduate program must be completed at Oikos in order to qualify for graduation. Thus, a student pursuing a Bachelor of Arts degree must earn at least 60 semester hours at the college.

Oikos University has not entered into an articulation or transfer agreement with any other college or university.

Oikos University does not award credit for student's prior experiential learning.

## **Policy on Evaluation of Foreign Transfer of Credits**

The university conducts a complete evaluation of transcripts for foreign transfer credits submitted by the students who have received their degree at a college or university outside of the United States.

All applicants must provide one official transcript (in a sealed envelope) and an official certification of degree, with date awarded. If a student has attended more than one college or university, separate

transcripts must be submitted. To be official, transcripts and certificates must bear an original seal and/or signature of the school's registrar or of the appropriate school official or office. Photocopies are not acceptable.

Student records, including your transcripts and certification of degree, submitted to the university become the property of the university and cannot be returned to or copied for the student or released to a third party. Please do not send your only original copy of your transcripts/degree certificate. If you have questions about your documents prior to submission, please contact our registrar's office.

Course work completed at one institution but listed on the record of a second institution is not acceptable. A separate copy of the record from the first institution is required. If these documents are written in a language other than English, a certified translation in English must be provided together with the original language records. Any translated record should be a literal and not an interpretive translation.

All students are advised to submit all required documentation as early as possible so as to not delay the evaluation process. In the event that the university receives documentation that is questionable, or suspicious in any way, the university will verify authenticity with the issuing institution. If an institution must be contacted for verification, the evaluation process will be placed on hold until the university has received all necessary information.

Foreign transcripts must be evaluated by one of the following transcript evaluators and student must request that it then sent directly to OU:

World Education Services (WES): [www.wes.org](http://www.wes.org)

Global Credential Evaluators (GCE): [www.gcevaluators.com](http://www.gcevaluators.com)

### **Student with Mental or Physical Disabilities**

Admissions requirements and procedures for students with mental or physical handicaps comply with all federal, state, and local ordinances and regulations in regard to handicapped access to School Campuses.

### **Course Challenge Examination**

Students may challenge courses by taking examinations designed to verify the student's knowledge of the subject matter. In order to earn credits by challenged examinations, students must first obtain the "Petition for Credit Examination" approval from the Registrar, who will assign a faculty member to administer the challenge examination. Students do NOT have to pay a course challenge examination fee for taking the examination.

Petition for Credit by Examination will be granted to regularly enrolled students to obtain credit by challenge examination in subject matters in which they are qualified through non-traditional education or experience, and for which credit has not yet previously been granted for any similar or advanced course.

The examination may include written, oral technical skills, or a combination of each, and will be sufficiently comprehensive to determine that the student possesses essentially the same knowledge and/or skills as those students who successfully completed a similar course offered at Oikos University. The letter grade of "P" will be awarded to those who pass the course challenge examination. However, those students who fail will not receive a grade, and there will be no record of the non-passing of the course challenge examination on the student's permanent record.

Credit by challenge examination shall not be allowed for the purpose of earning a higher grade for courses previously taken. The only way to earn a higher grade for earlier attended courses is to repeat the course and pay the normal course unit fee.

## **International Students**

Oikos University is approved by USCIS to enroll non-immigrant students. Those students who need assistance in obtaining Form I-20 need to contact our international student officer or PDSO.

## **Application Process**

The application process consists of three steps. All three must be completed before admission to the college is official.

1) Complete an Application File, including:

- A completed and signed Application Form.
- A signed philosophy of communication form
- A completed Recommendation Form
- The nonrefundable Application Fee

Arrange for official transcripts to be submitted to the Registrar's Office from the applicant's high school and, if applicable, from all universities, colleges, or professional schools attended by the applicant. (GED may be substituted for high school diploma.) If the applicant is still enrolled in high school, then an incomplete transcript (not showing graduation) will be sufficient. However, as soon as possible, a complete, official transcript (indicating a graduation date) is required.

2) Letter of Acceptance

University officials will review your Application Package when it is complete. It is our goal to send you written notification within two weeks of application deadline. At any time, however, you may contact the Registrar's Office to inquire as to the status of your application.

If you receive a letter of acceptance, it will include information regarding subsequent steps. Included with your letter of acceptance will be a copy of the Student Handbook and a form indicating that you have read the handbook and agree to comply with it. This form should be returned to the Registrar's Office immediately.

The acceptance letter will also ask that you provide a recent photograph of yourself. This photo will help us to recognize you at orientation and therefore, better serve you.

Finally, you should send the tuition deposit along with the Student Handbook form in order to confirm your enrollment.

If the University is unable to accept you for enrollment in the upcoming semester, we will advise you regarding the steps you should take before resubmitting your application.

3) Intent to Enroll

By returning the statement regarding the Student Handbook, and your tuition deposit, you are informing the university that you intend to enroll and to register for classes in the upcoming semester. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## **Academic Freedom**

We regard academic freedom as a sacred trust and God-given responsibility that encourages the scholarly pursuit of truth in each academic discipline to which God has called us. The foundation of academic freedom is the belief that God is the author of all truth. All faculty members are encouraged to seek wisdom and understanding, acquire knowledge and teach others. Therefore, faculty need not fear where their pursuit of knowledge and wisdom may lead, but rather be guided by the fear of the Lord. Academic freedom is entrusted to every full-time and part-time faculty member, and teacher at Oikos University. Academic freedom is always exercised within a context of standards or norms. Oikos University defines academic freedom within the following context of standards or norms for its faculty members:

1. God is the source of all truth. The Scriptures are the written expression of truth and the revealed will of God. There is also natural revelation. Both types of revelation contribute to our understanding of truth.
2. Academic freedom functions within Oikos University's mission statement and statement of faith. Specifically, within the mission statement, the faculty member takes the role of being a Christian leader in order to model Christian leadership to students. Academic freedom serves to make the University a leading center of Christian thought and action. Oikos University's mission educating students to "serve as Christian leaders." can be achieved only if faculty members demonstrate Christian principles of life and living in the classroom.
3. "The teacher is a citizen, a member of a learned profession and an officer of an educational institution" ("Academic Freedom and Tenure, 1940 Statement of Principles and Interpretive Comments," American Association of University Professors). What faculty say or do as private citizens outside their own area of professional competence cannot be justified on the grounds of academic freedom. The public will judge the University by the faculty's utterances. Consequently, accuracy, proper restraint and respect for the rights of others to express their opinions shall be exercised by faculty speaking in public as private citizens. These considerations are not meant to restrict the faculty's ability to make public utterances on topics outside of their discipline, but to encourage faculty to speak the truth in love in accordance with scriptural principles.
4. The University does not restrict faculty as private citizens from speaking out politically, or from addressing the wrongs in society. Faculty members are free to hold public office so long as holding that office does not interfere with fulfillment of contractual duties.
5. Exercising academic freedom requires responsibility and propriety in the pursuit of truth, as well as complete honesty and loyalty to the University's mission statement and statement of faith.
6. Academic freedom at Oikos University is framed by the context of the University's mission statement and statement of faith and is consistent with the standards and norms stated in the academic freedom policy. Faculty members are free to pursue truth within their discipline by research, discussion and other forms of inquiry. This freedom carries a responsibility to truth, to scholarly integrity, and to one's students.

Faculty members may not use their position or classroom as a platform to demand adherence by students to a personal theological viewpoint, political preference, or social agenda. If an individual believes that a faculty member has violated the University's mission statement and/or statement of faith, he or she should confront that faculty member with the charges. If the issue is not resolved, these two individuals should meet with the academic director. At this point documentary evidence must be presented.

The academic director may dismiss the matter or refer it to the standing faculty Hearing Committee if he or she determines that there may be a violation of academic freedom. The committee conducts their hearing consistent with policies outlined in the Contract Termination policy and makes a recommendation regarding the disposition of the matter to the president. The president makes a final decision.

This statement is consistent with the recommendations of the American Association of University Professors (AAUP) in general (<http://www.aaup.org/AAUP/issued/AF/>) and with the AAUP's 1940 Statement of Principles on Academic Freedom and Tenure (<http://www.aaup.org/AAUP/pubsres/policydocs/1940statement.htm>). Note that Oakland does not intend, by adopting this policy, to institute a tenure system.

### **Policy on Program Modification**

In keeping with the school philosophy of an immediate response to the needs of students and future employers, the school reserves the right to modify the course content, structure, and schedule without additional charges to the student and within the regulatory guidelines. Information contained in the Programs becomes an official part of the catalog. The School reserves the right to amend the catalog or programs as needed.

### **Registration Procedures**

Registration is processed through the Registrar's Office. Students are to register during the scheduled registration days. Registration forms and the schedule of class are available at the Registrar's Office and through online. Late Registration will be allowed through the first week of class and requires a late registration fee.

### **Adding and Dropping Courses**

If, after the start of the semester, you realize that you need to drop a course or add another one, you may do so within one week of the start of the semester. (See the calendar in the front of this catalog for the exact dates.) To add or drop a course before the deadline, complete a Change of Schedule form in the registrar's office and pay the Add/Drop fee for each course added or dropped.

### **Leave of Absence**

A student may interrupt a program of study for any period of time and return to Oikos University without applying provided the student leaves in good academic standing.

### **Transfer of Credit**

Oikos University welcomes the transfer of course work from accredited institutions. (Such institutions have been accredited by an agency that is, in turn, recognized by the Council for Higher Education Accreditation, or CHEA.) In order to request this transfer, you should arrange for an official transcript (signed and sealed) to be mailed or faxed directly from the previous institution to Oikos University's Registrar's Office.



Credit is evaluated on a course-for-course basis, requiring that course descriptions and credit values be comparable. Only work earned with a grade of “C” or higher is transferable; however, grades from transfer credits do not compute into the student’s Oikos University GPA.

Transfer of credit may be possible from recognized but unaccredited institutions. The same procedures and requirements as previously noted apply. In addition, Oikos University takes steps to ensure that course work taken in the sending institution is comparable to course work offered by Oikos University. These steps include one or more of the following:

- Demonstration of achievement by means of comprehensive examinations;
- Review of syllabi, faculty credentials, grading standards, and other relevant learning resources at the sending institution;
- Analysis of historic experience regarding the success of transfers from the sending institution; and
- Successful completion of half of credits hours at Oikos University with a cumulative GPA of at least 2.0.

If you wish to apply transfer credit to your program, the transfer should be arranged immediately upon receiving your letter of acceptance, and before registering for courses at Oikos.

Fifty percent of the semester hours in your undergraduate program must be completed at Oikos in order to qualify for graduation. Thus, a student pursuing a Bachelor of Arts degree must earn at least 60 semester hours at the college.

Oikos University has not entered into an articulation or transfer agreement with any other college or university.

Oikos University does not award credit for student’s prior experiential learning.

### **Challenging a Course**

If you believe that you already have the knowledge and skills required by one of your curriculum’s required courses, you may apply in the Registrar’s office to challenge the course. The Registrar will supply you with a copy of the course syllabus and, together with the Academic Dean, will identify a professor who will test your knowledge and skills. (Often this test is conducted by using the course’s final exam.) If you demonstrate to the professor’s satisfaction that you are able to meet the course objectives, the professor will recommend that the required course be dropped from your program and replaced with an alternative course that you will find more beneficial.

Note that there can be a fee for this service. You should inquire in the Business Office before beginning the challenge process.

### **Registration for New Students**

Whenever possible, the Registrar’s Office will register new students in accordance with our admission guideline and academic term. The student will receive a copy of your registration form during New Student Orientation, and you can make changes at that time.

## **New Student Orientation**

New Student Orientation is scheduled ahead of time before the semester starts. All of these sessions are required for all new students. We will spend time acquainting you with major aspects of Oikos University's academic program and general policies and procedures.

## **Registration for Returning Students**

All current students are expected to register for the next semester on the dates designated by the Registrar; otherwise the Business Office adds a late registration fee to the student's account.

Registration is not complete until all necessary forms are filled out, submitted, and signed by the appropriate persons. A student who has not completed registration may not be allowed to take final exams, unless the student has notified the Registrar of his or her intent to withdraw at the end of the semester.

## **Readmission**

If you are a former Oikos University student and you desire to be readmitted, contact the Registrar's office to begin the process. You will be expected to pay any outstanding debt to the university in full. Depending upon how long you have been away from Oikos University, and your status when you left, you may be required to provide new references or other elements of the Application Package. You may also be asked to meet with the Academic Dean, the Dean of Students, or other university officials.

If you are readmitted, we may ask you to attend certain portions of the New Student Orientation. If you have been gone from Oikos University for one semester or more, you will return under the curriculum and graduation requirements of the most recent catalog. This policy may also apply to students who do not maintain full-time enrollment (less than 12 semester hours per term).

## **Academic Advising**

The Director of Admissions and Dean of Academics are available for academic counseling of the student. They are available during regular business hours for consultation with regard to academic or career planning. The scope of academic counseling includes analyzing personal interests and goals, determining career paths, planning course loads, and developing an overall academic plan for course work and supplemental needs of the student

All students are provided with personal assistance regarding program requirements and scheduling. In addition, individual assistance and advising are readily available to students with special academic difficulties. Instructors and counselors are available for academic advising. Enrollees are encouraged to request an appointment with their instructor immediately if any scholastic problems arise. All students are urged to take advantage of this valuable assistance.

By interacting with the students and academic progress, instructors will advise students to follow certain methodology, which he/she finds most suitable. Students are encouraged to seek help or suggest any new ideas to the school.

## **Current Student Information**

Students are responsible to notify any changes of the state of physical being, such as address or phone number. Current contact information is vital in cases of emergencies.

It is important that students notify the school be of any change in their residence or telephone numbers. Current and accurate personal information is necessary in the event of an emergency.

## **Student Activities and Programs**

Oikos University provides a variety of services and programs designed to assist students during their matriculation. Recognizing that a well-rounded education demands attention to personal as well as professional growth, the University encourages students to include their families, friends, and significant others in the educational process. In addition, the University sponsors activities and organizations to foster integration of personal and professional development.

## **Mentoring**

Oikos University's Mentoring allows students the opportunity to meet with an academic advisor/mentor in group and individual settings to discuss their degree roadmap and enjoy prayer, counseling, coaching, and ongoing encouragement.

## **Helpdesk**

Oikos University's Helpdesk is available to all students for easy access to Frequently Asked Questions as well as access to technical support staff for questions, consultations, tutorials, and feedback. The helpdesk is available Monday through Saturday.

## **Office of Registrar**

The Registrar's Office arranges course schedules, receives and processes student admission applications and course registrations, and maintain a repository of academic records. Students should contact the Registrar for official and un-official transcripts, registration information, financial account questions, issues concerning grades, and any other inquiries related to student records. Appointments may be scheduled for advisement on course schedules, class registration, etc., by contacting Registrar via email at [info@oikos.edu](mailto:info@oikos.edu).

## **Career Services**

Oikos University can assist students with career exploration, resume creation and review, internship and job search strategies, interviewing skills and networking tactics, and more. If you have any questions, please contact us at any time. We will be more than happy to assist you.

## **Chapel**

Once each week we gather as a community for chapel. These services are dynamic times for responding to the Holy Spirit and the truth of the Word. Passionate worship marks these strong times together. Guest speakers as well as faculty members and selected students bring messages of encouragement and challenge from God's Word.

## **Student Records Retention Policy**

Student records include grades, attendance, prior education and training, personal achievements, etc. Oikos University maintains student records in accordance with the guidelines California State of Bureau of Private Postsecondary (BPPE). The Registrar acts as the Custodian of Records and maintains student personal information, financial records, and transcripts in locked, fire-proof files. Academic records are kept for an indefinite period of time. Other files may be purged after a minimum of five (5) years.

## **Transcripts**

The school retains academic transcripts indefinitely.

Oikos University will provide a transcript of the student's academic record upon written request by the student. Students are allowed one transcript at no charge. There will be a \$10.00 fee for each additional transcript.

An official copy will be mailed to the appropriate person and/or institution. An unofficial copy can be secured and given directly to a student, with the word "unofficial" stamped on the transcript. Transcripts issued to the student are marked "Issued to Student."

Transcripts will be denied if the student has an outstanding balance against her/his account, or if any records are on hold, or there is missing documentation.

## **Definition of Credits**

Oikos University awards academic credits based on the Carnegie unit, which awards one unit of credit for each 50-minute class session per week. For each credit, students are expected to complete a minimum of two hours of academic work (study, preparation, etc.) outside of class each week. Some courses may require three or more hours of outside work each week per credit. The policy on academic credits is based on those generally accepted in degree-granting institutions of higher education. A semester at Oikos University consists of 15 weeks excluding finals. Students in all majors are advised to limit their job and social commitments in order to give their coursework adequate attention.

## **Class Participation**

Oikos places great importance upon class participation because of the nature of the material being taught, the value of in-class interaction, and the need for students to develop habits of diligence and reliability.

You should be present and punctual for all class sessions except in the case of rare extenuating circumstances. You are expected to complete your assignments before the class session, so that you are prepared to answer questions and enter into the discussion. For details of how your participation grade is computed, see the course syllabus.

An individual professor may impose additional attendance and participation requirements that have the potential of impacting your course grade. See your course syllabus for details. It is important that you keep an accurate record of any absences from class, including dates and reasons. This information could prove essential in the event of a discrepancy and/or an appeal. You should not rely upon professors or the Registrar to supply tallies, warnings, or notifications.

## **Grading**

In general, each course consists of several elements. Each element is assigned a different amount of points therefore it is very important that you follow the instructors contained in the syllabus. The elements are:

## **Grading System**

Oikos University uses a 4.0 grading system to grade the quality of course work and to determine the grade point average. Faculty members assign letter grades based on this table:

98-100	A+	4.0	70-73	C-	1.7
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94-97	A	4.0	67-69	D+	1.3
90-93	A-	3.7	64-66	D	1.0
87-89	B+	3.3	60-63	D-	0.7
84-86	B	3.0	Below 60	F	0.0
80-83	B-	2.7		I	Incomplete
77-79	C+	2.3		W	Withdraw
74-76	C	2.0			

The Registrar translates letter grades to grade points in accordance with the table shown later in this section.

A	Excellent	4.00
A-		3.70
B+		3.30
B	Good	3.00
B-		2.70
C+		2.30
C	Average	2.00
C-		1.70
D+		1.30
D	Poor	1.00
D-		0.70
F	Failure	0.00
W/F	Withdrawn/Fail	0.00
W/P	Withdrawn/Pass	No point, No GPA impact

Grades are usually available within three weeks of completing a semester. They are released to the student by the Registrar's Office along with a calculation of the student's semester GPA and cumulative GPA.

### **Incomplete Grades**

We discourage our professors from assigning "incomplete" as a semester grade. It may be done only under extenuating circumstances and only if the student's work was satisfactory preceding the emergency situation that prevented its completion. The professor must submit a replacement grade by the date agreed upon with the student (and in no case later than the end of the next semester) or the incomplete will automatically be changed to an "F."

### **Repeated Courses**

If you earn a D, F, or W/F for a course, you may retake the course during a subsequent semester. If you earn a higher grade, then it will eliminate and replace the lower grade in your cumulative GPA. A course may be repeated only once, and no more than five courses may be repeated during a four-year program. If you earn an F, W/P, or W/F for a required course, the course must be retaken at Oikos. These courses do not count toward the five-course limit.

## **Grading Policy**

Individual faculty members determine the grading policy for each course. Faculty members clearly state in the course syllabus the specific criteria by which the grade will be assigned, including the relative weight of assignments, papers, examinations, attendance and other assessments. Only the faculty member has the authority to change grades.

## **Contesting a Grade**

Grades are computed in accordance with the course syllabus and in-class instructions. If you are unsure about the accuracy of a grade, you should approach the professor and respectfully request a detailed explanation of how the grade was computed. If this discussion does not result in satisfactory resolution, then you should contact the Academic Dean. Please approach the matter with respectful conversation and behavior.

Any grade that is in question, including a semester grade, should be brought to the professor's attention within two weeks of you receiving the grade. Professors are given one month from the time semester grades are issued to make a change in the Registrar's Office if deemed appropriate.

## **Academic Probation and Dismissal**

All students must maintain an overall grade point average of at least 2.0 on course work taken at Oikos University. A student who falls below 2.0 for the first time is placed on academic probation. Continued enrollment requires the Academic Dean's approval. If a student on academic probation does not raise the cumulative GPA to 2.0 after two subsequent semesters, the student will be academically dismissed.

## **Auditing Courses**

If faculty allows, students and their spouses may take courses on an audit basis. Credit is not given, class attendance requirements do not apply, and the student does not participate in assignments or tests.

Further, the professor is not obligated to give class or personal time to a student who is auditing. The charge for auditing a course is given in the Financial Information section of this catalog.

## **Directed Study**

A directed study version of certain courses is available on an emergency, last-resort basis. This service is provided to assist the student whose program requirements may not be complete due to not passing or not scheduling a course during its regular semester-by-semester, year-by-year sequence. The course's time and work requirements will be commensurate with what is typically involved in attending the class and in completing its out-of-class assignments, although certain features of the course may have to be modified to fit a directed study approach. We assess an additional tuition surcharge. The tuition and tuition surcharge must be paid in full before starting the course. An application for directed study is available in the Registrar's Office.

## **Plagiarism**

Cheating is a violation of Christian integrity and cannot be tolerated. Examples of cheating include copying from another student's paper or test, receiving information from a student who has already taken a test, giving student information about a test, and falsifying a report. Another form of cheating is plagiarism, which involves using someone else's ideas or words without giving credit. If you quote

material, you must use quotation marks and an appropriate citation. If you paraphrase material, then you must use an appropriate citation.

A student found cheating will receive a “0” for the assignment or test and will be reported to the Dean of Academics for discipline. Such discipline may include a Restorative Action Plan (as described in the Student Handbook) or dismissal, as determined by the Dean of Academics. If you are aware of cheating or plagiarism, you should report it to the professor immediately.

### **Faculty Assistance**

The Oikos University faculty is committed to helping you academically and spiritually. Professors post online office hours each semester; take advantage of these times by visiting your professors, either by conference call or conference in person using the app that makes it two-ways communication possible.

All faculty members are accessible by e-mail. Feel free to contact the professor by e-mail.

The school assigns you a faculty member or Dean of Academic to serve as an advisor. You are required to contact with your advisor each semester to review your academic plan and to register for courses for the upcoming semester. We encourage you to contact your advisor at other times to discuss your academic, spiritual, and ministry progress

### **Academic Program Requirement**

All students must maintain satisfactory academic progress in order to remain eligible to continue as students in the University. All students are considered to be making satisfactory progress when they begin school and during any probationary period. This includes, but is not limited to: meeting minimum standards for grades, work projects, etc.

### **Unsatisfactory Academic Progress**

A student must maintain a average GPA point that each program requires in course work. If a student’s progress, measured at the end of each term, is determined to be unsatisfactory and a projection indicates that it is possible to reestablish SAP by the end of the subsequent term, the school may place the student Academic Probation. The student will be advised of the performance necessary to reestablish SAP.

### **Graduation Requirements**

#### *Degree Requirements*

To obtain a degree, students must meet the following degree requirements, in addition to the requirements specific to their program of study.

1. *Complete all courses along with degree requirements.*
2. *Satisfy the minimum academic program requirements.*
3. *Meet all financial requirements and other legal obligations.*

Upon successful completion of the program, the student will receive a degree signed by the President and Chair of the Board of Oikos University signifying completion of the required number of hours of the program and an official school transcript.

## **Recognition of Academic Excellent**

### *Graduation Petition*

Students must file a graduation petition with a fee with the Registrar's Office one semester prior to graduation.

### *Commencement*

Commencement is held at the end of May each year. All graduating students are expected to be present at commencement ceremony except in cases of emergency.

## **Withdrawal**

Unforeseen circumstances may require a student to withdraw from the university. If this seems to be your case, you should talk with the Dean of Students or the Dean of Academics. If the situation does indeed warrant withdrawal and there are no other acceptable options, the student will be directed to the Registrar's Office to initiate the formal withdrawal process.

Withdrawal involves completing the Withdrawal Form, settling all financial accounts, and taking care of any other school business pertinent to the student. If refunds are due, they will be paid only if proper withdrawal procedures are followed.

A student who follows proper withdrawal procedures and whose reason for withdrawal is approved by the administration will receive W/P on his/her transcript for all courses the student is passing. Otherwise, W/F will be assigned. The administration will seek to work in the best interest of the student when approving or disapproving a withdrawal.

A student who is suspended or dismissed from the University for disciplinary reasons will receive W/F for each course in which he or she is enrolled.

## **Academic Load**

A full-time load is considered to be 12-16 semester hours per semester. To achieve the completion of a program within the normal time frame, you should carry an average of 16 hours each semester.

Courses typically require approximately 1.5 to 2 hours of study time outside the classroom for each hour in class. You should consider family, employment, and church and ministry responsibilities when determining your semester load.

You must have the Dean of Academics's permission to carry more than 16 hours in a semester. This decision depends primarily upon your grade point average (GPA), according to the following guidelines:

- 18 hours 2.70 GPA
- 19 hours 3.00 GPA
- 20 hours 3.30 GPA

A new student's high school GPA, a returning student's GPA or a dramatic change in life circumstances may require a reduced load of 12 hours to be taken for one or more semesters. If the Dean of Academics' decision, or your own decision, causes an average semester load of less than 16 hours, you may not



graduate on your original schedule. If you want to get back on schedule, you should consider taking online courses during the summer semester, taking a course during the Winter Modular, or seeking an overload later in your college career.

### **Course Sequence**

You are expected to take courses in their proper sequence according to the class level of the course. The university is not responsible for your graduation requirements if you do not follow this policy. Students are not usually permitted to register for upper-division courses unless they have completed introductory courses with a passing grade.

The instructor of the upper-division course is permitted to make an exception for exceptionally well-qualified students. If you want to register for an upper-division course but you don't satisfy these prerequisites, feel free to contact the instructor.

### **Course Codes**

Each course at Oikos University has a combination alphabetic and numeric identifier that indicates its curriculum category, its class level, and its credit value in semester hours. The Course Descriptions section of this catalog shows the curriculum categories.

### **Standards of Satisfactory Progress**

Federal regulations (CFR 668.34) require that, in order to be eligible for assistance from Title IV student aid, all students (full-time, part-time, undergraduate, and graduate) must maintain satisfactory academic progress toward completion of their degree. All students who receive institutional, federal and state financial aid must meet the academic standards of Oikos University and the standards of satisfactory academic progress defined by federal regulations as follows. Students must:

- complete their degree within a maximum period of 150% of the published length of the academic program;
- complete 66.67% of all attempted courses; and
- maintain a cumulative GPA of 2.00 for undergraduate and 3.00 for graduate at the end of each term.

Students not meeting SAP are subject to dismissal from their program of study and are ineligible to receive financial aid, except under special circumstances. When a student's progress is evaluated as prescribed and his or her academic performance is below either of the thresholds required to maintain SAP, the student's academic progress will be projected to determine if and when it would be possible for the student to reestablish SAP.

#### *Unsatisfactory Academic Progress*

If a student's progress, measured at the end of each term, is determined to be unsatisfactory AND a projection indicates that it is possible to reestablish SAP by the end of the subsequent term, the school may place the student on Financial Aid Warning status for one term. The student will be advised of the performance necessary to reestablish SAP.

#### *Re-establishing SAP*

After financial assistance has been withdrawn, a student may re-establish satisfactory academic progress by either of the following methods at his/her expense:

Attend subsequent semesters at Oikos University and improve hours and semester/cumulative grade point average to meet the required standards.

Students who comply with either method of re-establishing SAP should submit to the Office of Financial Aids a written request asking that their eligibility for financial aid be reinstated. A student's financial aid award may be adjusted and/or cancelled based upon federal, state, and/or university guidelines.

#### *Financial Aid Warning*

A student on Financial Aid Warning is still eligible to receive financial aid. If, at the end of the term during which the student was placed on Financial Aid Warning status, the student's academic progress is above thresholds for SAP the student is removed from Financial Aid Warning status. If, at the end of the term during which the student was placed on Financial Aid Warning status, the student's academic progress is not above SAP thresholds, the student is no longer eligible to receive financial aid and no longer eligible to remain in school. This decision is subject to appeal by the student.

### **Attendance Policy**

It is the policy of Oikos University that students must participate in each weekly class so that progress of program can be made. At a minimal, students must attend at least 80 percent of session in order to pass the course. In semester system, students must not be absent more than 3 out of 15 sessions. In other word, students must participate at least 12 out of 15 sessions to pass the class. In quarter system, students must not be absent more than 2 out of 10 sessions. In other word, students must participate at least 8 out of 10 sessions.

### **Student Code of Conduct**

Upon enrollment at Oikos University, each student must be familiar with student code of conduct that is stipulated in the student handbook. Such code of conduct includes but is not limited to accepting duties and responsibility, staying away from cheating, dishonesty, plagiarism, falsification, violence, theft, use of drugs, gambling, and alcohol, demonstrating a well-rounded personality and professional competence, demonstrating cultural sensitivity and strong ethical character, following code of conduct, and treating other people with fairness and respect. Each student must have the responsibility and obligation to exhibit honesty and integrity at all times in the pursuit of a professional education and to respect the ethical standards.

Violation of this Code of conduct may lead to dismissal and/or probation from the university. All disciplinary matters will come before the administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting a recommendation from Oikos University. The University reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/or the university. Any student in violation of any of student code of conduct shall be subject to redress.

## **Governance Policy**

### **Duties of Board of Directors**

As stewards before God for the mission of Oikos University, the duties of the board of directors are to:

1. Uphold the bylaws
2. Pray for the achievement of God's purposes through this school
3. Participate in the ministry of this school by attending meetings, serving on committees, helping carry out special projects and/or attending special school functions.
4. Oversee the financial management of this school (e.g. discuss and help develop the annual budget, review audit statements)
5. Participate in development of funds necessary for operation of the school
6. Personally contribute to the financial support of the school

### **Qualifications of the Board**

For a person to be considered qualified for board membership, he or she should be:

- A faithful Christian
- An active member of a local church
- "Above reproach." (Although we do not expect sinless perfection, we do expect a board member to maintain an honorable testimony consistent with a Christian confession.)
- Convinced that the ministry of this school is a worthy cause for those who are zealous for good works
- Financially supportive of the school
- Willing to serve by being involved in school activities and projects

### **Selection of the Board**

The board invites nominations of qualified persons to the board. Those wishing to nominate potential members should contact the board of directors. The board will seek testimony as to qualifications of a nominee. A delegated individual will then contact the nominee to discuss his or her interest. If this nominee is interested in supporting the school by serving on the board, the board of directors will vote on the matter. Acceptance into membership requires a two-thirds vote by the members of the board who are present at an official board meeting. The board of directors is no less than five members and no more than fifteen members.

### **Officer Job Descriptions**

1. Chairman of the board of directors: Represents the board, directs business of the board, serves as chair of the board and Executive Committee, presides at board meetings, and directs the business of the board of directors. The president of the school cannot serve concurrently as the chairman of the board.
2. Associate Chair: Supports the board chair and helps execute board business. Assumes duties of the chairman in cases where the chairman requests (perhaps due to absence or health concerns), the chairman is deceased, or a two-thirds majority of the board of directors votes that the associate chair should assume the chairmanship.

3. Secretary: Takes minutes of board meetings and presents for approval the minutes of the previous meeting. (Minutes of a previous meeting are normally mailed to members so that time to review minutes is not necessary during an upcoming meeting.)
4. Director of Communications: Manages communication with board members and major constituents.
5. Auditors: Two auditors inspect all financial affairs of the board and school. This includes reviewing the execution of the budget, accounts, property management, and preparing a report to the board.
6. The president (i.e. CEO) cannot hold any board office.

### **Committee Job Descriptions**

The board of directors will include (but not be limited to) an Executive Committee (to act when needed on behalf of the board between official meetings and consisting of the chairman of the board, school president, and one or two other local and accessible members) and a Finance Committee. Each committee will be chaired by a member of the board of directors, but may also contain members from outside the board:

1. **Board Development Committee:** This committee provides continuous oversight of the bylaws, develops a roster of potential board members based on the board profile, nominates new directors, orients and trains board members, evaluates the governance process and the contributions of individual directors, and otherwise helps the board improve in governance. The Vice Chairman of the Board of Directors will chair and select this committee of two to four additional members plus the President.
2. **Executive Committee:** This committee arranges for the execution of orders and resolutions not otherwise specifically provided for by the Board of Directors. Between meetings of the Board, and, in accordance with the general policy of the Board, it will have the care and direction of matters pertaining to the welfare of the University, and especially will discharge such duties as the Board may assign to it from time to time. The members of this committee will include the Chairman, Director of Communication, Secretary, Treasurer, and University President.
3. **Academic Committee:** This committee evaluates the system of instruction, educational effectiveness, management, and all other matters pertaining to the educational objectives of the University and makes policy recommendations to the Board. The committee will recommend to the board policy regarding tenure and faculty rank. It will be actively involved in the tenure evaluation of individual faculty members—receiving the President’s tenure nominations and taking to the board recommended tenure action.
4. **Finance Committee:** This committee reviews financial and campus operational issues of the University. The committee will recommend policy to the board regarding financial operation, human resources, and campus operations. The Committee will hire an independent auditor to conduct an annual audit of the University finances. This committee will serve as the audit committee of the Board. This committee also recommends to the board policy regarding fund raising, admissions, and church and constituency relations. It will recommend to the board any new major fund-raising initiatives.

## **Presidential Roles and Authority**

**Delegation to the President.** While the board's job is generally confined to establishing the broadest policies, implementation and subsidiary policy development is delegated to the President.

All board authority delegated to staff is delegated through the President, so that all authority and accountability of staff -- as far as the board is concerned -- is considered to be the authority and accountability of the President.

Board policies direct the President to achieve certain results; President Parameters/Limitations policies constrain the President to act within acceptable boundaries of prudence and ethics. Beyond the written board policies and executive means, the President is authorized to establish all further policies, make all decisions, take all actions and develop all activities as long as they are consonant with any reasonable interpretation of the board's policies.

## **Board Performance Review of President**

In addition to ongoing monitoring, the officers will provide a specific opportunity for the President to present a self-evaluation and for Directors to organize their evaluation of the President's performance and have it presented in a face-to-face debriefing with the President. The process for this evaluation shall include the following: The President will submit a draft of his or her priorities for the coming year. During an "evaluation conversation" the priorities will be refined to meet the satisfaction of both the President and the Committee. The following year's priorities will be used as the primary standard by which the President's performance is measured, along with the defined responsibilities of the President included in the University bylaws. The Committee will have an "evaluation conversation" with the President and will also meet together without the President. In addition, the Committee may choose to talk informally or formally with other University employees, students, constituents, and/or resource persons, and may at times use other mechanisms to gather information which will give them a full picture of the President's work and leadership of the University. The Committee will make a formal report to the full Board during the fall meeting in Executive Session of the Board. The Board will take action on the Committee's report. With appropriate consultation, the Chair of the Board will set the President's compensation for the coming year.

## **Conflict of Interest Policy.**

The purpose of this conflict of interest policy is to protect this tax-exempt corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the corporation or any "disqualified person" as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations and which might result in a possible "excess benefit transaction" as defined in Section 4958(c)(1)(A) of the Internal Revenue Code and as amplified by Section 53.4958 of the IRS Regulations. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

## **Definitions**

### (a) Interested Person.

Any director, principal officer, member of a committee with governing board delegated powers, or any other person who is a "disqualified person" as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations, who has a direct or indirect financial interest, as defined below, is an interested person.

### (b) Financial Interest.

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- (1) an ownership or investment interest in any entity with which the corporation has a transaction or arrangement,
- (2) a compensation arrangement with the corporation or with any entity or individual with which the corporation has a transaction or arrangement, or
- (3) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3, paragraph B, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

## **Conflict of Interest Avoidance Procedures**

### (a) Duty to Disclose.

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

### (b) Determining Whether a Conflict of Interest Exists.

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

(c) Procedures for Addressing the Conflict of Interest.

An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

After exercising due diligence, the governing board or committee shall determine whether the corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

(d) Violations of the Conflicts of Interest Policy.

If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### **Safeguarding Finances**

With respect to the actual ongoing condition of the University's financial health, the President may not cause or allow the development of fiscal jeopardy or loss of allocation integrity. Accordingly, the President will properly manage the financial issues of the University, with Board approval required only for any of the following:

- a) Making any purchase or commit the University to any expenditure of greater than \$100,000.
- b) Making any purchase of over \$100,000 without sealed bids or a written record of competitive prices demonstrating prudent acquisition of quality goods, or any purchase wherein normally prudent protection has not been given against conflict of interest.
- c) Borrowing money.
- d) Investing the endowment funds as instructed by the Board.
- e) Failing to meet the covenant demands included in bond or loan agreements.

## **Investment Policy**

1. The board of directors will maintain responsibility for all investment matters of the corporation. It shall form a Finance Committee consisting of three or more members of the board who will be duly nominated and elected to such positions.
2. The board shall nominate and elect committee members that have significant knowledge and experience with regard to investing. The Finance Committee will propose and/or maintain policies and procedures that the full board will periodically review and revise investment policy for the corporation. Such policies and procedures must protect the interests of the corporation in the fulfillment of its non-profit and tax-exempt mission, purposes and objectives. These policies and procedures are also to be in accord with biblical principles.
3. Daily supervision of transactional and administrative paperwork pertaining to investments may be delegated either to a business manager or to the Finance Committee.
4. Investment policies shall be conservative, prioritizing safekeeping of principal. Aggressive growth funds that present higher risk shall be avoided. Normal growth funds may be suitable, in some cases, and any funds designed for growth shall be well diversified. The investment policies shall specify that a certain percentage of various accounts must be kept in bonds, CDs or other conservative investments. Three to six months of reserve capital shall be kept in a liquid account that is FDIC insured. No more than \$100,000 shall be kept in any one bank account so as to remain below the limit of FDIC insurance.
5. Our specific policies for diversification of endowed funds are as follows:

The target balance of endowed funds is to be 60% equity at cost basis and 40% in fixed income and money market funds. No more than 5% of endowed funds will be invested in a single stock. Of the equity portion of funds, the equity manager will weigh the holdings to large cap and global equities. Of the fixed income portion of funds, bonds will be either corporate or government bonds rated B or better.
6. Our policies for ethical implications of investments are as follows:

Companies whose primary products are pornography, alcoholic, tobacco or gambling are not to be used in the portfolio.
7. Our policies for careful safeguarding of funds are as follows:

An independent, third party will hold endowed assets of financial instruments and submit monthly statements of accounts.
8. As a measure to prevent mistake, fraud, embezzlement and conflicts of interest, two types of audits will be conducted. A qualified individual will conduct an outside, opinioned audit. Since the corporation's independent auditor will not review all financial transactions, the board will conduct a regular review of the expenses of high-level administrators.



## **Administrative Policies**

### **Job Description of Administrators**

#### **President**

The President of Oikos University is also its Chief Executive Officer. The President reports to the governing board and supervises planning, financial, and administrative activities. He or she directly supervises the Director of Administration and Dean of Academics.

#### **Duties and Responsibilities**

1. Work with the constituency, administration, and especially the board in determining the purpose and direction of the school
2. See that the University is faithful to the fulfillment of its mission
3. Serve as the sole, official liaison between the board and the University (but the President or board may invite other members of the University community to consult with or report to the board)
4. Recommend appointment of full-time faculty and administrators to the board
5. Represent the University to internal and external constituencies as well as to the larger public
6. Cultivate alumni, community leaders, churches and others as friends of the University
7. Develop the financial resources needed to accomplish the goals of the school
8. Promote the cause of the University and initiate necessary communication with other college or organization for its linkage and relation.
9. Receive and review the reports of the Deans
10. Perform any other duties pertaining to the office of the President which are not specifically described above, but are assigned by the Board of Directors

#### **Dean of Academics**

The Dean of Academics is the Chief Academic Officer (CAO). He or she directly supervises the registrar, director of admission, librarian, full-time faculty, faculty of graduate studies, and part-time faculty. The Dean of Academics reports directly to and is supervised by the President. He or she is advised by faculty committees.

#### **Duties and Responsibilities**

1. Supervise the registrar, director of library, full-time faculty, part-time faculty, full-time faculty of each program.
2. Assure that an adequate system of registration & academic advising operates smoothly.
3. Recommend to the President the hiring, promotion, demotion, and dismissal of the registrar, director of library, full-time faculty, full-time faculty of graduate studies (i.e. before being hired, an applicant for any of these positions must have a recommendation from the dean of academic affairs).
4. Function as an advocate of the faculty.
5. Maintain high morale and healthy working relationships within the university.
6. Plan and operate academic programs for the University (e.g. plan curriculum, schedule and staff classes, maintain and improve the academic integrity and standards of the University).

7. Oversee faculty committee assignments
8. Work with faculty committees and the director of faculty development
9. Give leadership to the process of achieving licensure
10. Represent the University in all governmental matters as directed by the President, maintain proper compliance with governmental regulations and licensing agencies as well as accreditation agencies. He or she shall establish and maintain proper relations with academic communities and other institutions.
11. See that the school continues to fulfill its mission statement, goals, and policies that are directed by president and determined by the board of directors
12. Teach courses as needed
13. Make an annual report to the President and the Board of Directors.
14. Prepare and oversee budget for academic affairs
15. Recommend to the President and Board of Directors candidates for the conferring of all academic degrees and diplomas.

### **Director of Library**

Director of Library performs professional and administrative duties in planning, developing, implementing and directing university library services. These duties include budget preparation, evaluation, personnel, collection development, community relations and facility maintenance.

#### **Duties and Accountabilities:**

1. Administers library policies, makes policy recommendations to the university, and provides staff support and information to the faculty and students.
2. Prepares budget for Board approval, monitors and approves expenditures as directed by the Board, administers gifts, state and federal money.
3. Supervises personnel directly or through subordinates; hires and trains employees; assigns and monitors work; evaluates personnel; disciplines employees as necessary.
4. Evaluates library services and makes recommendations for improvements.
5. Works with elected officials, school officials and civic organizations to develop programs and resolve problems.
6. Administers maintenance of library facilities and equipment; works with architects and planners on facility development.
7. Reviews and approves selection of all materials for purchase.
8. Participates in professional meetings, classes, conferences and workshops.
9. Participates in organizational management through the committee process.
10. Reads professional materials to update and maintain knowledge and skills.
11. Accountable for all activities, programs and services.
12. Performs other related duties as assigned.

### **Registrar**

Registrar provides leadership to plan, organize and manage all of the activities related to the Records and Registration Department and office of admission, including serving as the official authorized keeper of the university's student records.

#### **Duties and Accountabilities:**

1. Supervise and evaluate the Records, Registration and admission staffs

2. Organize and administer the records, registration and graduation functions, including transcript evaluations, admissions and the certification process in order to provide maximum service to students while ensuring efficient and effective workflow.
3. Participate and serve as part of the Academic Affairs Team.
4. Lead initiatives as determined by the Dean.
5. Supervise the coordination, evaluation and certification of all graduation applications, while overseeing the complete graduation process to include all elements of the rehearsal and ceremony.
6. Responsible for collecting, recording, maintaining and reporting of student records within FERPA guidelines, e.g., grades, registration data, transcripts, mid-term verification, athletic eligibility and audits and other associated audits
7. Provide leadership and develop appropriate recommendations for the implementation of related technology application in support of enhanced services offered through Registration and Records
8. Develop and administer the departmental budget
9. Problem solve the research, analysis and resolution of student disputes as they relate to records and registration
10. Collaborate with administrators, deans, faculty, IT and counselors to facilitate and improve services to students, including catalog and registration/records policy questions.
11. Administer the collective bargaining agreement for the support staff contract
12. Serve as ex-officio member of Curriculum Committee.

## **Dean of Students**

The Dean of Students is authorized to supervise student life and services. He or she is responsible for the administrative oversight of the Student Services, chapel and student government. Pastoral and Pastoral counseling and Career development are part of his duties and responsibilities. The dean of student affairs reports directly to and is supervised by the President.

### **Duties and Responsibilities**

1. Oversee student government and other student organizations (including supervision of the social activities and budget planned by the student government).
2. Oversee new student orientation
3. Oversee student activities (e.g. field education, student governance, counseling, and career development, chapel)
4. Maintain student retention initiatives (with special attention given to students in their first year of study)
5. Oversee student counseling
6. Oversee student discipline
7. Initiate relationships with all students and serve as a chaplain, counselor, mentor, and friend
8. Maintain and improve the student handbook
9. Prepare and oversee the student services budget
10. Provide career development such as job interview, resume writing, job search

## **Director of Administration**

The Director of Administration supports the President and directs daily operations. The DOA is responsible for overall administration and management of school. The DOA reports directly to and is supervised by the President

### **Duties and Responsibilities**

1. Organize and oversee the work of the personnel in Finance, Information Resources & Technology, and Auxiliary Services and Physical Plant departments who care for the physical plant, and office and other staff
2. Conduct an annual evaluation of the personnel in Finance, Information Resources & Technology, and Auxiliary Services and Physical Plant departments
3. Maintain and improve the administrative handbook
4. Recruit and develop personnel needed in various departments
5. Maintain high morale and healthy working relationships within the school
6. Participate in institutional planning and to assure the five-year plan is carried out on schedule
7. See that the school operates in a fiscally sound manner (e.g. within an appropriate budget)
8. Assist the President in seeing that the school continues to fulfill its mission statement, goals, and policies that are determined by the board of directors
9. Assist the President in his duties as liaison between the board and the administration
10. Supervise human resource and development

## **Chief Financial Officer (CFO)**

The chief financial officer supports the President & manages finance of the University. This work includes development and operation of policies that result in safe and efficient handling of money, assistance with the development of an annual budget, and monitoring (i.e. controlling) expenditures to assure that various components of the school remain within budget.

### **Duties and Responsibilities**

1. Maintain accurate financial records (including exact records of all accounts of the general ledger)
2. Ensure protection of records through appropriate back-up procedures
3. Provide the CPA with data needed to perform an outside, opinioned audit
4. Facilitate and administer business dealings of Oikos University, being careful to relate to vendors as well as those who pay for services (e.g. students, renters) in an honest and courteous way that reflects the character of Jesus Christ
5. Check that money is used for its designated purposes (including special donations such as endowments, and budgeted items)
6. Lead the annual budget process with input from all administrators who operate a budget, the five-year plan and projections of income (e.g. tuition, rent, donations, endowments), and expenses
7. Monitor the Oikos University budget by releasing funds through budget request forms that show how much is left in the category from which funds are requested with the assistance of the budget personnel
8. Monitor the Oikos University budget by producing monthly budget reports and by pointing out deficits with the assistance of the budget personnel

9. Administer payroll and benefits plans with the support of the Payroll & Account Payable personnel
10. Serve as a member of the finance committee of the board of directors
11. Manage investments according to direction of finance committee
12. Review cash flow daily, including review of payables with the assistance of the Payroll & Account Payable personnel
13. Review student receivables and delinquencies monthly with the assistance of the Tuitions and Fees personnel
14. See that notices are sent each month to students and others who are delinquent in payment

### **Director of Institutional Research**

The director of Institutional Research will lead and manage a comprehensive institutional research program that supports the University's Mission and strategic planning process. Reporting to the President, the director will also provide leadership in accreditation, institutional effectiveness and program assessment.

#### **Duties and Responsibilities:**

1. Provide oversight and support for institutional and programmatic accreditation.
2. Maintain knowledge of accreditation policies and procedures.
3. Provide research support for ongoing activities in program assessment.
4. Analyze data summaries and develop appropriate research approaches to address significant issues.
5. Work collaboratively with institutional leadership to translate research findings into actionable strategic initiatives.
6. Provide leadership for the development of systems designed to assess institutional effectiveness.
7. Prepare environmental scanning reports to inform University planning assumptions particularly as it relates to enrollment and academic program planning.
8. Prepare and make presentations to internal and external stakeholders' implications of survey and research findings.
9. Serve as facilitator and/or liaison to various committees and task forces
10. Perform other related duties as assigned.

### **Director of Admissions**

Reporting to the President, the Director of Admissions provides the strategic direction and leadership for results-oriented admissions of considerable skill and innovation that is consistent with the goals and mission of the school.

#### **Duties and Responsibilities:**

1. Most important will be the personal qualities of integrity, intellectual curiosity, exceptional interpersonal and communication skills, significant strategic and analytical capacity, technological savvy, a collaborative work style, and commitment to excellence that characterizes the school.
2. Oversees all aspects of student recruitment for an educational institution.

3. In addition to marketing his school to the external community, he establishes admissions policies and ensures each class is filled with the appropriate number of qualified students.
4. Develops and implements all admissions goals
5. Develops and implements all admissions goals and strategy, working closely with the leadership of her institution.
6. Develops a marketing campaign that relays the school's mission to prospective students.
7. Recruits and hires team members for the admissions department
8. Works closely with the heads of every educational department as well as the financial aid team ensures that the admissions process runs smoothly.
9. Participate and serve as part of the Academic Affairs Team
10. Provide leadership and develop appropriate recommendations for the implementation of related technology application in support of enhanced services offered through registration and records
11. Develop and administer the departmental budget
12. Problem solve the research, analysis and resolution of student disputes as they relate to admission and student recruitment
13. Administer the collective bargaining agreement for the support staff contract
14. Serve as ex-officio member of Curriculum Committee

### **Director of Student Accounts**

The Director of Student Accounts is responsible for the billing and collection of student tuition and fees, as well as the disbursement of financial aid funds, if any. The Director of Student Account is supervised by the Director of Administration.

#### **Duties and Responsibilities:**

1. Supervise and evaluate the financial records related to registration and enrollment of students
2. Participate and serve as part of the Business Affairs Team.
3. Lead initiatives as determined by the Dean.
4. Assist the Registrar and Student Affairs staff with the coordination, evaluation and certification of all graduation applications, while overseeing the complete graduation process to include all elements of the rehearsal and ceremony.
5. Responsible for collecting, recording, maintaining and reporting of student records within FERPA guidelines, e.g., grades, registration data, transcripts, mid-term verification, athletic eligibility and audits and other associated audits
6. Provide leadership and develop appropriate recommendations for the implementation of related technology application in support of enhanced services offered through Student Accounts
7. Develop and administer the departmental budget
8. Problem solve the research, analysis and resolution of student disputes as they relate to records and registration
9. Collaborate with administrators, deans, faculty, IT and counselors to facilitate and improve services to students, including catalog and registration/records policy questions.

### **Chaplain**

The Chaplain serves as the University's Protestant pastor and collaborates with other offices and individuals on campus to support the religious and spiritual well-being of a religiously diverse University community. The Chaplain reports directly to and is supervised by the President. .

### Duties and Responsibilities:

1. Serve as pastor to the University community providing pastoral counseling and
2. teaching in the faith
3. Maintain a visible and active presence in campus life to enhance religious
4. understanding and promote spiritual growth.
5. Provide and promote pastoral leadership to support community involvement
6. Oversee and coordinates the activities of the various small group on campus
7. Participate in University ceremonies.
8. Supervise and direct Chapel

### **Director of IT**

Director of IT is the head of the Information Technology at Oikos University. He or she is responsible for all aspects of all technology operations and evaluating them according to established goals; Devising and establishing IT policies and systems to support the implementation of strategies set by management; and analyzing the business requirements of all administrative units to determine their technology needs.

### Duties and Responsibilities:

1. Oversee all technology operations (network security) and evaluate them according to established goals
2. Devise and establish IT policies and systems to support the implementation of strategies set by the executive management
3. Analyze the business requirements of all administrative units to determine their technology needs
4. Purchase efficient and cost-effective technological equipment and software
5. Inspect use of technological equipment and software to ensure functionality and efficiency
6. Identify the need for upgrades, configurations or new systems and report to executive management.
7. Coordinate IT staffs and supervise them
8. Help and assist both faculty and students in online program and also support staffs, students and faculty with student management system
9. Control budget and report on expenditure
10. Assist in building relationship with vendors and creating cost-efficient contracts

## **Financial Policies**

### **Projecting Income & Expenses**

To develop the preliminary budget, three administrators (PRESIDENT, DOA, CFO) review prospective enrollment (and tuition revenue), prospective auxiliary income (e.g. rent), prospective donations (e.g. church donations, board donations, alumni donations), prospective endowment funding, key needs, major expenses, upcoming projects in the new revision of the three-year plan, and the total amount requested

through Preliminary Budget Request Worksheets. The total of expenses is not to exceed 85% of the anticipated income from tuition, donations and other sources.

## **Budgeting**

The annual budgeting process begins in the second week of January when the CFO sends the following memo to all administrators who are authorized to manage OIKOS UNIVERSITY funds (i.e. Dean of Academics, librarian, Director of administration, Dean of Students, and CFO).

## **Preliminary Budget Request Worksheet**

The following worksheet is provided in order to assist us in developing a budget for the upcoming year. Please complete and return this worksheet to the chief financial officer no later than January 31<sup>st</sup>. By February 15<sup>th</sup>, the Budget Committee will prepare a preliminary budget. After the preliminary budget is set, you will be informed of the proposed allotment for your department in the upcoming year. You will then have two weeks to comment on this allotment. A proposed budget will be submitted to the President (if the President delegated his/her authority and participation in this process) by the end of the second week of March. Unless the President requests further work on the budget, it will be submitted to the Board of Directors by the end of April. The board will approve a budget in June, but a revision will be approved (based on enrollment, changes to the three-year plan, etc.) in December.

- 1) Last year's amount budgeted for your department: \_\_\_\_\_
- 2) Were there any factors that made last year's allotment unusually large or small (i.e. purchasing expensive equipment, temporary suspension of a program, etc.)

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- 3) Amount of funds from last year's budget still remaining (or over expended) at this time: \_\_\_\_\_ Please indicate whether this represents a surplus or deficit by using a plus (+) or minus (-) sign.
- 4) Will there be any factors that will make next year's allotment unusually large or small (i.e. purchasing expensive equipment, temporary suspension of a program, etc.)

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- 5) What could be done to save money in your department or other areas of Oikos University?

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- 6) Amount requested for your department in the upcoming year (list subtotals in categories):

Sample:



Salaries of student workers	\$4800
Supplies & Phone	\$840
Professional Development	\$300
New scanner	\$300
<b>Total</b>	<b>\$6240</b>

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

After Preliminary Budget Request Worksheets are due, the budget committee (president, chief operating officer and chief financial officer) will have about two weeks to develop our preliminary budget. The preliminary budget will include proposed allotments to each department requesting funds. To develop the preliminary budget, these administrators will review prospective enrollment, revenue, key needs, major expenses and the total amount of funds requested through Preliminary Budget Request Worksheets. The total of funds for all departments cannot exceed 85% of the anticipated income from tuition, donations and other sources. By February 15<sup>th</sup>, the chief financial officer will send a Preliminary Budget Response Memo to each department that requested funds (see below).

**Preliminary Budget Response Memo**

After reviewing anticipated enrollments, donations, key needs, major upcoming expenses, and Preliminary Budget Request Worksheets from all departments, the budget committee has completed a proposed budget. Below you will note the amount you requested for the upcoming year, as well as the amount allotted in the preliminary budget. The budget committee will meet in mid-March to finalize the budget. Therefore, if you believe that in spite of our school’s budget constraints, your department should receive more funds, please make an appointment with the chief financial officer in early March.

Amount requested	\$
Amount allotted	\$
Difference (indicate plus or minus)	\$

Please update your proposed amounts of funds in each subcategory and return this form by the end of the first week of March.

	\$
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	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total</b>	\$

During mid-February, the budget committee will complete their final proposal for the upcoming year’s budget. This budget will be submitted to the President (if the President delegated his or her authority and participation in this process) by the end of the second week of March. Unless the President requests further work on the budget, it will be submitted to the executive committee of the board of directors by March 15<sup>th</sup>. The board will vote on this proposed budget at their Stated meeting (May or June).

**Purchasing**

Any staff member who operates a budget may initiate a purchase if it is within his or her budget (i.e. is an item that has been budgeted for and if the budget has not been overspent). A purchase is initiated by submitting a Purchase Request Form to the business manager.

**Personnel Policies**

**Employment**

**Authority to Employ**

The Board of Directors is solely responsible to hire, and if necessary, dismiss presidents of Oikos University. The President will recommend full-time administrators to the board for their decision on hiring, but the President may decide on hiring part-time administrators. Full-time faculty will be recommended to the board by the President after the Dean of Academics recommends them to the President. The Dean of Academics may decide on hiring part-time faculty.

**Terms of Office**

The term of the President is four years and the term of other staff is one year, or as determined by the board. The term can be repeated.

## **Re-appointment and Removal**

Administrators can be re-appointed by a majority vote of the Board of Directors. In the unusual event that the board feels an administrator needs to be removed in the midst of a term of service, this can be done by a majority vote of the Board of Directors (however, due-process policies must carefully be adhered to).

## **Non-Discrimination Policy**

Oikos University, in compliance with Titles VI and VII of the Civil Rights Act of 1994 and Title IX of the educational amendments of 1974, does not discriminate on the basis of race, color, national origin or sex in any of its policies, practices or procedures.

## **Equal Opportunity Policy**

Oikos University affirms that spiritual unity among all its employees and students is essential to the fulfillment of its mission (1 Cor. 1:10; Eph. 4:1-4, 16). Oikos University further affirms that all men are created in the image of God (Gen. 1:27) and, therefore, are to be afforded equal opportunity as follows:

In administration of its educational, admissions, and employment policies, scholarships and loan programs, athletic and other school programs, job recruitment, hiring and promotion policies, and employment benefits, Oikos University shall:

1. Determine that each student is committed to receiving an education in accordance with Oikos University's doctrinal statement and that each employee of the University and each student of the University profess the Christian faith in word and deed, recognizing that Christ has commissioned each of His followers to evangelize the world and to disciple fellow believers (Matt. 28: 18-20), that God has commanded His followers to carry out this commission corporately with fellow believers only (2 Cor. 6:1, 14-18), that God has determined that each follower plays an integral part in the fulfillment of this commission no matter what his particular job may be (1 Cor. 12:12, 18, 20-25), and that Oikos University has been organized and staffed accordingly.
2. Afford equal opportunity to applicants, students and employees without regard to color, race, or national or ethnic origin, recognizing that all mankind is of one blood, being descendants of Adam (Acts 17:26).
3. Afford equal opportunity to applicants, students and employees without regard to gender and consistent with a scriptural family policy, recognizing that God created mankind male and female (Gen. 1:27) (as determined at birth and not subject to change), and recognizing that God instituted and defined the family as the primary civil institution of human governance, designating a specific authority structure within the home (Eph. 5:22-23; 1 Pet. 3:1-7).
4. Base decisions upon a person's qualifications for the position being filled or the benefit sought, recognizing that God has gifted men variously, as He wills (Ex. 35:30, 36:2; 1 Cor. 12:6-11; Rom. 12:3-8; Eph. 4:11-13).
5. Afford equal opportunity to applicants, students and employees without regard to age or physical or mental disability, unless such condition would impede one's ability to fulfill the demands of the position or activity under consideration, recognizing that age and physical or mental disability can interfere with one's ability to fulfill a particular responsibility (Deut. 31:2).

## **Employment at Will**

All employees not under contract are employed at the will of the University for an indefinite period. Employees not under contract may resign from Oikos University and may be terminated by the University at any time, for any reason. No statement or representation in this handbook or any other University

publication or by any University employee should be construed as a promise or guarantee of permanent employment.

### **Conflict of Interest**

The University expects that each employee will use good judgment, high ethical standards, and honesty in all business dealings with and on behalf of the University. The employee has a responsibility to avoid any conflict of interest or appearance of conflict of interest.

*Outside Employment.* Prior approval must be obtained before outside employment is accepted. Requests for permission to work at another job will be reviewed case-by-case subject to the following considerations:

1. Whether the outside employment will in any way lessen the employee's efficiency in working for Oikos University
2. Whether the outside employment is with an organization, which does business with Oikos University or is a competitor of Oikos University.
3. Whether the nature of the outside employment will adversely affect Oikos University's image in the community.

Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, or refusal to work overtime.

Employees who have accepted outside employment are not eligible for paid absence when the absence is a result of injury or illness associated with that employment.

### **Employment of Relatives**

The University will permit concurrent employment of close relatives unless the employment relationship between relatives could reasonably lead, or appear to lead, to business related conflicts of interest, improper influence, favor or consideration. The following are examples of circumstances in which the University shall not permit concurrent employment of close relatives:

1. Where one relative has, or would have, the authority or practical power to supervise, appoint, remove, or discipline the other.
2. Where one relative would be responsible for auditing the work of another.
3. Where other circumstances exist that would place a relative in a situation of actual or reasonably foreseeable conflict between the University's interests and their own.
4. Where, in order to avoid the reality or appearance of improper influence or favor, or to insure confidentiality, the University must limit the employment of close relatives of policy-level officers of other organizations or individuals with which it does business.

In cases where persons related by family or marriage are employed by the University, those faculty or staff members shall not initiate, participate in, or exercise any influence over decisions involving an individual benefit to a person related by family or marriage. Such benefits include initial appointment, retention, promotion, salary, leave of absence, and grievance adjustment. In situations where a conflict of interest might occur under normal operating procedures, the responsibility for the decision will pass to the next higher administrative level.

For the purposes of this policy, a relative shall mean husband, wife, father, father-in-law, mother, mother-in-law, grandparent, brother, sister, son, daughter, uncle, aunt, nephew, niece, cousin, or grandchild and their respective spouses, whether the relationship is established by blood, marriage, or otherwise.

### **Independent Contractor Agreements**

Independent Contractor Agreements may be made with approval of the President when the following prerequisites are met:

1. The University controls or directs the ends to be accomplished, not the means and methods.
2. The work or project is a "one-time thing" not to be periodically continued throughout the academic year.
3. The individual develops and/or performs the service on his/her own time schedule and does not spend most or all of his/her time serving the University.
4. The University does not furnish tools or normal workplace.
5. The individual holds himself/herself out as available to perform similar services to the general public or other organizations similar to Oikos University

Services that do not meet the foregoing criteria may be arranged as temporary employment. The President must approve temporary hiring.

Independent contractors are not employees of Oikos University and will not be covered by University insurance or other employee benefits. Neither social security contributions nor federal or state income taxes will be paid by Oikos University or deducted from any compensation paid by the University.

The Business Administrator will automatically process payments as scheduled in an executed contract unless informed of changes due to incomplete or unsatisfactory work or for any other reason.

Alternatively, department managers may reserve the option to prepare check requests for each payment due according to the contract.

### **Performance Review**

#### **Policy Statement**

Each employee is to undergo annual performance review. The President will be reviewed by the board. If the President is not also the DOA, the President will conduct an annual review of the DOA. All other administrators will participate in a formal review each year. This review will be preceded by the administrator submitting a report to the DOA analyzing the administrator's achievement of the criteria listed in his or her job descriptions (see "performance evaluation"). These administrators will also submit a proposal for their own professional development in the upcoming year. All faculty members are evaluated by the Dean of Academics. Full-time faculty members participate in a formal evaluation conducted by the Dean of Academics. (See the Faculty Handbook for specific details.) Part-time faculty may choose to participate in formal evaluations. Student evaluation data will be continually reviewed by the Dean of Academics so that he or she may consider these evaluations when assigning courses.

The Professional Development and Review Process has as its primary purpose the continual improvement and development of each employee's talents, skills and abilities as they relate to job performance. It is a process of on-going planning, review and development involving the supervisor and the employee, who together identify common goals, which correlate to the higher goals of the department and the University.

### **Overview & Guidelines**

Reviews are conducted semi-annually in October (for the review period April-September) and in April (for the review period October-March) for all regular full time and regular part time staff. In an effort to make this process flow as smoothly as possible.

The April review will be comprehensive for all employees. Supervisors will be given the option to submit only the Self-Assessment and Job Description at the October review for employees they have supervised for less than 90 days or more than one year. This option may be exercised ONLY if there are no significant changes in the employee's job responsibilities or performance in the current review period and there is at least one full review on file in the President's Office. Goal setting may be done on the Self-Assessment (Part I) see addendum.

Since this is a joint, on-going process between supervisor and employee, there should be no surprises at the time of the review. Performance evaluations must be conducted in a private interactive face-to-face meeting with the employee and immediate supervisor.

A portion of the supervisor's responsibilities includes timely evaluation of each employee supervised. Therefore, satisfactory completion of performance reviews may be included as part of the supervisor's review. Those supervisors who fail to submit performance evaluations when due will be reported to their department/division head and to the President, and eligibility for salary increases for the supervisor and their subordinates may be temporarily suspended.

The President will review all evaluations in order to determine training and development needs from Supervisor's Requests. The President will assist in making determinations to:

- \* Prioritize University training needs
- \* Allocate budget to meet those needs
- \* Out-source additional training

- \* Designate individuals to receive training from an outside source who will be willing to subsequently train others.

All supervisors of regular full-time and part-time staff from each department must be trained in the Professional Development and Review Process. The Business Administrator will schedule training sessions for the performance evaluation process prior to the due date of each performance evaluation.

## **Professional Development and Review Plan (See Addendum)**

### **Part I-- Self- Assessment**

All employees will complete the Self-Assessment (Part I) portion of the Professional Development and Review Plan in April and October of each year. Supervisors should distribute the form to all employees allowing at least one week for completion. This item is a significant contributing element to the Review and Goal setting (Part II) portion of the process, to be completed by the supervisor in April of each year (and in October if supervisor has supervised the employee at least 90 days but less than one year. This option may be exercised ONLY if there are no significant changes in the employee's job responsibilities or performance in the current review period and there is at least one full review on file in the President's Office. Goal setting may be done on the Self-Assessment (Part I).

Supervisors may signify agreement with proposed goals, write in additional goals, and make written comments as appropriate, on the Self-Assessment. If this method is used, a copy of the Self-Assessment must be returned to the employee with supervisor's comments. Alternatively, a separate goals sheet may be attached showing goals agreed upon by both employee and supervisor.

### **Part II -- Review and Goal setting**

The Review and Goal-setting section will be completed on all employees at least once a year. This must occur for the April review. It is optional for the October review for employees supervised by the same evaluator for less than 90 days or more than one year. This option may be exercised ONLY if there are no significant changes in the employee's job responsibilities or performance in the current review period and there is at least one full review on file in the President's Office. Goal setting may be done on the Self-Assessment (Part I).

Supervisor will complete the instrument using the employee's Self-Assessment, performance logs and any other materials that will support evaluative comments. The "Supervision" element may not be applicable to all employees.

All employees must sign the evaluation and receive a copy. The signature indicates only that the supervisor discussed the review with the employee and does not necessarily signify concurrence. The employee may submit a written response, to be attached to the review or forwarded to The Office of the President separately.

## **Job Description**

Each employee's Job Description will be reviewed, and revised as needed, at each six-month review period. The employee and the supervisor will sign it to signify agreement on the current and growing responsibilities. A signed copy will be forwarded to the Office of the President with the Professional Development and Review Plan.

A recommended Job Description format is included at the end of the Performance Evaluation Form. Use it as a guide, and not as a fill-in-the-blanks form. The recommended format has been designed to comply with the Americans with Disabilities Act, as it pertains to written job descriptions.

## **Supervisor's Request (optional)**

The Supervisor's Request is optional, to be used as needed. The Supervisor's Request will be submitted with the completed evaluation only if the Position Title or Job Grade needs to be changed, or if a wage or salary adjustment is needed, or if there is a training need that cannot be met by the department.

## **Policy on Access to and Maintenance of Personnel Files**

A personnel file on each active employee will be maintained in the Office of the President. Personnel files are official records belonging to the University and maintained by the University for the purpose of administering its personnel program. All personnel records maintained by the Office of the President are official University records. The Office of the President is responsible for maintaining personnel records, and for adding, correcting or removing materials from the files. The Office of the President is also responsible for custody of the files and this office alone shall determine the information to be placed in the files.

It is the responsibility of each employee to keep the University advised of any changes in name, address or telephone number. Employees must also inform the Office of the President and the Business Administrator when changes occur which affect tax withholding deductions, or benefits coverage (e.g. marital status, number of dependents).

The individual personnel file will include, but will not be limited to, the following:

1. Information pertaining to bona fide occupational qualifications such as employment application, resume, transcripts.
2. Personnel actions such as appointment, change of status, promotion and history of changes in title and salary.
3. Performance evaluations and merit increase, transfer and promotion recommendations.
4. Documentation of discipline matters.
5. Awards, records of training, and service to outside organizations and professional associations.
6. Internal correspondence concerning the employee.
7. Insurance forms, retirement plan forms, tax forms, and other materials necessary for the administration of employee benefits.
8. Employment Eligibility Verification (Federal Government Form I-9).
9. Personal information data sheet.



A personnel file may contain personal data as well as employment information. The Office of the President regards this information as highly confidential. Under certain conditions, personnel files shall be made available to individuals having a bona fide need to review them as determined by the President, in accordance with the following provisions:

Employees may review their personnel file. A request to review one's file shall be made in writing in advance to the President. The review of the file shall be made during the regular business hours of the Office of the President. A representative of the Office of the President shall be present during the review of the file. Employees may attach their own comments to any materials in their file.

Requests by an employee or his/her designated representative for copies of personnel records will be honored at a cost not to exceed the actual cost of duplication. Handwritten notes may be made, but the file or any portions thereof shall not be removed from the Office of the President.

Supervisors or administrators shall have access to the personnel files of employees in their areas of responsibility on a need-to-know basis.

University employees carrying out the official functions of the University may be allowed access to information in personnel files, to include only that information necessary to carry out those official functions.

Personnel files may be reviewed by persons outside the University with the consent of the employee or upon presentation to the Office of the President of a duly processed subpoena or other legal order, provided, in the latter instance, that a reasonable effort is made by the University to notify the employee of the order in advance of compliance.

General personnel information is made available to governmental and accrediting agencies. Salary information about positions, but without identifying the salaries of specific employees, may be made available to appropriate governmental and accrediting agencies, as well as professional organizations. Such information is made available, however, with a restriction against publication, except in a composite report showing salary ranges or averages, but not individual salaries.

Verification of employment, title and length of service is made available to credit agencies, retail stores, insurance companies, and other institutions and agents, which extend credit or check credit standing. Salary information is not released unless the employee or former employee has given written permission for its release.

Non-derogatory public information, which is already published, such as information contained in University or local telephone directories or in University catalogs, may be divulged unless the employee has specifically requested otherwise.

Forwarding addresses and telephone numbers and unlisted telephone numbers will not be released externally; however, the Office of the President may offer to contact an employee or former employee in order to pass on a message.

A former employee's personnel file will be maintained in the Office of the President three years after termination of employment then transferred to storage for an additional four years.

## **Promotions and Transfers**

In the recruitment of personnel to fill vacancies or new positions, employees shall be given the opportunity, along with other applicants, to be considered for positions that would represent promotion. Transfers to lateral or lower positions will be considered where such transfers may serve to alleviate undue personal hardships or for other compelling reasons. All requests for promotion or transfer should be directed to the Office of the President. A performance evaluation no more than six months old must be on file in the Office of the President in order for a request for promotion to be considered.

Generally, employees are expected to have performed satisfactorily in their present position for a minimum of six months before being considered for promotion or transfer outside the department.

Before employees may be interviewed and otherwise formally considered for promotion or transfer, the employee's immediate supervisor must be notified.

## **Student Employment**

To learn about vacancies or to apply for a position while a student at Oikos University, contact the Director of International Student Services.

## **Termination of Employment**

Before leaving, a terminating employee is required to arrange for an exit interview with the Office of the President in order to clarify any questions regarding earned vacation, insurance options, disposition of retirement account, a forwarding address, and such matters. The Employee Handbook, I.D. card, keys, University credit cards, health plan cards and other University property must be returned at this time. The final paycheck will be released upon evidence that the above interview has been held, and that all University property has been returned.

## **Leave**

Leave can be granted for various reasons. Oikos University will refrain from replacing an employee for at least six weeks in any twelve-month period – whether or not those twelve months fall within a single academic or calendar year. Please note that the six weeks may not necessarily be continuous.

## **Sick Leave**

We sympathize with employees who have difficult physical situations. Full-time faculty, staff and administration are granted up to five paid sick days per academic year if needed. Further sick days can be granted but will be considered unpaid leave. Unfortunately, we are not able to grant paid sick leave to part timers.

## **Maternity Leave**

We rejoice with families who are blessed with the stewardship of new lives. Up to six weeks of leave are granted to both new mothers and new fathers who are full-time employees. For new mothers, up to three

weeks will be considered paid leave and the remaining three weeks will be unpaid. For new fathers, one week will be considered paid leave and the remaining five will be unpaid.

### **Personal Leave**

Personal leave may be needed for various reasons (e.g. funerals, family events, graduations). Full-time faculty, staff and administration are granted up to three paid personal-leave days.

### **Missionary Leave of Absence**

Full-time faculty and staff who have been employed by Oikos University for three consecutive years are eligible for one week's paid leave of absence during their fourth year of employment, as well as every second year thereafter, for missionary service. This leave of absence is primarily for international missionary service; however, domestic missionary endeavors may also be considered. Faculty requests should be directed to the President through the Dean of Academic Affairs. Non-faculty requests should be directed to the President through the individual's immediate supervisor.

### **Leave Without Pay**

Any regular, full-time employee may be granted leave of absence without pay when approved in writing by the University president or (for faculty) the Dean of Academic Affairs. Leaves may be granted for reasons including the following: travel, study or research; public service; medical; maternity and infant care; active military duty and/or military training in excess of two weeks annual training duty. (See Military Duty Policy for policy concerning annual military training duty. See Family and Medical Leave Policy for eligibility requirements for FMLA job protection during an eligible leave.)

An employee who is granted military leave must apply for re-employment not later than 90 days after release from duty and/or in accordance with the existing Re-employment Rights Section of the Universal Military Training and Service Act.

A leave of absence without pay will not usually exceed twelve consecutive calendar months, but not more than 36 months in any case. An employee granted such a leave may be reinstated to the same or a comparable position at the end of the leave if he is in satisfactory physical and mental condition to resume responsibilities and such a position is available. Failure to return to work at the expiration of the leave will be considered to be a resignation. The effective date of termination will be the last day before leave.

Other employment while on leave is cause for termination unless specifically approved

While on leave of absence without pay an employee may continue all benefits approved by the Office of the President, with no break in coverage, by making arrangements with the Business Administrator. Length of service will continue to accrue during the leave and any subsequent approved extensions. Employees will not receive pay for holidays falling within a leave of absence. Vacation time and medical leave will not accumulate during such leave.

### **Legal Proceedings, Jury Duty, and Voting**

Leave with pay is granted regular employees when their service on jury duty or as a witness is required, where the employee is not a party, provided official orders from the appropriate court are presented. The

employee's regular University compensation will be reduced by the amount of compensation, if any, received for such services.

Employees of the University are encouraged to exercise their constitutional right to vote in all federal, state and local elections. Therefore, when normal working hours coincide with voting hours, time off for voting may be authorized by the immediate supervisor.

### **Holidays**

The following days are typically designated as paid holidays: Good Friday, the Monday following Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and the day after Thanksgiving Day. The University is typically closed for two weeks between the Fall and Spring semesters. This period is considered to be a holiday for faculty and non-mission-essential staff and administrators.

The primary purpose of a holiday is to provide a day of rest and/or commemoration. If an employee must work on a scheduled holiday, every effort will be made to arrange for a compensating day off in lieu of the holiday as soon as possible, and preferably within the same pay period. This approach will always be primary, with payment for holiday work a last resort. Any holiday work must be approved in advance.

If the schedule of an employee calls for a regular day off (e.g. vacation) to fall on a holiday, every effort will be made to schedule the individual for another compensating day off in lieu of the holiday. If this is not possible, then an additional day's pay will be made.

Temporary employees are not eligible for holiday pay.

### **Family and Medical Leave Act (FMLA) Policy**

#### 1. PURPOSE OF THE POLICY:

The purpose of this policy is to outline the rights and responsibilities of Oikos University and its employees as provided by the Family and Medical Leave Act (FMLA), effective August 5, 1993. Compliance with the requirements outlined in the FMLA ensures that an employee taking an approved leave of absence will not lose employment because of the absence. Oikos University is not required to ensure continued employment if an extended absence from work is not governed by the provisions of the FMLA.

#### 2. GUIDELINES OF THE POLICY:

##### A. OVERVIEW

1. A family leave of absence, and/or medical leave of absence, is an approved absence available to eligible employees. An eligible employee is entitled to 12 weeks of unpaid leave during a 12-month period to care for:
  - a) the employee's newborn child or child placed with the employee for adoption or foster care,

- b) the employee's spouse, child or parent with a serious health condition, or
- c) an employee's own serious health condition.

**B. SCOPE**

1. The provisions of this policy apply to all family and medical leaves of absence, except those covered under paid employee benefit plans or policies. If the employee is requesting FMLA qualifying leave and is entitled to paid leave **all accrued and unused paid leave must be taken first**. Paid leave so taken will be counted against the employee's total FMLA leave entitlement. The employee will be notified that paid leave will be counted as FMLA leave within two (2) business days of making that determination. The notice will be confirmed in writing to the employee on or before the following payday.
2. The provisions of FMLA do not apply to employees eligible for Worker's Compensation. FMLA leave may run concurrently with a Worker's Compensation absence.

**C. ELIGIBILITY**

1. To be eligible for leave under this policy, an individual must have been employed at Oikos University:
  - a) for at least 12 months, and
  - b) for at least 1,250 hours of service during the 12-month period immediately preceding the leave.
2. Subsequent eligibility will be determined by looking back twelve months from the first day of a new FMLA leave period, which is requested by the employee.
  - a) FMLA leave may not exceed twelve weeks in any twelve-month period, computed from the date leave is first used.
  - b) The determination of whether an employee meets the minimum service and hour requirements of the FMLA must be made by Oikos University as of the date the leave commences, and Oikos University will advise the employee whether he or she is eligible within two (2) business days after making a determination of eligibility.

**D. BASIC REGULATIONS AND CONDITIONS OF LEAVE**

1. Oikos University will require from the employee a medical certification to support a request for a leave involving a serious personal health condition or a serious illness of a spouse, child or parent. The medical certification must include the date the condition commenced; the probable duration; and medical facts regarding the condition.
  - a) For the employee's own medical leave, the certificate must include a statement that the employee is unable to perform the functions of his or her position.
  - b) For leave to care for a seriously ill spouse, child or parent, the certification must include an estimate of the amount of the employee's time needed to provide care to the family member.

2. Oikos University may, at its own expense, require a second medical opinion and periodic recertification. If the first and second medical opinions vary, Oikos University may, at its own expense, require the binding opinion of a third health care provider, approved jointly by Oikos University and the employee.
3. If medically necessary, such **leave may be taken intermittently or on a reduced work schedule**. If leave is requested on this basis, Oikos University may require the employee to transfer temporarily to a different position which better accommodates recurring absences or a part-time schedule. The alternate position will have equivalent pay and benefits. Expectant mothers may take intermittent leave for prenatal care.
4. The decision to grant leave on this basis rests solely with the President, based on a medical certification stating when the condition commenced; the probable duration; and medical facts regarding the condition. The decision as to a temporary transfer to a different position rests solely with the President.
5. When husband and wife are both employed by Oikos University, together they are entitled to a total aggregate of twelve weeks of leave--not twelve weeks each--for the birth or adoption of a child or for the care of a sick child or parent.
6. Medical Leave, Vacation Leave and Disability Integration
  - a) Employees requesting FMLA qualifying leave for birth of a child or for serious personal illness will be **required to substitute all accrued medical leave** for all or part of any (otherwise) unpaid FMLA leave. Eligible employees remain entitled to disability coverage; subject to prevailing plan provisions as identified in the disability handbook.
  - b) Employees requesting FMLA qualifying leave for adoption or foster care will be **required to substitute all accrued vacation leave** for all or any part of any (otherwise) unpaid FMLA leave.
  - c) Employees requesting FMLA qualifying leave for the serious illness of a son or daughter will be **required to substitute all accrued medical leave** for all or part of any (otherwise) unpaid FMLA.
  - d) While on FMLA qualifying leave, vacation and medical leave will not accrue. However, upon return to work, leave will accrue based upon established policy.
  - e) Non-health benefits will be subject to the same continuation policies that apply to unpaid leaves of absence other than FMLA qualifying leave.

#### E. EMPLOYEE NOTICE AND REPORTING REQUIREMENTS

1. When FMLA qualifying leave is foreseeable, an employee must give Oikos University 30 days advance notice.
2. When such leave is not foreseeable, an employee must give notice as soon as practicable. According to the FMLA regulations, "as soon as practicable" means within one or two working days of learning of the need for leave, except in extraordinary circumstances.

3. If an employee fails to satisfy the 30-day notice without reasonable excuse, Oikos University may, at its discretion, postpone the leave until the notice requirement is satisfied.
4. The employee will be required to report every 30 days on his or her leave status and intention to return to work at Oikos University. This requirement may be satisfied by the employee's personally telephoning his or her immediate supervisor.

F. HEALTH BENEFITS DURING LEAVE OF ABSENCE

1. Oikos University will continue group health coverage for an employee on leave at the same level and under the same conditions that existed while he or she was working. The employee must contact the Business Administrator in advance or "as soon as practicable" following the start of the leave and arrange to pay the insurance premiums on a regular basis during the leave of absence.
2. In the event that an employee elects not to return to work upon completion of the leave of absence, Oikos University may recover from the employee the cost of any payments it made to maintain the employee's group health coverage, unless the failure to return to work was for reasons beyond the control of the employee.

G. PROCEDURES

1. A "Request for Family and Medical Leave of Absence" form must be completed by the employee as part of the notice and reporting requirements (See E). After completing the form in detail and signing it, the employee should submit it to his or her immediate supervisor for approval. It should then be forwarded to the Director of Human Resources. The form should be submitted thirty (30) days in advance of the effective date of the requested leave.
2. "Certification of Health Care Provider" completed and signed by the health care provider must be attached to the leave request form, providing the following information:
  - a) the date on which the serious health condition commenced
  - b) the probable duration of the condition
  - c) the appropriate medical facts within the knowledge of the health care provider regarding the condition
3. Additional information is required as follows:
  - a) For the employee's own medical leave, the certification must state that the employee is unable to perform one or more of the essential functions of the position.
  - b) For purposes of leave to care for a seriously ill spouse, child or parent, the certification must state an estimate of how much of the employee's time is needed to provide such care.
  - c) In the case of certification for intermittent leave or leave on a reduced work schedule for planned medical treatment, the dates on which such treatment is expected to be given and the duration of same must be stated.

## H. DEFINITIONS

1. Medical leave - Accrued and unused medical leave as of the date of the commencement of FMLA qualifying leave.
2. Parent - The biological or legally adoptive parent of an employee or individual who stands or stood in loco parentis to an employee when the employee was a child. This term does not include parents "in law."
3. Serious health condition - means an illness, injury, impairment, or physical or mental condition that involves:
  - a) any period of incapacity or treatment in connection with or consequent to inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;
  - b) any period of incapacity requiring absence from work of more than three calendar days, that also involves continuing treatment by (or under the supervision of) a health care provider; or
  - c) a "chronic serious health condition" which
    1. requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
    2. continues over an extended period of time (including recurring episodes of a single underlying condition); and
    3. may cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy).
  - d) Any period of incapacity because of pregnancy or prenatal care is covered as a serious health condition. This includes brief absences from work due to morning sickness, regardless of the duration of the absence and without the need to visit a health care provider.
  - e) Voluntary or cosmetic treatments (such as most treatments for orthodontia or acne) which are not medically necessary are not "serious health conditions" unless inpatient hospital care is required. Restorative dental surgery after an accident or removal of cancerous growths are serious health conditions provided all the other conditions of this regulation are met. Treatments for allergies or stress, or for substance abuse, are serious health conditions if all the conditions of the regulation are met. Routine preventive physical examinations are excluded.
4. Son or Daughter - means a biological, adopted, or foster care child, a stepchild, a legal ward, or a child of a person standing in *loco parentis* who is under 18 years of age, or who is 18 years of age or older and incapable of self-care because of a mental or physical disability.

### **Military Duty**

Military leave will be permitted for two weeks annual active duty training. The employee will be paid the difference, if any, between his military compensation and his regular base pay. See *Leave Without Pay* for policies concerning other types of military leave.



## **Personal Telephone Calls**

Personal telephone calls should be kept to a minimum. Business phones should not be used for personal long distance; however, when personal long-distance calls are necessary, reimbursement should be made to the Business Administrator with the monthly-itemized billing statement.

## **Political Activity**

Generally speaking, Section 501(c)(3) of the Internal Revenue Code prohibits Oikos University from participating or intervening in any political campaign on behalf of or in opposition to any candidate for public office. No funds or assets of Oikos University shall be used, directly or otherwise, for the restricted activities described in this policy. This applies to domestic and international activity.

In keeping with Oikos University's mission, the employees of Oikos University, as individuals, retain all rights and obligations of citizenship provided in the Constitution and laws of the United States of America. Each employee is encouraged to be actively involved as a citizen by supporting the party and candidate of his or her choice.

Specific guidelines and restrictions relevant to Oikos University, its officers, faculty and staff are contained in this policy statement.

### 1. Endorsement or support of candidates.

Oikos University will not endorse or oppose, or provide support for or against, any candidate for public office. "Public office" includes, but is not limited to, all federal, state and local elective positions, delegates to party conventions, or any office of a political party. A "candidate" is someone who is or is proposed by others to be a candidate for public office.

- A. Partisan political activity must be as private citizens, not as representatives of Oikos University. Campaigning, fund raising, solicitation of signatures, distribution of literature and other partisan political activities must be conducted on the employee's own time.
- B. No employee of Oikos University shall hold or be a candidate for public or political elective office at the federal or state levels while in the employ of the institution or take an active part in a political campaign while on duty to perform services for which compensation from the University is received.
- C. Employees must obtain prior approval of the President prior to seeking elective office in local government or before accepting any appointment in local, state or federal government.
- D. Oikos University will not make any contributions or expenditures in connection with any election to any political office, or in connection with any primary election, political convention or caucus to select candidates for political office. Under no circumstances will expenses related to partisan political activity be reimbursed to employees of Oikos University.

## 2. Political rallies.

Oikos University will not sponsor or support, and personnel acting on behalf of Oikos University will not participate in rallies or other forms of assembly at which candidates (or persons who may reasonably be considered to be candidates) for public office appear for the purpose of advancing their candidacies, or in which persons appear for the purpose of supporting or opposing candidate(s) for public office.

## 3. Political polls.

Oikos University will not sponsor, conduct or provide financial or other support for any poll that may reasonably be seen as intended to support or oppose a particular candidate. This restriction applies to any poll that asks how an individual might fare in an election.

## 4. Voter guides.

Oikos University will not produce, sponsor, distribute or provide financial or other support for any voter guide, regardless of content.

## 5. Mailing lists.

Oikos University will not permit any mailing list owned or controlled by it to be used by, or for the benefit of, any candidate for public office or any organization controlled by or supporting a candidate for public office, including any political party or political action organization.

## 6. Facilities, equipment and letterhead.

- A. Oikos University will not make facilities or assets owned, controlled or operated by them available to candidates for public office or organizations controlled by or supporting such candidates for use in connection with their campaigns.
- B. Oikos University equipment, facilities or letterhead may not be used for any partisan political activity or the public expression of personal opinions.
- C. Oikos University systems, such as electronic mail and interoffice mail, may not be used for commercial or partisan political purposes or to promote political candidates.
- D. Posting of signs, meeting notes, posters or petitions of a partisan political nature on Oikos University property is prohibited. These restrictions do not extend to the wearing of political buttons on one's person or the placement of bumper stickers on one's personal vehicle.

## 7. Media presentations.

These restrictions are not intended to preclude or restrict Oikos University, its officers, faculty and staff from speaking out on public issues of importance to its mission. These issues include, but are not limited to, abortion, sexuality, schooling, war and peace, crime, public morality, public finance, health, religious liberties, and similar issues of broad public concern and moral content.

## **Sales and Solicitation**

Oikos University specifically prohibits the solicitation of sales information and items not expressly sponsored by the University. There shall be no solicitation or sales of non-University sponsored items on school premises. Listings of University staff, faculty or students will not routinely or normally be provided to outside organizations, agencies or individuals

## **Professional Development**

All administrators and full-time faculty are expected to continuously develop further expertise in their major areas of responsibility. For faculty, this expertise would be studies in how to teach more effectively. An annual professional development plan is to be a part of each administrator's or full-time faculty member's annual evaluation. A budget for professional development is provided to assist administrators and full-time faculty.

## **Conflict Resolution**

In the event that an employee feels that he/she has been mistreated, wronged or harassed knowingly or willfully by an employee or supervisor, and that reconciliation by personal confrontation has been ineffective or would be inappropriate because of the nature of the wrong, the matter should be addressed to the next higher level of supervision and/or to the President. The Biblical processes of reconciliation defined in Matthew 18:15-17 and due process defined in Deuteronomy 1:17, 19:15, and John 7:51 shall be followed as they apply. The President should be consulted when questions of a legal nature arise and is available for advice and consultation on all matters relating to employee/supervisor conflicts.

If it appears that an employee has failed to perform work as assigned or that personal conduct is not according to requirement, the supervisor shall discuss the matter with the employee. The first objective is to determine if the employee understands the rules involved or the required standards. If not, the supervisor shall explain what is required, considering any special circumstances that may have existed.

If the employee does not agree with or accept the correction of the supervisor, the matter should be jointly discussed with the next higher level of management.

If disciplinary action is deemed necessary, it may be in the form of warning, written reprimand to be placed in the employee's personnel file, making up of lost time, suspension without pay, withholding salary increases, demotion, or termination. The employee's signature on a written reprimand signifies receipt of a copy of the letter, and not necessarily the employee's agreement with the contents.

## **Tenure, Dismissal, and Due Process**

### **Statement of Policies**

Oikos University does not grant tenure to any employee (i.e. faculty, administrators, or staff). However, Oikos University does seek to meet the needs of faculty and provides due process and grievance procedures.

### **Theological Reasons for Dismissal**

In matters related to significant changes in theological positions which are different from an employee's signed statement of beliefs, the employee may be required to resign his or her appointment immediately, at the end of the semester or the end of the academic year. Full-time faculty members with significant theological disagreements would normally be required to resign at the completion of the academic year. Adjunct members would normally be required to resign at the completion of their current semester assignment. Administrators would normally be required to resign at the conclusion of the academic year.

### **Other Reasons for Dismissal**

In matters related to significant moral misconduct, a faculty member or administrator would be dismissed immediately. Such misconduct may include sexual immorality or harassment, theft or embezzlement, and submission of forged or misleading documents attesting to academic qualifications or previous professional experience or other qualifications for ministry at Oikos University.

Contracts may be terminated for the following reasons:

1. financial requirements or budget problems
2. Moral inconsistencies
3. Significant neglect of duties
4. Professional incompetence
5. Behavior, attitudes or theological positions that are not in harmony with Oikos University's written policies, standards, and ethical practices.

In the event that termination procedures for any of the above reasons (except 1. Financial requirements or budget problems), there must be due process through appropriate channels and proper warning procedures.

### **Statement of Due Process for Grievances, Disciplinary Actions or Dismissal**

Grievances, disciplinary actions, or dismissal procedures involving faculty members or administrators shall be conducted in accordance with the faculty handbook.

## **Sexual Harassment Policy**

OIKOS' policy is to maintain a working and learning environment free from the sexual harassment of its students, employees, and those who apply for student and employee status. Any behavior determined to constitute sexual harassment will be viewed as neither complimentary nor humorous and will be subject to disciplinary action.

OIKOS recognizes that the perception of sexual harassment is often subjective and that the circumstances surrounding the conduct, as well as its pattern, frequency, and severity, need to be considered to assess the behavior. Although statistical analysis has shown an individual in a position of power or influence usually commits the sexual harassment, sexual harassment can occur between any two individuals regardless of gender, employment status, work relationship or academic association. Sexual harassment may be verbal, graphic, written or physical in nature, each of which may be grounds for disciplinary action. OIKOS defines sexual harassment in the following manner:

1. Sexual harassment includes such behavior as sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature directed towards an employee, student or applicant. For example:
  - Making unsolicited written, verbal, physical or visual contact with sexual overtones. (*Written examples:* Suggestive or obscene letters, notes, invitation. *Verbal examples:* Derogatory comments, slurs, jokes, epithets [name-calling]. *Physical examples:* Assault, touching, inappropriate embracing, impeding or blocking movement. *Visual examples:* Leering, gestures, display of sexually suggestive objects in pictures, cartoons, or posters.)
  - Continuing to express sexual or amorous interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
2. The conduct has the purpose or effect of interfering with a student's academic performance, forming an intimidating, hostile, or offensive or otherwise adverse learning environment, or adversely affecting any student.
3. The conduct has the purpose or effect of interfering with an employee's work performance, or creating an intimidating, hostile, offensive or otherwise adverse working environment.

If a student believes that he or she has been sexually harassed, he or she should provide a written complaint to the Dean of Academics (if the complaint is against a faculty member), the Director of Students (if the complaint is against another student), or the office of the President (if the complaint is against a non-faculty employee), as soon as possible after the incident. This complaint must include details of the incident or incidents, names of the individuals involved and names of any witnesses. The University will immediately respond to any written and signed complaint.

If the University determines that sexual harassment did occur, action will be taken in accordance with the circumstances involved. Any administrator, faculty member, staff member or student determined by this investigation to be responsible for sexual harassment will be subject to appropriate disciplinary action, up to and including dismissal, termination, or legal remediation. Those parties directly involved will be notified in a timely fashion regarding the results of the investigation. The University strongly encourages

students to immediately report all incidents of harassment listed in this policy. The University will not retaliate against anyone for filing a complaint nor tolerate or permit retaliation by administration, faculty, staff or fellow students.

If a student feels that the above stated policies regarding sexual harassment have not been carried out, he or she is encouraged to follow the procedures set forth in the grievance policy

## **Faculty Policies**

### **Faculty Recruitment**

Upon the approval of a new faculty position, or in the event of a vacancy on the faculty, the Dean of Academics—or other University official who has direct administrative responsibility for that position (or in the case of administrative officers who hold faculty rank, the president)—recruits candidates to fill the new position or vacancy. Advertisements in the appropriate media may be used.

Upon receipt of an inquiry concerning employment for a position currently available, the Dean of Academics affords all apparently qualified prospective faculty members an opportunity to submit a written resume, references and a completed Faculty Application Form.

After the Dean of Academics reviews the application materials, he or she determines if an on-campus interview is appropriate. As part of the interview process, prospective faculty members will make a scholarly presentation. This process gives selected faculty, students, and administrators the opportunity to evaluate the candidate's teaching and presentation skills.

The Dean of Academics, a representative member of the faculty, and the president interview all candidates for employment. The Dean of Academics sends a copy of the Faculty Application Form to each interviewer before the scheduled interview.

After the interviews, the Dean of Academics obtains a report from each interviewer and assimilates relevant information for submission to the president.

Upon the Dean of Academics's recommendation, the president determines whether to recommend appointment to the Board of Directors in accordance with the University bylaws and the policies of the Board of Directors.

### **Appointment and Promotion in Rank**

Academic ranks for teaching faculty are: professor, associate professor, assistant professor, and instructor. Equivalent academic ranks for library professional staff are: librarian, associate librarian, assistant librarian, and affiliate librarian.

The Dean of Academics has sole authority to make initial recommendations concerning initial appointment in academic rank. Ordinarily, the Dean of Academics initiates considerations for promotion. However, the eligible faculty member may initiate such consideration.

Initial appointment or promotion in rank is based on the following criteria: professional experience; teaching and advising; scholarship; and University, community, ministry and professional service. Once an appointment has been made, the Dean of Academics gives the faculty member a contract and a copy of this Faculty and Academic Policy Handbook.

## **Teaching Faculty**

Following are the basic criteria for the various ranks. Implicit to each of the basic criteria should be evidence of an integration of Civic principles in personal behavior and professional scholarship.

### **Professor**

*Professional Experience:* Faculty members should have a minimum of six years of full-time teaching experience at the college level or an equivalent outstanding professional record. They should demonstrate a significant degree of leadership qualities (professional maturity) by being role models to students, staff and other faculty and actively participating in professional and ministerial organizations in an effort to keep abreast of current practices and to influence the way individuals in the organization think (i.e., presenting at meetings, holding office).

*Teaching and Mentoring:* Faculty should demonstrate a significant degree of excellence in teaching effectiveness and advising. Evidence of excellence may include: consistently receiving high overall ratings by their students and by peer review; updating their course syllabi as changes in their discipline and/or increased understanding of a global perspective warrant; updating their teaching skills (i.e., keeping abreast of current best teaching practices in their disciplines); developing supplementary material for class; developing curricula; stimulating students toward scholarly activities through academic advising; and demonstrating an exemplary Civic witness while teaching and advising.

*Scholarship and/or Creative Works:* Faculty members should have an earned doctorate degree or its academic equivalent or evidence of outstanding contributions in their discipline. They should demonstrate significant productive scholarly pursuits or creative activity that reflects the College's mission or goals. Evidence of productivity may include but is not limited to: receiving awards of excellence for teaching or community service; submitting original contributions in professional journals; contributing research that is presented in professional conferences or seminars; authoring or coauthoring published books; and submitting other forms of research and scholarly or creative activity for professional presentation or distribution.

*University Administration, Community, Ministry, and Professional Service:* Faculty members should make significant contributions to the College by: serving actively and effectively on school and College committees; seeking opportunities to represent the College in community service based on their expertise; and assuming leadership roles in professional and/or vocational organizations.

### **Associate Professor**

*Professional Experience:* Faculty members should have a minimum of three years of full-time teaching experience at the college level or an equivalent outstanding professional record. They should demonstrate leadership qualities by being role models to students, staff and other faculty and by participating in

professional and ministerial organizations (i.e., attending meetings in an effort to keep abreast of current practices in their disciplines).

*Teaching and Mentoring:* Faculty members should demonstrate excellence in teaching effectiveness and advising. Evidence of this may include: consistently receiving moderate to high overall ratings by their students and by peer review; updating their course syllabi as changes in their discipline and/or increased understanding of a global perspective warrant; updating their teaching skills (i.e., keeping abreast of current best teaching practices in their disciplines); developing supplementary material for class; developing curricula; stimulating students toward scholarly activities through academic advising; and demonstrating an exemplary Civic knowledge and practice while teaching and advising.

*Research, Scholarship and/or Creative Works:* Faculty members should have an earned doctorate or its academic equivalent or evidence of outstanding contributions in their discipline. They should demonstrate productive scholarly pursuits or creative activity that reflects the College's mission or goals. Evidence of productivity may include but are not limited to: receiving awards of excellence for teaching or community service; submitting original contributions in professional journals; contributing research that is presented in professional conferences or seminars; authoring or coauthoring published books; and submitting other forms of research and scholarly or creative activity for professional presentation or distribution.

*University Administration and Community and Professional Service:* Faculty should make contributions to the College by: serving actively and effectively on school and College committees; seeking opportunities to represent the College in community service based on their expertise; and assuming leadership roles in professional and/or vocational organizations.

### **Assistant Professor**

*Professional Experience:* Faculty members should have potential success as a teacher. They should demonstrate growing leadership qualities by being role models to students and staff and by belonging to professional and ministerial organizations in an effort to keep abreast of current practices in their disciplines.

*Teaching and Mentoring:* Faculty members should demonstrate growing excellence in teaching effectiveness. Evidence of this may include: consistently receiving at least moderate overall ratings by their students and by peer reviews; updating their course syllabi as changes in their discipline and/or increased understanding of a global perspective warrant; updating their teaching skills (i.e., keeping abreast of current best teaching practices in their disciplines); developing supplementary materials for class; developing curricula; and stimulating students toward scholarly activities through academic advising.

*Research, Scholarship and/or Creative Works:* Faculty members should be pursuing an earned master's degree or its academic equivalent or evidence of outstanding contributions in their discipline. A terminal degree, especially a doctorate, is preferred. They should demonstrate potential for productive scholarly pursuits or creative activity that reflects the College's mission or goals. Evidence of productivity may include but are not limited to: consideration for awards of excellence for teaching or community service; submitting original contributions in professional journals; contributing research that is presented in professional conferences or seminars; authoring or coauthoring published books; and submitting other forms of research and scholarly or creative activity for professional presentation or distribution.



*University Administration and Community and Professional Service:* Faculty members should begin to contribute to the College by: serving actively and effectively on school and College committees; seeking opportunities to represent the College in community service based on their expertise; and assuming leadership roles in professional and/or vocational organizations.

## **Instructor**

*Professional Experience:* Faculty members should demonstrate potential for professional success.

*Teaching and Mentoring:* Faculty members should demonstrate a significant aptitude for teaching.

*Research, Scholarship and/or Creative Works:* Faculty members should have an earned master's degree and promise of scholarship in their discipline.

*University Administration and Community and Professional Service:* Faculty members should contribute to the College by: serving actively and effectively on school and College committees; seeking opportunities to represent the College in community service based on their expertise; and assuming leadership roles in professional organizations.

## **Library Faculty**

Following are the basic criteria for the various ranks. Implicit to each of the basic criteria should be evidence of an integration of Civic principles in personal behavior and professional scholarship.

### **Librarian**

*Professional Experience:* Library professionals should have a minimum of six years of full-time library experience at the College or senior college level or an equivalent outstanding professional record. They should demonstrate a significant degree of leadership qualities by being role models to students and staff and by actively participating in professional and/or vocational organizations in an effort to keep abreast of current practices and to influence the way individuals in the organization think (i.e., presenting at meetings, holding office, etc.).

*Professional Librarianship:* Library professionals should demonstrate a significant degree of excellence in the performance of their duties. Evidence of this excellence will be consistently high overall ratings on an evaluation instrument determined by the academic dean.

*Research, Scholarship and/or Creative Works:* Library professionals should have an earned doctoral degree or a master's degree in library science (MLS) and a second master's degree in an approved subject field, or the MLS and evidence of library contributions of unusual merit. They should demonstrate significant productivity in scholarly or creative activity, evidence of which may include: receiving awards for excellence in library sciences; submitting original contributions in professional journals; contributing research that is presented in professional conferences or seminars; authoring or coauthoring published books; and submitting other forms of research and scholarly or creative activity for professional presentation or distribution.

*University Administration and Community and Professional Service:* Library professionals should significantly contribute to the College by: serving actively and effectively on library and College

committees; seeking opportunities to represent the College in community service based on their expertise; and assuming leadership roles in professional and/or vocational organizations.

### **Associate Librarian**

*Professional Experience:* Library professionals should have a minimum of three years of full-time library experience at the College or seminary level or its equivalent. They should demonstrate maturity by being role models to students and staff and by participating in professional and/or vocational organizations in an effort to keep abreast of current practices in their discipline.

*Professional Librarianship:* Library professionals should demonstrate excellence in the performance of their duties. Evidence of this will be consistently moderate to high overall ratings on an evaluation instrument determined by the academic dean.

*Research, Scholarship and/or Creative Works:* Library professionals should have an earned master's degree in library science (MLS). They should demonstrate productivity in scholarly or creative activity, evidence of which may include: consideration for awards in library sciences; submitting original contributions in professional journals; contributing research that is presented in professional conferences or seminars; authoring or coauthoring published books; and submitting other forms of research and scholarly or creative activity for professional presentation or distribution.

*University Administration and Community and Professional Service:* Library professionals should contribute to the College by: serving actively and effectively on library and College committees; seeking opportunities to represent the College in community service based on their expertise; and assuming leadership roles in professional and/or vocational organizations.

### **Assistant Librarian**

*Professional Experience:* Library professionals should have two years of successful library experience at the College-level or its equivalent. Experience in a College or senior college is a plus. They should demonstrate growing maturity in their profession by being role models to students and staff and by belonging to professional organizations in an effort to keep abreast of current practices in their discipline.

*Professional Librarianship:* Library professionals should demonstrate growing excellence in the performance of their duties. Evidence of this will be consistently moderate ratings on an evaluation instrument determined by the academic dean.

*Research, Scholarship and/or Creative Works:* Library professionals should have an earned master's degree in library science (MLS). They should demonstrate growing productivity in scholarly or creative activity, evidence of which may include: submitting original contributions in professional journals; contributing research that is presented in professional conferences or seminars; authoring or coauthoring published books; and submitting other forms of research and scholarly or creative activity for professional presentation or distribution.

*University Administration and Community and Professional Service:* Library professionals should increasingly contribute to the College by: serving actively and effectively on library and College committees; seeking opportunities to represent the College in community service based on their expertise; and assuming leadership roles in professional organizations.

## **Affiliate Librarian**

*Professional Experience:* Library professionals should demonstrate potential for professional success.

*Professional Librarianship:* Library professionals should demonstrate increasing skill in assuming librarian responsibilities.

*Scholarship and/or Creative Works:* Library professionals should have an earned master's degree in library science (MLS) and promise of scholarship in their discipline.

*University Administration and Community and Professional Service:* Library professionals should increasingly contribute to the College by: serving actively and effectively on library and College committees; seeking opportunities to represent the College in community service based on their expertise; and assuming leadership roles in professional and/or vocational organizations.

## **Promotion**

The Board of Directors, in approving this statement of promotion policy, does so in good faith with the intent to comply fully with it. It must, however, reserve the right to deviate from these terms if conditions beyond its control—such as abrupt declines in enrollment, drastic loss of income or conditions that result in drastic curtailment or abandonment of programs or activities—make it necessary to do so.

The purpose of promotion is to recognize excellence in teaching and associated academic pursuits with the best interests of the University in mind. The decision to promote a faculty member is based on the merit of the individual faculty member and the long-term needs and mission of the University. Promotion shall be selectively considered for professors who are superior teachers and are considered by the University to be instructional leaders and excellent scholars, also for others who are nationally distinguished and considered excellent teachers. Those professors who have valuable skills and talents essential to the University, but who would not meet the criteria of being nationally distinguished or excellent teachers, may be still considered for multiyear regular contracts but not necessarily promotion.

## **Promotion Review Timetable and Process**

In the case of an ordinary promotion review, the general timetable is as follows:

1. By the beginning of the Semester preceding the academic year in which the faculty member is to be reviewed for promotion, the academic dean will give the faculty member guidelines for compiling his or her section of the dossier and a complete timetable for the review process.
2. By November 1, the promotion candidate submits his or her dossier to the academic dean.
3. The regular faculty of the school shall select a promotion review committee. The committee:
  - a. Examines the candidate's dossier.
  - b. Meets to discuss the candidate's qualifications and contribution in relation to the mission of the school.
  - c. Determines whether the candidate demonstrates the level of distinction and potential expected by the College.
  - d. May solicit additional evaluations from individuals outside the College who are acknowledged authorities in the field relevant to the candidate's academic specialty.

- e. By December 15, makes a recommendation to the academic dean on whether or not to award promotion. The recommendation contains the substance of their discussions and the reasons for the recommendation.
4. By February 1, the academic dean makes a recommendation to the president regarding the award of promotion, including a summary report of his or her deliberations and the reasons for the recommendation, as well as the recommendation of the Promotion Review Committee.
5. By February 15, the president reviews the recommendations of the academic dean and the Promotion Review Committee and makes a recommendation to the president regarding the award of promotion.
6. By March 1, the president notifies the candidate of his or her recommendation. If the recommendation is positive, it is forwarded to the Board of Directors. If the recommendation is negative, the reasons must be stated in a written letter to the candidate. The candidate may request a meeting with the president to review the decision to deny promotion.
7. Generally, by May 30<sup>th</sup>, Board of Directors makes a decision on the matter at their spring meeting. Their decision is final.

The candidate may withdraw his or her promotion application at any stage of the process.

### **Outline for Faculty Promotion Dossier**

When applying for promotion, complete your dossier using the outline below. This outline is based on the Performance Planning, Review and Development policy, which explains the three areas of: Teaching and Mentoring, Professional Librarianship; Scholarship and/or Creative Works; and University Administration and Community, Ministry, and Professional Services. Supplementary material may be included as it relates to meeting University/school-specific criteria.

1. Introduction
  - a. Current vita.
  - b. Copy of College criteria for promotion.
  - c. Copy of College/school-specific criteria for promotion.
  - d. Promotion Committee's recommendation.
  - e. Academic dean's recommendation.
2. Teaching and Mentoring, Professional Librarianship
  - a. Teaching materials.
  - b. Classroom visits from evaluators.
  - c. Student evaluations of instruction and advising
  - d. Summary of performance - courses taught, programs or courses developed, student advising, academic dean's evaluation, peer reviews, summary of course evaluations for previous two years, summary of subsequent course modifications.
  - e. Description of innovative practices or procedures related to area of responsibility.
  - f. Significant evidence that courses are presented from responsible, academic perspectives.
  - g. Summary of ongoing professional development activities, which have led to direct improvement of scholarship and teaching and other evidence of professional development.

For Librarians

- a. Collection development and management.
  - b. Teaching.
  - c. Information services.
3. Scholarship and/or Creative Works
- a. Research and publication in the individual's discipline.
  - b. Professional participation and performance in the individual's discipline.
  - c. Education attainment and continuous study in the individual's field.
  - d. Grant to support research, preferably as project director or principal investigator.
  - e. Peer recognition exemplified by awards or other honors.
4. College Administration and Community, and Professional Service
- a. College administration.
  - b. Community service.
  - d. Professional service.
  - e. Consulting activities.
  - f. Commendations by colleagues and other appropriate individuals.
5. Conclusion
- a. A 1,000-word statement describing your philosophy and practice in establishing a unity of wisdom and learning.
  - b. Summary of Civic activities, which includes such things as frequency of group attendance, participation in staff activities, tutoring, volunteerism, and other involvement in areas demonstrating moral and societal vitality.
  - c. A description of activities or events demonstrating a significant degree of leadership including moral leadership and activities where there was substantive initiative shown.

## **Contract**

All appointments of full-time faculty are on an annual contract, renewable at the discretion of the College. The new contract supersedes the previous contract. In some cases, appointments for a period of less than one academic year may be made as in the case of initial appointments at midyear or emergency one-Semester appointments. In accordance with the College bylaws, faculty members with three or more years at Oikos may, at the College's discretion, be allowed to continue to serve without contract.

## **Dismissal and Termination**

Any faculty member is subject to immediate suspension by the Executive Committee of the University and then eventual dismissal and termination of the University's contract obligation upon a finding of breach of the contract in accordance with due process under the Contract Termination policy.

Breach of contract means violation of professional ethics, insubordination, failure to perform reasonable assigned duties, immoral behavior contrary to biblical standards, incompetence, failure to perform at a level commensurate with the rank held as specified in the University standards or action inimical to the best interests of the University as determined by the University's governing board.

### **Administrative Faculty**

Faculty members with administrative responsibilities are classified as faculty. Directors and executive administrators who hold faculty rank are classified as administrative faculty. In addition to their faculty status, administrative faculty shall be offered three-year contracts renewable annually. Salary and benefits packages are considered annually.

Upon initial appointment, administrative faculty who do not already hold academic rank at Oikos University may be awarded rank upon recommendation of the Dean of Academics and approval of the president.

Administrative faculty must be considered for promotion under the same procedures as those governing promotion generally. In the evaluation process, it is appropriate that the president—if the Dean of Academics is the candidate—take into consideration the fact that administrative faculty cannot have performed the quantity of teaching and service that would be expected of a full-time member of the teaching faculty of the school. On the other hand, it should be expected that administrative faculty would hold credentials such that if they were being appointed initially to an administrative post, the president would be willing to grant the rank to which promotion is proposed

### **Termination**

Administrative faculty may be terminated at any time during their contract period provided the conditions of the contract are met. Dismissal from the University can only occur under the policies and procedures for dismissal of faculty members.

Administrative faculty returning to a teaching position will receive their faculty salary plus the administrative stipend they had been receiving until the end of their administrative contract period after which time they will receive their faculty salary minus the administrative stipend. No administrator has the right of continuance in any specific administrative assignment and any persons holding an administrative assignment may be reassigned to different responsibilities at any time provided the conditions of the contract are met.

### **Development Leave**

The need to retool and catch up with one's discipline is recognized by providing leave to the administrative faculty member who is returning to a teaching position. The leave is fully paid and may be for a period of one semester and not for more than one year. The Board of Directors will determine the need for such leave and the duration.

## **Part-time and Adjunct Faculty**

Part-time faculty members are those employed to function as faculty members for a percentage of a permanent full-time faculty member load (usually not to exceed 75%).

Adjunct faculty members are employed to teach one or more specific courses. They should be available a minimum of one hour per course per week outside of class time for course-related advising. Adjuncts should receive compensation for each course contingent upon achieving the target enrollment for that course. If fewer than the targeted number of students is enrolled, compensation may be prorated on the basis of a specific amount per student credit hour or the adjunct faculty member may choose to be relieved of his or her obligation to teach the course.

Both part-time faculty and adjunct faculty may be asked to teach courses, advise students, plan curriculum or perform other faculty-type responsibilities

## **Procedure for Employment**

The Dean of Academics makes a recommendation to the president regarding the appointment and salary of the individual. The appointment category should depend heavily upon the number of graduate credit hours the individual has taken in the given field to be taught.

The president approves the appointment and authorizes the Dean of Academics to prepare the contract and provide the faculty member with a copy of the most recent Faculty and Academic Policy Handbook. Contracts should be issued at the beginning of the contracted period and include the terms and conditions of the appointment. Any special understandings or conditions incumbent on either party should be explicitly stated. The president, Dean of Academics and faculty member sign contracts for full-time, part-time and adjunct faculty members.

Part-time or adjunct faculty members are not eligible for promotion. However, they may be eligible for fringe benefits depending on the conditions of the contract.

## **Faculty Performance Review**

Each program must establish standard criteria for faculty performance for each rank. These criteria should be explicit, permitting fair and consistent evaluation and must be approved by the Dean of Academics. Self-evaluation should be included among the evaluation components.

The criteria should cover three basic areas: 1) teaching and mentoring; 2) scholarship and/or creative works; and 3) University administration and community, ministry and professional service. It is expected that each performance review will include a general review of all areas as well as an in-depth evaluation of at least one of the three basic areas.

In addition—because of the unique mission of Oikos University—it is expected that faculty members will exhibit spiritual vitality through their Christian witness, both personally and professionally.

## **Teaching and Mentoring**

The teaching process is at the heart of the College's mission. We expect all our professors to be excellent teachers. Since teaching and advising are multifaceted activities, both quality and quantity should be evaluated.

1. Teaching Materials. While the specifics may vary from discipline to discipline, all reviews must include: course content; course objectives; grading policies; course examinations; course organization; quality of student achievement; and innovative teaching methods or materials.
2. Classroom Visits from Evaluators. Before visiting a class, the evaluator(s) should gather the following information from the faculty member: course objectives and objectives for the day of the visit.

During the visit to a class, the evaluator(s) should assess:

- a. Structure and goals for the course: mode of presentation (e.g., lecture, discussion), visual aids, instructional technology, and utilization of class time.
- b. Presentation skills: e.g., eye contact, speaking rate and intensity, use of language, and distracting mannerisms.
- c. Rapport with students: equitability, student receptiveness, respect from students.
- d. Mastery of content: e.g., adequate, current, content sequencing.
- e. Strengths and weaknesses in teaching performance.
- f. Proficiency in integrating wisdom and practice.
- g. Achievement of day's objectives.

After visiting a class, the evaluator(s) must:

- a. Meet with the faculty member to report on his or her observations.
- b. Give the faculty member an opportunity to comment on the observations and other aspects of the visit that might reasonably have impacted the instruction that day.
- c. Prepare a written report summarizing the observation in the context of the instructor's objectives, comments made at the meeting following the observation and any other relevant material.
- d. Distribute copies of his or her report to the others participating in the peer review after they have conducted their classroom visit.

Note that "visits" may be made to online courses (subject to BPPE approval) by reviewing the course content, to include threaded discussions. While certain adaptations must be made, the guidelines given for classroom visits should be used to the extent practicable. In online courses, the evaluator should look for evidence that the instructor is stimulating discussion and, therefore, constructivist learning. For example, the instructor should be visibly present in the online classroom at least every other working day. Daily online presence is preferred.

3. Student Evaluations of Instruction and Advising: Student comments are to be included as part of the student evaluation submitted. At least 75% of the students in each class must complete the form in order for it to be used. Student ratings over several Semesters/years are used from a range of courses. Performance in the area of advising is to be evaluated with respect to responsibilities such as demonstration of an exemplary Civic knowledge and practice, timeliness, accuracy, availability, monitoring advisee's progress, reviewing academic interests with advisee, and examining career interests with the advisee.



## **Faculty Development Plan**

After the performance review, the academic dean and faculty member write a Faculty Development Plan for the next academic year, taking into account the past year's performance. The Development Plan is based on the Performance Review and is written by the academic dean and faculty member. It should list specific things the faculty member should do to improve and develop performance (i.e., attend workshops or other faculty development opportunities, be mentored by a qualified/approved faculty member)—anything that will promote and enhance the faculty members' skills and talents.

Faculty members should have proficiency in the areas noted in Appendix G (Professional Development Opportunities for Faculty). This proficiency should be considered when writing the Development Plan.

The plan should identify areas for improvement and development and should include, but not be limited to, the following:

1. Specific actions and timelines to enhance and develop the faculty member's competence and remedy any areas of weakness. (Attend professional meetings; attend instructional seminars and workshops, both on and off campus; develop self-study programs approved by the academic dean; and/or participate in any activities that will enhance his or her professional expertise and bring the faculty member to the highest level of distinction possible.)
2. Specific actions and timelines to advance the school toward the achievement of its mission.

## **Librarian Performance Review**

Oikos University library faculty members who hold rank as assistant librarian, or associate librarian will be considered for promotion consistent with the promotion policy. This policy provides for faculty to be judged on the basis of 1) professional librarianship; 2) scholarship and/or creative works; and 3) University administration and community, ministry, and professional service. Librarianship replaces the teaching and advising criterion in the evaluation of library faculty as a more inclusive term of the unique responsibilities professional librarians have in the academic endeavor.

The performance review criteria for librarians are a modification of the criteria for faculty and it reflects the Model Statement of Criteria and Procedures for Faculty Status adopted by the Association of University and Research Libraries of the American Library Association. In accordance with these national standards, Oakland recognizes the master's degree in library science from a program accredited by the American Library Association as the terminal degree.

Oikos University Library evaluates its faculty by the following criteria. In addition, because of the unique mission of the University and library, it is expected that librarians will exhibit spiritual vitality through their Christian witness, both personally and professionally.

## **Professional Librarianship**

Librarianship is concerned with facilitating access to information to further University programs of instruction, research and service. Librarians are responsible for planning, implementing and evaluating programs for the acquisition, organization and retrieval of recorded information. In order to carry out these responsibilities, librarians must have knowledge of the structure and nature of scholarly

information, of the means by which information is stored and retrieved and of the programs and priorities of Oikos University.

Excellence in librarianship is expected of each library faculty member; it is the primary criterion. Excellence in research or service alone is not an acceptable substitute for excellence in librarianship as a performance requirement. Within the assigned areas of responsibility, the librarian develops his or her unique contribution to the library and the campus. Most responsibilities fall within the categories of collection development, management, teaching, information services, bibliographic organization and control and automated systems activities. Librarians who serve in an administrative role will be evaluated on their administrative effectiveness as part of the consideration for the granting of promotion.

#### 1. Collection Development and Management

Librarians who develop the collections decide which books, journals and other materials should be made part of the library's collections, which should not, and which should be weeded. They design effective programs of acquisitions, and they carefully plan and monitor expenditure of the acquisition budget. They demonstrate competence in establishing and maintaining organization and control of library resources. They regularly evaluate the collections to ensure that the library has materials that support and further campus programs.

#### 2. Teaching

Teaching information literacy has become a critical part of librarianship. Both the quality and quantity of the teaching process are evaluated. All reviews include course content and objectives, course organization and materials, teaching methods, classroom visits and student evaluations.

#### 3. Information Services

Librarians providing information services mediate between individuals with information needs and the sources, which can satisfy those needs. To do so they must understand the process of information seeking and user needs, interpret information requests, formulate appropriate search strategies and locate and evaluate information sources. They must determine when they should teach users strategies for independent information seeking or when they should directly provide information. They remain current in their knowledge of automated systems and resources and their use in supporting the principal activities and services of libraries.

## **Faculty Contract Termination**

### **Definition of Dismissal**

Dismissal, as used in this policy, means the termination of a regular faculty member or the termination of a non-regular faculty member prior to the end of a term appointment to which that faculty member would otherwise be entitled, based on the policies of the University, but does not include the termination of faculty member due to University-wide financial exigency or extensive curtailment in or discontinuance of a program of study or department of instruction. Only the president, operating under the authority of the Board of Directors, has the authority to dismiss a faculty member.

### **Predismissal**

Normally, dismissal should only be instigated as a last resort—after all appropriate measures for reconciliation and/or correction have been attempted. When a reason arises to consider dismissal of a

faculty member, the Dean of Academics shall arrange a personal conference or conferences. The Dean of Academics will invite the faculty member and any other appropriate individuals to discuss the reason(s) for considering the dismissal of the faculty member. At this point, the matter may be resolved by mutual consent. The University may propose the use of mediation as one means of achieving reconciliation if both parties are agreeable. Mediation will be conducted in accordance with the University's Mediation Agreement.

### **Reasons for Dismissal**

The dismissal of a faculty member shall only be for just cause. Such cause must be related to the faculty member's performance of professional duties or responsibilities. Just cause means gross misconduct such as: violation of professional ethics, insubordination, and refusal to perform reasonable assigned duties, immoral behavior contrary to biblical standards, incompetence, and failure to perform at a level commensurate with the rank held as specified in the University standards or actions inimical to the best interests of the University as determined by the University governing board. Dismissal shall not be used to restrain faculty members in the exercise of academic freedom.

### **Procedure**

1. The Dean of Academics will determine those cases in which proceedings to dismiss a faculty member might be appropriate.
2. The faculty member may be immediately relieved from any and all academic duties at the discretion of the Dean of Academics when reason arises to consider dismissal of the faculty member. Such suspension of duties shall be without loss of compensation.
3. If the matter has not been resolved after the pre-dismissal conference(s) with the faculty member, the Dean of Academics may initiate formal proceedings to dismiss the faculty member by writing up a statement to that effect. This statement shall contain:
  - a. The reason for dismissal.
  - b. The names of witnesses—if known—who will testify in support of the specific reasons stated.
  - c. The nature of the testimony likely to be presented by each of the witnesses.
4. A copy of this statement shall be given to the faculty member in person or sent by certified mail to the faculty member's address of record.
5. The faculty member may submit to the Dean of Academics an answer to the statement within 15 calendar days. If the faculty member fails to answer within 15 calendar days of receipt of the statement, the Dean of Academics may recommend to the president that the faculty member be dismissed. Any such dismissal by the president shall be final.
6. If the faculty member answers the Dean of Academics in 15 calendar days disagreeing with the statement, and the Dean of Academics decides to proceed with dismissal, the Dean of Academics or the Dean of Academics's designee shall so notify the faculty member in writing within 15 calendar days and shall have such notice given to the faculty member in person or sent by certified mail. Such notice shall inform the faculty member of the reasons for dismissal and afford him or her opportunity to be heard by the Hearing Committee.
7. Within 15 calendar days of receipt of notification from the Dean of Academics, the faculty member shall notify the Dean of Academics of his or her decision to have a hearing. If the faculty

member fails to respond within 15 calendar days of receipt of notification, the Dean of Academics may recommend to the president that the faculty member be dismissed. Any such dismissal by the president shall be final.

8. Within 30 days, if the faculty member has, in a timely manner, requested a hearing, the standing Hearing Committee shall proceed as follows:
  - a. The Hearing Committee shall consist of five (5) members. Four (4) members shall be selected from regular faculty members by the Dean of Academics in consultation with the president at the beginning of each academic year. One member shall be selected from the President's Administrative Council who holds faculty rank. The Hearing Committee shall elect the chairperson from its membership by majority vote.
  - b. The Dean of Academics or his or her designee shall inquire of each of the selected Hearing Committee members whether there is any reason he or she would be unable to hear the case fairly and impartially and render a fair and impartial decision.
9. From this point, the Hearing Committee shall be in charge of all subsequent stages in the hearing process until the Hearing Committee has forwarded its report and recommendations to the president.
10. The Hearing Committee chairperson shall set a time and place for the hearing and shall notify the other committee members and the faculty member. The chairperson shall be in full charge of the hearing, which shall be conducted according to established procedures and include representation, examination and cross-examination of witnesses and timeliness of process. The hearing shall be closed. At the request of the faculty member, a stenographic record of the proceedings will be made at the expense of the University.
11. The Hearing Committee chairperson shall submit a final report that shall contain findings of fact and recommendations to the president. The final report shall be submitted to the president within 15 calendar days of the conclusion of the hearing and a copy delivered to the faculty member. Additionally, members of the committee may submit individual reports to the president and send a copy to the faculty member.
12. Upon consideration of the committee's report(s), the decision concerning dismissal shall be at the sole discretion of the institution as represented by the directors acting through the president, which decision shall be final.

## **Grievance Policies**

### **Grievance**

This policy supplements the administrative and academic procedures of Oikos University and provides a grievance procedure that ensures a just and reasonable process and fair treatment for faculty members. It is expected that the grievance procedure will only be initiated if a dispute cannot be resolved through the normal process of reasoned discussion consistent with the principles of Scripture.

We believe that God is a God of reconciliation who desires that people be reconciled both with God (II Cor. 5:16-21) and with each other (Eph. 2:14-18) in an atmosphere of peace and reconciliation. It is within this spirit of peace and reconciliation that we structure the current grievance procedures. We are guided by the biblical principle that reconciliation be sought at the lowest possible level of conflict, involving the fewest number of people.

As used in this policy, a grievance is any material dispute between a faculty member and an administrator that cannot be resolved by the parties. This policy may not be used to grieve any action—such as termination, sexual harassment or other action—covered by another policy containing a due process procedure.

### **Mediation**

The opportunity for mediation shall be available at any stage of this process in lieu of any further proceedings herein. There shall be two mediators, both experienced and competent in mediation, selected from persons employed by Oikos University.

The mediators shall not charge for their services. The mediation procedure shall be governed by the code of ethics and standard of practice of the Society for Professionals in Dispute Resolution (SPIDR). Legal counsel shall not be admitted to any of the mediation meetings that occur as part of this process of grievance resolution.

If both parties elect mediation, then mediation will proceed for up to a period of 30 days. If agreement is reached within that time, then the hearing process is stayed. If agreement is not reached, then the hearing process is resumed.

### **Procedure**

When a faculty member has a grievance that is not covered in another policy regarding a decision that he or she believes adversely affects his or her academic career at Oikos University, the faculty member should arrange a meeting with the individual(s) responsible for the decision. At that meeting, the faculty member should bring a written Statement of Grievance, which includes:

1. A description of events leading to the action, which the faculty member is grieving.
2. A description of the grievance.
3. The grounds upon which the faculty member is grieving the action and any applicable policies or procedures, if any.
4. A statement of the remedy sought by the faculty member.
5. Other supporting documents.

The administrator must respond in writing to the faculty member within 21 calendar days. If the matter is not satisfied, then the faculty member may appeal to the Dean of Academics, submitting the original Statement of Grievance, supporting documents, if any, and the administrator's written response. The Dean of Academics shall review the appeal within 15 calendar days. If the Dean of Academics determines that the appeal warrants review, it will be referred to the standing Hearing Committee. If the administrator named in the grievance is the Dean of Academics, the faculty member may appeal to the President, who will follow this same procedure.

### **Review by Standing Hearing Committee**

The administrator must respond in writing to the faculty member within 21 calendar days. If the matter is not satisfied, then the faculty member may appeal to the Dean of Academics, submitting the original Statement of Grievance, supporting documents, if any, and the administrator's written response. The Dean of Academics shall review the appeal within 15 calendar days. If the Dean of Academics determines that the appeal warrants review, it will be referred to the standing Hearing Committee. If the administrator

named in the grievance is the Dean of Academics, the faculty member may appeal to the President, who will follow this same procedure.

The academic dean shall arrange for the standing Hearing Committee to hold a hearing on the faculty member's grievance within 30 days of its receipt by the academic dean. The Hearing Committee shall proceed as follows:

1. The Hearing Committee shall consist of five members and two alternates. At the beginning of each academic year, the academic dean shall select, in consultation with the president, four members from the regular faculty and one member from the President's administrative council who holds faculty rank. The Hearing Committee shall elect the chairperson from its membership by majority vote.
2. The academic dean or his or her designee shall inquire of each of the selected Hearing Committee members whether there is any reason he or she would be unable to hear the case fairly and impartially and render a fair and impartial decision. If any member of the committee cannot serve, then an alternate shall be appointed to serve.
3. If the chairperson cannot impartially serve on a particular hearing, then an alternate should be appointed, and the group shall elect a chairperson for the particular hearing.

From this point, the Hearing Committee shall be in charge of all subsequent stages in the hearing process until the Hearing Committee has forwarded its report and recommendations to the president.

The Hearing Committee chairperson shall set a time and place for the hearing and shall notify the other committee members and the faculty member. The chairperson shall be in full charge of the hearing, which shall be conducted according to procedures as established and may include representation. The hearing shall be closed to all except the persons who have the advance approval of the academic dean.

The Hearing Committee chairperson shall conduct the hearing and prepare a final report that shall contain findings of fact and recommendations to the president of the College. The final report shall be submitted to the president within 21 calendar days of the conclusion of the hearing and a copy delivered to the faculty member. Additionally, members of the committee may submit individual reports to the president and send a copy to the faculty member. Upon consideration of the committee's report(s), the decision concerning the grievance shall be at the sole discretion of the institution as represented by the directors acting through the president, whose decision shall be final.

### **Syllabi**

There shall be on file in the office of the Dean of Academics, a syllabus of each course taught for each time the course is taught. The syllabi shall follow the format established by the University and shall reflect the format guidelines which may from time to time be issued by the faculty curriculum committee.

The syllabi shall include but not be limited to:

1. Brief course description.
2. Course purposes and competencies.
3. Course procedures (a summary statement of the means of accomplishing course objectives).
4. Method of evaluating student performance indicating weights of the various required course activities and the grading scale/criteria for grading.

5. The required texts.
6. Any recommended texts.
7. A current bibliography listing works relevant to the course subject.
8. A schedule of course activities and readings with required dates for completion of papers, exercises, reports, examinations, and other activities
9. A statement of policy regarding academic honesty.
10. An indication of the method by which instruction in the course will be evaluated.
11. A statement of policy regarding incomplete grades.
12. A statement of penalties for late assignments.
13. A description of how the Christian faith and the Bible will be incorporated into the course.
14. Professor's office hours, location, e-mail address, and phone number, as applicable.

Syllabi shall be developed in acceptable format and submitted to the Dean of Academics's office on or before the first day of registration for the semester in which the course is offered. A course syllabus shall be provided to each student on or before the first scheduled meeting of the class. The syllabus should not be altered after the first-class period. If a professor wishes to alter it, he or she should consult the Dean of Academics and obtain his approval.

## **Student Admission and Registration Policies**

### **Student Admission and Registration**

The Dean of Academics is responsible for ensuring that all faculty and staff involved with admissions are informed of our admissions policy and position, understand it and agree to abide by it. This policy is provided in the Academic Catalog and is incorporated into this Handbook by reference. The admissions process for international students includes several additional steps compared to the admission of U.S. students; a document describing this process is available in the Registrar's office.

### **Enrollment Status Classification**

#### **Regular (Degree-seeking) Students**

Applicants who intend to obtain a degree from Oikos University are defined as regular students. All regular students are eligible for all forms of financial aid, unless otherwise specified below, and contingent upon successfully meeting other eligibility criteria of the individual financial aid programs. Upon acceptance, some students may be subclassified as provisional or conditional, if they have not met all admission requirements.

#### **Provisional**

If the admissions committee believes that the applicant has the potential for success in the degree program to which admission is sought, they may accept the applicant into the degree program on a provisional basis. Students accepted on a provisional basis may be considered for need-based assistance grants and student employment but will not be considered for scholarships until the provisional designation is removed. The student on provisional enrollment basis must meet the following requirements to no longer be classified as provisional.

**Degree Programs:** Students accepted on a provisional enrollment basis in all degree programs are limited to a maximum of 12 credits the first Semester of enrollment. Each school may establish specific course requirements for the provisional students' first term of enrollment. After completing a minimum of nine credits with a 2.00 or better grade point average (3.00 for graduate students) and meeting the course requirements set by the school, the provisional designation will be removed. Students entering Oikos University on a provisional basis, who do not achieve the required minimum grade point average for the first term of enrollment are subject to immediate dismissal. All provisions of the Academic Probation and Dismissal policy will then apply.

### **Conditional**

Applicants who have submitted all application material except test results, an official transcript or a letter of reference may be admitted on a conditional enrollment status. Those on conditional status have one Semester to submit all of the required admissions material. The student will not be eligible to register for a second term until the school removes the conditional designation. Any request for an exception to this registration block must be submitted to the academic dean through an academic petition.

### **Non-degree Students**

Applicants desiring to enroll in courses who do not intend to obtain a degree may be accepted on non-degree status.

### **Full Time Classification**

#### **Undergraduate Students**

To be classified as full time for enrollment certification purposes, a undergraduate student must satisfy one of the following conditions:

1. Be enrolled for a minimum of twelve (12) credit hours per regular academic semester or six (6) credit hours during the summer session(s). This definition will be used for enrollment reporting purposes.
2. Be enrolled for at least one credit hour in the last semester of enrollment necessary for completing the degree.
3. If program design does not allow for at least 12 credit hours per session, full time classification will be considered the maximum number of credit hours offered per session in that program.

#### **Graduate Students**

To be classified as full time for enrollment certification purposes, a graduate student must satisfy one of the following conditions:

1. Be enrolled for a minimum of twelve (12) credit hours per regular academic Semester or four (4) credit hours during the summer session(s). This definition will be used for enrollment reporting purposes.
2. Be enrolled for at least one credit hour in the last Semester of enrollment necessary for completing the degree.
3. If program design does not allow for at least nine credit hours per session, full time classification will be considered the maximum number of credit hours offered per session in that program.



## **Independent Study**

An independent study is a learning experience that allows a student to research and evaluate subject matter or to conduct other comparable academic activities with minimum faculty guidance. Independent studies are available to students as faculty expertise, time and resources permit. An independent study may be chosen for one of the following reasons:

1. The subject matter or academic activity is not included in regular course offerings and is pertinent to student's degree interests.
2. The subject matter or academic activity is significantly beyond the scope of scheduled course offerings.

An independent study shall constitute a contract between student and teacher and, as such, shall contain specific goals, expectations and evaluation criteria in written form. The quality and effort of the study shall be equivalent to that expected in the classroom.

An independent study course shall be subject to the same academic policies as a regular course except that incomplete work shall be subject to the In Progress (IP) grade policy. The value of the independent study shall vary from one to four Semester hours. Each school may establish limits to the total number of independent study credits that may be applied toward degree requirements.

1. The student and advisor shall assess the need for an independent study by reviewing the student's academic goals, the content of regular course offerings and the student's progress toward degree requirements.
2. The student shall complete an Individual Study form and obtain the approval signatures of the advisor and the independent study director.
3. The student shall submit the approved Individual Study form to the school registration representative and register for the independent study during the registration period for the term in which the student intends to begin the study.
4. The school shall distribute a copy of the Individual Study form to the academic dean, advisor, independent study director and the student.
5. The student and director shall make periodic contact during the course of study with a system of mutual accountability established.
6. The study director shall perform the final evaluation and shall assign a final letter grade.

## **Internship**

An internship provides an opportunity for a student to apply classroom learning to actual work situations in the student's major academic area of concentration. It shall be a new and educationally rewarding experience for the student rather than a repeat of previous work experience.

The internship shall be supervised by a faculty director and by a professional practitioner in the student's field of concentration. A student may receive compensation for an internship subject to approval by his advisor and Dean of Academics. Internship credit shall be variable with 90 hours of experience generally equaling one Semester credit. Grading policies for the internship shall be established by the Dean of Academics. An internship is normally pursued near the completion of a student's degree program. To be eligible to register for an internship, a student shall have completed one-third of the total number of hours

required in his or her degree program. Each school may establish other guidelines for the pursuit of internship credit.

1. The academic dean's office shall provide the student with a suggested internship agreement format and detailed directions for obtaining an internship agreement contract.
2. The student shall, in cooperation with his advisor and internship director, obtain an internship agreement.
3. The student shall then complete an Individual Study form and obtain the approval signature of the faculty internship director.
4. The student shall submit the approved Individual Study form to the school registration representative and register for the internship during the registration period for the term in which the student intends to begin the internship.
5. The school shall distribute a copy of the approved form to the advisor, faculty internship director and student.
6. The faculty internship director shall determine the form and frequency of student contact and reporting during the internship.
7. The student shall request a formal performance evaluation letter from his professional supervisor to be sent to his faculty internship director.

The faculty internship director shall perform the final evaluation and shall assign a final grade.

### **Practicum**

A practicum is a field-based project that provides an opportunity for a student to gain practical experience in a particular field of study. Approval for a practicum shall only be given if there is evidence of significant learning opportunities related to the student's major area of study. A practicum shall constitute a contract between student and teacher and, as such, shall contain specific goals, expectations and evaluation criteria in written form. The quality and effort of the practicum shall be equivalent to that expected in the classroom.

Practicum credit shall be variable with 90 hours of experience equal to one Semester credit. Grading policies for the practicum shall be established by the academic dean. Each department/division may establish limits to the total number of practicum credits that may be applied toward degree requirements. To be eligible to register for a practicum, a student shall have completed 12 credit hours (8 for graduate students), shall have a 2.00 cumulative GPA (3.00 for graduate students) and shall have obtained approval from the faculty practicum director.

1. The student and advisor shall assess the need for the practicum by reviewing the student's progress toward degree requirements and determine how the practicum will meet the student's educational goals.
2. The student shall complete an Individual Study form and obtain the approval signatures of the faculty practicum director.
3. The student shall submit the approved Individual Study form to the registration representative and register for the practicum during the registration period for the term in which the student intends to begin the study.
4. The school shall distribute a copy of the approved Individual Study form to the academic dean, the advisor, the practicum director and the student.

5. The student and faculty director shall make periodic contact during the course of study with a system of mutual accountability established.
6. The faculty practicum director shall perform the final evaluation and shall assign a final grade.

## **Student's Academic, Advising, grading, graduation requirement, discipline, Evaluation Policies**

The Oikos University community of teachers and scholars affirms that upholding the standard of academic integrity with its reliance on honesty is a responsibility of both faculty and students. Conduct that violates academic integrity includes:

1. Dishonesty. This is lack of integrity exhibited through lying, cheating, defrauding or deceiving. Examples of dishonesty include: copying from the examination paper of another, allowing one's own examination paper to be copied, reading without the instructor's consent a copy of the examination prior to the date it is given, giving or receiving unauthorized aid on a take-home examination; use of unauthorized aids; submitting the same work product in more than one course without the express permission of the instructor(s); or disclosing or accepting information if one takes a test at a different time than other students in the same course.
2. Plagiarism. This is stealing or using the ideas or writings of another as one's own. It involves failure to acknowledge material copied from others or failure to acknowledge one's indebtedness to another for the gist of important thoughts in a formal statement, written or oral.

Charges of violating academic integrity shall be handled according to established student discipline procedures published in the Catalog and the Student Handbook.

Students who do not maintain adequate progress toward graduation may be placed on academic probation, academic alert, or dismissed, in accordance with the policies stated in the Academic Catalog.

The Registrar's Office assigns an advisor to students to help them plan degree programs and to give career and personal guidance during their undergraduate program. It is the students' responsibility to meet the requirements of the degree as established by the faculty, administration, Owner of Directors, and as defined in the student's approved degree program.

Advisors assist students during the registration process and throughout the year. Advising students shall be regarded as a central and integral part of the instructional responsibility of faculty members. To the degree possible, advisors shall be matched with the areas of the student's specific interests.

## **Procedures**

1. At the time of formal admission, the University informs new students in writing of the name of their assigned advisor and enters the advisor assignment in each student's record.
2. At the beginning of each academic term, the University provides each professor a list of all advisees who are enrolled for that term.
3. Students are responsible for taking the initiative to obtain advisement.

4. Faculty or students may request a change of advisors through the Dean of Academics's office. The Dean of Academics approves all advisor changes.
5. Advisors approve the schedule and course load of all advisees for each academic term and meet with advisees each term as appropriate.
6. Students obtain their advisor's written approval on the Add/Drop Request form to drop or add a course during the authorized add/drop period. Courses may be dropped after the authorized date only for unusual reasons and with the Dean of Academics's approval.
7. Students need the approval of their advisor and Dean of Academics on the Individual Study form for the following academic experiences: practicum; independent study; internship; and tutorial.
8. Students may request a printout of their approved degree program from the Registrar. Changes to the approved degree programs require approval on an Academic Petition form, which is available in the Dean of Academics's office.
9. Students voluntarily withdrawing from the University during a term must complete a Withdrawal form and get approval from the appropriate advisor and the Dean of Academics.

Class attendance is essential for satisfactory academic achievement. Students are responsible for knowing and meeting all course requirements including tests, assignments and class participation. Regular attendance at classes and laboratories is expected. Faculty members evaluate each student's record of attendance in arriving at a final grade. For more information on class attendance requirements, see the Academic Catalog.

In order to graduate, students must complete all the degree requirements published in the catalog for the degree program in which they are enrolled. Requirements will be maintained by the Registrar's Office. Students may obtain information concerning their progress from the Registrar.

The Business Office will place a financial hold on the academic records of present and former students who have an outstanding account with the College. Such individuals will not be allowed to register for classes nor will any academic documentation or information (i.e., grades, transcripts, and diplomas) be released to them until the Business Office receives payment. Once the account is settled, the Business Office will notify the Registrar's Office that the financial hold has been removed. The Registrar's Office will then release any requested academic documentation or information to the individual. For more details on financial holds, see the Academic Catalog.

To remain in good academic standing a graduate student must maintain a 3.00 grade point average, and an undergraduate student must maintain a 2.00 GPA. The Academic Catalog contains the Oikos grading scale.

The instructor determines all grades. The basis for evaluation and grade calculation shall be published in the course syllabus available at the first formal class meeting or online before the first class participation date. Formative grade assessment may utilize systems different than the required system for final grading, as long as the system allows for equitable conversion.

The grade point average (GPA) is obtained by dividing the total number of quality points earned by the total number of hours attempted exclusive of P/NP, Audit and courses in which an Incomplete or In Progress is assigned. Grades of F, WP, WF or Audit may not be used to meet minimum hour

requirements. Professional development courses such as an internship and a practicum will be graded on a P/NP basis.

### **Withdrawal from Course Grades**

A grade of WP or WF is given to a student who withdraws from a course after the authorized add/drop period up to the end of the Semester registered. The designation WF is counted as an F in the computation of the GPA; the designation of WP is not counted in the computation of the GPA. Any student who seeks to complete a course to which a WP or WF grade has been posted must register in a subsequent term and pay the full current tuition for the course.

### **Incomplete Grades**

An incomplete grade will be given in a regular course only for legitimate deficiencies due to illness, emergencies or other extraordinary reasons acceptable to the professor, including equipment breakdown or shortages, and not because of neglect on the student's part. A regular grade will be given by the instructor if all requirements for the course are submitted by the end of the following Semester. If all work is not submitted by the end of the following Semester, a grade of F will be posted automatically and counted in the computation of the GPA.

### **In Progress Grades**

In progress grades are given when work is not completed by the end of the Semester for the following academic work: independent studies, internships, and practicum. An IP is also an appropriate grade for courses in which the completion of course requirements for all students extends beyond the Semester in which the course is offered. An IP may be continued for a maximum of two Semesters. If the requirements for removal of the IP grade are not completed by the end of these two Semesters, an NP grade will be assigned. Any student desiring reinstatement to the course after an NP has been posted must register for the course in a subsequent term and pay the full current tuition for the course.

Oikos University graduates those students who are in good standing upon the satisfactory completion of all degree requirements. Note: To graduate is to be granted an academic degree or diploma.

Students are subject to the degree requirements listed in the catalog for the year during which the student first enrolls. A student may petition the academic dean to use a subsequent catalog.

For more details on graduation requirements, see the current Academic Catalog.

An appeal is defined as a request to a higher authority to change a decision that was made, typically a decision that the student believes adversely affects his or her academic career. Details of the appeals process are given in the Academic Catalog.

Course evaluations offer students a means to provide input for assessing and improving course design and teaching performance. Students assess their instructors in course competencies; content and instructional methodology; faculty mentoring; and biblical perspectives and advisement.

Course evaluations for each course taught are a part of the school's systematic evaluation of instructional performance. Individual instructors may use other instruments to gain additional information.

The results of the course evaluations are not made public. They are available to the instructor, the academic dean and those involved in personnel decisions. They may also be made available to evaluators for accreditation and approval purposes.

1. Course evaluations are collected by the Dean of Academic's designee and delivered to the Dean of Academic's office during or immediately following the last class of the Semester in which the course is offered or after the last exam.
2. After grades have been submitted, the evaluations are made available to the instructor.
3. The instructor reviews the evaluations and provides a written response on how he or she intends to modify or improve the course based on the ratings received. The instructor will also have an opportunity to comment on the rating received. These comments are taken into account by the persons or groups responsible for making or advising on personnel decisions.
4. The instructor returns the evaluations, a written response and written plans for revising the syllabus, if appropriate, to the academic dean.
5. The academic dean retains the evaluation information for three years.
6. Summaries of the information from course evaluations may be used for statistical purposes as long as the information does not reveal the identity of the faculty member.

Policies on student discipline are given in the Student Handbook, which is incorporated into this Handbook by reference.

Each faculty member, in consultation with the academic dean, determines the evaluation policies governing student performance necessary to complete his or her course. The method for evaluating student performance in each course is stated in the syllabus. Degree completion requirements are stated in the catalog.

1. All examinations are taken at the time announced by the instructor. If students miss any examination, it is their responsibility to make arrangements with the instructor to take a make-up examination.
2. Alternatives such as a written paper or creative project may be adopted in lieu of final examinations at the discretion of the individual instructor.
3. Faculty submit term grades by the date set by the Registrar's Office so that grades can be sent to students in a timely manner.

The student grievance policy is given in the Student Handbook, which is incorporated into this Handbook by reference.

### **Commencement Participation of Staff**

All exempt employees are eligible to participate in the commencement procession. However, exempt employees other than full-time members of the teaching faculty and senior administration staff may choose not to participate in the procession. If exempt employees wish to participate, it is their responsibility to notify the Registrar's Office of their desire to do so.

The official commencement procession includes the following: president, other administrators, full-time teaching and professional library faculty, adjunct faculty and full-time exempt employees choosing to participate. The president determines the procession for the platform.

## **Copyright**

Oikos University affirms that its educational mission includes the encouragement of its faculty, administrators and other employees, as well as its students, to originate and to publish scholarly and creative works in a variety of media of expression. The University copyright policy is designed to promote such scholarly and creative work by affording opportunities and assurances to the individual scholar or artist to secure appropriate rights to such work and at the same time to secure to the University appropriate rights to a work, the creation of which has received substantial University support.

## **Course and Classroom Scheduling**

The Dean of Academics determines the courses to be offered in each academic term and makes the necessary teaching assignments for each course. In accordance with the procedures of the Registrar's Office, the Director recommends to the Registrar's Office the appropriate time and place for each course. The assignment of class time and classroom is made by the Registrar's Office consistent with the Director's recommendations whenever possible and as required by appropriate accrediting agencies. Once the course schedule is submitted to the Registrar's Office, any changes in teaching assignments, courses offered and time offered must be authorized by the Dean of Academics. Any changes in classroom assignment, including class times, must be authorized by the Registrar's Office. Changes made after the first week of classes should be avoided.

## **Honorary Degrees**

Oikos University confers honorary degrees for the purpose of recognizing selected individuals whose life and work have exemplified, in outstanding fashion, the values and ideals that the community espouses. Recognition of outstanding scholars, authors, artists and leaders—regionally, national and international—should be primarily considered.

## **Qualities of the Nominee**

1. The nominee should have achieved some distinction that can command widespread admiration. Most nominations go to individuals who have achieved extraordinary levels of success and visibility, and through these accomplishments have contributed to the assembling of God's kingdom.
2. The candidate's life and qualities should exemplify the spiritual and intellectual goals of the institution.
3. The candidate should be clearly outstanding, distinguished and recognized by the discipline and University community for accomplishments and service in the public good. Formal academic achievement is a desired, but not a necessary qualification.
4. The accomplishments for which an individual is awarded an honorary degree may be in any of several dimensions, but they should exemplify one or more of the University's values.

## **Internet and Web Publishing and Access**

Oikos University owns and maintains a Web server to publish the Oikos University website—[www.oikos.edu](http://www.oikos.edu). The server/network administrator maintains the Web server and upgrades the server, meeting normal demands for drive space and system performance.

Faculty members who need to publish large amounts of files (for example, multimedia files) must negotiate drive space in advance with the server administrator.

### **Students, Staff, and Faculty Home Pages**

All members of the Oikos University community may publish and maintain their own personal Web pages. The University is not responsible for the content and claims made on home pages. In addition, the University reserves the right to revoke the privilege of home page publishing to anyone. This would occur only when a person publishes content that would be considered offensive and contrary to the nature and vision of Oikos University. Technical assistance relating to personal home pages is generally not available from the University Webmaster.

### **Sexual Harassment**

#### **Policy**

It is Oikos University's policy to provide students and employees with an environment for learning and working that is free of sexual harassment whether by members of the same sex or opposite sex. University administrators and supervisors are responsible for assuring that effective measures are taken to implement this policy's procedures.

It is a violation of this policy for any member of the University community to seek gain, advancement or consideration in return for sexual favors, or to make an intentionally false accusation of sexual harassment. It is a violation of this policy for any member of the University to engage in verbal or physical sexual harassment.

Any person who feels offended by the behavior of any other person in the Oikos University community is encouraged to resolve the problem informally before filing a complaint according to the enforcement procedures below.

Any person who has been accused of sexual harassment pursuant to the terms of this policy, who retaliates against his or her accuser in any manner, shall be charged with violating this policy. Any member of this College community who is found in violation of this policy will be subject to appropriate sanctions, which may include discharge, expulsion or probation.

#### **Definitions**

"Work," for the purposes of this policy, means employment-related activities carried out by College employees and College-sponsored activities carried out by volunteers.

"Member of the College community," means student or employee, or an alumnus or volunteer involved in any College-sponsored activity.

"Sexual harassment" is defined as unwelcomed and unsolicited conduct of a sexual nature, physical or verbal, by a member of the College community of the opposite sex or same sex.



## **Procedure**

1. Any member of the university community who believes that he or she has experienced sexual harassment as defined in this policy should immediately notify his or her immediate supervisor, dean or department head, the Dean of Students or the director of human resources.
2. Complaints of sexual harassment must be filed with the Dean of Students or the director of human resources within 180 days from the date the alleged harassment occurred. The complainant shall explain, in writing, the nature of the harassment and indicate what remedy he or she seeks.
3. The dean/director shall forward a copy of the complaint and a copy of this policy to the accused member of the University community and the appropriate supervisor/administrator advising them that an investigation of charges will be conducted.
4. If the supervisor/administrator is involved in the charge, the Dean of Students/director of human resources should choose another appropriate supervisor/administrator.
5. The supervisor/administrator, working with the dean/director, shall promptly and confidentially investigate the complaint. In determining whether the alleged conduct constitutes sexual harassment, the supervisor/administrator will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual conduct, the context in which the conduct occurred and the history of the relationship between the parties.
6. During the investigation, the individual accused of sexual harassment must be given an opportunity to respond, either orally or in writing, to the complaint.
7. After the investigation of the complaint, the supervisor/administrator may propose mediation in order to secure a written agreement that satisfies all parties to the complaint. (See Mediation Agreement in Appendix B.) A resolution by agreement of the parties may include the imposition of a sanction upon the accused individual, which the accused individual agrees to accept as a sanction.
8. If such an agreement is reached, a copy of the agreement shall be provided to each of the parties involved and the Dean of Students or director of human resources.
9. If, within 30 days of the supervisor/administrator's receipt of a complaint, the complaint is not resolved, the Dean of Students or director of human resources shall notify the parties, in writing, that the matter cannot be resolved and shall advise the complainant of his or her right to proceed with the charge.
10. If the complainant desires to proceed with the charge, the record of the complaint shall be provided to a committee appointed by the academic dean in consultation with the director of human resources. The committee will be composed of two deans and three representatives from the university community of faculty, staff or students, depending on the individuals involved.
11. The committee shall hear testimony and evidence from both parties and shall make a finding regarding the truthfulness of the charge(s).
  - a) If the charge is proven true, the committee shall make a recommendation regarding sanctions, if appropriate. The imposition of sanctions shall occur in accordance with applicable College disciplinary and sanction procedures. The sanctions that may be imposed by the committee shall include, but not be limited to: censure/reprimand, demotion, suspension without pay or recommendation for termination.
  - b) If the charge is proven false, all references to the charge shall be expunged from the accused's records.

- c) If the charge is found to be false and malicious, the matter should be referred to the academic dean for further action.
12. The final decision rests with the president acting on behalf of Board of Directors.

## **Guest Speakers**

### **Policy**

Oikos University is a private Christian University that values the sharing of knowledge, the search for truth and the social intellectual and spiritual development of students. Free inquiry and free expression are essential to learning. An atmosphere in which one can ask questions and evaluate divergent points of view is promoted. The University is committed to an open expression of views that challenge us to more effectively fulfill our Christian responsibilities in society.

The University reserves the right to authorize to speak on campus only those speakers who, in some way, will contribute to the mission and vision of the University, and who agree in advance to conduct themselves in a manner consistent with traditional Christian values. This includes avoiding profane language, potentially slanderous statements, advocacy of violent change or overthrow of the government.

### **Procedure**

1. Any University-recognized group may invite and sponsor speakers to appear before its group with the approval of the advisor. Recognized student organizations are not authorized to present programs to all-University audiences unless they receive specific approval from the Dean of Students. Exceptions to this policy must be approved by the Dean of Students.
2. The Dean of Students may prescribe conditions for the conduct of a speaker if there is reason to believe that such person or persons may behave in a manner inconsistent with the Christian tenets of the institution.
3. An event open to an all-University audience shall generally be defined as one that is promoted as being open to persons who are not members of the sponsoring organizations.
4. The Dean of Students should be contacted if there are questions about the advisability of inviting a speaker to campus.
5. The arrangements for a speaker, the conduct of the speaker on campus and the appropriateness of the activity are the concern of both the inviting group and the University. The privilege to invite speakers carries with it important responsibilities to ensure that the proper objectives of the University are not compromised.
6. The University reserves the right to cancel any event it deems likely to cause an interruption in the University's orderly activities. The president or his duly authorized representative may order an event to be terminated on grounds that it constitutes a disruptive activity. Any member of the faculty or staff or any student who resists such an order shall be subject to disciplinary action.
7. A recognized student organization that sponsors a speaker at an off-campus site may not use the Oikos University name or logo nor may they infer directly or indirectly that it is a University sponsored event without the approval of the Dean of Students.

8. Approval of a speaker to speak on campus does not necessarily imply approval or sponsorship of their views by the University or by the organization inviting them.

## **Student Records Committee**

The Student Records Committee governs the retention and disposal of all student records in order to be certain that the information collected, stored, and disseminated is consistent with fair information practices. This policy provides guidelines for the retention and disposal of student records and to ensure the physical security of those records.

1. The Student Records Committee is a standing committee whose members include the Admissions Officer, Registrar, Business Administrator, Financial Aid Director, Dean of Students, Dean of Academics, and Librarian. The Registrar serves as chairman of the committee.
2. Duties include:
  - a. For various departments: oversee the initial records inventory; review and update records inventory forms annually; and determine the academic, administrative, fiscal, legal, and historical/research value of each student record.
  - b. Ensure that records and documents deemed by the committee to have value are adequately protected and maintained.
  - c. Assist the archivist in the development of retention standards for records, which have archival value. Develop a records management program for all vital records.
  - d. Publish a retention and disposal schedule that is in compliance with local, state, and federal laws. Before publication and implementation of this schedule, legal review and official institutional sanction should be secured.
  - e. Designate a member or members of the committee to monitor legislative impact on record retention and record keeping practices. When legislation is identified that impacts the retention and disposal of records, this person will review the Oakland retention policy for impact and make policy change recommendations to the committee;”
  - f. Inform the institutional community of fair information practices.
  - g. Oversee the training of institutional personnel responsible for the storage, maintenance and disposal of records; and
  - h. Insist that all offices within the institution adhere to the published record retention and disposal schedule; assist offices within the institution in improving their records control systems.

## **Student Policies**

### **Disciplinary Policy**

The primary goal of the Oikos University Disciplinary Policy is always to pursue the full restoration of the involved student. With this goal in mind, the suspension of a student from Oikos University is not a desired result, but suspension may occur if a student shows an unwillingness to comply with or meet the objectives of restorative action. Intermediate consequences are employed whenever possible to avoid

suspension or expulsion from school. Each incident is reviewed on a case-by-case basis, with consideration of (1) the severity of the violation, (2) the context of the incident, (3) a history of prior misconduct, (4) the responsiveness of the accused to confrontation, and (5) the degree to which the individual displays genuine repentance. Suspension, expulsion, and other disciplinary actions are described in the section entitled Disciplinary Process later in this part of the Handbook.

Community members are expected to provide firsthand testimony that will bring greater clarity and understanding to school officials while they are investigating possible infractions or processing disciplinary actions. Some may view withholding information as a means of “protecting” others, but this practice is unbiblical (cf. Proverbs 14:25, James 4:17) and is ultimately destructive to our community.

While painstaking efforts are taken to maintain consistency from case to case and individual to individual, confidentiality often prevents the disclosure of details that contribute to a disciplinary decision, occasionally resulting in unanswered questions regarding an outcome. Uninformed community members are asked to extend the benefit of doubt to officials, knowing that prayerful consideration has been employed in the proceedings and the subsequent outcome.

The Dean of Students serves as the chief student conduct officer for the Oikos University and works with the other administrators to resolve disciplinary matters. The following guidelines are used to establish continuity for administering consequences for violating community standards.

### **Guidelines for Imposing Consequences**

The following guidelines are designated to establish a system of continuity for administering consequences for the violation of community standards. The administrator(s) should typically employ the following guidelines in determining an appropriate consequence, unless there are exceptional circumstances that warrant an alternative response on the part of the Oikos University.

**Level 1 Violations:** These are minor violations. Customary action would include, but is not limited to, a verbal or written warning with the possibility of additional sanctions.

**Level 2 Violations:** These are intermediate violations that may indicate a breach in judgment or character on the part of the violator. Customary action would include, but is not limited to, behavioral probation with additional sanctions, a limited-term suspension including office visitation, and/or required reduction of semester hours.

**Level 3 Violations:** These are major violations and will be dealt with accordingly. Often Level 3 violations are also criminal acts. Customary action would include, but is not limited to, suspension with additional sanctions, or expulsion. When appropriate, the Oikos University will refer the incident to law enforcement authorities.

**Note:** Disciplinary action is customarily cumulative. Consequently, multiple individual lower level violations could result in a higher level of consequence.

## **Mandatory or Minimum Consequences**

In order to establish a healthy community environment and influence lifestyle choices by which its members may be successful in attaining the mission of the institution, the Oikos University takes an unequivocally firm stand on student misconduct that falls in the following categories:

- Intoxication and drunkenness.
- Drug possession and/or use.
- Sexual misconduct
- Violent acts
- Endangering the safety of others
- Plagiarism or other forms of lying or cheating; and
- Non-compliance with the request of Oikos University official or representative acting within his or her official capacity.

The Oikos University believes that lifestyle choices and behaviors that fall in these categories have the greatest propensity for diminishing an individual's academic success and spiritual formation and are likely to negatively impact the quality and character of the community. Thus, these violations are met with a minimum consequence of suspension.

## **Disciplinary Process**

Should a student fail to meet the standards or spirit of this handbook and it becomes necessary to impose disciplinary action, the remedies will be used:

- **Corrective Measure:** The failure of a student to meet a standard or the intent of a standard may be brought to the attention of the student by faculty, staff, or peers. The goal of a corrective measure is for the student to recognize his or her failure to meet the standard, to take immediate action to meet the standard, and to agree to comply with the standard in the future. This remedy is commonly warranted when dealing with Level 1 violations.
- **Restorative Action Plan:** A student who does not meet the standards of this handbook following the correction measure, or a student whose failure indicates a lack of biblical integrity or character, will be required to meet with the Dean of Students, Academic Dean, and/or President. The purpose of this meeting is to develop a restorative action plan to resolve the issue and help the student grow and develop in integrity and character. Restorative action may include specific task assignments, restrictions, prohibitions, accountability meetings, and/or limited-term suspension. This remedy is commonly warranted when dealing with Level 2 violations. If the student does not agree to the restorative action plan, or if the student fails to meet the objectives and specific goals of the restorative action plan, the student progresses to the next step in the Disciplinary Policy.
- **Voluntary Withdrawal:** A student's failure to meet the objectives and specific goals specified in the restorative action plan will be reviewed by the Dean of Students, Academic Dean, and/or President. If the student believes that he or she could be best served by returning to his or her home church, the student may make a request to the Oikos University administration to voluntarily withdraw from Oikos University. This cooperative decision by the involved student and the Oikos

University administration has the goal of returning the student to the pastoral care of the local church for restoration. Consequently, the Oikos University will discuss the matter with the student's pastor as a condition of the withdrawal. At the time of this voluntary withdrawal, the Oikos University administration will define specific administrative requirements that must be fulfilled for the readmission of the student to Oikos University. Documentation of this voluntary withdrawal and the requirements for readmission will be placed in the student's file.

- **Suspension:** A failure by a student to meet the objectives and specific goals specified in a restorative action plan or other corrective measure will be reviewed by the Dean of Students, Academic Dean, and/or President. The administrators will consider suspending the student from Oikos University. Suspension is the involuntary separation of a student from the Oikos University for a specific amount of time. If suspension for one or more semesters is deemed necessary, the student will receive a failing grade (W/F) in all classes in which he or she is enrolled, and the Oikos University administration will define specific administrative requirements that must be fulfilled for the readmission of the student to Oikos University. Documentation of this suspension and the requirements for readmission will be placed in the student's file. During suspension the Dean of Students may suspend a student's access to the school's office, or may, in cooperation with the Academic Dean, suspend a student's access to faculty members and the online learning platform.
- **Expulsion:** If, in the opinion of the President of Oikos University, a student's behavior or character so disqualifies him or her from Christian service that successful completion of any Oikos University program seems unlikely, the President will direct that the student be dismissed indefinitely. Such a dismissal is called "expulsion." A student who is expelled will receive a failing grade (W/F) in all classes in which he or she is enrolled and is not encouraged to apply for readmission.
- **Appeal:** If a student has new information that might affect the decision of a particular administrator, faculty member, staff member, or any official Oikos University committee holding disciplinary powers, the student may submit an appeal in writing, within five working days of notification of the Oikos University's decision, or of the time that the new information came to light. The written appeal is to be submitted to the Dean of Students requesting a hearing with the Disciplinary Committee. A copy of this appeal and the response from the Oikos University administration will be placed in the student's file. Note: The written appeal should include the new information and an explanation of how the current decision might be affected.

In cases where there is no new information to be presented or the decision has resulted in the termination of student status, the student may request that his or her written appeal be forwarded to an Appeals Committee for review. The Appeals Committee is an *ad hoc* committee comprised of three individuals from the pool of Oikos University officials unrelated to the decision. The Dean of Students will serve on the committee as the Oikos University's representative. A student representative may also serve as a member of the committee. Any adjustments to the prescribed representation will be discussed in advance of the review.

Note that the role of the Appeals Committee is not to rehear the case and render a second judgment, but to determine if the disciplinary process has been fair and reasonable, the evidence supports the findings, and the consequences are justified by the criteria established in this handbook. The committee will either

uphold the decision as sufficiently meeting the aforementioned criteria or submit recommendations to the respective dean for considered implementation. The dean’s subsequent decision then becomes final.

**Readmission After Withdrawal or Suspension**

A student who voluntarily withdraws or who is suspended from Oikos University for one or more semesters may apply for readmission upon fulfillment of the following conditions:

- Any minimum time requirements agreed to at the time of voluntary withdrawal or suspension have been met prior to a student applying for readmission.
- All requirements of a restorative action plan agreed to at the time of voluntary withdrawal or suspension have been met prior to a student applying for readmission.
- A detailed pastor’s reference has been submitted to the Oikos University from a pastor who has observed the student’s life and behavior for not less than six months prior to the application date. This reference must be positive in nature, indicating that the pastor believes that the student is ready to fully comply with the policies and guidelines of Oikos University and that he or she considers the student ready for readmission to Oikos University without any qualifications or reservations.
- A second reference has been submitted to the Oikos University from a mature Christian adult who has observed the student’s progress over a minimum period of six months. This reference must also indicate a positive growth in character and a readiness to resume study at Oikos University.
- A personal interview by a designated faculty member or administrator of the Oikos University that leads to the recommendation that the student has grown in character and that he or she is capable of completing a program at Oikos University.

A final decision to readmit a student to Oikos University will be made following a review of the preceding criteria by the Admissions Committee, Dean of Students, Academic Dean, and/or President.

**Student Code of Conduct**

This section contains the details of the student code of conduct. Enrolled students who are married or have dependents are responsible and accountable for the conduct of all those in their household.

<i>Administrative Policy</i>			
<b>Code</b>	<b>Prohibited Activity</b>	<b>Description</b>	<b>Level of Violation</b>
1.1	Non-compliance	Failure to comply with any written or verbal request of a school official or representative acting within his or her official capacity. This includes the failure to respond to a request for an appointment.	2 or 3

1.2	Abuse of Investigative Process	Behaviors, active or passive, intended to impede the investigative process, including failure to obey a summons, the withholding or misrepresentation of information, attempts to influence the testimony of another, or failure to comply with a sanction.	2 or 3
1.3	Misrepresentation	Misrepresentation of oneself to be an agent of the Oikos University. Misrepresentation of an organization to be an agent of the Oikos University.	2 or 3
1.4	Forgery	Forgery, alteration or misuse of Oikos University documents, records, or identification or knowingly furnishing false information to Oikos University officials.	2 or 3
1.5	Complicity with Another's Violation	Behaviors, active or passive, that encourage or fail to confront the misconduct of fellow community members.	1, 2 or 3

<b><i>Social, Moral or Biblical Policies</i></b>			
<b>Code</b>	<b>Prohibited Activity</b>	<b>Description</b>	<b>Level of Violation</b>
2.1	Unlawful Acts	Willful participation in an unlawful activity. Students convicted of a crime during continued enrollment or residential status at Oikos University must report this information to the Dean of Students.	2 or 3
2.2	Cheating	Cheating or plagiarism in connection with an academic program, during which the work of another is passed on as one's own, or unapproved methods are employed to complete an assignment.	2 or 3
2.3	Lying	Willful and deceptive communication to a school official or other community member.	2 or 3
2.4	Alcoholic Beverages	Possession, storage, distribution or consumption of alcoholic beverages at any time.	2
2.5	Restricted Drugs	Possession, storage, distribution, or use of dangerous, illegal or restricted drugs or narcotics at any time, including	3



<b><i>Social, Moral or Biblical Policies</i></b>			
<b>Code</b>	<b>Prohibited Activity</b>	<b>Description</b>	<b>Level of Violation</b>
		marijuana or hallucinogenic substances. Possession of drug paraphernalia is also prohibited.	
2.6	Sexual Assault	Acts of sexual aggression including rape, attempted rape, sexual battery or assault.	3
2.7	Sexual Harassment	Harassment as described in the section entitled <i>Sexual Harassment</i> .	2 or 3
2.8	Pornography	Possession, display, or distribution of pornographic materials or images at any time. Use of pornography for personal entertainment, including Internet and telephone services that provide pornographic images, sounds or sensual conversation.	2 or 3
2.9	Profanity and Obscenity	Use of language, or the depiction of activity, that is vulgar, coarse, crude or indecent.	1, 2 or 3
2.10	Fighting, Violence, or Self-Inflicted Harm	Any conduct or behavior that threatens or endangers the health or physical or emotional safety of an individual, including oneself. Any threatening or intimidating actions or language whether acted upon or not.	2 or 3
2.11	Inappropriate Classroom Behavior	Any willful conduct that disrupts a class. This conduct includes disrespectful communication to the instructor or other students, as well as inappropriate joking, talking or other disturbances.	1 or 2
2.12	Inappropriate Pranks	Any mischievous act directed toward a community member, or which is done on Oikos University property, that is malicious, derogatory, destructive, or potentially dangerous.	1 or 2
2.13	Hazing	Any act of hazing, whether voluntary or involuntary, in which the activity is deemed dangerous or harmful, an individual's dignity is compromised, an individual is ridiculed, or an illegal act is intended or enacted.	2 or 3

<b><i>Social, Moral or Biblical Policies</i></b>			
<b>Code</b>	<b>Prohibited Activity</b>	<b>Description</b>	<b>Level of Violation</b>
2.14	Harassment	Intimidating another individual through the threat of physical or emotional harm, by means of an unwelcome advance, verbal abuse, written communication, telephone call, Internet message, or other communication. Continued harassment might be considered “stalking,” and may be subject to criminal charges by state law.	2 or 3
2.15	Racist Activity	Any derogatory or intimidating speech or other harmful or unwelcome action that is based upon racial or ethnic origins. Racism in any form will not be tolerated and racist activity may be subject to criminal charges by state or federal law.	2 or 3
2.16	Gambling	Any activity that involves betting, wagering, raffles or games of chance in which there exists the potential of personal or financial loss. (“Drawings” are permitted when entry into the drawing is free, an entry fee is optional or is a donation, or a gift of equal or greater value is received upon paying an entry fee.)	1 or 2
2.17	Inappropriate Dress	Students must maintain professional grooming and personal hygiene at all times, as representatives of the Oikos University.	1 or 2

<b><i>Property, Facilities, and Grounds Policies</i></b>			
<b>Code</b>	<b>Prohibited Activity</b>	<b>Description</b>	<b>Level of Violation</b>
3.1	Theft	Theft of school property, or property in the possession of, or owned by, the Oikos University or a member of the Oikos University community.	2 or 3
3.2	Unauthorized Use	Unauthorized entry into, unauthorized use of, or misuse of property in the possession of, or owned by, the Oikos University or a member of the Oikos University community.	2 or 3

3.3	Vandalism	Unauthorized alteration of any public or private property from its original condition, placement or presentation, including graffiti, paint, or alteration to landscaping. This behavior also includes malicious, harmful or provoking “pranks” anywhere.	2 or 3
3.4	Unsafe Skating	Skateboarding, roller-skating, in-line skating, or similar behaviors in any area that interferes with the safe operation of motor vehicles or the rights of pedestrians.	1 or 2
3.5	Unsafe Operation of Motor Vehicles	Use of motor vehicle, in such a way that the driver, passengers or others are harmed or put at risk of harm; failure to heed posted signs or written instruction; operating at a speed which is unsafe for the current driving conditions; any exhibition of speed or acceleration.	1, 2 or 3
3.6	Unauthorized Motorized Vehicles	No motorized recreational vehicles are permitted anywhere. Such vehicles include, but are not limited to: go-carts, mopeds, ATVs, mini-bikes, or a motorized vehicle or bike not licensed for use on public streets.	2
3.7	Improper Bicycle Storage	Bicycles are to be stored only in those facilities designated by the Residence Director.	1
3.8	Improper Postings and Solicitations	Posting flyers, posters, or advertisements without the approval of the Dean of Students. Solicitation of goods or services on Oikos University property without prior approval of the Dean of Students.	1

<i>Safety and Security Policies</i>			
<b>Code</b>	<b>Prohibited Activity</b>	<b>Description</b>	<b>Level of Violation</b>
4.1	Failure to Evacuate	Failure to evacuate a office building immediately upon the sound of an alarm, or to follow specific prescribed procedures or the on-site directives of a school representative.	2

<b><i>Safety and Security Policies</i></b>			
<b>Code</b>	<b>Prohibited Activity</b>	<b>Description</b>	<b>Level of Violation</b>
4.2	Breaching Security Systems	Jeopardizing or interfering with the safety and security systems established within the school community, including the propping of locked doors, altering locking devices, or permitting unauthorized access to another.	2
4.3	Misuse or Tampering with Emergency Equipment	Illegitimately engaging alarm pull stations, discharging fire extinguishers, or disengaging smoke detectors. Individuals misusing or tampering with emergency equipment may be subject to fines and criminal charges.	2
4.4	Improper Storage or Use of Flammable Agents	Storage or use of flammable agents or materials in or near buildings, including gasoline, solvents, paint, propane, butane, moped or other machine fuels.	1 or 2
4.5	Unauthorized Fires	The unauthorized burning of any object, including charcoal or gas barbecues, in or adjacent to buildings.	2
4.6	Arson	Malicious and willful burning of buildings or other property.	3
4.7	Possession or Use of Weapons	Possession or use of an explosive, dangerous chemical, or deadly weapon on Oikos University property or at Oikos University function. The term “deadly weapon” includes, but is not limited to, any instrument or weapon of the kind commonly known as a blackjack, sling shot, billy-club, sand-club, sandbag, metal knuckles; any dirk, dagger, or switchblade knife; any knife having a blade longer than five inches; any razor with an unguarded blade; and any metal pipe or bar used or intended to be used as a club. Potentially dangerous sporting equipment such as martial arts weapons, firecrackers, fireworks. Note that these may not be used anywhere or at Oikos University function.	2 or 3
4.8	Throwing Objects from Structures	Unauthorized throwing, propelling, dropping or otherwise causing objects or substances to fall from balconies, windows, or rooftops.	2

## **Student Deportment**

Because Oikos University functions as a community of believers, students are to demonstrate a respectful attitude in all encounters with administrators, professors, staff personnel, university guests, and other students. This standard applies to all areas of behavior, speech, and overall deportment. The same courtesy is to be returned to each student in the treatment they receive from others. Deviation from this standard will result in a review of the incident with the involved people by the Dean of Students. Following this review, the Dean of Students will make an appropriate restorative recommendation.

Each professor is responsible for maintaining a classroom environment that is conducive to learning. If a student is asked to refrain from a disruptive behavior or is asked to leave the classroom, the student must do so immediately and respectfully. If asked to leave the classroom the student must report to the Dean of Students. If necessary, the Dean of Students will meet with the involved people and assign additional restorative action as necessary. Should it become necessary, the Dean of Students will advise the Dean of Academics and the President of allegations of faculty or staff misconduct.

The Dean of Students will review any incident of a student threatening the physical well being of a person or property. Following this review, the Dean of Students will assign a restorative action plan that could include reporting the incident to local law enforcement officials, imposing personal restrictions on the involved students, or recommending dismissal of the person from Oikos University. Should it become necessary, the Dean of Students will advise the Dean of Academics and the President of allegations of faculty or staff misconduct.

## **Student Services**

Oikos University is proud to have a team of faculty, staff and administration that are committed to help our students become leaders to serve communities and the world. To accomplish this, Oikos University endeavor to foster a learning environment in which your character can be nurtured, your life and professional skills can be developed, and where meaningful interaction and dialogue are always encouraged. We also work hard to cultivate a university atmosphere that supports this process

The full list of student services is stipulated in the catalog and student handbook. Please be familiar with the policies presented in the handbook. Especially, students must be familiar with student code of conduct and sign the commitment statement indicating that they have read and understood it. We are here to help you. We are excited about your time of study and fellowship at Oikos University.

Students have access to the school and/or its instructors through online office from 9:00 a.m. to 6:00 p.m. Monday through Friday. In addition, our counselors, staff and faculty are available to students during the business hours. 9:00 a.m. to 6:00 p.m. Monday through Friday.

The advisors provide students with assistance in all matters such as important academic, financial and personal matters and concerns to ensure satisfactory progress through the program. The school coordinator also provides assistance to international students in adjusting to the school and to the new social environment and is available to provide counseling on immigration matters.

## **Student Orientation**

Once a student is admitted to the program, he or she will be assigned to an academic advisor who will advise the student with academic planning. New students will be given an orientation of the school, rules and regulations, and its programs before the start of the program

During orientation, a school administrator will familiarize the student with online programs, services, grading policies, graduation requirements, etc. as described in school catalog. Oikos University welcomes any suggestions as to ways in which any aspect of the school can be improved. Suggestions should be directed to the school's staff or dean's office.

## **Registration**

Registration is processed through the Registrar's Office through online. Students are to register through online during the scheduled registration days. Registration forms and the schedule of class are available through online. Late Registration will be allowed through the first week of class and requires a late registration fee.

Whenever possible, the Registrar's Office will register new students. You will receive a copy of your registration form during New Student Orientation, and you can make changes at that time.

All current students are expected to register for the next semester on the dates designated by the Registrar; otherwise the Business Office adds a late registration fee to the student's account.

Registration is not complete until all necessary forms (including the textbook order form) are filled out, submitted, and signed by the appropriate persons. A student who has not completed registration may not be allowed to take final exams, unless the student has notified the Registrar of his or her intent to withdraw at the end of the semester.

## **Student Government**

All registered students are members of the Student Association. The purpose of the student government is to promote Christian fellowship among students and to advance the kingdom of God and the mission of Oikos University. Activities of the Association are supported through a student fee and individual gifts. The officers of the Association—President, Vice President, Secretary, and Treasurer—are elected annually by the members. The Student Government consists of representatives from each class plus the student body president. These students serve as a “sounding board” for the administration regarding policies that affect the students.

## **Academic Advising**

The Director of Admissions and Dean of Academics are available for academic counseling of the student. They are available during regular business hours for consultation with regard to academic or career planning. The scope of academic counseling includes: analyzing personal interests and goals, determining career paths, planning course loads, and developing an overall academic plan for course work and supplemental needs of the student

All students are provided with personal assistance regarding program requirements and scheduling. In addition, individual assistance and advising are readily available to students with special academic difficulties. Instructors and counselors are available for academic advising. Enrollees are encouraged to

request an appointment with their instructor immediately if any scholastic problems arise. All students are urged to take advantage of this valuable assistance.

By interacting with the students and academic progress, instructors will advise students to follow certain methodology, which he/she finds most suitable. Students are encouraged to seek help or suggest any new ideas to the school.

### **Counseling**

Oikos University offers non-academic counseling to all currently enrolled students. The dean of students or designated staff may provide this personal counseling so that students can acquire the appropriate abilities and attitudes, which will enable them to cope with the stresses and challenges of student life.

You may contact our dean office or administration's office to schedule an appointment. At Oikos University, the available counseling issues include but are not limited to student's emotional, psychological, relational, and even spiritual problems and crises. And the counseling services may help students experience healing, support, guidance, coaching, and reconciliation in resolving their own concerns.

Individual counseling is offered in a confidential setting to assist students in achieving personal and educational goals. In order to maintain feelings of trust and safety, the basic information concerning services will be considered confidential.

### **Career Services**

Oikos University can assist students with career exploration, resume creation and review, internship and job search strategies, interviewing skills and networking tactics, and more. If you have any questions, please contact us at any time. We will be more than happy to assist you.

### **Internet Use**

There is a great deal of content on the Internet that is not edifying and can become a point of real bondage. Students are strongly encouraged to establish safeguards that will protect them while using the Internet. When using your personal computer consider installing an application designed to filter Internet access and leaving your room door open while logged on to the Internet. The strongest safeguard is to establish relationships of accountability with trusted friends and spiritual leaders. Those who violate pornography or entertainment policies while using the Internet will be subject to disciplinary action in accordance with the Student Conduct Code.

## **Safety and Security**

This section describes Oikos University policy related to safety and security on university.

### **Fire Alarms / Emergency Exits**

When a fire alarm sounds on university head office it is imperative that you know what to do and where to go. In an emergency it could save your life and the lives of others. Remember to always exit buildings in a calm and orderly fashion. Failure to evacuate a university office building immediately upon the sound of an alarm is a Level Two Violation and will be dealt with accordingly. Following are basic instructions regarding your response to fire alarms.

### **If you are in our office when the fire alarm sounds:**

- Remember to feel the door before opening it. If the door is hot, exit another way (e.g., the window) or wait for rescue.
- From a classroom you are to immediately exit the building according to posted exit routes and proceed together to the parking lot in front of the building.
- Professors are to take their roll books with them and take roll outside to ensure that every student is accounted for. Oikos University official will check with each professor before signaling “all clear.”
- From an office, you are to immediately exit the building according to posted exit routes and assemble in the parking lot in front of the Lobby entrance.
  - No one is to reenter a building until Oikos University official has given an “all clear” indication.

### **In the Event of an Earthquake**

Northern California is prone to earthquakes. If you are inside a building when an earthquake occurs, remember to “Duck, Cover, and Hold.”

1. DUCK down
2. Take COVER under a sturdy desk or table or against an interior wall.
3. HOLD this position until the earthquake is over.

During emergencies, tune to a local radio or television station for safety instructions and other official information, or wait for school officials to give the “all clear.” If are away from the school, tune to a Korean-language news station. (The frequency and name of such stations are posted on bulletin boards at the school.)

### **Fire Equipment**

Tampering with any fire protection equipment, fire extinguishers or alarm systems is a violation of state law. Any pranks utilizing fire equipment or dangerously harmful substances may also be a violation of state law. Any person found to be in violation of these state laws may be subject to criminal fines and jail time. In addition to any potential prosecution resulting from the violation of these state laws, the OU may impose a fine or administer disciplinary action in accordance with the Student Conduct Code.

### **Fireworks**

Oikos University does not permit any member of the Oikos University community to possess, store or fire fireworks anywhere.

### **Airguns**

Oikos University does not permit any member of the OU community to fire air guns of any type (e.g., pellet, BB, paintball) anywhere on campus. Air-guns may be stored on campus without prior approval, as long as they are stored unloaded, and away from the immediate proximity to children.

### **Unlawful Entry**

OU property is protected by an intrusion alarm system. The OU considers any forced or otherwise unlawful entry into any OU building or office a serious violation. As a result of violating the integrity of this security system or any unlawful entry into a locked building or office, the violator may be turned over



to local authorities for prosecution. In addition to any potential prosecution by local authorities, the OU may impose a fine or disciplinary action in accordance with the Student Conduct Code.

### **Identification of Strangers**

All students are urged, for their own protection and for the protection of children and other community members, to politely ask any stranger to identify him or herself. Visitors who are uncooperative should be reported immediately to a staff member who will monitor the situation.

### **Security Tips**

1. Avoid walking alone at night and stay in well-lit areas.
2. Walk with a friend. It is less likely that something would happen if there are two of you.
3. Never hitchhike, regardless of the time of day.
4. Always lock rooms and automobiles when they are unoccupied.
5. Always make sure that your apartment, office, or classroom door is locked if you are working or studying late. Remember to never prop doors open for someone else.
6. If you find a door unlocked that should be locked, immediately report this problem to a staff member (Residence Director, Residence Assistant, Dean of Students).
7. Have your key ready to open your car door, especially at night. Your keys can be used as a defensive weapon.
8. Look inside your car before entering; also check vehicle for possible break-ins. Assailants sometimes hide in the back seat of a vehicle.
  
9. Do not give your name, address, or other personal information (e.g., Social Security Number, credit card numbers, driver's license numbers) to strangers, either online, on the phone, or in person.
10. Keep money and other valuables locked in a secure place. Money should never be left unattended even in your room or apartment.
11. Record the numbers of all credit cards and bank accounts. Also keep the phone numbers of these companies or banks so that they can be notified if cards are lost or stolen.