



Making a difference. It is something those of us involved in education endeavor to do and encourage others to achieve. At the heart of the University of La Verne's mission statement is the intent that this institution will "provide opportunities for students to achieve their educational goals and become contributing citizens to the global community."

Helping to make this possible are two major projects on campus, the construction of the new Abraham Campus Center, pictured on page 146, and the doubling of the size of the campus with the purchase of 31 acres of undeveloped land in La Verne southwest of the current core campus (see photo below). The campus center will provide students, faculty, and staff with a place to gather, socialize, and relax. The new acreage, referred to as "Campus West," will offer space for recreational facilities and allow the relocation of ULV's athletic fields, opening up room in the campus core for additional academic and student-oriented buildings as well as for parking.

Steve Morgan
President of the University

"Campus West," Arrow Highway at
Wheeler Avenue. *Photo: Rusty Evans*



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CALENDARS 2008-2009

D.P.A., Doctor of Public Administration
Ecumenical Center for Black Church Studies
Ed.D., Doctor of Education
M.Ed., Educational Management
M.Ed., Special Emphasis
M.S., Child Development
M.S., Child Life
M.S., Counseling

M.S., Educational Counseling
M.S., Marriage and Family Therapy
M.S., School Psychology
Professional Administrative Services Credential
Psy.D., Doctor of Psychology
Teacher Education Program
Traditional Undergraduate Program

TRADITIONAL SEMESTERS CALENDAR (15 weeks) — Central Campus only

Fall Semester 2008: September 1 - December 21, 2008

September 2, Tuesday	Classes begin at 7:30 a.m.
October 17, Friday	Last day to apply for Winter commencement
Nov. 26-28, Wednesday-Friday	Thanksgiving Recess — academic holiday
December 15-19, Monday-Friday	Final examinations
December 21, Sunday	Fall Semester ends

January Interterm 2009: January 5-30, 2009

January 5, Monday	Classes begin at 7:30 a.m.
January 19, Monday	Martin Luther King, Jr. Birthday — academic holiday
January 30, Friday	January Interterm ends
January 31, Saturday	Mid-Year Commencement

Spring Semester 2009: February 2 - May 24, 2009

February 2, Monday	Classes begin at 7:30 a.m.
February 13, Friday	Last day to apply for Spring commencement
February 16, Monday	Presidents Day — academic holiday
April 6-12, Monday-Sunday	Spring Break — academic holiday
May 18-22, Monday-Friday	Final examinations
May 22-23, Friday-Saturday	Commencement Weekend
May 24, Sunday	Spring Semester ends

Summer Terms 2009

June 8 - July 5	Summer Session I*
July 13 - August 9	Summer Session II*
June 8 - August 16	Summer Session III
July 3, Friday	Independence Day Observation — academic holiday

*Summer Session I and Summer Session II are not eligible for financial aid.

CAPA SEMESTERS CALENDAR (20 weeks)

Fall 2008 (September 1, 2008 - January 4, 2009)

Cycle I*

September 5-6, 12-13, 26-27
October 10-11, 24-25

Cycle II*

November 7-8, 21-22
December 5-6, 19-20
January 2-3, 2009

Accelerated Sunday Courses

November 9, 16, 23
December 7, 14, 21
January 4, 2009

Accelerated Evening Courses

October 6 - December 21, 2008

Spring 2009 (February 2 - May 31, 2009)

Cycle I*

February 6-7, 13-14, 27-28
March 13-14, 27-28

Cycle II*

April 3-4, 17-18
May 1-2, 15-16, 29-30

Accelerated Sunday Courses

April 5, 19, 26
May 3, 10, 17, 31

Accelerated Evening Courses

March 23 - May 31

Summer 2009 (June 8 - August 16, 2009)

Summer Cycle I 2009*

June 12-13, 26-27
July 10-11, 24-25
August 7-8

Accelerated Sunday Courses

June 14, 21, 28
July 12, 19, 26
August 2

Accelerated Evening Courses

June 8 - August 16

*There is an orientation session, 5:30-7 p.m., in every course on the Friday before the start of each cycle.

LAW SEMESTERS CALENDAR (18 weeks)

COLLEGE OF LAW

August 18 - December 20, 2008

September 1
November 26-28

January 12 - May 16, 2009

January 19
February 16
March 9-13
April 10
May 17

June 1 - July 24, 2009

July 3

Fall Semester 2008

Labor Day — holiday
Thanksgiving — holiday

Spring Semester 2009

King Birthday — holiday
Presidents Day — holiday
Spring Break
Good Friday — holiday
Commencement

Summer Semester 2009

Independence Day Observation — holiday

AMERICAN BAPTIST THEOLOGICAL CENTER CALENDAR

August 9 - December 13, 2008

September 1
November 27-29

January 10 - May 23, 2009

April 6-12
April 10

Fall Term 2008

Labor Day — holiday
Thanksgiving Recess

Spring Term 2009

Spring Recess
Good Friday — holiday

TERMS CALENDAR (10-11 weeks)

Central Campus Programs:

M.B.A., Master of Business Administration

M.H.A., Master of Health Administration

M.P.A., Master of Public Administration

M.S., Gerontology

M.S., Leadership and Management

Central Coast Campus

High Desert-Victorville Campus

Inland Empire Campus

Kern County Campus

Orange County Campus

Point Mugu Campus

San Fernando Valley Campus

ULV Online

Vandenberg Campus

Ventura County Campus

October 6 - December 21, 2008

November 24-30

January 5, 2009 - March 15, 2009*

March 23 - May 31, 2009*

June 8 - August 16, 2009

July 3

August 24 - September 27, 2009*

Fall Term 2008

Thanksgiving — holiday

Winter Term 2009*

Spring Term 2009*

Summer Term I 2009

Independence Day Observed — holiday

Summer Term II 2009*

*Note: Instructors may either hold classes on the Monday holidays or make up the class on another day. Summer Term II is not eligible for financial aid.

EDUCATION TERMS CALENDAR (10-11 weeks)

M.Ed., Reading

Off-campus Education Master's degrees

Off-campus Education credentials

Off-campus Teacher Education

September 8 - November 23, 2008

January 5, 2009 - March 22, 2009

March 23 - June 7, 2009

May 25

June 8 - August 16, 2009

July 3-4

Fall Term 2008

Winter Term 2009

Spring Term 2009

Memorial Day — holiday

Summer Term 2009

Independence Day Observed — holiday

EPIC PROGRAM CALENDAR

September 2 - December 12, 2008

January 5 - April 17, 2009

April 6-10

May 4 - August 14, 2009

Fall Term 2008

Spring Term 2009

Spring Break — academic holiday

Summer 2009

UNIVERSITY OF LA VERNE

History

The University of La Verne was founded in 1891 as Lordsburg College by members of the Church of the Brethren who moved west. Both the College and the agricultural community were renamed La Verne in 1917, and the 1920's and 1930's found three-quarters of the student body in teacher education. The next three decades saw campus facilities multiply fourfold, the Board of Trustees become independent of church control, and the student body increase and become more cosmopolitan without the College losing its commitment to service and to sound, values-oriented education. In 1955 the Western College Association accredited La Verne. A decade later the College awarded its first master's degree, and in 1979 it conferred its first doctorate.

In 1969 La Verne began offering degree programs off campus, and the following year it opened its College of Law. Reflecting these profound changes, the College reorganized in 1977 as the University of La Verne. In 1981 ULV founded its Orange County Campus and in 1983 a campus in the San Fernando Valley. A decade later it created campuses in Ventura County and San Bernardino/Riverside Counties and in 2000 it created a law campus in Ontario, California. Continuing the trend of improving services to students, it developed campuses in Kern County, San Luis Obispo, and Victorville. The University is an Hispanic and minority serving institution.

Academic Organization

The University of La Verne is a Carnegie Doctoral/Research University in Southern California enrolling over 8,500 students in four colleges: the College of Arts and Sciences, the College of Business and Public Management, the College of Education and Organizational Leadership, and the College of Law. The University has several branch campuses in

Central and Southern California administered through Regional Campus Administration.

College of Arts & Sciences

Fred Yaffe, Dean

Aghop Der-Karabetian, Associate Dean

The college continues the traditions, programs, and general education of the historical liberal arts college founded in 1891.

Full description: www.ulv.edu/cas/

College of Business & Public Management

Abe Helou, Dean

Jack Meek, Associate Dean

Rita Thakur, Associate Dean

The college provides a demanding, relevant, and practically oriented curriculum to meet the diverse and changing needs of business, government, and the non-profit sector.

Full description: www.ulv.edu/cbpm/

College of Education & Organizational Leadership

Mark Goor, Dean

Barbara Poling, Associate Dean

The college trains professional educators with credential and graduate programs in Reading, Special Education, Educational Counseling, and Teacher Credentials and offers graduate programs in Child Life, Child Development, Educational Management, and School Psychology. The Ed.D. in Organizational Leadership is one of the largest and most respected programs of its kind in the nation.

Full description: www.ulv.edu/ceol/

College of Law

Allen Easley, Dean

Vitonio San Juan, Assistant Dean of Students

Alexis Thompson, Assistant Dean of Admissions

The college offers systematic and thorough instruction in the law to prepare students to enter the legal profession.

Full description: law.ulv.edu

University of La Verne

Regional Campus Administration (RCA)

Stephen Lesniak, Dean

Regional Campuses provide an opportunity for people to take ULV programs at geographic locations convenient to their homes or work places as well as through the internet. The Regional Campuses are listed below; the degrees offered through them, on page 11. Degree requirements are the same at the central campus and all other locations.

Full description: www.ulv.edu/rca

Telephone: (800) 695-4858

Regional Campuses:

Central Coast Campus

4119 Broad Street, Suite 200

San Luis Obispo, CA 93401

Tel.: (805) 542-9690

High Desert Campus-Victorville

15447 Anacapa Road, Suite 100

Victorville, CA 92392

Tel.: (760) 843-0086

Inland Empire Campus

10535 Foothill Blvd., Suite 400

Rancho Cucamonga, CA 91730

Tel.: (909) 484-3858

Kern County Campus

1201 24th Street, Suite D-200

Bakersfield, CA 93301

Tel.: (661) 328-1430

Orange County Campus

12951 Euclid Street, Suite 100

Garden Grove, CA 92840

Tel.: (714) 534-4860

Point Mugu Campus

P.O. Box 42264

Port Hueneme, CA 93044

Tel.: (805) 986-1783

San Fernando Valley Campus

4001 W. Alameda, Suite 300

Burbank, California 91505

Tel.: (818) 846-4008

Vandenberg Campus

P.O. Box 5578

Vandenberg AFB, CA 93437

Tel.: (805) 734-1306

Ventura County Campus

2001 Solar Drive, Suite 250

Oxnard, CA 93036

Tel.: (805) 981-8030

Other RCA Programs

CAPA. CAPA, a central campus program designed for working adult students, offers classes in the evenings and on weekends.

ULV Online. This program offers courses online leading to selected ULV degrees.

Statewide Education Programs. This center offers courses leading to graduate degrees and credentials in education at selected locations throughout California.

Accreditation

The University of La Verne is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges*, and is approved by the California Commission on Teacher Credentialing for offering credentials in several areas. The College of Law is provisionally approved by the American Bar Association. The Doctor of Psychology Program is accredited by the American Psychological Association. The Masters of Public Administration degree is accredited by the National Association of Schools of Public Affairs and Administration (NASPAA). The Athletic Training Education Program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). The Legal Studies Program is approved by the American Bar Association.

*985 Atlantic Ave., Suite 100, Alameda, CA 94501
(510) 748-9001

Memberships

The University of La Verne maintains memberships in many organizations. Among them are the American Assembly of Collegiate Schools of Business, the American Association of Colleges and Universities, the American Council on Education, the Association of Independent California Colleges and Universities, the College Board, the Independent Colleges of Southern California, the National Collegiate Athletic Association, the National Collegiate Honors Council, and the Western Association of Schools and Colleges.

Nondiscrimination Policy

The University of La Verne is a coeducational university organized as a corporation under the laws of the State of California. Its purpose is to provide education and training to prepare its students to meet the responsibilities and duties of life effectively. No discrimination because of race, religious creed, color, gender, national origin, ancestry, physical handicap, medical condition, marital status, sexual orientation, or age shall apply to the enrollment of any student, to the employment of any member of the faculty or staff, or to the election of any officer or trustee of the University.

Degree Programs Offered Away from the Main Campus and by ULV Online

	Central Coast	Education Progs. ULV Online	Inland Empire High Desert	Kern County	Orange County	Point Mugu SFVC/Burbank	Vanderberg	Ventura County
B.A., Business Administration	CC		HD	IE	KC	OC	PM	VN
B.S., Child Development	CC		HD	IE		OC		VC
B.S., Criminology							PM	VC
B.S., Health Administration				IE		OC	SF	VC
B.A., Liberal Studies	CC		HD	IE	KC	OC	SF	VC
B.S., Organizational Management		OL	HD	IE	KC	OC	PM	VN
B.S., Psychology							PM	VN
B.S., Public Administration		OL		IE	KC	OC	SF	VN
M.B.A. for Experienced Professionals	CC	OL	HD	IE	KC	OC	SF	VN
M.Ed., Educational Management			ED		KC		SF	VC
M.Ed., Special Emphasis	CC		ED	HD	KC			VC
Master of Health Administration (M.H.A.)				IE		OC	SF	VC
M.S., Gerontology				IE		OC	SF	VC
M.S., Leadership and Management				IE	KC	OC	PM	VN
M.S., Educational Counseling			ED		KC		SF	VC
Multiple and Single Subject Credentials	CC		ED	HD	KC			VC
Pupil Personnel Services Credential			ED		KC		SF	VC
Prelim Administrative Services Credential			ED		KC		SF	VC

Mission Statement

Mission:

It is the mission of the University of La Verne to provide opportunities for students to achieve their educational goals and become contributing citizens to the global community.

This is accomplished by offering high quality degree programs to both traditional-aged and adult learners; providing liberal arts and professional programs from undergraduate to doctoral levels; and delivering programs to students at the central La Verne campus as well as regional campuses and satellite class locations throughout California.

The university provides a student-centered, values-based, and diverse learning environment. It takes pride in offering small class sizes in a highly personalized setting. The University encourages effective teaching, research, scholarly contributions, and service to the greater community by sharing its academic, professional, and individual resources.

Values:

The University of La Verne shares four core values that promote a positive and rewarding life for its students through fostering a genuine appreciation and respect for:

1. **A Values Orientation.** The University affirms a philosophy of life that actively supports peace with justice, the health of the planet and its people. Therefore, in light of this affirmation, it encourages students to become reflective about personal, professional, and societal values. It also encourages values-based ethical behavior.
2. **Community and Diversity.** The University promotes the goal of community within a context of diversity. Therefore, it encourages students to understand and appreciate the diversity of cultures that exists locally, nationally, and internationally. It also seeks to promote appreciation and preservation of biodiversity by helping students understand the impact/dependence of human beings on their environment.
3. **Lifelong Learning.** The University commits itself to promoting education that facilitates lifelong learning. Therefore, it teaches students how to learn, to think critically, to do constructive research, and to access and integrate information in order to prepare them for continued personal and career growth.
4. **Community Service.** The University believes that personal service is a primary goal of the educated person. Therefore, it encourages students to experience the responsibilities and rewards of serving the human and ecological community.



International students making centerpieces for International and Study Abroad Center's Thanksgiving celebration, 2007.
Photo: Wei Huang

STUDENT SERVICES & ACTIVITIES

Note: Full descriptions of all services and activities are provided at the website indicated.

Division of Student Affairs

Loretta Rahmani, Dean of Student Affairs

Ruby Montañó-Cordova

Associate Dean, Student Affairs

Raymond D. West, III

Assistant Dean, Student Affairs

www.ulv.edu/sa/

Campus Activities Board (CAB). CAB, the Campus Activities Board coordinates a variety of social activities throughout the academic year. Activities include concerts, intramural events, movie nights, nights and other offerings.

www.ulv.edu/cab/

Career Services. Career counseling and job search assistance is available for all Main Campus and RCA students and for ULV alumni in the Career Services Center.

www.ulv.edu/careers/

Commencement Services. The Office of Commencement Services provides information on the Winter and Spring ceremonies.

www.ulv.edu/commencement/

Commuter Program. The Office of Student Life sponsors programs especially designed for commuter students.

www.ulv.edu/studentlife

Counseling Center. Psychological counseling services are available for free to all Central Campus, full-time undergraduates and for a nominal fee to graduate, CAPA, and Regional Campus students.

www.ulv.edu/counselingcenter/

Dining Services. Davenport Dining Hall is located on the Central Campus for residence students and all faculty, staff, and commuter students.

<http://dining.ulv.edu/>

Emergency Student Loans. Emergency Student Loans are available to eligible students, and may be obtained through the office of the Dean of Student Affairs.

www.ulv.edu/sa/eloans.phtml

First Year Experience. All first-year traditional-age undergraduate students take the First Year Experience course to continue their orientation through their selected college.

www.ulv.edu/studentlife/fye

Health Services. The Health Center provides medical consultation for eligible students.

www.ulv.edu/healthcenter/

Housing and Residence Life. On-campus housing is available for undergraduate students in three residence halls. Residential Life provides an environment for academic and co-curricular experiences for personal development.

www.ulv.edu/housing/

International and Study Abroad Center (ISAC). The ISAC assists with personal orientation, adjustment, and support; immigration advising; living arrangements; and social-cultural activities.

www.ulv.edu/isac

Leadership Education and Development (LEAD). The LEAD program offers support, theory, and practical skill training through workshops and retreats aimed at traditional-age students interested in leadership.

www.ulv.edu/lead/

Student Services & Activities

Leo's Den. Leo's Den in Leo Hall provides recreational equipment, video games, TV lounge, and more. The Ticket Office offers discounts to Southern California attractions.

www.ulv.edu/studentlife/leosden

New Student Orientation and Parent Orientation. These complementary orientations take place during the summer and include a variety of programs geared to help students and their families make a successful transition to college life at ULV.

www.ulv.edu/orientation

Office of Multicultural Services (OMS). OMS creates programs about ULV's socio-cultural identities and areas of diversity that impact the community and globe. It supports student cultural clubs, faculty/staff diversity committees, and cultural alumni associations to engage ULV's rich diversity.

www.ulv.edu/multiculturalservices

Students with Disabilities. Services for students with learning, physical and/or psychological disabilities are coordinated by the Director of the Student Health Center.

www.ulv.edu/dss/

Study Abroad. Traditional-age students can study abroad for a semester or year on four continents; all students can participate in short courses during January and summer.

www.ulv.edu/studyabroad

Transitions Program. The Transitions Program is a four-year supportive effort to guide students as they navigate the transitional issues from freshmen through senior years.

www.ulv.edu/studentlife

Other Services and Activities

Associated Students of the University of La Verne (ASULV). ASULV is the traditional-age undergraduate student body on the main campus.

www.ulv.edu/asulv/

Bookstore. The University Bookstore offers books, supplies, gift items, and other merchandise to the campus and community.

www.ulv.edu/bookstore/

Campus Ministry. La Verne is a church-related university with a strong Christian heritage. At the Central Campus the Campus Minister coordinates a varied program of activities including Protestant, Catholic, and ecumenical activities.

www.ulv.edu/campusministry/

Campus Safety and Transportation. The University maintains its own security department to patrol the campus 24 hours a day, seven days a week. It is the central repository for all lost and found property.

www.ulv.edu/safety/

Child Development Center. The Child Development Center is located two miles south of the Central Campus.

www.fairplex.com/fp/-Destinations/ChildDevelopmentCenter.asp

Clubs and Organizations. The Office of Student Life recognizes a range of clubs and organizations that are active at the main campus.

www.ulv.edu/studentlife/clubs/clubs.phtml

Social and Cultural Events. Student government, residence halls, clubs, fraternities and sororities, academic departments, and others plan social, educational, and cultural events for the Central Campus.

www.ulv.edu/catalog/stu_serv/soc_evt.phtml

Sports Science and Athletics Pavilion. The pavilion hosts indoor intercollegiate athletics, intramurals, and recreational sporting events.

www.ulv.edu/studentcenter/

Summer Service. This program provides an opportunity for Central Campus undergraduate students to learn through service during summer.

www.ulv.edu/peacestudies/summerservice.phtml

Athletics

Christopher Ragsdale, Athletic Director
Julie Kline, Assistant Athletic Director/
Senior Women's Administrator

The mission of the athletic program at ULV is to distinguish itself through the pursuit of excellence based on sound educational principles and practices that operate within the philosophy and guidelines of the University as well as those of the Southern California Intercollegiate Athletic Conference (SCIAC) and the National Collegiate Athletic Association, Division III, in both of which La Verne maintains membership. The programs of these associations provide an opportunity for students at the Central Campus to engage in a wide variety of intercollegiate sports at the team and individual level. The policy of the University of La Verne is to support the individuals and teams representing the University to go as far as their skills and good fortune take them. Over the years this has resulted in national championships as well as conference and regional championships in several team and individual sports.

The women have intercollegiate squads in basketball, cross country, soccer, softball, swimming and diving, tennis, track, volleyball, and water polo. The men enter into intercollegiate programs in baseball, basketball, cross country, football, golf, soccer, swimming and diving, tennis, track, and water polo. In addition to fine facilities and equipment, the athletic department is staffed with qualified and enthusiastic coaches and certified athletic trainers.

Other colleges in the SCIAC are California Institute of Technology, California Lutheran University, Claremont-Mudd-Scripps, Occidental College, Pomona-Pitzer, University of Redlands, and Whittier College. In addition, La Verne competes against other independent colleges in Southern California as well as a number of the state colleges and universities. The total program is designed to meet student interests.

Student Athletic Eligibility. To maintain full compliance with NCAA Division III and Southern California Intercollegiate Athletic Conference standards, only full-time regular students (to be defined as traditional undergraduates, admitted through the Office of Admissions) shall be eligible for participation in intercollegiate athletics at the University of La Verne. For continued participation, a student must be enrolled in a full-time academic program and be making satisfactory progress toward a degree. A transfer student-athlete, in order to participate and maintain satisfactory progress in the second semester of attendance, must have successfully completed a minimum of twelve units in the first semester at the University of La Verne. January interterm units completed may be added to either the fall or the spring term total in the determination of satisfactory progress. In the event a student-athlete has eligibility remaining following completion of his/her undergraduate degree at the University of La Verne, he/she may participate in intercollegiate athletics if he/she meets all requirements for participation as defined by the institution and NCAA guidelines.



Tiona Hobson, Broadcasting major, helped take the women's volleyball team to the NCAA Regional Semifinals in the 2007 season.

Photo: Jaclyn Dino

ADMISSIONS INFORMATION

Chris Krzak, Dean of Admissions

UNDERGRADUATE ADMISSIONS

Ana Liza Zell, Associate Dean

Matriculation Policy. In order to be governed by this catalog, students who apply for admission must enroll in courses within twelve months of their acceptance date.

Nonmatriculated Students. Undergraduates who wish to enroll as part-time students may enroll in a combined total of no more than 11 semester hours in any semester and related Interterm or 8 semester hours in any term without making formal application for admission. Students who wish to become degree candidates must submit formal application and complete the admissions process prior to completion of 12 semester hours at the University. The University cannot be held responsible for the applicability toward a degree of courses which are selected by students who have not been officially admitted and assigned academic advisors.

For the policy on nonmatriculated graduate students, see the Graduate Admissions section of this catalog.

Central Campus Admissions

The goal of the University of La Verne is to provide maximum opportunities for educational and personal growth; therefore, a student's goals and objectives are considered in the evaluation process. Consideration is given to previous formal and informal educational experience as well as to the potential to succeed in a challenging academic program. ULV seeks students who are creative, motivated, self-disciplined, and committed to learning.

Freshman/Advanced Freshman Admission. In keeping with the above philosophy, an admissions decision emphasizes the academic course of study, marks in coursework during grades 10, 11 and the first semester of grade 12, SAT I or ACT scores, the applicant's personal statement (essay), and letters of recommendation. In addition, consideration is given to the applicant's involvement in school and community activities, leadership abilities, special talents, and character. Students classified as Advanced Freshmen are high school graduates with less than 32 transferable college credits.

Honors at Entrance. Students who have earned a cumulative high school academic GPA of 3.5 or above in college preparatory classes with SAT I scores of at least 1150 (or ACT scores of at least 25) may be accepted with Honors at Entrance. Such students are considered for Honors scholarships and are invited to apply for the ULV Honors Program, described in the Honors Program section of this catalog.

First-Year Resource Program. The Admissions Committee may choose to grant admission through the First-Year Resource Program (FRP). The First-Year Resource Program is described in the "Student Acceptance through the First-Year Resource Program (FRP)" section of this catalog.

Application Procedures. Students may apply for admission after completion of their junior year of high school. In some cases a decision may be delayed until grades from the first semester of the senior year of high school are submitted. Freshman candidates are encouraged to apply by February 1 for the Fall Semester and by December 1 for the Spring Semester. Applicants for admission will be considered after these dates on a space-available basis. ULV subscribes to the National Candidate's Reply Date of May 1 (for

Central Campus Undergraduate Admissions

Fall semester), and does not require advance payment or confirmation of intent to enroll prior to this date.

Central Campus Undergraduate Admissions

To apply for admission to the University, the following documents must be submitted to the Office of Admissions. *All application materials become the property of the University upon receipt.*

1. **Formal Application for Admission.** Upon receipt of the completed and signed application form, personal statement, and the non-refundable \$50 application fee, the Office of Admissions will notify the applicant of any missing documents necessary to complete the application process.

2. **High School Transcripts.** Applicants must request that their high school transcripts be sent directly to the ULV Office of Admissions. A transcript is not considered official if sent or delivered by the student.

3. **SAT I or ACT Scores.** The applicant must have an official SAT I or ACT score report sent from the appropriate testing agency or a score reported on the official transcript.

4. **One letter of recommendation** from school officials where the applicant is currently enrolled or has most recently attended. Recommendation forms are included with the application. Upon admission to the University, recommendation forms are destroyed and are not a part of the student's permanent record.

Transfer Students

Students who wish to transfer from an accredited two- or four-year institution are invited to apply for admission to La Verne. There is no minimum number of units required for transfer. The recommended application deadline for students applying for the Fall Semester is April 1. Students applying for Spring Semester should submit their applications by December 1. Students may be given advanced standing on the basis of work completed according to the Transfer Credit for Undergraduate Students section of this catalog.

Students who have completed 32 or more semester hours of academic credit will be evaluated based on college work, letters of recommendation, personal commitments, special talents, character, and school and community involvement. Students with fewer than 32 semester hours of academic credit will be evaluated on college work, high school transcripts, letters of recommendation, and SAT I or ACT scores. Personal commitments, special talents, character, and school and community involvement will also be considered.

Honors at Entrance. Students who have completed 32 or more semester hours of transferable academic credit with a GPA of 3.3 or above may be granted Honors at Entrance.

First-Year Resource Program. The Admissions Committee may choose to grant admission through the First-Year Resource Program (FRP) to transfer students. The First-Year Resource Program is described in the Student Acceptance through the First-Year Resource Program (FRP) section of this catalog.

To apply for admission, transfer students must submit the following documents to the Office of Admissions. *All application materials become the property of the University upon receipt.*

1. **Application for Admission.** Upon receipt of the completed and signed application form, personal statement, and the non-refundable \$50 application fee, the Office of Admissions will notify the applicant of any missing documents necessary to complete the application process.

2. **Official transcripts.** Applicants must have official transcripts sent to the Office of Admissions from each college or university previously attended. Applicants with fewer than 32 semester hours of acceptable transfer credit must also submit official high school transcripts. All previous college work must be evaluated for transfer.

3. **SAT I or ACT scores.** SAT I or ACT scores may be requested as supporting evidence. All applicants with fewer than 32 semester hours of transfer credit must submit official scores from one of these tests.

Central Campus Undergraduate Admissions

4. **One letter of recommendation** addressing the applicant's record from a school official where the applicant is currently enrolled or has most recently attended. Recommendation forms are included with the application. Upon admission to the University, recommendation forms are destroyed and are not a part of the student's permanent record.

International Students

The University of La Verne welcomes applications from students living in countries throughout the world. Sufficient evidence must be provided to insure that a student is able to depend upon his/her own financial resources. International students must not plan on earnings from employment in the United States, financial assistance, or scholarship grants. The estimated yearly cost for an international student to attend ULV is approximately \$36,550. This includes tuition, fees, room/board, books, and personal expenses (summer school tuition and transportation are NOT included). ULV is authorized to issue the I-20 when international applicants have been accepted and have submitted the \$200 advance deposit. In order to allow time for obtaining visas, it is important for international applicants to provide all required documents a minimum of two months before the beginning of the semester. *Students holding F-1 and J-1 visas may attend only the Central Campus and are not eligible for the CAPA program.* To be considered for admission, international students must provide the following documents to the Office of Admissions. *All application materials become the property of the University upon receipt.*

1. **Application for Admission.** Upon receipt of the completed and signed application form, personal statement, and the non-refundable \$50 application fee, the Office of Admissions will notify the applicant of any missing documents necessary to complete the application process.

2. **Official transcripts and certificates** (with notarized translations into English where appropriate) from all secondary schools, colleges, and

universities attended. Students who have completed studies at a foreign university must send their transcripts to the Credentials Evaluation Service to be evaluated for transfer credit. There is a fee for this service. A brochure is available upon request.

3. **Proof of English Proficiency.** Applicants must establish minimum proficiency in English by submitting one of the following:

- a. An international or special-center TOEFL (Test of English as a Foreign Language) score of at least 500 (paper-based test) or 173 (computer-based test).
- b. A SAT verbal score of 480 or above.
- c. A score of 3.0 or above on the ULV English Proficiency Test.
- d. 32 semester hours or more of transferable credit, including a C or better in the equivalent of ENG 110.
- e. Completion of English 112 at the ELS Language Center.

4. **One letter of recommendation** from school officials where the applicant is currently enrolled or has most recently attended. Recommendation forms are provided with the application. Upon admission to the University, recommendation forms are destroyed and are not a part of the student's permanent record.

5. A **financial statement** and a **bank statement** demonstrating that sufficient funds are available to cover the cost of attending the University of La Verne must be submitted. A non-refundable deposit of \$200 must be received in the Office of Admissions before an I-20 form can be issued to the accepted student.

Additional Admissions Information

Interviews and Tours. Interested students, parents and friends are invited to visit the University of La Verne. Interviews are held on campus by appointment. Tours and visits to classes are all scheduled by appointment. The Office of Admission is open from 8:00 am to 5:00 pm on weekdays and is open on selected Saturdays dur-

Central Campus Undergraduate Admissions

ing the Spring Semester. Please call the Office of Admissions at (800) 876-4858 for more information or to schedule a visit.

Candidates Reply Date. Freshman and transfer candidates are considered for admission upon receipt of the application for admission, all official transcripts, appropriate test scores, the personal statement (essay), and letters of recommendation. Once accepted, candidates are expected to submit a \$200 nonrefundable tuition deposit by May 1 (postmark deadline). Students admitted after this date will be expected to submit the tuition deposit within two weeks after the date of acceptance. The deposit is applied to the student's account and is deducted from the first semester's expenses.

Financial Aid. New students seeking financial assistance should contact the Office of Financial Aid for information and forms. For complete information, see the Financial Aid section of this catalog.

Residence Hall Reservations. Admitted students can access Residence Hall Application and License Agreement at www.ulv.edu/housing. Students must return the application and license agreement, along with a \$200 housing reservation/security deposit and a \$40 activity fee to the Office of Residential Life. Residence Hall lodging will be reserved for students on a space available basis.

Student Acceptance through the First-Year Resource Program (FRP). This program is designed to assist selected students as they begin their careers at the University of La Verne. FRP students may enroll in a maximum of 15 semester hours during their first semester and are assigned an advisor in the Learning Enhancement Center. Additionally, they must enroll in a one-unit Learning Enhancement Seminar, register for an appropriate English class, and make normal academic progress as defined in the Normal Academic Progress section of this catalog.

Returning Student Readmission. Central campus undergraduates who have attended ULV as matriculated students but who have not been in attendance for two consecutive semesters must reapply by filing a Readmission Application for Admission. Readmission will be based on the current admissions policies, and the student will be required to meet current graduation requirements. Official transcripts of all academic work taken during the period of absence must be provided.

Readmission of Academically Disqualified Students. The readmission of a previously disqualified student is by special approval of the appropriate Dean. ULV will consider an application for reinstatement only after the student has remained absent for a minimum of one year following disqualification and has fulfilled all conditions of reenrollment. In every instance, readmission action is based on evidence, including transcripts of courses completed elsewhere after disqualification, that warrants such action. If readmitted, the student is placed on academic probation.

Admission to Regional Campus Administration (RCA) Undergraduate Programs

The nine regional campuses, CAPA, and ULV Online provide educational opportunities for mature adults with varied educational backgrounds. Applicants will be considered for admission based on several factors: applicant's age (CAPA and other programs may require applicants to be of 25 years of age or older), number of college-level semester hours completed, cumulative college GPA, work experience, and the degree program being pursued. Applicants academically disqualified from another college may be considered for admission by appeal only if the disqualification occurred more than 12 months prior to application.

RCA Undergraduate Admissions

Students are eligible to enroll in a cumulative total of no more than 8 semester hours in a term-based system or 12 semester hours in a semester-based system prior to official admission. For additional degree program requirements and enrollment policies, please refer to RCA program brochures.

Guidelines. To apply for admission to La Verne through RCA, students should submit the necessary admission documents to the Regional Campus where they will be studying. *Transcripts and other official records necessary for evaluating a student's prior work become University property upon submission and will not be returned to the applicant, copied for another use, or forwarded to another institution.* The following documents must be submitted:

1. Application for Admission. The application form may be obtained from the regional campus where the student plans to study. Upon receipt of the completed and signed application form and the non-refundable \$50 application fee, the regional campus will notify the applicant of any missing documents necessary to complete the application process.

2. Official Transcripts and Certificates of Prior Work. Official transcripts from *all* colleges and universities previously attended must be submitted. If applicable, military documents, college level test scores (CLEP/DANTES), and documentation for Educational Credit for Training or non-collegiate sponsored programs must be submitted for evaluation of potential transfer credit. All previous college work must be evaluated for transfer. Any transcripts of coursework completed prior to admission that are not submitted will not be considered for transfer credit after admission has been granted. In addition, failure to list this coursework could result in academic dismissal.

Applicants with fewer than 28 semester hours of college-level coursework must submit official verification of graduation from high school or its equivalent. Official transcripts from schools in the US must be sent directly by the issuing institution to the RCA office where the student plans to

study. Transcripts from schools outside the US must also be submitted. Applicants wishing to have work completed outside the US considered for transfer credit must have their transcripts evaluated by an approved foreign credential evaluation service. There is a fee for this service.

ULV will evaluate military training for credit. Veterans must submit a DD214, and inservice military applicants must submit a DD295, smart transcript, or a CCAF transcript for evaluation.

3. International Students. International students on F or J visas may apply to and attend only ULV's Central Campus and the ULV College of Law. They are not eligible for the CAPA program. Applicants who do not hold a US high school degree and who have completed less than 32 semester hours of transfer credit, or who have not completed the equivalent to ENG 110, College Writing A, must submit a score of 550 or above on the Test of English as a Foreign Language (TOEFL) or a minimum score of 5 on ULV's English Proficiency Test (EPT) to qualify for admission. Foreign nationals serving in the US Armed Forces are exempt from this policy.

4. Additional Information. ULV reserves the right to request additional information in order to make an informed decision.

Evaluations. RCA academic advisors can *unofficially* evaluate transcripts of prior course work. This provides the academic advisor with the necessary information to help the student structure a program leading to graduation. This evaluation is not official, however, until approved by the University Registrar.

Degree Time Limits and Readmission. The University recognizes that RCA students may not be able to attend full time every term. For this reason, RCA students need not reapply after a break in enrollment unless the break was due to academic disqualification, or unless specified in one of the two conditions that follow:

Students who do not enroll in courses within one year from the date of admission must reapply for admission and follow the degree requirements

Undergraduate Admissions

in effect at the time of their readmission.

Students who do not complete their degrees within seven years of the date of their admission letter must reapply for admission and fulfill the graduation requirements in effect at the time of their readmission. Students who leave due to academic disqualification may reapply for admission after one calendar year.

Students who complete their degrees within seven years of the date of admission may elect to fulfill either the graduation requirements in effect at the time of their admission or any catalog prior to graduation after matriculation.

Matriculated students who have not been enrolled at ULV for more than one year will be classified as Inactive and will not be eligible to register via the web. Inactive students who wish to register should contact their academic advisor to change their student status.

Admission to EPIC

Enrollment in EPIC is open to high school graduates as well as individuals with a high school equivalency certificate and a satisfactory score on a standardized reading test. The following documents must be submitted to the Director of EPIC:

1. Formal Application for Admission. Applications can be obtained from the Director of EPIC.

2. Official transcripts of prior college work, if applicable. All previous college work must be evaluated for transfer.

3. High school transcript verifying high school completion or GED certificate.

All application materials become the property of the University upon submission. Following the admission decision, the Registrar will make an official evaluation of transfer work.

Transfer Credit for Undergraduate Students

The following types of credit may be accepted toward undergraduate degrees at the University of La Verne within approved policies:

Advanced Placement. Four semester hours of credit are granted for subject area examinations in the Advanced Placement Program administered by the College Entrance Examination Board when a score of three or higher is achieved. The following Advanced Placement exams meet general education requirements as specified:

<i>Advanced Placement Examination</i>	<i>Score</i>	<i>Track I</i>	<i>Track II</i>
Biology	4 or 5	ANSL	GELS
Calculus AB	4 or 5	CSQR	GEM
Calculus BC	4 or 5	CSQR	GEM
Chemistry	4 or 5	ANSL	GEPS
Chinese Language & Culture	3,4,5	AHFL	CORE2a
English Language & Composition	3,4,5	CSWA	GEWE1
English Literature	3,4,5	CSWB	GEWE2
European History	3,4,5	N/A	CORE2b
French Language	3,4,5	AHFL	CORE2a
French Literature	3,4,5	AHLT	GEHa
German Language	3,4,5	AHFL	CORE2a
Italian Language & Culture	3,4,5	AHFL	CORE2a
Japanese Language & Culture	3,4,5	AHFL	CORE2a
Latin Literature	3,4,5	AHLT	GEHa
Macroeconomics	3,4,5	ASEC	GESSc
Microeconomics	3,4,5	ASEC	GESSc
Physics B	4 or 5	ANSP	GEPS
Physics C	4 or 5	ANSP	GEPS
Psychology	3,4,5	ASBH	GESSa
Spanish Language	3,4,5	AHFL	CORE2a
Spanish Literature	3,4,5	AHLT	GEHa
Statistics	4 or 5	CSQR	GEM
U.S. Government & Politics	4 or 5	ASPL	GESSb
U.S. History	4 or 5	AHHT	GESSb

Undergraduate Transfer Credit

International Baccalaureate (IB) Policy. The University of La Verne will accept the IB diploma for students who have earned 30 points or more, and grant 32 semester hours of transfer credit (sophomore standing). Students who do not successfully achieve the IB diploma will have their subjects individually evaluated as listed on their certificate. ULV will award 4 semester hours for each subject in which a score of 4 or greater was earned for a maximum of 24 semester hours.

Associate Degree Transfer. ULV awards full transfer credit for courses completed as part of associate degrees earned at regionally accredited California colleges before matriculation at the University. Credit is awarded for all courses in the degree, although only appropriate courses in which a grade of C- or better was received can be applied toward general education or major requirements. Students with an associate degree are not guaranteed completion of ULV's General Education Area requirements. (See General Education Transfer Policy below.)

Transfer of ESL and English Composition Courses. La Verne will grant credit for transferable courses equivalent to English 110 completed prior to acceptance into ULV. La Verne will not grant credit for such courses completed after a student has been accepted at ULV until all prerequisite ESL courses required by placement criteria have been completed at ULV. ESL and English courses which the placement test indicates are needed must be taken at ULV, but ULV may grant elective credit for transferable ESL courses and English composition courses not equivalent to English 110 completed elsewhere prior to acceptance into ULV.

General Education Track I Transfer Policy—Breadth Requirements. At the time of matriculation students who have completed any of the following will be credited with fulfilling all of ULV's General Education Breadth Requirements:

1. An associate degree at a regionally accredited California college with transfer major options acceptable to the University of California or

California State University systems.

2. The California State University General Education Breadth Certification.

3. The Intersegmental General Education Transfer Curriculum (IGETC).

Students must provide proof of certification when the final transcript is sent to ULV.

Other General Education Transfer Options for Breadth Requirements. At the time of matriculation, students who have NOT earned a regionally accredited California associate degree, but who have completed a minimum of 28 semester hours of transferable course work will be evaluated for fulfillment of ULV's General Education Breadth Requirements according to the following guidelines:

1. Students certified as having met all area requirements in the California State University General Education Breadth Certification or in the Intersegmental General Education Transfer Curriculum (IGETC) with a C- or better will be credited with fulfilling all of ULV's General Education Breadth requirements. Students must provide proof of certification when the final transcript is sent to ULV.

2. Courses that partially fulfill selected UC, CSU, or IGETC general education options completed at a college prior to admission at ULV will be credited toward partial fulfillment of the like General Education Breadth requirement at ULV.

3. Courses completed at regionally accredited public colleges and universities outside the state of California which meet bachelor's level general education requirements within a statewide college or university system and is documented in the college catalog, will be articulated to fulfill like general education requirements at ULV.

4. All other coursework will be evaluated on a course-by-course basis.

5. No transfer course will be considered for general education fulfillment unless a C- or better was received.

General Education Track I Transfer Policy—Values Requirements. Students who transfer 0-28 semester hours at the time of matriculation are

Undergraduate Transfer Credit

required to complete two designations each in Values Orientation (UVVO), Community and Diversity (UVCD), and Lifelong Learning (UVLL), and one designation in Community Service (UVCS), while students who transfer 28-59.99 must complete one designation in each of the four areas. Students who transfer 60-91.99 semester hours must complete three designations in three different areas, and students who transfer 92 or more semester hours must complete two designations in two different areas.

General Education Track II Transfer Policy—Area Requirements. The General Education Track II Transfer Policy for Area Requirements is the same as the General Education Track I Transfer Policy for Breadth Requirements, stated above.

General Education Track II Transfer Policy—Core Requirements.

A transfer student's CORE Requirements are determined by the number of semester hours transferred at the time of matriculation according to the following guidelines:

1. Central Campus traditional undergraduate students who transfer 28-59.99 semester hours must complete CORE 300, CORE 305, CORE 310, and CORE 320 or 340, and demonstrate proficiency in a foreign language equivalent to two semesters of college-level study.
2. Central Campus traditional undergraduate students who transfer 60-91.99 semester hours must complete CORE 300, CORE 305 or 310, and CORE 320 or 340.
3. Central Campus traditional undergraduate students who transfer 92+ semester hours must complete CORE 300 and CORE 320 or 340.
4. Regional Campus and CAPA students who transfer 28 or more semester hours must complete CORE 300 and CORE 320 or 340 or CORE 2a or CORE 2b.

Other Transfer Credit. La Verne accepts credit earned at other regionally accredited colleges and universities on a course-by-course basis. Courses will not be considered for transfer unless

a C- or better was received, except in the case of courses included in associate degrees for California colleges. Up to 32 semester hours of bachelor's degree applicable credit meeting the above requirements already used to complete a high school diploma may also be transferred to ULV, if the credit is submitted on an official college transcript and the name of the regionally accredited college is disclosed on the ULV application for admission.

ULV may accept up to 21 semester hours of vocational/technical credit (including community college certificate programs, military courses, and courses offered by noncollegiate institutions) into an associate degree program and up to 44 semester hours of vocational/technical credit into a bachelor's degree program.

No more than 30 semester hours of credit by assessment will be accepted in transfer. ULV will not accept transfer credit by exam (excluding standardized exams such as CLEP and DANTES), if a student was not matriculated at the college where the credit was granted.

Matriculated students interested in transferring coursework are subject to ULV's course load policies stated in the Academic Progress section of this catalog. The University is not obligated to accept coursework that has not received prior approval.

CLEP, ACT PEP, and DANTES. Credit may be granted by the University for subject areas in which the applicant has earned a passing score (C equivalent) on College Level Examination Program (CLEP) examinations and/or ACT Proficiency Examination Program (ACT PEP) examinations. ULV may accept up to 21 semester hours of such credit into an associate degree program and up to 44 semester hours into a bachelor's degree program. DANTES credit will be awarded at the ACE recommended passing score. Selected exams may be used to meet general education requirements.

Military Credits. Courses taken through the military may be transferred under the guidelines

Graduate Admissions

established by the American Council on Education (ACE) *Guide to the Evaluation of Educational Experiences in the Armed Services* and according to ULV policy. Acceptance of credit is limited by the vocational/technical credit policy listed in the Other Transfer Credit section above.

Correspondence and Extension Courses.

Within the guidelines of the vocational/technical credit policy listed in the Other Transfer Credit section above, ULV may accept up to 12 semester hours of correspondence work and up to 15 semester hours of extension work. To qualify for transfer, correspondence and extension courses must be acceptable for undergraduate degree credit at the institution where the credit was earned.

Refusal of Transfer Credit. The University of La Verne reserves the right to refuse transfer credit or limit the credits accepted toward any of its degree programs from accredited institutions, including those accredited by regional accreditation associations, if these credits are attributed to courses that do not meet the University of La Verne's academic standards.

GRADUATE ADMISSIONS

Central Campus and Regional Campus Administration (RCA)

Admissions Policy. In order to pursue a graduate degree, a specialized credential, or a graduate certificate program at the University of La Verne, students must be formally admitted by the appropriate graduate department. Candidates are evaluated on the strength of their GPA, Statement of Purpose, letters of recommendation, and standardized test scores (where applicable). Additional admission requirements beyond those described below are listed with the individual programs in the Programs section of this catalog. Each academic department balances all these measures in considering admission eligibility. The general guidelines for all graduate programs follows:

1. A bachelor's degree from a regionally accredited college or university. (Doctoral programs may also require a master's degree.) Students whose degrees were completed at foreign universities must submit notarized translations into English where appropriate. Such students may be required to have their degrees evaluated by a ULV-approved evaluation service to determine equivalency to a bachelor's degree from the United States. There is a fee for this service. Applicants will be notified if their degrees need to be evaluated.

2. A preferred GPA of 2.5 or above for the last 60 semester hours of undergraduate study, and a GPA of 3.0 for any graduate work.

3. Letters of recommendation attesting to academic/professional competency.

4. Demonstrated ability to write at an acceptable level for graduate study.

Some programs prefer a higher GPA, the submission of standardized test scores, and other documentation to be eligible for admission.

Application Materials. All application materials are processed by the Graduate Office or RCA, as

Graduate Admissions

appropriate, and forwarded to departments. *All materials submitted become the property of the University and will not be returned to the applicant, copied for another use, or forwarded to another institution.* Before departments take any action regarding possible admission to a graduate program, the student must submit the following:

1. **Completed application with non-refundable application fee.** Fees submitted from outside the United States must be in international money orders written in US dollars.

2. **Statement of Purpose** in about 200 words outlining goals for graduate study.

3. **Official transcripts** showing academic degrees, all coursework completed in the last two years of undergraduate study (i.e., the last 60 semester hours or the last 90 quarter hours), and all graduate coursework. All transcripts must be sent by the degree granting institution directly to ULV. Applicants to Central Campus programs should have the transcripts sent "Attention: Graduate Office." Applicants to RCA programs will be provided with forms which indicate the proper return address.

4. **Two or three letters of recommendation**, as specified by the department. Upon admission to the University, all letters of recommendation will be destroyed and are not a part of the student's permanent record.

5. **Other documents** required by departments.

6. Applicants without a degree from an English-speaking institution where English is the primary language of instruction and of the geographic area must establish minimal proficiency in English by submitting one of the following:

- a. A minimum score on the Test of English as a Foreign Language (TOEFL) of 550 or above. Some programs require a higher score.

- b. Satisfactory completion of the ULV English Proficiency Test (5.0 or higher in most programs).

- c. Satisfactory completion of prerequisite ESL courses as indicated by placement criteria.

- d. Completion of English 112 at the ELS

Language Center.

Note: These scores are minimum admissions requirements only.

International Students. ULV is authorized to issue an I-20 only after international applicants have been accepted for admission and have submitted the \$200 non-refundable tuition deposit. *International students with F-1 or J-1 visas may apply to and attend only the Central Campus.* To apply for admission, international applicants must submit all of the application materials listed above as well as a notarized original statement indicating how the student will meet the financial obligations for graduate study at La Verne.

Possible Departmental Action. Each applicant's documents are carefully reviewed by the appropriate department. Admission decisions are made within the guidelines of the graduate admissions policy based upon the applicant's qualifications and potential for success in a graduate program. Departments may take any of the actions listed below. Admissions decisions are valid only for the academic year for which the applicant has applied and only if the applicant enrolls in courses during that academic year.

1. Grant admission to students who satisfy all requirements.

2. Grant admission to students who demonstrate academic and professional promise. These students must meet the stipulations required by the department, including prerequisites. Students who do not meet these stipulations may be withdrawn from the University.

3. Hold the application pending specified additional requirements.

4. Deny admission because documents appear to indicate applicant would be unsuccessful in this graduate program.

Credential Only Admission. Students seeking advanced credentials in the areas of Administration, Counseling, Reading, and Special Education must follow the regular procedure for graduate admission. Students seeking the Multiple Subject

Graduate Admissions

or Single Subject Credentials need to file an application in ULV's Education Department Office or through the Regional Campus Administration. Admission requirements are described in the Programs section of this catalog.

Nonmatriculated Students. Students who possess a bachelor's degree and who wish to enroll in graduate courses may enroll in no more than six semester hours without filing a formal application. These courses would count toward professional growth and inservice education. However, if students wish to enter a graduate degree program or seek institutional recommendation for a credential from the University, they must submit a formal application and complete the admission process. The University cannot be held responsible for the applicability of courses toward a degree which may be selected by a student who has not been officially admitted and assigned a program counselor. A student is eligible to enroll in no more than 12 semester hours prior to being admitted to a program. Several programs restrict this limit to 6 semester hours. Assessment fees may be charged for violations of this policy.

Readmission Policy. Graduate students who have not been enrolled for two consecutive years or more must apply for readmission by submitting:

1. A new application form and application fee.
2. A statement which addresses the absence from the program and reasons for returning.
3. Transcripts for course work completed since leaving ULV and other documents as required by the department, if applicable.

Readmission will be based on the current admissions policies, and the student will be required to meet current program requirements. Any coursework previously completed at ULV that is more than four years old at the time of readmission will need to be reviewed for acceptance by the department and the Graduate Appeals Committee.

Students who have been dismissed from ULV

for ethical or behavioral reasons will not be readmitted.

Transfer Credit. Students must request transfer credit for courses previously completed at another college or university at the time of application. Students receiving Veterans Administration (VA) funding are eligible to receive transfer credit for previously completed courses only if they make their request during the semester/term of their admission. The following conditions must exist for transfer credit to be approved:

1. The course must have been taken within the last five years at an accredited university or college and after the student had received a bachelor's degree.
2. The course must be acceptable into an appropriate graduate degree program at the institution where it was taken.
3. A grade of B or better must have been earned in the course. (A grade of B- is not acceptable.)
4. The course must be sufficiently related to the student's degree program at ULV as determined by the Program Chairperson.
5. There is a limit of six semester hours which may be transferred into 30-35 semester hour degree programs. A total of 12 semester hours may be transferred into a program requiring 36 or more semester hours. (A quarter hour counts as two-thirds of a semester hour.)
6. Courses taken through the military may be transferred into a University of La Verne graduate program, consistent with the guidelines above. The number of graduate transfer credits allowed is subject to the guidelines established by the American Council on Education (ACE) *Guide to the Evaluation of Educational Experiences in the Armed Services*.
7. Only courses which are accepted for transfer into a degree program are added to the student's ULV transcript.
8. The University of La Verne reserves the right to refuse transfer credit or limit the credits accepted toward any of its degree programs from

Graduate Admissions

accredited institutions, including those accredited by regional accreditation associations, if these credits are attributed to courses that do not meet the University of La Verne's academic standards.

Graduate students matriculated into a certificate program may transfer up to six semester hours of elective credit toward completion of the certificate. Requests to have transfer credit applied to the certificate must be submitted to the Department/Program Chair through the student's advisor in RCA. The Department/Program Chair will evaluate the transfer credit using the same criteria for accepting transfer credits into a degree program and notify the Graduate Office or RCA to post the approved transfer credit to the student's transcript.

Second La Verne Master's Degree. Students who have completed a master's degree at ULV and wish to earn a second master's degree at the University must apply for the second degree by submitting an application with a statement of purpose and all supporting documents required for admission by the second degree program. For courses to count toward both degrees, they must be common to both approved programs. A maximum of 21 semester hours approved by the Program Chairperson may be used from the first degree to meet requirements for the second degree. A new "culminating activity" must be a part of a second degree program.

Adding a Concentration After a Master's Degree Has Been Granted. A concentration may be added to a student's transcript after a ULV master's degree has been granted, subject to the program chairperson's approval. The concentration that is to be added must be listed in the current ULV catalog as being an approved concentration for the degree previously granted to the student.

A formal *Application for the Addition of a Concentration to a Completed ULV Master's Degree* must be submitted to add a concentration after a degree has been granted. ULV course work completed within five years preceding the date of application may be applied to the concentration. A student has three years from the date of application to complete all concentration requirements. A grade of B or better is required for each course applied to the concentration with a minimum cumulative concentration GPA of 3.0. Financial aid funds are not available to students pursuing a concentration after a degree has been posted.

FINANCIAL INFORMATION

TUITION AND FEES

Financial Arrangements

The tuition charged a student will always be the rate which is current for the program in which the student is enrolled, regardless of the course in which the student enrolls. The University reserves the right to make changes to all published rates of tuition and fees at any time without prior written notice.

Students must complete their financial arrangements no later than the beginning of each term. Students who do not make financial arrangements by the first day of the term/semester will be assessed a fee of \$100. Students who have not made financial arrangements after 30 days from the first day of the term/semester will be assessed an additional \$200. Financial arrangements include payment in full or enrollment in a payment plan. The university offers the payment options listed below, which must be completed at the time of registration.

1. **Payment in Full.** Tuition, room, board, and any other fees are payable at the time of registration.

2. **Deferred Payment Plans.** Payment plans are available for courses lasting six weeks or more. Short-term courses of up to five weeks in length must be paid in full by the first day of the term.

a. *Main Campus, CAPA, College of Law, and Bakersfield Teacher Education students,* ULV has contracted with Nelnet Payment Solutions to administer the payment plans. For more information and details about this payment plan, contact the Office of Student Accounts.

b. *Regional Campus Administration (RCA) students, excluding CAPA and Statewide Teacher Education Programs:* Minimum down payment of

25% of account balance at the time of registration or no later than the first day of the term, with the balance to be paid on the last day of the term.

c. *RCA Statewide Teacher Education Programs:* Monthly payment plans ranging from 6 to 36 monthly installments, starting the month in which classes begin or as specified in the contract, each due the fifteenth of the month.

All deferred payment plans require the completion of a formal written agreement. If the student is listed as a dependent on another's income tax return, or is under 18 years of age, a cosigner is required on the agreement. No student is allowed to register for a semester/term if there is an overdue debt from a previous semester or term.

All deferred payment plans require the payment of a fee at the time of registration or at the initiation of the monthly payment contract. The fee is based on the program in which the student is enrolled, as follows:

Semester Based Programs	\$75
Term Based Programs	\$50
RCA Statewide Education Programs	\$150

All students electing a deferred payment plan who do not meet their payment dates will also be assessed a monthly late payment fee of \$15 to \$40 depending on the program in which the student is enrolled. The University reserves the right to impose finance charges on all unpaid balances.

3. **Payment Methods.** ULV accepts payments by cash, check, money order, traveler's check, wire transfer, or by electronic check through the web at My ULV. No payments are accepted at the Regional Campuses. Credit card payments are only accepted online through TouchNet PayPath, a third party payment service. TouchNet PayPath only accepts Mastercard, American Express and Discover; Visa is not accepted. A convenience fee of 2.5% will apply to tuition and fees. Credit card payments will not be accepted in person, over the phone, or by mail.

Tuition and Fees

Central Campus Undergraduate Programs

Tuition

Full-time students (12-17 semester hours per semester and 1-5 semester hours in the January Interterm), per semester.....	\$13,455
Part-time students, approved academic overloads, Directed Study, and Independent Study, per semester hour	\$760
Summer Sessions, per semester hour	\$610
Paralegal Certificate, per semester hour	\$305
Religion Program (off-campus), per course ..	\$485

Fees

Academic Services (not charged to full-time, traditional-age students), per course	\$20
Appeals	\$50
Application.....	\$50
Auditing, per semester hour	\$380
Chemistry laboratory breakage deposit, per course (refundable)	\$125
Community Service Assessment	\$100
Course Challenge, per course	one semester hour of tuition
Graduation.....	\$110
Laboratory Fee, per course	\$125
Late Financial Arrangement, 1st day of term	\$100
.....30 days after the start of the term	\$200
Late Registration/Change of Program.....	\$50
Legal Studies Certificate	\$35
Legal Studies Association (one time charge) ..	\$25
Legal Studies, online research, per course	\$10
Lost ID card.....	\$5
Lost Parking Permit, semester/year	\$18/\$30
Make-up Examination.....	\$40
Music Lessons, per semester hour	\$200
Parking, per semester; per year.....	\$18; \$30
Photography Laboratory.....	\$175
Returned Check/Rejected Credit Card.....	\$25
Student Orientation	\$50
Student Tuition Deposit	\$200
Teacher Performance Assessment	\$50-100
Transcript, per copy	\$6

Transcript (24-hour turnaround), per copy.....	\$15
Written Composition (will be applied toward challenge if passed)	\$50

Residence Hall Charges

Room, Brandt/Studebaker/Hanawalt Halls, double occupancy, per semester	\$2,525
Room, Brandt/Studebaker/Hanawalt Halls, triple occupancy, per semester	\$2,135
Room, Oaks Hall, double occupancy, per semester.....	\$2,810
Room, Oaks Hall, triple occupancy, per semester.....	\$2,285
Room, single, per semester	\$3,285
Housing Reservation/Security Deposit—first time students	\$250
Returning resident housing application fee ...	\$100
Residence Halls student activities fee	\$50
Replacement Residence Hall Access Card ...	\$10

Board

12 meals per week, per semester	\$2,325
14 meals per week, per semester	\$2,420
19 meals per week, per semester	\$2,650

Study Abroad Programs. The costs listed below include tuition, room, and board. These must be paid before departure. Travel costs are the responsibility of the student.

per semester	\$18,710
per year	\$37,210

Insurance Requirement for International Students in All Programs. All full-time students with F-1 or J-1 visas secured with documentation provided by ULV are required to pay ULV Health Center and Medical Services fees. Coverage thus secured meets the requirements specified by U.S. Federal Regulations. The costs of these fees are included in full-time, traditional-age undergraduate tuition, but graduate students must pay the separate Health Center and Medical Services fees as listed. Students with J-2, H-1, or H-4 visas are not required to purchase ULV insurance, but J-2 visa holders must show that they have coverage that meets U.S. Federal Regulations.

Tuition and Fees

Graduate Programs

Graduate Tuition (per semester hour)

Master's and credential programs.....	\$575
D.P.A., Ed.D., & Psy.D., per semester hour ...	\$780

Graduate Fees

Academic Services, per course	\$20
Appeals	\$50
Application, doctoral	\$75
Application, master's and credential.....	\$50
Auditing, per semester hour ...one-half normal tuition	
Continuous Registration, doctoral, 1-2 semester hours of tuition	\$780–\$1,560
Course Challenge.....one semester hour of tuition	
Dissertation completion.....	\$450
Graduation, doctoral.....	\$250
Graduation, master's	\$110
Health Center (mandatory for all who purchase Accident and Health Insurance) per semester	\$70
per term	\$40
International Student Tuition Deposit	\$200
Late Financial Arrangement	\$100-300
Late Registration/Change of Program.....	\$50
Lost ID card.....	\$5
Lost Parking Permit, semester/year	\$18/\$30
Make-Up Examinations	\$40
Medical Services (mandatory for all international students), per semester	\$200
per term	\$125
Parking, per semester; per year	\$18; \$30
Placement, Ed.D.....	\$50
Returned Check/Rejected Credit Card.....	\$25
Teacher Performance Assessment	\$50-100
Transcript, per copy	\$6
Transcript (24-hour turnaround), per copy.....	\$15

College of Law

Tuition

Students entering in or after Fall 2006:

Full time, per semester	\$16,745
Part time, per semester	\$12,560
Approved academic overload, per semester hour	\$1,115

Students entering before Fall 2006:

Full time, per semester	\$14,590
Part time, per semester	\$10,945
Approved academic overload, per semester hour	\$970

Fees

Application.....	\$60
Change of Program	\$50
Graduation.....	\$250
Late Financial Arrangement	\$100-300
Late Registration	\$100
Library (Fall/Spring).....	\$120
Library (Summer)	\$60
Lost ID card	\$5
Lost Parking Permit, semester/year	\$18/\$30
Multipurpose (Fall/Spring)	\$238
Multipurpose (Summer).....	\$119
Parking, per semester; per year	\$18; \$30
Returned Check/Rejected Credit Card.....	\$25
Student Bar Association, per semester	\$40
Transcript, per copy	\$6
Transcript (24-hour turnaround), per copy.....	\$15

Tuition and Fees

Regional Campuses, ULV Online, and CAPA

Tuition (per semester hour)*

Program	Undergraduate	Graduate
Regional Campuses	\$465	\$575
ULV Online degree programs	\$465	\$575
Corporate rate	\$415-440	\$525-550
Education Program		\$405-515
Military base Regional Campuses	\$250	\$295

*ULV reserves the right to establish a varying tuition rate for new programs established at new sites when there are unusual operating conditions.

Fees

Academic Services, per course	\$20
Appeals	\$50
Application	\$50
Auditing, per semester hour ...one-half normal tuition	
Course Challenge.....one semester hour of tuition	
Graduation	\$110
Late Financial Arrangement	\$100-300
Late Registration/Change of Program	\$50
Professional Development Courses (700-level, non-degree credit), per semester hour	\$95
Returned Check/Rejected Credit Card	\$25
School Counseling Field Work Doc.	\$150
Teacher Performance Assessment	\$50-100
Transcript, per copy	\$6
Transcript (24-hour turnaround), per copy	\$15

CAPA Professional Development Center

Tuition, per semester hour	\$495
Academic Services Fee, per course	\$20
Appeals Fee	\$50
Application Fee	\$50
Auditing, per semester hour	\$250
Course Challenge Fee, per course	\$495
Graduation Fee	\$110
Health Center Fee (mandatory for all who purchase accident and health insurance), per semester	\$70
Late Financial Arrangement Fee	\$100-300
Late Registration/Change of Program Fee	\$50
Lost ID card	\$5
Lost Parking Permit, semester/year	\$18/\$30
Medical Services Fee (optional), per semester	\$200
Parking, per semester; per year	\$18; \$30
Returned Check Fee	\$25
Transcript Fee, per copy	\$6
Transcript Fee (24-hour turnaround), per copy	\$15

REFUND/TUITION CREDIT POLICIES

It is the student's responsibility to officially notify the Registrar, or the regional campus where the student is enrolled, if he or she withdraws from classes at any point during the semester or term. Failure to attend class or informing the instructor does not constitute official withdrawal from a course. Students who have received (or whose accounts have been credited with) financial aid funds will have these funds returned to the appropriate financial aid programs before any refunds will be issued to the student. Policies and procedures on withdrawal are covered in the "Tuition Credits/Refunds" section below as well as in the sections entitled "Withdrawal from ULV by Financial Aid Recipients" and "Withdrawal from the University."

Room and Board Refunds. Refunds for the residence halls will be made according to the terms and conditions outlined on the Residence Hall License Agreement. The amount of refund will be determined by the Housing Office. Board refunds during the Fall and Spring semesters will be calculated on a prorated basis. There will be no refunds for January Interterm.

Tuition Credits/Refunds. To be eligible for tuition credits, a student must complete a Program Change Form before the tuition credit deadline for the semester or term. The date of withdrawal for purposes of tuition credit shall be the date on which the Office of the Registrar (or the office of the student's regional campus) receives the official Program Change Form. Tuition credits will only be granted for students who officially drop or withdraw in writing before the deadline. If eligible, a refund check will be generated within 14 days of the date your student account goes into a credit status. Checks are mailed to your mailing address.

Tuition Refund/Credit Policy

Withdrawal during	Enrollment Period		
	Semester	Term	Other
1st week of classes	100%	100%	100%
2nd week of classes	75%	75%	75%
3rd week of classes	50%	50%	0%

Fees are not refundable.

Students who receive federal financial aid are subject to a pro-rata return of federal funds through the 60% period of each term or semester, as described in the Withdrawal from ULV by Financial Aid Recipients section of this catalog. The 60% period is calculated by dividing the number of days enrolled in the term by the total number of days within the term. The amount of funds that must be returned is determined by dividing the number of days in the term or semester that the student was not enrolled by the total number of days in the term or semester. The Financial Aid Office will calculate the amount of the refund to the financial aid programs.

If a student drops classes after the tuition credit period, but before the 60% period of a term, the student will be charged for the entire amount of tuition, but a prorated portion of the financial aid will be returned to the Title IV Program.

Petitions to the stated policy, for medical reasons or reasons beyond the control of the students, should be in writing and addressed to the Director of Student Accounts. Any exceptions to the policy must also be approved by the Associate Vice President of Finance.

Delinquent Payment of Tuition

ULV reserves the right to refuse a diploma or a transcript to any student or former student who is delinquent in the payment of any promissory note given in payment of any tuition, costs, or fees. Financial holds are placed on the transcripts of students with delinquent accounts, and no transcripts or diplomas will be issued for such students until the holds have been removed. Students who have not met their financial

obligations at the completion of a semester of enrollment will be withdrawn automatically from all courses in that semester and will have financial holds placed on their transcripts. Such students will be reinstated, receive their grades, and see the financial holds removed only when their bills have been paid.

Unpaid balances at the end of each semester shall become interest bearing at the rate of 10% per annum. For central campus students, interest shall be charged beginning February 1 for delinquent Fall Semester payments and July 1 for delinquent Spring Semester payments. For RCA students, interest shall be charged beginning 30 days from the end of the term that is delinquent. Interest on the outstanding balance shall be computed monthly and shall be added monthly to the amount due.

If it becomes necessary for the University to seek collection help and/or initiate legal proceedings to collect unpaid accounts, an additional 33.33% will be added to the existing balance. The student will also be responsible for all legal fees incurred.

FINANCIAL AID

Leatha Webster, Director of Financial Aid

All students admitted to a degree or certificate program may apply for financial assistance. The student's financial aid (institutional, federal, and state aid) will be determined and awarded by the

Office of Financial Aid:

800-649-0160

www.ulv.edu/financial_aid

school code: 001216

Basic Eligibility for Federal Student Aid:

- Be a US citizen or an eligible non-citizen
- Submit a Free Application for Federal Student Aid (FAFSA)
- Demonstrate financial need
- Be enrolled, or accepted for enrollment, in a degree or certificate program
- Have a high school diploma or GED (General Educational Development) certificate, pass a test approved by the US Department of Education, or complete a high school education in an approved home-school setting
- If required, be registered with the Selective Service

A student who has a drug record may not be eligible for federal student aid. To find out status, call 1-800-433-3243.

Types of Assistance. Financial aid is money awarded to assist a student to attend college who would otherwise not have the opportunity. There are two types of assistance a student may be awarded: gift financial aid and self-help financial aid. Gift financial aid is money the recipient does not have to pay back, such as ULV grants and scholarships and federal and state grants. Self-help financial aid includes Federal and private loans, which must be repaid, and the Federal Work-Study program, which requires the student to work.

Financial Aid

Determination of Financial Aid Awards. Eligibility for need based financial aid is the difference between the Cost of Attendance (COA) and the Expected Family Contribution (EFC):

COA - EFC = Need (Eligibility for need based Financial Aid)

The COA is the cost for a student to attend ULV for the academic year. It includes allowances for tuition and fees, room and board, transportation, books/supplies, and personal expenses. The total financial aid awarded cannot exceed the total Cost of Attendance. The EFC is calculated from the income and asset information a student and his/her family have provided on the FAFSA. The EFC is the dollar amount the Federal government has determined that a student and his/her family are expected to contribute toward educational costs for the academic year.

The Office of Financial Aid will determine financial aid eligibility and award the student institutional, federal, and state financial aid. Once a student's financial aid for the academic year is determined, the Office of Financial Aid will mail the student a Financial Aid Award Letter along with other important information and instructions.

Priority Deadlines. Many financial aid sources are limited. Failure to meet priority deadlines may result in the loss of financial aid funds a student may otherwise be eligible to receive.

FAFSA: March 2. If the FAFSA is submitted after March 2, a student may still be eligible to receive a Federal Pell Grant and Federal student loans.

Grade Point Average Verification: March 2. The California Student Aid Commission (CSAC) will not accept GPA Verification after the March 2 deadline.

To prevent delay in the processing of the FAFSA or GPA Verification, a student should read and follow the instructions carefully.

How To Apply for Financial Aid

The 2008-2009 Award Year FAFSA must be used to apply for financial aid in the 2008-2009 academic year. ULV's academic year begins at the start of Fall 2008 and runs through Summer 2009.

1. Complete the Free Application for Federal Student Aid (FAFSA) starting January 1. The fastest and most efficient way to complete the FAFSA is online at www.fafsa.ed.gov.

Online FAFSA and Online Renewal FAFSA: A new or renewal FAFSA must be completed on the web. If a student does not have a Personal Identification Number (PIN) issued by the federal student aid programs, a PIN may be requested online at www.fafsa.ed.gov.

Financial Aid Renewal for Returning Students.

All students must reapply for financial aid annually. Renewable financial aid is conditionally based on a student's ability to maintain academic and financial aid eligibility. Students who filed an electronic FAFSA the previous year and have a PIN will, starting January 1, find their Renewal FAFSA at www.fafsa.ed.gov.

FAFSA Results. After the Federal processor has processed a student's FAFSA, the student will receive a Student Aid Report (SAR). This summarizes the information on the student's FAFSA and indicates the family's Expected Family Contribution (EFC), the amount the family is expected to contribute towards the student's educational expenses for the academic year. The Office of Financial Aid will receive the FAFSA results as long as the student has listed ULV on the FAFSA or SAR and has been officially admitted into a degree or certificate program at ULV. The ULV school code is 001216.

2. Submit the Grade Point Average Verification Form. (Non-California residents may skip this step.) ULV strongly encourages all California residents to apply for a Cal Grant. To apply, a student must

Financial Aid

submit a GPA Verification to the California Student Aid Commission (CSAC) by March 2. "California resident" is defined at www.calgrants.org. The following grades are included in the GPA calculations for Cal Grants:

High School Seniors. All grades from sophomore and junior years, including summer school grades earned following sophomore and junior years, with a few exceptions listed at www.calgrants.org.

High School Graduates. All grades from sophomore, junior and senior years of high school, including summer sessions. PE, ROTC, and remedial courses are excluded.

Transfer Students. For a student who is not enrolled in high school and who has completed fewer than 24 college semester units, 36 quarter units, or the equivalent, all grades from sophomore, junior and senior years of high school, except for PE, ROTC, and remedial courses. If such a student has taken at least 16 semester units the California Community College GPA will be used, but only for the Cal Grant B Competitive award. For transfer students who are not enrolled in high school and who have completed at least 24 college semester units, 36 quarter units or the equivalent, all college grades received by the date the college certifies the student's GPA will be used.

Continuing ULV Students. The Registrar automatically submits GPA information to CSAC for continuing ULV students.

It is the student's responsibility to ensure that the GPA verification information is submitted to CSAC by March 2.

3. Submit any Document Requested to ULV's Office of Financial Aid. Failure to turn all requested documents into the Office of Financial Aid by the deadline specified in the request may result in the loss of financial aid for which the student may otherwise have been eligible.

A student may be selected for "verification." This means the student has been selected by the Federal processor to provide specific documents verifying income information or other supporting

documents. If so, the student will be notified on the Student Aid Report (SAR), and the Office of Financial Aid will send the student a written request to submit a completed Verification Worksheet (downloadable at www.ulv.edu/fao/), copies of the first and second pages of signed and dated Federal Tax Returns, W-2's, and other necessary documents. Additional documentation (such as selective service or citizenship documents) may be requested to complete a student's file. The student's file is not complete until all required documents, properly filled out, have been received by the Office of Financial Aid.

4. Obtain official admission to ULV. An applicant may complete the FAFSA and GPA Verification before he/she is officially admitted to ULV. However, financial aid will not be awarded until the student is officially admitted.

Additional Information

Satisfactory Academic Progress Policy. The Federal government requires universities to develop and enforce an internal system to monitor the academic progress of financial aid recipients. A student must maintain Satisfactory Academic Progress (SAP) in order to be awarded and remain eligible for financial aid. The SAP policy includes procedures through which a student may appeal a determination that satisfactory academic progress is not being met. The full SAP policy is available at www.ulv.edu/fao/ and at the ULV Office of Financial Aid.

Financial Aid Disbursements. Financial aid funds are disbursed through the Office of Student Accounts. The total amount of financial aid for the academic year is divided among semesters or terms of enrollment for which the student is enrolled. Students must meet eligibility requirements before financial aid is disbursed. Eligibility requirements include, but may not be limited to the following: being officially admitted into an eligible program, enrolling in the correct number of units in classes leading toward the student's

Financial Aid

degree, maintaining satisfactory academic progress, and completing necessary documentation. The disbursement schedule is listed on the Student Accounts website at: www.ulv.edu/studentaccounts/refunds.phtml.

Disbursement for first-time ULV Federal Stafford Loan student borrowers. As well as meeting the above criteria a new borrower must complete a Federal Stafford Loan Program Master Promissory Note (MPN) with the lender of their choosing and loan entrance counseling online at www.ulv.edu/fao/ before receiving loan funds.

Each semester/term, Federal Stafford and PLUS loan funds are forwarded to ULV. The funds are disbursed after the add/drop period. The net loan amount (gross loan amount -minus the loan origination fee) is forwarded to Student Accounts each semester/term after the student's enrollment and satisfactory academic progress have been verified. If a student is not enrolled at least half time, loan funds will be returned to the lender. The student is responsible for repaying only the amount of student loan funds disbursed.

Cal Grant B Access Authorization. The Financial Aid Office mails to all Cal Grant B Access recipients an authorization form. A Cal Grant B recipient's "access" portion of the Cal Grant award cannot be applied to his or her student account unless the student completes and submits a Cal Grant B Access Form to the Office of Student Accounts.

Repayment of Federal Loans. Repayment of the Federal Stafford Loans begins six months after the student graduates, drops below half-time enrollment status, or withdraws from school. A variety of repayment options and loan assumption programs are available to borrowers, and the information about these options may be obtained from the lender. Repayment information is also available in the financial aid award packet and at the ULV Office of Financial Aid. Repayment of the Parent PLUS Loan begins 60 days after the last disbursement.

Withdrawal from ULV by Financial Aid Recipients. A student receiving Federal Pell Grants, Academic Competitiveness Grant, National SMART Grant, Federal Perkins Loans, Federal Stafford Loans, Federal PLUS Loans, and/or Federal Supplemental Educational Opportunity Grants (SEOG) who withdraws from ULV is subject to the Return of Federal Funds provision included in the regulations governing the administration of Federal Student Aid Funds. The determination of the amount to be returned is given on the chart on this page. Any amount established by the Return to Federal Funds provision will be returned to the Federal programs in the following order:

- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal Perkins Loan
- Federal Parent PLUS Loan
- Federal Grad PLUS Loan
- Federal Pell Grant
- Academic Competitiveness Grant
- National SMART Grant
- Federal Supplemental Educational Opportunity Grant
- Other Title IV grant funds

Financial Aid

Federal Student Aid Programs

ULV participates in the Federal Campus-Based financial aid programs. Federal grants received and Work-Study funds earned do not have to be repaid; however, loans must be repaid. Graduate students are not eligible to receive grants. The Federal Perkins Loan and Federal Work-Study programs are available to graduate students.

Federal Pell Grants are awarded to undergraduate students on the basis of financial need. Students enrolled in the fifth-year Teacher

Credential program are not eligible to receive Federal Pell Grants. During the 2008-2009 academic year Federal Pell Grant awards will range from \$400 to \$4,731. A student cannot receive Federal Pell Grant funds from more than one institution for the same period of enrollment. If more than one institution submits a request for payment to the Federal Pell Grant Program for the same period of enrollment, one of the schools will be required to withdraw the Federal Pell Grant award from the student's financial aid. The student will ultimately be responsible for any balance resulting from the duplicate enrollment.

Total Withdrawal from School — Return of Federal Funds

<i>Regulation</i>	<i>Requirement</i>	<i>Options</i>
All students receiving federal financial aid who completely withdraw within the first 60% of a term or semester are subject to the Return of Federal Funds provision. <ul style="list-style-type: none">• The responsibility to repay unearned aid is shared by ULV and the student.• During the first 60% of the term/semester, the student "earns" federal aid in direct proportion to the length of time he or she remains enrolled.• A percentage is calculated by dividing the number of days completed in the term by the number of calendar days in the term.• The percentage is applied to the amount of aid the student is eligible to receive for that term.	The student shares in repayment of Title IV Funds awarded that are unearned. The student's share is the difference between the total unearned amount and ULV's share of unearned aid. The student must repay his/her share of the unearned funds within 45 days after being billed by ULV or set up a repayment schedule with the US Department of Education. <hr/> ULV shares in the repayment of Title IV funds for the unearned portion of tuition and fees. Its share is the lesser of (1) the total amount of unearned aid or (2) the institutional charges multiplied by the percentage of aid that was unearned. ULV must make post-withdrawal disbursements to eligible students who earned more aid than was disbursed prior to withdrawal.	The Student must either repay the funds in full within 45 days of notification or set up repayment schedule with the US Department of Education. <hr/> ULV must return its share of unearned federal aid funds no later than 45 days after it determines that the student withdrew. <hr/> ULV must offer post-withdrawal disbursements to eligible students who earned more aid than was disbursed prior to withdrawal.

Note 1: Any amount established by the Return to Federal Funds provision will be returned to the Federal programs in the following order: Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, Academic Competitiveness Grant, National SMART Grant, and Federal Supplemental Educational Opportunity Grant.

Note 2: If a student drops classes after the tuition refund period but before the 60% period of a term, the student will be charged for, and will owe to ULV, the entire amount of tuition; however, ULV will prorate and return a portion of the student's financial aid to the Title IV Program(s).

Financial Aid

A Federal Academic Competitiveness Grant (ACG) will provide up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study to full-time students who meet the grant eligibility requirements, receive a Federal Pell Grant and who have had successfully completed a rigorous high school program as determined by the state and local education agency and recognized by the Secretary of Education. Second year students must have a minimum cumulative grade point average (GPA) of 3.0 at the end of their first academic year.

A Federal National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) will provide up to \$4,000 for each of the third and fourth years of undergraduate study to full-time students who meet the grant eligibility requirements, receive a Federal Pell Grant and who are majoring in physical, life, or computer sciences, mathematics, technology, engineering or in a foreign language determined critical to national security. Students must maintain a minimum cumulative grade point average (GPA) of 3.0 each semester. The amount of the National SMART Grant, when combined with a Federal Pell Grant, may not exceed the student's cost of attendance.

*The Secretary of Education may revise the **ACG** and **National SMART Grant** scheduled award amounts in any award year depending on the availability of funds for the programs.*

Federal Supplemental Educational Opportunity Grants (FSEOG) are awarded to undergraduate students with exceptional financial need. Students enrolled in the fifth-year Teacher Credential program are not eligible to receive Federal SEOG Grants. During the 2008-2009 academic year, FSEOG awards will range from \$500 to \$2,000. Students must be enrolled at least half-time to receive FSEOG Grants.

Federal Perkins Loans are awarded to students with exceptional financial need. During the 2008-2009 academic year, Federal Perkins Loan awards will range from \$375 to \$1,000. Students must be enrolled at least half-time to receive Federal Perkins Loans.

Federal Work-Study (FWS) funds are awarded to students with the greatest financial need. Federal Work Study is a paid work opportunity to eligible applicants, allowing students to earn money to pay for educational expenses. Employment may not exceed 20 hours per week during periods when school is in session in the fall and spring semesters. Every effort is made to place students in work related to their studies, career plans, or community service.

Federal Stafford Loans are available to eligible students. There are two types of Stafford Loans: Subsidized, for which the government pays the interest while students are in school, and during grace and deferment periods; and Unsubsidized, for which students pay all the interest on the loan. Students may defer the interest while enrolled at least half-time. Students may receive both types of loans at the same time, if eligible. For loans made to undergraduate students, the interest rate is reduced to 6.0 percent for Subsidized Stafford Loans originated between July 1, 2008 and June 30, 2009. The interest rate for all others remains at 6.8%.

Federal Stafford Loan Limits. Undergraduates and fifth-year Teacher Credential students may be eligible to borrow up to \$31,000 of which no more than \$23,000 may be in subsidized loans. Undergraduate Independent Students: \$57,500 of which no more than \$23,000 may be in subsidized loans. Graduate, professional program and College of Law students may be eligible to borrow up to \$138,500 of which no more than \$65,500 may be in subsidized loans. Clinical Psychology (Psy.D.) students may be eligible to borrow up to \$224,000 of which no more than \$65,500 may be in subsidized loans.

Financial Aid

The annual Stafford Loan limits are as follows:

	Subsidized & Unsubsidized	Additional Unsubsidized Dependent	Additional Unsubsidized Independent
Freshman	\$3,500	\$2,000	\$6,000
Sophomore	\$4,500	\$2,000	\$6,000
Junior	\$5,500	\$2,000	\$7,000
Senior	\$5,500	\$2,000	\$7,000
5th Year	\$5,500	\$2,000	\$7,000
5th year Teacher Credential	\$5,500	\$6,000	\$6,000
Graduate/Law	\$8,500		\$12,000
Clinical Psychology	\$8,500		\$25,212

Federal PLUS Loans are offered to the Parent or Stepparent of dependent students. "Dependent student" is defined under "Announcements" on "The Student Guide and Funding your Education" at www.studentaid.ed.gov. Parent borrowers in this program may borrow up to the total cost of attendance minus other financial aid offered. PLUS loan origination fees are 3.5%, and the interest rate on the funds borrowed will not exceed 8.5%. A parent borrower's credit record will be checked prior to the lender's approval of the loan, and credit-worthy applicants will be required to complete a PLUS loan application and promissory note.

A dependent applicant whose parents are denied the PLUS Loan by the lender will automatically be considered for an Unsubsidized Stafford Loan. Interested students should contact the Office of Financial Aid for further details.

Federal PLUS Loans for Graduate or Professional Students (Grad PLUS). Students enrolled in graduate or professional programs are eligible to borrow under the Grad PLUS Loan Program up to their cost of attendance minus other financial assistance. These requirements include a determination that the applicant does not have an adverse credit history, repayment beginning on the date of the last disbursement of the loan, and a fixed interest rate of 8.5 percent in the FFEL program. Applicants for these loans are required to complete the Free Application for

Federal Student Aid (FAFSA) and must have applied for their annual loan maximum eligibility under the Federal Subsidized and Unsubsidized Stafford Loan Program before being considered for a Grad PLUS Loan.

California Grant Programs

For detailed information on specific state programs, see the California Student Aid Commission's website at www.calgrants.org

Cal Grants A and B, the largest scholarship source for undergraduate work funded by the state of California, are administered by the California Student Aid Commission. Cal Grants A and B do not need to be repaid and may be received for up to four years. California residents who are ULV undergraduates or applicants for undergraduate admission should apply for these grants. The tentative maximum award for new Cal Grant recipients for the 2008-2009 academic year is \$9,708.

Cal Grants A and B extended benefits provide an additional year of assistance for recipients who are enrolled in a teaching credential program. To extend benefits a student must complete a G-44 form, Request for Cal Grant Teaching Credential Program Benefits, available in the "Participants Forms and Applications" section under "Publications" at: www.csac.ca.gov.

California Specialized Programs

Assumption Program of Loans for Education (APLE) assumes up to \$19,000 in education loans in exchange for teaching service at a designated school or in a designated subject. APLE participants must commit to teach at least four consecutive years at a California public school, either in a designated subject or a designated school. To qualify, students must have completed at least 60 units and have received, or be approved to receive a Federal Stafford, Perkins, or Consolidation Loan, or any private loan associat-

Financial Information

ed with obtaining a bachelor's degree or an initial teaching credential. To view the entire eligibility criteria go to www.ulv.edu/fao/ and click on the APLE Program link. The Office of Financial Aid announces application deadlines.

Child Development Grants are for outstanding students who are pursuing a child development permit as a teacher, master teacher, site supervisor, or program director to work at a licensed children's center. Selected students attending a four-year university may receive \$2,000 each year, for up to two years. The maximum amount awarded is \$6,000. Grant recipients must work full time at an eligible California children's center for one year for each year they receive grants. To qualify, students must be enrolled at least half-time in coursework leading to their permit during the 2008-2009 academic year. Contact the Office of Financial Aid for more information. This program is subject to the availability of California state funds.

California Chafee Grants offer up to \$5,000 a year for foster youth and former foster youth for college or vocational training. To qualify, foster youths must have been in foster care on their 16th birthday, not yet reached their 22nd birthday, attend school at least half time, and be enrolled in a course of study at least one year. Youth who have "aged out" of another state's foster care program and who now live in California are eligible to apply. Applicants must file the FAFSA and submit a California Chafee Grant Application, available at www.chafee.csac.ca.gov

University of La Verne Programs

ULV Grants. To be eligible for consideration for ULV grants, a student must be admitted through the Office of Undergraduate Admission at the central campus and be enrolled as a full-time student. ULV Grants are awarded based on financial need as determined by the Free Application for Federal Student Aid (FAFSA) and the student's high school grade point average and SAT/ACT scores.

ULV Academic Scholarships. To be eligible for consideration for a ULV academic scholarship, a student must be admitted through the Office of Undergraduate Admission at the central campus and be enrolled as a full-time student. Academic scholarships are not need based and are annually renewable based on full-time enrollment and satisfactory academic progress. ULV academic scholarships are awarded to first-time college students based on high school grades in college preparatory coursework only, and SAT I scores at the time of admission. ULV academic scholarships are awarded to transfer students based on college GPA at the time of admission. Award requirements are available through the Office of Undergraduate Admission.

ULV Performance Awards. To receive consideration for a ULV Performance Award, a student must be admitted through the Office of Undergraduate Admission at the central campus and be enrolled as a full-time student. Audition or some other work is required as determined by the department. The ULV Performance Award is a financial need based award. A ULV Performance Award is not awarded as an additional source of gift aid but is substituted to replace an existing ULV Grant.

International Student Scholastic Awards. To be eligible for consideration for an International Student Scholarship Award, a student must be admitted through the Office of Undergraduate Admission at the central campus and be enrolled as a full-time student. ULV International Student

Financial Information

Scholastic Awards are awarded to first-time college students or to transfer students at the point of admission to ULV. Award requirements are available through the Office of Undergraduate Admission.

ULV Loans. To be eligible for consideration for a ULV Loan, a student must be admitted through the Office of Undergraduate Admission at the central campus and be enrolled as a full-time student. ULV Loans are interest free during the student's enrollment. Recipients must have a minimum 2.5 GPA, and have graduated from a California high school. Repayment begins after graduation or withdrawal from ULV.

Graduate Scholarships and Assistantships. Based on merit, these awards are made to graduate students who have been nominated by their departments and approved by the Dean. These scholarships cannot exceed 25% of any semester's tuition. Application must be made each semester through the department.

Honors Program Scholarships. To be eligible for consideration for an Honors Program Scholarship, a student must be admitted through the Office of Undergraduate Admission at the central campus and be enrolled as a full-time student. These renewable scholarships are offered to undergraduate students enrolled in the Honors Program. They are for \$1,000 per year and may be offered in addition to the Trustee, Founders, and 1891 Awards.

BENEFITS OTHER THAN FINANCIAL AID

Veterans Administration Benefits. Students who meet the definition of a "veteran" may be eligible for Veterans Administration (VA) benefits. Prior to enrolling, veterans should contact the ULV campus they wish to attend to determine if the site is VA approved for educational benefits. Students wishing to receive VA benefits at an approved site should contact the Registrar or the local ULV campus director at or before the time of registration in order to complete the necessary paperwork.

The Veterans Administration requires all entering veterans to be formally admitted to the University before becoming eligible to receive VA benefits. All prior transcripts and military documents must be received and evaluated by the Office of the Registrar prior to the second semester of attendance. Once veterans have been admitted and evaluated, they must notify the certifying official of their program each term or semester of enrollment.

To maintain eligibility, veterans must successfully complete all units enrolled. Veterans who fail to maintain Satisfactory Academic Progress for two semesters (or three terms) will be disqualified and will have their benefits terminated. For an explanation of grading policy, see the Grades section of this catalog, or contact the Registrar's Office.

ACADEMIC INFORMATION

Academic Communication

MyULV contains the University's official Course Catalog as well as course schedules for every term. MyULV can be accessed from the ULV homepage at www.ulv.edu. Registration, grade reporting, and course evaluation are all accomplished through MyULV, and both financial aid and payment of accounts may be processed through MyULV. For information on MyULV see www.ulv.edu/registrar/myulv.phtml.

All official communication between the University and students conducted electronically is sent to students' ULV e-mail addresses (@ulv.edu). Students using other e-mail addresses should have mail forwarded from the ULV e-mail address so that official messages are not missed. All active students are issued a ULV e-mail address.

Academic Advising

The University of La Verne values academic advising as an important part of the unique La Verne experience. The Office of Academic Advising facilitates individualized advising for traditional undergraduate students. It assigns faculty advisors in each student's field of study, advises undeclared majors, and provides advising support to traditional-age students and their advisors. Students are invited to seek guidance or request a change in advisor by visiting or calling the office in Woody Hall, ext. 4245.

Central campus graduate students are advised by the faculty program chairperson for their respective program and by the Office of Graduate Admissions and Academic Services. Graduate students seeking academic advising should contact the appropriate academic department or the Graduate Office.

Academic advising for RCA students begins on

the student's first visit to the regional campus. Students work closely with academic advisors in selecting a major and choosing courses each term which best suit their degree and career plans. A professional academic advisor is available for every RCA student.

By signing the registration form, or by gaining a pin number in web registration, the student signifies that he or she takes responsibility for classes selected. The academic advisor's signature on the registration form, or the issuing of a pin number to traditional age undergraduates and Central Campus graduate students, indicates that the advisor has reviewed the student's class choices and has offered appropriate advice.

Registration

Registration is the process by which a student selects a course or courses for academic credit for a term or semester. The registration process includes (1) selecting courses, (2) reserving space in the courses by making financial arrangements, and (3) paying for the courses. The awarding of academic credit, including the issuance of final grades, can only be done after all three steps are completed for the specified term or semester. Students are not allowed to attend classes for which they have not officially registered. Students who do not attend the first class session or log in as described above may be administratively dropped (see the Class Attendance section of this catalog).

Adding a class is the process by which a student selects a course for academic credit for a specified term or semester and adds it to an already existing registration. A student adding a course to his or her schedule needs to follow all three steps listed above. Students are expected to complete their registration/adds by the first day of classes. To assure their seats, students must

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attend all of their classes during the first week of each term or semester.

Registration for the traditional 15-16 week Fall Semester begins in April and continues through the end of the first week for those classes that meet 2 days a week or more, or the end of the second week for classes that only meet 1 day a week. Registration for the Spring Semester begins in November and continues through the end of the first week for classes that meet 2 days a week or more, or the end of the second week for classes that meet 1 day a week.

Registration for 10- or 11-week terms begins three weeks prior to the first day of the enrollment term. Registration continues through the end the second week of classes.

Registration for the January Interterm begins the first week of November and continues through the fourth day of classes. Registration for 4-week summer terms begins in April and continues through the third day of classes for each term. Registration for classes that meet 1-6 days only must be completed prior to the first class meeting.

Students enrolling in CAPA cycle classes must be enrolled prior to the first class meeting on the Friday of the first full weekend.

Registration dates are available at www.ulv.edu/registrar for Main Campus semesters. Registration dates for Main Campus terms can be obtained from the appropriate academic department. Registration dates for regional campuses can be obtained from the appropriate regional campus. Contact numbers are included in the catalog and online.

The Change of Program period begins when registration opens and ends on the last day of the first week of the semester or term. Adds at locations where classes meet one day a week will be allowed during the second week of the semester or term. A late fee will be assessed the second week of the semester or term.

Registration for special courses such as independent studies and directed studies are permitted for CAPA and graduate students through 60% of the term or semester. A late fee will be assessed beginning the second week of the term

or semester. All special courses need to be processed in person.

All ULV students register and make program changes through MyULV. The ULV Course Catalog and all schedules of courses are available on MyULV. All students will be informed that the courses they have selected have been reserved in their name, and they will be obligated to make payment. A student who registers but then decides not to attend the course(s) must follow the Drops and Withdrawals policy on this page. Complete registration information and procedures are available at www.ulv.edu/registrar

Late Registration/Adds. Students desiring to register or add in any of the following circumstances can only do so through appeal to the Undergraduate or Graduate Appeals Committee as appropriate, receiving committee permission, and paying a late fee:

1. Enrolling the second week of a 15-16 week semester for a class that meets two or more days per week, *or* enrolling the third week of a 15-16 week semester for a class that meets one day per week, *or* enrolling the second week of a 15-16 week semester in a combination of classes that meets one or more days per week.

2. Enrolling in a 10- or 11-week term during the third week of classes.

3. Enrolling in a January Interterm course on the 4th day of class or later.

4. Enrolling in a 4-week summer course on the 4th day of class or later.

5. Enrolling in a weekend cycle class on the Saturday of the first full weekend or later. Appeal is not required on the Saturday of the first full weekend, but payment of the late fee is.

Drops and Withdrawals. Dropping a class is the process through which a student officially notifies the Registrar or regional campus of the intention not to attend a class or classes. The drop period for terms or semesters that are five weeks in length or longer begins on the first day of open enrollment for the term or semester and continues through the first seven days (Sunday through

Academic Information

Saturday) of the term or semester, excluding university holidays. The drop period for terms that are four weeks or less is the first four days of the term. Classes dropped are not recorded on the official transcript.

Withdrawal is the process through which a student officially notifies the Registrar or regional campus of the intent to not attend a class or classes after the drop period is over. The withdrawal period for terms and semesters that are five weeks in length or longer begins the first day of the second week of the term or semester and continues through the 60% point of the term or semester. The withdrawal period for terms and semesters that are four weeks in length or shorter begins the 5th day of the first week. Students enrolled in a class that meets 2-6 consecutive days must withdraw before the second class meeting commences. Students enrolled in a class that meets for one day only cannot withdraw. Withdrawals are recorded on the official transcript as a W.

Notification from the students to drop or withdraw can be submitted in person or by phone, e-mail, letter, or fax to the Registrar or regional campus. A student who fails to withdraw officially from a registered course will receive a grade of NCR, WF, or F depending on the grade option and the student's last date of attendance.

The University assumes that the student who drops or withdraws during a term or semester will return the following term or semester. A student not intending to return to ULV in the following term or semester needs to follow the Withdrawal from the University or Leave of Absence procedures outlined in the appropriate section below.

Complete Drop and Withdrawal procedures can be found at www.ulv.edu/registrar

Leave of Absence. A student who finds it necessary to interrupt his or her studies at the University of La Verne and desires to return may apply to the Registrar for a leave of absence prior to leaving the University. With a leave of absence, a student may be absent from ULV for no more than two semesters without reapplying for admission.

Among the acceptable reasons for granting a leave of absence are financial or medical problems and military duties. Students are required to keep the University informed about plans for return; otherwise, they will be considered withdrawn. A leave of absence will not be granted for the purpose of transferring to another institution.

Withdrawal from the University. A student who wishes to withdraw in good standing must obtain a "Notice of Withdrawal" application from the Registrar's Office and have it signed by his/her academic advisor, a financial aid officer, and the Office of Academic Advising. If the student is also withdrawing from courses, a "Program Request and Change Form" signed by the student's advisor is also required. Students who fail to officially withdraw from classes will receive failing grades. The effective date of withdrawal is the date the student officially withdraws from all courses or the final day of the term. Students withdrawing from the University must also withdraw from University housing if they live in the residence halls.

Cross-Enrollment Policy. Undergraduate and master's degree students are admitted into programs either with semester schedules or with term schedules. They may not cross-enroll in both term and semester courses. Doctoral students may cross enroll in term and semester courses as long as they maintain full-time enrollment as designated for their primary degree program.

Academic Resources

University Libraries. The Elvin and Betty Wilson Library, ULV's central library, contains 248,000 volumes and more than 17,500 current journal subscriptions in print and electronic versions. It also houses special collections on the history of the University, the City of La Verne, and the Church of the Brethren.

Tables and individual carrels provide seating and study space. Microfilm and microfiche read-

Academic Information

ers and video cassette players are available as well as photocopy machines.

Reference services are provided by the professional library staff. Access to library resources beyond the Wilson Library is available through Link+ (a non-mediated interlibrary loan program) and by reciprocal borrowing privileges at several academic libraries in the area. The library has an online public access catalog as well as several electronic periodical databases.

The Law Library, located on the first floor of the new College of Law building in Ontario, has a collection of approximately 150,000 volumes and volume equivalents, primarily in print or microformat. Students may access additional resources electronically through online services, such as Lexis and Westlaw, in the library's 30-seat computer lab or via their own laptops anywhere in the College of Law through the wireless network. The expanding collection includes over 16,000 titles, consisting of a wide range of practice aids, law reviews, statutes and case law from all fifty states and the federal level, encyclopedias, digests, citators, treatises and other research materials. The Law Library is open daily, except holidays. During exam periods extended hours are observed.

Students enrolled in off-campus programs may use the Wilson Library from a distance through personal searching of the electronic periodical database and by use of an 800 number which gives them access to books and journal articles which will be sent by next day mail.

Learning Enhancement Center. Located in the Student Resource Center, the Learning Enhancement Center (ext. 4342) serves the campus community through tutorial services, academic assistance, placement testing, and an up-to-date computer laboratory. Peer tutoring provides students with an opportunity to enhance knowledge and skills in the following academic subjects: Behavioral Sciences (Anthropology, Psychology, Sociology, including Statistics), Biology, Business and Economics, Chemistry, Computer Science, English (writing and literature), English as a Second Language, Foreign Languages, History,

Mathematics, and Physics. If students need tutoring in other areas, every effort is made to find tutorial assistance. Small group seminars are conducted periodically to assist students in the areas of study skills, test preparation, learning styles, and other college success topics. Placement testing for English, Foreign Languages, and Mathematics is administered at specific dates and times throughout the year.

Center for Teaching and Learning (CTL). The CTL supports faculty in creating curricula based in instructional and pedagogical strategies that maximize student achievement. It provides development and research support through individual and small group workshops, faculty showcases, Blackboard course development sessions, and a multimedia lab (IDEA Lab). It also provides instructional technology design support and supports faculty and student use of the Blackboard course management system.

Office of Information Technology. The Office of Information Technology (OIT) provides support for the University's technology infrastructure. This support includes Applications Support, Desktop/User Support, Systems Support and Network Support. In addition, OIT provides the technical support for the campus smart classrooms and microcomputer laboratories (which are open to the students seven days a week).

Academic Progress

Course Load—Undergraduate. A bachelor's degree candidate must complete an average of 32 semester hours per year in order to earn his/her degree within four years. A student at the Central Campus normally accomplishes this by taking 12-17 semester hours each semester and 1-5 semester hours in Interterm. To be considered full time, an undergraduate must enroll in a minimum of 12 semester hours each semester. To be considered half time, an undergraduate

Academic Information

must enroll in a minimum of six semester hours each semester. Weekend College courses are considered part of the regular semester. During the Central Campus summer sessions, undergraduate students are considered full time when enrolled in eight semester hours and part time when enrolled in a four semester hours.

For undergraduate students enrolled in accelerated 10-, 11-, and 12-week semesters, eight semester hours constitute full-time status; four semester hours constitute half-time status.

Course Overloads. A Central Campus undergraduate student wishing to enroll for a total of more than 17 semester hours at ULV and/or other institutions in the Fall and/or Spring Semester, for more than five semester hours during Interterm, or for more than 12 semester hours during the summer, must petition the Undergraduate Appeals Committee for approval. This process must be completed prior to enrollment.

Regional campus and CAPA students requesting to enroll in more than the number of semester hours specified for full-time enrollment must have approval by the Director of their Regional Campus two weeks prior to registration week. Approvals are based on extenuating circumstances. Students wishing to enroll in courses at other institutions should obtain the approval of their academic advisor before enrolling.

Course Load—Graduate. To be considered full time, a graduate student in the 15-week semester plan must enroll in a minimum of nine semester hours each semester. To be considered half time, a student must enroll in a minimum of five semester hours each semester. A student wishing to enroll in more than 15 semester hours in any semester or more than one semester hour per week during Interterm must have prior approval from the appropriate Dean.

During the Central Campus summer sessions, graduate students are considered full time when enrolled in six semester hours and part time when enrolled in three semester hours. Students who wish to enroll in more than eight semester hours

must obtain the approval of the Registrar and the appropriate Dean.

For graduate students enrolled in accelerated 10-, 11-, and 12-week terms, six semester hours constitute full-time status; three semester hours constitute half-time status. Students requesting to enroll in more than the number of semester hours specified for full-time enrollment must have approval by the Director of their Regional Campus or Program Chair two weeks prior to registration week. Approvals are based on extenuating circumstances.

To be considered full time when enrolled in fewer than the required number of semester hours, a student must be “currently enrolled” in all courses necessary to complete his/her degree and be making normal academic progress as defined below. However, this may not qualify the student for financial aid eligibility.

Enrollment of Undergraduate Students in Graduate Courses. Undergraduate students who wish to take courses for graduate credit must be within eight semester hours of completing their bachelor’s degree and may take no more than eight semester hours of graduate credit. Prior approval must be obtained from the program advisor, instructor, Registrar, and appropriate Dean. All 400-level courses taken without such approval will be considered to have been taken for undergraduate credit. Undergraduates may not take 500- or 600-level courses without prior approval. 500- and 600-level course are not applicable toward an undergraduate degree.

Normal Academic Progress—Undergraduate. A full-time undergraduate student will be considered making normal academic progress when completing 24 semester hours per year while maintaining a 2.0 cumulative GPA; a part-time student, when completing 12 semester hours per year while maintaining a 2.0 cumulative GPA. Student class level is determined by the number of semester hours completed as follows: 0-27, freshman; 28-59, sophomore; 60-91, junior; 92 and above, senior. To maintain financial aid eligi-

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bility, students must meet satisfactory academic progress standards as described under Satisfactory Academic Progress Policy in the Financial Aid section of this catalog. Students receiving veterans benefits who fail to maintain the 2.0 cumulative GPA required for graduation in three consecutive semesters will have their benefits interrupted, and the VA office will be notified.

Normal Academic Progress—Graduate.

Graduate students are considered to be making normal academic progress when a cumulative GPA of 3.0 or higher is maintained. Full- and part-time graduate students making normal academic progress must complete their degrees within the limits specified under Time Limitation in the Graduation Requirements—Graduate Programs section of this catalog. To maintain financial aid eligibility, students may have to meet additional requirements as described in the Financial Aid section of this catalog. Students receiving veterans benefits who fail to maintain the 3.0 cumulative GPA required for graduation in three consecutive semesters will have their benefits interrupted, and the VA office will be notified.

Academic Probation. Academic probation is serious warning to the student that his/her scholastic record is unsatisfactory, and continued failure to improve this record will result in academic disqualification. Students on probation may also have restrictions imposed by the Deans regarding their programs of study. The following students will be placed on academic probation, with an appropriate notation made on the transcript:

1. An undergraduate student whose cumulative ULV GPA falls below 2.0.
2. A graduate student whose cumulative GPA falls below 3.0.

In addition, an undergraduate student in good standing who fails to earn a 2.0 GPA in a given term will have an Academic Warning posted on the transcript and grade report for that term.

Academic standing is determined after every term for students enrolled in 10-, 11-, and 12-

week terms. For all other students academic standing is calculated after fall and spring semesters only.

Undergraduate students on academic probation must obtain a ULV GPA of 2.0 or above for each term until their cumulative ULV GPA reaches 2.0. Undergraduate students will remain on academic probation until their cumulative ULV GPA rises to 2.0 or better and will not be eligible for enrollment in the culminating activity or for commencement until academic probation is removed.

Graduate students on academic probation must obtain a GPA of 3.0 or above for each term until their cumulative GPA reaches 3.0. Graduate students will remain on academic probation until their cumulative GPA rises to 3.0 or better and will not be eligible for Advanced Standing or enrollment in the culminating activity until academic probation is removed. After reaching the cumulative 3.0 GPA, graduate students must maintain that average as a minimum until they complete their degree program.

Academic probation is distinct from financial aid probation, which is covered in the Financial Aid Programs section of this catalog.

Academic Disqualification. Undergraduate students who fail to earn a 2.0 ULV GPA in any term after being placed on academic probation will be academically disqualified. Graduate students on academic probation who fail to earn a 3.0 ULV GPA in any term will be academically disqualified. Extenuating circumstances may be reviewed by the Dean of the student's college and, in the case of graduate students, reported to the Graduate Appeals Committee. Academic disqualification will be recorded on the transcript. If this status is removed, the date of reinstatement will also be recorded. Should a reinstated student not meet the conditions specified at the time of reinstatement, academic disqualification will result. The Veterans Administration (in cases where students receive VA funds) or other appropriate governmental agencies will be notified when a student is academically disqualified.

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Academic Renewal for Undergraduate Students. Under special circumstances a student may petition for Academic Renewal. Academic Renewal is provided for currently enrolled undergraduate students whose previous academic record was below the acceptable standard (a cumulative ULV GPA of less than 2.0) and is not reflective of their current demonstrated ability to succeed. A student may request Academic Renewal if the following conditions are met:

1. He/she is currently matriculated at ULV.
2. At least five years have elapsed since the end of the term in which the work requested for removal was taken.
3. He/she has completed 18 semester hours with a minimum GPA of 3.0, 24 semester hours with a minimum GPA of 2.5, or 30 semester hours with a minimum GPA of 2.0 at ULV since the work to be removed was completed.
4. He/she was matriculated and enrolled full time when the substandard work was completed.

Having met these conditions, a student may petition for removal of ULV degree work from the institution degree GPA by submitting a request to the appropriate Academic Dean. A student may request the maximum of one academic year (four terms, or two semesters, interterm, and a summer session, consecutively taken) to be removed from the degree calculation. The request for Academic Renewal will be considered with supporting statements providing evidence of the following:

- a. Conditions 1-4 above have been met, and
- b. The work requested to be removed from the degree calculation is substandard and not representative of the student's current academic ability.

If the Academic Dean approves the request, "Academic Renewal" will be printed on the student's transcript and show that no work taken during the terms removed, even if satisfactory, will be applied to the Associate or Bachelor's Degree. All work will remain on the transcript to ensure a true and complete academic history, and all work, including the academic renewal terms will be included in the computation for departmental and school honors.

Academic Renewal only applies to course work

completed at ULV. Students who have unsatisfactory grades at other colleges or universities must consult those institutions to see if they are eligible for academic renewal according to the policies of those institutions. Academic renewal from another institution will not be considered by ULV after matriculation at ULV.

Alternative Instructional Modes

Directed Study. A directed study is an approved catalog course taught independently to one student. Courses may be taken by directed study only if the course is not scheduled during the term and only with the instructor's and the department's prior approval. Directed study courses may only be taken by matriculated students in good standing. Seminars, activity courses, introductory courses in some disciplines, and courses with heavy emphasis on process rather than content may not be taken by directed study. Directed Study Forms are available from the Registrar. The forms must be signed by the instructor and the department chairperson before they are submitted with the registration form to the Registrar. Traditional undergraduates may register for directed studies only during the normal registration period; CAPA and graduate students may register for them through the end of the "special course" registration period; RCA students, until the last day to withdraw from a course.

Independent Study. An independent study course is a course initiated and written by a student that deals with material not covered in any approved catalog course. The student works independently under the guidance of an instructor who must approve the student's comprehensive written plan and time line before the student can begin. An independent study form must be signed by the department chairperson prior to commencement of the study. Independent studies are available only to matriculated students in good standing at ULV. Traditional undergraduates may register for independent studies only during the normal registration period; CAPA and gradu-

Academic Information

ate students may register for them through the end of the “special course” registration period; RCA students, until the last day to withdraw from a course. Independent studies can be approved as 199, 299, 399, 599, or 699 courses for a maximum of four semester hours each.

Course Challenge. Most La Verne courses may be challenged, but only matriculated students may challenge them. To challenge a course, a student must complete a challenge application and pay a fee equivalent to one semester hour of tuition. The department chairperson assigns an instructor to give the challenge, and the student must complete the challenge within two weeks after he or she has been notified which instructor has been assigned. The student may see a list of course goals and objectives prior to challenging the course. If the student demonstrates the competencies required for successful completion of the course, the number and title of the course will be placed on the transcript with a CRD grade. If the student does not demonstrate the competencies, nothing is recorded on the transcript. A student may only challenge a course once. If a student fails a course challenge, he or she may receive credit for the course only by enrolling in it for credit. A maximum of eight semester hours of course challenge may be counted toward fulfilling the undergraduate residency requirement.

Courses that cannot be challenged are marked not challengeable in the Course Catalog on MyULV. In addition, a student may not challenge any courses in which he/she has received tutoring from a ULV instructor, was formerly enrolled, or has audited formally or informally. Any student who has received secondary or higher education in a country where the native language of instruction is not English may not challenge beginning or intermediate courses in this language. Any student who has received credit for high school courses in foreign languages may not challenge those courses at ULV. In this context, two years of high school foreign language will be considered equivalent to one year of college instruction. First-year language courses may not be chal-

lenged. With respect to these limitations placed on the challenging of language courses, CLEP examinations will be regarded as challenges.

Auditing. Most courses may be audited with the permission of the instructor as long as seats are available. Students pay one-half the regular tuition, but do not receive credit. The normal registration deadlines apply, and changes from audit to grade status (or grade to audit status) must be made before the end of the tenth day of classes in any semester; the end of the third day of classes during Interterm.

Grades

Grading Policy—Undergraduate.

A 4.0 quality points per semester hour.

A- 3.7 quality points per semester hour.

Clearly stands out as excellent performance. Has unusually sharp insight into material; initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines; anticipates next steps in progression of ideas.

B+ 3.3 quality points per semester hour.

B 3.0 quality points per semester hour.

B- 2.7 quality points per semester hour.

Grasps subject matter at a level considered to be good to very good. Is an active listener and participant in class discussion. Speaks and writes well. Accomplishes more than the minimum requirements. Work in and out of class is of high quality though rarely outstanding.

C+ 2.3 quality points per semester hour.

C 2.0 quality points per semester hour.

C- 1.7 quality points per semester hour.

Demonstrates a satisfactory comprehension of the subject matter. Accomplishes the minimum requirements, and communicates orally and in writing at an acceptable level for a college student. Has a general understanding of all basic concepts.

D+ 1.3 quality points per semester hour.

Academic Information

- D 1.0 quality points per semester hour.
Quality and quantity of work in and out of class is below average and barely acceptable.
- F 0 quality points per semester hour.
Quality and quantity of work in and out of class are unacceptable.
- WF 0 quality points per semester hour.
Designates an unofficial withdrawal from a course.
- CRD Excluded from GPA (see below).
Equivalent to C- work or better.
- NCR Excluded from GPA (see below).
Equivalent to D+ work or poorer.
- WNC Excluded from GPA (see below).
Designates an unofficial withdrawal from a course registered as a CRD/NCR grade option.
- INC Excluded from GPA (see below).
- IP Excluded from GPA (see below).
- NG Excluded from GPA (see below).
- W Excluded from GPA (see below).

Good grades are usually correlated with regular attendance and with assignments completed and on time. On the other hand, poor grades are often correlated with frequent absences and incomplete and/or missing assignments.

Grading Policy—Graduate. The grading policy for graduate students is based on the assumption that the grade for acceptable and satisfactory performance in graduate study is B (3.0). This implies that graduate students must perform at an above-average level, compared to undergraduate standards, in order to progress satisfactorily in graduate programs. It also implies that the C- and D grades are unacceptable in graduate work; therefore, there are no C- or D grades for graduate students.

- A 4.0 quality points per semester hour.
- A- 3.7 quality points per semester hour.
Demonstrates insightful mastery of the subject matter and exceptional quality in written and oral communication.
- B+ 3.3 quality points per semester hour.
- B 3.0 quality points per semester hour.
- B- 2.7 quality points per semester hour.

Exhibits professional competence in the subject matter and in all written and oral communication.

- C+ 2.3 quality points per semester hour.
- C 2.0 quality points per semester hour.
Completes course assignments and requirements with minimally acceptable proficiency in written and oral communication.
- F 0 quality points per semester hour.
Quality and quantity of work in and out of class are unacceptable.
- WF 0 quality points per semester hour.
Designates an unofficial withdrawal from a course.
- CRD Excluded from GPA (see below).
Equivalent to B (3.0) work or better.
- NCR Excluded from GPA (see below).
Equivalent to B- work or poorer.
- WNC Excluded from GPA (see below).
Designates an unofficial withdrawal from a course registered as a CRD/NCR grade option.
- The policy for NCR, IP, INC, NG, and W grades is the same for graduates as for undergraduates.

Credit/No Credit (CRD/NCR) Grade Option. Courses taken for CRD/NCR do not affect a student's GPA. Certain courses, designated "CRD/NCR only" in the Courses section of this catalog, may only be taken CRD/NCR.

Undergraduate students are encouraged to use this grade option to explore courses outside their majors. However, no undergraduate may take more than one class of CRD/NCR per semester, elect the CRD/NCR option in a course required for a major, or apply more than 32 semester hours of ULV CRD grades toward a degree. Exceptions to these limitations are courses listed as "CRD/NCR only." Selection of the grade option is done at the time of registration. Students can change their grade options in the Office of the Registrar up to 60% of the semester. Changes after the 60% time period can only be approved by the appropriate appeals committee.

Graduate students must take challenge exams and competency exams CRD/NCR, but they must register for a letter grade in every other course if

Academic Information

they are in a credential or degree program unless the course is offered “CRD/NCR only.”

Incomplete Grades (INC). Incompletes are authorized only when it is impossible for the student to complete the course because of illness or other justifiable cause and has successfully completed all work up to the last day to withdraw. The student must initiate a request for an incomplete, and, if able, complete a formal petition available on MyULV. The Request for Incomplete can be found on the Student Record Menu. By completing the contract, the student agrees to complete the work specified in the contract. The completed contract must be filed prior to the last day of the term. The faculty member will review the contract at the time of grading and can reject or amend it. It is the student's responsibility to check his or her MyULV account to view the status of the incomplete contract.

Students who receive an INC in Fall Term must complete their courses by the end of Winter Term. Students who receive an INC in Fall Semester, January Interterm, or Winter Term must complete their courses by the end of Spring Term. Students who receive an INC in Spring Semester, Spring Term, or any Summer Term must complete their courses by the end of Fall Term. The instructor has the option of requiring an earlier deadline by specifying it in the Incomplete Contract. INC grades not completed by the appropriate deadline will become NCR or F grades depending on the grading option for the course.

In Progress Grades (IP). In Progress grades are reserved for those directed studies, independent studies, field work courses, senior projects, and graduate culminating activities where the contract at the time of registration specifies a date of completion that is beyond the end of the term of registration. The intent of the IP policy is to provide for individualized study which, in its inception, requires more than the normal term or semester to complete. Students who receive IP grades are considered to be maintaining satisfactory academic progress for financial aid purposes. An IP grade will become an NCR or F, depending upon

the grade option, if not cleared within one year following the term of registration.

No Grade (NG). This is a temporary grade issued by the Registrar pending receipt of the official grade from the instructor. NG grades issued in Fall Term will become NCR or F grades, depending upon the grade option, unless the instructor submits an official grade by the end of Winter Term. Similarly, NG grades issued in Fall Semester, January Interterm, or Winter Term will become NCR or F grades unless the instructor submits an official grade by the end of Spring Term, and NG grades issued in Spring Semester, Spring Term, or any Summer Term will become NCR or F grades unless the instructor submits an official grade by the end of Fall Term.

Final Grades. Grades submitted to the Registrar by the instructor of record are final and official. By policy a final grade is based on the instructor's evaluation of course work completed as of the contractual end of the course. Final grades may not be changed as the result of the submission of additional work or the repeating of examinations after the contractual conclusion of the course for the purpose of improving the final grade. The Registrar is authorized to accept an adjusted grade *only* when *all* of the following conditions are met:

1. The student applies to the instructor for a re-evaluation within four weeks after the student grade is available through MyULV;
2. The instructor concludes by re-evaluation that the original grade issued was in error based on the work completed at the time that the original grade was issued; and
3. The revised grade is officially reported by the instructor to the Registrar as a result of re-evaluation within a reasonable time after the grade report was made available on MyULV.

A student may elect to repeat a ULV course for the purpose of improving a grade if repeated at ULV. The student must enroll in the same ULV course and is expected to repeat it in its entirety. When a course is repeated, the original course, grade, and semester hours remain on the transcript,

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but are appropriately marked and are no longer part of the student's GPA or applicable toward credit for graduation. Only the grade and semester hours of the repeated course are counted.

Notification of final grades for each course is made through each student's MyULV account. A student who has a hold on his or her account must clear the hold to view final grades.

Appeals of Final Grades. A student who feels that an incorrect grade has been given must consult with the instructor first and must make this appeal within four weeks after grades are issued. A student dissatisfied with the instructor's response may appeal to the program chair and department chair. Subsequently, an appeal may be made to the appropriate college Dean and finally to the Provost. Questions of subject matter will usually be handled by the department. Charges of injustice due to prejudice or capricious action may require the attention of the Dean.

Official Cumulative Record/Transcript. The Registrar maintains each student's official record which includes a complete academic history. All courses attempted at ULV are listed on the official transcript. In addition to the official transcript, official records are maintained which establish the last day of attendance for courses in which a withdrawal occurred. The official transcript will only be released upon the written consent of the student in compliance with federal and state policies.

Graduation and Honors

Dean's List. The Dean's List is issued at the end of each full term to honor undergraduate students who excelled in their courses during that term. To receive this honor, a student must be full time and have a minimum GPA of 3.75. In addition, a student must have letter grades in the minimum number of units required to be full time. Students must complete all semester hours within the semester enrolled. Students who complete IP's and INC's at a later date may petition to be placed on the Dean's List retroactively.

National Honor Societies. ULV has chapters of several national honor societies including Alpha Chi (all fields), Alpha Kappa Delta (Sociology), Alpha Lambda Delta (all fields), Alpha Psi Omega (Theatre Arts), Lambda Alpha (Anthropology), Lambda Epsilon Chi (Legal Studies), Pi Gamma Mu (Social Science), Psi Chi (Psychology), Sigma Delta Pi (Spanish), and Sigma Tau Delta (English).

Application for Graduation. Undergraduate students should file an Application for Graduation with the Registrar two semesters or three terms prior to their anticipated completion date. Any student with a major in International Business and Language, Liberal Arts, Music, Social Science, or one not listed in the catalog must also submit a major contract. Any student with a minor not printed in the catalog must submit a minor contract. Graduate students should file their Application for Graduation when they apply for Advanced Standing. This application provides the Registrar with the information needed to prepare the diploma and to include the student's name in the list of graduates. A graduation fee is required of all students. This fee covers the costs associated with the completion of a degree program.

Commencement Ceremony. ULV holds commencement ceremonies at the Central Campus each year in Winter and in Spring. A candidate qualifies to participate in the Winter ceremony (usually in January) upon successful completion of all degree and program requirements during the preceding Summer or Fall terms, or when he or she has enrolled in all final courses during the current January Interterm. A candidate qualifies to participate in the Spring ceremony (in May) upon successful completion of all degree and program requirements during the preceding Winter Term, or when he or she has enrolled in all final courses during the current Spring term.

Diplomas. The actual completion date of a student's degree will be noted on the official transcript. The diploma, however, will carry one of the following dates, whichever comes first after degree completion—May 31, August 31, or January

Academic Information

31. For graduate students, the specific title of the degree with the concentration will appear on the diploma; for undergraduate students, the degree, the major, undergraduate honors, and the concentration (if any) will appear on the diploma.

Undergraduate Honors. Honors at graduation are based on GPA according to the guidelines below. A bachelor's degree student must have taken at least 84 semester hours for letter grades to be considered for honors.

Cum Laude. The student who completes 36 semester hours or more at ULV, and who earns a minimum GPA of 3.6 in courses taken at the University and a minimum GPA of 3.6 in all work applicable toward the bachelor's degree, will be considered for the honor of Cum Laude upon graduation.

Magna Cum Laude. The student who completes 36 semester hours or more at ULV, and who earns a minimum GPA of 3.75 in courses taken at the University and a minimum GPA of 3.75 in all work applicable toward the bachelor's degree, will be considered for the honor of Magna Cum Laude upon graduation.

Summa Cum Laude. The student who completes 60 semester hours or more at ULV, and who earns a minimum GPA of 3.85 in courses taken at the University and a minimum GPA of 3.85 in all work applicable toward the bachelor's degree, will be considered for the honor of Summa Cum Laude upon graduation.

Departmental Honors — Undergraduate.

Departmental honors are granted to undergraduate students who demonstrate a high level of achievement in their majors. Students are encouraged to work toward departmental honors; those working for them should apply to the department chairperson or academic advisor. Departmental honors will be awarded on the basis of a high-quality senior thesis/project and a minimum GPA of 3.6 in the major and 3.0 overall. All major courses, with the exception of challenges, must be taken for letter grades. These are the minimum requirements for honors; departments may add other requirements. Departmental honors are printed on the official transcript but not on the diploma.



ULV's Chamber Singers perform Schubert's *Mass in G*.

Photo: Courtney Droke

RIGHTS & RESPONSIBILITIES

RIGHTS

Freedom of Access. The University of La Verne is open to all applicants qualified according to its published admissions policies and standards. Upon matriculation, each student has access to all ULV services and facilities for which he or she is qualified. Access may be denied to persons who are not ULV students.

Classroom Rights and Privileges. Instructors are expected to encourage open discussion and inquiry. Students may take reasoned exception to information offered in any course and should make judgment on matters of informed opinion.

Protection Against Improper Disclosure. Students' views, political associations, and beliefs which are confided to instructors, advisors, and counselors during the performance of their duties are confidential.

University Governance. As members of the University community, students are free individually and collectively to express their interests. As vehicles for this purpose, provisions are made for student self-government as well as for student representation on the Board of Trustees; University, college, and departmental committees; and other decision-making bodies.

Family Educational Rights and Privacy Act. ULV abides by the Family Educational Rights and Privacy Act of 1974 as amended. Students have the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if they consider the outcome of the challenge to be unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable. ULV's Registrar coordinates the inspection and review procedures for student education

records, which include admissions, personal, academic, and financial files, and academic, cooperative education, and placement records. The Dean of Student Affairs oversees the review of records pertaining to social judicial matters. Students wishing to review their education records must make written requests to ULV's Registrar listing the item(s) of interest. Records covered by the Act will be made available within 45 days of the request. Students may have copies of their records, at their own expense, with certain exceptions (e.g., a copy of a transcript upon which a "financial hold" has been placed or copies of transcripts from other schools). Educational records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual (except temporary substitutes); ULV security records; student health records; employment records; or alumni records. Health records may be reviewed by physicians of the students' choosing. In addition, students may not see financial information submitted by their parents, any confidential letters or recommendations to which they have waived their rights of inspection and review, or education records containing information about more than one student. In the latter case a student will be permitted access only to that part of the record which pertains to him or her.

Students who believe that their education records contain information that is inaccurate, misleading, or otherwise in violation of their privacy or other rights may discuss their problems informally with the Registrar, either in person or in writing. If the Registrar agrees with a student's requests, the appropriate records will be amended. If not, the student will be informed and may request a formal hearing. This request must be made in writing to the Registrar who will inform the student of the date, place, and time of the

Rights

hearing before a panel selected by ULV. The student may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of the student's choice, including attorneys, at the student's expense. Decisions of the hearing panel are final and based solely on the evidence presented at the hearing. The panel's written judgment will be delivered to all parties concerned. If the decision is in favor of the student, the education records will be corrected. If the decision is not satisfactory to the student, he or she may place with the education records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. These statements will be placed in the student's education records, maintained as part of them, and released whenever the records in question are disclosed. A student who believes that the decisions of this adjudication process were unfair or not in keeping with the Act may make a written request for assistance to ULV's President. Students who still believe that their rights have been abridged may file complaints with the US Department of Education, Washington, DC.

No one outside ULV may have access to, nor will ULV disclose, any information from a student's education record without the written consent of the student. Exceptions are ULV personnel, officials of other institutions in which the student seeks to enroll, persons or organizations providing the student's financial aid, accrediting agencies carrying out their accreditation functions, persons in compliance with a judicial order, and persons in an emergency in order to protect the health or safety of the student or other persons. Within the ULV community, only members acting in the students' educational interest, individually or collectively, are allowed access to student education records. These members include personnel from the Offices of the Provost, the Executive Vice President, Registrar, Financial Aid, Admissions, and Academic Advising, as well as academic personnel within the limitations of their need to know.

At the discretion of ULV officials, the following directory information will be provided: student's name, enrollment status (full time or part time and class level), major field of study, dates of attendance, degrees and awards received, email address, permanent address, current phone number, participation in officially recognized activities, photographs, and, for student athletes, weight and height. A student wishing to withhold this directory information must complete the Privacy Request Form in ULV's Registrar's Office or at their center of registration. The privacy request will be valid until the student directs the Registrar's Office or campus of registration to remove the request.

Americans With Disabilities Act. University policies and procedures concerning students with disabilities are available through the Director of Services for Students with Disabilities in the main campus Student Health Center (ext. 4441).

Confidentiality and Institutional Research. ULV is committed to maintaining confidentiality. Data are reported only at the group level, never by individual, and never for a group of fewer than five students.

Protection of Human Participants in Research. ULV complies with the mandates of Title 45, Code of Federal Regulations, Part 46 (Protection of Human Subjects), effective August 9, 1991, as amended. Violation of the University's policies and procedures to safeguard the rights and welfare of human participants in research projects, administered by the Institutional Review Board for the Protection of Human Participants Policies and Procedures, is equivalent to plagiarism and misconduct. For further information contact the University Research Coordinator.

Drug-Free Schools and Communities Act. ULV complies with the mandates of the Drug-Free Schools and Communities Act (34 CRF Part 86) of federal regulations. The University of La Verne certifies that it has adopted and implemented a program to prevent the unlawful possession, use,

or distribution of illicit drugs and alcohol by students and employees. For further information visit www.ulv.edu/sa

RESPONSIBILITIES

University Catalog. It is the responsibility of the student to be familiar with the information presented in this catalog and to know and observe all policies and procedures related to the program he/she is pursuing. Regulations will not be waived nor exceptions granted because a student pleads ignorance of policies or procedures. While academic advisors will assist students in every way possible, the responsibility for following all policies and meeting all requirements and deadlines rests with the student. A student is expected to satisfy the requirements of the catalog in effect at the time he or she is admitted to, and begins course work in, a degree program. However, a student may elect to graduate under the catalog in force at the time of his or her graduation provided the student complies with all requirements of the later catalog. New catalogs take effect on September 1 of the year published. The official Course Catalog is online at MyULV and is updated continuously.

Class Attendance. The University of La Verne faculty require regular and prompt attendance in all University courses. Students who do not attend the first class session without prior consent of the faculty member will not be guaranteed a space in the course. A faculty member can give a student's space away to another student if the student 1) does not attend the first class session of the term/semester for a course or 2) does not electronically log into his or her online course during the first week of the term/semester. Students who do not attend the first class session or log in as described above may be administratively dropped, unless they make arrangements with the instructor prior to the first day of the course. Note: students should not assume that non-attendance will automatically result in an administrative drop.

Students have the responsibility to drop the course from their schedule. This needs to be done before the end of the first week of the term/semester to avoid a failing grade, financial obligations, or late fees.

Students should refer to the course syllabus of each course registered for the attendance policy of their instructor. The instructor may assign extra work, require special examinations, or refuse to grant credit for a course based on the number of class sessions missed.

Classroom Conduct. Instructors are responsible for presenting appropriate material in courses, and students are responsible for learning this material. Although it is a student's academic performance that is evaluated in determining grades, student conduct is important in the academic setting. Enrollment in a class may be terminated due to unsatisfactory student conduct, undue disrespect toward an instructor or administrator, or academic dishonesty. Each student is responsible for maintaining standards of academic performance established for each course in which he or she is enrolled.

Only students registered in the course, University staff, and guests invited by the instructor may attend class sessions. All others, including children of registered students, will be asked to leave. If a minor child is present, both the parent and the child will be asked to leave.

Academic Honesty. Each student is responsible for performing academic tasks in such a way that honesty is not in question. Unless an exception is specifically defined by an instructor, students are expected to maintain the following standards of integrity:

a. All tests, term papers, oral and written assignments, recitations, and all other academic efforts are to be the work of the student presenting the material.

b. Any use of wording, ideas, or findings of other persons, writers, or researchers requires the explicit citation of the source; use of the exact wording requires a "quotation" format.

Responsibilities

c. Deliberately supplying material to a student for purposes of plagiarism is also culpable.

When academic honesty is in question, the following may occur:

1. A faculty member who has clear evidence that academic honesty has been violated may take appropriate disciplinary action. Appropriate disciplinary action may include, but is not limited to, requiring the student to rewrite a paper or retake a test, giving the student an F on the assignment and/or in the course, and/or recommending expulsion. If the action includes giving a course grade of NCR or F and/or a recommendation for expulsion because of academic dishonesty, the faculty member must report the action to the Department Chair and/or Academic Dean (or to the Campus/Program Director for off-campus situations).

2. If a faculty member has reason to suspect academic dishonesty (even after having seen requested additional or revised work when appropriate) and the student denies the allegation, the faculty member may refer the matter to the Provost (through the Campus/Program Director for off-campus situations). Following due process an Academic Judicial Board may be formed to investigate the matter and make a recommendation to the Provost about whether academic honesty has been violated. The Provost will then take appropriate action which may include, but is not limited to, academic probation, suspension, or expulsion. In this process students may be asked to produce earlier drafts of their work and/or original notes and resources, other samples of writing, or documents deemed appropriate or necessary by the Board.

3. Grades of F or NCR received in courses due to academic dishonesty will be filed with appropriate documentation for future reference in the office of the Provost by the Department Chair, Academic Dean, or Campus/Program Director. Students receiving an F or NCR as a result of academic dishonesty will be sent a letter from the Provost noting that a second offense will result in expulsion.

4. Expulsion for academic dishonesty will be noted on the student's transcript by the words "Expelled for Academic Dishonesty."

College of Law students are covered by the academic dishonesty policies contained in the College of Law Manual of Academic Policies and Procedures.

Demonstration Policy. The University of La Verne is absolute in the belief of the right of free speech, and the intellectual development and self-definition of students, faculty, and staff. Demonstrations are often a part of the expression of ideas and beliefs. Experience leads us to believe that campus activities function better when their are policies to assure that demonstrations and the educational environment can exist side by side. ULV's Demonstration Policy is as follows:

1. *Access to Building and Offices.* Participants may enter campus buildings for the purpose of conducting orderly and peaceful demonstrations. Exterior doorways and interior doorways that open into the office of administrative officials, faculty, or staff or into any other essential facility or building may not be blocked. Participants may stand or sit in the hallways but may not block the hallways or stairs. Participants may not enter or occupy any room or office without the permission of the faculty or staff member or administrative official in charge of that office.

2. *Noise Level.* Noise in the building shall not be so loud as to prevent office workers from carrying on their normal business or so loud as to interfere with classes that meet in the building.

3. *Placards.* Placards used by demonstrators inside or outside the building may be made of poster board or other similar material, but not out of material of a hard substance. Placards may be carried or worn on the person, but not tacked, or nailed to trees or lampposts or to the walls and windows of the building. Placards may be affixed by tape or string to these structures and remain in place for the duration of the demonstration so long as they do not damage the structures to which they are affixed.

Responsibilities

4. *General Conduct.* Students shall abide by the Behavior Standards of the University. Participants who are not affiliated with the University shall conduct themselves as guests and will be asked to leave the campus if their conduct is, in the judgement of University officials, disruptive or otherwise contrary to the mission of the University.

5. *Hours.* Participants in the demonstration may be present in building(s) only during the normal hours of operations (i.e., when the buildings are open for business).

6. *Amplifying Equipment.* No loudspeaker or other amplifying equipment is permitted inside or outside the building. Participants may use hand held megaphones outside the building, but these may not be connected to any type of electrical amplifying device. Electrical amplifying devices are subject to confiscation. Exceptions are not allowed.

7. *Care of University Property.* Reasonable care must be taken to reduce as much as possible any damage to University buildings and lawn and turf areas. Trash must be collected and placed into trash containers. Participants who damage University property will be subject to financial restitution.

8. *Reservations.* Student, faculty, or staff groups wishing to reserve the Quad, the Mall, or rooms for a demonstration may do so using the appropriate reservation procedures for these areas.

9. *Sanctions.* Violations of this policy will be subject to University Judicial Procedures.

Behavior Standards. When students enroll at ULV, they voluntarily choose to associate with the University. ULV believes that the behavior of community members must be guided not only by American civil and criminal laws, but also by standards and expectations which serve to support and promote the values the University has come to represent and believes to be important.

The University prohibits the use, possession, distribution, or sale of alcoholic beverages, illegal drugs, firearms, explosives, fireworks, and other

dangerous substances on ULV property. Any exceptions must be approved by the Dean of Student Affairs. Smoking is prohibited in all University buildings, including the residence halls. ULV has promulgated additional policies and behavior standards which apply on-campus and at sponsored academic programs and events. These include, but are not limited to, policies on Computer Abuse, Conduct, Hazing, Physical/Verbal Abuse and Harassment, Sexual Harassment/Assault, and Theft and Vandalism. Additional policies and information can be found in ULV's "Guide to Residential Life," ULV's "The Disciplinary Process for Student Social Misconduct" (available in the Dean of Student Affairs Office and on the ULV website), and in other University publications. Some off-campus centers and programs publish information concerning other policies specific to their circumstances. The University reserves the right to dismiss any student without refund if the student fails to abide by ULV regulations, or when such action is deemed to be in the best interests of ULV or the student.

The University's policies, procedures, and regulations are provided to give students general notice of prohibited conduct. These policies, procedures, and regulations can be read broadly and are not designed to define misconduct in exhaustive terms.

Sexual or Racial Harassment. ULV is committed to maintaining an environment free of harassment for students, faculty, and staff. Consequently, sexual or racial harassment of ULV students or employees is unacceptable and will not be tolerated. Complete information concerning harassment can be obtained from any department head or online at www.ulv.edu/hr/hrhand.htm

JUDICIAL PROCEDURES

General Principles. The University of La Verne stresses not only academic and career preparation but also values and character development. In order to preserve the quality of education, ULV expects all students to conform voluntarily to the established rules, regulations, and social orders, and to conduct themselves at all times and in all places in a manner befitting student status. ULV is not a law enforcement agency but expects all its students, whether as individuals or groups, to obey all federal, state, and local laws. Violators will not be immune from prosecution under these laws.

The primary objective of establishing disciplinary standards is to maintain an appropriate level of conduct in our academic and social community. If an institution is public, it is required to grant due process. Since ULV is a private institution, constitutional due process is not required. In all judicial proceedings regarding a student's social behavior, the student will be treated with fundamental fairness.

ULV's academic and social judicial procedures permit members of the University community to register complaints against individuals or groups with the Academic Deans, the Associate Vice President for Regional Campuses, or the Dean of Student Affairs, as appropriate.

Right to Judicial Review. A student who is charged with a social policy violation has the right to a judicial review prior to any action being taken. The only exception to being granted a full judicial review prior to any action being taken occurs when a student may present a continuing danger to persons or to the property of others. In this case, the student may be separated from the University immediately and then be provided a judicial review at a later date. Otherwise, a student under disciplinary action has the right to be present on campus and to attend classes until suspended or expelled.

Structure of the Social Judicial Process. Violations of the ULV social behavior standards or policies are normally handled through an administrative review process under Fundamentally Fairness procedures. Situations requiring such action include violations of ULV's drug, alcohol, and sexual behavior policies, as well as incidents of violence threatening the safety of an employee or other members of the campus community. The judicial process for social misconduct by traditional-age central campus students includes:

1. An Administrative Review with a judicial officer such as the Associate Dean of Student Affairs, the Director of Housing and Residential Life, the Dean of Student Affairs, or appropriate program administrator; and
2. A hearing by the Review Board or another appropriately sanctioned board appointed through the Dean of Student Affairs Office or Housing and Residential Life Office.

The appropriate review process for traditional-age residential and commuter students will be determined by the level of misconduct and seriousness of the violation. Sanctions applied to students found in violation of behavioral standards and policies range from a warning to suspension and expulsion. In most cases, the goal is to provide an educational learning opportunity for the student. In particular situations, students may be referred to the University Counseling Center and/or recommended for an on-campus mediation referral. Offenses or threats involving employees are usually handled by a separate administrative process. Students do have a right of appeal on several specific grounds for judicial decisions. The appeals process is not a "re-hearing" of the case. In most cases appeals must be submitted in writing within five working days after the hearing.

Information regarding social behavior standards and judicial procedures for traditional-age central campus students is available from ULV's Judicial Officer, Ruby Montañó-Cordova (ext. 4858 or cordova@ulv.edu), and in "The Disciplinary Process for Student Social Misconduct" (available online

Judicial Procedures

at: www.ulv.edu/sa/dp/index.shtml and in the Dean of Student Affairs Office).

Non-Traditional-Age and Graduate Programs.

The College of Law, College of Business and Public Management, College of Educational and Organizational Leadership, and Regional Campus Administration (RCA) have their own judicial processes, including administrative reviews.

Appeals Procedures on Academic Matters.

Students may appeal final grades, academic honesty decisions, and most policy decisions, and they may submit academic grievances. All must be made in a timely manner, generally within four weeks of the action or decision in question. Administrative fees may be assessed. Please contact the Dean of Academic Support and Retention services for more information.

Final Grades. Procedures for appealing final grades are contained in the Final Grades section of this catalog. Appeal starts with the instructor in the course and then goes successively to the program chair and department chair,* the college Dean, and the Provost. The decision of the Provost is final.

Academic Honesty. Procedures for appealing academic honesty are contained in the Academic Honesty section of this catalog. Appeal begins with the instructor and then may be taken successively to the program chair and department chair,* college Dean, and Provost. The decision of the Provost is final.

Academic Disqualification (Undergraduate). Students who have been disqualified may not register for subsequent terms. A disqualified student may appeal for reinstatement to the Dean of Academic Support Services. A plan to improve academic performance must be submitted and a contract signed. Appeals must be made immediately upon notification of disqualification.

Academic Disqualification (Graduate). Students who have been disqualified from a

graduate program may not register for subsequent terms. A disqualified graduate student may appeal for reinstatement to the Academic Dean of his or her college. Should the dean reinstate the student and the student not meet the conditions specified at the time of reinstatement, academic disqualification will result.

Academic Policy Exceptions. Appeals for exceptions to academic policy must be submitted to the Undergraduate Appeals Committee or the Graduate Appeals Committee. Appeals must be made in writing, on the appropriate appeals form, with the signatures of the academic or program advisor and appropriate course instructors. Main Campus students can obtain these forms from the Registrar and Graduate Academic Services respectively; regional campus students may request them from the campus director. Appeals Committee decisions may be challenged with an appeal to the appropriate Academic Dean and finally, to the Provost. The decision of the Provost is final.

Academic Grievances. In rare instances a student may have a grievance that cannot be addressed by any of the established appeals structures described above. In such cases, no matter where the student studies, the grievance must be submitted to the Dean of Academic Support and Retention who will appoint an appeals panel, consisting of representatives from appropriate academic and/or administrative units, to review the grievance. The panel will review all documented information, including any written statement and/or phone statements that the student wishes to provide. Upon completion of the review, the appeals panel will submit its findings and recommendations to the Provost. The decision of the Provost is final.

Appeals Procedures for Social Conduct Violations.

Appeals of judicial decisions must be made in writing within five working days to the appropriate designated judicial officer, including the Director of Housing and Residential Life, the Associate Dean of Student Affairs, or the Dean of Student Affairs. Appeals of decisions made by

*In departments without program chairs, the next appeal after the instructor is directly to the department chair. In the College of Law, the first appeal is to the Dean.

Judicial Procedures

RCA directors must be made in writing to the Dean of RCA within one month after the student was notified of the decision.

Appeals by Students with Disabilities. ULV has established a set of procedures that address policy implementation for students with disabilities. Should any student desire to initiate action

related to a diagnosed disability or to initiate testing for a disability, he/she should contact the Director of Services for Students With Disabilities, the Dean's office of his/her college, or the Director of the ULV campus where he/she studies to get a copy of the University's policies and procedures.



Richard Reed, '99, Men's Basketball coach.

Photo: Christina Carter

GRADUATION REQUIREMENTS

UNDERGRADUATE PROGRAMS

To obtain an associate or bachelor's degree from the University of La Verne, a student must complete all the appropriate residency, semester hour, and general education requirements listed below as well as specific major requirements listed in the Undergraduate Programs section of this catalog. In addition, to qualify for graduation the student must have a ULV GPA and a cumulative GPA of 2.0 or better, both in the major and overall. This is the minimum GPA requirement; see the Programs section of this catalog for any additional departmental GPA requirements. For the purpose of fulfilling elective requirements and general education requirements other than Written English, a course in which a D-level grade was received will be counted only if the course was taken at ULV. A grade of C- or better is required to fulfill the Written English general education requirement, to count toward an academic major or minor, or to advance to the next course in the ESL program. The grade of C- is also the minimum acceptable grade in prerequisites for undergraduate courses as well as for undergraduate supportive courses in the major.

Bachelor's Degree Programs

To receive a bachelor's degree from La Verne, a student must complete a declared major, the general education requirements, and all of the following:

1. A minimum of 128 semester hours, including all the general education requirements listed below and the appropriate major requirements listed in the Undergraduate Programs section of this catalog.

2. A minimum of 32 semester hours at La Verne, including the final semester or term. Semester students must complete their final semester in residence; term students must complete their final term in residence. All transfer credit (including examinations such as CLEP and DANTES) must be completed prior to the final semester/term of enrollment at ULV. Additionally, coursework may not be completed concurrently at another college or university during this final term.

3. A minimum of 44 semester hours at the upper-division level, including a minimum of 24 in the major and 6 in general education. At least 16 semester hours at the upper-division level in the major and 6 in general education must be taken at ULV.

General Education Requirements —Bachelor's Degree Programs

Philosophy. General Education at the University of La Verne has two primary objectives: 1) to communicate the central values of the University as expressed in its Mission Statement, and 2) to expose students to the traditional liberal arts fields of study. It provides students with the knowledge, skills, and attitudes crucial to student success in the 21st century world and workplace.

General Education, Track I

Track I is for new students with 27.99 semester hours or less who are admitted and enrolled beginning Fall 2008.

University Values Learning Outcomes, Track I. A graduate with a baccalaureate degree should have an understanding and appreciation of the following university values, and should be able to:

Values Orientation

1. Identify and analyze ethical questions.

General Education Requirements, Track I

2. Describe and analyze the choices available to those facing ethical questions.
3. Articulate, critique and situate one's values within a conscious value system and social context.
4. Describe and analyze diverse value systems and the historical, social and psychological backgrounds against which they emerge.

Community and Diversity

1. Understand and appreciate the diversity of cultures that exists locally, nationally, and internationally, locating oneself within the context of a particular culture and civilization.
2. Identify and analyze similarities and differences among individuals and groups, highlighting the moral and social (political, cultural, or beliefs systems) significance human beings attach to their differences.
3. Describe and analyze the personal, social (political, cultural or belief systems), and economic effects of prejudice, exclusion, subordination, and ideologies of racial superiority on affected groups and individuals.
4. Demonstrate critical inquiry into one's own assumptions and stereotypes with regard to questions of diversity.
5. Demonstrate an understanding of the role of individuals, groups, organizations, governments, and societies in the development of sustainable systems (i.e. systems that provide for the current generation without jeopardizing the ability to provide for future generations).

Lifelong Learning

1. Demonstrate proficiency in skills that sustain lifelong learning, particularly, the ability to think critically and access, evaluate, and integrate information.
2. Distinguish between fact and judgment and between belief and knowledge.
3. Demonstrate the ability to recognize and construct good arguments, including determining relevant evidence, proper logical structure and appropriate inferences.
4. Demonstrate the ability to articulate as well as suspend one's own assumptions, beliefs and

judgments.

5. Demonstrate the ability to determine and use the appropriate technology to support information search and discovery methods.

6. Demonstrate information literacy and the ability to identify, obtain, evaluate, and effectively use information

Community Service

1. Reflect on service as a component of active citizenship, community engagement, and social responsibility
2. Demonstrate reciprocity and responsiveness in service work with a community organization. Service work is understood to be a minimum of 20 hours of unpaid, active participation assisting an off-campus community organization in the achievement of its goals, not simply observing the work of the organization.
3. Describe and analyze the social issues relevant to the community organization

Interdisciplinary Thinking Learning Outcomes, Track I. A graduate with a baccalaureate degree should be able to:

1. Identify the different frameworks, tools, perspectives, methods, fundamental underlying questions and contributions of different academic disciplines.
2. Demonstrate how the synthesis of disciplines can establish a new level of discourse and integration of knowledge to provide a broader analysis of complex issues.

Courses with interdisciplinary designation must be an upper division and incorporate two or three distinct disciplines from the following: Written Communication, Oral Communication, Quantitative Reasoning, The Natural World, Humanities, Behavioral and Social Sciences, Creative and Artistic Expression, and Lifelong Fitness.

Critical Skills Learning Outcomes, Track I. A graduate with a baccalaureate degree should have competency in the following skill areas and be able to:

General Education Requirements, Track I

Written Communication A: Writing Process

1. Communicate effectively and with purpose in multiple creative and academic writing genres by applying the Standard American English fundamentals to compositions.
2. Understand and apply the stages of the writing process to creative and academic communications: composition, organization, revision, and editing of Standard American English mechanics.
3. Define and utilize common modes of organization in written compositions: Narration, Process, Persuasion, Comparison-Contrast, and others.

Written Communication B: Research and Reading Comprehension

1. Use a variety of documentation styles to cite research and examples in written compositions for specific purposes and designated audiences.
2. Critically analyze modes of writing and writing components in popular and academic texts by studying point-of-view, tone, purpose, and audience in order to react, reflect, and respond in written compositions.
3. Assess and examine differing perspectives critically; evaluate their merits and weaknesses by locating points of agreement and disagreement; use theory to guide the organization, interpretation, and presentation of written compositions.

Oral Communication

1. Analyze how communication theory helps guide the organization, interpretation, and presentation of messages.
2. Understand and practice public speeches in various oral formats (e.g., platform, interpretive, limited preparation) and oral contexts (e.g., public vs. interpersonal, speaker vs. listener), including self-written and self-portrayed speeches.
3. Understand and practice the encoding and decoding of nonverbal behavior (e.g., gestures, paralinguage, eye contact, facial expression).
4. Critically analyze the social, emotional, and ethical aspects of messages and their effects.

Quantitative Reasoning

1. Represent mathematical information symboli-

cally, visually, numerically, and verbally.

2. Interpret mathematical models such as formulas, graphs, tables, and schematics, and draw inferences from them.
3. Use arithmetical, algebraic, geometric and statistical methods to solve problems.
4. Think critically and apply common sense in estimating and checking answers to mathematical problems in order to determine reasonableness, identify alternatives, and select optimal results.
5. Recognize that mathematical and statistical methods have limits.
6. Use appropriate technological tools.
7. Recognize the interdisciplinary and pervasive nature of mathematics in diverse fields of human endeavor.

Areas of Knowledge Learning Outcomes, Track I

I. A graduate with a baccalaureate degree should have acquired the knowledge of the following breadth areas and should be able to:

Social and Behavioral Sciences

1. Understand and describe the use of elementary methods of social science inquiry.
2. Articulate the impact of societal institutions on the experience of individuals, groups, and/or organizations.
3. Demonstrate comprehension of basic processes used by human societies in their social and/or technological adaptations to their environment.
4. Demonstrate an understanding of the process of identity formation.
5. Understand and describe how societies meet their social, political, economic and/or cultural needs.

Humanities

1. Demonstrate an ability to critically analyze, interpret, evaluate, and appreciate human intellectual and imaginative creations.
2. Interpret and analyze the significance of time, place and culture on cultural production.
3. Recognize how various works of cultural production illuminate enduring human concerns and

General Education Requirements, Track I

changes in the human condition.

The Natural World

1. Demonstrate an understanding of the basic principles and concepts of the life and/or physical sciences.
2. Demonstrate an understanding of the power, limitations, and discovery processes of science.
3. Apply the principles, concepts, and methods of the life and/or physical sciences to everyday life.
4. Demonstrate an understanding of the role science and technology play in society and the importance of values in decision making.
5. Demonstrate and appreciate the interdependence of humans and their environment, and promote the sustainability of the planet.

Creative and Artistic Expression

1. Produce works of art works through written, visual, digital, and/or performance expression that communicate to diverse audiences through demonstrated understanding and fluency of expressive forms.
2. Describe personal assumptions about the human experience underlying one's own creative works.
3. Through the production of creative work, demonstrate comprehension of the expression of culture and the significance of its expression.
4. Develop creatively through engaged and reflective work.

Lifelong Fitness

1. Through participation in physical activities - games, fitness, sports, and/or recreation - demonstrate the ability to physically meet the demands of everyday life as well as emergencies.
2. Through written assessments and assignments, demonstrate a cognitive understanding of current health and wellness issues and your relationship to them.
3. Through participation in classroom and outside activities, demonstrate an understanding of the benefits of physical activity and its effect on the intellectual, emotional, and physical well-being of the individual.

General Education Requirements, Track I

For each General Education requirement, acceptable courses are marked with a GE code in the ULV Course Catalog, on MyULV, and shown below in parenthesis. One "course" is defined as a minimum of two semester hours, and no course can be used to meet more than one Breadth Requirement. All courses (general education, major, minor, or electives) can be used to fulfill multiple requirements in the University Values Requirement and/or Interdisciplinary Requirement. Students may take a maximum of one course in their major to fulfill their Breadth Requirement, and they must complete a minimum of five upper division semester hours in at least two different areas of the University Values requirement.

University Values Requirement. University Values are integrated in courses across the curriculum. Students meet the University Values requirement by taking courses in which one or more University Values are explicitly embedded. The University Values requirement can be met in general education, major, minor, or elective courses. For University Values, one "course" is defined as 1-4 semester hours. One course may satisfy more than one University Value. Students satisfy this requirement by taking two courses designated as Values Orientation (UVVO), two courses designated as Community and Diversity (UVCD), two courses designated as Lifelong Learning (UVLL), and one course designated as Community Service (UVCS).

Interdisciplinary Requirement. Students must take at least one upper division interdisciplinary course (INTD)

Breadth Requirement

1. Critical Skills
 - a. Written Communication A (CSWA) 1 course
 - b. Written Communication B (CSWB) 1 course
 - c. Oral Communication (CSOC) 1 course
 - d. Quantitative Reasoning (CSQR) 1 course
2. Areas of Knowledge

General Education Requirements

- a. The Natural World
 - Life Science (ANSL) 1 course
 - Physical Science (ANSP) 1 course
 - Lab (ALAB) 1 lab
- b. Social and Behavioral Sciences
 - 2 courses from two different sub-areas:
 - Behavioral Science (ASBH)
 - Political Science (ASPS)
 - Economics (ASEC)
 - Inter-Area Social Sciences (ASIA)
- c. Humanities
 - 3 courses from three different sub-areas:
 - Literature (AHLT)
 - Philosophy and Religion (AHPR)
 - Foreign Language (AHFL)
 - Mass Media (AHMM)
 - History (AHHT)
 - History of Fine Arts (AHFA)
 - Inter-Area Humanities (AHIA)
- d. Creative & Artistic expression (ACAE) 1 course
- e. Fitness for Life (AFFL) 1 course

Many majors require foreign language as part of the Humanities requirement. Students meet this requirement by completing, transferring in, or testing out of second semester college-level foreign language as one of their three Humanities requirements. The following majors do not require foreign language: Accounting, Athletic Training, Biology, Business Administration, Business Management, Chemistry, Computer Science and Computer Engineering, E-Commerce, Economics, English, Environmental Biology, Environmental Management, Health Administration, Liberal Studies, Movement and Sports Science Teaching Track, Movement and Sports Science, Natural History, Organizational Management, Psychology, and Public Administration

The following general education areas can be fulfilled through certification: Written Communication, Quantitative Reasoning, Foreign Language, Creative and Artistic Expression, Community Service, and Lifelong Fitness. Certifications do not carry course credit. However, any student certified in Written Communication or Community Service has the option of paying the

course challenge fee and receiving course credit. Students who wish to meet a requirement through certification should contact the appropriate department for information.

General Education, Track II

Track II is for new students with 28 or more semester hours who are admitted and enrolled beginning Fall 2008. Returning students may choose to follow major requirements as listed in this catalog, but must remain under GE Track II.

Goals, Track II. Through its general education program, the University of La Verne encourages its students to do the following:

1. Become reflective about questions of meaning and values in life, and to incorporate ethical guidelines into their lives.
2. Develop an international/intercultural consciousness in which they can appreciate the contributions, the diversity, and the interdependence of the various cultures of the nation and the world.
3. Develop an understanding and appreciation of gender issues.
4. Develop a sense of community by working together with others toward serving society and environment.
5. Learn how to learn, to solve problems, and to develop an appreciation of and a commitment to lifelong learning.
6. Learn how to think critically and creatively, to live productively in a world of ambiguity, and to help effect meaningful change.
7. Develop the ability to access, analyze, synthesize, and evaluate masses of information.
8. Develop effective oral, written, and interpersonal communication skills.
9. Develop an understanding of the assumptions, the basic terminology, the fundamental concepts, and the ways of knowing of the Humanities, the Social Sciences, and the Natural Sciences.
10. Learn about the rich heritage of the past, be aware of the present, and take responsibility for the future.
11. Learn how to integrate and care for the intellectual, emotional, physical, aesthetic, and

General Education Requirements, Track II

spiritual aspects of their lives.

12. Study, understand, and appreciate the interdependence of humans and their environment, and promote the sustainability of the planet.

Program of General Education, Track II

In keeping with the above philosophy and goals, the faculty established general education requirements for the bachelor's degree that contain an interdisciplinary Core relating to ULV's Mission Statement and a series of Area Requirements introducing the traditional Liberal Arts disciplines.

Core Requirements, Track II. The Core consists of a cluster of common courses which all students take. It introduces students to the central values of the University as they are articulated in the Mission Statement—values-orientation, community and diversity (internationalism/interculturalism), life-long learning, and service to society:

Values and Critical Thinking. The aim of this course is to teach students how to think critically and to help them reflect on their own values as well as to think critically about the value systems of other persons, groups, and nations.

International/Intercultural Core. The aim of this tripartite requirement is to expose students to cultures and persons different from their own in order to introduce them to the increasingly complex and multicultural world. Knowledge of another language and culture is imperative for true intercultural understanding. The foreign language requirement provides functional communications skills as well as an introduction to the culture. The interdisciplinary world civilizations and cultures course complements the language study by offering a broader world perspective. Finally, the international/intercultural experience personalizes the study by immersing students in an ethnic-religious-national group different from their own.

Interdisciplinary Core. The aim of this two-course requirement is to show students the interrelationships between disciplines, the associations between themes, and the holistic nature of their lives. To achieve this, both upper-

division courses are team taught by faculty from two different disciplines. One of the disciplines represented in The Human Condition must be from either the Humanities or the Social Sciences; one of the disciplines in Toward a Sustainable Planet must be in the Natural Sciences.

Service Requirement. The aim of this supervised service placement is to practice ULV's Mission Statement's affirmation that "service is a primary goal of the educated person."

Area Requirements, Track II. To become educated, a student needs to experience a wide range of disciplines within the Liberal Arts and to develop physical, communication, and reasoning skills. Each course in the area requirements contains the following common characteristics: the assumptions of the discipline; how the discipline approaches knowing; the basic concepts, methodology, and terminology of the discipline; the instructor's approach to the discipline; how to access information in the discipline; how to evaluate information in the discipline; and how to apply the discipline to daily life.

Humanities. Students must demonstrate a breadth of understanding in the Humanities through study in literature, philosophical/religious thought, or mass media. This study develops an appreciation for the philosophical, aesthetic, and cultural systems that have influenced Western thought and, to a lesser degree, the major systems that affected other civilizations. Undergirding this study is an appreciation for the value systems that have infused these various cultures.

Fine Arts. Students must be exposed to the history and aesthetics of art, music, or theater as well as engaging in an artistic process. This study fosters appreciation of aesthetic form and understanding of basic theory in both the historical and the contemporary contexts, and provides the experience of artistic creation.

Social Science. Students must demonstrate a basic understanding of the economic, historical, and political forces that have impacted civilization

General Education Requirements, Track II

and the conditions that have influenced human behavior, collectively and individually.

Natural Sciences. Students must demonstrate an understanding of the fundamental physical and biological principles in nature and the methodology used in applying them, as well as develop a philosophical and historical perspective of nature from the viewpoint of science. This study provides information necessary for the critical analysis of issues facing individuals and societies, with emphasis on the relationships between the human species and environment.

Mathematics. Students must show sufficient ability in algebraic formulation, basic computation, and problem-solving to understand the purpose and function of mathematics in a social context. This study enhances the student's grasp of complex systems and abstract thought processes.

English Language Skills. Students must show satisfactory proficiency in English composition, including standard grammar, usage, and rhetorical approaches. They are required to analyze effective writing and learn the process of preparing investigative, research-based papers with documentation that is intellectually honest and in correct form. Students must also show that they can speak effectively before small groups and larger audiences.

Movement and Sports Science. Students need to learn how to make fitness a part of their lifelong activities by participating in a multifaceted fitness course. This participation provides a basis for appreciating the value of physical exercise and its relationship to lifelong social, physical, and psychological development. Intercollegiate athletic participation does not satisfy this general education requirement.

General Education Requirements, Track II

With the exception of the College Writing and Mathematics requirements, students are encouraged to distribute their general education requirements throughout their bachelor's degree studies and to include courses at the upper division level.

To fulfill the College Writing and Mathematics requirements, however, students are expected to enroll in writing and math courses each semester until the requirement is fulfilled.

For the purpose of fulfilling the requirements listed below, with the exception of the International/Intercultural Experience and the Service Learning requirements (which are one semester hour each), one "course" is defined as having a minimum of two semester hours. No course can be used to meet more than one general education requirement, with the exception of courses that have International/Intercultural Experience or Service Learning embedded into the curriculum. Courses that meet either of these requirements as well as another general education requirement, as approved by the General Education Committee, are designated in the ULV Course Catalog on MyULV at www.ulv.edu.

The Foreign Language, Studio/Performance Arts, Mathematics, and English Language skills requirements can be fulfilled through certification, which does not carry course credit. Students who wish to meet a requirement through certification should contact the appropriate department for information.

Core Requirements, Track II

For each General Education requirement, acceptable courses are marked with a GE code in the ULV Course Catalog on MyULV and shown below in parenthesis.

1. CORE 300 *Values and Critical Thinking* (GEC1).

2. International/Intercultural Core

a. *Foreign Language* (GEC2a). Two courses in one foreign language.

Note: This requirement can be fulfilled by successfully passing the placement test in a foreign language. International students can fulfill this requirement by passing ULV's English Placement Test or by completing assigned ESL courses. International students who graduated from a high school or college where the language of instruction was other than English can

General Education Requirements

also fulfill this requirement by passing ENG 111. Regional Campus and CAPA students are exempt from this requirement.

b. *World Civilizations and Cultures* (CEC2b). One course.

c. *CORE 310 International/Intercultural Experience* (GEC2c).

Note: Regional Campus and CAPA students are exempt from this requirement.

3. *Interdisciplinary Core*. Two courses.

a. *CORE 320 The Human Condition* (GEC3a), *and*

b. *CORE 340 Toward a Sustainable Planet* (GEC3b)

Note: Regional Campus and CAPA students can fulfill this requirement by taking either CORE 320 or CORE 340.

4. *CORE 305 Service Learning* (GEC4)

Note: Regional Campus and CAPA students are exempt from this requirement.

Area Requirements, Track II

Humanities — Three courses from three different areas:

1. *Literature* (GEHa)

2. *Philosophy or Religion* (GEHb)

3. *Mass Media* (GEHc)

4. *Interdisciplinary Humanities course* (GEHd)

Note: Regional Campus and CAPA students can fulfill this requirement by taking two courses in two different areas.

Fine Arts —

1. One course in the history and appreciation of art, music or theatre (GEFAa)

2. One experiential course in art, creative writing, music, photography, or theatre, *or* two semesters of ballet, choral or instrumental ensemble, modern dance, or music lessons (GEFAb)

Note: Regional Campus and CAPA students can fulfill the Fine Arts requirement by taking one course from either area.

Social Sciences — Three courses from three different areas:

1. *Behavioral Sciences* (GESSa)

2. *History and Political Science* (GESSb)

3. *Economics* (GESSc)

4. *Interdisciplinary Social Science course* (GESSd)

Note: Regional Campus and CAPA students can fulfill the Social Science requirement by taking two courses from two different areas.

Natural Sciences: Two courses.

1. One course in life science (GELS)

2. One course in physical science (GEPS)

Note: One of the two courses must have a laboratory component (GEL).

Mathematics (GEM)

English Language Skills: Three courses:

1. *ENG 110 College Writing A* (GEWE1), *and*
ENG 111 College Writing B (GEWE1)

2. *Spoken English* (GESE)

Movement and Sports Science (GEMSS)

Note: Regional Campus and CAPA students are exempt from the Movement and Sports Science requirement.

ESL Requirement for Undergraduate International Students.

An international student who has been accepted into an undergraduate program by demonstrating English competency as described in the Admissions section of this catalog, but who has not passed a transferrable course in English composition equivalent to English 110, must have scores on file in the Admissions Office from one of the following proficiency tests before registration for his or her first semester at ULV: the ULV English Proficiency Test, the TOEFL, the SAT, or the ACT. This includes students who are transferring from other institutions in the United States. If the test scores indicate that courses in ESL are needed, the student must enroll in the assigned course(s) in his or her first semester at La Verne and continue instruction until all required ESL courses are

General Education Requirements

passed. The student may take no more than 14 semester hours per semester until the ESL requirement is complete.

The Bachelor's Degree Major. Students may choose an established departmental or interdepartmental major, or they may design a major of their own with faculty advisement and approval. A major consists of not less than 40 semester hours of which at least 24 must be upper division. No more than 16 semester hours may be required beyond this as prerequisites. Regional campus students must select a structured major and can only choose from those offered at a particular site. A concentration in a major is available in selected departments. A concentration requires a student to complete between 12 and 20 upper division semester hours, none of which may be used to fulfill requirements in other concentrations or majors. Available concentrations are listed in the Programs section of this catalog. Concentrations are noted on the transcript. Students formally declare their majors at the time they apply for graduation.

No course—whether a prerequisite, core requirement, elective, or culminating requirement—can be applied toward a major unless a grade of C- or better was received. A course in which CRD was received cannot be applied to the major. Most seniors are required to pass a set of comprehensive examinations in their major(s) and/or complete a senior project/seminar.

Bachelor's Degree Double Majors. ULV permits students to pursue a double major, but does not encourage them to do so. The minimum requirements for graduation with two bachelor's degree majors are as follows:

1. Completion of all the requirements in both majors.
2. In cases where there is no duplication of major requirements, completion of a minimum of 80 semester hours in the two fields (40 semester hours in each major), of which 48 semester hours (24 semester hours in each) must be at the upper-division level.

3. In cases where there are overlapping upper-division major requirements (not including supportive requirements), completion of additional upper-division electives in the fields equal to the number of overlapped courses.

Second Bachelor's Degree. A student already holding a bachelor's degree may earn an additional bachelor's degree by satisfying the requirements of that degree in residence, general education, and upper-division course work. To satisfy the residency requirement for the second bachelor's degree, a student must complete a minimum of 32 additional semester hours at ULV of which 16 must be upper division. The major, general education, and upper-division requirements in effect at the time of matriculation for the second bachelor's degree must also be completed, but courses taken for the first degree may be applied to the second.

Bachelor's Degree Minors. Students may declare a minor in a second field upon the approval of the minor field department if the student has completed 20 semester hours of upper-division work in the minor field or if the student has completed 24 semester hours in the field of which 16 are upper division. Individual departments may require specific courses and/or additional work for the minor as specified in the Undergraduate Programs section of this catalog. Courses declared as part of the major (not including supportive requirements) cannot be applied toward the minor. No course can be applied toward a minor unless a grade of C- or better was received. A course in which CRD was received cannot be applied to a minor.

Major Requirements—Undergraduate Programs. During the student's junior year (for a central campus student) or during the third term prior to graduation (for a Regional Campus student), he/she must submit an Application for Graduation and graduation fee to Student Accounts or to the Regional Campus.

General Education Requirements

Associate Degree Programs

An associate degree program is offered in EPIC. To receive an associate degree from ULV, a student must complete the following:

1. A minimum of 60 semester hours, at least 30 of which must be at the lower-division level.
2. A minimum of 18 semester hours in the major, including all the requirements listed for the A.A. or A.S. major in the Undergraduate Programs section of this catalog.
3. A minimum of 12 semester hours in the major from ULV.
4. A minimum of 18 semester hours in general education, including one course (2-4 semester hours) in fine arts, one in humanities, one in natural science, one in social science, and two in written English (one designated GEWE1 and one designated GEWE2).

GRADUATE PROGRAMS

Specific requirements for each graduate degree and credential program offered by the University of La Verne are contained in the Graduate Programs section of this catalog; policies for second master's degrees are described in the Graduate Admissions section. To qualify for a degree or credential, a student must have a cumulative GPA of 3.0 or above for all ULV course work required for the degree or credential. All transfer credit from other colleges or universities must be 3.0 or above.

ESL Requirement for Graduate Students. An applicant admitted into a graduate program who does not possess a degree granted by an English-speaking institution, where English is the primary language of instruction and of the geographical area, must have either ULV English Proficiency Test scores or TOEFL scores on file in the Graduate Office/Regional Campus, before registering at ULV.

Advanced Standing—Master's Degree Programs. Master's degree candidates must receive Advanced Standing to be eligible to enroll in the culminating activity. To obtain Advanced Standing, candidates must have completed a minimum of 21 semester hours, or have completed 18 semester hours and currently be enrolled in 6 semester hours (30 semester hours in a 39-50 semester-hour program; 43 semester hours in a 61 semester-hour program), as well as all prerequisite and ESL courses. In addition, they must have satisfied any provisions or conditions imposed at the time of admission to the program, fulfilled any special conditions or procedures specified by their academic departments, and attained a minimum cumulative GPA of 3.0 for all courses applicable to the degree program. To apply for Advanced Standing, students must submit an Application for Advanced Standing with the approval of their academic advisor along with an Application for Graduation (with the graduation fee) to the Graduate Office or regional campus. Verification of Advanced Standing is sent to the student by the Graduate Office or the RCA Student Services Office.

Time Limitation. All requirements for the master's degree are to be completed within five years from the time of first course registration for the graduate program at ULV; all requirements for the doctorate, within eight years. Appeals for extensions of time limitations must be made in writing to the Graduate Appeals Committee.

Continuous Registration for Culminating Activity/Field Work. Students who receive an IP for 594 (Thesis), 596 (Graduate Seminar), EDUC 581/582, or EDMT 574 (field work) and have not cleared it within one year following the end of the term or semester of registration, can extend their registration for six months with a one-semester-hour extension fee and approval of their sponsor/instructor. A maximum of four six-month extensions will be permitted within the five-year time limit for the completion of the degree.

PROGRAMS

On the pages that follow, the degree, certificate, and credential programs offered by the University of La Verne are listed with the college and department that offers them. Topical lists follow, one undergraduate and one graduate, with the page numbers indicating location in this catalog.

UNDERGRADUATE PROGRAMS

In addition to the following established programs, undergraduate students at the central campus may design their own majors in one or more departments to meet their personal interests and needs. For further information on individualized majors, please consult the appropriate department(s) or the Registrar.

Behavioral Sciences:

- Anthropology — B.S.102
- Behavioral Sciences — B.S.102
- Criminology — B.S.103
- Ethnic Studies Minor104
- Psychology — B.S.94
- Sociology — B.S.103

Business and Global Studies:

- Accounting — B.S., B.A.107, 109
- Business Administration — B.S., B.A.107, 109
- Business Management — B.S.109
- E-Commerce — B.S.86
- Economics — B.S., Minor108, 110
- Business Management Minor110
- Information Technology Concentration.108
- International Business Concentration.108
- International Business & Language — B.S. .81
- Marketing Minor110

Communications:

- Broadcasting — B.A.77
- Communications — B.A.77
- Journalism — B.A.78
- Photography Minor92
- Photojournalism Concentration78
- Speech Communication — B.A.104

Computer Science/Engineering:

- Computer Science/Engineering — B.S. ...85
- E-Commerce — B.S.86

Education:

- Child Development — B.S.127
- BCLAD and CLAD136
- Liberal Studies — B.A.136
- Teaching Credentials130

Fine Arts:

- Art — B.A.73
- Art History — B.A.73
- Creative Writing Minor, Certificate88
- Music — B.A.92
- Photography Minor92
- Theatre — B.A.105

Health Administration:

- Health Administration, B.S.115

Honors Program80

Humanities:

- Comparative Literature — B.A.79
- English — B.A.78
- Philosophy — B.A.101
- Religion — B.A.100
- Religion and Philosophy — B.A.101

Interdepartmental Programs:

- Environmental Biology — B.A.75
- Environmental Management — B.A.75
- General Studies — A.A.81
- International Studies — B.A.83
- Latin American Studies Minor81
- Liberal Arts — B.A.82
- Organizational Management — B.S.122
- Peace Studies Minor.82
- Social Science — B.A.82
- Women, Gender, & Sexuality Studies Minor 82

Legal Studies:

- Legal Studies — B.S.83
- Paralegal Studies Certificate84
- Prelaw Program94

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Modern Languages:

- French — B.A.87
- German — B.A.87
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COLLEGE of ARTS and SCIENCES

Dean: Fred Yaffe

Associate Dean: Aghop Der-Karabetian

ART AND ART HISTORY DEPARTMENT

Chairperson: Ruth Trotter

Regular Faculty: Gary Colby, Jon Leaver, Keith Lord, Ruth Trotter. **Adjunct Faculty:** Rebecca Hamm, Damon Hitchcock, Dion Johnson, Steven Nagler,¹ Ronald Pekar,¹ Gerald Slattum¹

¹Off-campus faculty

The Department of Art and Art History is committed to providing an environment of instruction, assistance, and exploration in which the student can develop a sound foundation of knowledge and experience in the visual arts. Harris Art Gallery, Carlson Photography Gallery, and Tall Wall Space offer professional and student exhibitions and provide learning experience in gallery and museum methodology.

Art — B.A.

This major gives a background in the fundamentals of the formal, technical, and theoretical concerns of the artist from both historical and contemporary perspectives. Students can prepare for a career as a professional artist or designer, for graduate study in art, or for teaching. The student majoring in art must complete the core requirements and those from his or her selected area of concentration: Design, Photography, or Studio Art.

Core Requirements:

ART 120 2-D Design	(4)
ART 121 3-D Design	(4)
ART 140 Drawing Techniques and Materials	(4)

ART 499 Senior Project Seminar	(4)
PHOT 210 Elementary Photography	(4)
History of Western Art courses	(8)
History, non-Western Art course(s)	(4)

Design Concentration:

ART 221 Introduction to Stage Design & Craft	(4)
ART 320 Graphic Production Processes and Design for Publications	(4)
ART 356 Digital Portfolio	(4)
300-400-level studio ART courses	(4)
History of design course(s)	(4)

Photography Concentration:

PHOT 310 Photoshop	(4)
PHOT 350 Color Photography	(4)
PHOT 356 Digital Portfolio	(4)
PHOT 450 Special Projects in Photography	(8)
ART 390 Art History: Selected Topics	(4)

Studio Art Concentration:

ART 250 Sculpture I	(4)
ART 260 Painting	(4)
PHOT 310 Photoshop	(4)
300-400-level studio ART courses	(8)
History of contemporary art course(s)	(4)

Art Minor

Core Requirements:

ART 120 2-D Design, or	
ART 121 3-D Design	(4)
ART 140 Drawing Materials and Techniques	(4)
PHOT 310 Photoshop	(4)
300-400-level studio ART courses	(8)
History of Western art courses	(8)
History, non-Western art course(s)	(4)

Art History — B.A.

This major provides a broad background in the histories of art, photography, and architecture. Instruction focuses on the visual skills necessary for art analysis as well as the writing and speaking skills through which this analysis is articulated. Students pursuing an art history major prepare themselves for careers in professional education in the arts, gallery and museum curatorship, law, urban planning, historic preservation, and other

Programs — Art and Biology

professions demanding good writing skills and critical thinking.

Core Requirements:

- ART 210 Art History Foundation: Ancient through Early Renaissance (4)
ART 211 Art History Foundation: Renaissance through Contemporary (4)
ART 390 Art History: Selected Topics (20)
ART 499 Senior Project/Seminar (4)

Electives: 8 semester hours of studio art courses or related courses approved by the program chair.

Art History Minor

Core Requirements:

- ART 210 Art History Foundation: Ancient through Early Renaissance (4)
ART 211 Art History Foundation: Renaissance through Contemporary (4)
ART 390 Art History: Selected Topics (16)
300-400-level studio ART courses (4)

BIOLOGY DEPARTMENT

Chairperson: Jeffery Burkhart

Regular Faculty: Christine Broussard, Jeffery Burkhart, Jerome Garcia, Jay Jones, Robert Neher, Stacey Darling-Novak, Kathleen Weaver.

Adjunct Faculty: Fredda Fox, Harvey Good

[†]Off-campus faculty

The Biology Department offers majors to prepare students for the health professions, teaching, environmental management, and research, and it encourages interdepartmental majors. B.A. and B.S. majors are developed with the advice of the student's advisor. A senior comprehensive exam is required for all majors.

Biology — B.A./B.S.

Core Requirements: 43-48 semester hours

- BIOL 204 Plant Biology (4)
BIOL 204L Plant Biology Laboratory (1)

- BIOL 205 Animal Biology (4)
BIOL 205L Animal Biology Laboratory (1)
BIOL 310 Cell Biology (4)
BIOL 311 Genetics (4)
BIOL 312 Environmental Biology (4)
BIOL 313 Developmental Biology (4)
BIOL 314 Biochemistry, *or*
BIOL 316 Molecular Biology (4-5)
BIOL 378 Evolution and Biosystematics (2)
BIOL 379 Research Methods in the Biological Sciences (2)
BIOL 499 Senior Project/Seminar (2-4)

Electives: Two BIOL courses (6-8)

Supportive Requirements:

- CHEM 201, 202 General Chemistry I, II (5,5)
CHEM 311, 312 Organic Chemistry I, II (5,5)
MATH 201 Calculus I (4)
PHYS 201, 202 General Physics I, II, *or*
PHYS 203, 204 Engineering Physics I, II (5,5)
NASC 370 Science Seminar (1)

Biology — B.A. (Teaching Track)

This major is recommended for students seeking a teaching credential as well as those desiring a broader, less technical curriculum.

Program Chairperson: Jeffery Burkhart

Core Requirements: 41-45 semester hours

- BIOL 204 Plant Biology (4)
BIOL 204L Plant Biology Laboratory (1)
BIOL 205 Animal Biology (4)
BIOL 205L Animal Biology Laboratory (1)
BIOL 302 Microbiology (4)
BIOL 310 Cell Biology, *or*
BIOL 314 Biochemistry, *or*
BIOL 316 Molecular Biology (4-5)
BIOL 311 Genetics (4)
BIOL 312 Environmental Biology (4)
BIOL 322 Marine and Freshwater Biology (4)
BIOL 333 Animal Physiology, *or*
BIOL 344 Human Physiology (4)
BIOL 378 Evolution and Biosystematics (2)
BIOL 379 Research Methods in the Biological Sciences (2)
BIOL 499 Senior Project/Seminar (2-4)

Programs — Biology

NASC 350 Field Experience	(2)
NASC 370 Science Seminar	(1)

Supportive Requirements:

CHEM 201, 202 General Chemistry I, II	(5,5)
MATH 105 Precalculus	(4)
NASC 201 General Geology	(4)
PHYS 201, 202 General Physics I, II	(5,5)
PHYS 230 Astronomy	(4)

Biology Minor

Coordinator: Jerome Garcia

Core Requirements: Two of the following three choices. (If either 204/204L or 205/205L are taken, an approved 300- or 400-level BIOL course may substitute as the second choice.)

BIOL 101 Life Science: Human Environment	(4)
BIOL 204 Plant Biology, <i>and</i>	
BIOL 204L Plant Biology Laboratory	(4,1)
BIOL 205 Animal Biology, <i>and</i>	
BIOL 205L Animal Biology Laboratory	(4,1)

Electives: A minimum of 16 semester hours of 300- or 400-level BIOL courses. (A 300- or 400-level CHEM course may be substituted, if BIOL 314 has been taken.)

Environmental Biology — B.A.

Program Chairperson: Jeffery Burkhart

Core Requirements: 51-55 semester hours

BIOL 204 Plant Biology	(4)
BIOL 204L Plant Biology Laboratory	(1)
BIOL 205 Animal Biology	(4)
BIOL 205L Animal Biology Laboratory	(1)
BIOL 302 Microbiology	(4)
BIOL 311 Genetics	(4)
BIOL 312 Environmental Biology	(4)
BIOL 378 Evolution and Biosystematics	(2)
BIOL 379 Research Methods in the Biological Sciences	(2)
NASC 201 General Geology	(4)
CHEM 420 Environmental Chemistry	(4)
One BIOL extended field course	(4)
BIOL 499 Senior Project/Seminar	(2-4)

Electives: Three of the following:

BIOL 322 Marine and Freshwater Biology	(4)
BIOL 325 Field Biology	(2)
BIOL 327 Mountain and Desert Biology	(4)
BIOL 328 Environmental Management	(4)
BIOL 376 Human & Environmental Toxicology	(4)
BIOL 390 Natural History of the Tropics	(2)
BIOL 390F Natural History of the Tropics Fieldwork Course	(2)

Supportive Requirements:

CHEM 201, 202 General Chemistry I, II	(5,5)
CHEM 311 Organic Chemistry I	(5)
MATH 105 Precalculus	(4)
PHYS 105 Introduction to Physics, <i>or</i>	
PHYS 201 General Physics I	(4)
NASC 370 Science Seminar	(1)

Environmental Management — B.A.

Program Chairperson: Jeffery Burkhart

Environmental management deals with the problems of pollution, demography, contamination, management of resources, etc. Interdepartmental majors can be arranged with the departments of Biology, Chemistry, and History/Political Science.

Recommended Core Courses:

BIOL 204 Plant Biology	(4)
BIOL 204L Plant Biology Laboratory	(1)
BIOL 205 Animal Biology	(4)
BIOL 205L Animal Biology Laboratory	(1)
BIOL 312 Environmental Biology	(4)
BIOL 328 Environmental Management	(4)
BIOL 376 Human & Environmental Toxicology	(4)
BIOL 499 Senior Project/Seminar	(2-4)
BUS 347 The Legal Environment of Business	(4)
CHEM 201, 202 General Chemistry I, II	(5,5)
CHEM 420 Environmental Chemistry	(4)
MGMT 300 Principles of Management	(4)
NASC 201 General Geology	(4)
NASC 370 Science Seminar	(1)
PHYS 105 Introduction to Physics, <i>or</i>	
PHYS 201 General Physics I	(4-5)

Recommended General Education:

BUS 343 Foundations of Business Ethics	(4)
ECON 220 <i>or</i> 221 Economic Analysis I <i>or</i> II	(4)

Programs — Chemistry

MATH 172 Mathematical Methods
for Business and Economics (4)

Electives: A minimum of 8 semester hours from the following:

BIOL 322 Marine and Freshwater Biology (4)
BIOL 325 Field Biology (2)
BIOL 326 Natural History of Baja California (4)
BIOL 327 Mountain and Desert Biology (4)
BIOL 390 Natural History of the Tropics (4)
BIOL 461 Systematics of Local Flora (4)

Natural History — B.A.

Program Chairperson: Robert Neher

The Natural History Major is similar to the Biology Major, but is less technical and more descriptive. Interested students should contact the program chairperson.

CHEMISTRY DEPARTMENT

Chairperson: Iraj Parchamazad

Regular Faculty: Ernie Baughman, Jay Jones, Iraj Parchamazad.

Adjunct Faculty: Ernest Ikenberry, Melvin Miles
The Chemistry Department provides a solid theoretical- and experimental-based bachelor's program in Chemistry in preparation for graduate study in chemistry, the medical professions, and employment in chemistry-related professions. The Department strongly encourages hands-on laboratory experience with instrumentation. Ample opportunity exists for participation in research and other professional activities.

Chemistry — B.A./B.S.

Core Requirements:

CHEM 201, 202 General Chemistry I, II (5,5)
CHEM 230, 430 Analytical Chemistry I, II (4,4)
CHEM 311, 312 Organic Chemistry I, II (5,5)
CHEM 411, 412 Physical Chemistry I, II (4,4)
NASC 370 Science Seminar (4 sem.) (1,1,1,1)

Electives: All of the following for the B.S.; one for the B.A.:

CHEM 314 Biochemistry (5)
CHEM 440 Inorganic Chemistry (4)
CHEM 450 Advanced Organic Chemistry (4)

Supportive Requirements: Students must show competency in mathematics (MATH 201 and 202), physics (PHYS 201/202 or PHYS 203/204), and biology (BIOL 204 and 205).

Culminating Requirements:

CHEM 499 Senior Project (1-4)
Comprehensive Examination (0)

Certificate Programs in Chemistry

In addition to the traditional B.S. program, the department offers three certificates which link pure theoretical chemistry with chemical engineering: Solar Photochemistry and Technology, Environmental Chemistry, and Analytical Instrumentation. The following are the courses in the programs:

CHEM 400 Fundamentals of Electronics,
Optics, and Computers (4)
CHEM 401 Introduction to Scientific Principles
of Chemical Engineering (4)
CHEM 402 Environmental Chemistry and
Technology (4)
CHEM 403 Solar Photochemical
and Thermal Process (4)
CHEM 404 Instrumental Analysis I (4)
CHEM 405 Instrumental Analysis II (4)
CHEM 406 Selected Topics
in Energy Technology (4)
CHEM 407 Selected Topics in Environmental
Technology (4)

Program requirements are as follows:

Solar Photochemistry and Technology

Requirements: CHEM 400, 401, 403, 405
Electives: One of the remaining four courses.

Environmental Chemistry

Requirements: CHEM 401, 402, 404, 407
Electives: One of the remaining four courses.

Analytical Instrumentation

Requirements: CHEM 400, 401, 404, 405
Electives: One of the remaining four courses.

COMMUNICATIONS DEPARTMENT

Chairperson: George Keeler

Regular Faculty: Gary Colby, George Keeler, Maia Kinsinger, Michael Laponis, Don Pollock, Elizabeth Zwerling.

Adjunct Faculty: Randy Miller.

Broadcasting — B.A.

The broadcasting major gives students a solid introduction to the entire field of broadcasting, allowing them to select concentrations and internships in either television or radio. It requires the core requirements and one emphasis.

Core Requirements:

JOUR 100	News Reporting	(4)
RDIO 112	Radio and TV Audio Controls and Techniques	(4)
RDIO/TV 166	Introduction to Mass Media	(4)
RDIO 230	Radio Production I	(4)
TV 225	Fundamentals of Video Production	(4)
RDIO/TV 305	Radio and TV Newswriting and Editing	(4)
RDIO/TV 400	Designing the Media Message	(4)
RDIO/TV 460	Law and the Mass Media	(4)
RDIO/TV 467	Ethics of Mass Media—Printed and Electronic	(4)

Radio Concentration:

RDIO 240	Radio Production II	(4)
RDIO 426	Radio Station Operation (2 sems.)	(2,2)
RDIO 497	Internship	(1-4)
RDIO 499	Senior Seminar	(4)

Television Concentration:

TV 235	Intermediate Video Production	(4)
TV 320	Advanced Video Production	(2)
TV 325	Multi-Camera TV Production	(2)
TV 330	Television Editing	(4)
TV 497	Internship	(1-4)
TV 499	Senior Seminar	(4)

Communications — B.A.

The Communications Major allows the student to

design a program in the mass media to fulfill individual needs. For the major students complete the core requirements and the concentration of their choice. Not all classes are offered every semester.

Core Requirements:

JOUR 100	News Reporting	(4)
JOUR 166	Introduction to Mass Media	(4)
JOUR 460	Law and the Mass Media	(4)
JOUR 467	Ethics of Mass Media—Printed and Electronic	(4)
JOUR 499	Senior Seminar	(4)
RDIO 230	Radio Production I	(4)

Broadcast Journalism Concentration:

JOUR 315	Syntax and Grammar for the Professional Writer	(4)
RDIO 306	Radio News Production	(2)
TV 225	Fundamentals of Video Production	(4)
TV 235	Intermediate Video Production	(4)
TV 305	Radio/TV Newswriting and Editing	(4)
TV 307	TV News Production	(2)
TV 307	TV News Production, or	
JOUR 220	Newspaper Production I	(2)
TV 320	Advanced Video Production I	(2)
TV 497	Internship	(1-4)

Multimedia Concentration:

JOUR 317	Graphic Production Processes and Design for Publications	(4)
JOUR 318	Survey of Multi-Media	(4)
JOUR 319	Designing Multi-Media Web Pages	(4)
JOUR 497	Internship	(1-4)
TV 225	Fundamentals of Video Production	(4)
TV 340	Television Graphics	(4)
<i>PHOT 210 and PHOT 310, or PHOT 230:</i>		
PHOT 210	Elementary Photography	(4)
PHOT 310	Photoshop	(4)
PHOT 230	Documentary Photography	(4)

Public Affairs/Information Concentration:

JOUR 220	Newspaper Production	(2)
JOUR 317	Graphic Production Processes and Design for Publications	(4)
JOUR 318	Survey of Multi-Media	(4)
JOUR 319	Designing Multi-Media Web Pages	(4)
JOUR 325A	Magazine Production I	(2)
JOUR 328	Media Sales	(4)

Programs — Journalism and English

JOUR 330	Theory and Principles of Public Relations	(4)
JOUR 430	Public Relations Practices	(4)
JOUR 497	Internship	(1-4)

PHOT 210 and PHOT 310, or PHOT 230:

PHOT 210	Elementary Photography	(4)
PHOT 310	Photoshop	(4)
PHOT 230	Documentary Photography	(4)

One of the following three:

BUS 360	Principles of Marketing	(4)
BUS 369	Integrated Marketing Communication	(4)
MGMT 354	Oral Communication in Organization	(4)

Journalism — B.A.

The journalism program prepares students for careers in the news media. By following the journalism emphasis or the photojournalism concentration, students prepare for positions on newspapers and magazines as reporters, photographers, columnists, and editorial writers, or for positions in public relations. The major includes the core requirements and one concentration.

Core Requirements:

JOUR 100	News Reporting	(4)
JOUR 115	News Editing	(2)
JOUR 315	Syntax and Grammar for the Professional Writer	(4)
JOUR 317	Graphic Production Processes and Design for Publications	(4)
JOUR 460	Law and the Mass Media	(4)
JOUR 467	Ethics of Mass Media—Printed and Electronic	(4)
JOUR 499	Senior Seminar	(4)
PHOT 210	Elementary Photography	(4)
PHOT 310	Photoshop	(4)

Journalism Emphasis:

Program Chairperson: George Keeler

JOUR 220	Newspaper Production (2 sems.)	(2,2)
JOUR 300	Advanced News Reporting	(4)
JOUR 313	Feature Writing	(2)
JOUR 325	Magazine Production (2 sems.)	(2,2)
JOUR 497	Internship	(1-4)

Photojournalism Concentration:

Program Chairperson: Gary Colby

PHOT 327	Staff Photography	(2,2)
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PHOT 350	Color Photography	(4)
PHOT 356	Digital Portfolio	(4)
PHOT 450	Special Projects in Photography	(4)
PHOT 497	Internship	(1-4)

Supportive Electives:

PHOT 327	Staff Photography	(2,2)
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ENGLISH DEPARTMENT

Chairperson: David Werner

Regular Faculty: Bill Cook, Jeffrey Kahan, Kenneth Scambray, David Werner, Dorena Wright.

Adjunct Faculty: Dennis Dirks.

¹Off-campus faculty

English — B.A.

Program Chairperson: David Werner

English studies help students sharpen their understanding, enhance their enjoyment, and heighten their awareness of themselves and their changing multi-cultural world. Designed for a variety of students, including those who are seeking personal enrichment, English studies are appropriate as preparation for careers in education, law, business, or human relations, and for graduate study in literature. The approach is through a close study of language and literature as a discourse upon and communication of human concerns and values, with emphasis as well on the distinctive imaginative and aesthetic qualities of literary texts.

To complete an English major a student must demonstrate the ability to read and analyze critically the major genres, to write clearly and coherently, to understand and use basic linguistic concepts, to employ intelligently the vocabulary of literary study, and to be able to relate major events in literary history to the world at large.

The English major requires 52 units; the Single Subject Waiver (for high school teaching) requires additional units. See the Department Chairperson for details.

Programs — English, Fine Arts and History

Core Requirements:

- ENG 270 The Foundation of Linguistics (4)
ENG 275 Advanced Writing for the English Major (4)
ENG 350 A,B,C, Survey of English Literature (2 from ENG 350 A, B,C required) (4,4)
ENG 353 or 354 American Literature I or II (4)
ENG 355 American Literature III (4)
One course in Shakespeare (4)
One course in the American novel (4)
ENG 499 Senior Examination (4)

Electives: A minimum of 18 semester hours in upper-division ENG and WRT courses, of which at least 9 must be in Culture and Voices in Literature courses, such as Mythology in Literature, Science Fiction, Los Angeles Fiction, The Literature of Incarceration, Modern Poetry, Emerging Literatures in English, or other courses with departmental approval. Students are encouraged to take courses of different genres to complete their electives.

English Minor

Core Requirements:

- One survey of American Literature (4)
One survey of English Literature (4)
One course in Shakespeare (4)
One additional 400-level ENG course (4)
Two ENG and WRT electives (4)

Comparative Literature — B.A.

Program Chairpersons: Gerard Lavatori and Dorena Wright

Core Requirements:

- One upper-division literature course in French, German, or Spanish (4)
CMPL 390 Critical Theory: Approaches to Literature (4)
CMPL 498 Senior Seminar—Comparative Literature (4)
ENG 385 Special Studies in American Literature (4)
One survey of English Literature (4)
One survey of American Literature (4)

- One course in Shakespeare (4)
One genre course (4)

Electives: A minimum of 16 semester hours of upper-division ENG, FREN, GERM, or SPAN courses involving comparative literature.

FINE ARTS DEPARTMENTS

Faculty Representative: David Flaten

The University of La Verne's Fine Arts Program consists of the Departments of Art, Music, Photography, and Theatre Arts. For a complete listing of faculty and offerings, see the separate departmental and program listings in this catalog.

HISTORY AND POLITICAL SCIENCE DEPARTMENT

Chairperson: Richard Gelm

Regular Faculty: Gitty Amini, Richard Gelm, Kenneth Marcus, Jason Neidleman, Stephen Sayles, Kamol Somvichian. **Adjunct Faculty:** Phillip Castruita,¹ Thomas Caughron, Ray Johnson, Tom Long,¹ Angelo Montante,¹ John Murphy,¹ Stephen Slakey.

¹Off-campus faculty

The department's programs prepare students for careers in a number of fields, such as law, business, government, politics, journalism and broadcasting, administration, or research.

History — B.A.

A variety of courses are offered to allow students to develop their own interests and attain their professional objectives.

Core Requirements:

- HIST 311, 312 Development of American Democracy I, II (4,4)
HIST 333 Early Modern Europe (4)
HIST 337 Nineteenth Century Europe, or
HIST 439 Modern Europe, 1900 to Present (4)

Programs — History, Political Science, and Honors

HIST 464 Modern China and Japan, *or*
PLSC 301 American Government and Politics, *or*
PLSC 378 American Political Thought (4)
HIST 389 Approaches to History (4)
HIST 499 Senior Seminar (4)

Electives: A minimum of 16 semester hours in the upper-division courses in the student's area(s) of emphasis.

History Minor

Core Requirements:

HIST 311, 312 Development of American Democracy I, II (4,4)
HIST 337 Nineteenth Century Europe, *or*
HIST 439 Modern Europe, 1900 to Present (4)

Electives: A minimum of 12 semester hours in upper-division non-US History courses.

Political Science — B.A.

A variety of courses are offered to allow students to develop their own interests and attain their professional objectives.

Core Requirements:

PLSC 301 American Government and Politics (4)
PLSC 351 International Relations (4)
PLSC 371 Classical Political Philosophies, *or*
PLSC 373 Modern Political Theory (4)
PLSC 389 Study of Politics (4)
PLSC 452 Comparative Government & Politics (4)
PLSC 499 Senior Seminar (4)

Electives: A minimum of 20 semester hours in upper-division Political Science courses.

Political Science Minor

Core Requirements:

PLSC 301 American Government and Politics (4)
PLSC 351 International Relations, *or*
PLSC 371 Classical Political Philosophies, *or*
PLSC 373 Modern Political Theory (4)
PLSC 452 Comparative Government & Politics (4)

Electives: A minimum of 12 semester hours in upper-division Political Science courses.

HONORS PROGRAM

Program Chairperson: Gerard Lavatori

For students who have demonstrated exceptional academic achievement and motivation, the ULV Honors Program offers increased opportunities for intellectual and personal growth. Participants in the Honors Program can enrich their undergraduate experience through a special Honors curriculum that emphasizes critical thinking skills and the integration of knowledge from various disciplines, through individualized attention from faculty mentors, and through community outreach activities and cultural programs.

All eligible undergraduate students, regardless of major, are invited to apply, but participation in the program is completely voluntary. Students who complete the entire program receive the designation "Honors Program Graduate" on their diplomas and transcripts. Students who complete a minimum of two Interdisciplinary Seminars and a total of at least 10 units in Honors receive the designation "Honors Program Participant" on their transcripts. Besides these benefits, students in the program also receive specialized academic advising, greater opportunities for original research and study, and additional enrichment activities, including guest lectures. They may also be eligible for Honors Scholarships. The Honors Center, available to Honors Program students, offers a study lounge, computer laboratory, and a seminar room.

Eligibility Requirements: Entering freshmen must have a minimum high school GPA of 3.5, minimum combined SAT scores of 1150, and the recommendations of two high school instructors. Currently enrolled students and transfer students must have a minimum GPA of 3.5 and the recommendation of two instructors. Interested students who do not meet these criteria are welcome to apply. All applications are considered on an individual basis; final acceptance is determined by the Honors Program Committee.

Programs — Honors and Interdisciplinary Programs

Core Requirements:

Four of the following:

HONR 300	Interdisciplinary Seminar I	(4)
HONR 310	Interdisciplinary Seminar II	(4)
HONR 320	Interdisciplinary Seminar III	(4)
HONR 330	Interdisciplinary Seminar IV	(4)
HONR 340	Interdisciplinary Seminar V	(4)
HONR 350	Interdisciplinary Seminar VI	(4)

All of the following:

HONR 370	Honors Colloquium (3 semesters minimum)	(0-8)
HONR 499	Interdisciplinary Senior Seminar	(1-4)

INTERDISCIPLINARY PROGRAMS

General Studies — A.A.

(Available only at selected locations.)

Core Requirements: A minimum of six semester hours in each of the following areas (courses used for general education requirements may also be used in the major):

Written and Spoken English (Public Speaking Optional)

Fine Arts

Humanities (Literature, Philosophy, Religion)

Natural Science

Social Science

International Business and Language — B.S.

Program Chairpersons: Jack McElwee and Ann Hills

The goals of this program are to develop the ability to communicate and interact in a business context with people of other nationalities and/or economies, to provide language students with career opportunities in international business, and to prepare graduates to function more efficiently in cross-cultural environments. French or Spanish may be chosen as the language.

Prerequisites:

FREN 101	Elementary French II, or	
SPAN 101	Elementary Spanish II	(4)
FREN 210, 211,	Intermediate French I, II, or	
SPAN 210, 211,	Intermediate Spanish I, II	(4,4)
ACCT 201	Fundamentals of Accounting I	(4)
BUS 220	Economic Analysis I	(4)

Core Requirements:

FREN 420	Commercial French, or	
SPAN 420	Commercial Spanish	(4)
A 300- or 400-level	FREN or SPAN course	(4)
BUS 360	Principles of Marketing	(4)
BUS 466	International Marketing	(4)
ECON 324	Comparative Economic Systems	(4)
ECON 325	International Economics	(4)
MGMT 300	Principles of Management	(4)
MGMT451	International Management	(4)
PLSC 351	International Relations	(4)
PLSC 452	Comparative Government and Politics	(4)
REL 305	World Religions: East	(4)
BUS 496	Business Seminar, or	
FREN or SPAN 499	Senior Project	(4)

Electives: 12 semester hours of 300- or 400-level courses in BUS, ECON, FREN, MGMT, PLSC, or SPAN chosen with the approval of a program chairperson.

Latin American Studies Minor

Program Chairperson: Ann Hills

Core Requirements:

HIST 351	History of Latin America	(4)
LIT 362	Contemporary Latin American Literature in Translation	(4)

Electives: A minimum of 12 semester hours if all upper division, 16 if not, selected from the following or others with permission of the chairperson:

ART 317	Latin American Art	(4)
PLSC 363	Politics of Developing Nations	(4)
REL 370	History of Christianity	(4)
SOC 336	Latino Experience	(4)
SPAN 321	Hispanic Civilization and Culture II	(4)

Programs — Liberal Arts, Peace Studies, Social Science, Women, Gender, & Sexuality Studies

Liberal Arts — B.A.

Program Coordinator: Zandra Wagoner

This major gives students the opportunity to design an individualized, interdisciplinary major centered around a focus, theme, or issue area of the student's choosing. It is ideal for students planning to pursue graduate work in disciplines that require a broad-based bachelor's degree.

Core Requirements: A minimum of 26 semester hours selected from a list of approved upper division courses available from the program coordinator. At least one course in each of the following four areas, and no more than two courses in any one area:

Fine Arts
Humanities
Natural Sciences
Social Sciences

LA 390 Research Seminar (1)
LA 499 Senior Seminar/Project (2-4)

Concentration: The concentration consists of a minimum of 20 semester hours, focusing on the student's theme or issue area, chosen by the student in consultation with an academic advisor. A concentration is defined as a social/political/cultural issue or theme that can be studied from an interdisciplinary perspective. Students must have at least three areas represented in their concentration, and must include at least 12 units of upper division course work.

Peace Studies Minor

Program Coordinator: Deborah Roberts

The Peace Studies interdisciplinary minor examines the process of engagement between the individual and the human and natural environments in a context that affirms mutual welfare and cooperative security.

Core Requirements:

HUM 110 Introduction to Peace Studies (4)
HUM 302 Conflict Resolution and Non-Violence (4)
HUM 310 Peace Studies Colloquium (1,1)

HUM 410 Peace Studies Seminar (4)

Electives: A minimum of 12 semester hours approved by a Peace Studies advisor, at least two of which are taken concurrently with Peace Studies Colloquium.

Social Science — B.A.

Program Chairperson: Stephen Sayles

Lower-Division Requirements: A minimum of 12 semester hours of courses selected from at least three of the following fields:

Anthropology History
Political Science Psychology
Economics Sociology
Geography

Upper-Division Requirements: 42-44 semester hours from the above fields approved by the departments and distributed as follows:

16 semester hours in one of the fields (16)
12 semester hours in a second field (12)
8 semester hours in a third field (8)
4 additional semester hours in one of the three fields (4)
Senior Seminar/Project in the field with 16 semester hours (#1 above) (4)

Women, Gender, and Sexuality Studies Minor

Program Chairperson: Zandra Wagoner

This major offers students the opportunity to think critically about gender and sexuality within the weave of cultural, historical, political, and social forces, recognizing that gender and sexuality are shaped by context, location, and other significant identities, such as race, class, and nationality.

Core Requirement:

SOC 333 Women Across Cultures, *or*
SOC 334 Women's Experience in America (4)

Humanities and Fine Arts Electives: A minimum of 8 semester hours in upper-division courses from the following courses or others approved by the chairperson.

Programs — International Studies and Legal Studies

MUS 356	Music of Women Composers and Performers	(4)
REL 340	Gender, Sexuality, and Theology	(4)
SPCM 210	Interpersonal Communication	(4)

Social Science Electives: A minimum of 8 semester hours in upper-division courses from the following courses or others approved by the chairperson.

SOC 333	Women Across Cultures	(4)
SOC 334	Women's Experience in America	(4)

INTERNATIONAL STUDIES

International Studies — B.A.

Program Chairperson: Gitty Amini

The International Studies major combines an area of study with an academic core program that provides an interdisciplinary approach to learning about the international community, culture, legal systems, trade, and relations between states.

Prerequisite: Two years of a foreign language

Core Requirements:

ECON 325	International Economics	(4)
HIST 101	World Civilizations I, <i>or</i>	
HIST 102	World Civilizations II	(4)
PLSC 351	International Relations	(4)
PLSC 389	Study of Politics, <i>or</i>	
HIST 389	Approaches to History	(4)
PLSC 452	Comparative Government and Politics	(4)
HIST 499	Senior Seminar, <i>or</i>	
PLSC 499	Senior Seminar	(4)

Electives: A minimum of 20 semester hours in upper-division courses in the student's area(s) of emphasis approved by the advisor.

International Studies Minor

Core Requirements:

ECON 325	International Economics	(4)
HIST 101	World Civilizations I, <i>or</i>	
HIST 102	World Civilizations II	(4)
PLSC 351	International Relations, <i>or</i>	

PLSC 452	Comparative Government and Politics	(4)
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Electives: A minimum of 12 semester hours in upper-division courses in the student's area(s) of emphasis approved by the advisor.

LEGAL STUDIES DEPARTMENT

Program Chairperson: Patricia Adongo

Regular Faculty: Patricia Adongo, Carolyn Bekhor. **Adjunct Faculty:** Nancy Golden

This program, approved by the American Bar Association, prepares individuals for careers as paralegals or for positions where organizational and analytical skills as well as knowledge of the law and legal procedures are necessary. Paralegals, or legal assistants, work under the supervision of an attorney or perform work for which an attorney is responsible. This program does not prepare students to practice law. Persons interested in the Certificate in Paralegal Studies should contact the Legal Studies Program; those interested in the bachelor's degree may contact the Office of Admissions, CAPA, or the Legal Studies Program. In both programs LS 301 must be taken first; LS 304, second. They may be taken concurrently. A grade of C or better in each is required for the student to continue. Writing is an integral part of each paralegal course.

Legal Studies — B.S.

Transfer courses are accepted into this program, but majors must take a minimum of 24 semester hours of upper-division LS courses from ULV. Students should complete WRT 110 and six additional semester hours of general education prior to taking LS courses. At least 18 semester hours of general education must meet the Legal Studies Program's approval.

Core Requirements:

LS 301	American Legal Studies	(4)
LS 304	Legal Research and Writing	(4)

Programs — Legal Studies and Mathematics

LS 307	Legal Ethics	(2)
LS 311	Law Office Computer Applications	(4)
LS 365	Litigation I	(4)
LS 368	Litigation II	(4)
LS 380	Torts	(4)
LS 390	Contracts	(4)
LS 499	Senior Project	(2)

Electives: Three of the following:

LS 321	Family Law	(4)
LS 328	Property & Real Estate Transactions	(4)
LS 330	Business Organizations	(4)
LS 331	Bankruptcy	(4)
LS 340	Selected Topics	(4)
LS 345	Immigration Law and Procedure	(4)
LS 350	Wills, Trusts, and Probate	(4)
LS 370	Criminal Law and Procedures	(4)
LS 498	Paralegal Internship	(2)

Certificate in Paralegal Studies

Prerequisites: A bachelor's degree or 60 semester hours (including a minimum of 18 in general education) from a regionally accredited college. The general education must include at least three semester hours in college-level English composition and 15 hours from at least three of the following academic areas: social and behavioral science; English composition and literature; foreign language; mathematics; humanities; natural science; appreciation or history of the arts.

Requirements:

Same as the Core Requirements for the B.S., Legal Studies, except that LS 499 is not required. An elective in an area of interest is encouraged.

MATHEMATICS, PHYSICS, and COMPUTER SCIENCE DEPARTMENT

Chairperson: Michael Frantz

Mathematics — B.A./B.S.

Regular Faculty: Michael Frantz, Xiaoyan Liu, Rick Simon. **Adjunct Faculty:** Joan Marge, Ron Morrow, Gary Westfahl,¹ Rex Winters¹

¹Off-campus faculty

The mathematics program offers students preparation for graduate study, careers in teaching, scientific computing, and technology-related industry. While offering a basic grounding in the classical areas of mathematics, the curriculum emphasizes applied mathematics and its constantly evolving role in analyzing and solving problems in fields ranging from economics to aerodynamics to the environment.

Core Requirements:

MATH 201, 202, 311	Calculus I, II, III	(4,4,4)
MATH 305	Transition to Advanced Mathematics	(4)
MATH 320	Linear Algebra	(4)

Supporting Requirements:

PHYS 203, 204	Engineering Physics I, II	(5,5)
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Additional Core Requirements for B.A.:

MATH 319	Vector Calculus, or	
MATH 328	Abstract Algebra	(4)
MATH 325	Number Theory, or	
MATH 351	Probability	(4)

Electives for B.A.: A minimum of 8 semester hours in upper-division mathematics courses.

Additional Core Requirements for B.S.:

MATH 315	Differential Equations	(4)
MATH 328	Abstract Algebra	(4)

Electives for B.S.: A minimum of 12 semester hours in upper-division mathematics courses.

Culminating Requirement:

MATH 499	Senior Project	(1-4)
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Programs — Physics and Computer Science and Computer Engineering

Comprehensive examination (consisting of a departmental exam, and the GRE Mathematics Subject Exam)

(0)

Physics — B.A./B.S.

Program Chairperson: David Chappell

Regular Faculty: David Chappell, Vanessa Preisler. **Adjunct Faculty:** Robert Ferguson, Chris Morgan

The physics program prepares students for teaching, industry-related occupations, and graduate study. For stronger preparation, students should consider combining a physics major with a major or minor in mathematics and/or chemistry.

Core Requirements:

PHYS 203, 204 Engineering Physics I, II (5,5)
PHYS 322 Electricity and Magnetism (4)
PHYS 342 Analytical Mechanics (4)
PHYS 360 Atomic and Nuclear Physics (4)
PHYS 368 Quantum Mechanics (4)
NASC 370 Science Seminar (4 sem.) (1,1,1,1)

Electives: A minimum of 8 semester hours selected in consultation with the program counselor for the B.A.; a minimum of 12 for the B.S.

Supportive Requirements:

CHEM 201 General Chemistry I (5)
MATH 201, 202, 311 Calculus I, II, III (4,4,4)

Culminating Requirement:

PHYS 499 Senior Seminar/Project (1-4)
Comprehensive examination (0)

Computer Science and Computer Engineering — B.S.

Program Chairperson: Seta Whitby

Regular Faculty: Ray Ahmadnia, Jozef Goetz, Seta Whitby. **Adjunct Faculty:** Sissag Boghikian, Samuel Son, Brian Tresner

This major requires a minimum of 48 semester hours of computer engineering, information science, software, and web computing courses. Students are required to complete the core

requirements, one concentration, and a minimum of two elective courses, as well as satisfying the supportive requirements.

Core Requirements:

CMPN 280 Computer Organization (4)
CMPS 367 Object Oriented Language C++ (4)
CMPS 368 Principles of Computer Networks (4)
CMPS 370 Seminar (1)
CMPS 385 Data Structures (4)
CMPS 471 Internship (0-4)
Comprehensive Exam (0)

Engineering Concentration:

CMPN 150 Principles of Electronics and Computer Engineering (4)
CMPN 202 Electronic Devices and Circuits (4)
CMPN 220 Digital Logic Systems (4)
CMPN 330 Microprocessor Systems (4)
CMPN 480 Advanced Computer Architecture (4)
CMPN 499 Senior Project (1-4)

Information Science Concentration:

CMPN 220 Digital Logic Systems (4)
CMPS 375 Systems Analysis and Design (4)
CMPS 392 Project Management (4)
CMPS 410 Management Information Systems (4)
CMPS 490 Database Management Systems (4)
CMPS 499 Senior Project (1-4)

Software Concentration:

CMPN 220 Digital Logic Systems (4)
CMPN 371 Assembly Language (4)
CMPS 455 Compiler Design (4)
CMPS 460 Operating Systems (4)
CMPS 490 Database Management Systems (4)
CMPS 499 Senior Project (1-4)

Internet Programming Concentration:

CMPS 318 Publishing on the Web I (4)
CMPS 375 Systems Analysis and Design (4)
CMPS 378 C# Programming Using .NET (4)
CMPS 480 Distributed and Web Based Computing (4)
CMPS 490 Database Management Systems (4)
CMPS 499 Senior Project (1-4)

Electives: A minimum of two courses from the following or from a concentration outside the chosen one:

Programs — Computer Science, E-Commerce, and Modern Languages

CMPN 303	Integrated Electronics	(4)
CMPS 362	Numerical Algorithms	(4)
CMPS 369	Local Area Networks	(4)
CMPS 377	Visual Basic.NET	(4)
CMPS 379	Java	(4)
CMPS 380	ADA Programming Language	(4)
CMPS 392	Project Management	(4)
CMPS 400	Analysis of Algorithms	(4)
CMPS 451	Artificial Intelligence	(4)
CMPS 463	Computer Graphics	(4)
CMPS 465	Programming Languages	(4)
CMPS 475	Systems Design Process	(4)
CMPS 495	Information Systems Project	(4)

Supportive Requirements:

CMPS 301	Programming Concepts	(4)
MATH 201	Calculus I	(4)
MATH 327	Discrete Mathematics	(4)

Additional for Engineering Concentration:

CHEM 201	General Chemistry I	(5)
MATH 202	Calculus II	(4)
PHYS 201, 202	General Physics I, II, or	
PHYS 203, 204	Engineering Physics I, II	(5,5)

Additional for Information Science Concentration:

ACCT 201	Fundamentals of Accounting I, or	
ACCT 203	Financial & Managerial Accounting	(4)
ECON 221	Economic Analysis II, or	
ECON 228	Economic Theories and Issues	(4)
MGMT 300	Principles of Management	(4)
PHYS 201	General Physics I, or	
PHYS 203	Engineering Physics I	(5)

Additional for Software and Internet Programming Concentrations:

MATH 202	Calculus II	(4)
PHYS 201, 202	General Physics I, II, or	
PHYS 203, 204	Engineering Physics I, II	(5,5)

E-Commerce — B.S.

Program Chairpersons: Seta Whitby and
Yehia Mortagy

This interdisciplinary program is jointly offered by the Department of Mathematics, Physics, and Computer Science and by the College of Business and Public Management to prepare students for careers in electronic commerce.

Prerequisites:

ACCT 203	Financial & Managerial Accounting	(4)
CMPS 100	Introduction to Personal Computing	(4)
CMPS 279	Java for E-Commerce	(4)
ECON 228	Economic Theories and Issues	(4)

Core Requirements:

BUS 270	Business Statistics	(4)
BUS 360	Principles of Marketing	(4)
BUS 416	Electronic Commerce	(4)
CMPS 318	Publishing on the Web I	(4)
CMPS 368	Principles of Computer Networks	(4)
CMPS 375	Systems Analysis and Design	(4)
CMPS 392	Project Management	(4)
CMPS 410	Management Information Systems	(4)
CMPS 490	Database Management Systems	(4)
MGMT 300	Principles of Management	(4)
CMPS 499	Senior Project, or	
ECON 499	Senior Project	(4)

Electives: *One of the following:*

CMPS 369	Local Area Networks	(4)
ECON 464	Marketing Research	(4)
CMPS 378	C# Programming using .NET	(4)

MODERN LANGUAGES DEPARTMENT

Chairperson: Ann Hills

Regular Faculty: Sean Bernard, Gabriela Capraroiu, Ann Hills, Catherine Irwin, Gerard Lavatori, Kirsten Ogden. **Adjunct Faculty:** Diane Ayers,¹ Karen Brunschwig, William Csellak,¹ Dennis Dirks, Jack Swift, Patricia Wangler

The foreign language and literature majors in French, German, and Spanish and the courses in Japanese aim to familiarize students with the cultural richness and diversity of the world through the intensive study of the linguistic, literary, and cultural expression of other nations. Since cultural values are best understood experientially, the study abroad program (in Ecuador, France, Germany, Japan, Mexico, and Spain) is a central component of the ULV foreign language major.

Students who complete the ULV foreign lan-

Programs — French, German, and Spanish

guage major should demonstrate the linguistic competence and cultural sensitivity necessary to function effectively as informed world citizens in a growing number of professional fields, including international affairs, business, teaching, and communications. The ULV foreign language major also prepares students for graduate studies.

Honors students in Spanish are eligible for election to Sigma Delta Pi, the National Spanish Honor Society.

French — B.A.

Program Chairperson: Gerard Lavatori

Core Requirements:

ANTH 340 Language and Culture, *or*
ENG 270 The Foundations of Linguistics (4)
FREN 210, 211 Intermediate French I, II (4,4)
FREN 320, 321 French Civilization and
Culture I, II (4,4)
FREN 330 Second Language Teaching (4)
FREN 430, 431 French Literature I, II (4,4)
FREN 499 Senior Project (1-4)

Electives: Additional upper-division French courses to complete 40 semester hours in French. Many of these may be taken abroad.

Study Abroad Requirement: French Majors must complete a semester of study in France or a French-speaking country and select a curriculum which includes at least one course in French Phonetics, Linguistics, or Advanced Syntax.

Comprehensive Examination: The senior comprehensive examination tests language proficiency and reading skills.

French Minor

Core Requirements: A minimum of 20 semester hours from the following list, or FREN 100, 101, 210, and/or 211 taken at ULV plus courses from the following for a grand total of at least 24 semester hours:

ANTH 340 Language and Culture (4)
FREN 320, 321 French Civilization and
Culture I, II (4,4)
FREN 330 Second Language Teaching (4)

FREN 365 French Literature in Translation (4)
FREN 420 Commercial French (4)
FREN 430 French Literature I (4)
FREN 431 French Literature II (4)
Study abroad courses taught in French (1-8)

German — B.A.

Prerequisites: A minimum of three years of high school German or the following:

GERM 100, 101 Elementary German I, II (3,3)

Core Requirements:

ANTH 340 Language and Culture, *or*
ENG 270 The Foundations of Linguistics (4)
GERM 210, 211 Intermediate German I, II (4,4)
GERM 320, 321 Advanced German, I, II (4,4)
GERM 330 Second Language Teaching (4)
GERM 430, 431 German Literature I, II (4,4)
GERM 499 Senior Project (1-4)

Electives: Additional upper-division German courses to complete 40 semester hours in German. Many of these may be taken abroad.

Study Abroad Requirement: German majors must complete a year of study in Germany at the university level.

Comprehensive Examination: The senior comprehensive examination tests language proficiency and reading skills.

Spanish — B.A.

Program Chairperson: Ann Hills

Core Requirements:

ANTH 340 Language and Culture, *or*
ENG 270 The Foundations of Linguistics (4)
SPAN 210, 211 Intermediate Spanish I, II (4,4)
SPAN 320, 321 Hispanic Civilization
and Culture I, II (4,4)
SPAN 330 Second Language Teaching (4)
Two of the following four:
SPAN 430, 431, 432, 433 Hispanic Readings (4,4)
SPAN 499 Senior Project (1-4)

Electives: Additional upper-division Spanish courses to complete 40 semester hours in Spanish. Many of these may be taken abroad.

Programs — Spanish, Writing Program, and Creative Writing

Study Abroad Requirement: Spanish Majors must supplement their ULV language course with study in an approved program in a Spanish-speaking country.

Spanish Minor

Core Requirements: A minimum of 20 semester hours of upper division courses is required for students beginning at the 300 level, or a minimum of 24 semester hours for students beginning at the 200 level, 16 of which must be upper division courses.

SPAN 314 Spanish Composition, or	
SPAN 420 Commercial Spanish	(4)
SPAN 320 Hispanic Civilization and Culture I	(4)
SPAN 321 Hispanic Civilization and Culture II	(4)
SPAN 300- and 400-level electives	(8)

Writing Program

Director: Kirsten Ogden

Regular Faculty: Sean Bernard, Catherine Irwin, Kirsten Ogden. **Adjunct Faculty:** Daniel Davis, Dennis Dirks, Elizabeth Pietrzak, Patricia Wangler

ULV's Writing Program teaches writing as a creative and an interactive intellectual pursuit in which students think of themselves as writers who are committed to the development of their craft and to the examination of their culture through intensive study of and production of compositions in multiple genres. Students in the writing program engage texts in discussion and reflect upon their roles as writers and thinkers in a diverse, global, multi-ethnic, and multi-cultural world. Faculty in the program value a student-centered teaching environment that links writing theories with writing practices, and that encourages students to explore the connections between writing and other disciplines and activities.

The writing program offers the General Education Written Communication sequence, the Creative Writing Minor, and the Writing Certificate. Students wishing to major in creative writing or professional writing may create their own major in

consultation with the Writing Program Director. Students may also volunteer with the Voice in Action Visiting Writers Series, or can work on the staff of *Prism Review*, ULV's national literary journal. Outstanding creative writing students are nominated for the Lulliloo Chapbook Series. The ULV Writing Program is a member of the Associated Writing Programs.

Courses in the General Education Written Communication Area Requirement are designed to ensure that clear, informed writing is a cornerstone of lifelong learning. Additionally, the Writing Program intends to instill confidence in and appreciation of the tools of written communication. Based on entering placement scores and diagnostic writing samples, students are assigned to one of four levels of writing courses. Students are then expected to complete all assigned writing courses in sequence, earning at least a C-, enrolling in the appropriate course each semester until the requirement is completed. Course challenges are available through the Humanities Office. Assistance in writing is available at the central campus through the Learning Enhancement Center. The course sequence is as follows (entry level based on placement scores):

WRT 106 Writing Essentials	(4)
WRT 109 Introduction to Expository Writing	(4)
WRT 110 College Writing A	(4)
WRT 111 College Writing B	(4)

Creative Writing Minor

Core Requirements:

WRT 201 Introduction to Creative Writing	(4)
WRT 306 Writing Theory and Practice, or	
CMPL 390 Critical Theory: Approaches to Literature	(4)
WRT 499 Senior Seminar: Writing Projects (2-4)	
<i>Two or more of the following for a minimum of 20 semester hours in the minor:</i>	
THAR 360 Playwriting and Screenwriting I	(4)
THAR 460 Playwriting and Screenwriting II	(4)
WRT 302 Experimental Writing Genres	(4)
WRT 303 Poetry Writing	(4)
WRT 304 Fiction Writing	(4)

Programs — Writing Program, ESL, and Movement & Sports Science

WRT 305	Prism Review Staff	(2-4)
WRT 307	Special Topics in Writing & Literature	(4)
WRT 309	Writing Workshop	(4)
WRT 311	Composing in Digital Environments	(4)
WRT 314	Language Structures	(4)

central campus placement criteria are as follows:
TOEFL of 475-500 *or* EPT of 2-2.9: ESL 101/101P
TOEFL of 501-525 *or* EPT of 3-3.9: ESL 103/103P
TOEFL of 526-550 *or* EPT of 4-4.9: ESL 105/105P
TOEFL of 551+ *or* EPT of 5.0+: ENG 110/111

Students enrolled in ESL courses may also take up to six semester hours per term of other course work with their advisor's approval.

Writing Certificate

A minimum of 16 semester hours in a single emphasis is required, in addition to the completion of the General Education Written Communication Requirement with a C- or better.

Creative Writing Emphasis:

THAR 360	Playwriting and Screenwriting I	(4)
THAR 460	Playwriting and Screenwriting II	(4)
WRT 301	Introduction to Creative Writing	(4)
WRT 302	Experimental Writing Genres	(4)
WRT 303	Poetry Writing	(4)
WRT 304	Fiction Writing	(4)

Professional Writing Emphasis:

THAR 365	Desktop Publishing for Theatre	(2)
WRT 300	Writing for the Visual Arts	(4)
WRT 311	Composing in Digital Environments	(4)
WRT 314	Language Structures	(4)

Electives Common to Both Emphases:

WRT 305	Prism Review Staff	(2-4)
WRT 306	Writing Theory and Practice	(4)
WRT 307	Special Topics in Writing & Literature	(4)
WRT 309	Writing Workshop	(4)

English as a Second Language Program

The English as a Second Language Program is designed to assist international students in gaining the English skills necessary to successfully complete a degree at ULV. It is a part-time program for students who have been admitted into regular academic work, but who still need to improve their skills. ESL courses carry college credit and can be used to fulfill the foreign language general education requirement. While the TOEFL score grants admission, students must enroll in ESL/English courses each semester, until all courses are successfully completed. At the

MOVEMENT AND SPORTS SCIENCE DEPARTMENT

Chairperson: Paul Alvarez

Regular Faculty: Paul Alvarez, Kimberly Detwiler, Julie Kline, Marilyn Oliver, Jim Paschal, Pat Widolff, Scott Winterburn, Wendy Zwissler.

The Movement and Sports Science (MSS) Department offers three tracks of study within two majors. The MSS Education Major (54 semester hours) prepares students to teach Physical Education in the State of California public school system. The Athletic Training Major (60 semester hours) prepares students to become Certified Athletic Trainers by addressing the educational and clinical competencies required to pass the Board of Certification (BOC) exam. Students interested in becoming physical therapists often select either the MSS major (46 semester hours) or the Athletic Training major to fulfill many of the prerequisites for entrance into physical therapy graduate programs. The department chairperson designs the MSS major to meet the needs of the student's alternate career choice. Each major will prepare a student for graduate study in the Movement and Sports Science field.

Movement and Sports Science — B.S.

I. Education

Prerequisite for MSS 455 and 456:

BIOL 343	Human Anatomy	(4)
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Programs — Movement & Sports Science and Athletic Training

Core Requirements:

MSS 151	Health and Physical Fitness Strategies	(4)
MSS 230	Field Work and Foundations of Movement and Sports Science	(4)
MSS 250	Introduction to Adapted Physical Education	(4)
MSS 323	Scientific Principles of Movement	(2)
MSS 333	Curriculum and Organization in Physical Education	(4)
MSS 345	Methods of Research, Assessment, and Evaluation	(4)
MSS 370	Methods and Practice of Teaching Dual Sports and Aquatics	(4)
MSS 371	Methods and Practice of Teaching Individual Sports and Outdoor Education	(4)
MSS 372	Methods and Practice of Teaching Team Sports and Games	(4)
MSS 373	Methods and Practice of Teaching Gymnastics and Dance	(4)
MSS 380	Motor Development	(4)
MSS 455	Kinesiology	(4)
MSS 456	Physiology of Exercise	(4)
MSS 460	Philosophy of Physical Education and Athletics	(2)
MSS 499	Senior Seminar	(4)

Electives: A minimum of 4 semester hours in MSS courses.

II. General Studies

Program Chairperson: Paul Alvarez

Prerequisite for MSS 455 and 456:

BIOL 343	Human Anatomy	(4)
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Area 1 — Core Requirements: 26 semester hours

MSS 151	Health and Physical Fitness Strategies	(4)
MSS 230	Field Work and Foundations of Movement and Sports Science, <i>or</i>	
MSS 235	Introduction to Athletic Training	(4)
MSS 323	Scientific Principles of Movement	(2)
MSS 345	Methods of Research, Assessment, and Evaluation	(4)
MSS 380	Motor Development	(4)
MSS 455	Kinesiology, <i>or</i>	

MSS 456	Physiology of Exercise	(4)
MSS 499	Senior Seminar	(4)

Area 2 — Activity/Teaching Experience Requirement:

Three semester hours total from the following:

MSS 002-049	Instructional Activity courses	(1)
MSS 050-079	Intercollegiate Sports	(1)
MSS 370-373	Methods and Practice Teaching Courses	(4)

Electives: A minimum of 16 semester hours in MSS or related courses.

Athletic Training — B.S.

Director: Marilyn Oliver

The Athletic Training Education Program (ATEP),¹ offers a Bachelor of Science Degree in Athletic Training, and is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). CAATE accreditation allows the student who graduates with a major (B.S.) in Athletic Training to sit for the Board of Certification (BOC) exam. The Athletic Training Major prepares students for this exam by addressing the required educational competencies and clinical proficiencies through a challenging curriculum that integrates classroom studies with clinical application.

Due to the specific sequence of courses that allows basic knowledge and skills to progress to advanced clinical levels, it is vital that all students interested in pursuing the Athletic Training Major be advised, at entrance, by a faculty advisor within the ATEP. Students must communicate with that advisor on a regular basis.

Admission Requirements. Admission into the Athletic Training Major is competitive and highly selective. Applicants meeting the minimum requirements listed below are not guaranteed

¹ATEP is a rigorous and intense program. The Technical Standards establish the essential qualities considered necessary for students admitted to ATEP to achieve the knowledge, skills, and competencies of an entry-level athletic trainer and meet the expectations of CAATE. All students must meet the Technical Standards to be admitted to and continue in ATEP. In the event a student is unable to fulfill the Technical Standards, with or without reasonable accommodation, he or she will not be admitted to or retained in ATEP.

Programs — Movement & Sports Science and Athletic Training

admission into the major. Applications for fall semester ATEP admission are due by March 31 each year. Selections are made pending final spring semester grades. The following are the minimum requirements for admission. (Transfer students must be accepted to ULV prior to applying to the major):

1. Completion of 56 semester hours with a minimum overall GPA of 2.5.
2. Completion of MSS 151, 235, and 237, and BIOL 343 with a combined minimum GPA of 2.5.
3. 75 athletic training observation hours and a performance evaluation.
4. A physical examination by an M.D. or D.O. with verification of ability to perform ergonomic tasks and compliance with the program's Technical Standards (listed in ULV's "ATEP Policies and Procedures Manual").¹
5. Verification of current immunizations, including Hepatitis B, MMR, tetanus, polio, and a negative TB test.
6. Three letters of recommendation.
7. Current First Aid/CPR certification.
8. A completed ATEP Application Form.
9. A written essay.
10. An interview.

The scoring rubric for the ATEP selection process is included in the "ATEP Policies and Procedures Manual," available in downloadable form at www.ulv.edu/athletictraining/atep.phtml

Prerequisite for MSS 455 and 456:

- | | | |
|----------|------------------|-----|
| BIOL 343 | Human Anatomy | (4) |
| BIOL 344 | Human Physiology | (4) |

Athletic Training Core Requirements:

- | | | |
|---------|--|-----|
| MSS 235 | Introduction to Athletic Training | (4) |
| MSS 237 | Techniques and Observation in Athletic Training | (2) |
| MSS 324 | Evaluation & Assessment of Athletic Injuries — Lower Extremities | (4) |
| MSS 325 | Athletic Training Practicum I | (1) |
| MSS 326 | Evaluation & Assessment of Athletic Injuries — Upper Extremities | (4) |
| MSS 327 | Athletic Training Practicum II | (1) |
| MSS 328 | Assessment and Evaluation of Head and Spinal Injuries | (4) |

- | | | |
|---------|--|-----|
| MSS 400 | General Medical Conditions in Athletic Training | (2) |
| MSS 410 | Exercise and Rehabilitation | (4) |
| MSS 411 | Athletic Training Practicum III | (1) |
| MSS 412 | Therapeutic Modalities | (4) |
| MSS 415 | Management and Administration in Athletic Training | (4) |
| MSS 418 | Special Topics in Athletic Training | (2) |
| MSS 454 | Athletic Training —Team Management | (2) |

Sports Sciences Core Requirements:

- | | | |
|---------|---|-----|
| MSS 151 | Health and Fitness Strategies | (4) |
| MSS 323 | Scientific Principles of Movement | (2) |
| MSS 345 | Methods of Research, Assessment, and Evaluation | (4) |
| MSS 455 | Kinesiology | (4) |
| MSS 456 | Physiology of Exercise | (4) |
| MSS 499 | Senior Seminar | (4) |

Athletic Training students are required to take PSY 101, Principles of Psychology, as part of their general education requirements.

GPA requirement for program retention and graduating with the B.S. in Athletic Training is 2.5 overall. The ULV GPA requirement for most other majors is 2.0 overall.

Movement and Sports Science Minor

Prerequisite for MSS 455 and 456:

- | | | |
|----------|---------------|-----|
| BIOL 343 | Human Anatomy | (4) |
|----------|---------------|-----|

Core Requirements:

- | | | |
|---------|---|-----|
| MSS 151 | Health & Physical Fitness Strategies | (4) |
| MSS 230 | Field Work and Foundations of Movement and Sports Science | (4) |
| MSS 323 | Scientific Principles of Movement | (2) |
| MSS 333 | Curriculum & Organization in PE | (4) |
| MSS 455 | Kinesiology, or | |
| MSS 456 | Physiology of Exercise | (4) |

Electives: A minimum of 8 semester hours from MSS 370-373 Methods and Practice of Teaching courses (4,4)

MUSIC DEPARTMENT

Chairperson: Reed Gratz

Regular Faculty: Stephen Gothold, Reed Gratz, Kathleen Lamkin. **Adjunct Faculty:** Robert Berry,¹ David Brock, Karen Clark, Robert Dominguez, Anita Hanawalt, Michael Ryan, Carol Stephenson

¹Off-campus faculty

The mission of the Music Department is to provide students opportunities to experience a broad spectrum of music from the Western fine art tradition, the many genres of American music, and the music of other cultures. Through the courses and performances offered by the department, students will develop an understanding of artistic expression as an essential part of life and learn skills essential to musicians today. Students may choose a major or minor with a concentration in performance, history, or theory/composition.

The department has a unique relationship with the total educational experience in that students majoring in other areas are invited and encouraged to participate in all classes, ensembles, and applied lessons. Students are given the opportunity to initiate and/or continue development of their musical interests and talents.

Music — B.A.

Core Requirements:

MUS 230, 232 Theory I, II	(4,4)
MUS 330, 332 Theory III, IV	(4,4)
MUS 351 Medieval, Renaissance, Baroque Music	(4)
MUS 352 Classic, Romantic Music	(4)
MUS 353 Music Since 1900	(4)
Theory, History, or Conducting (300-400 level)	(8)
Applied music	(8)
Ensemble	(6)
Piano proficiency	(0)
Concert attendance	(0)
MUS 499 Senior Project/Recital	(1-4)

Music Minor

Core Requirements:

MUS 230, 232 Theory I, II	(4,4)
MUS 352, 353 History & Literature of Music	(4,4)
Theory, History, or Conducting (330-400 level)	(4)
Applied music	(4)
Ensemble	(6)
Concert attendance	(0)
Other MUS courses may be substituted for some core requirements with department chair approval.	

NATURAL SCIENCE DIVISION

Chairperson: Robert Neher

The University of La Verne's Natural Science Division consists of the Departments of Biology, Chemistry, Mathematics/Physics/Computer Science, and the Prehealth Science Programs. For a complete listing of faculty and offerings, see the separate departmental and program listings in this catalog.

PHOTOGRAPHY DEPARTMENT

Chairperson: Gary Colby

The mission of the Photography Department is to offer study in and of the chemical and digital photographic craft as it applies to personal expression, and the documentary tradition in the academic disciplines. Students may choose the Photography Minor or Photography Concentration in the Art Department or Communications Department (see those departments for concentration listings). In addition, students seeking elective credit and serving avocation interests are welcome in any photography class.

Photography Minor

Core Requirements: The minor in Photography requires a total of 4 semester hours of lower-divi-

Programs — Photography and Prehealth Science Program

sion and 22 semester hours of upper-division courses.

ART 390 Art History Selected Topics: History of Photography	(4)
PHOT 210 Elementary Photography	(4)
PHOT 310 Photoshop	(4)
PHOT 327 Staff Photography	(2)
PHOT 350 Color Photography	(4)
PHOT 356 Digital Portfolio	(4)
PHOT 450 Special Projects in Photography	(4)

PREHEALTH SCIENCE PROGRAMS

Program Chairperson: Robert Neher

Prehealth Science Committee: Jeffery Burkhart, Jerome Garcia, Iraj Parchamazad, Robert Neher

The Prehealth Science Committee works directly with students interested in pursuing vocations in the healing arts. Committee members advise prehealth science students and will write letters of recommendation for students applying to graduate programs. A student interested in a prehealth science field should contact the program chair during the first week at ULV so that an academic advisor on the Prehealth Science Committee appropriate to the student's field of interest can be assigned.

ULV's prehealth science programs are designed to meet the requirements for admission to all accredited health science programs in medical, dental, pharmacy, optometry, veterinary, and nursing schools. The high school program should include biology, chemistry, physics, trigonometry, and a foreign language, such as Spanish or German.

The health science student is entering a difficult and demanding program, and there are many steps to be taken in preparation for graduate study. First, a broad, well-balanced, general education background is essential. Second, although a health science student may select any college major, the prescribed courses in biology, chem-

istry, mathematics, physics, and English must be completed. These courses are required by most graduate health science schools, and they are essential preparation for the highly competitive entrance examinations (e.g., MCAT or DAT). Competition for admission to graduate schools is increasingly keen, with the average GPA of those accepted at about 3.8. Other important factors in determining admission include interviews, admission exam results, letters of recommendation, grade trends, extracurricular activities, intensity of the academic programs, and work experience.

Suggested Prehealth Science Program for Students Majoring in Biology:

Freshman year:

BIOL 204 Plant Biology	(4)
BIOL 204L Plant Biology Laboratory	(1)
BIOL 205 Animal Biology	(4)
BIOL 205L Animal Biology Laboratory	(1)
CHEM 201, 202 General Chemistry I, II	(5,5)
English and Speech	(4,4,2)
Three electives (general education requirements)	

Sophomore year:

BIOL 310 Cell Biology	(4)
BIOL 311 Genetics	(4)
BIOL 312 Environmental Biology	(4)
CHEM 311, 312 Organic Chemistry I, II	(5,5)
MATH 201, 202 Calculus I, II	(4,4)
Two electives (including general education requirements)	

Junior year:

BIOL 313 Developmental Biology	(4)
BIOL 314 Biochemistry	(5)
PHYS 201, 202 General Physics I, II	(5,5)
Four electives (including general education requirements)	

Senior year:

Fall: Appropriate screening exam—MCAT, DAT, etc.
Completion of major requirements, including senior project.
Completion of general education requirements.
Comprehensive examination in Biology.

If majoring in Chemistry, Physics, or Other Field: The above schedule for Biology majors illustrates one pathway that could be followed, but

Programs — Prelaw and Psychology

if majoring in Chemistry or another demanding major, it is especially important to receive proper advising.

Seven-Year Baccalaureate/Doctor of Osteopathy Program. ULV has developed a premedical ladder program with Western University of Health Sciences in Pomona, California. After three years of study at ULV, selected students may be accepted by Western University and complete their bachelor's and medical degrees simultaneously, thus earning the two degrees in seven years rather than eight.

PRELAW PROGRAM

Prelaw Advisor: Jason Neidleman

A broad academic, cultural, and intellectual background in the various disciplines of the liberal arts is highly beneficial to students who are considering the legal profession. While leading law schools prescribe no one set of courses for students preparing to enter law school, all encourage prelaw students to develop skills in analytic research, communication (both written and oral), and reading comprehension. Prelaw students may select any undergraduate major offered at ULV.

The prelaw advisor has been designated to give prelaw students assistance in designing their courses of study at La Verne to best prepare them for law school. Through careful counseling the advisor will identify the student's strengths and weaknesses for future legal study. This individualized counseling program and the help given to students in locating suitable law schools has been successful in placing prelaw students in the La Verne College of Law as well as other law schools in California and other parts of the United States. Students are urged to contact the prelaw advisor as soon as they decide to pursue a legal career.

PSYCHOLOGY DEPARTMENT

Chairperson: Glenn Gamst

Regular Faculty: Leticia Arellano-Morales, Ngoc Bui, Glenn Gamst, Arthur Gonchar, Valerie Jordan, Jerry Kernes, Christopher Liang, Patricia Long, Richard Rogers, Raymond Scott. **Adjunct Faculty:** Wayne Henkelmann, Joleen Lara

The Psychology Department offers bachelor's, and master's programs, an APA-approved doctoral program in Clinical-Community Psychology, and oversees the ULV Counseling Center. Psychology students have the opportunity to join Psi Chi, the national honor society in Psychology.

Psychology — B.S.

Program Chairperson: Arthur Gonchar

This major prepares students for graduate study and careers in psychology and related fields.

Courses for declaration of major:

- | | |
|----------------------------------|-----|
| PSY 101 Principles of Psychology | (4) |
| PSY 305 Statistics | (4) |
| PSY 395 Computer Data Analysis | (2) |

Core Requirements:

- | | |
|-------------------------------|-----|
| PSY 390 Research Methods | (4) |
| PSY 400 History of Psychology | (4) |
| PSY 497 Internship | (4) |
| PSY 499 Senior Thesis | (4) |

Area of Emphasis:

- | | |
|----------------------------------|-----|
| PSY 312 Abnormal Psychology | (4) |
| PSY 405 Brain and Behavior | (4) |
| PSY 407 Life-Span Development | (4) |
| PSY 409 Multicultural Psychology | (4) |

Two of the following laboratory courses:

- | | |
|--------------------------------------|-----|
| PSY 303 Learning and Behavior Change | (4) |
| PSY 304 Experimental Psychology | (4) |
| PSY 306 Cognitive Psychology | (4) |
| PSY 308 Social Psychology | (4) |

Electives:

A minimum of two of the following:

- | | |
|---|-----|
| PSY 215 Personality Theory and Research | (4) |
| PSY 315 Psychological Testing | (4) |

Programs — Psychology and Master's Counseling Programs

PSY 327 Health Psychology	(4)	statistics, and one other psychology theory class.
PSY 375 Community Psychology	(4)	3. The undergraduate course work will be evaluated on an individual basis for its recency and appropriateness to the selected graduate program.
PSY 408 Adolescent Psychology	(4)	4. An overall undergraduate GPA of 3.0.
PSY 422 Substance Abuse	(4)	Applicants with GPA under 3.0 may be considered with additional requirements.
PSY 429 Counseling and Interviewing Skills	(4)	5. ULV Graduate Studies Admission Form returned with nonrefundable \$50 application fee.
PSY 439 Industrial-Organizational Psychology	(4)	6. Completion of a 5-7 page statement of purpose and autobiography.
PSY 450 Selected Topics	(4)	7. A copy of a current résumé.

Psychology Minor

Prerequisite:

PSY 101 Principles of Psychology	(4)
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Core Requirements:

PSY 312 Abnormal Psychology	(4)
PSY 400 History of Psychology	(4)
PSY 407 Life-Span Development	(4)
One 300- or 400-level PSY elective	(4)

Two of the following:

PSY 303 Learning and Behavior Change	(4)
PSY 306 Cognitive Psychology	(4)
PSY 308 Social Psychology	(4)

MASTER'S COUNSELING PROGRAMS

Program Chairperson: Patricia Long

The Psychology Department offers two graduate counseling programs: Marriage and Family Therapy (MFT) and College Counseling and Student Services. The admission requirements and program policies vary between the two.

Admission requirements: Some program tracks may have additional requirements:

1. *Marriage and Family Therapy Program.* A bachelor's degree with the following six courses: general psychology, life-span developmental, abnormal psychology, research methods/experimental psychology, statistics, and one other psychology theory class.

2. *College Counseling and Student Services Program.* A bachelor's degree with the following five courses is required for the College Counseling & Student Services concentration: general psychology, life-span development, research methods/experimental psychology,

4. An overall undergraduate GPA of 3.0. Applicants with GPA under 3.0 may be considered with additional requirements.

5. ULV Graduate Studies Admission Form returned with nonrefundable \$50 application fee.

6. Completion of a 5-7 page statement of purpose and autobiography.

7. A copy of a current résumé.

8. Three letters of recommendation from professors and colleagues who are familiar with the applicant's academic and professional abilities, potential, and appropriateness for the counseling profession. At least one letter should be from a professor.

9. Applicants are strongly encouraged to have at least one year of volunteer or paid experience working with families, children, or couples.

10. An interview with at least two psychology faculty members.

11. Completion of a test of written language.

A student is eligible to enroll in no more than six semester hours prior to being admitted into a Counseling program.

Program Candidacy: All counseling students are admitted into the program under a precandidacy status. After the completion of 12 semester hours, all students become eligible for candidacy status and are evaluated by the following criteria: GPA of 3.0 or above, a passing score on the Competency Examination (PSY 595), and demonstrated personal suitability for the counseling profession. Occasionally, students may receive a provisional candidacy status in which certain conditions must be completed before they can receive candidacy status. In some instances, students may be denied candidacy and be discontinued from the program. All students must receive candidacy status in order to complete the program.

During their coursework in the program, students continue to be evaluated for demonstrated suitability to the program and the counseling pro-

Programs — Master's Counseling Programs

fession. Occasionally, discontinuation of a student from the program may occur, even after the conferring of candidacy status, if the student's personal or professional behavior does not continue to meet minimum professional and/or academic standards.

Personal Psychotherapy: The department believes that students entering the counseling profession benefit professionally, personally, and academically from experiencing personal psychotherapy, and believes that psychotherapy is a necessary training experience for counseling professionals. Therefore, after admission, all students enrolled in the MFT program are required to complete a minimum of 30 hours of personal psychotherapy over a six-month period or longer in order to complete the program. Likewise, after admission, all students enrolled in the M.S., Counseling program are required to complete at least 20 hours of personal psychotherapy spread over at least six months in order to complete the program. The therapy may include individual, couple, family, or group therapy, depending on the individual student's issues and preferences. In consultation with the program chair, each student designs a psychotherapy treatment plan for department approval no later than the time of evaluation for candidacy. Students enrolled in the MFT program may apply their psychotherapy hours towards the optional hours of experience category for California MFT licensure. Any exceptions to this policy must be approved by the department.

Competency Exam: This written exam, a part of the evaluation for candidacy, is based on coursework and requires students to integrate and apply counseling and/or student development theories, techniques, ethical, and legal issues. The exam is based on PSY 512, 516, 517, and 527 for students in the MFT program. The exam is based on PSY 510, 524, 525, 527, 531, and 532 for students in the College Counseling and Student Services program.

Marriage and Family Therapy — M.S.

Program Chairperson: Patricia Long

The MFT program trains students to become therapists to meet the psychological needs of families, couples, and children in a changing society. It combines theoretical training with practical experiences to prepare students for both professional counseling careers as well as possible doctoral study. General systems theory provides the theoretical foundation for the MFT program, and students are exposed to a range of theoretical orientations that reflect a systems perspective. In California, completion of this program fulfills all of the academic requirements of the Board of Behavioral Science for licensure in California as a Marriage and Family Therapist, as well as the academic requirements for California community college counseling and instructor positions.

Total Program: 55 semester hours

Core Courses: 15 semester hours

PSY 502	Research Methods in Counseling	(3)
PSY 507	Human Development	(3)
PSY 522	Group Counseling	(3)
PSY 523	Multicultural Counseling	(3)
PSY 527	Professionalism, Ethics, and Law in Counseling	(3)
PSY 595	Competency Exam	(0)

MFT Specialization: 34 semester hours

PSY 506	Human Sexuality	(1)
PSY 509	Psychological Testing	(2)
PSY 512	Clinical Psychopathology	(3)
PSY 516	Counseling Theories & Techniques	(3)
PSY 517	Counseling Theories & Skills II	(3)
PSY 518	Family Therapy	(3)
PSY 519	Couples Therapy	(3)
PSY 521	Child Therapy	(2)
PSY 528	Substance Abuse Counseling	(3)
PSY 530	Violence & Abuse in Family Systems	(2)
PSY 534	Psychopharmacology	(2)
PSY 536	Counseling Older Adults	(1)
PSY 580, 581	Supervised Fieldwork in Marriage, Family, and Child Therapy I, II(3,3)	

Programs — Master's Counseling Programs and Psy.D.

Electives: 3 semester hours

PSY 590 Selected Topics (1-3)

Other elective with program chair approval

Culminating Activity: 3 semester hours

PSY 594 Thesis, or

PSY 596 Graduate Seminar (3)

Electives: 3 semester hours

PSY 590 Selected Topics (1-3)

Other elective with program chair approval

Culminating Activity: 3 semester hours

PSY 594 Thesis, or

PSY 596 Graduate Seminar (3)

Counseling with Concentration in College Counseling and Student Services — M.S.

Program Chairperson: Patricia Long

This program is designed for students who are pursuing training in College Counseling and Student Services. This concentration will prepare students for career opportunities in human services, community colleges, universities, and other settings involving counseling expertise. In California completion of this program does not fulfill the educational requirements for licensure as a Marriage and Family Therapist.

Total Program: 47 semester hours

Core Courses: 15 semester hours

PSY 502 Research Methods in Counseling (3)

PSY 507 Human Development (3)

PSY 522 Group Counseling (3)

PSY 523 Multicultural Counseling (3)

PSY 527 Professionalism, Ethics, and Law in Counseling (3)

PSY 595 Competency Exam (0)

College Counseling and Student Services Specialization:

26 semester hours (including electives)

PSY 510 Mental Health & the College Student (3)

PSY 514 Career Development (3)

PSY 515 Student Development Theories (3)

PSY 524 Theories & Skills in College Counseling (3)

PSY 525 Pre-Practicum for College Counseling (1)

PSY 531 Intro to College Student Services (3)

PSY 533 Apprenticeship in College Counseling (1)

PSY 535 Assessment in College Student Services (3)

PSY 582, 583 Supervised Fieldwork in Counseling I, II (3,3)

Doctor of Psychology — Psy.D. Clinical–Community Psychology

Program Chairperson: Raymond Scott

Directors of Clinical Training: Valerie Jordan
Jerry Kernes

This doctoral program builds upon ULV's well-established tradition of community service and prepares its graduates to function competently and responsibly in multicultural, diverse, and pluralistic societies. It is anchored in an integration of clinical and community psychology and grounded in the promotion of an ecological perspective where human behavior is understood within the context of interacting systems that are multi-level, multidimensional, and multi-directional. Its core mission is to train scholar-practitioners who will think critically, promote social justice, apply their knowledge diligently, and practice ethically and compassionately as culturally competent providers of clinical and prevention services and as agents of social change for individuals, groups, communities, and organizations.

Philosophy of Training. The philosophy of training for the Psy.D. Program is based upon the value that the needs of a multicultural society are best served by a psychology profession that is both culturally competent and inclusive. In accordance with this value, the Program seeks to provide students with a rich exposure to culturally and individually diverse populations through its academic training and applied experiences. It also seeks to train students that have been under-represented in the field.

Training Model. ULV's Psy.D. in Clinical–Community Psychology is accredited by the

Programs — Psy.D.

American Psychological Association. It follows the scholar-practitioner and competency-based models and is one of only 18 programs in the nation where students learn interactively about the social, interpersonal, and intrapersonal factors that influence social justice and affect people's well being and quality of life. Students learn to think about psychological factors at the individual, family, and community levels. The Psy.D. program is designed to prepare students as clinical-community psychologists to provide comprehensive prevention and community interventions and psychotherapeutic and psychodiagnostic services, to assume administrative and supervisory positions in mental health and/or community programs, and to provide professional psychological consultation. The program infuses multicultural competencies into its curriculum and trains students in the theories and concepts of cultural and individual diversity and in their application to the practice of professional psychology. It also trains students to be consumers of research and base their work on the foundation of scientific evidence and scholarly works.

The program is secular in orientation and is designed to be completed in five years of full-time study, at least four of which must be in residence. It develops competence in the scientific foundations of psychology, clinical-community professional areas of practice, research methods, and data analysis. It includes an empirical dissertation as well as clinical training, the latter of which consists of clinical practica and an internship. The practica occur during years 2 and 3 of the program, and consist of a minimum of 1,500 hours of training at two different sites. The dissertation proposal is designed during year 3 and completed during year 4, prior to the clinical internship. The clinical internship in year 5 consists of 1500 clinical hours and can be completed either during one year of full-time training or in two years of half-time training. The internship meets the predoctoral licensure requirements in California.

Admission Requirements. Applicants are admitted with a bachelor's degree. All applicants must submit the following:

1. **Academic preparation.** Official transcripts documenting receipt of a bachelor's degree from a regionally-accredited institution of higher learning. Primary consideration is afforded to applicants with a minimum undergraduate GPA of 3.25, and nearly all applicants who are admitted will meet this standard. Although an undergraduate major in psychology is not required, all applicants must have completed at least 18 hours of psychology distributed across the following core areas: introductory psychology, statistics, experimental psychology or research methods, physiological psychology, and abnormal psychology. In addition, one course from among the following is required: history and systems, social psychology, human development, theories of personality, and clinical or community psychology. Applicants with graduate degrees must submit transcripts showing these degrees and documenting a minimum graduate GPA of 3.5.

2. **Three letters of recommendation** from individuals who are sufficiently familiar with the applicant's academic and/or clinical fieldwork to provide a valid and objective assessment of the applicant's potential to function competently as a professional psychologist.

3. A **statement of purpose**, not to exceed 500 words, addressing the applicant's reasons for pursuing doctoral work in clinical-community psychology.

4. An **autobiographical statement**, not to exceed 1000 words, addressing ways in which life experiences have influenced the decision to pursue doctoral studies in professional psychology.

5. A **current curriculum vitae**.

Transfer Credit. Individuals with graduate-level coursework may petition for a maximum of 30 transfer credits. Transfer credit will not be awarded for prior clinical experience or practicum work.

Program Progress, Doctoral Candidacy, and the Clinical Competency Examination. Individuals are admitted into the program as pre-candidates. To be eligible to apply for doctoral candidacy, pre-candidates must at a minimum (a) complete 58 semester hours of coursework in the program and (b) complete 500 clinical practicum

Programs — Psy.D.

hours. Evaluation for candidacy normally occurs in the fall of year 3. To apply for an internship, a candidate must pass the Year 3 Clinical-Community Competency Examination. Students who fail this examination will be dismissed from the doctoral program. All students must earn candidacy status and pass the Year 3 Clinical-Community Competency Examination in order to complete the program. Dismissal of a student may occur even after the conferring of candidacy and passing the Clinical-Community Competency Examination, if the student's personal or professional behavior does not continue to meet required standards for the profession.

M.S. in Psychology. An M.S. in Psychology will be awarded at the completion of the second year of the Psy.D. program (60 semester hours for students entering the program with a bachelor's degree; at least 45 semester hours for students entering with transfer credit) to students in good academic standing who have successfully completed PSY 635 and PSY 636 (Practicum I and II). This degree is intended only as an en route degree toward completion of the Psy.D., not as a terminal master's degree.

Personal Psychotherapy Requirement. The capacity for objective self-awareness and an appreciation of the psychotherapeutic process are important aspects of an individual's development as a clinician. The Psy.D. program encourages this process by requiring that all students complete a minimum of 40 hours of personal psychotherapy during the course of their enrollment. Although the Psychology Department maintains a referral network of practitioners who are willing to work with students at reduced fees, it is the responsibility of the student to meet the cost of personal psychotherapy.

Licensure. Courses in the Psy.D. curriculum are consistent with educational requirements for licensure in California. However, because licensure requirements vary among states, students interested in practicing outside of California are encouraged to consult the licensing boards in the states where they intend to practice.

Concentrations. Since its inception, a primary goal of ULV's Psy.D. program has been to develop practitioners with clinical and research competencies to provide services to diverse people and communities. To provide students with a more in-depth training experience, the program offers concentrations in Forensics, Geropsychology and Multicultural Psychology, each with faculty mentors. The goals of the concentrations are to provide in-depth training in research and practice, and to train psychologists with capabilities to shape the discourse in these areas for years to come.

The *Forensic Concentration* is designed to facilitate students' becoming familiar with general issues affecting the practice of forensic psychology. Students must take Introduction to Forensic Psychology and at least one course in each of three areas: assessment, forensic practice, and forensic research.

The *Geropsychology concentration* incorporates APA's 2003 Guidelines for Psychological Practice with Older Adults. These guidelines enumerate six domains of knowledge and skills that are the basis of the required and elective coursework in this concentration. The concentration collaborates with ULV's M.S., Gerontology program.

The *Multicultural concentration* incorporates APA's 2002 Guidelines on Multicultural Education, Training, Research, Practice, and Organizational Change for Psychologists. Students are required to select a faculty mentor with expertise in an area of multicultural psychology to provide guidance and support with the practicum and research. In collaboration with the program chair, this mentor evaluates the student's awareness, knowledge, and skills in multicultural psychology.

Students interested in pursuing a concentration should apply to the Doctoral Program Chair using Form A, Application to Begin Activities for a Concentration. To be eligible, a student must have an overall GPA of at least 3.0 in doctoral coursework at ULV. Students will be asked to describe the activities that they anticipate completing to fulfill the requirements of the concentration. At the completion of concentration require-

Programs — Psy.D. and Religion

ments, the student must complete Form B, Application for Area of Concentration, and return it to the Psy.D. Program Chair. The concentration will be posted on the student's transcript.

The requirements for a concentration are as follows:

- A minimum of 10 credit hours in one of the concentrations, excluding required Psy.D. coursework;
- At least 750 direct service hours in the concentration during some combination of practica and internship;
- A dissertation with a focus on the concentration area; and
- A competence portfolio that outlines learning outcomes, provides examples of papers, research projects, and a reflective essay (minimum 2,000 words) that outlines growth and provides a plan for future development. The portfolio is due the first week of April during the graduating year.

Total Program: 120 semester hours	
Scientific and Theoretical Foundations	(18)
Clinical Psychology	
Assessment	(13)
Consultation and Supervision Training	(4)*
Ethical, Cultural, and Professional Practice	(12)
Treatment	(18)
Community Psychology	(14)*
Clinical-Community Practicum and	
Internship Experiences	(18)
Research	(16)
Electives	(9)

*Clinical-Community Consultation courses overlap these two domains.

RELIGION & PHILOSOPHY DEPARTMENT

Chairperson: Dan Campana

Regular Faculty: Dan Campana, Jonathan Reed, Richard Rose. **Adjunct Faculty:** Marshall Osman, Deborah Roberts, Zandra Wagoner

Consistent with ULV's history and values orien-

tation, the Religion/Philosophy Department offers bachelor of arts degrees in Religion, Philosophy, and Religion/Philosophy. A minor is also available in Religion or Philosophy. Religion courses offer the opportunity to explore religion and religious values in a critical, academic context. Philosophy courses challenge students to look seriously at the philosophical traditions which have helped to shape our world views. In all courses emphasis is upon critical thinking and evaluation of a broad range of views with the goal of refining one's own perspectives.

Off-campus religion programs are also offered to enable students in African-American and Latino communities of Los Angeles to pursue degrees in Religion and Philosophy. These courses are offered in Pasadena and central Los Angeles in the evenings and on Saturdays.

Religion — B.A.

Core Requirements:

PHIL 351 Philosophy of Religion	(4)
REL 100 Introduction to Religion	(4)
REL 220 Survey of Old Testament/ Hebrew Scriptures, <i>or</i>	
REL 230 Survey of the New Testament	(4)
REL 490 Senior Seminar	(1)
REL 499 Senior Project	(4)
<i>Scripture:</i> one course with SC designation	(4)
REL 220 Survey of Old Testament/ Hebrew Scriptures	
REL 230 Survey of the New Testament	
REL 331 Jesus and His Teachings	
REL 335 The First Christians	
REL 390 Topics in Religion with SC designation	
<i>Theology:</i> one course with TH designation	(4)
REL 349 Contemporary Themes in Christian Thought	
REL 390 Topics in Religion with TH designation	
<i>Religion & Society:</i> one course with RS mark	(4)
REL 390 Topics in Religion with RS designation	
REL 398 Topics in Urban Studies	
<i>Non-Western Religion:</i> one course with NW	(4)
REL 305 World Religions: East	

Programs — Religion and Philosophy

REL 390 Topics in Religion with NW designation

Electives: (12)

Three upper-division REL and PHIL courses.
(Interdisciplinary courses that include Religion or Philosophy as a discipline can be applied here.)

Philosophy — B.A.

Core Requirements:

HUM 305 Values and Critical Thinking (4)

PHIL 110 Introduction to Philosophy (4)

PHIL 230 Introduction to Ethics (4)

PHIL 399 Independent Study on a
selected major philosopher (4)

PHIL 490 Senior Seminar (1)

PHIL 499 Senior Project (4)

Ancient or Medieval Philosophy: one course
with AM designation (4)

PHIL 321 History of Ancient and
Medieval Philosophy

PHIL 350 Topics in Religion with AM mark

PHIL 371 Classical Political Philosophies

Modern or Contemporary Philosophy: one course
with MC designation (4)

PHIL 322 History of Modern and
Contemporary Philosophy

PHIL 350 Topics in Religion with MC mark

PHIL 373 Modern Political Theory

PHIL 375 Contemporary Political Theory

Philosophy & Society: one course with PS (4)

PHIL 217 Power and Oppression

PHIL 350 Topics in Religion with PS mark

PHIL 351 Philosophy of Religion

PHIL 370 Contemporary Issues in the
Philosophy of Love and Sex

Non-Western Religion: one course with NW (4)

REL 305 World Religions: East

REL 390 Topics in Religion with NW designation

Electives: (8)

Two upper-division REL and PHIL courses.
(Interdisciplinary courses that include Religion or Philosophy as a discipline can be applied here.)

Religion/Philosophy — B.A.

Core Requirements:

PHIL 110 Introduction to Philosophy (4)

PHIL 351 Philosophy of Religion (4)

REL 100 Introduction to Religion (4)

PHIL 490 or REL 490 Senior Seminar (1)

PHIL 499 or REL 499 Senior Project (4)

Ancient or Medieval Philosophy: one course
with AM designation (4)

PHIL 321 History of Ancient and
Medieval Philosophy (4)

PHIL 350 Topics in Religion with AM mark

PHIL 371 Classical Political Philosophies

Modern or Contemporary Philosophy: one course
with MC designation (4)

PHIL 322 History of Modern and
Contemporary Philosophy

PHIL 350 Topics in Religion with MC mark

PHIL 373 Modern Political Theory

PHIL 375 Contemporary Political Theory

Scripture: one course with SC designation (4)

REL 220 Survey of Old Testament/
Hebrew Scriptures

REL 230 Survey of the New Testament

REL 331 Jesus and His Teachings

REL 335 The First Christians

REL 390 Topics in Religion with SC designation

Theology: one course with TH designation (4)
REL 349 Contemporary Themes in
Christian Thought

REL 390 Topics in Religion with TH designation

Religion & Society: one course with RS mark (4)

REL 390 Topics in Religion with RS designation

REL 398 Topics in Urban Studies

Non-Western Religion: one course with NW (4)

REL 305 World Religions: East

REL 390 Topics in Religion with NW designation

Electives: (8)

Two upper-division REL and PHIL courses.
(Interdisciplinary courses that include Religion or Philosophy as a discipline can be applied here.)

Programs — Religion, Anthropology, and Behavioral Sciences

Religion Minor

Core Requirements:

REL 100 Introduction to Religion (4)
One course in scripture (with SC designation) (4)
REL 220 Survey of Old Testament/
Hebrew Scriptures
REL 230 Survey of the New Testament
REL 331 Jesus and His Teachings
REL 335 The First Christians
REL 390 Topics in Religion with SC designation
Upper-division REL electives (16)
(PHIL 351 and interdisciplinary courses that
include Religion or Philosophy as a discipline can
be applied here.)

Philosophy Minor

Core Requirements:

PHIL 110 Introduction to Philosophy (4)
HUM 305 Values and Critical Thinking (4)
Upper-division PHIL electives (16)
(REL 305 and interdisciplinary courses that
include Religion or Philosophy as a discipline can
be applied here.)

SOCIOLOGY/ANTHROPOLOGY DEPARTMENT

Chairperson: Sharon K. Davis

Regular Faculty: Felicia Beardsley, Sharon K.
Davis, Hector Delgado, Karen Donahue, Kimberly
Martin, Ernie Thomson **Adjunct Faculty:** Glenn
Goodwin, Dan Kennan, Robert Lewis

Anthropology — B.S.

This major provides a balanced education in the
four fields of anthropology: culture, archaeology,
linguistics, and biology. It offers a foundation in
theory, methodology, and applications of anthro-
pological knowledge. The curriculum emphasizes
the comparative study of human beings and their
cultures in all times and all places. It prepares
students for graduate study and/or careers in
such fields as teaching, research, human ser-

vices, international business, heritage preserva-
tion, forensics, and criminalistics.

Core Requirements:

ANTH 305 Statistics (4)
ANTH 390 Research Methods (4)
ANTH 497 Internship (4)
ANTH 499 Senior Thesis, *or*
ANTH 499A-B Senior Thesis (4 or 2,2)
ANTH 400 Anthropological Theory (4)
One SOC course (4)

Area of Emphasis:

ANTH 330 Cultural Anthropology (4)
ANTH 340 Language and Culture (4)
ANTH 350 Physical Anthropology (4)
ANTH 350L Physical Anthropology Lab (1)
ANTH 360 Archaeology (4)
ANTH 360L Archaeology Lab (1)

Elective: One course approved by the academic
advisor (4)

Anthropology Minor

Core Requirements:

ANTH 330 Cultural Anthropology (4)
ANTH 400 Anthropological Theory (4)
One approved 300-400-level ANTH elective (4)
Two of the following:
ANTH 340 Language and Culture (4)
ANTH 350 Physical Anthropology *and* (4)
ANTH 350L Physical Anthropology Lab (1)
ANTH 360 Archaeology *and* (4)
ANTH 360L Archaeology Lab (1)

Behavioral Sciences — B.S.

This major provides an opportunity to study
human behavior from the perspectives of anthro-
pology, psychology, and sociology. Two emphasis
areas are available to students majoring in
Behavioral Science: General and Ethnic Studies.

Core Requirements:

ANTH 250 Issues in Anthropology *or*
ANTH 330 Cultural Anthropology (4)
PSY 101 Principles of Psychology (4)
SOC 250 Introduction to Sociology (4)

Programs — Behavioral Sciences, Criminology, and Sociology

ANTH/SOC 305 Statistics	(4)
ANTH/SOC 390 Research Methods	(4)
ANTH/SOC 497 Internship	(4)
ANTH/SOC 499 Senior Thesis	(4)

General Concentration: This concentration allows students to experience a broad range of behavioral science perspectives on human behavior.

Two of the following:

ANTH 400 Anthropological Theory	(4)
PSY 400 History of Psychology	(4)
SOC 400 Sociological Theory	(4)

Electives: 8 upper-division semester hours from PSY, SOC, and/or ANTH approved by the advisor.

Ethnic Studies Concentration: This concentration permits students to study the contemporary multiethnic society in the United States:

ANTH/SOC 315 Race and Ethnicity	(4)
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Three of the following:

ANTH/SOC 335 Black Experience in the U.S.	(4)
ANTH/SOC 336 Latino Experience	(4)
ANTH/SOC 337 Asian American Experience	(4)
ANTH/SOC 328 Native American Experience	(4)
SOC 330 Social Class and Inequality	(4)

Electives: A minimum of four semester hours of upper-division units in any course approved by the advisor.

Behavioral Sciences Minor

Core Requirements:

ANTH 250 Issues in Anthropology, <i>or</i>	
PSY 101 Principles of Psychology, <i>or</i>	
SOC 250 Introduction to Sociology	(4)
PSY 309 Personality Theory and Research	(4)
SOC 324 Social Problems	(4)
ANTH 330 Cultural Anthropology	(4)
PSY 400 History of Psychology, <i>or</i>	
SOC 400 Sociological Theory, <i>or</i>	
ANTH 400 Anthropological Theory	(4)
ANTH, PSY, or SOC 300-400-level Elective	(4)

Criminology — B.S.

This major is designed for students planning careers in law or criminal justice, or working with troubled youth.

Core Requirements:

One ANTH course	(4)
SOC 250 Introduction to Sociology	(4)
SOC 390 Research Methods	(4)
SOC 497 Internship	(4)
SOC 499 Senior Thesis, <i>or</i>	
SOC 499A-B Senior Thesis	(4 or 2,2)
<i>Classroom students only:</i>	
SOC 305 Statistics	(4)
<i>Online students only:</i>	
SOC 305A, B Statistics and Computer Data Analysis A, B	(4,4)

Area of Emphasis:

SOC 321 Juvenile Delinquency	(4)
SOC 322 Introduction to Criminology	(4)
SOC 326 Criminal Justice System	(4)
SOC 350 Law and Society	(4)
<i>Two of the following:</i>	
SOC 329 Correctional Systems	(4)
SOC 360 The Death Penalty	(4)
SOC 362 Forensic Investigations	(4)

Criminology Minor

Prerequisites:

SOC 250 Introduction to Sociology	(4)
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Core Requirements:

SOC 320 Sociology of Deviance, <i>or</i>	
SOC 350 Law and Society	(4)
SOC 321 Juvenile Delinquency	(4)
SOC 322 Introduction to Criminology	(4)
SOC 326 Criminal Justice System	(4)
One approved 300-400-level elective	(4)

Sociology — B.S.

This major is designed for students planning careers working with people and groups, their social creations and issues.

Core Requirements:

One ANTH course	(4)
SOC 250 Introduction to Sociology	(4)
SOC 305 Statistics	(4)
SOC 390 Research Methods	(4)
SOC 400 Sociological Theory	(4)
SOC 497 Internship	(4)

Programs — Sociology, Ethnic Studies, and Speech Communication

SOC 499 Senior Thesis, *or*
 SOC 499A-B Senior Thesis (4 or 2,2)

Area of Emphasis:

SOC 320 Sociology of Deviance (4)
 SOC 324 Social Problems (4)
 SOC 330 Social Class and Inequality (4)
 SOC 370 Social Change (4)

Elective: One course approved by the academic advisor (4)

Sociology Minor

Prerequisites:

SOC 250 Introduction to Sociology (4)

Core Requirements:

SOC 320 Sociology of Deviance (4)
 SOC 324 Social Problems (4)
 SOC 330 Social Class and Inequality (4)
 SOC 400 Sociological Theory (4)
 One approved 300-400-level elective (4)

Ethnic Studies Minor

Core Requirements:

ANTH/SOC 315 Race and Ethnicity (4)
 SOC 330 Social Class and Inequality (4)
One of the following:
 ANTH/SOC 335 Black Experience in the U.S. (4)
 ANTH/SOC 336 Latino Experience (4)
 ANTH/SOC 337 Asian American Experience (4)
 ANTH/SOC 338 Native American Experience (4)
 Two approved 300-400-level electives (4,4)

SPEECH COMMUNICATION DEPARTMENT

Chairperson: Jeanne Flora

Regular Faculty: Jeanne Flora, Ian Lising

The mission of the Speech Communication Department is to help students explore how and why people communicate, and the effects of communication on individuals, groups, organizations, and societies. The departmental curriculum

examines communication theory, encourages practice and improvement of communication skills in a variety of contexts, and explores communication from a multicultural perspective. The department also sponsors the ULV forensics team, which competes nationally and internationally. The team is open to students of all majors.

Speech Communication — B.A.

The Speech Communication major prepares students for careers that demand good communication skills and theoretical understanding, such as social and human services, business, and law. It emphasizes basic communication theory and basic research methods as well as context-specific training. Supportive electives outside the department allow students to explore areas closely related to the field, such as public relations and business communication.

Core Requirements:

PSY 305 Statistics (4)
 SPCM 100 Fundamentals of Public Speaking (2)
 SPCM 110 Introduction to Speech Communication Theory and Practice (2)
 SPCM 499 Senior Project (2-4)
A minimum of three of the following four:
 SPCM 210 Interpersonal Communication (4)
 SPCM 220 Intercultural Communication (4)
 SPCM 240 Persuasion and Social Influence (4)
 SPCM 250 Public Controversy and Criticism (4)
One of the following three:
 PSY 390 Research Methods (4)
 SPCM 410 Advanced Interpersonal and Family Communication (4)
 SPCM 452 Rhetorical Criticism (4)

Electives:

8 semester hours from the following four:
 SPCM 332 Interviewing Principles & Practices (4)
 SPCM 350 Argumentation & Debate (1-8)
 SPCM 410 Advanced Interpersonal and Family Communication (4)
 SPCM 452 Rhetorical Criticism (4)
 SPCM 490 Special Topics in Speech Communication (4)

8 unduplicated semester hours selected from the

Programs — Speech Communication and Theatre Arts

four courses above or from the following :

ANTH 340	Language and Culture	(4)
BUS 366	Professional Selling Skills	(4)
HUM 302	Conflict Resolution & Nonviolence	(4)
HUM 310	Peace Studies Colloquium	(1)
JOUR 330	Theory and Practice of Public Relations	(4)
JOUR 430	Public Relations Methods	(4)
MGMT 300	Principles of Management	(4)
MGMT 354	Oral Communication in Organizations	(4)
MGMT 459	Organizational Behavior	(4)
SOC 315	Race and Ethnicity	(4)

Speech Communication Minor

Core Requirements:

SPCM 100	Fundamentals of Public Speaking	(2)
SPCM 110	Introduction to Speech Communication Theory and Practice	(2)

A minimum of one of the following four:

SPCM 210	Interpersonal Communication	(4)
SPCM 220	Intercultural Communication	(4)
SPCM 240	Persuasion and Social Influence	(4)
SPCM 250	Public Controversy and Criticism	(4)

Electives: 16 semester hours from the list of B.A., Speech Communication Electives with the restrictions as stated.

THEATRE ARTS DEPARTMENT

Chairperson: David Flaten

Regular Faculty: Sean Dillon, David Flaten.

Adjunct Faculty: Georgij Paro, Elizabeth Pietrzak. **Director of Theatre:** Steven Kent

The mission of the Theatre Arts Department is to create a learning community that embraces progressive social consciousness, spirituality, parity, diversity and personal development. Viewing theatre as a discipline that embraces many other fields, the goal is to empower students to become highly skilled, self-motivated, socially aware theatre artists and engaged citizens.

The Theatre Arts program is designed for majors and non-major participants. It is an experiential, production-oriented program. Along with providing a thorough background in dramatic literature and world theatre history, the program encourages students to develop an emphasis in one or more special areas, such as performance, directing, design, playwriting, literary criticism, musical theatre, children's theatre, and stage management, through electives and directed study courses.

Prerequisites for the Major and Minor:

THAR 120	Introduction to Stagecraft	(2)
THAR 200	Theatre, Acting and Performance	(4)
THAR 280	Theatre Seminar (3 semesters)	(1,1,1)
THAR 311	Oral Communication	(2)

Theatre — B.A.

Core Requirements: A minimum of 45 semester hours:

THAR 210	Acting Studio <i>or</i>	
THAR 212	Acting for the Camera I	(3-4)
THAR 233	Introduction to Design for Stage and Studio	(4)
THAR 355	Directing Studio I	(4)
THAR 445	Masters of the Drama	(4)
THAR 480, 481	Theatre History I, II	(4,4)
	Electives approved by advisor	(12)
	Dramatic Lit. (THAR 340 recommended)	(4,4)
THAR 499	Senior Project	(1-2)

Theatre Arts Minor

Core Requirements: A minimum of 28 semester hours:

THAR 210	Acting Studio <i>or</i>	
THAR 212	Acting for the Camera I	(3-4)
THAR 233	Introduction to Design for Stage and Studio	(4)
THAR 355	Directing Studio I	(4)
THAR 445	Masters of the Drama	(4)
THAR 480	Theatre History I <i>or</i>	
THAR 481	Theatre History II	(4)
	Electives approved by advisor	(9)

COLLEGE of BUSINESS & PUBLIC MANAGEMENT

Dean: Gordon Badovick

Associate Dean: Abe Helou

Associate Dean: Rita Thakur

APPLIED BUSINESS SCIENCE & ECONOMICS DEPARTMENT

Chairperson: Renee Miller

Regular Faculty: Paul Abbondante, Mehdi Beheshtian, Adham Chehab, Ahmed Ispahani, Christine Jagannathan, David Kung, Renee Miller, Yehia Mortagy, Claudio Muñoz, Gonyung Park, Julius Walecki.

BUSINESS MANAGEMENT & LEADERSHIP DEPARTMENT

Chairperson: Richard Simpson

Regular Faculty: Robert Barrett, Caroline Chizever, Janis Dietz, Kathleen Duncan, Gregory Fast, Issam Ghazzawi, Jeanny Liu, Jack McElwee, Keeok Park, Constance Rossum, Carol Sawyer, Richard Simpson, Virgil Smith, Yvonne Smith, Rita Thakur, Janat Yousof.

PUBLIC & HEALTH ADMINISTRATION DEPARTMENT

Chairperson: Keith Schildt

Regular Faculty: Kent Badger, Suzanne Beaumaster, Joan Branin, Jack Meek, Keith Schildt, Matt Witt.

College Mission. The College provides its students with a broad-based management education that emphasizes the application of theory to management practice and builds conceptual skills and core values needed to become effective leaders and managers in today's rapidly changing global

environment. In support of this, the College provides relevant curriculum that capitalizes on the University's liberal arts traditions, focuses on effective decision making, and emphasizes the knowledge, skills, and values needed in a culturally diverse workplace. In addition, the College is committed to continuous quality improvement, applied scholarly pursuits, and sharing resources with the business, governmental, professional, and academic communities.

College Programs. The College offers undergraduate majors in Accounting, Business Administration (with concentrations in Management, Information Technology, International Business, and Marketing), Economics, Health Administration, Organizational Management, and Public Administration. In addition, the College offers two interdepartmental majors in E-Commerce and International Business & Language. Minors in Business Administration, Economics, Human Resources Management, and Marketing are available for non-business majors.

Traditional-aged business students are advised to participate in co-curricular activities related to business or other student governance and leadership groups. Students may choose to augment on-campus education through job experience in work-study and internship programs. Undergraduate business students are also strongly encouraged to study abroad to broaden their horizons while earning degree credit. All students are expected to be proficient in word processing, spreadsheets, electronic communications, and information retrieval on the Internet.

At the graduate level, the College offers the Master of Business Administration (with concentrations in Accounting, Finance, Health Services Management, Information Technology, International Business, Management and Leadership, Managed Care, Marketing, and Supply Chain Management), Master of Health Administration, Master of Public Administration, Master of Science in Business Organizational Management, Master of Science in Gerontology, Master of

Programs — Accounting and Business Administration

Science in Leadership and Management, and Doctor of Public Administration. Graduate academic certificates are available in the areas of concentration.

CENTRAL CAMPUS UNDERGRADUATE BUSINESS PROGRAMS

Accounting — B.S.

Program Chairperson: Claudio Muñoz

The Accounting Program develops an understanding of the enterprise's primary information system. It builds on the conceptual, analytical and communication skills necessary to succeed in the business world. It prepares students for careers in all areas of accounting, including the necessary preparations and qualifications for professional examination.

Prerequisites: All students are expected to be proficient in word processing, spreadsheets, electronic communications, and information retrieval on the Internet. The following must be completed before enrolling in 300- or 400-level ACCT, BUS, ECON, or MGMT courses:

ACCT 201	Fundamentals of Accounting I	(4)
ACCT 202	Fundamentals of Accounting II	(4)
BUS 200	Computer Applications	(2)
BUS 242	Achieving Professional Success	(4)
BUS 270	Business Statistics	(4)
ECON 220, 221	Economic Analysis I, II	(4,4)
MATH 172	Mathematical Methods for Business and Economics	(4)

Core Business Requirements:

BUS 330	Business Finance	(4)
BUS 347	Legal Environment of Business	(4)
BUS 360	Principles of Marketing	(4)
BUS 410	Management Information Systems	(4)
BUS 456	Operations Management	(4)
BUS 496	Business Seminar	(4)
MGMT 300	Principles of Management	(4)

Core Accounting Requirements:

ACCT 301, 302	Intermediate Accounting I, II	(4,4)
ACCT 307	Cost Accounting	(4)

ACCT 308	Federal Taxation I	(4)
ACCT 401	Auditing	(4)
ACCT 402	Advanced Accounting	(4)
ACCT 414	Accounting Information Systems	(4)

Concentrations: Accounting students may pursue a concentration listed under the B.S., Business Administration by satisfying all the requirements of the B.S., Accounting and of the concentration.

Business Administration — B.S.

Program Chairperson: Rita Thakur

This program enhances the knowledge and effectiveness of students by linking theory with practice for a successful career in business. The themes of critical thinking, ethics, interpersonal skills, the impact of cultural differences on business practices, working in group settings, and lifelong learning are woven throughout the curriculum.

Prerequisites: Same as for Accounting — B.S.

Core Requirements:

BUS 330	Business Finance	(4)
BUS 343	Foundations of Business Ethics	(4)
BUS 347	The Legal Environment of Business	(4)
BUS 360	Principles of Marketing	(4)
BUS 410	Management Information Systems	(4)
BUS 456	Operations Management	(4)
BUS 496	Business Seminar	(4)
MGMT 300	Principles of Management	(4)
MGMT 459	Organizational Behavior	(4)

Electives or Concentration:

Three 300-400-level ACCT, BUS, ECON, and/or MGMT courses (4,4,4)
or one of the following concentrations:

Management Concentration: This concentration studies theoretical foundations for understanding how an organization is affected by its environment, how employees are motivated to accomplish organizational goals, practical skills necessary for attracting, encouraging, and retaining human resources, and successful interpersonal skills.

MGMT 356	Introduction to Organizational Theory	(4)
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Programs — Business Administration, Economics, and E-Commerce

- MGMT 455 Human Resources Management (4)
One of the following:
BUS 440 Entrepreneurship (4)
MGMT 358 Culture and Gender Issues in
Management (4)
MGMT 451 International Management (4)

Information Technology Concentration: This concentration prepares students for successful careers in Information Systems/Information Technology. It also provides an overview and trend analysis for decision making.

- BUS 411 Management Support Systems, *or*
CMPS 475 Systems Design Process (4)
BUS 412 Database Management Systems, *or*
CMPS 490 Database Management Systems (4)
BUS 413 Business Telecommunications, *or*
CMPS 368 Principles of Computer Networks, *or*
CMPS 369 Local Area Networks (4)
BUS 416 Electronic Commerce (4)
(programming recommended)

International Business Concentration: This concentration studies how international business practices and customs differ from those in the US.

- BUS 466 International Marketing (4)
ECON 325 International Economics (4)
MGMT 451 International Management (4)

Marketing Concentration: This concentration examines the tools and techniques used to determine the needs of individuals or segments of society to provide the most effective means of informing customers of the availability of goods and services, and to deliver such goods and services.

- BUS 368 Integrated Marketing
Communication, *or*
BUS 461 Marketing Management (4)
BUS 464 Marketing Research (4)
BUS 466 International Marketing (4)

Economics — B.S.

Program Chairperson: Ahmed Ispahani

Economics examines the difficult choices that society, business enterprises, the public sector, and individuals must make to distribute resources.

It also deals with explaining and forecasting how an economy will perform, and it provides analytical tools for determining the attractiveness of industries, markets and behaviors that will maximize profits.

Prerequisites: Same as for Accounting — B.S.

Core Requirements:

- BUS 330 Business Finance (4)
BUS 410 Management Information Systems (4)
ECON 320 Intermediate Macroeconomics (4)
ECON 321 Intermediate Microeconomics (4)
ECON 323 Money and Banking (4)
ECON 325 International Economics (4)
ECON 327 Public Finance and Fiscal Policy (4)
ECON 371 Econometrics (4)
ECON 499 Senior Project (4)
12 additional semester hours in
300-400 level BUS or ECON courses (4,4,4)

E-Commerce — B.S.

Program Chairpersons: Seta Whitby and
Yehia Mortagy

This interdisciplinary program is jointly offered with the Department of Mathematics, Physics, and Computer Science, where the program description may be found in this catalog.

International Business and Language — B.S.

Program Chairpersons: Jack McElwee and
Ann Hills

This interdisciplinary program is jointly offered with the Department of Modern Languages. The program is described in the Interdisciplinary Programs section of this catalog.

Programs — Accounting, Business Administration, and Business Management

REGIONAL CAMPUSES (including CAPA) UNDERGRADUATE BUSINESS PROGRAMS

Undergraduate students enrolled in one of the Regional Campuses should inquire about program offerings at their location. Some programs offered at specific locations are described below. All students are expected to be proficient in word processing, spreadsheets, electronic communications, and information retrieval on the Internet.

Accounting — B.A.

Program Chairpersons: Claudio Muñoz

Prerequisites:

ACCT 201	Fundamentals of Accounting I	(4)
ACCT 202	Fundamentals of Accounting II	(4)
BUS 270	Business Statistics	(4)
BUS 274	Applied Quantitative Analysis	(4)
ECON 228	Economic Theories and Issues	(4)

Core Business Requirements:

BUS 330	Business Finance	(4)
BUS 347	The Legal Environment of Business	(4)
BUS 360	Principles of Marketing	(4)
BUS 496	Business Seminar	(4)
MGMT 300	Principles of Management	(4)

Core Accounting Requirements:

ACCT 301, 302	Intermediate Accounting I, II	(4,4)
ACCT 307	Cost Accounting	(4)
ACCT 308	Federal Taxation I	(4)
ACCT 401	Auditing	(4)
ACCT 402	Advanced Accounting	(4)
ACCT 414	Accounting Information Systems	(4)

Business Administration — B.A.

(Available only at selected Regional Campuses.)

Program Chairperson: Rita Thakur

This program is designed to enhance the knowledge and effectiveness of students by linking theory with student's work experience and industry practices for a successful career in business. The themes of critical thinking skills, ethics, interpersonal skills, the impact of cultural differences on

business practices, learning to work in group settings and lifelong learning skills are woven throughout the program.

Prerequisites:

BUS 270	Business Statistics	(4)
BUS 274	Applied Quantitative Analysis	(4)
ECON 228	Economic Theories and Issues	(4)

Core Requirements:

ACCT 203	Financial & Managerial Accounting	(4)
BUS 330	Business Finance	(4)
BUS 347	The Legal Environment of Business	(4)
BUS 360	Principles of Marketing	(4)
BUS 410	Management Information Systems	(4)
BUS 496	Business Seminar	(4)
MGMT 300	Principles of Management	(4)
MGMT 355	Leadership in Organizations	(4)

Electives: Two or more additional 300-400 level ACCT, BUS, ECON, and/or MGMT courses.

Concentrations: All concentrations listed under the B.S., Business Administration at the central campus are available through CAPA. At other campuses consult with the director about the availability of concentrations.

Business Management — B.S.

(Available only at selected sites.)

Program Chairperson: Rita Thakur

This program focuses on the human capital as the critical success factor to build a competitive edge for business organizations. To enhance student's personal and professional growth, the program is designed to provide in-depth understanding of all the business disciplines. When appropriate, case study approach is utilized to effectively communicate application of theories in real world situations. Students will enhance conceptual, interpersonal, and analytical competencies required to succeed in managing today's ever changing and diverse organizations.

Prerequisites:

BUS 270	Business Statistics	(4)
BUS 274	Applied Quantitative Analysis	(4)
ECON 228	Economic Theories and Issues	(4)

Programs — Business Management and Business Minors

Core Requirements:

ACCT 203	Financial & Managerial Accounting	(4)	BUS 330	Business Finance	(4)
BUS 330	Business Finance	(4)	MGMT 300	Principles of Management	(4)
BUS 360	Principles of Marketing	(4)	BUS 360	Principles of Marketing	(4)
MGMT 300	Principles of Management	(4)		300-400-level elective in Business Administration	(4)
MGMT 353	Legal and Ethical Dimensions of Management	(4)			
MGMT 355	Leadership in Organizations	(4)			
MGMT 454	Technology Based Operations Management	(4)			
MGMT 497	Strategic Management	(4)			
<i>Two of the following:</i>					
BUS 343	Foundations of Business Ethics	(4)			
BUS 346	Written Business Communication	(4)			
MGMT 354	Oral Communication in Organization	(4)			
MGMT 356	Introduction to Organizational Theory	(4)			
MGMT 358	Culture and Gender Issues in Management	(4)			
MGMT 359	Management of Change and Conflict	(4)			
MGMT 451	International Management	(4)			
MGMT455	Human Resources Management	(4)			
MGMT 459	Organizational Behavior	(4)			

BUSINESS MINORS

Minors are suitable for students planning careers in any field where a knowledge of business would enhance their career opportunities, such as journalism, behavioral science, law, and government. Business Minors are not available to students majoring in undergraduate business programs.

Business Administration Minor

This minor is designed to give the student a broad based introduction to all the major functions of a business enterprise (i.e., accounting, economics, finance, management, and marketing).

Prerequisites: Proficiency in computer spreadsheets before ACCT 203 and proficiency in descriptive statistics before BUS 330.

Core Requirements:

ACCT 203	Financial & Managerial Accounting	(4)
ECON 228	Economic Theories and Issues	(4)

Economics Minor

The Economics minor is designed to provide students with a broad-based introduction to the methods and techniques of economic analysis.

Core Requirements:

ECON 220, 221	Economic Analysis I, II	(4,4)
<i>Five of the following:</i>		
ECON 320	Intermediate Macroeconomics	(4)
ECON 321	Intermediate Microeconomics	(4)
ECON 322	Current Economic Problems and Opportunities	(4)
ECON 323	Money and Banking	(4)
ECON 324	Comparative Economic Systems	(4)
ECON 325	International Economics	(4)
ECON 327	Public Finance and Fiscal Policy	(4)
BUS 341	International Business	(4)

Business Management Minor

This minor provides an overall view of the role and function of human resources management and its importance to the success of business enterprise.

Core Requirements:

MGMT 300	Principles of Management	(4)
MGMT 455	Human Resources Management	(4)
MGMT 459	Organizational Behavior	(4)
<i>Two of the following:</i>		
BUS 341	International Business	(4)
BUS 440	Entrepreneurship	(4)
MGMT 354	Oral Communication in Organization	(4)
MGMT 356	Introduction to Organizational Theory	(4)
MGMT 358	Culture and Gender Issues in Management	(4)
MGMT 451	International Management	(4)

Marketing Minor

This minor provides a broad-based introduction to the role and function of marketing in business.

Programs — M.B.A.

Core Requirements:

BUS 360	Principles of Marketing	(4)
16 semester hours of upper-division marketing courses		(4,4,4,4)

GRADUATE PROGRAMS IN BUSINESS

Graduate business programs at ULV are designed for individuals with proven academic background and work experience along with high probability of success in graduate study and in subsequent teaching, research, or professional careers. All applications are reviewed carefully, based on the following criteria:

1. A bachelor's degree from a regionally accredited college or university.
2. A preferred GPA of 3.0 in the last 60 semester hours of undergraduate work, including no lower than a C grade in all prerequisite courses. Applicants with lower GPA's may be required to submit GMAT scores. The GRE may be substituted for the GMAT.
3. Two positive letters of recommendation, especially from business instructors or employers.
4. A current résumé and personal statement of purpose.

Students without a degree from an English-speaking institution, where English is the primary language of instruction and of the geographic area, must establish minimal proficiency in English by accomplishing *one* of the following: a TOEFL score of 550 or more, completion of ESL 112, a GRE verbal score of 400, satisfactory completion of ULV's English proficiency test, or satisfactory completion of prerequisite courses at ULV as indicated by a placement examination.

All students are expected to be proficient in word processing, spreadsheets, electronic communications, and information retrieval on the Internet.

M.B.A. Preparatory Program

Program Chairperson: Abe Helou

This program provides coursework tailored to the needs of international students who do not meet the English proficiency entrance requirements for full admission to the M.B.A. program. For further information contact the program chairperson.

Master of Business Administration

Program Chairperson: Abe Helou

The M.B.A. provides a strong foundation in the traditional areas of business administration, the interrelationships among the various functional business disciplines, and a broad exposure to the contemporary skills of management. Emphasis is on the development of skills necessary to manage in a critical, rational, and effective manner within the complex global environment. The program does not require work experience or an undergraduate degree in business administration.

Students with professional experience and/or an undergraduate degree in business are also eligible.

Foundation Courses: 0-18 semester hours

The foundation courses a student must fulfill is determined by the chairperson's review of the student's undergraduate coursework and professional experience. If foundation courses are needed, they should be among the first courses taken.

BUS 500A	Accounting Fundamentals	(3)
BUS 500B	Economics for Decision Making	(3)
BUS 500C	Quantitative and Statistical Analysis	(3)
BUS 500D	Business Finance	(3)
BUS 500E	Business Management	(3)
BUS 500F	Business Marketing	(3)

Total Program: 36 semester hours

Core Courses: 24 semester hours

BUS 503	Accounting Information for Decision-Making	(3)
BUS 510	Management of Information Technology	(3)
BUS 525	Economics of the Firm	(3)

Programs — M.B.A.

BUS 530	Financial Management	(3)
BUS 551	Seminar in Organization Theory and Behavior	(3)
BUS 560	Seminar in Marketing Management	(3)
BUS 575	Analysis of Business Operations	(3)
BUS 581	Managing in a Global Economy	(3)

Concentrations/Electives: 9 semester hours

Students may complete one of the concentrations listed after the M.B.A., Experienced Professionals, or the M.S., Leadership and Management, or they may select 9 semester hours of electives from 500-level BUS courses.

Culminating Activity: 3 semester hours

BUS 596	Graduate Business Seminar	(3)
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Master of Business Administration for Experienced Professionals

Program Chairperson: Abe Helou

The Master of Business Administration for Experienced Professionals is designed to develop effective future business leaders. The program is designed primarily for adult professionals with a minimum of three years of full time professional experience with or without undergraduate business degrees. The curriculum integrates management theory with real-world applications.

Prerequisite: A minimum of three years full-time professional experience. Students without a degree from an English-speaking institution, where English is the primary language of instruction and of the geographic area, must establish minimal proficiency in English by providing a TOEFL score of 560 or more.

Program Expectations: Entering students are expected to be able to utilize word processing, spreadsheets, electronic communications, and information retrieval on the Internet; to have access to a personal computer; to be able to apply mathematical skills for solving basic economic and business problems; and, to possess good oral and written communication skills. The University offers courses to assist students in obtaining these necessary competencies.

Foundation Courses: 0-15 semester hours

The foundation courses a student must fulfill is determined by the chairperson's review of the student's undergraduate coursework and professional experience. If foundation courses are needed, they should be among the first courses taken.

BUS 500A	Accounting Fundamentals	(3)
BUS 500B	Economics for Decision-Making	(3)
BUS 500C	Quantitative and Statistical Analysis	(3)
BUS 500D	Business Finance	(3)
BUS 500F	Business Marketing	(3)

Foundation courses can be waived, if the following equivalent undergraduate courses were completed at a regionally accredited college or university with a grade of C or higher within the past seven years: Financial Accounting and Managerial Accounting for BUS 500A; Microeconomics and Macroeconomics for BUS 500B; Business Statistics for BUS 500C; Principles of Finance for BUS 500D, and Principles of Marketing for BUS 500F.

Total Program: 33 semester hours

Core Courses: 18 semester hours

BUS 615	Managing Technology	(3)
BUS 635	Managing Financial Resources	(3)
BUS 655	Designing Effective Organizations	(3)
BUS 665	Strategic Marketing Management	(3)
BUS 675	Management of Business Operations	(3)
BUS 685	Global Business Management	(3)

Electives and Concentrations:

12 semester hours

Each student can select a set of courses that addresses his or her career needs. Specific concentrations can be pursued or courses can be selected from any 500-level BUS courses (other than foundation courses). Concentrations require a minimum of four courses (12 semester hours) that may include required core courses in the same discipline.

Culminating Activity: 3 semester hours

BUS 695	Strategic Management	(3)
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Programs — M.B.A.

Concentrations for the M.B.A. and M.B.A., Experienced Professionals: In addition to the concentrations listed below, students may pursue any of the concentrations listed under the M.S., Management and Leadership.

Accounting Concentration:

BUS 501, 502 Corporate Accounting and Reporting I, II (3,3)

A minimum of two of the following:

BUS 503 Accounting Information for Decision-Making (3)

BUS 505 Accounting for Specialized Accounting Entities (3)

BUS 506 Auditing Standards and Practices (3)

BUS 507 Government and Nonprofit Accounting (3)

BUS 508 Federal Taxation Concepts and Practices (3)

Finance Concentration:

BUS 530 Financial Management, or
BUS 635 Managing Financial Resources (3)

A minimum of three of the following:

BUS 531 Investment and Portfolio Analysis (3)

BUS 532 Management of Financial Institutions (3)

BUS 533 Investment Banking (3)

BUS 534 Entrepreneurial Finance (3)

BUS 536 International Financial Management (3)

BUS 538 Financial Strategy and Policy (3)

Health Services Management Concentration

HSM 501 Recent Trends and Issues in Health Services (3)

HSM 580 Economics of Managed Care (3)

Two of the following:

HSM 520 Strategic Planning and Management in HSOs (3)

HSM 533 Mergers and Acquisitions (3)

HSM 540 Legal Issues in Health Services Organizations (3)

HSM 555 Ethical Issues in Health Services (3)

HSM 571 Management of Clinical and Financial Information (3)

HSM 581 Managing Managed Care (3)

HSM 583 Marketing & Business Development (3)

HSM 598 Field Work/Internship (3)

Information Technology Concentration:

BUS 510 Management of Information Technology, or

BUS 615 Managing Technology (3)

A minimum of three of the following:

BUS 511 Management Support Systems (3)

BUS 512 Integrated Data Management (3)

BUS 513 Information Networks (3)

BUS 515 Systems Planning and Implementation (3)

BUS 516 E-Business (3)

BUS 517 Cyber Law (3)

International Business Concentration:

BUS 581 Managing in a Global Economy, or

BUS 685 Global Business Management (3)

A minimum of three of the following:

BUS 516 E-Business (3)

BUS 536 International Financial Management (3)

BUS 556 Comparative International Management (3)

BUS 566 International Marketing Management (3)

Managed Care Concentration

HSM 580 Economics of Managed Care (3)

HSM 581 Managing Managed Care (3)

HSM 582 Policy Issues in Managed Care, or

HSM 583 Marketing and Business Development (3)

HSM 584 Globalization of Managed Care (3)

HSM 598 Fieldwork/Internship (3)

Management and Leadership Concentration:

BUS 586 Leadership for the Future (3)

BUS 551 Seminar in Organization Theory and Behavior, or

BUS 655 Designing Effective Organizations (3)

BUS 581 Managing in a Global Economy, or

BUS 685 Global Business Management (3)

One of the following:

BUS 540 Innovation and Entrepreneurship (3)

BUS 543 Ethics in Organizations & Society (3)

BUS 567 The Management and Marketing of Services (3)

Programs — M.B.A. and Business Organizational Management

BUS 584	Managerial Negotiations	(3)	admitted to or applying for the M.S. in Business
BUS 585	Strategies in Change Management	(3)	Organizational Management. MBOM courses are
BUS 588	Power and Politics in Organizations	(3)	not interchangeable with BUS courses.

Marketing Concentration:

BUS 560	Seminar in Marketing Management, <i>or</i>		Prerequisites: Applicants must have a minimum
BUS 665	Strategic Marketing Management	(3)	of three years of work experience in a responsible
<i>A minimum of three of the following:</i>			position within an organization. Entering students
BUS 561	Seminar in Consumer Behavior	(3)	are expected to be able to utilize word processing,
BUS 563	Marketing Channels/Distribution	(3)	spreadsheet, electronic communications, and
BUS 564	Marketing Intelligence	(3)	information retrieval on the Internet; to have
BUS 566	International Marketing		access to a personal computer; to be able to
	Management	(3)	apply algebra and other mathematical skills for
BUS 567	The Management and Marketing of		solving economic and business problems; and to
	Services	(3)	possess good oral and written communication
BUS 568	Marketing Communications	(3)	skills.

Supply Chain Management Concentration:

BUS 575	Analysis of Business Operations, <i>or</i>		Total Program: 36 semester hours
BUS 675	Management of Business		Core Courses: 12 semester hours
	Operations	(3)	MBOM 501 Accounting for Managers (3)
BUS 576	Supply Chain Management		MBOM 502 Budgeting & Financial
	and Strategy	(3)	Management (3)
BUS 577	Compliance Issues in Supply		MBOM 503 Theories & Issues in Economics (3)
	Chains	(3)	MBOM 504 Organization Theory & Analysis (3)

A minimum of one of the following:

BUS 510	Management of Information		Electives or Concentration: 21 semester hours
	Technology, <i>or</i>		A minimum of seven MBOM courses, four of
BUS 516	E-Business	(3)	which can be used to satisfy the requirements for
BUS 563	Marketing Channels/Distribution	(3)	a concentration.
BUS 615	Managing Technology	(3)	Culminating Activity: 3 semester hours

Business Organizational Management — M.S.

(Available only at Point Mugu Regional Campus.)

Program Chairperson: Abe Helou

This program is designed for working professionals seeking a management career in for-profit or not-for-profit organizations. It focuses on organizational dynamics and the human element in business management. Students will develop an understanding of the role of professional managers in their organizations, including the interdependence of the firm, society, and the global economy.

MBOM courses are available only to students

			Human Resource Management and Development Concentration: This concentration focuses on employee management and development. It provides the student with a broad background in the theory and application of methods for maximizing employee productivity and fostering employee personal and professional growth. This concentration is appropriate for students pursuing a managerial role in human resource management or development and for managers whose responsibilities are primarily related to the management of people.
MBOM 530	Managing the Human Resource	(3)	
MBOM 534	Training and Human Resource		
	Development	(3)	
			<i>Two of the following:</i>
MBOM 532	Managing Cultural Diversity	(3)	

Programs — Business Organizational Management and Health Administration

MBOM 535	Employment Law and Practices	(3)	HSM 533	Mergers and Acquisitions	(3)
MBOM 536	Employee Compensation	(3)	HSM 534	Program Evaluation	(3)
MBOM 550	Seminar in Organizational Behavior	(3)	HSM 540	Legal Issues in HSOs	(3)
MBOM 552	Human Behavior and Motivation	(3)	HSM 555	Ethical Issues in Health Services	(3)
MBOM 569	Managing Change in a Dynamic Environment	(3)	HSM 583	Marketing and Business Development	(3)
MBOM 546	Managerial Negotiations	(3)	HSM 590	Selected Topics	(3)
			HSM 598	Fieldwork/Internship	(3)

Information Technology Concentration:

A minimum of four of the following:

MBOM 510	Information Systems for Managers	(3)
MBOM 511	Management Support Systems	(3)
MBOM 512	Integrated Data Management	(3)
MBOM 513	Information Networks	(3)
MBOM 515	Systems Planning and Implementation	(3)
MBOM 516	Electronic Commerce	(3)
MBOM 517	Law and Technology	(3)

Business Organizational Management with Concentration in Health Services Management — M.S.

Program Chairperson: Abe Helou

The elective courses in this concentration focus on the key roles which health services managers play in cost containment, continuous quality improvement, and the expanded access to services in integrated health systems. Candidates for this program should possess a minimum of three years of current experience in the health services field.

Total Program: 39 semester hours

Core Courses: 12 semester hours

Same as in the M.S., Business Organizational Management.

HSM Requirements: 15 semester hours

HSM 501	Recent Trends and Issues in Health Services	(3)
HSM 580	Economics of Managed Care	(3)
<i>Three of the following:</i>		
HSM 520	Strategic Planning and Management in HSOs	(3)
HSM 523	Management of Organizational Innovation	(3)

General Electives: 9 semester hours

A minimum of 9 semester hours selected from MBOM courses.

Culminating Activity: 3 semester hours

MBOM 596	Graduate Business Seminar	(3)
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HEALTH SERVICES MANAGEMENT and GERONTOLOGY PROGRAMS

The curriculum in health services management is designed to prepare healthcare professionals for positions of increased responsibility in health and health-related organizations. In the programs offered, students will learn to (1) analyze problems with a greater critical awareness, (2) apply sound methods of statistical and financial control, and (3) utilize management techniques and manage contracts.

Health Administration — B.S.

Program Chairperson: Kent Badger

The B.S. in Health Administration is designed to prepare health industry personnel to assume supervisory and midmanagement positions in health organizations.

Prerequisites:

HSM 201	Statistics	(4)
HSM 203	Accounting in Health Service Organizations	(4)

Core Requirements:

HSM 401	Organization, Management Theory, and Practice in Health Services Organizations	(4)
HSM 405	Ethical and Legal Issues in Health Services Management	(4)

Programs — Health Administration

HSM 407	Human Resources Management in HSOs	(4)
HSM 409	Communications in Health Services Organizations	(4)
HSM 411	Information Management in HSOs	(4)
HSM 413	Quantitative and Qualitative Decision-Making in Health Services Organizations	(4)
HSM 415	Budgeting & Financial Management in Health Services Organizations	(4)
HSM 417	Economic, Social, and Political Issues in Healthcare	(4)
HSM 496	Senior Seminar: Culminating Program Summary	(4)
Electives: One course from the following:		
HSM 301	Strategic Planning & Management of Health Services Organizations	(4)
HSM 303	Management of Change and Conflict in HSOs	(4)
HSM 305	Management of Diversity in HSOs	(4)
HSM 309	Introduction to Gerontology	(4)
HSM 381	Introduction to Managed Care	(4)

Master of Health Administration — M.H.A.

Program Chairperson: Joan Branin

The Masters in Health Administration (MHA) is designed to provide the key competencies and specialized knowledge required of health services professionals to manage effectively. Key competencies are developed in the core courses; specialized knowledge and understanding are developed in the concentrations.

Prerequisites: A bachelor's degree in business, science, or liberal arts. Experience in the health services industry preferred. Healthcare internship required if no health services industry experience. One course in statistics prior to HSM 595. One course in accounting prior to HSM 502 and 533. HSM 593 and HSM 594 fulfill the accounting and statistics prerequisites.

HSM 593	Accounting for Healthcare Decision-Making	(3)
HSM 594	Statistical Decision-Making in HSOs	(3)

Total program: 36 semester hours

Core Requirements:

15 semester hours from the following:

HSM 500	Managing and Leading in Health Services Organizations	(3)
HSM 501	Recent Trends and Issues in Health Services	(3)
HSM 502	Financial and Cost Analysis	(3)
HSM 503	Healthcare Economics, <i>or</i>	
HSM 580	Economics of Managed Care	(3)
HSM 504	Organizational Communications	(3)

Research and Culminating Courses:

9 semester hours:

HSM 595	Organizational Research Methods	(3)
HSM 596	Graduate Seminar	(3)
HSM 597	MHA Professional Seminar	(3)

Financial Management Concentration:

12 semester hours from the following:

HSM 520	Strategic Planning and Management in HSOs	(3)
HSM 532	Budgeting and Cost Control	(3)
HSM 533	Mergers and Acquisitions	(3)
HSM 540	Legal Issues in HSOs	(3)
HSM 571	Management of Clinical and Financial Information	(3)
HSM 581	Managing Managed Care	(3)
HSM 590	Selected Topics	(1-3)
HSM 598	Fieldwork/Internship	(3)

Health Information Management Concentration:

12 semester hours from the following:

HSM 520	Strategic Planning in HSOs	(3)
HSM 570	Theories of Information Management	(3)
HSM 571	Management of Clinical and Financial Information	(3)
HSM 572	Management of Decision Support Systems and Networks	(3)
HSM 573	Program Development	(3)
HSM 574	Legal and Ethical Issues in Information Management	(3)
HSM 590	Selected Topics	(1-3)
HSM 598	Fieldwork/Internship	(3)

Human Resource Management Concentration:

12 semester hours from the following:

Programs — Health Administration

HSM 531	Organizational Theory and Development	(3)		in HSOs	(3)
HSM 533	Mergers and Acquisitions	(3)	HSM 523	Management of Organizational Innovation	(3)
HSM 540	Legal Issues in HSOs	(3)	HSM 532	Budgeting and Cost Control	(3)
HSM 555	Ethical Issues in Health Services	(3)	HSM 534	Program Evaluation	(3)
HSM 562	Human Resource Management in HSOs	(3)	HSM 540	Legal Issues in HSOs	(3)
HSM 569	Managing Change and Conflict	(3)	HSM 583	Marketing and Business Development	(3)
HSM 590	Selected Topics	(1-3)	HSM 590	Selected Topics	(1-3)
HSM 598	Fieldwork/Internship	(3)	HSM 598	Fieldwork/Internship	(3)

Management and Leadership Concentration:

12 semester hours from the following:

HSM 520	Strategic Planning and Management in HSOs	(3)			
HSM 523	Management of Organizational Innovation	(3)			
HSM 531	Organization Theory & Development	(3)			
HSM 533	Mergers and Acquisitions	(3)			
HSM 540	Legal Issues in HSOs	(3)			
HSM 555	Ethical Issues in Health Services	(3)			
HSM 562	Human Resource Management in HSOs	(3)			
HSM 569	Managing Change and Conflict	(3)			
HSM 571	Management of Clinical and Financial Information	(3)			
HSM 583	Marketing & Business Development	(3)			
HSM 590	Selected Topics	(1-3)			
HSM 598	Fieldwork/Internship	(3)			

Managed Care Concentration:

12 semester hours from the following:

HSM 520	Strategic Planning and Management in HSOs	(3)			
HSM 533	Mergers and Acquisitions	(3)			
HSM 580	Economics of Managed Care	(3)			
HSM 581	Managing Managed Care	(3)			
HSM 582	Policy Issues in Managed Care, <i>or</i>				
HSM 583	Marketing and Business Development	(3)			
HSM 585	Complementary Medicine in Managed Care	(3)			
HSM 598	Fieldwork/Internship	(3)			

Marketing and Business Development

Concentration:

12 semester hours from the following:

HSM 520	Strategic Planning and Management	
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Certificate in Health Information Management

Requirements: 18 semester hours

HSM 501	Recent Trends and Issues in Health Services	(3)
HSM 570	Theories of Information Management	(3)
HSM 571	Management of Clinical and Financial Information	(3)
HSM 572	Management of Decision Support Systems and Networks	(3)
HSM 574	Legal Ethical Issues in Information Management	(3)
HSM 590	Selected Topics	(1-3)
HSM 598	Fieldwork/Internship, <i>or</i> any other HSM course	(3)

Certificate in Health Services Management

Requirements: 18 semester hours

HSM 500	Managing and Leading in Health Services Organizations	(3)
HSM 501	Recent Trends and Issues in Health Services	(3)
HSM 502	Financial and Cost Analysis	(3)
HSM 520	Strategic Planning and Management in HSOs	(3)
HSM 580	Economics of Managed Care	(3)
HSM 590	Selected Topics	(1-3)
HSM 598	Fieldwork/Internship, <i>or</i> any other HSM course	(3)

Programs — Health Administration and Gerontology

Certificate in Health Services Human Resources Management

Requirements: 18 semester hours

- HSM 500 Managing and Leading
in Health Services Organizations (3)
- HSM 501 Recent Trends and Issues
in Health Services (3)
- HSM 533 Mergers and Acquisitions (3)
- HSM 562 Human Resource Management
in HSOs (3)
- HSM 569 Managing Change and Conflict (3)
- HSM 590 Selected Topics (1-3)
- HSM 598 Fieldwork/Internship, *or*
any other HSM course (3)

Certificate in Health Services Marketing & Business Development

Requirements: 18 semester hours

- HSM 501 Recent Trends and Issues
in Health Services (3)
- HSM 520 Strategic Planning and Management
in HSOs (3)
- HSM 523 Management of Organizational
Innovation (3)
- HSM 532 Budgeting and Cost Control (3)
- HSM 583 Marketing and Business
Development (3)
- HSM 590 Selected Topics (1-3)
- HSM 598 Fieldwork/Internship, *or*
any other HSM course (3)

Certificate in Health Services Financial Management

Requirements: 18 semester hours

- HSM 520 Strategic Planning and Management
in HSOs (3)
- HSM 532 Budgeting and Cost Control (3)
- HSM 533 Mergers and Acquisitions (3)
- HSM 571 Management of Clinical and
Financial Information (3)
- HSM 581 Managing Managed Care (3)
- HSM 590 Selected Topics (1-3)

- HSM 598 Fieldwork/Internship, *or*
any other HSM course (3)

Certificate in Managed Care

Requirements: 18 semester hours

- HSM 501 Recent Trends and Issues
in Health Services (3)
- HSM 580 Economics of Managed Care (3)
- HSM 581 Managing Managed Care (3)
- HSM 582 Policy Issues in Managed Care (3)
- HSM 583 Marketing and Business
Development (3)
- HSM 585 Complementary Medicine
in Managed Care (3)
- HSM 590 Selected Topics (1-3)
- HSM 598 Fieldwork/Internship, *or* any other
HSM course (3)

GRADUATE PROGRAMS IN GERONTOLOGY

Program Chairperson: Joan Branim

The graduate program in Gerontology is multidisciplinary and views the training of gerontology professionals from an integrative and developmental perspective. The master's degree program requires 36 semester hours, with 12 semester hours in one of the following concentrations: Business Administration, Counseling, Gerontology Administration, Health Services Management, or Public Administration. The certificate program requires 18 semester hours: 12 are core courses in gerontology, and the remaining 6 are selected from any of the five concentrations.

Prerequisites: A bachelor's degree from a regionally accredited institution. One course in statistics prior to GERO 595. (HSM 594 meets this requirement.)

Gerontology — M.S.

Total Program: 36 semester hours

Core Courses: 12 semester hours
GERO 500 Psychology of Aging (3)

Programs — Gerontology

- GERO 501 Professional Issues in Gerontology (3)
GERO 502 Social/Cultural Aspects of Aging (3)
GERO 503 Physiology of Aging (3)

Electives: 3 semester hours

Any of the required or elective courses in the other M.S. Gerontology concentrations.

Internship: 3 semester hours

- GERO 598 Internship/Fieldwork (3)

Research and Culminating Activity:

6 semester hours

- GERO 595 Research Methods in Gerontology (3)

- GERO 596 Graduate Seminar (3)

Gerontology with Concentration in Gerontology Administration — M.S.

The Gerontology Administration concentration is designed to provide individuals with in-depth knowledge and skills needed to work with older adults and/or to develop or administer programs for older adults or their caregivers.

Prerequisite: One statistics course prior to GERO 595. (HSM 594 meets this requirement.)

Total Program: 36 semester hours

Core Courses: Same as M.S., Gerontology.

Concentration:

12 semester hours from the following:

- GERO 504 Long-Term Care Administration (3)
GERO 505 Fitness and Nutrition in Later Life (3)
GERO 506 Housing Alternatives for Older Adults (3)
GERO 507 Organization and Management of Older Adult Services (3)
GERO 508 Economics of Aging (3)
GERO 509 Geriatric Case Management (3)
GERO 510 Marketing Services for Older Adults (3)
GERO 511 Social Policy, Health, and Aging (3)
GERO 512 Managing Senior Services (3)
GERO 513 Legal, Ethical, and Financial Issues in Aging (3)
GERO 590 Selected Topics in Gerontology (1-3)

Electives: 3 semester hours from the following:

- GERO 570 Grant Writing (3)
GERO 571 Cognitively Impaired Older Adults (3)

- GERO 572 Death, Dying, and Bereavement (3)
GERO 573 Legal and End-of-Life Issues in Aging (3)
GERO 576 Careers in Gerontology (3)
GERO 577 Caregiving and Caregiver Resources (3)
GERO 578 Spirituality and Aging (3)
GERO 579 Aging and Biography (3)
GERO 599 Independent Study (3)
Another approved GERO course (3)

Gerontology with Concentration in Business Administration — M.S.

The Business Administration concentration is designed for professionals who want to combine a knowledge of gerontology with the skills of business and management, to prepare for roles in the public or private sector, which employ gerontology specialists.

Prerequisite: One statistics course prior to GERO 595. (HSM 594 meets this requirement.)

Total Program: 36 semester hours

Core Courses: Same as M.S., Gerontology.

Concentration:

12 semester hours from the following:

- BUS 540 Innovation and Entrepreneurship (3)
BUS 567 Service Sector Marketing (3)
BUS 585 Strategies in Change Management (3)
BUS 635 Managing Financial Resources (3)
BUS 655 Designing Effective Organizations (3)
BUS 665 Strategic Marketing Management (3)
BUS 685 Global Business Management (3)

Electives: 3 semester hours from the following:

- GERO 570 Grant Writing (3)
GERO 571 Cognitively Impaired Older Adults (3)
GERO 572 Death, Dying, and Bereavement (3)
GERO 573 Legal and End-of-Life Issues in Aging (3)
GERO 576 Careers in Gerontology (3)
GERO 577 Caregiving and Caregiver Resources (3)
GERO 578 Spirituality and Aging (3)
GERO 579 Aging and Biography (3)
GERO 590 Selected Topics in Gerontology (1-3)

Programs — Gerontology

GERO 599 Independent Study (3)
Another approved GERO course (3)

Internship and Research Courses:

6 semester hours:

GERO 595 Research Methods in Gerontology (3)
GERO 598 Internship/Fieldwork (3)

Culminating Activity: 3 semester hours

GERO 596 Graduate Seminar (3)

Gerontology with Concentration in Counseling — M.S.

The Counseling concentration is designed for professionals who are direct providers of clinical services, case managers, counselors and administrators in mental health and human services agencies who work with older adults, their families, and caregivers.

Prerequisite: One statistics course prior to GERO 595. (HSM 594 meets this requirement.)

Total Program: 37 semester hours

Core Courses: Same as M.S., Gerontology.

Concentration: 12 semester hours

PSY 507 Human Development (3)
GERO 590 Sexuality and Aging (3)
PSY 523 Multicultural Counseling (3)
PSY 527 Professionalism, Ethics, and Law in Counseling (3)

Electives: 3 semester hours from the following:

GERO 570 Grant Writing (3)
GERO 571 Cognitively Impaired Older Adults (3)
GERO 572 Death, Dying, and Bereavement (3)
GERO 573 Legal and End-of-Life Issues in Aging (3)
GERO 576 Careers in Gerontology (3)
GERO 577 Caregiving and Caregiver Resources (3)
GERO 578 Spirituality and Aging (3)
GERO 579 Aging and Biography (3)
GERO 590 Selected Topics in Gerontology (1-3)
GERO 599 Independent Study (3)
PSY 522 Group Counseling (3)
PSY 590 Selected Topics in Counseling (1-2)
SOC 482 Family Violence and Abuse (4)

Another approved GERO course (3)

Internship and Research Courses:

6 semester hours:

GERO 595 Research Methods in Gerontology (3)
GERO 598 Internship/Fieldwork (3)

Culminating Activity: 3 semester hours

GERO 596 Graduate Seminar (3)

Gerontology with Concentration in Health Services Management — M.S.

The Health Services Management concentration is designed for professionals and managers in hospitals, long-term care facilities, senior living facilities, home health agencies, hospices, and other health care providers who wish to develop the knowledge and skills necessary for effective management of health services organizations providing services for the elderly.

Prerequisite: One statistics course prior to GERO 595. (HSM 594 meets this requirement.)

Total Program: 36 semester hours

Core Courses: Same as M.S., Gerontology.

Concentration: 12 semester hours

HSM 500 Managing and Leading in Health Services Organizations, or
HSM 501 Recent Trends and Issues in Health Services (3)
HSM 502 Financial and Cost Analysis (3)
HSM 503 Healthcare Economics (3)
HSM 583 Marketing & Business Development (3)

Electives: 3 semester hours from the following:

GERO 570 Grant Writing (3)
GERO 571 Cognitively Impaired Older Adults (3)
GERO 572 Death, Dying, and Bereavement (3)
GERO 573 Legal and End-of-Life Issues in Aging (3)
GERO 576 Careers in Gerontology (3)
GERO 577 Caregiving and Caregiver Resources (3)
GERO 578 Spirituality and Aging (3)
GERO 579 Aging and Biography (3)
GERO 590 Selected Topics in Gerontology (1-3)

Programs — Gerontology

GERO 599 Independent Study	(3)	GERO 579 Aging and Biography	(3)
HSM 504 Organizational Communications	(3)	GERO 590 Selected Topics in Gerontology	(1-3)
HSM 520 Strategic Planning and Management in HSOs	(3)	GERO 599 Independent Study	(3)
HSM 540 Legal Issues in HSOs	(3)	PADM 501 Public Administration and Society	(3)
HSM 580 Economics of Managed Care	(3)	Another approved GERO course	(3)
Another approved GERO course	(3)		

Internship and Research Courses:

6 semester hours:

GERO 595 Research Methods in Gerontology	(3)
GERO 598 Internship/Fieldwork	(3)

Culminating Activity: 3 semester hours

GERO 596 Graduate Seminar	(3)
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Internship and Research Courses:

6 semester hours:

GERO 595 Research Methods in Gerontology	(3)
GERO 598 Internship/Fieldwork	(3)

Culminating Activity: 3 semester hours

GERO 596 Graduate Seminar	(3)
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Gerontology with Concentration in Public Administration — M.S.

The Public Administration concentration is designed for professionals and managers employed by government and community-based agencies or public and nonprofit corporations who desire to develop management and leadership skills in and knowledge of gerontology.

Prerequisite: One statistics course prior to GERO 595. (HSM 594 meets this requirement.)

Total Program: 36 semester hours

Core Courses: Same as M.S., Gerontology.

Concentration: 12 semester hours

PADM 530 Human Resource Management in Public Organizations	(3)
PADM 531 Organizational Theory	(3)
PADM 533 Policy Formation and Analysis	(3)
PADM 555 Integrative Ethical Leadership	(3)

Electives: 3 semester hours from the following:

GERO 570 Grant Writing	(3)
GERO 571 Cognitively Impaired Older Adults	(3)
GERO 572 Death, Dying, and Bereavement	(3)
GERO 573 Legal and End-of-Life Issues in Aging	(3)
GERO 576 Careers in Gerontology	(3)
GERO 577 Caregiving and Caregiver Resources	(3)
GERO 578 Spirituality and Aging	(3)

Certificate in Gerontology

This multidisciplinary, graduate-level certificate is designed for professionals who want to specialize or broaden their knowledge in gerontology. The admission requirements are the same as for M.S., Gerontology. The certificate program requires 18 semester hours: 12 are core courses in Gerontology, and the remaining 6 are selected from any of the five M.S., Gerontology concentrations. Courses completed in the certificate with a grade of B or higher may be transferred to the M.S., Gerontology program with the approval of the program chair.

Certificate in Geriatric Care Management

This graduate certificate prepares geriatric care managers to maximize the function and independence of older adults residing in the community and facilitate the delivery of health care and other services in the most appropriate setting.

Requirements: 18 semester hours

Core Courses:

GERO 592 Practicum in Geriatric Care Management	(3)
<i>Five of the following:</i>	
GERO 503 Physiology of Aging	(3)
GERO 505 Fitness and Nutrition in Later Life	(3)
GERO 506 Housing Alternatives for Older Adults	(3)
GERO 507 Organization and Management of Older Adult Services	(3)

Programs — Organizational Management and Leadership & Management

GERO 509 Geriatric Care Management	(3)	MGMT 451 International Management	(4)
GERO 513 Legal, Ethical and Financial Issues In Aging	(3)	MGMT 455 Human Resources Management	(4)
GERO 514 Geriatric Assessment	(3)	MGMT 458 Stress Management	(4)

LEADERSHIP and MANAGEMENT PROGRAMS

Organizational Management — B.S.

Chairperson: Janat Yousof

The mission of the BSOM program is to improve management, organizational, and interpersonal skills while earning a bachelor's degree. The program is constructed in two parts: The core requirements stress general management, organizational, and interpersonal skills critical in a constantly changing environment, with a focus on immediate application in the work setting, and include an opportunity for student research. The second part of the program is a wide range of electives from a variety of disciplines which allows the student great flexibility to choose those courses which best suit his or her career path.

Core Requirements:

BUS 343 Foundations of Business Ethics	(4)
MGMT 300 Principles of Management	(4)
MGMT 355 Leadership in Organizations	(4)
MGMT 358 Culture and Gender Issues in Management	(4)
MGMT 360 Financial Management & Budgeting	(4)
MGMT 388 Statistics	(4)
MGMT 459 Organizational Behavior	(4)
MGMT 496 Seminar in Management	(4)

Electives: *Two from the following:*

BUS 346 Written Business Communication	(4)
BUS 410 Management Information Systems	(4)
MGMT 353 Legal and Ethical Dimensions of Management	(4)
MGMT 354 Oral Communication in Organizations	(4)
MGMT 356 Introduction to Organizational Theory	(4)
MGMT 359 Management of Change & Conflict	(4)
MGMT 390 Research Methods	(4)

Human Resources Concentration:

MGMT 455 Human Resources Management	(4)
<i>Two of the following:</i>	
MGMT 353 Legal and Ethical Dimensions of Management	(4)
MGMT 359 Management of Change & Conflict	(4)
MGMT 458 Stress Management	(4)
SPCM 332 Interviewing Principles & Practices	(4)

Leadership and Management — M.S.

Program Chairperson: Kathy Duncan

This program emphasizes the human dimensions of management. It is applicable where skills in change management, leadership, and group dynamics are demanded for professional effectiveness. The core classes develop an essential managerial knowledge base; students then customize the balance of the coursework with either electives from one focused concentration or a more generalized program of study, selecting electives from any of the four concentrations. The capstone course, built upon three required research courses, results in the research, writing, and presentation of either a thesis or an applied research project. The MSLM program is a networked and mutually supportive community of learners. New students are required to participate in an orientation. Applications are reviewed on the following criteria:

1. A bachelor's degree from a regionally accredited college or university.
2. A preferred GPA of 2.75 in the last 60 semester hours of undergraduate work. Some applicants with lower GPA's may be admitted conditionally.
3. Two positive letters of recommendation.
4. A current résumé and personal statement of purpose.

Students without a degree from an English speaking institution, where English is the primary language of instruction and of the geographic

Programs — Leadership & Management

area, must establish minimal proficiency in English by accomplishing *one* of the following: a TOEFL score of 550 or more, completion of ESL 112, a GRE verbal score of 400, satisfactory completion of ULV's English proficiency test, or satisfactory completion of prerequisite courses at ULV as indicated by a placement examination.

All students are expected to be proficient in word processing, spreadsheets, electronic communications, and information research and retrieval on the Internet.

Foundation Course: 0-3

Prerequisite knowledge of management is required. Assessment of need is based on a review of undergraduate coursework and professional work experience. The foundation course (MGMT 500) provides prerequisite knowledge and tools needed for those with insufficient background. If needed, MGMT 500 should be among the first courses completed. Students who earned an undergraduate degree in a management field within the past seven years could be exempt from taking MGMT 500.

MGMT 500 Management: Theory and Practice (3)

Total Program: 33 semester hours

Core Courses: 18 semester hours

MGMT 520 Leadership: Theory and Practice (3)

MGMT 521 Ethics and Decision-Making (3)

MGMT 522 Human Resource Management (3)

MGMT 523 Organizational Theory & Design (3)

MGMT 569 Conflict Management and Organizational Change (3)

MGMT 586 Organizational Research I (3)

Electives or Concentrations: 12 semester hours

Each student can select a set of courses that addresses his or her career needs. Courses can be selected from any 500-level MGMT courses (other than foundation courses), or specific concentrations can be pursued. Concentrations require a minimum of four courses (12 semester units), that may include required core courses in the same discipline.

Human Resource Management Concentration:

MGMT 522 Human Resource Management (3)

A minimum of three of the following:

MGMT 525 Management of Diversity (3)

MGMT 526 Training and Development (3)

MGMT 529 Seminar in Human Resource Management (3)

MGMT 554 Negotiations and Collective Bargaining (3)

Nonprofit Management Concentration:

MGMT 520 Leadership: Theory and Practice (3)

A minimum of three of the following:

MGMT 530 Managing Nonprofits (3)

MGMT 531 Marketing for Nonprofit (3)

MGMT 532 Effective Fundraising (3)

MGMT 533 Accounting and Compliance for Nonprofits (3)

Organizational Development Concentration:

MGMT 523 Organizational Theory & Design (3)

A minimum of three of the following:

MGMT 525 Management of Diversity (3)

MGMT 554 Negotiations & Collective Bargaining (3)

MGMT 556 Building Partnerships; Creating Coalitions (3)

MGMT 559 Seminar in Organizational Development (3)

MGMT 582 Managing Groups and Teams (3)

Culminating Activity: 3 semester hour

MGMT 594 Thesis, *or*

MGMT 596 Graduate Seminar (3)

Students who wish to write a thesis must take MGMT 588, Organizational Research II, as one of their electives.

Certificate in Organizational Leadership

All courses in this program can apply to the M.S. program, if desired. The admissions requirements for the certificate are identical to those for the M.S. program.

Requirements: 18 semester hours

MGMT 520 Leadership: Theory and Practice (3)

MGMT 521 Ethics and Decision-Making (3)

MGMT 523 Organizational Theory & Design (3)

Programs — Leadership & Management and Public Administration

MGMT 569	Conflict Management and Organizational Change	(3)	PADM 388	Statistics	(4)
<i>Two of the following:</i>			PADM 469	Management of Change and Conflict	(4)
MGMT 525	Management of Diversity	(3)	PADM 470	Administrative Processes	(4)
MGMT 556	Building Partnerships; Creating Coalitions	(3)	PADM 499	Senior Seminar	(4)
MGMT 582	Managing Groups and Teams	(3)	Electives: Students may take any combination of three additional courses from either of the elective areas below to meet their 40 semester hours in the major.		
MGMT 590	Selected Topics in Leadership and Management	(3)			

Certificate in Nonprofit Management

This program emphasizes the human dimensions associated with leading and managing nonprofit organizations. All courses in this program can apply to the M.S. program, if desired. The admissions requirements for the certificate are identical to those for the M.S. program.

Requirements: 18 semester hours

MGMT 520	Leadership: Theory and Practice	(3)
MGMT 530	Managing Nonprofits	(3)
MGMT 531	Marketing for Nonprofits	(3)
MGMT 532	Effective Fundraising	(3)
MGMT 533	Accounting and Compliance for Nonprofits	(3)
One MGMT course from M.S. Core Courses		(3)

PUBLIC ADMINISTRATION PROGRAMS

Public Administration — B.S.

Program Chairperson: Matthew Witt

The bachelor's degree in Public Administration is an academic and professional degree program offering basic coursework in the theory, applications, and practice of public sector management. Experience in applying these skills will be gained through class participation, special projects, and research reports.

Core Requirements:

PADM 313	Urban Environments	(4)
PADM 332	Public Administration	(4)
BUS 343	Foundations of Business Ethics	(4)

Area 1: The Policy and Institutional Context of Public Administration:

PADM 314	Local Public Administration and Government, <i>or</i>	
PLSC 416	State and Local Government and Politics	(4)
PADM 320	Federalism and the Administrative State, <i>or</i>	
PLSC 301	American Government and Politics, <i>or</i>	
PLSC 321	Political Parties and Interest Groups	(4)
PADM 436	Policy-Making Process	(4)
PLSC 304	Contemporary Legal Issues	(4)
PLSC 311	Development of American Democracy I	(4)
PLSC 312	Development of American Democracy II	(4)
PLSC 375	Contemporary Political Theory	(4)
PLSC 378	American Political Thought	(4)
PLSC 407	Constitutional Law	(4)
PLSC 410	Congress and the Presidency	(4)

Area 2: The Organizational and Management Context of Public Sector Administration:

BUS 354	Oral Communication in Organization	(4)
BUS 410	Management Information Systems	(4)
MGMT 459	Organizational Behavior: Theory and Application	(4)
PADM 330	Labor/Management Negotiation in the Public Sector	(4)
PADM 368	Culture and Gender Issues in Management	(4)
MGMT 480	Communications in Management, <i>or</i>	
BUS 346	Written Business Communication	(4)

Programs — M.P.A. and D.P.A.

Master of Public Administration — M.P.A.

Program Chairperson: Jack Meek

The mission of the M.P.A. program is to offer an innovative and practical curriculum that stresses intellectual and theoretical foundations to professionals preparing to take on socially responsible roles in public leadership and service. The mission is achieved through a curriculum that emphasizes management of organizational resources, the changing context of public administration, and analytic and decision-making capacity. Students also gain an understanding of the practice of public administration in diverse public organizations and of the ethical dimensions of public service.

Admission: Applicants are evaluated on undergraduate and graduate GPA, if applicable; two letters of academic and/or professional recommendation; a current résumé; and a statement of purpose, which serves as a sample of the applicant's writing ability. In addition, the program may require an interview and/or a standardized test score.

PADM 501 must be taken before the end of the second term of course work.

Total Program: 39 semester hours

Core Courses:

PADM 501	Public Administration and Society	(3)
PADM 530	Human Resource Management in Public Organizations	(3)
PADM 531	Organizational Theory	(3)
PADM 533	Policy Formation and Analysis	(3)
PADM 534	Management of Public Funds	(3)
PADM 538	Collaborative Public Management	(3)
PADM 555	Integrative Ethical Leadership	(3)
PADM 582	Quantitative and Qualitative Analysis for Public Management	(3)
PADM 584	Managing Information Technology in Public Organizations	(3)
PADM 585	Strategic Planning & Management	(3)
PADM 586	Tools for Governance	(3)
PADM 587	Managing Sustainable Communities	(3)
PADM 596	Graduate Seminar	(3)
<i>Internship:</i> Students without previous public, non-		

profit, or service sector experience must take PADM 598, Government Internship III (3 semester hours) during the course of the program. This requirement is in addition to the 39 semester hours needed for the M.P.A.

Doctor of Public Administration — D.P.A.

Program Chairperson: Suzanne Beaumaster

The Doctor of Public Administration is designed to develop scholarly practitioners as leaders committed to improving the quality of life and environmental sustainability of the Southern California region. Students learn to consciously integrate and apply current theoretical, moral, and institutional perspectives that contribute to the disciplined analysis and professional resolution of administrative problems. Students take coursework in clusters offered in a weekend or virtual format and in intensive seminars held on the central campus. They take a prescribed sequence of courses that are instructed and coordinated by a faculty team made up of both full-time department faculty members and practitioner adjunct faculty members.

Prerequisites: Applicants should possess a master's degree, ideally in Public Administration or a closely related field. Applicants must also have a minimum of five years of work experience and must be working in an organization with permission and support from supervisors to conduct applied studies as required in their coursework. Students who are not employed may meet this requirement through a three-year internship (paid or unpaid) with organizations approved by the faculty.

Admission: Applicants are evaluated on undergraduate GPA, graduate GPA, letters of recommendation, and a personal interview. A standardized test score may be required, if recommended by the program chair. The department balances all of these measures in making a decision on admission. Students accepted into the D.P.A.

Programs — D.P.A.

Program will begin their coursework in the Fall Semester.

Total Program: 55 semester hours minimum
The program requires a minimum time commitment of three years of coursework which includes nine semester hours each semester. In addition to participation in cluster sessions each semester, all students must attend three weekend intensives each semester at the Central Campus. After successfully completing coursework students are required to produce and defend a dissertation of publishable quality.

Program Coursework: 54 semester hours

First Year

Fall Semester

PADM 610	Foundations of Public Administration	(3)
PADM 611	Public Administration Theory	(3)
PADM 612	Quantitative and Qualitative Methods I	(3)

Spring Semester

PADM 613	Quantitative and Qualitative Methods II	(3)
PADM 620	Organizational Theory	(3)
PADM 677	Ethics and Public Responsibility	(3)

Second Year

Fall Semester

PADM 650	Administrative Process I	(3)
PADM 651	Administrative Process II	(3)

PADM 660	Capstone in Public Administration Theory	(3)
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Spring Semester

PADM 661	Capstone in Public Management Process	(3)
PADM 673	Strategic Management and Decision Making	(3)
PADM 674	Program Evaluation and Performance Measurement	(3)

Third Year

Fall Semester

PADM 691	Data Analysis I	(3)
PADM 694	Research Foundation	(3)
PADM 696	Research Seminar	(3)

Spring Semester

PADM 692	Data Analysis II	(3)
PADM 695	Applied Research Methods and Techniques	(3)
PADM 698	Special Topics and Research Specialization	(3)

Dissertation Units: 1-22 semester hours

Students must be continuously enrolled in coursework until they have successfully completed their dissertation and it has been posted.

Semester 7 and 8

PADM 697C	Dissertation I	(1)
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Semester 9 - 16

PADM 697D	Dissertation II	(2)
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COLLEGE of EDUCATION & ORGANIZATIONAL LEADERSHIP

Interim Dean: Barbara Poling

EDUCATION DEPARTMENT

Chairperson: Thomas McGuire

Regular Faculty: Jackie Adamson, Jackie Allen, Darren Avrit, John Bartelt, Valerie Beltran, Robert Burns, Ingrid Carruth, Cindy Cary, Heidi Coronado, James Dunne, Anita Flemington, Cindy Giaimo-Ballard, Robert Hansen, Cleveland Hayes, Thierry Kolpin, Steven Lee, Sonja Lopez, Marga Madhuri, Mark Matzaganian, Lanney Mayer, Thomas McGuire, Bettye Messsick, Carol Morecki-Oberg, Judith Morris, Donna Nasmyth, Barbara Nicoll, Cynthia Olivas, Jan Pilgreen, Margaret Redman, Amber Rodriguez, John Roseman, Justiniano Saldana, Regina Schaefer, Catherine Schneider, Laurel Schroeder, Emily Shoemaker, Lynn Stanton-Riggs, Pat Taylor, Robert Wakeling, Nancy Walker, Susan Walsh, Shawn Witt, Leslie Young. **Adjunct Faculty:** Carolyn Angus,¹ Cynthia Bogan,¹ Linda Caputo, Wayne Carter,¹ Tana Donaghy, Nancy Dunn,¹ Thomas Gemma,¹ Jimi Gillespie, Gregory Giuliano,¹ Barbara Glazer,¹ William Hughes,¹ Jean Laub,¹ Jessica Lingenfelter,¹ Jackie Luzak, Matthew McCann, Chris Meek, Ben Miles,¹ Karen Miller,¹ Norman Miller,¹ George Montgomery,¹ Mary Morris,¹ Sonya Muhammad,¹ Lee Negri,¹ Sallie Phillips,¹ Ann Raymond, Miles Richmond,¹ Susan Sheldon,¹ Neil Stone,¹ Joel Tankenson,¹ Barry Turner¹, Irene Valos¹, Teresa Viles,¹ Loretta Whitson¹

¹Off-campus faculty

CHILD DEVELOPMENT PROGRAM Child Development — B.S.

Program Chairperson: Lynn Stanton-Riggs

The Child Development Major is designed for students planning careers in early childhood education in public or private schools, and/or social service agencies. The program focuses on studies of the growth and development of children in relation to the family, school, and community. The Child Development Major is designed as a complete four-year program at La Verne, but it also complements community college programs in Early Childhood Education. Community college students are encouraged to apply, as their coursework is fully transferable to ULV's program. The degree requires a minimum of 52 semester hours in the major of which at least 24 must be at the upper-division level. Progression through the program requires assessment; advisors review assessment requirements with students when they enter the program.

Admission Requirements:

- A GPA of 2.5 or more in college coursework
- Clear fingerprints
- Interview with Child Development faculty
- Assessment of writing ability

Prerequisites:

WRT 110, 111, College Writing A, B	(4,4)
EDUC 251 Curriculum Development for Early Childhood Education	(3)
EDUC 253 Child, Family, and Community	(3)

Core Requirements:

EDUC 350 Child Psychology and Development	(4)
EDUC 352 Writing for Child Development	(2)
EDUC 354A Child Observation/Practicum	(2)
EDUC 354B Assessment in Early Childhood	(2)
EDUC 445 Supervision and Communication in Early Childhood Education	(4)
EDUC 448 Math for Young Children	(4)
EDUC 449 Early Childhood Literacy	(4)
EDUC 451 Infant and Toddler Group Care and Curriculum	(4)
EDUC 452 Parenting for Early Childhood Educators	(4)

Programs — Child Development

EDUC 453A Supervision and Administration of Programs for Young Children	(4)
EDUC 453B Advanced Supervision and Administration of Programs for Young Children	(4)
EDUC 454F Early Childhood Teaching	(4)
EDUC 499 Senior Project	(4)
SPED 457 Introduction to Exceptional Individuals and Their Families	(3)
SPED 457P Special Education Seminar and Practicum	(2)

Recommended Courses:

EDUC 252 Early Childhood Environments	(3)
EDUC 444 Adolescent Development and Education	(1)
EDUC 470 Theories and Methods of Education for Linguistically Diverse Students	(4)

Child Development Minor

Core Requirements:

EDUC 251 Curriculum Development for Early Childhood Education	(3)
EDUC 253 Child, Family, and Community	(3)
EDUC 350 Child Psychology & Development	(4)
EDUC 354A Child Observation/Practicum	(2)
EDUC 354B Assessment in Early Childhood	(2)
EDUC 445 Supervision and Communication in Early Childhood Education	(4)
EDUC 454F Early Childhood Teaching	(4)

One of the following:

EDUC 451 Infant and Toddler Group Care and Curriculum	(4)
EDUC 452 Parenting for Early Childhood Educators	(4)
EDUC 453A Supervision and Administration of Programs for Young Children	(4)

Child Development — M.S.

Program Chairperson: Barbara Nicoll

This program is intended for those professionals and supervisors in the field of child development who wish to increase their understanding of the physical, intellectual, and emotional development of children. It emphasizes the study of children

and the theories and issues concerned with growth and development. This degree will enable a student to qualify to teach in a California community college.

Prerequisites: A bachelor's degree from a regionally accredited institution of higher learning that includes the following courses: Child Psychology and Development, Early Childhood Curriculum, Practicum or Field Work, and Early Childhood Program Management. Experience working in early childhood settings is also desirable.

Admission Requirements: ULV's graduate admission requirements and the following:

1. An undergraduate GPA of 2.75 or above with a preferred GPA of 3.0 or above in Early Childhood courses.

2. A statement of purpose that includes a description of work experience related to young children, a clear statement of short term and long term professional goals, a description of why this particular M.S. is wanted, and a statement about what the student expects to do professionally after receiving the degree.

3. An interview with the program chair.

4. A writing assessment.

Total Program: 33 semester hours

Advancement to Candidacy requires a portfolio demonstrating an understanding of child development theory and research, an ability to relate that information effectively, and the disposition necessary to support development in others.

Core Courses: 9 semester hours

EDUC 503 Educational Psychology	(3)
EDUC 504 Methods of Research	(3)
EDUC 556 Early Childhood Assessment	(3)

Area of Concentration: 18 semester hours

EDUC 518 Language, Reading, and Concept Development	(3)
EDUC 550 Human Development	(3)
EDUC 551 Studies in Attachment	(3)
EDUC 557 Teaching Adults	(3)
EDUC 558 Cognition and Brain Development	(3)
EDUC 559 Developmental Curriculum	(3)

Programs — Child Life and Educational Counseling

Electives: 3 semester hours of courses selected on the advice of the program chairperson.

Culminating Activity: 3 semester hours

EDUC 596 Graduate Seminar (3)

EDUC 551 Studies in Attachment (3)
EDUC 558 Cognition and Brain Development (3)
EDUC 559 Developmental Curriculum (3)
SPED 457 Introduction to Exceptional
Individuals and Their Families (3)

Child Life — M.S.

Program Chairperson: Leslie Anne Young

This program prepares individuals for careers working with children, from birth through adolescence, who are hospitalized or placed in medical facilities because of illness, injury, or disabling handicaps. While working with other health care professionals charged with children's care, the child life specialist helps children minimize anxiety, maintain relationships with their families, and retain their independence and self-esteem. The child life specialist is a clinical educator who provides interventions to help patients and families understand and cope with hospitalization.

Total Program: 36 semester hours

Core Courses: 24 semester hours

EDUC 530 Child Life Administration
and Program Development (3)
EDUC 530H Effects of Disease and Injury on
the Hospitalized Child, Part A (3)
EDUC 530I Effects of Disease and Injury on
the Hospitalized Child, Part B (3)
EDUC 530M Helping Children Cope in the
Health Care and Medical Setting (3)
EDUC 530S Developmental Process
of Grieving (3)
EDUC 530T Pediatric Educational and
Therapeutic Interventions (3)
EDUC 553F Child Life Internship I (3)
EDUC 553P Child Life Internship II (3)

Electives: 6 semester hours of courses selected on the advice of the program chairperson.

EDUC 503 Educational Psychology (3)
EDUC 530A Parenting the Medically Fragile
Child (3)
EDUC 530C Technology for Child Life
Educators (3)
EDUC 550 Human Development (3)

Culminating Activity: 6 semester hours

EDUC 504 Methods of Research (3)
EDUC 596 Graduate Seminar (3)

Child Life Specialist — Certificate

This program prepares individuals for careers working with medically fragile and hospitalized children from birth through adolescence. The child life specialist helps children minimize anxiety while undergoing medical treatment through varied educational and therapeutic interventions. Students who complete the 24 semester hours of Core Courses for the M.S., Child Life are eligible for the certificate. Completion of the M.S., Child Life is not required to earn the certificate.

EDUCATIONAL COUNSELING PROGRAM

Program Chairperson: Laurie Schroeder

Educational Counseling — M.S.; Pupil Personnel Services Credential

This program prepares qualified students to become professional school counselors in grades K-12. It has been approved by the California Commission on Teacher Credentialing to recommend qualified candidates for the Pupil Personnel Services Credential in School Counseling, including the Intern Credential. The M.S. in Educational Counseling also qualifies candidates to serve as Community College Counselors.

Admission Requirements: ULV's graduate admission requirements and the following:

1. A bachelor's degree from a regionally accredited institution of higher learning with a preferred GPA of 2.75 or above in undergraduate work, and a cumulative GPA of 3.0 or above for

Programs — Educational Counseling and M.Ed.

any graduate work.

2. (a) An undergraduate major in one of the behavioral sciences, or (b) a valid teaching credential with a minimum of one year of full-time classroom teaching experience, or (c) successful coursework or experience demonstrating knowledge in the areas of general psychology, human learning and development, and human behavior.

3. A statement of purpose outlining reasons for seeking admission, together with an autobiography.

4. Applicants without prior teaching experience are strongly encouraged to have at least one year of experience working with children or adolescents. This experience should be described in the statement of purpose and autobiography.

5. Three letters of reference addressing the applicant's potential as a school counselor, including one from the immediate supervisor.

6. An interview with the program chair or designee.

7. Application for Certificate of Clearance or valid California Teaching Credential.

8. A signed College of Education and Organizational Leadership Dispositions Agreement Form.

Additional Requirements:

1. For candidates seeking the Pupil Personnel Services Credential: CBEST score card upon admission, and pass card prior to registration for EDUC 583B.

2. Demonstrated personal suitability for the education counseling profession before entering EDUC 583A.

3. A Certificate of Clearance or a valid California Teaching Credential before registering for EDUC 583A.

4. A course or other demonstration of competence in word processing, database management, computer presentation, internet skills, and email. This requirement must be satisfied before advancement to candidacy.

Total Program: 48 semester hours for M.S. and credential; 47 semester hours for M.S. only.

Core Courses: 45 semester hours

EDUC 501	Educational Assessment	(3)
EDUC 503	Educational Psychology	(3)
EDUC 504	Methods of Research	(3)
EDUC 543	School Guidance Seminar	(3)
EDUC 546	Introduction to School Counseling	(3)
EDUC 549	School Counseling Theories	(3)
EDUC 550	Human Development	(3)
EDUC 564	Instruction and Achievement	(2)
EDUC 565	Career Development	(3)
EDUC 567	School Safety & Crisis Prevention	(2)
EDUC 571	Individual Counseling Skills	(3)
EDUC 572	Group Counseling Skills	(3)
EDUC 573	Counseling Diverse Populations	(3)
EDUC 574	Facilitating/Consultation Skills	(3)
EDUC 583A	Supervised Field Work—Level I	(1)
EDUC 583B	Supervised Field Work—Level II	(1)
EDMT 576	Organizational Management and School/Community Collaboration	(3)
Culminating Activity: 3 semester hours		
EDUC 597	Graduate Seminar in School Counseling	(3)

MASTER OF EDUCATION PROGRAM

Program Chairperson: Valerie Beltran

Education (Special Emphasis) — M.Ed.

This program is designed for students wishing to develop their own programs to meet special needs. It is practical in nature and culminates in a project or paper structured to help teachers improve their instructional and leadership abilities.

Total Program: 33 semester hours

Core Courses: 9 semester hours

EDUC 501	Educational Assessment	(3)
EDUC 503	Educational Psychology	(3)
EDUC 504	Methods of Research	(3)

Area of Concentration: 21 semester hours selected from established courses and independent studies.

Culminating Activity: 3 semester hours

EDUC 594	Thesis, or	
EDUC 596	Graduate Seminar	(3)

Programs — M.Ed. and Reading

Teaching Credential/Master of Education Program. The Multiple Subject or Single Subject Teaching Credential may be earned as part of the M.Ed., Education (Special Emphasis). See the Education Department Chairperson for information.

Education: Advanced Teaching Skills — M.Ed.

This program is designed to provide classroom teachers the opportunity to develop greater understanding of student needs and characteristics, curriculum and instructional decision-making, and collaborative peer interaction.

Total Program: 33 semester hours

Core Courses: 9 semester hours

EDUC 501	Educational Assessment	(3)
EDUC 503	Educational Psychology	(3)
EDUC 504	Methods of Research	(3)

Area of Concentration: 21 semester hours

EDMT 578	School Law	(3)
EDUC 558	Cognition and Brain Development	(3)
EDUC 575	Teaching Strategies for Diverse Student Populations	(3)
EDUC 576	Teacher Leadership	(3)
EDUC 588	Curriculum Development and Instructional Technology	(3)
EDUC 590	Issues in Teaching	(3)
SPED 505	Advanced Positive Behavior Support: Theory and Practice	(3)

Culminating Activity: 3 semester hours

EDUC 594	Thesis, or	
EDUC 596	Graduate Seminar	(3)

READING PROGRAM

Program Chairperson: Janice Pilgreen

Reading — M.Ed.

This program is designed for professional educators who wish to increase their effectiveness in areas of reading, as classroom teachers, reading specialists, or administrators. The program may

be taken concurrently with the California Commission-approved program leading to the Reading and Language Arts Specialist Credential.

Total Program: 30 semester hours

Core Courses: 27 semester hours

RDG 510	Literacy Instruction & Methodology	(3)
RDG 514	Literacy Assessment & Diagnosis	(3)
RDG 516	Individualization of Literacy Instruction	(3)
RDG 518	Concept Development and Language Acquisition	(3)
RDG 520	Advanced Methods and Materials	(3)
RDG 521	Literature and Literacy	(3)
RDG 524	Applied Literacy Research and Assessment	(3)
RDG 525	Reading Research, Theory, and Process	(3)
RDG 530	Reading Specialist Leadership	(3)
Culminating Activity: 3 semester hours		
RDG 598	Development of Reading Intervention Programs	(3)

Reading Certificate

This program may be taken separately or concurrently with a Reading and Language Arts Specialist Credential and/or M.Ed.

Prerequisites:

1. Completion of a California state-approved Teaching of Reading course.
2. Possession of a preliminary or clear teaching credential (multiple or single subject) issued by the California Commission on Teacher Credentialing. (An Emergency Permit does not fulfill the requirement.)
3. Passing score on the CBEST.
4. A minimum of three years of successful full-time teaching verified through documentation.
5. An interview with the Reading Program Chairperson

Total Program: 12 semester hours

RDG 510	Literacy Instruction & Methodology	(3)
RDG 514	Literacy Assessment & Diagnosis	(3)
RDG 516	Individualization of Literacy Instruction	(3)

Programs — Reading and School Psychology

RDG 518 Concept Development and
Language Acquisition (3)

Reading and Language Arts Specialist Credential

This program may be taken separately or concurrently with an M.Ed.

Prerequisites:

1. Completion of a California state-approved Teaching of Reading course.
2. Possession of a preliminary or clear teaching credential (multiple or single subject) issued by the California Commission on Teacher Credentialing. (An Emergency Permit does not fulfill the requirement.)
3. Passing score on the CBEST.
4. An interview with the Reading Program Chairperson

Other Program Requirements:

1. A passing score on the Reading and Language Arts Specialist Exam.
2. A minimum of three years of successful full-time teaching verified through documentation.

Total Program: 27 semester hours

RDG 510	Literacy Instruction & Methodology	(3)
RDG 514	Literacy Assessment & Diagnosis	(3)
RDG 516	Individualization of Literacy Instruction	(3)
RDG 518	Concept Development and Language Acquisition	(3)
RDG 520	Advanced Methods and Materials	(3)
RDG 521	Literature and Literacy	(3)
RDG 524	Applied Literacy Research and Assessment	(3)
RDG 525	Reading Research, Theory, and Process	(3)
RDG 530	Reading Specialist Leadership	(3)

SCHOOL PSYCHOLOGY PROGRAM

Program Chairperson: Jackie Allen

School Psychology — M.S.;

Pupil Personnel Services Credential

This program offers training in counseling and psychology to prepare school psychologists to work with age groups from infancy through adolescence. It has been approved by the California Commission on Teacher Credentialing to recommend qualified candidates for the Pupil Personnel Services Credential in School Psychology, including the Intern Credential.

Admission Requirements:

1. A bachelor's degree from a regionally accredited institution of higher learning with a GPA of 2.75 or above in undergraduate work and a cumulative GPA of 3.0 or above for any graduate work.
2. (a) An undergraduate major in psychology or another behavioral science, or (b) a valid teaching credential with a minimum of one year of full-time classroom teaching experience, or (c) successful coursework or experience demonstrating basic knowledge of general psychology, human learning and development, and human behavior or (d) a pupil personnel services credential in school counseling.
3. A course or the equivalent to demonstrate competence in word processing, database management, computer presentation, and Internet skills. This prerequisite must be satisfied before advancement to candidacy.
4. A statement of purpose outlining reasons for seeking admission to the School Psychology Program, together with an autobiography.
5. Applicants without prior teaching or counseling experience are strongly encouraged to have at least one year of volunteer or paid experience working with children or adolescents. This experience should be described in the statement of purpose and autobiography.
6. Three letters of reference addressing the candidate's potential as a school psychologist. One of

Programs — School Psychology and Special Education

these references must be from the candidate's immediate supervisor.

7. An interview with the School Psychology Program Chairperson.

8. An application for Certificate of Clearance or a valid California Teaching Credential.

Additional Requirements:

1. Candidates seeking the Pupil Personnel Services Credential must show evidence of having passed the CBEST prior to registering for EDUC 586B.

2. Demonstrated suitability for the profession of school psychology by completing EDUC 578, prior to entering EDUC 589A.

3. A Certificate of Clearance or a valid California Teaching Credential before registering for EDUC 586A.

Total Program: 61 semester hours for M.S. and credential.

Core Courses:

EDUC 501	Educational Assessment	(3)
EDUC 502	Learning Disabilities and Neurology	(3)
EDUC 503	Educational Psychology	(3)
EDUC 504	Methods of Research	(3)
EDUC 535	Child Psychopathology	(3)
EDUC 547	Introduction to School Psychology	(3)
EDUC 548	Program Planning and Evaluation	(3)
EDUC 549	School Counseling Theories	(3)
EDUC 550	Human Development	(3)
EDUC 564	Instruction and Achievement	(2)
EDUC 567	School Safety & Crisis Prevention	(2)
EDUC 571	Individual Counseling Skills	(3)
EDUC 572	Group Counseling Skills	(3)
EDUC 573	Counseling Diverse Populations	(3)
EDUC 574	Facilitating/Consultation Skills	(3)
EDUC 577	Individual Assessment	(3)
EDUC 578	Advanced Assessment	(3)
EDUC 579	Alternative Assessment and Behavior Intervention	(3)
EDUC 586A	Practicum in School Psychology A	(1)
EDUC 586B	Practicum in School Psychology B	(1)
EDUC 589A	Supervised Field Work in School Psychology—Level I*	(2)
EDUC 589B	Supervised Field Work in School Psychology—Level II*	(2)

Culminating Activity: 3 semester hours

EDUC 598 Graduate Seminar in School Psychology (3)

SPECIAL EDUCATION PROGRAM

Program Chairperson: Patricia Taylor

This program is designed for those interested in teaching learners with mild/moderate special needs, in particular but not exclusive to students with learning disabilities, emotional/behavioral disorders, mental retardation, and other health impairments. Persons applying for this program need not possess any other credential, though with a number of additional courses, students may also complete a Multiple Subject or Single Subject Teaching Credential.

Mild/Moderate Education Specialist Credential candidates receive a complete range of instruction and support in instructing learners with mild/moderate disabilities within a continuum of service delivery options. Level I may be completed in one calendar year. Candidates for this credential have five years after completing Level I to complete their Level II credential. The Level II credential is embedded in the M.S.

Admissions Requirements:

- Application and personal interview
- CBEST score card and pass card
- Transcript(s) demonstrating completion of 90 semester hours or more toward a bachelor's degree at time of application
- Writing competency sample
- Internet access capability

*The field experience is typically completed within one academic year, but shall be completed within no more than two consecutive academic years.

Programs — Special Education and Teacher Education

Mild/Moderate Education Specialist Credential, Level I

Total Program: 38 semester hours

EDUC 462	Literacy Methodology (Teaching of Reading) for Multiple Subject Candidates	(3)
EDUC 464	Introduction of the Teaching of Reading for Multiple Subject Candidates	(3)
EDUC 468	Introductory Supervised Teaching	(3)
EDUC 470	Theories and Methods of Education for Linguistically Diverse Students	(4)
EDUC 472	Teaching Strategies	(4)
SPED 405	Diversity Issues in Special Education—Seminar	(2)
SPED 405P	Diversity Issues in Special Education—Practicum	(1)
SPED 406	Mild-Moderate Assessment and Curriculum Practice	(3)
SPED 406P	Mild-Moderate Assessment Practicum	(1)
SPED 407	Mild-Moderate Curriculum and Delivery	(3)
SPED 407P	Curriculum & Delivery—Practicum	(1)
SPED 408P	Directed Teaching in Content Areas	(1)
SPED 409	Directed Teaching	(6)
SPED 457	Introduction to Exceptional Individuals and Their Families	(3)

Mild/Moderate Education Specialist Credential, Level II

SPED 503	Special Education Professional Induction Seminar	(2)
SPED 504	Current Issues, Policies, and Practices in SPED	(3)
SPED 505	Advanced Positive Behavior Support: Theory and Practice	(3)
SPED 506	Advanced Assessment of Students with Special Needs	(3)
SPED 507	Advanced Curriculum & Instruction	(3)
SPED 508	Life Cycle and Transitions	(3)
SPED 509	Culminating Seminar	(1)

Electives: 6 semester hours required

Special Education: Advanced Professional Emphasis — M.S.

Total Program: 36 semester hours

Core Courses:

Level II credential courses		(18)
EDUC 501	Educational Assessment	(3)
EDUC 504	Methods of Research	(3)
SPED 502	Learning Diversity Variations and Bios-Neurology	(3)

Electives: 6 semester hours required

Culminating Activity: 3 semester hours

SPED 596	Graduate Seminar	(3)
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TEACHER EDUCATION PROGRAM

Program Chairperson: Margaret Redman

Earning a multiple or single subject credential takes several steps. Following entry into ULV's teacher education program, students must successfully complete teaching methodology courses and fieldwork. Candidates then must be accepted for student teaching, which includes courses as well as 15 weeks of in-classroom training, completed in two segments.

The multiple and single subject credential teacher preparation programs address teaching strategies for all students in California schools. Integrated throughout the programs are methodologies to deliver comprehensive instruction to English learners and to work with special populations in the general education classroom. This replaces the program formerly known as the CLAD credential.

Admission Requirements:

- Application and personal interview
- Writing competency sample
- Statement of Purpose
- TB clearance
- Verification of taking CBEST by submitting score report
- Application for Certificate of Clearance or copy of Substitute Teaching Permit
- Transcript(s) indicating 90 semester hours or

Programs — Teacher Education

more toward B.A./B.S. at time of application

- GPA of 2.75 overall and 3.0 in the major
- Internet access

Core Requirements:

EDUC 460	Diversity, Interaction, and the Learning Process	(3)
EDUC 468	Introductory Supervised Teaching	(3)
EDUC 470	Theories and Methods of Education for Linguistically Diverse Students	(4)
EDUC 472	Teaching Strategies	(3)
EDUC 478	Advanced Supervised Teaching	(6)
SPED 457	Introduction to Exceptional Individuals and Their Families	(3)

Multiple Subject Candidates only:

EDUC 462	Literacy Methodology for Multiple Subject Candidates	(3)
EDUC 464	Introduction to the Teaching of Reading for Multiple Subject Candidates	(3)
EDUC 474	Teaching in the Content Areas—Multiple Subject	(4)

Single Subject Candidates only:

EDUC 466	Introduction to the Teaching of Reading for Single Subject Candidates	(4)
EDUC 476	Teaching in the Content Area for Single Subject Candidates	(4)

Student Teaching Program Prerequisites:

Student teaching candidates must complete an application and be accepted into the program with the following:

For Introductory Supervised Teaching, EDUC 468:

- Certificate of Clearance or equivalent fingerprint clearance
- Demonstration of personal characteristics necessary for teaching (as outlined by ULV's Education Department)
- Passing score on the CBEST
- Acceptance by the Teacher Education faculty
- GPA of 3.0 or better in pre-student teaching courses
- A grade of B or better in each pre-student teaching course

For Advanced Supervised Teaching, EDUC 478:

- All prerequisites required for EDUC 468
- Passing the Reading Instruction Competency Assessment (RICE). (Multiple Subject only)

- Verification of Subject Matter Competence as defined by the California Commission on Teacher Credentialing:
 1. CSET (California Subject Examinations for Teachers) for Multiple Subject Candidates
 2. CSET or SSAT/Praxis or completion of a state approved program with a minimum GPA of 3.0 in the major* and 2.75 overall for Single Subject Candidates
- US Constitution course or passing test score
- Speech course or verification
- Level I Computers in Education Course or Level I CTAP training
- Health Education/Nutrition/Drug Prevention/ Sexually Transmitted Diseases Course
- Completion of all core courses except for SPED 457, which may be taken concurrently with EDUC 478

*Candidates with low undergraduate GPA's who have completed subject matter competence programs may appeal to waive the state mandated examination(s) if they maintain a 3.5 GPA in ULV's Teacher Preparation Program.

Enhanced Intern Credential. If a student has successfully completed the constitution requirement, EDUC 460 and EDUC 470, and subject matter competence, and also has a contract in a public school, he/she will be eligible for an enhanced intern credential.

Teacher Performance Assessments. The California Teacher Assessment Program (TPA) provides teacher candidates with the opportunity to demonstrate achievement of the teaching performance expectations. Each of the four required TPAs is embedded in coursework as follows:

- EDUC 460/470 TPA: Subject Specific Pedagogy
- EDUC 472 TPA: Designing Instruction
- EDUC 474/476 TPA: Assessing Learning
- EDUC 478 TPA: Culminating Teaching Experience

Preliminary Credential Application Requirements. To apply for a Preliminary or Level I Credential, candidates must have:

- Maintained a GPA of 3.0 or better in EDUC classes
- Received a B or better in EDUC 468 and EDUC 478

Programs — Teacher Education and Liberal Studies

- Completed a bachelor's degree from a regionally accredited college or university
- Completed field work or teaching experience with students from at least age two and ability levels during the program
- Completed an "Application for Credential" packet
- Completed CPR Certification for Adults, Infants, and Children
- Passed all required TPAs
- Passed the RICA (Multiple Subject only)

Clear Credential Application Requirements:

To apply for a Professional Clear or Level II Credential, candidates must have completed the following within five years of the issuance date of their Preliminary Credential:

- a two-year induction program in a school district
- a Level II computer class

Bilingual Cross-Cultural, Language, and Academic Development (BCLAD) Emphasis (Spanish).

Program Chairperson: Anita Flemington

The requirements of the single or multiple subject BCLAD Emphasis teaching credential are the same as for the CLAD Emphasis teaching credential except that, in the BCLAD, Spanish language proficiency equivalent to or higher than test six for BCLAD, and EDUC 413 must be completed prior to student teaching.

EDUC 413 Methodology for Primary Language Instruction in a Bilingual Environment (Spanish) (4)

Teaching Credential/Master of Education Program. The Multiple Subject or Single Subject Teaching Credential may be earned as part of the M.Ed., Education (Special Emphasis). See the Education Department Chairperson for information.

Cross-Cultural, Language, and Academic Development (CLAD) Certificate

This program is designed for credentialed teachers who wish to acquire the Cross-Cultural, Language, and Academic Development (CLAD) certificate. Applicants must possess a valid California Teaching Credential.

Required courses: 12 semester hours

EDUC 470 Theories and Methods of Education
for Linguistically Diverse Students (4)
EDUC 519 Language and Literacy Development
for English Language Learners (4)
EDUC 561 Cultural Diversity (4)

Liberal Studies — B.A.

Program Director: Shawn Witt

The Liberal Studies major prepares students for entry into the teacher credential program. The Liberal Studies core courses also include materials to prepare students to take the California Subject Examination for Teachers (CSET), required by the California Commission on Teacher Credentialing to demonstrate subject matter competency. Students are required to complete the core requirements and have an option of completing a concentration.

Core Requirements:

EDUC 310 Foundations of Education, *or*
EDUC 312 Contemporary Issues in Education (4)
EDUC 317 Literature for Children and
Adolescents (4)
EDUC 330 Instructional Approaches to Physical
Education, *or*
MSS 330 PE for the Elementary Teacher (4)
EDUC 336 The Power of Language, *or*
ENG 314 Language Structures (4)
EDUC 349 Visual and Performing Arts for the
Elementary Teacher (4)
EDUC 350 Child Psychology and Development, *or*
PSY 407 Life Span Development (4)
EDUC 389 Instructional Approaches to
Mathematics, *or*

Programs — Liberal Studies and Educational Management

MATH 389	Developmental Mathematics	(4)
EDUC 407	Computers in Education	(4)
EDUC	elective approved by department	(4)
EDUC 499D	Senior Seminar for Liberal Studies Majors	(4)

Concentration: 12 semester hours

Completion of an approved concentration in one of the following areas: English, Fine Arts, Mathematics, Modern Languages, Movement and Sports Science, Natural and Social Sciences.

ORGANIZATIONAL LEADERSHIP DEPARTMENT

Chairperson: William Bearley

Educational Management — M.Ed.; Preliminary Administrative Services Credential

Program Chairperson: Patricia Ensey

Regular Faculty: Robert Hansen. **Adjunct**

Faculty: Juline Behrens¹, Janeane Dimple

¹Off-campus faculty

The California Commission on Teacher Credentialing has approved this program for granting administrative credentials. Students who successfully complete the program requirements can obtain the Preliminary Administrative Services Credential and/or a Master of Education (M.Ed.) in Educational Management. Students have four options in the program:

1. To obtain both the M.Ed. and the Preliminary Administrative Services Credential (33 semester hours total), *or*

2. To obtain the Preliminary Administrative Services Credential only (24 semester hours total), *or*

3. To obtain one of the above while serving in an internship, *or*

4. To obtain the M.Ed. only (33 semester hours).

An Administrative Internship credential is available with permission of the program chair. The

candidate must be fully matriculated in the Preliminary Administrative Services Credential program and meet University and CTC Administrative Internship Credential requirements prior to being recommended for the Internship Credential.

Admission Requirements: In addition to University admission requirements, the following are required:

1. Possession of a valid California Credential in teaching, pupil personnel services, health, or library services;

2. A minimum of two years of full time experience in one of the areas listed above. (Three years full-time experience is needed for credential application and internship);

3. Verification of having passed the CBEST if working toward the credential;

4. Writing competency sample in response to required prompt;

5. Three positive letters of reference, two of which must be from active school district administrators; and

6. Personal interview

Total Program: 33 semester hours

Core Courses: 6 semester hours

EDUC 501 Educational Assessment (3)

EDUC 504 Methods of Research (3)

Area of Concentration: 24 semester hours

EDMT 570 Curriculum, Instruction, and Assessment (3)

EDMT 571 Human Resource Administration (3)

EDMT 572 Educational Leadership (3)

EDMT 573 Contemporary Issues in California Schools (3)

EDMT 574 Field Experience (3 sems.) (1,1,1)

EDMT 576 Organizational Management and School/Community Collaboration (3)

EDMT 577 Fiscal Resource Management and Policy Development (3)

EDMT 578 School Law (3)

Culminating Activity: 3 semester hours

EDUC 596 Graduate Seminar (3)

Programs — PASC and Ed.D.

Professional Administrative Services Credential

Program Chairperson: Patricia Novotney

Adjunct Faculty: Janeane Dimpel

The Professional Administrative Services Credential is the second level of the two-tiered credential requirements enacted into law in 1982. This credential may be taken in conjunction with the Ed.D. program in Organizational Leadership, or it may be pursued as a separate program. The courses in the credential program relate directly to the five thematic principles established by the Credentialing Commission: organizational and cultural environment; dynamics of strategic issues management; ethical and reflective leadership; evaluation, analysis, and development of public policy; and management of information systems and human and fiscal resources. The California Commission on Teacher Credentialing has approved this program for granting the administrative credential.

Admission Requirements: In addition to the University requirements, the following are required:

1. A valid Preliminary Administrative Services Credential (Tier 1).
2. Employment in a full-time public or private school administrative position.

Total Program: 10 semester hours

Direct Instruction Courses: 10 semester hours

- | | | |
|----------|---|-----|
| EDMT 659 | Organizational Induction | (2) |
| EDMT 661 | Development and Assessment of Curriculum Programs & Instructional Practices | (3) |
| EDMT 663 | Organizational Theory, Planning, and Management | (3) |
| EDMT 664 | Professional Assessment | (2) |

Organizational Leadership — Ed.D.

Program Chairperson: Barbara Poling

Regular Faculty: William Bearley, Douglas DeVore, Thomas Harvey, Laura Hyatt, Larry Kemper, Keith Larick, Larry Machi, Cheryl Magee, Hugh McGowan, Patricia Novotney, Barbara Peterson, Michael Ramos, Carol Roberts,

Deborah Schreiber, Patricia Clark White. **Adjunct Faculty:** Don Hays, Steve Morgan, Barbara Poling, Loretta Rahmani

This program is designed for the practicing administrator who wishes to pursue advanced study while continuing a professional career. Its primary focus is the application of management theory to the processes and practices of leadership and administration. The day-to-day and long-range problems facing administrators serve as case studies for individual and group activities. Theory is tested in the field by students, thereby validating both theoretical and practical competencies.

Prerequisites: Applicants must possess an earned master's degree or equivalent and have maintained a GPA of 3.0 or better in all work leading to the degree. They must also possess the following characteristics:

1. Academic capability to complete the requirements of doctoral studies.
2. Demonstrated ability as an educational manager or manager in their field of business.
3. Opportunity to apply theory on the job.
4. Potential of making significant contributions to the field of education as a practicing administrator or as a manager in a private or public organization.

Admission: Applicants will be evaluated by the departmental admissions committee using the following measures: undergraduate performance, graduate performance, performance on the GRE (Aptitude Section) or the Miller Analogies Test, and letters of recommendation. A personal interview with the departmental admissions committee may be required. The department seeks a profile of the total student and will balance all of these measures.

Total Program: 54 semester hours

The program requires a minimum time commitment of three years with at least nine semester hours each semester. In addition to participation in geographic clusters each semester, candidates meet in eight-day seminars each January and July at the central campus.

Management Theme Courses: 36 semester hours

Programs — Ed.D. and Governance Leadership

Fall Semester 2008

EDMT 674	Change	(3)
EDMT 679	Planning and Futures	(3)

Spring Semester 2009

EDMT 695	Innovation	(3)
EDMT 696	Evaluation	(3)

Fall Semester 2010

EDMT 681	Communication Theory	(3)
EDMT 682	Conflict Management	(3)

Spring Semester 2011

EDMT 680	Organizational Theory	(3)
EDMT 683	Organizational Development	(3)

Fall Semester 2011

EDMT 675	Executive Leadership	(3)
EDMT 677	Decision Making	(3)

Spring Semester 2012

EDMT 678	Resource Development	(3)
EDMT 694	Resource Management	(3)

Research Courses: (18 semester hours)

Fall Semester (every year)

EDMT 684	Applied Research Methods	(3)
EDMT 687	Introduction to Dissertation Research I	(3)
EDMT 698A	Dissertation in Organizational Leadership I	(3)

Spring Semester (every year)

EDMT 686	Inferential Statistics	(3)
EDMT 688	Introduction to Dissertation Research II	(3)
EDMT 698B	Dissertation in Organizational Leadership II	(3)

Governance Leadership— M.A.

Program Chairperson: Barbara Poling

Regular Faculty: William Bearley, Barbara Peterson, Barbara Poling, Carol Roberts.

Adjunct Faculty: Loretta Rahmani

This program serves the needs of governance team members who develop and determine policy and provide leadership for public institutions. It focuses on strengthening the governance practices of elected officials in public education and government. The program provides a theoretical base in governance for practical application through field experience. The program was devel-

oped and is delivered in cooperation with the California School Boards Association.

Total Program: 34 semester hours

Core Courses: 9 semester hours

MAGL 500	Structure of Board Governance	(3)
MAGL 501	Principles and Practices of Governance	(3)
MAGL 555	Decision Making	(3)

Electives: 20 semester hours

Direct Instruction: Four of the following taken concurrently with the related Field Experience:

MAGL 505	Learning, Achievement, & Progress Toward Established Goals	(3)
MAGL 525	Intercultural Communication	(3)
MAGL 533	Policy Formation and Analysis	(3)
MAGL 554	Collective Bargaining in the Public Sector	(3)
MAGL 560	Social and Political Dynamics	(3)
MAGL 569	Conflict Management	(3)
MAGL 574	Creating Coalitions; Building Partnerships	(3)
MAGL 578	School Law	(3)
MAGL 580	Principles of Effective Communication	(3)

Field Experience:

MAGL 505	Field Experience in Learning, Achievement, & Progress Toward Established Goals	(2)
MAGL 525	Field Experience in Intercultural Communication	(2)
MAGL 533	Field Experience in Policy Formation and Analysis	(2)
MAGL 554	Field Experience in Collective Bargaining in the Public Sector	(2)
MAGL 560	Field Experience in Social and Political Dynamics	(2)
MAGL 569	Field Experience in Conflict Management	(2)
MAGL 574	Field Experience in Creating Coalitions; Building Partnerships	(2)
MAGL 578	Field Experience in School Law	(2)
MAGL 580	Field Experience in Principles of Effective Communication	(2)

Culminating Activity: 5 semester hours

MAGL 585	Methods of Organizational Analysis	(3)
MAGL 596	Graduate Governance Seminar	(2)

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*Member of the Executive Committee

Note: Personnel information is correct as of May 31, 2008.

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Faculty & Administration

Complete information on ULV faculty and administrators can be found at www.ulv.edu under Faculty Directory in the Quick Links menu. Basic directory information on all ULV employees is available in the Phonebook at www.ulv.edu.

GENERAL INFORMATION ON COURSES

Course Catalog. ULV courses are presented with course descriptions and full details on MyULV online accessible from www.ulv.edu. Select the current term for the search unless historical or future information is desired.

Course Numbering System:

001	Precollege
002-099	Activity and survey courses — lower division
100-199	Elementary and survey courses — lower division
200-299	Intermediate courses and courses introductory to a discipline
300-399	Advanced level, upper-division courses applicable to bachelor's degree programs
400-499	Advanced level, upper-division courses applicable to bachelor's degree programs and introductory graduate-level courses
500-699	Graduate level courses applicable to advanced degree programs and credential programs
700-799	Graduate, non-degree, professional development courses, not to be used for degree credit

ULV courses can be designated by three digits or by three digits and a letter. The common letters used in course designations are A,B,C,D with sequences, F with field work, G with selected graduate courses, L with laboratories, P with practicums, S with seminars, and W with workshops. Other letters have been used as needed to provide course numbers and do not have significance in defining the courses.

Course Value. All ULV courses are offered on a semester hour basis. The semester hour value of each course is listed in parenthesis after the course title in the Programs section of this catalog. The standard value for undergraduate courses is 4 semester hours; for graduate courses, 3 semester hours. Certain undergraduate courses are offered for 3 semester hours at selected sites and for 4 semester hours at others. These courses, when offered for 3 semester hours of credit, cover the same material, demand the same prerequisites, and fulfill the same requirements as the courses with the same titles offered for 4 semester hours of credit. Such courses can be taken for 3 hours only at locations where they are scheduled for 3 hours. Everywhere else they must be taken for the higher value.

Course Location. Most courses are available on more than one campus. Where a course is offered only at one location, the location is listed followed by "only." Hence, "ECBCS only" means that the course is only offered at the Ecumenical Center for Black Church Studies.

Course Frequency. Some courses are offered every semester; most are offered less frequently. Course schedules for all locations are available on MyULV online accessible from www.ulv.edu.

Course Challenges. The majority of courses are challengeable. Those that are not are marked NCh in the Course Catalog on MyULV.

Grade Options. Most courses can be taken either for a letter grade or for Credit/No Credit at the student's discretion. If the grade option is limited, the course description specifies "May be taken Credit/No Credit only" or "May be taken for a letter grade only."

Catalog Information Online

Printed and Electronic Catalogs. The contents of this printed catalog are reproduced online at www.ulv.edu/catalog/ and conform to the Catalog Effective Dates and policy printed in the inside front cover of this catalog. These printed sections do not change during the time that the catalog is effective except as provided for in "Changes in Policy, Tuition, and Fees." In contrast, the University's academic organization, courses, personnel, and student affairs offerings are briefly mentioned in the printed catalog but detailed in full online, because these four sections are dynamic and benefit from regular updates. Course, schedule, and financial aid application information is found in MyULV, while details on academic organization, personnel, and student affairs are available through the Quick Links menu. The current printed catalog and selected past catalogs can be downloaded in full or in part at www.ulv.edu/catalog/online.phtml.

MyULV. MyULV can be accessed from the green menu bar on ULV's home page, www.ulv.edu. In addition to complete information on ULV courses, MyULV provides full schedule information and financial aid notes. Registered students use MyULV to register for courses, submit financial aid forms, complete course evaluations, view their grades, and more.

Courses. Full particulars on every ULV course, currently offered or available in the recent past or immediate future, can be viewed through MyULV. Since courses may change each term, it is first necessary to select the term for which courses are to be viewed. Once the term is chosen, courses can be searched by subject, number, title, level, college, and/or credit range.

Catalog entries list the course department, number, and title along with a course description, the number of credit hours, General Education ful-

fillment (listed under Attributes), if any, and other pertinent facts. Clicking on the course number provides further course details, including the sections of the course offered during the term selected (under Schedule Types). Symbols and explanations for General Education can be found in the General Education Requirements section of this catalog.

Similarly, class schedules for current, recent, and near future semesters and terms at every ULV campus and site can be viewed on MyULV. Courses can be searched by subject, course number, title, credit range, campus, level, program, instructor, time of day, General Education fulfillment, and day of the week.

Personnel. Complete information on ULV faculty and administrators can be found at www.ulv.edu under Faculty Directory, available through the Quick Link menu. Basic directory information on all ULV employees is available in the Phonebook accessible from the menu bar on www.ulv.edu.

Academic Organization. Complete descriptions of the academic organization of each of the University's colleges can be obtained by clicking the name of the college in the Quick Links menu on www.ulv.edu. An outline of college-level organization is also presented in the Programs section of this catalog.

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Johnson Family Plaza with Abrahams Campus Center under construction.

Photo: Rusty Evans

Request for Information — University of La Verne

Name (please print) _____

Address _____

City _____

State _____

Zip _____

I am interested in:

_____ in _____

Subject Area or Major

- ☐ Central Campus Undergraduate Program
- ☐ Accelerated Program for Adults (CAPA)
- ☐ Graduate Program
- ☐ ULV Regional Campus at _____
- ☐ Ed.D.—Doctor of Education
- ☐ D.P.A.—Doctor of Public Administration
- ☐ Psy.D.—Doctor of Psychology
- ☐ College of Law

Please send me the following:

- ☐ Application
- ☐ Financial Aid and Scholarship Information
- ☐ International Student Information
- ☐ Other (please specify): _____

Please fold, tape, and mail.



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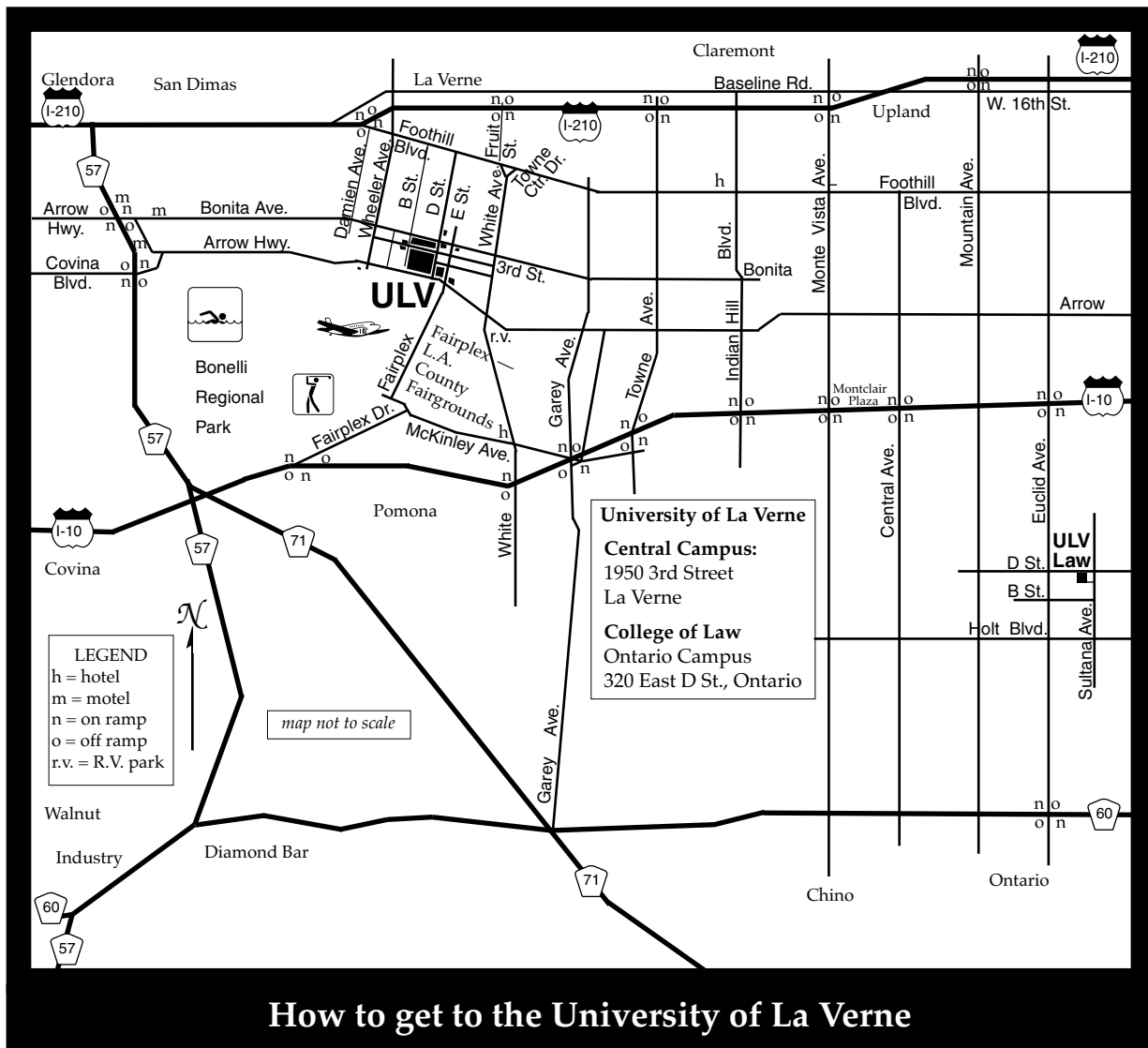
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How to get to the University of La Verne

From the northwest:

Foothill Fwy. (I-210) east to the Foothill Blvd. exit. East on Foothill Blvd. (Hwy. 66) to Wheeler Ave. Right (south) on Wheeler to 3rd St. (one block past Bonita Ave.). Left (east) on 3rd St. to the campus.

From the northeast:

Foothill Fwy. (I-210) west to the Fruit St. exit. Left (south) on Fruit St. and continue south on Fruit St./White Ave. to Bonita Ave. Right (west) on Bonita to the University sign at C St.

From the southwest or southeast:

San Bernardino Fwy. (I-10) to Fairplex Dr. exit. (from the east, look for Fairplex/Dudley exit). Go north (right from the east; left from the west) on Fairplex to the L.A. County Fairgrounds. Left (west) and follow Fairplex Dr. along the perimeter of the fairgrounds, continuing north to 3rd St. Left (west) to the campus. Alternate Routes from I-10: Garey, Towne, or White Aves. north to Arrow Hwy. or Bonita Ave.; then west to the campus.

From the south:

Orange Fwy. (57) north to San Bernardino Fwy. (I-10). East on I-10 to first exit (Fairplex Dr.). Left (north) and follow same directions as from the southwest. Alternate route: 57 to Covina Blvd. exit or Arrow Hwy. exit. Then right (east) on Bonita Ave. to C St. or Arrow Hwy. to D St.

