

CATALOG

2015-2016

Addendum



UNIVERSITY OF
LAVERNE

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Addendum Statement

The University of La Verne Addendum represents course and program revisions made since the last publication of the catalog, updates important for students planning on transferring to The University of La Verne, and corrections to the 2015-16 Catalog.

The content of this catalog addendum, along with the remainder of the existing 2015-2016 catalog, should now be used by students, faculty, and staff.

Students are strongly encouraged to seek advice from the Academic Advising and department chairs regarding program requirements. While every effort has been made to ensure the accuracy of the information provided in the catalog and the addendum, The University of La Verne reserves the right to make changes as necessary, and to change, without notice, any of the information, requirements, and regulations as required for compliance with State regulations.

Complaint Procedure

The University of La Verne takes complaints and concerns regarding the institution very seriously. If a student has a complaint regarding the University or one of its schools, the student may present a complaint or grievance according to the applicable policies and procedures found in the University of La Verne Catalog.

A student who has a complaint concerning academic program quality and/or accrediting standards (including complaints that the University has violated state consumer protection laws) is invited to contact the Office of the Provost at 1950 Third Street La Verne, CA 91750; provost@laverne.edu; 909-448-4748.

An individual may also contact the Bureau for Private Postsecondary Education for review of a complaint. The Bureau may be contacted at:

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

Telephone: (916) 431-6924

FAX: (916) 263-1897

Website: bppe.ca.gov

The Bureau accepts all types of complaints related to the University, and may refer any complaint it receives including complaints related to institutional policies or procedures, or both, to the University, an accrediting agency, or another appropriate entity for resolution. More information concerning the Bureaus' complaint procedure can be found at bppe.ca.gov/enforcement/faqs.shtml and bppe.ca.gov/enforcement/complaint.shtml.

The University has provided this information in compliance with the requirements of the Higher Education Act of 1965, as amended, as regulated in CFR 34 §600.9, and the California Education Code §94874.9.

Financial Arrangements and Payment Policies

The student is responsible for the payment of any outstanding balance on his or her student account. All tuition, fees, room and board charges are due by the deadlines listed below. Students who register after the due date are required to pay at the time of registration.

The online student account serves as the official student bill and will reflect the charges, credits and amounts due. It is the student's responsibility to view their student account online for their balance and make the appropriate arrangements for payment to be received by the deadline date.

Students enrolled in a semester based program must make financial arrangements no later than two weeks prior to the start of the semester. Students enrolled in a term based program must

make financial arrangements no later than one week prior to the start of the term. Students who do not make financial arrangements by these deadlines will be assessed a fee of \$100. Students who have not made financial arrangements after 30 days from one to two weeks prior to the term/semester will be assessed an additional \$200. New students living on campus must complete their financial arrangements no later than 30 days prior to the start of the term/semester. Continuing students living on campus must complete their financial arrangements no later than June 25. Students living on campus who fail to make arrangements prior to the deadlines listed above will lose their confirmed space and moved to a “pending” list. Financial arrangements include payment in full or enrollment in a payment plan. No student is allowed to register for a semester/term if there is an overdue debt from a previous semester or term.

Insurance Requirement for International Students in All Programs

All full-time students with F-1 or J-1 visas secured with documentation provided by La Verne are required to pay La Verne 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 La Verne insurance, but J-2 visa holders must show that they have coverage that meets U.S. Federal Regulations.

Delinquent Payment of Perkins and Institutional Loans

Students with a Federal Perkins Loan must complete an exit interview before any records will be released. If a student defaults on payment of a Perkins and/or Institutional Loan(s), all records will be held until the student either pays off the loan(s) or brings the loan(s) current.

Academic Religious Accommodation Policy

Consistent with our core values of diversity and inclusivity, it is the policy of the University of La Verne to provide a reasonable accommodation based on a person's sincerely held religious belief. A reasonable accommodation is one that does not conflict with reasonably necessary University goals. The person requesting the accommodation is obligated to make the University aware of the need for a religious accommodation as soon as possible and in advance of the need for the accommodation.

The most common request for academic religious accommodation concerns class attendance during the observance of major religious holy days and celebrations. It is the policy of the University to grant students excused absences from class for observance of religious holy days. Students are expected to contact faculty at the beginning of the course (within the first two weeks of class) after reviewing course syllabi for potential scheduling conflicts. Students who request an excused absence in advance shall be provided with a reasonable alternative. Examples of reasonable accommodations for student absences might include: rescheduling an exam or giving

a make-up exam for the student, altering the time of a student's presentation, allowing extra credit assignments to substitute for missed class work, or arranging for an increased flexibility in assignment dates. Students are responsible for satisfying all academic requirements as defined by the instructor. Faculty members are encouraged to avoid scheduling exams on major religious holidays (a calendar of religious holidays is maintained on the Office of Religious and Spiritual Life web site).

In addition to observance of religious holidays and celebrations, other areas of practice may result in a request for accommodation based on obligations related to prayer, dietary requirements, fasting, religious attire, ablution, and theological or philosophical commitments. Given the uniqueness of requests, they must be handled on a case by case basis and may involve reasonable accommodation of course content. The University Chaplain may be consulted as needed.

Grievance Procedure

In the event that agreement cannot be reached regarding a religious accommodation, the student or faculty member should bring the issue to the relevant college dean or, if necessary, to the Provost's office. In the event that advice in resolving the issue is needed, the chairperson, dean or Provost may seek the counsel of a four person committee chaired by the University Chaplain and including, the Chief Diversity and Inclusivity Officer, a faculty member nominated by the Senate, and a student.

Statement Regarding Mini Fall Term 2015

Please note the removal of Mini Fall from the following pages: 5, 39, 40, 41, 49, 50, 121, and 125. All mention of Mini Fall term, Mini Fall Term 2015, and 5-6 week courses should be ignored in the 2015-2016 Catalog.

Degree Chart

	Central Coast	La Verne Online	Education Programs	High Desert	Inland Empire	Kern County	Orange County	Point Mugu**	San Fernando Valley	Vandenberg	Ventura
B.A. Business Administration	CC	OL		HD	IE	KC	OC	PM	SF	VN	VC
B.S. Child Development	CC			HD	IE		OC		SF		VC
B.S. Criminology								PM			
B.A. Educational Studies	CC			HD	IE	KC	OC		SF		VC
B.S. Health Administration				HD	IE		OC				
B.S. Organizational Management	CC	OL		HD	IE	KC	OC	PM	SF	VN	VC
B.S. Psychology								PM			
B.S. Public Administration		OL			IE	KC	OC		SF	VN	VC
M.B.A For Experienced Professionals	CC	OL		HD	IE	KC	OC		SF	VN	VC
M.ED. Educational Leadership	CC		ED	HD		KC	OC		SF		VC
M.ED Special Emphasis	CC		ED	HD		KC	OC				VC
M.H.A Health Administration					IE		OC				
M.S. Child Development		OL*									
M.S. Leadership and Management	CC	OL		HD	IE	KC	OC	PM	SF	VN	VC
M.S. Educational Counseling	CC		ED	HD		KC	OC		SF		VC
M.S. Special Education			ED			KC					
CRED Educational Specialist – Mild/Mod.			ED			KC					
CRED Multiple and Single Subject	CC		ED	HD		KC	OC				VC
CRED Pupil Personnel Services Credential	CC		ED	HD		KC	OC		SF		VC
CRED Preliminary Administrative Services	CC		ED	HD		KC	OC		SF		VC

*Offered by the College of Education and Organizational Leadership

**Associate Degree (AA) offered at the Point Mugu Regional Campus only.

Bachelor's Degree – Declaring a Major Statement

Freshmen are strongly encouraged to declare a major at point of entry, but must declare a major prior to enrollment in their junior year. Transfer students with junior standing at point of entry must declare a major. All students who reach junior status may not change their declared major to undeclared major. Undeclared students with junior standing will not be allowed to register for classes or make changes to their course schedules until they declare a major. All students are encouraged to discuss and explore their proposed declaration of major with an academic advisor and Career Services. All major declarations must be made at the advising office of their respective campus.

Changes to Programs

Computer Science and Computer Engineering – B.S. – Pg. 90

Additional for Engineering Concentration: Removed

PHYS 201, 202 General Physics I, II, or

PHYS 203, 204 Physics I: Mechanics, and Physics II: Electricity and Magnetism (5, 5)

Replaced with:

PHYS 201, 202 General Physics I, II, or

PHYS 202, 203 General Physics II, Physics I: Mechanics, or

PHYS 203, 204 Physics I: Mechanics, and Physics II: Electricity and Magnetism (5, 5)

E-Commerce — B.S. – Pg. 92

Electives: One of the following:

Added Course:

*CMPS 491 Systems Architecture (4)

Photography Minor – Pg. 96

Core Requirements:

Changed Course Title:

*PHOT 310 Image Processing (4)

Religion/Philosophy — B.A. – Pg. 100

Core Requirements:

Removed duplicate course listing:

- *PHIL 110 Introduction to Philosophy, or
- *REL 100 Introduction to Religion (4)
- *PHIL 351 Philosophy of Religion (4)
- *PHIL 490 or REL 490 Senior Seminar (0-1)

Scripture: one course with SC designation

Revised Course Title:

- *REL 220 Bible 1, or
- *REL 230 Bible 2 (4)

Religion Minor – Pg. 100

Core Requirements:

Revised Course Title:

- *REL 220 Bible 1, or
- *REL 230 Bible 2 (4)

Behavioral Sciences — B.S. – Pg. 102

Three of the following:

Revised Course Number:

- *ANTH/SOC 338 Native American Experience (4)

Child Development — B.S. – Pg. 112

Core Requirements:

Added course:

*EDUC 354A Child Observation Practicum (2)

Educational Studies — B.A. – Pg. 112

Recommended Courses (electives):

Revised Course Number:

*EDUC 305 Internet in the Classroom for
K-12 Educators (4)

Marriage and Family Therapy — M.S. – Pg. 131

Revised Total Hours:

*Total Program: **61 semester hours**

Revised total hours:

*MFT Specialization: 43 semester hours

Revised subject code:

*PSY 506 Human Sexuality (1)

Master of Business Administration for Experienced Professionals – Pg. 139

Marketing Concentration:

Revised course number:

*BUS 565I Internet Marketing (3)

Teacher Education Program – Pg. 150

Sequence of Courses

Multiple Subject Candidates only:

Revised Courses

- *SPED 457 Introduction to Exceptional Individuals and Their Families, or
- *EDUC 458 Teaching Students with Special Challenges
in the General Education Classroom (3)
- *EDUC 460 Diversity, Interaction, and the Learning Process (4)
- *EDUC 470 Theories and Methods of Education
for Linguistically Diverse Students (4)
- *EDUC 462 Literacy Methods for Multiple Subject Candidates- I (3)
- *EDUC 472 Teaching Strategies (4)
- *EDUC 464 Literacy Methods for Multiple Subject Candidates- II (3)
- *EDUC 474 Teaching in the Content Areas – Multiple Subject (4)
- *EDUC 468 Introductory Supervised Teaching (3)
- *EDUC 478 Advanced Student Teaching (5)

Single Subject Candidates only:

Revised Courses

- *SPED 457 Introduction to Exceptional Individuals and Their Families, or
- *EDUC 458 Teaching Students with Special Challenges
in the General Education Classroom (3)
- *EDUC 460 Diversity, Interaction, and the Learning Process (4)
- *EDUC 470 Theories and Methods of Education for
Linguistically Diverse Students (4)
- *EDUC 466 Introduction to Teaching of Reading for Single Subject Candidates (4)

*EDUC 468 Introductory Supervised Teaching (3)

*EDUC 472 Teaching Strategies (4)

*EDUC 475 Foundations and Introduction to Teaching Single Subject (3)

*Must enroll in your content area

(EDUC 475A: Math; EDUC 475B: English; EDUC 475C: Science; EDUC 475D: History; EDUC 475E: Physical Education; EDUC 475F: Music; EDUC 475G: Spanish; EDUC 475H: Art; EDUC 475I: Health)

*EDUC 476 Teaching in the Content Area for Single Subject Candidates (3)

*Must enroll in your content area

*EDUC 476A: Math; EDUC 476B: English; EDUC 476C: Science; EDUC 476D: History; EDUC 476E: Physical Education; EDUC 476F: Music; EDUC 476G: Spanish; EDUC 476H: Art; EDUC 476I: Health)

*EDUC 477 Introduction and Methods of Teaching (4)

*Must enroll in your content area

(EDUC 477A: Math; EDUC 477B: English; EDUC 477C: Science; EDUC 477D: History; EDUC 477E: Physical Education; EDUC 477F: Music; EDUC 477G: Spanish; EDUC 477H: Art; EDUC 477I: Health)

*EDUC 478 Advanced Student Teaching (5)

Educational Leadership with a concentration in Administrative Leadership — M.Ed; Preliminary Administrative Services Credential – Pg. 159

Administrative Leadership Concentration: 15 semester hours

Added the following courses:

EDLD 475 A, B, C Field Experience or

*EDLD 581 Education-A World View (Master's degree only) (1, 1, 1 or 3)