

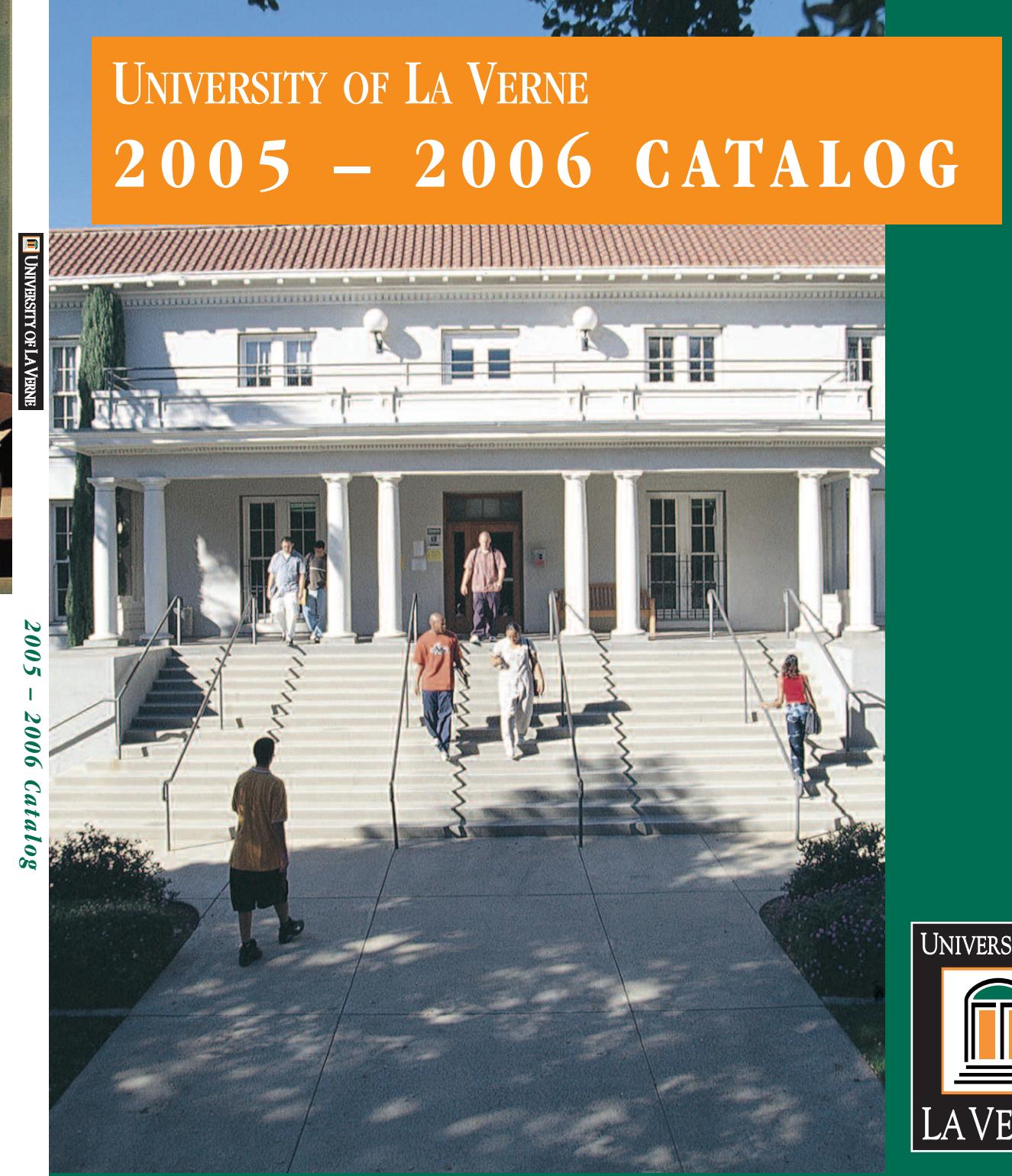


*Knowledge • Service • Vision*

1950 Third Street  
La Verne, CA 91750

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University of  
La Verne

*2005 - 2006 Catalog*



*Knowledge • Service • Vision*



**Central Campus:** 1950 3rd Street, La Verne, California 91750

**Telephone:** (909) 593-3511

**FAX:** (909) 392-2703 (Registrar)

**Home Page:** [www.ulv.edu](http://www.ulv.edu)

## COLLEGES, CAMPUSES, & CENTERS

	Telephone	FAX
CAPA Professional Development Center	(909) 392-2718	(909) 392-2701
Central Coast Campus, San Luis Obispo	(805) 542-9690	(805) 542-9735
College of Arts and Sciences	(909) 593-3511	(909) 392-2745
College of Business and Public Management	(909) 593-3511	(909) 392-2704
College of Education & Organizational Leadership	(909) 593-3511	(909) 392-2710
College of Law, Ontario	(909) 460-2000	(909) 460-2082
High Desert-Victorville Campus, Victorville	(760) 843-0086	(760) 843-9505
Inland Empire Campus, Rancho Cucamonga	(909) 484-3858	(909) 484-9469
Kern County Campus, Bakersfield	(661) 328-1430	(661) 328-1378
Office of Regional Campuses, Upland	(800) 695-4858	(909) 981-8695
Orange County Campus, Garden Grove	(714) 534-4860	(714) 534-4865
Point Mugu Center, Port Hueneme	(805) 986-1783	(805) 986-1785
San Fernando Valley Campus, Burbank	(818) 846-4008	(818) 566-1047
Vandenberg Center, Vandenberg AFB	(805) 734-1306	(805) 734-1158
Ventura County Campus, Oxnard	(805) 981-8030	(805) 981-8033

**Changes in Policy, Tuition, and Fees.** The information provided in this catalog reflects an accurate picture of the University of La Verne at the time of publication in June 2005. However, the University reserves the right to make necessary changes in policies, requirements, tuition, fees, and calendars contained in this catalog at any time without prior written notice.

**Catalog Effective Dates.** This catalog is in effect from September 1, 2005 through August 31, 2006.

**Photographs:** *Campus Times* staff

**Campus Times Photography Advisor:** Gary Colby

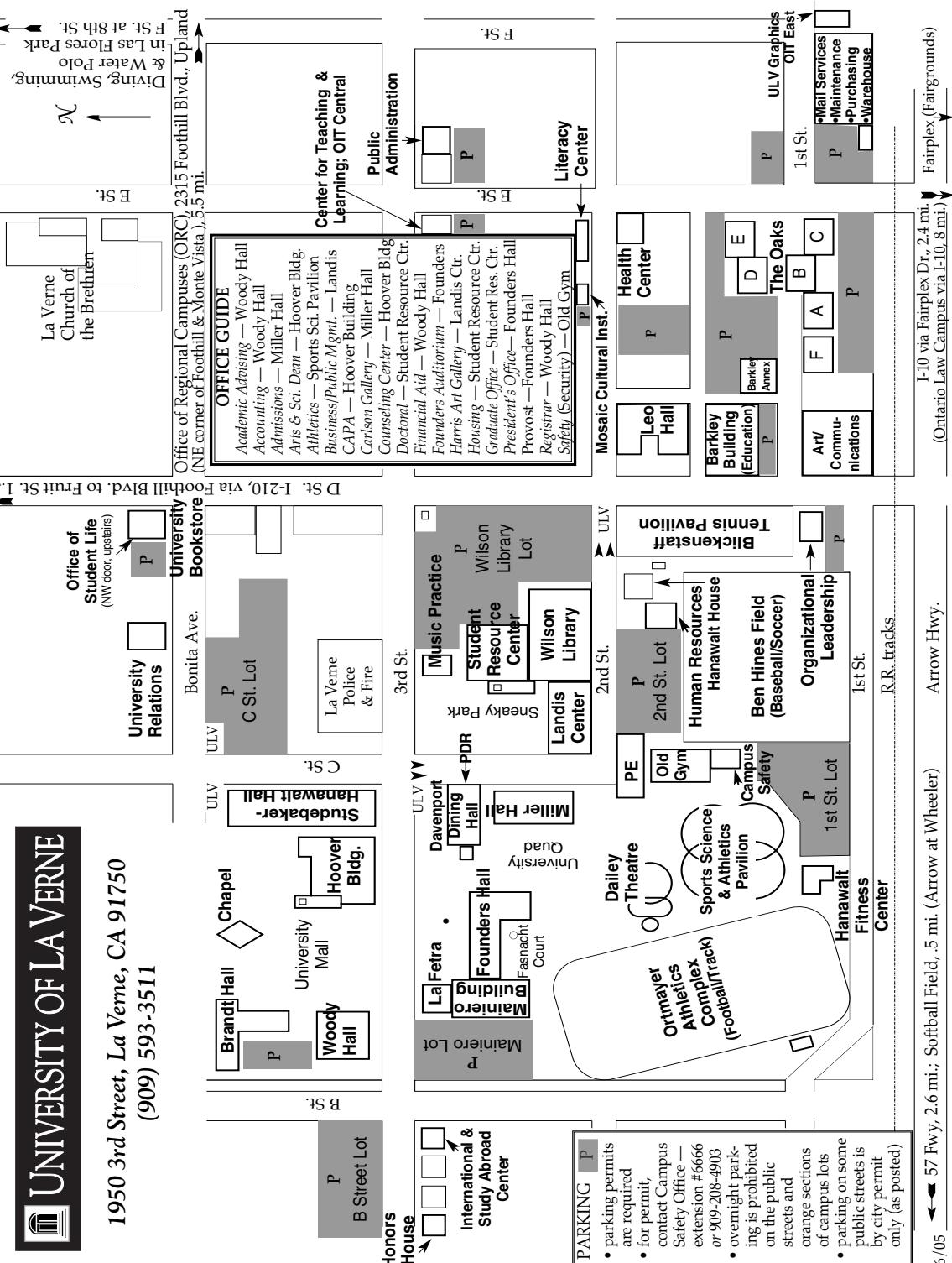
**Campus Times Photography Coordinator:** Kevin Holland

**Front Cover:** Miller Hall (*Photo:* David Gautreau)

**Back Cover:** Inside Wilson Library (*Photo:* Brad Elliott)

## Errata:

PAGE 57: The Sexual or Racial Harrassment webpage is [www.ulv.edu/hr/s22.pdf](http://www.ulv.edu/hr/s22.pdf)



UNIVERSITY OF LA VERNE  
1950 3rd Street, La Verne, CA 91750  
(909) 593-3511

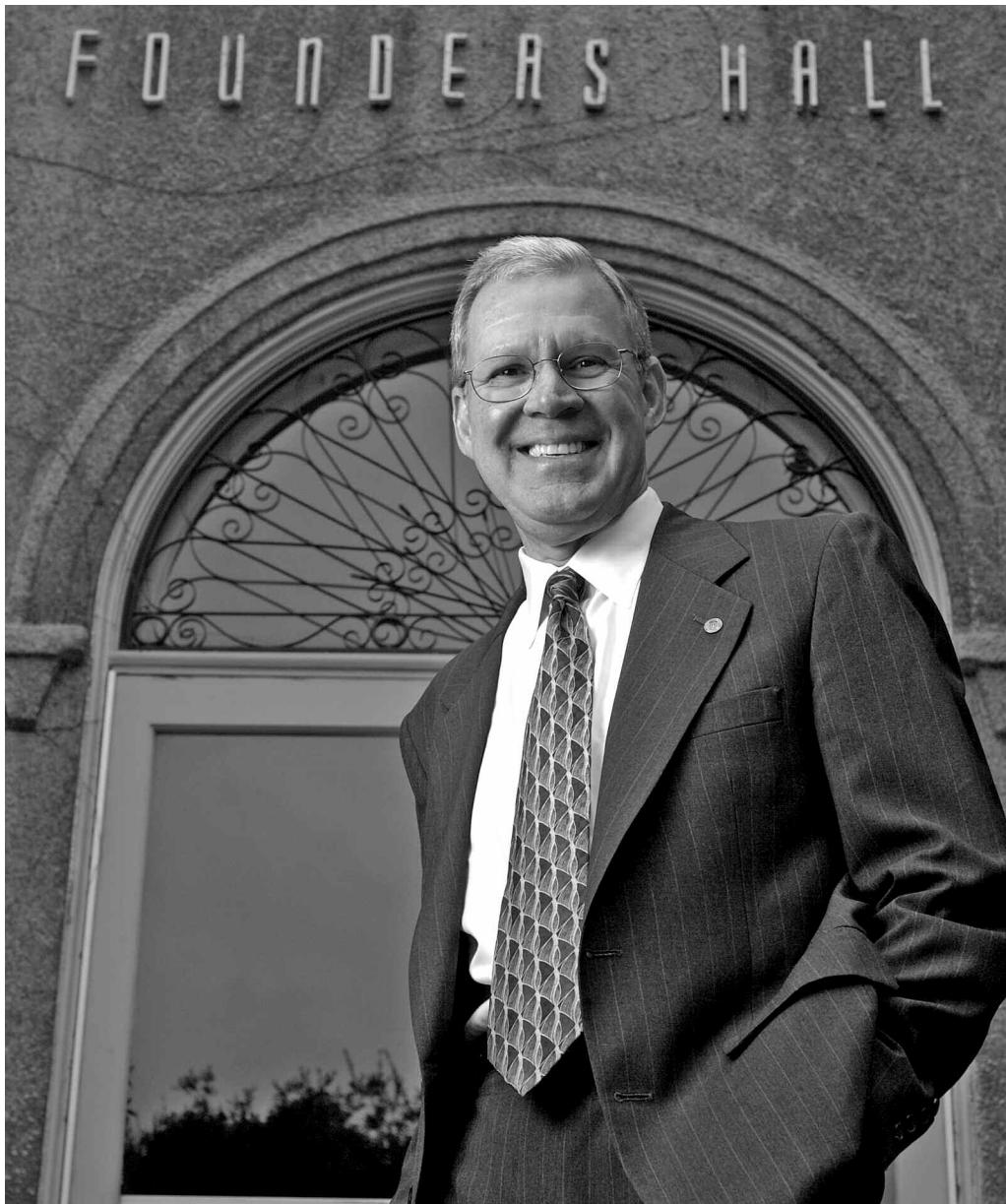
B St. • 3rd St. • 2nd St. • 1st St. • B Street Lot • Honors House

• 57 Hwy. • 57 Fwy. 2.6 mi.; Softball Field, .5 mi. (Arrow at Wheeler)

Arrow Hwy. • 1-10 via Fairplex Dr., 2.4 mi. (Ontario Law Campus via 1-10, 8 mi.)

• 57 Hwy. • 57 Fwy. 2.6 mi.; Softball Field, .5 mi. (Arrow at Wheeler)

Arrow Hwy. • 1-10 via Fairplex Dr., 2.4 mi. (Ontario Law Campus via 1-10, 8 mi.)



President Steve Morgan, a third-generation graduate of the University of La Verne, enters his 20th year at the University's helm in 2005.  
Photo: *Tom Zasadzinski*

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The Japan Booth at ULV's World Festival sponsored by the International Student Organization.  
Photo: Reina Santa Cruz

# **CALENDARS 2005-2006**

## **TRADITIONAL SEMESTERS CALENDAR (15 weeks) — Central Campus only**

D.P.A., Doctor of Public Administration	M.S., Counseling
Ecumenical Center for Black Church Studies	M.S., Educational Counseling
Ed.D., Doctor of Education	M.S., Marriage and Family Therapy
M.Ed., Educational Management	Professional Administrative Services Credential
M.Ed., Special Emphasis	Psy.D., Doctor of Psychology
M.S., Child Development	Teacher Education Program
M.S., Child Life	Traditional Undergraduate Program

### **Fall Semester 2005: September 5 - December 18, 2005**

September 6, Tuesday	Classes begin at 7:30 a.m.
September 12, Monday	Last day to add or drop classes meeting 2-7 days/week
September 19, Monday	Last day for undergraduates to apply for Winter commencement
October 1, Saturday	Last day to add or drop classes meeting 1 day/week
November 6, Sunday	Last day for graduates to apply for Winter commencement
November 15, Tuesday	Last day to change grade options or withdraw
Nov. 23-27, Wednesday-Sunday	CAPA and graduate "special course" registration ends
December 12-18, Monday-Sunday	Last day for undergraduates to apply for Spring commencement
December 18, Sunday	Thanksgiving Recess — academic holiday
December 19, 2005 - January 2, 2006	Final examinations
	Fall Semester ends
	Winter Break — academic holiday

### **January Interterm 2006: January 3-30, 2006**

January 3, Tuesday	Classes begin at 7:30 a.m.
January 6, Friday	Last day to add or drop classes
January 16, Monday	King Birthday — academic holiday
January 19, Thursday	Last day to change grade options or withdraw
January 30, Monday	CAPA and graduate "special course" registration ends
TBA	January Interterm ends
	Mid-Year Commencement

### **Spring Semester 2006: February 6 - May 28, 2006**

February 6, Monday	Classes begin at 7:30 a.m.
February 12, Sunday	Last day to add or drop classes meeting 2-7 days/week
February 19, Sunday	Last day to add or drop classes meeting 1 day/week
February 20, Monday	Presidents Day — academic holiday
April 9, Sunday	Last day to change grade options or withdraw
April 10-16, Monday-Sunday	CAPA and graduate "special course" registration ends
May 22-28, Monday-Sunday	Spring Break — academic holiday
May 26-28, Friday-Sunday	Final examinations
May 28, Sunday	Commencement Weekend
	Spring Semester ends

### **Summer Terms 2006**

June 5 - June 30	Summer Session I*
July 4, Tuesday	Independence Day — academic holiday
July 10 - August 6	Summer Session II*
June 5 - August 13	Summer Session III

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

## CAPA SEMESTERS CALENDAR (20 weeks)

### Fall 2005 (August 26, 2005 - January 8, 2006)

#### **Cycle I\***

August 26-27  
September 9-10; 23-24  
October 7-8; 21-22

#### **Cycle II\***

September 2-3; 16-17  
September 30-October 1;  
October 14-15, 28-29

#### **Cycle III\***

November 4-5; 18-19  
December 2-3; 16-17  
January 6-7, 2006

#### **Accelerated Sunday Courses**

November 6, 13, 20, 27  
December 4, 11, 18  
January 8, 2006

#### **Accelerated Evening Courses**

October 3 - December 18, 2005

### Spring 2006 (January 9 - May 28, 2006)

#### **Cycle I\***

January 13-14; 27-28  
February 10-11; 24-25  
March 10-11

#### **Cycle II\***

January 20-21  
February 3-4; 17-18  
March 3-4; 17-18

#### **Cycle III\***

March 24-25;  
April 7-8; 21-22  
May 5-6; 19-20

#### **Accelerated Sunday Courses**

March 26  
April 2, 9, 23, 30  
May 7, 14, 21

#### **Accelerated Evening Courses**

March 20 - May 28, 2006

### Summer 2006 (June 5 - August 13, 2006)

#### **Summer Cycle 2006\***

June 9-10; 23-24  
July 7-8; 21-22  
August 4-5

#### **Accelerated Sunday Courses**

June 11, 18, 25  
July 9, 16, 23, 30  
August 6

#### **Accelerated Evening Courses**

June 5 - August 13

\*There is a required orientation session, 5:30-7pm, in every course on the Friday before the start of each cycle.

## LAW SEMESTERS CALENDAR (18 weeks)

### COLLEGE OF LAW

August 15 - December 18, 2005

September 5

November 24-25

January 9 - May 21, 2006

January 16

February 20

March 6-10

April 14

May 21

June 5 - July 30, 2006

July 4

Fall Semester 2005

Labor Day — holiday

Thanksgiving — holiday

Spring Semester 2006

King Birthday — holiday

Presidents' Day — holiday

Spring Break

Good Friday — holiday

Commencement

Summer Semester 2006

Independence Day — holiday

### AMERICAN BAPTIST THEOLOGICAL CENTER CALENDAR

August 15 - December 18, 2005

September 5

November 24-25

January 9 - May 21, 2006

April 10-14

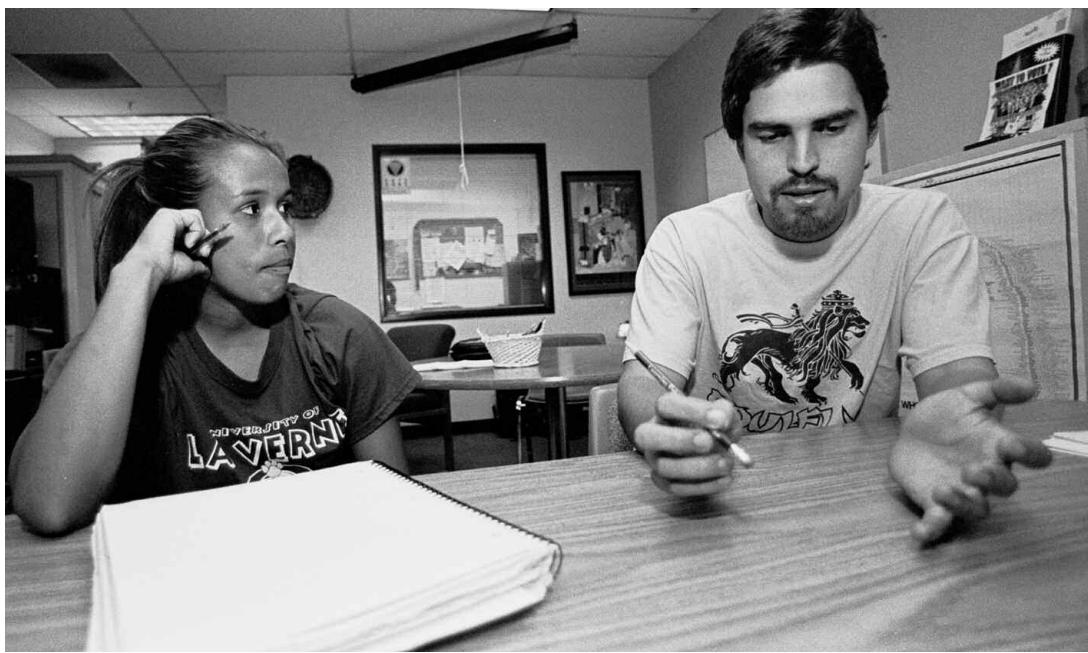
Fall Term 2005

Labor Day — holiday

Thanksgiving Recess

Spring Term 2006

Spring Recess



The University of La Verne's Learning Enhancement Center: a student and peer tutor at work.

Photo: German Jimenez

## **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**  
**Distance Learning Center**  
**High Desert-Victorville Campus**  
**Inland Empire Campus**  
**Kern County Campus**  
**Orange County Campus**  
**Point Mugu Center**  
**San Fernando Valley Campus**  
**Vandenberg Center**  
**Ventura County Campus**

October 3 - December 18, 2005

November 21-27

January 5, 2006 - March 15, 2006\*

March 20 - May 28, 2006

June 5 - August 13, 2006

July 4

August 21 - October 1, 2006\*\*

September 5

Fall Term 2005

Thanksgiving — holiday

Winter Term 2006\*

Spring Term 2006

Summer Term I 2006

Independence Day — holiday

Summer Term II 2006\*\*

Labor Day — holiday

\*Note: This term begins on Thursday, January 5, 2006, and ends on Wednesday, March 15, 2006. No Monday holidays are observed.

\*\*Note: Monday classes will go the extra Monday due to Labor Day.

## **EDUCATION TERMS CALENDAR (10-11 weeks)**

### **M.Ed., Reading**

### **Off-campus Education Master's degrees**

### **Off-campus Education credentials**

### **Off-campus Teacher Education**

September 5 - November 20, 2005

Fall Term 2005

January 2, 2006 - March 19, 2006

Winter Term 2006

March 20, - June 4, 2006

Spring Term 2006

June 5 - August 13, 2006

Summer Term 2006

## **EPIC PROGRAM CALENDAR**

September 6 - December 16, 2005

Fall Term 2005

January 9 - April 21, 2006

Spring Term 2006

April 10-14

Spring Break — academic holiday

May 1 - August 15, 2006

Summer 2006

# 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 intensive institution in Southern California enrolling over 8,500 students in four major 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 ULV Regional Campuses.

### **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/](http://www.ulv.edu/cas/)

### **College of Business & Public Management**

Gordon J. Badovick, Dean

Abe Helou, 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/](http://www.ulv.edu/cbpm/)

### **College of Education & Organizational Leadership**

Leonard Pellicer, 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, and Educational Management. 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/](http://www.ulv.edu/ceol/)

### **College of Law**

Donald J. Dunn, Dean

H. Randall Rubin, Associate 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](http://law.ulv.edu)

## **University of La Verne**

### **University of La Verne Regional Campuses**

Homa Shabahang, Associate Vice President  
Stephen Lesniak, Assistant Dean for Academic and Student Services

Heather Russell, Assistant Dean of Marketing  
Dale Hoy, Assistant Dean of Marketing

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 and Residence Centers 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/sce](http://www.ulv.edu/sce)  
Telephone: (800) 695-4858

### **Regional Campuses and Residence Centers:**

Central Coast Campus  
4119 Broad Street, Suite 200  
San Luis Obispo, CA 93401

High Desert Campus-Victorville  
15447 Anacapa Road, Suite 100  
Victorville, CA 92392

Inland Empire Campus  
10535 Foothill Blvd., Suite 400  
Rancho Cucamonga, CA 91730

Kern County Campus  
1600 Truxton Ave., Suite 100  
Bakersfield, CA 93302

Orange County Campus  
12951 Euclid Street, Suite 100  
Garden Grove, CA 92840

Point Mugu Residence Center  
P.O. Box 42264  
Port Hueneme, CA 93044

San Fernando Valley Campus  
4001 W. Alameda, Suite 300  
Burbank, California 91505

Vandenberg Residence Center  
P.O. Box 5578  
Vandenberg AFB, CA 93437

Ventura County Campus  
2001 Solar Drive, Suite 250  
Oxnard, CA 93030-2648

### **Other Regional Campuses' Programs**

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

**Distance Learning Center (DLC).** This center offers courses online leading to selected ULV degrees.

**Education Programs.** This center offers courses leading to education degrees and credentials 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 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 Allied Health Education Programs (CAAHEP). The College of Law is accredited by the Committee of Bar Examiners for the State of California. 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 the Distance Learning Center

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

## **Mission Statement**

### **The Nature of the University**

The University of La Verne is an independent, nonsectarian institution of higher education founded more than 100 years ago by members of the Church of the Brethren. Since its inception, the University has offered a strong liberal arts curriculum as well as education in selected professional fields for its undergraduate students. Beginning in the 1960's, the University developed selected graduate and undergraduate programs for the adult learner at a variety of sites in California. The University offers high quality education to a student body diverse in age, religious perspective, and ethnic and national origin.

### **The Mission of the University**

Through its academic and co-curricular programs, the University provides rich educational opportunities that relate to both the academic and personal development of its students. For its undergraduates the University offers a challenging general education program, as well as a strong knowledge base in a particular discipline. Graduate programs at ULV are offered in selected professional disciplines. These programs are aimed at the practicing professional, and seek to integrate theory and practice.

Philosophically, the University emphasizes four major concerns that affirm a positive and rewarding life for its students.

#### **1. A Values Orientation**

The University affirms a philosophy of life that actively supports the health of the planet and its people. The University, therefore, encourages students to become reflective about personal, professional, and societal values in the light of this affirmation.

#### **2. Community and Diversity**

The University promotes the goal of community within a context of diversity. The University, therefore, encourages students to understand and appreciate the diversity of cultures which exists locally, nationally, and internationally. It also seeks to promote appreciation of biodiversity by helping students understand the impact/dependence of human beings on their environment.

#### **3. Lifelong Learning**

The University commits itself to an approach to education that is lifelong in nature. Therefore, it teaches students how to learn, how to think critically, how to do responsible research, and how to access and integrate information in order to prepare them for career growth and flexibility and continued personal growth.

#### **4. Community Service**

The University believes that service is a primary goal of the educated person. The University therefore encourages its students to experience the responsibilities and rewards of serving the human and ecological community.



New Student Orientation, September 2004: Dean of Students Loretta Rahmani discusses goals with new students.

Photo: Adam Omernik

# ***STUDENT SERVICES & ACTIVITIES***

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*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 Montaño-Cordova

Associate Dean, Student Life

Laura Kiralla, Assistant Dean, Career Services and Assessment

[www.ulv.edu/sa/](http://www.ulv.edu/sa/)

**Campus Activities Board (CAB).** CAB, the Campus Activities Board, in conjunction with the Associated Student Forum, coordinates a variety of social activities throughout the academic year. Activities include concerts, intramural events, movie nights, nights and other offerings.

[www.ulv.edu/sa/](http://www.ulv.edu/sa/)

**Career Services.** Career counseling and job search assistance is available in the Career Services Center.

[www.ulv.edu/careers/](http://www.ulv.edu/careers/)

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

[www.ulv.edu/commencement/](http://www.ulv.edu/commencement/)

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

[www.ulv.edu/catalog/stu\\_serv/commuter.phtml](http://www.ulv.edu/catalog/stu_serv/commuter.phtml)

**Counseling Center.** Psychological counseling services are available for free to all central campus, full-time undergraduates and for a nominal fee to graduate and School of Continuing Education students.

[www.ulv.edu/counselingcenter/](http://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.

[dining.ulv.edu/](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](http://www.ulv.edu/sa/eloans.phtml)

**First Year Experience.** All first-year traditional-age undergraduate students take the First Year Experience course (New 2U) to continue their orientation through their selected college.

[www.ulv.edu/catalog/stu\\_serv/first\\_year.phtml](http://www.ulv.edu/catalog/stu_serv/first_year.phtml)

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

[www.ulv.edu/healthcenter/](http://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/](http://www.ulv.edu/housing/)

**International Students Services.** International Student Services assists with orientation and relocations, personal/immigration counseling, host family program and social-cultural activities.

[www.ulv.edu/is/](http://www.ulv.edu/is/)

**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/](http://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/osl/leosden](http://www.ulv.edu/osl/leosden)

**New Student Orientation.** An orientation program geared for new traditional-age students occurs at the beginning of each academic year.

[www.ulv.edu/new2ulv/](http://www.ulv.edu/new2ulv/)

**Parent Orientation.** At the end of summer, parents of incoming traditional-age students participate in Parent Orientation.

[www.ulv.edu/new2ulv/](http://www.ulv.edu/new2ulv/)

**Students with Disabilities.** Services for students with physical or learning disabilities are coordinated the Health Center.

[www.ulv.edu/dss/](http://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](http://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/catalog/stu\\_serv/tran.phtml](http://www.ulv.edu/catalog/stu_serv/tran.phtml)

## **Other Services and Activities**

**Associated Student Federation (ASF).** ASF is the traditional-age undergraduate student body on the main campus. The Associated Students Forum represents this group.

[www.ulv.edu/asf/](http://www.ulv.edu/asf/)

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

[www.ulv.edu/bookstore/](http://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/](http://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/security/](http://www.ulv.edu/security/)

**Child Development Center.** The Child Development Center is located two miles south of the central campus.

[www.fairplex.com/fp-/Foundations/ChildDevelopmentCenter/index.asp](http://www.fairplex.com/fp-/Foundations/ChildDevelopmentCenter/index.asp)

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

[www.ulv.edu/studentcenter/clubs.phtml](http://www.ulv.edu/studentcenter/clubs.phtml)

**Mosaic Cultural Institute (MCI).** MCI encourages a variety of activities designed to enhance conceptual, theoretical, and empirical inquiry into the phenomena of multiculturalism and diversity.

[www.ulv.edu/imrcd/](http://www.ulv.edu/imrcd/)

**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](http://www.ulv.edu/catalog/stu_serv/soc_evt.phtml)

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

[www.ulv.edu/studentcenter/](http://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](http://www.ulv.edu/peacestudies/summerservice.phtml)

# Athletics

Christopher Ragsdale, Athletic Director  
Rex Huigens, Assistant 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 of La Verne 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, tennis, track, volleyball, and water polo. The men enter into intercollegiate programs in baseball, basketball, cross country, football, golf, soccer, swimming, 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 be compatible with the philosophy of the Southern California Intercollegiate Athletic Conference and NCAA Division III, ULV has established 24 as the minimum number of units a student must complete during the year prior to participation (two semesters as a full-time student plus any summer school) to be considered eligible for athletic competition. A freshman is automatically eligible the first year. Thereafter, if a student has been enrolled for only one semester as a full-time student, the minimum is 12 units completed. January is considered a separate term of participation, although units completed in January may be added to either the fall or the spring term total. A student must be enrolled in a January class to participate during January. A student must be enrolled in a minimum of 12 units for it to be considered a full-time term of attendance. According to the NCAA, a student must complete his or her seasons of participation during the first 10 semesters or 15 quarters enrolled as a full-time student. If a student has eligibility remaining at the time of graduation from ULV, he or she may complete his or her eligibility as a full-time graduate student (nine semester units minimum) at La Verne during the semester of completion. In order to participate in the athletic program, the graduate student athlete with eligibility remaining must purchase the University's Student Accident and Health Insurance and pay the Health Center fee.



The University of La Verne Chorale in concert.

*Photo: Gloria Diaz*

# **ADMISSIONS INFORMATION**

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## **UNDERGRADUATE ADMISSIONS**

**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 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**

Anna Liza Zell, Dean of 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

## **Central Campus Undergraduate Admissions**

the National Candidate's Reply Date of May 1 (for 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, the essay, 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. Two letters 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 complet-

ed 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, the essay, 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

## **Central Campus Undergraduate Admissions**

transfer credit must submit official scores from one of these tests.

**4. Two letters 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.

## **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, the essay, 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.

**4. Two letters 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.

## **Central Campus Undergraduate Admissions**

### **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 during the Spring Semester. Please call the Office of Admissions at (909) 392-2800 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 Admissions 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](http://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 School of Continuing Education Undergraduate Programs

The School of Continuing Education (SCE) provides 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.

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 School of Continuing Education Program brochures.

**Guidelines.** To apply for admission to La Verne through SCE, students should submit the necessary admission documents to the Regional Campus or Residence Center 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. Formal Application for Admission.** This form may be obtained from the SCE office where the student plans to study. It must be accompanied by the non-refundable application fee.

**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 documen-

tation 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 30 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 SCE 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 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.** SCE academic advisors can *unofficially* evaluate transcripts of prior course work. This provides the academic advisor with the nec-

## School of Continuing Education Undergraduate Admissions

essary 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 SCE students may not be able to attend full time every term. For this reason, SCE 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:

1. Students who do not enroll in courses within one year from the date of admission must reapply for admission and follow the degree requirements in effect at the time of their readmission.

2. 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. Selected Advanced Placement exams may be used to meet general education requirements.

**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. (See General Education Transfer Policy, next page.)

**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

## **Undergraduate Transfer Credit**

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 Transfer Policy—Area Requirements.**

*California Associate Degree.* At the time of matriculation, admitted and enrolled students who have earned an associate degree at a regionally accredited California college with general education requirements acceptable to the University of California, or included in the California State University General Education Breadth Certification, or found in the Intersegmental General Education Transfer Curriculum (IGETC), will be credited with fulfilling all of ULV's General Education AREA Requirements. Students who have been certified as meeting the lower division general education requirements in one of these three ways must provide a copy of the certification form obtainable from the transfer center at the community college that the student attended. This certification needs to be provided when the final transcript showing the associate degree is sent to ULV.

*Other General Education Transfer Options for Area Requirements.* At the time of matriculation, students who have NOT earned a regionally accredited California associate degree, but who have completed a minimum of 32 semester hours of transferable course work will be evaluated for fulfillment of ULV's General Education AREA Requirements according to the following guidelines:

1. Students certified as having met all area requirements at the University of California or 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 AREA requirements. A copy of the certification form obtainable from the transfer center at the community college that the student attended needs to be provided when

the community college transcript is sent to ULV.

2. If courses partially fulfill selected UC, CSU, or through IGETC general education options at a college of prior attendance, these courses will be credited toward partial fulfillment of the like General Education requirement at ULV.

3. Course work completed at regionally accredited public colleges and universities outside the state of California which meets bachelor's level general education requirements at the state college or university within the same state, and is so 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 course will be considered for transfer unless a C- or better was received.

## **General Education 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. Students who transfer 32-59.99 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. Students who transfer 60-91.99 semester hours must complete CORE 300, CORE 305 or 310, and CORE 320 or 340.

3. Students who transfer 92+ semester hours must complete CORE 300 and CORE 320 or 340.

4. SCE students who transfer 32 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. Except in the case of courses included in associate degrees from California colleges, courses will not

## **Undergraduate Transfer Credit**

be considered for transfer unless a C- or better was received. 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), 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 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 School of Continuing Education**

**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 for-

## **Graduate Admissions**

eign 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 SCE, as 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 School of Continuing Education 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.

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 nonrefundable 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 and based upon the applicant's qualifications and potential for success in a graduate program. Departments may take any of the actions listed below. Admission 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.

## **Graduate Admissions**

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 or Single Subject Credentials need to file an application in ULV's Education Department Office or through the School of Continuing Education. 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.

## **Graduate Admissions**

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.

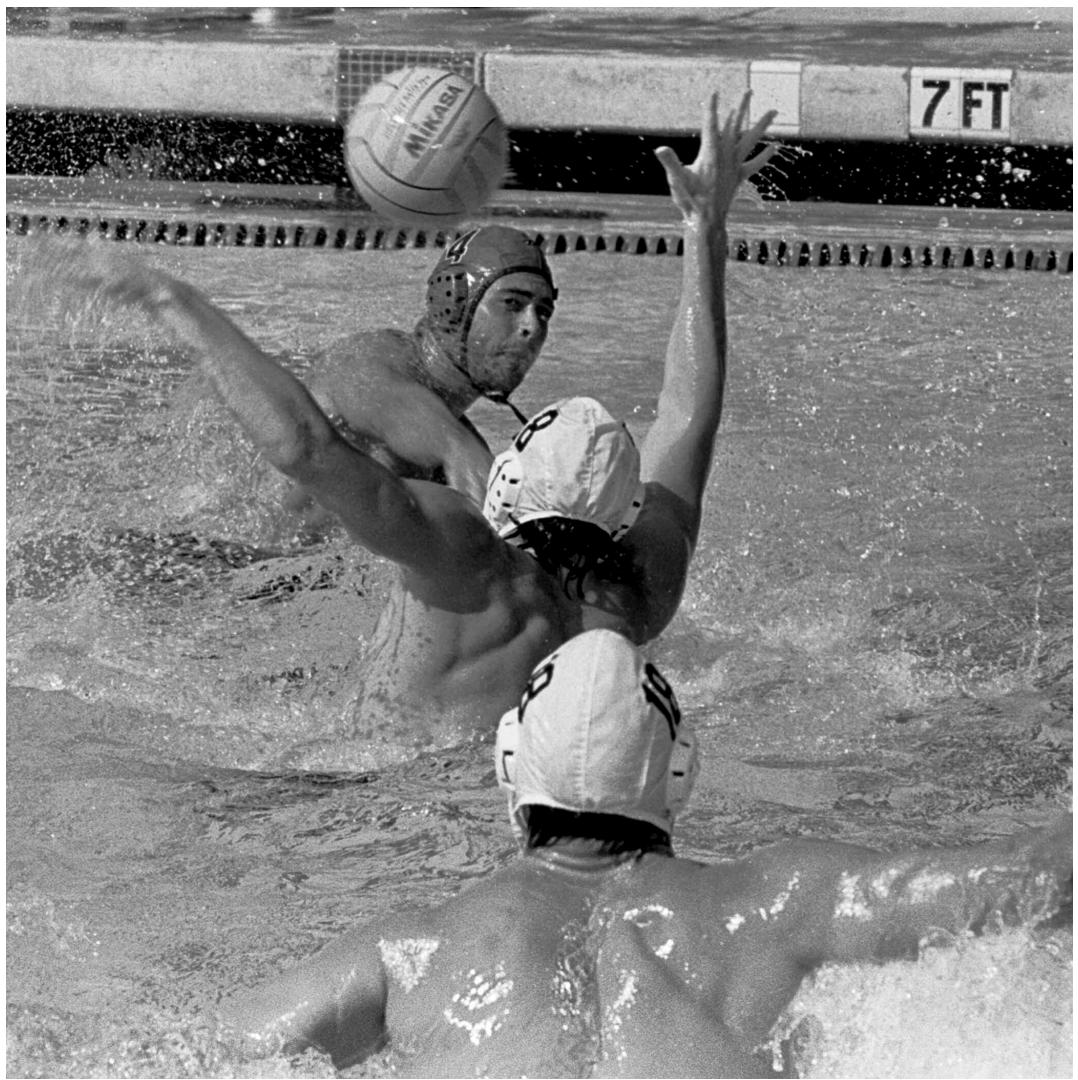
8. The University of La Verne reserves the right to refuse transfer credit or limit the credits accepted toward any of its degree programs from accredited institutions, including those accredited by regional accreditation associations, if these credits are attributed to courses that do not meet the University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



ULV water polo scores again!

Photo: *Jenna Campbell*

# **FINANCIAL INFORMATION**

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## **TUITION AND FEES**

### **Financial Arrangements**

The tuition charged a student will always be that rate which is current for the program in which the student is enrolled, regardless of the course number. 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 will be assessed a fee of \$150. The University offers the payment plans listed below, which must be contracted 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.** For students eligible to register on the web, the University has contracted with FACTS Tuition Management to administer the payment plans. The nonrefundable enrollment fee for this service is \$75 per semester for semester-based programs and \$50 per term for term-based programs. For information and details about this payment plan, contact the Office of Student Accounts.

Payment plans are available for courses lasting five weeks or more. Short-term courses of up to four weeks in length must be paid in full upon registration.

**a. School of Continuing Education Students:** Minimum down payment of 25% of total tuition and fees at the time of registration, with the balance to be paid on the last day of the term.

**b. Monthly Payment Plans:** Available in selected programs only. From 6 to 36 monthly installments, starting the month in which classes begin or as specified in the contract, each due the first of the month.

All deferred payment plans require the completion of an 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
Doctoral Programs (6 installments).....	\$75
SCE Education Programs (24-36 installments) .....	\$150
Selected Masters Programs (12-18 installments) .....	\$75-\$100

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.

## 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.....	\$11,400
Part-time students, approved academic overloads, Directed Study, and Independent Study, per semester hour ....	\$650
Auditing, per semester hour .....	\$325
Summer Sessions, per semester hour .....	\$520
B.S., Public Admin., online, per sem. hour ....	\$405
Legal Studies, per semester hour .....	\$265
Religion Program (off-campus), per course ..	\$465

### Fees

Academic Services (not charged to full-time, traditional-age students), per course .....	\$20
Appeals .....	\$50
Application.....	\$50
Chemistry laboratory breakage deposit, per course (refundable) .....	\$100
Course Challenge, per course .....	one semester hour of tuition
Graduation.....	\$110
Laboratory Fee, per course .....	\$100
Late Financial Arrangement .....	\$150
Late Registration/Change of Program.....	\$50
Legal Studies Certificate .....	\$35
Legal Studies Association (one time charge) ..	\$25
Lost ID card.....	\$5
Lost meal ticket .....	\$5
Lost Parking Permit .....	\$5
Make-up Examination.....	\$40
Music Lessons, per semester hour .....	\$150
Parking, per semester .....	\$12
Photography Laboratory.....	\$125-300
Returned Check/Rejected Credit Card.....	\$25
Student Orientation .....	\$50
Student Teaching .....	\$125
Student Tuition Deposit .....	\$200
Transcript, per copy .....	\$6
Transcript (24-hour turnaround) .....	\$26
Written Composition (will be applied toward challenge if passed) .....	\$50

### Residence Hall Charges

Room, Brandt/Studebaker/Hanawalt Halls, double occupancy, per semester .....	\$2,160
Room, Brandt/Studebaker/Hanawalt Halls, triple occupancy, per semester .....	\$1,770
Room, Oaks Hall, double occupancy, per semester.....	\$2,245
Room, Oaks Hall, triple occupancy, per semester.....	\$1,840
Room, Off-Campus Housing, per semester...	\$3,500
Room, single, per semester .....	\$2,825
Housing Reservation/Security Deposit—	
first time students .....	\$200
Returning resident housing application fee .....	\$25
Residence Halls student activities fee .....	\$40

### Board

5 meals per week (off-campus residents only), per semester .....	\$1,015
12 meals per week, per semester .....	\$2,030
14 meals per week, per semester .....	\$2,110
19 meals per week, per semester .....	\$2,310

**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 .....	\$15,885
per year .....	\$31,560

## Graduate Programs

### Graduate Tuition

M.Ed., Bakersfield, and Education Credential, Bakersfield, per semester hour.....	\$470
GERO courses and M.H.A., per semester hour .....	\$485
All other masters and credential programs, per semester hour .....	\$505
D.P.A.....	\$715
Ed.D.....	\$685
Psy.D. ....	\$645

### Graduate Fees

Academic Services, per course .....	\$20
Appeals .....	\$50
Application, doctoral .....	\$75

## **Tuition and Fees**

# **College of Law**

## Tuition

Full time, per semester .....	\$12,250
Part time, per semester .....	\$9,200
Approved academic overload, per semester hour .....	\$816

## Fees

Law Application .....	\$55
Law multipurpose (Fall/Spring).....	\$230
Law multipurpose (Summer) .....	\$115
Law Change of Program .....	\$50
Law Late Financial Arrangement.....	\$150
Law Late Registration.....	\$100
Student Bar Association per semester .....	\$40
Law Library (Fall/Spring) .....	\$120
Law Library (Summer) .....	\$60
Graduation.....	\$210
Parking, per semester .....	\$12
Returned Check/Rejected Credit Card.....	\$25
Transcript, per copy .....	\$6
Transcript (24-hour turnaround) .....	\$26

## School of Continuing Education

**Tuition (per semester hour)\***

<i>Program</i>	<i>Undergraduate</i>	<i>Graduate</i>
California PDC programs	\$400	\$505
M.H.A. at California PDC's		\$485
Military rate, California PDC's		\$280
Corporate rate, Calif. PDC's	\$375	\$480
Education Program		\$365-470
Military base programs	\$245	\$280

\*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
Course Challenge....one semester hour of tuition	
Graduation.....	\$110
Laboratory .....	\$15-\$30
Late Financial Arrangement .....	\$150
Late Registration/Change of Program.....	\$50
Reading Clinic .....	\$150
Returned Check/Rejected Credit Card.....	\$25
School Counseling .....	\$50
Transcript, per copy .....	\$6
Transcript (24-hour turnaround) .....	\$26

CAPA Professional Development Center

Tuition, per semester hour.....	\$430
Academic Services Fee, per course.....	\$20
Appeals Fee .....	\$50
Application Fee.....	\$50
Course Challenge Fee, per course .....	\$430
Graduation Fee .....	\$110
Health Center Fee (mandatory for all who purchase Accident and Health Insurance), per semester .....	\$70
Late Financial Arrangement Fee .....	\$150
Late Registration/Change of Program Fee.....	\$50
Medical Services Fee (optional), per semester .....	\$200
Parking Fee, per semester .....	\$12
Returned Check Fee .....	\$25
Transcript Fee, per copy .....	\$6
Transcript Fee (24-hour turnaround) .....	\$26

# REFUND/TUITION CREDIT POLICIES

It is the student's responsibility to officially notify the Registrar, or the regional campus or center 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 Withdrawal from the University, Withdrawal from ULV by Financial Aid Recipients, and Withdrawal (W) sections of this catalog.

**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 deadlines of 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 or center) receives the official Program Change Form. Tuition credits will only be granted for students who officially drop or withdraw in writing before the deadline.

## Tuition Refund/Credit Policy

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

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 student, should be in writing and addressed to the Dean of the program in which the student is enrolled. Any exceptions to the policy should also be approved by the Director of Student Accounts.

*Fees are not refundable.*

## 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.

## **Financial Information**

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 SCE 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](http://www.ulv.edu/financial_aid)  
school code: 00121600

### **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 aid and self-help aid. Gift aid is money the recipient does not have to pay back, such as ULV grants and scholarships and federal and state grants. Self-help aid includes Federal loans, which must be repaid, and the Federal Work-Study program.

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

## **Financial Aid**

COA – EFC = Need (Eligibility for Financial Aid)  
The COA is the cost to a student to attend ULV for the academic year. It includes allowances for tuition and fees, room and board, transportation, books, and personal expenses. Total financial aid awarded cannot exceed the total Cost of Attendance. The EFC is calculated using the Federal Methodology from the data a student and his or her family have provided on the FAFSA. The EFC is the dollar amount the government has determined that a student and his/her family is expected to contribute toward educational costs for the academic year.

The Office of Financial Aid will determine 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 his/her Financial Aid Award Letter and packet 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 for a Pell Grant and Federal student loans.

**Grade Point Average Verification: March 2.** The California Student Aid Commission (CSAC) will not accept the 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. When in doubt, he or she should call the customer service numbers on the forms for assistance in completing the forms properly.

## **How To Apply for Financial Aid**

The 2005-06 FAFSA must be used to apply for aid in the 2005-06 academic year. ULV's academic year begins at the start of Fall 2005 and runs through Summer 2006.

**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](http://www.fafsa.ed.gov). Completing a paper FAFSA delays the financial aid application and awarding process.

*Electronic FAFSA and Electronic Renewal FAFSA.* A new FAFSA may be completed on the web. If a student does not have a Personal Identification Number (PIN) issued by the federal student aid programs, a signature page must be printed, signed, and mailed to the federal processor for the application to be valid. A PIN may be requested online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). A student can renew his or her FAFSA online by using his or her PIN.

*Paper FAFSA.* A limited number of paper FAFSA are available at the Office of Financial Aid.

*Paper Renewal FAFSA.* Students will receive a renewal application and must update and mail it directly to the Federal Processor indicated on the form.

**Financial Aid Renewal for Returning Students.** Although some financial aid funds are renewable, 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 find their Renewal FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) starting January 1. Students who filed a paper FAFSA the previous year may receive a PIN in the mail from the US Department of Education to access their Renewal FAFSA online. Students do not receive a Renewal FAFSA by January 15 should complete a new FAFSA, either online or on paper.

**FAFSA Results.** After the Federal processor has processed a student's FAFSA, he or she will receive a Student Aid Report (SAR). This summarizes the information on the student's FAFSA and indicates the student'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 download 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.

## **2. 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 submit a GPA Verification to the California Student Aid Commission (CSAC) by March 2. "California resident" is defined at [www.calgrants.org](http://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](http://www.calgrants.org).

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

*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 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 tax 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/financial\\_aid](http://www.ulv.edu/financial_aid), copies of the first and second pages of signed and dated Federal Tax Returns, W2s, 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 or she is officially admitted to ULV but will not be awarded financial aid until 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 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 proce-

## **Financial Aid**

dures through which a student may appeal a determination that satisfactory academic progress is not being met. The full SAP text is available at [www.ulv.edu/financial\\_aid/](http://www.ulv.edu/financial_aid/) and at the ULV Office of 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. . Grades of W, F, and NCR are considered punitive grades. Veterans who fail to maintain Satisfactory Academic Progress for two semesters (or three terms) will be disqualified and will have their benefits terminated.

**Financial Aid Disbursement Schedule.** 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. Federal loan funds are distributed in a minimum of two disbursements, even if a student attends only one semester or term. ULV institutional and private grants and scholarships will be credited directly to a student's account at the beginning of each semester/term. Federal and state funds are credited directly to a

student's account after the add/drop period for each semester/term.

**Disbursement of Federal Stafford and Federal PLUS Loan funds.** First-time ULV student borrowers must be officially admitted into a program, enrolled, and complete both a Master Promissory Note (MPN) and loan entrance counseling on line at [www.ulv.edu/financial\\_aid](http://www.ulv.edu/financial_aid) before ULV will release the first loan disbursement. Details regarding these requirements are provided to the student in the financial aid award packet. Each semester or term, Stafford and PLUS loan funds are forwarded to ULV either by Electronic Funds Transfer (EFT) or in the form of a paper check. The funds are disbursed after the add/drop period. The net loan amount (gross loan amount - 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 not be disbursed.) The student is responsible for repayment only of the amount disbursed.

**Disclosure Statement.** A Cal Grant B recipient's “access” portion of the Cal Grant award will automatically be applied to his or her student account unless the Office of Financial Aid receives written notification from the student stating otherwise.

**Repayment of Federal Loans.** Repayment of 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 available in the financial aid award packet and the ULV Office of Financial Aid.

Repayment of the PLUS loan begins 60 days after the last disbursement.

**Withdrawal from ULV.** A student receiving Federal Pell Grants, Federal Perkins Loans,

## **Financial Aid**

Federal Stafford 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 below. 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
- Federal Supplemental Educational Opportunity Grant

<b>Total Withdrawal from School — Return of Federal Funds</b>		
<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"><li>• The responsibility to repay unearned aid is shared by ULV and the student.</li><li>• 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.</li><li>• A percentage is calculated by dividing the number of days completed in the term by the number of calendar days in the term.</li><li>• The percentage is applied to the amount of aid the student is eligible to receive for that term.</li></ul>	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.	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.
	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.	ULV must return its share of unearned federal aid funds no later than 30 days after it determines that the student withdrew.

*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, 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**

### **Federal Student Aid Programs**

ULV participates in the Federal Campus-based Financial Aid programs. Federal Grants and Work-Study funds earned do not have to be repaid; however, loans must be repaid. Graduate students are not eligible to receive grants. 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 2004-2005 academic year Pell Grant awards ranged from \$400 to \$4,050. A student cannot receive Federal Pell Grant disbursement funds from more than one institution for the same term. If more than one institution submits a payment for the same term, one of the schools will be required to withdraw the Federal Pell Grant award from the student's financial aid. The student will then be responsible for any school account balance this may create.

**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 Pell Grants. During the 2004-2005 academic year, FSEOG awards ranged from \$500 to \$1,500. Students must be enrolled at least half-time to receive FSEOG.

**Federal Perkins Loans** are awarded to students with exceptional financial need. During the 2004-2005 academic year, students were eligible to receive a maximum of \$2500.

**Federal Work-Study (FWS)** 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. The interest rate on Stafford loans is variable, adjusted annually on July 1, with a cap of 8.25%. Students must attend ULV at least half-time to receive Stafford loan funds.

*Federal Stafford Loan Limits.* Undergraduates may be eligible to borrow up to the \$23,000 Subsidized aggregate limit, and up to the \$23,000 Unsubsidized aggregate limit. Graduate, professional program, and College of Law students may be eligible to borrow up to the \$65,500 Subsidized aggregate limit, and up to the \$73,000 Unsubsidized aggregate limit. Clinical Psychology (Psy.D.) students may be eligible to borrow up to \$189,125, of which no more than \$65,500 may be in Subsidized loans.

	Subsidized	Unsubsidized
Freshman	\$2625	\$4000
Sophomore	\$3500	\$4000
Junior	\$5500	\$5000
Senior	\$5500	\$5000
5th Year	\$5500	\$5000
Graduate/Law	\$8500	\$10,000
Clinical Psychology	\$8500	\$25,212

**Federal PLUS Loans** are offered to the Parent or Stepparent of dependent students. "Dependent student" is defined under the "Announcements" click on "The Student Guide and Funding your Education" at [www.studentaid.ed.gov](http://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 is variable, but will not exceed 9%. A parent borrow-

## **Financial Aid**

er'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.

## **State Grant Programs**

For detailed information on specific state programs, see the California Student Aid Commission's website at [www.calgrants.org](http://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 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 maximum award for new Cal Grant recipients for the 2005-2006 academic year was \$7,449.

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 by clicking "Publications" and then "Participants Forms and Applications" at [www.csac.ca.gov](http://www.csac.ca.gov).

## **State Specialized Programs**

**Assumption Program of Loans for Education (APLE)** assumes up to \$11,000 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 associated with obtaining a bachelor's degree or an initial teaching credential. To view the entire eligibility criteria go to [www.ulv.edu/financial\\_aid](http://www.ulv.edu/financial_aid). 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 2005-2006 academic year. Contact the Office of Financial Aid for more information. This program is subject to the availability of federal 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 and not have reached their 22nd birthday , attend school at least half time, and be enrolled in a course of study must be at least one year long. 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](http://www.chafee.csac.ca.gov)

## **Financial Aid**

### **University of La Verne Programs**

**ULV Grants.** To be eligible for consideration for ULV grants, a student must be enrolled full time in the higher cost undergraduate degree program at the central campus. CAPA and SCE students are not eligible. ULV Grants are awarded on financial need as determined by the FAFSA.

**ULV Academic Scholarships.** To be eligible for consideration for ULV academic scholarships, a student must be enrolled full time in the higher cost undergraduate degree program at the central campus. CAPA and SCE students are not eligible. Academic scholarships are not need-based. They are renewable annually provided the recipient maintains full-time enrollment and satisfactory academic progress. ULV academic scholarships are awarded to first-time college students on the basis of high school grades in college preparatory courses, and SAT1 scores at the time of admission. ULV academic scholarships are awarded to transfer students on the basis of college GPA at the time of admission. Scholarship eligibility requirements are listed at [www.ulv.edu/admissions](http://www.ulv.edu/admissions).

**ULV Performance Scholarships.** To be eligible for these awards, students must be majoring in music, theatre, art, or forensics. CAPA and SCE students are not eligible. Audition or some other work is required as determined by the department. Students who receive a performance award as well as a ULV Academic Scholarship must choose one or the other.

**International Student Scholastic Awards.** To be eligible for an International Student Scholastic Award, an international student must be enrolled full time in an undergraduate degree program at the central campus. CAPA and SCE students are not eligible. Awards are granted to first-time college students and to transfer students at the point of their admission to ULV. Award requirements are available from the Office of Undergraduate Admissions.

**ULV Loans.** To be eligible for a ULV Loan, a student must be enrolled full time in the higher cost undergraduate degree program at the central campus. CAPA and SCE students are not eligible. ULV Loans are interest free during the student's enrollment. Recipients must have a minimum GPA of 2.5 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 for officially admitted graduate students who have been nominated by their departments, and approved by the Dean. They cannot exceed 25% of any semester's tuition. Applications may be renewed each semester through the department.

**Honors Program Scholarships** are renewable scholarships 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, 1891, and ULV Leo Awards.

# **ACADEMIC INFORMATION**

## **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 SCE students begins on the student's first visit to the regional campus or residence center. Students work closely with academic advisors in selecting a major and choosing courses each term which best suit degree and career plans. A professional academic advisor is available for every SCE 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 adviser'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 adviser 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.

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 attend all of their classes during the first week of each term/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

## **Academic Information**

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 for Main Campus semesters are available at [www.ulv.edu/registrar](http://www.ulv.edu/registrar). 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/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/semester. All special courses need to be processed in person.

Currently, Main Campus semester students may register via the Web; other students must submit a Registration form or a Change of Program form in person to register. Beginning Fall 2005 all students will register and make program changes over the Web. Students unable to register or add via the web need to process their registration at the Office of the Registrar or at their Regional Campus. 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.

Complete registration procedures are available at [www.ulv.edu/registrar](http://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 Saturday) of the term/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/semester and continues through the 60% point of the term/semester. The withdrawal period for terms

## **Academic Information**

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](http://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, a librarian, 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 students are admitted into programs either with semester schedules or with term schedules. They may not cross-enroll in both term and semester courses. Graduate students may cross enroll in term and semester courses as long as they maintain at least half-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 readers and video cassette players are available as well as coin-operated 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.

## **Academic Information**

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, citations, 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.

**Instructional Technology and Research Support.** This department (ITC) oversees ULV's Distance Learning Center, provides instructional support through the IT Center and Multimedia

Services, and supports the University's research programs. Services include assistance with course development, multimedia preparations, technology-ready classroom design, and instructional seminars, workshops, and tutorials.

**Office of Information Technology.** This Office (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 microcomputer laboratories, which are open to students during the day, in the evening, and on the weekend.

## **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 and in a minimum of one semester hour during Interterm. To be considered half time, an undergraduate 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, 10 week schedule.

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. For undergraduate students enrolled in a five week term, four semester hours constitute full-time status.

## **Academic Information**

**Course Overloads.** A 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.

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 semesters, six semester hours constitute full-time status; three semester hours constitute half-time status. For graduate students enrolled in a five week term, three semester hours constitute full-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 two weeks prior to regis-

tration 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 eligibility, 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

## **Academic Information**

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 carries a 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 SCE students and for graduate students. For all other programs academic standing is calculated after fall and spring terms 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 on academic probation who fail to earn a 2.0 ULV GPA in any term 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.

**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

## **Academic Information**

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. Undergraduates may register for a directed study only during the normal registration period; CAPA and graduate students may register for a directed study through the end of the "special course" registration period.

**Independent Study.** An independent study course is a course initiated and written by a student following the guidelines contained in the "Independent Study Manual" (available from the Registrar), and 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. The independent study form, included with the manual, must also 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. Undergraduates may register for independent studies only during the normal registration period; CAPA and graduate students may register for them through the end of the "special course" registration period. Independent studies can be approved as 199, 299, 399, 599, or 699 courses for a maximum of four semester hours each.

## Academic Information

**Course Challenge.** Most La Verne courses may be challenged, but only matriculated students may challenge them. To challenge a course, a student completes the application, and pays a fee equivalent to one semester hour when it is filed. The department chairperson assigns the 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 which cannot be challenged are marked **NCh** in the Courses section of this catalog. 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 with a secondary or higher education from a country where the native language or languages of instruction are other than English may not challenge beginning or intermediate courses in those languages. 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 challenged. 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.

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.

## **Academic Information**

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.
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.
INC . . . . .	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 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 *only with a formal written petition* from the student to the professor. In completing the petition, the student contracts to complete the work specified in the petition. The completed petition must be filed prior to the last day of the term. Petitions are available from the Registrar.

## **Academic Information**

Students who receive an INC in a term that ends between September 1 and January 31 must complete their courses by the following May 31. Students who receive an INC in a term that ends between February 1 and April 30 must complete their courses before the following August 31. Students who receive an INC for courses that end between May 1 and August 31 have until the following December 31 to complete their courses. INC grades not completed by the appropriate deadline will become NCR or F grades depending upon the grade option.

**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 which 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 a term that ends between September 1 and January 31 will become NCR or F grades, depending upon the grade option, unless the instructor submits an official grade by the following May 31. Similarly, NG grades issued in a term that ends between February 1 and April 30 will become NCR or F grades unless the instructor submits an official grade by the following August 31, and NG grades issued in a term that ends between May 1 and August 31 will become NCR or F grades unless the instructor submits an official grade by the following December 31.

**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 report was mailed;
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 mailed to the student.

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, 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.

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, 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.

## **Academic Information**

**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), 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 and their major contract with the Registrar two semesters or three terms prior to their anticipated completion date. 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 whether or not they participate in the graduation ceremony, and covers the

cost of the entire process of completing the degree program.

**Graduation Ceremony.** ULV holds graduation ceremonies at the central campus each year in January and in May. A candidate qualifies to participate in the January ceremony 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 May ceremony 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 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.

## Academic Information

*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. Department honors are not printed on the diploma.



Senior Tricia Schary, starting blocker for ULV's championship women's volleyball team.

Photo: Gloria Diaz

# **RIGHTS & RESPONSIBILITIES**

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## **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 inspec-

tion 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 the 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

## **Rights**

the student of the date, place, and time of the 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, e-mail address, major field of study, dates of attendance, degrees and awards received, students participating in officially recognized activities, and a student athlete's weight and height. A student wishing to withhold this directory information must complete the Privacy Request Form at ULV's Registrar's Office or at their center of registration. This must be done within the first ten working days of enrollment of a semester/term. The privacy request will be valid for one calendar year.

**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.

**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 CFR 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 <http://www.ulv.edu/stuaffrs>

## **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.

**Class Attendance.** Regular and prompt attendance at all University classes is required. The instructor may assign extra work, require special examinations, or refuse to grant credit for a course if the number of absences is excessive. Students should ascertain the exact policy of each faculty member at the beginning of each course. Students must attend the first class meeting or they may be unofficially dropped by the instructor, resulting in a failing grade. Only registered students, University faculty and administrators, and guests invited by the instructor may attend classes. All others will be asked to leave.

**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 responsi-

ble for maintaining standards of academic performance established for each course in which he or she is enrolled.

**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.
- 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 hon-

## **Responsibilities**

esty has been violated. The Vice President 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 there 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 of 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.

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

## **Responsibilities**

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/sec22.ans](http://www.ulv.edu/hr/sec22.ans)

## 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. Because 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 Montaño-Cordova (ext. 4858 or corodovar@ulv.edu), and in "The Disciplinary Process for Student Social Misconduct" (available online

## **Judicial Procedures**

at: [www.ulv.edu/stuaffrs/dp/index.shtml](http://www.ulv.edu/stuaffrs/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 School of Continuing Education (SCE) have their own judicial processes, including administrative reviews.

**Appeals Procedures on Academic Matters.** A student may appeal final grades, academic honesty decisions, and most policy decisions. Procedures for appealing final grades and academic honesty are contained in the Final Grades and Academic Honesty sections of this catalog.

The path of appeal for grades and course requirements starts with the instructor in the course and then goes successively to the program chair and department chair, the Dean of the college, and the Provost.\* Appeals on academic honesty decisions begin with the instructor and then may be taken to the program chair and department chair, college Dean, and Provost.\*

Appeals on academic policy decisions must be made to the Undergraduate or Graduate Appeals Committee. Appeals must be made in writing, on the appropriate appeals form, to the Undergraduate or Graduate Appeals Committee. Central campus students can obtain these forms from the Registrar and Graduate Office respectively; SCE

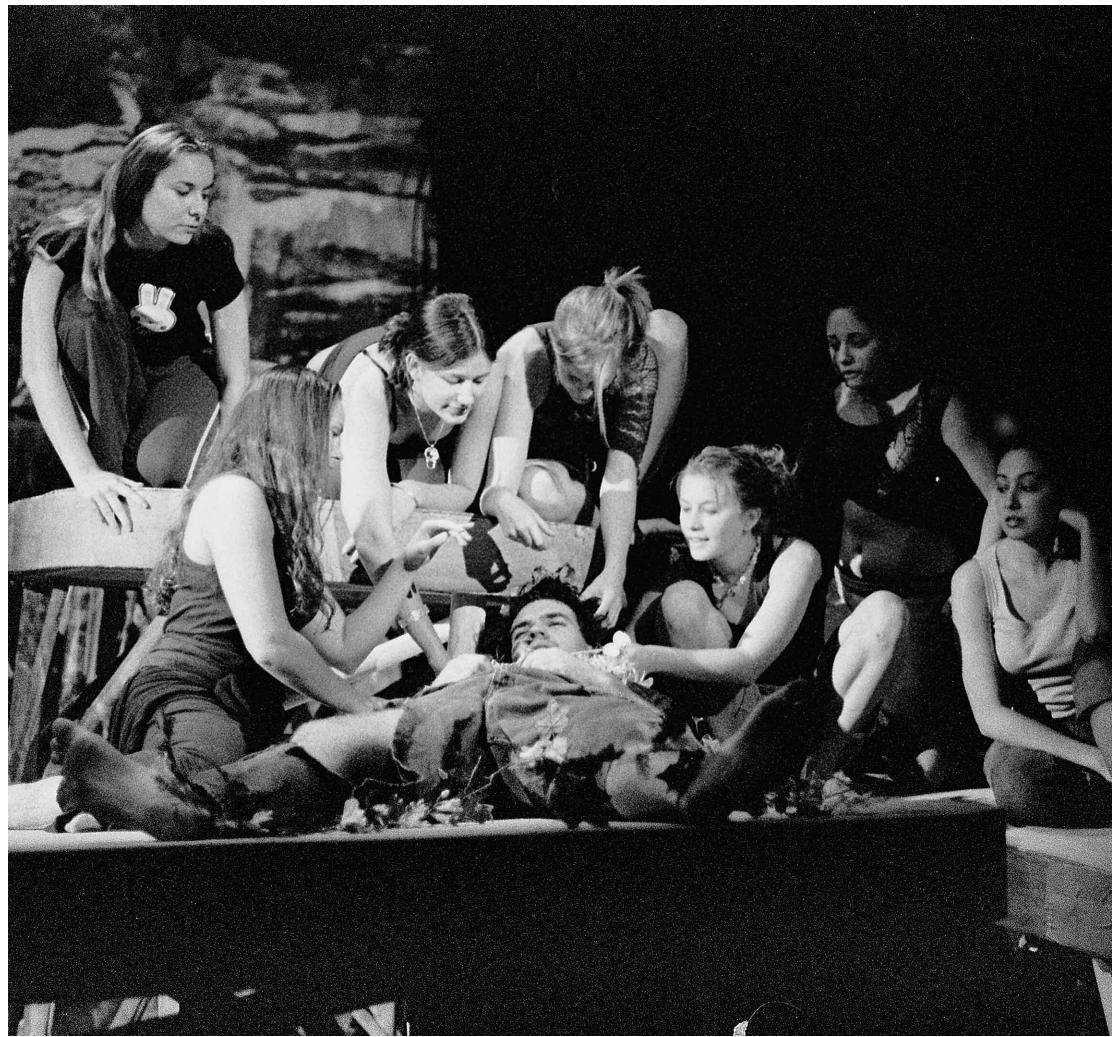
students may request them from the director or coordinator of their campus or program. Appeals of decisions by these committees can be made to the Dean of the college and to the Provost in that order. When certain appeals are granted, penalty/administrative fees may be assessed. All appeals must be made in a timely manner, generally within four weeks of the action or decision in question.

**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 SCE directors must be made in writing to the Dean of SCE 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.

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\*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.



Titania, Queen of the Fairies, tends to Bottom, her transformed lover, as her attendant fairies look on in the Fall 2004 student production of William Shakespeare's *A Midsummer Night's Dream*.

Photo: Gloria Diaz

# **GRADUATION REQUIREMENTS**

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## **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 C- grade 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.

### **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 for the residency requirement.
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 La Verne reflects the University's identity. Consequently, ULV's general education requirements aim at fulfilling 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.

**Goals.** 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.

## **General Education Requirements**

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 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**

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:**

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 lan-

guage 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:**

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

## **General Education Requirements**

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 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**

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 which meet either of these requirements as well as another general education requirement, as approved by the General Education Committee, are so designated in the Courses section of this catalog.

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.

## **General Education Requirements**

### **CORE REQUIREMENTS**

#### **1. CORE 300 Values and Critical Thinking**

*Note: Acceptable courses are marked GEC1 in MyULV at www.ulv.edu.*

#### **2. International/Intercultural Core**

##### **a. Foreign Language.** Two courses in one foreign language.

*Note: Acceptable courses are marked GEC2a in MyULV at www.ulv.edu. 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 also fulfill this requirement by passing ENG 111. SCE students are exempt from this requirement.*

##### **b. World Civilizations and Cultures.** One course.

*Note: Acceptable courses are marked GEC2b in MyULV at www.ulv.edu.*

##### **c. CORE 310 International/Intercultural Experience**

*Note: Acceptable courses are marked GEC2c in MyULV at www.ulv.edu. SCE students are exempt from this requirement.*

#### **3. Interdisciplinary Core.** Two courses.

- a. CORE 320 The Human Condition, and
- b. CORE 340 Toward a Sustainable Planet

*Note: Note: Acceptable courses are marked GEC3a for CORE 320 and GEC3b for CORE 340 in MyULV at www.ulv.edu. SCE students can fulfill this requirement by taking either CORE 320 or CORE 340.*

#### **4. CORE 305 Service Learning**

*Note: Note: Acceptable courses are marked GEC4 in MyULV at www.ulv.edu. SCE students are exempt from this requirement.*

### **AREA REQUIREMENTS**

**Humanities** — Three courses from three different areas:

1. Literature
2. Philosophy or Religion
3. Mass Media
4. Interdisciplinary Humanities course

*Note: Acceptable courses are marked GEHa, GEHb, GEHc, and GEHd respectively in the Courses section of this catalog. SCE 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.

*Note: Acceptable courses are marked GEFAa in the Courses section of this catalog.*

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.

*Note: Acceptable courses are marked GEFAb in the Courses section of this catalog. SCE 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:

- ANTH 250 Issues in Anthropology, or  
PSY 101 Principles of Psychology, or  
SOC 250 Principles of Sociology

*Note: Acceptable courses are marked GESSa in the Courses section of this catalog.*

2. History and Political Science:

- HIST 110 United States History & Cultures, or  
PLSC 301 American Government and Politics

*Note: Acceptable courses are marked GESSb in the Courses section of this catalog.*

## **General Education Requirements**

### **3. Economics:**

ECBU 220 Economic Analysis I

*Note: Acceptable courses are marked GESSc in the Courses section of this catalog.*

### **4. Interdisciplinary Social Science course**

*Note: Acceptable courses are marked GESSd in the Courses section of this catalog.*

*SCE 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, and

2. One course in physical science.

*Note: Acceptable courses are marked GELS and GEPS respectively in the Courses section of this catalog. One of the two courses must have a laboratory component. GELS and GEPS with laboratory components are marked GELS-L and GEPS-L.*

### **Mathematics:**

MATH 104 College Algebra, or

MATH 170 Mathematics in Society

*Note: Acceptable courses are marked GEM in the Courses section of this catalog.*

### **English Language Skills:** Three courses:

1. ENG 110 College Writing A, and  
ENG 111 College Writing B

*Note: Acceptable courses are marked GEWE1 and GEWE2 respectively in the Courses section of this catalog.*

2. SPCM 100 Fundamentals of Public Speaking,  
or THAR 311 Oral Communication

*Note: Acceptable courses are marked GESE in the Courses section of this catalog.*

### **Movement and Sports Science:**

MSS 001 Fitness for Life

*SCE and Athens 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 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. Students in SCE must select a structured major and can only choose from those offered at a particular site. Concentration in a major is available in selected departments. A concentration requires a student to complete between 12 and 20 upper division semester hours inclusive, 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.

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 central campus seniors are required to pass a set of comprehensive examinations in

## **General Education Requirements**

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 64 semester hours in the two fields (32 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. These are ULV requirements only; for credential minor requirements, contact the Education Department.

**Major Requirements—Undergraduate Programs.** During the student's junior year (for a central campus student) or during the third term prior to graduation (for an SCE student), he/she must prepare a major "contract" in consultation with his or her major advisor(s) or academic/program advisor. Courses accepted into the major are subject to approval by the major department. The completed contract, signed by the student and the advisor(s) or counselor, is filed with the Registrar simultaneously with the student's Application for Graduation and graduation fee. Once filed, any alteration in the contract or change in major requires the approval of the advisor(s) or counselor and written notification to the Registrar.

## **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 also must have a cumulative GPA of 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/SCE, 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), as well as all prerequi-

site 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 SCE administrative center. Verification of Advanced Standing is sent to the student by the Graduate Office or the SCE 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.



Estrella and Rosaura share news in ULV's spring 2005 production of Calderon de la Barca's *Life's a Dream*.  
Photo: Gloria Diaz

# **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. .... .97
- Behavioral Sciences — B.S. .... .78
- Criminology — B.S. .... .97
- Ethnic Studies — minor ..... .98
- Psychology — B.S. .... .90
- Sociology — B.S. .... .98

### **Business and Global Studies:**

- Accounting — B.S., B.A. .... 102, 103
- Business Administration — B.S., B.A. .... 102, 104
- Business Management — B.S. .... 104
- E-Commerce — B.S. .... .83
- Economics — B.S. .... .103
- Human Resources Management Minor ... 105
- Information Technology Concentration.... 102
- International Business Concentration. .... 103
- International Business & Language — B.S. .... 79
- Marketing Minor ..... 105

### **Communications:**

- Broadcasting — B.A. .... .74
- Communications — B.A. .... .75
- Journalism — B.A. .... .75
- Photography — minor ..... .89
- Photojournalism Concentration ..... .75
- Speech Communication — B.A. .... .98

### **Computer Science/Engineering:**

- Computer Science/Engineering — B.S. .... .82
- E-Commerce — B.S. .... .83

### **Education:**

- Child Development — B.S. .... .121
- BCLAD and CLAD .... .128
- Liberal Studies — B.A. .... .128
- Teaching Credentials .... .126

### **Fine Arts:**

- Art — B.A. .... .71
- Art History — B.A. .... .71
- Creative Writing — minor. .... .85
- Music — B.A. .... .88
- Photography — minor ..... .89
- Theatre — B.A. .... .99

### **Health Administration:**

- Health Administration, B.S. .... .110

### **Honors Program** .... .77

### **Humanities:**

- Comparative Literature — B.A. .... .76
- English — B.A. .... .76
- Philosophy — B.A. .... .96
- Religion — B.A. .... .95
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### **Interdepartmental Programs:**

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- Environmental Management — B.A. .... .73
- General Studies — A.A. .... .78
- International Studies — B.A. .... .80
- Latin American Studies — minor ..... 79
- Liberal Arts — B.A. .... .79
- Organizational Management — B.S. .... 116
- Peace Studies — minor ..... .80
- Social Science — B.A. .... .80

### **Legal Studies:**

- Legal Studies — B.S. .... .81
- Paralegal Studies — Certificate ..... .81
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- German — B.A. .... 84
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### **Movement and Sports Science:**

- Athletic Training — B.S. .... 87
- Movement & Sports Science — B.S. .... 86

### **Natural Science:**

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- Chemistry — B.A./B.S. .... 73
- Environmental Biology — B.A. .... 72
- Environmental Chemistry — Certificate .. 74
- Environmental Management — B.A. .... 73
- Mathematics — B.A./B.S. .... 82
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- Solar Photochemistry and Technology — Certificate. .... 74

### **Public Management:**

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### **Social Science:**

- History — B.A. .... 77
- Political Science — B.A. .... 77

## **GRADUATE PROGRAMS**

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- M.S., Business Organizational Management .... 109

### **Child Development/Child Life:**

- M.S., Child Development ..... 122
- M.S., Child Life ..... 122

### **Counseling:**

- M.S., Marriage Family Therapy (MFT) .... 92
- M.S., Counseling (Concentration) ..... 92
- M.S., Educational Counseling ..... 123

### **Education:**

- M.Ed., Advanced Teaching Skills ..... 124
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    Advanced Professional Emphasis .. 126

### **Educational Management:**

- Ed.D., Organizational Leadership ..... 130
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### **Gerontology:**

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### **Public Administration:**

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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, Keith Lord, Ruth

Trotter, Andrés Zervigón. **Adjunct Faculty:**

Rebecca Hamm, Damon Hitchcock,<sup>1</sup> Steven Nagler,<sup>1</sup> Ronald Pekar,<sup>1</sup> Gerald Slattum<sup>1</sup>

<sup>1</sup>Off-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 (3)

ART 121 3-D Design (3)

ART 140 Drawing Techniques and Materials (3)

ART 499 Senior Project Seminar (4)

PHOT 210 Elementary Photography (4)

History of Western Art courses (8)

History, non-Western Art course(s) (3)

#### **Design Concentration:**

ART 221 Introduction to Stage Design & Craft (4)

ART 320 Graphic Production Processes and Design for Publications (4)  
(3)

ART 356 Digital Portfolio (3)

300-400-level studio ART courses (4)

History of design course(s) (3)

#### **Photography Concentration:**

PHOT 310 Photoshop (3)

PHOT 350 Color Photography (4)

ART/PHOT 356A Digital Portfolio (3)

PHOT 450 Special Projects in Photography (8)

ART 390 Art History Selected Topics: History of Photography (4)

#### **Studio Art Concentration:**

ART 250 Sculpture I (4)

ART 260 Painting (4)

PHOT 310 Photoshop (3)

300-400-level studio ART courses (8)

History of contemporary art course(s) (3)

### **Art Minor**

#### **Core Requirements:**

ART 120 2-D Design, or (3)

ART 121 3-D Design (3)

ART 140 Drawing Materials and Techniques (3)

PHOT 310 Photoshop (3)

300-400-level studio ART courses (8)

History of Western art courses (6)

History, non-Western art course(s) (3)

### **Art History — B.A.**

**Program Chair:** Andrés Zervigón

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 professions demanding good writing skills and critical thinking.

#### **Core Requirements:**

ART 210 Art History Foundation: Ancient through Early Renaissance (3)

## **Programs — Art History and Biology**

ART 211	Art History Foundation: Renaissance through Contemporary	(3)
ART 390	Art History Topics	(20)
ART 499	Senior Project/Seminar	(4)

**Electives:** 6 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	(3)
ART 211	Art History Foundation: Renaissance through Contemporary	(3)
ART 390	Art History Topics	(16)
300-400-level studio ART courses		(3)

## **BIOLOGY DEPARTMENT**

**Chairperson:** Jeffery Burkhart

**Regular Faculty:** Christine Broussard, Jeffery Burkhart, Jerome Garcia, Harvey Good, Jay Jones, Robert Neher, Stacey Darling-Novak.

**Adjunct Faculty:** Fredda Fox, Hayden Williams<sup>1</sup>

<sup>1</sup>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 203	Principles of Biology	(4)
BIOL 204	Plant Science	(4)
BIOL 205	Animal Science	(4)
BIOL 310	Cell Biology	(4)
BIOL 311	Genetics	(3)
BIOL 312	Environmental Biology	(4)
BIOL 313	Developmental Biology	(4)
BIOL 314	Biochemistry, or	
BIOL 316	Molecular Biotechnology	(5-4)
BIOL 378	Evolution and Biosystematics	(2)
BIOL 379	Research Methods and Biostatistics	(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	(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:** Harvey Good

**Core Requirements:** 41-45 semester hours

BIOL 203	Principles of Biology	(4)
BIOL 204	Plant Science	(4)
BIOL 205	Animal Science	(4)
BIOL 302	Microbiology	(4)
BIOL 310	Cell Biology, or	
BIOL 314	Biochemistry, or	
BIOL 316	Molecular Biology	(3-5)
BIOL 311	Genetics	(3)
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 and Biostatistics	(2)
BIOL 499	Senior Project/Seminar	(2-4)
NASC 350	Field Experience	(2)
NASC 370	Science Seminar	(1)
Senior Comprehensive Exam		(0)

### **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)

## **Environmental Biology — B.A.**

**Program Chairperson:** Jeffery Burkhart

**Core Requirements:** 51-55 semester hours

BIOL 203	Principles of Biology	(4)
BIOL 204	Plant Science	(4)
BIOL 205	Animal Science	(4)
BIOL 302	Microbiology	(4)
BIOL 311	Genetics	(3)

## **Programs — Biology and Chemistry**

BIOL 312 Environmental Biology	(4)	ECBU 220 or 221 Economic Analysis I or II	(4)
BIOL 378 Evolution and Biosystematics	(2)	ECBU 343 Foundations of Business Ethics	(4)
BIOL 379 Research Methods and Biostatistics	(2)		
NASC 201 General Geology	(4)		
CHEM 420 Environmental Chemistry	(4)		
One BIOL extended field course	(4)		
BIOL 499 Senior Project/Seminar	(2-4)		
<b>Electives:</b> Three of the following:			
BIOL 322 Marine and Freshwater Biology	(4)	BIOL 322 Aquatic Biology	(4)
BIOL 325 Field Biology	(2)	BIOL 325 Field Biology	(2)
BIOL 327 Mountain and Desert Biology	(4)	BIOL 326 Natural History of Baja California	(4)
BIOL 328 Environmental Management	(4)	BIOL 327 Mountain and Desert Biology	(4)
BIOL 376 Human & Environmental Toxicology	(4)	BIOL 390 Natural History of the Tropics	(4)
		BIOL 461 Systematics of Local Flora	(4)

### **Supportive Requirements:**

CHEM 201, 202 General Chemistry I, II	(10)
CHEM 311 Organic Chemistry I	(5)
MATH 105 Precalculus	(4)
PHYS 105 Introduction to Physics	(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, Business and Economics, History and Political Science, and Behavioral Science.

### **Recommended Core Courses:**

BIOL 203 Principles of Biology	(4)
BIOL 204 Plant Science	(4)
BIOL 205 Animal Science	(4)
BIOL 312 Environmental Biology	(4)
BIOL 328 Environmental Management	(4)
BIOL 376 Human & Environmental Toxicology	(4)
BIOL 499 Senior Project/Seminar	(2-4)
CHEM 201, 202 General Chemistry I, II	(5,5)
CHEM 420 Environmental Chemistry	(4)
ECBU 347 The Legal Environment of Business	(4)
ECBU 350 Principles of Management	(4)
NASC 201 General Geology	(4)
NASC 370 Science Seminar	(1)
PHYS 105 Introduction to Physics, or	
PHYS 201 General Physics I	(4-5)

### **Recommended General Education:**

ECBU 172 Mathematical Methods for Business and Economics	(4)
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**Electives:** A minimum of 8 semester hours from the following:

BIOL 322 Aquatic 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:** Jay Jones, Melvin Miles, Iraj Parchamazad, Namphol Sinkaset.

**Adjunct Faculty:** Ernest Ikenberry

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)

## **Programs — Chemistry and Communications**

**Supportive Requirements:** Students must show competency in mathematics (MATH 201, 202), physics (PHYS 201, 202), and biology (BIOL 203) and one of the following: BIOL 204 or 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 220A	Radio Production I	(4)
TV 220A	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:** The following courses plus up to three additional semester hours in upper-division electives (depending upon the number of semester hours taken in the internship) are necessary to meet upper-division requirements in the major.

RDIO 220B	Radio Production II	(4)
RDIO 426A,B	Radio Station Operation I, II	(2,2)
RDIO 497	Internship	(1-4)
RDIO 499	Senior Seminar	(4)

**Television Concentration:**

TV 220B	Intermediate Video Production	(4)
TV 320A	Advanced Video Production I	(2)
TV 325	Multi-Camera TV Production	(2)
TV 330	Television Editing	(4)
TV 497	Internship	(1-4)
TV 499	Senior Seminar	(4)

## **Programs — Communications**

### **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, or	
JOUR 467	Ethics of Mass Media— Printed and Electronic	(4)
JOUR 499	Senior Seminar	(4)
PHOT 210	Elementary Photography	(4)
RDIO 220A	Radio Production I	(4)
TV 220A	Fundamentals of Video Production	(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 460	Law and the Mass Media	(4)
JOUR 467	Ethics of Mass Media— Printed and Electronic	(4)
JOUR 497	Internship	(1-4)
PHOT 310	Photoshop	(3)
TV 340	Television Graphics	(4)

#### **Public Affairs/Information Concentration:**

JOUR 220A	Newspaper Production I	(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)
JOUR 330	Theory and Principles of Public Relations	(4)
JOUR 430	Public Relations Practices	(4)
JOUR 497	Internship	(1-4)
PHOT 310	Photoshop	(3)

#### **Broadcast Journalism Concentration:**

JOUR 220A	Newspaper Production I	(2)
TV 307A	TV News Production I	(2)
JOUR 315	Syntax and Grammar for the Professional Writer	(4)
JOUR 497	Internship	(1-4)

RDIO/TV 305	Radio and TV Newswriting and Editing	(4)
RDIO 306A	Radio Station Newswriting and Editing	(2)
TV 220B	Intermediate Video Production	(4)
TV 320A	Advanced Video Production I	(2)
TV 330	Television Editing	(4)
300-400 level JOUR/RDIO/TV electives		(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	(3)

#### **Journalism Emphasis:**

<b>Program Chairperson:</b> George Keeler	
JOUR 220A,B	Newspaper Production I, II
JOUR 300	Advanced News Reporting
JOUR 313	Feature Writing
JOUR 325A,B	Magazine Production I, II
JOUR 497	Internship

#### **Photojournalism Concentration:**

<b>Program Chairperson:</b> Gary Colby	
PHOT 327A,B	Staff Photography I, II
PHOT 350	Color Photography
PHOT 356	Digital Portfolio
PHOT 450	Special Projects in Photography
PHOT 497	Internship

#### *Supportive Electives:*

PHOT 327C,D	Staff Photography III, IV
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## **Programs — English, Comparative Literature, and Fine Arts**

### **ENGLISH DEPARTMENT**

**Chairperson:** David Werner

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

**Adjunct Faculty:** Daniel Davis, Dennis Dirks.

<sup>1</sup>Off-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.

#### **Core Requirements:**

ENG 270 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 Thesis/Exam	(4)

**Electives:** A minimum of 18 semester hours in upper-division ENG 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	(3,4)
Two ENG electives	(3,4)

### **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, and 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.

## Programs — History, Political Science, and Honors

# 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,<sup>1</sup> Ray Johnson, Richard McDowell, Angelo Montante,<sup>1</sup> John Murphy,<sup>1</sup> Stephen Slakey.

<sup>1</sup>Off-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)
HIST 464	Modern China and Japan, or	
PLSC 301	American Government and Politics, or	
PLSC 378	American Political Thought	(3-4)
HIST 389	Approaches to History	(4)
HIST 499	Senior Seminar	(2)

**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	(3)
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	(2)

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

## Political Science Minor

### Core Requirements:

PLSC 301	American Government and Politics	(3)
PLSC 351	International Relations, or	
PLSC 452	Comparative Government & Politics	(4)
PLSC 371	Classical Political Philosophies, or	
PLSC 373	Modern Political Theory	(4)

**Electives:** A minimum of 13 semester hours in upper-division Political Science courses.

## HONORS PROGRAM

**Program Chairperson:** Andrea Labinger

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

## **Programs — Honors, General Studies, and Behavioral Sciences**

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.

### **Core Requirements:**

*Four of the following six interdisciplinary seminars:*

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)	(3-8)
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) (Acceptable courses are marked GEWE1, GEWE2, and GESE below.)

### Fine Arts

Humanities (Literature, Philosophy, Religion)

Natural Science

Social Science

## **Behavioral Sciences — B.S.**

This major provides an opportunity to study human behavior from the perspectives of anthropology, psychology, and sociology. Two emphasis areas are available to students majoring in Behavioral Science: General and Ethnic Studies.

### **Core Requirements:**

ANTH 250 Principles of Anthropology or ANTH 330 Cultural Anthropology	(3-4)
PSY 101 Principles of Psychology	(3)
SOC 250 Principles of Sociology	(3)
ANTH/SOC 305 or PSY 305 Statistics	(4)
ANTH/SOC 390 or PSY 390 Research Methods	(4)
ANTH/SOC 395 or PSY 395 Computer Data Analysis	(2)
ANTH/SOC 497 or PSY 497 Internship	(4)
ANTH/SOC 499 or PSY 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:** 12 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 multiracial 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)
ANTH/SOC 401 Theory & Research in Ethnic Studies	(4)

**Electives:** A minimum of four semester hours of upper-division units in any course approved by the advisor.

## **Programs — International Business, Latin American Studies, and Liberal Arts**

### **Behavioral Sciences Minor**

#### **Core Requirements:**

ANTH 250 Principles of Anthropology, or PSY 250 Principles of Psychology, or SOC 250 Principles of Sociology PSY 309 Personality Theory and Research SOC 324 Social Problems ANTH 330 Cultural Anthropology PSY 400 History of Psychology, or SOC 400 Sociological Theory, or ANTH 400 Anthropological Theory ANTH, PSY, or SOC 300-400-level Elective	(3) (4) (4) (4) (4) (4) (4) (4) (4)
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### **International Business and Language — B.S.**

**Program Chairpersons:** Jack McElwee and Andrea Labinger

The goals of this program are to increase students' ability to communicate with people of other cultures in a business context, to provide language students with career opportunities in international business, to enable business students to function more efficiently in a cross-cultural environment, and to make students more competent as professionals and more productive as citizens of the world. French, German, or Spanish may be chosen as the language.

#### **Prerequisites:**

Two years of college-level French, German, or Spanish, or a passing ULV test score ECBU 201 Fundamentals of Accounting I ECBU 220 Economic Analysis I	(4,4,4,4) (4) (3)
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#### **Core Requirements:**

Commercial French, German, or Spanish A 300-level course in the target language ECBU 324 Comparative Economic Systems ECBU 325 International Economics ECBU 350 Principles of Management ECBU 360 Principles of Marketing ECBU 466 International Marketing ECBU 451 International Management REL 305 World Religions: East, or REL 370 History of Christianity PLSC 351 International Relations PLSC 301 American Government and Politics , or	(4) (4) (4) (4) (4) (4) (4) (4) (3-4) (4)
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PLSC 452 Comparative Government and Politics (3-4)

ECBU 496 Senior Seminar, or FREN or GERM or SPAN 499 Senior Project (3-4)

**Electives:** A minimum of 12 semester hours chosen with the approval of a program chairperson.

### **Latin American Studies Minor**

**Program Chairperson:** Andrea Labinger

#### **Core Requirements:**

ENG 362 Contemporary Latin American Literature in Translation HIST 351 History of Latin America	(4) (4)
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**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 PLSC 363 Politics of Developing Nations REL 242 Contemporary Issues in the Catholic Faith SOC 336 Latino Experience SPAN 321 Hispanic Civilization and Culture II	(4) (4) (3) (4) (4)
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### **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 LA 499 Senior Seminar/Project	(1) (2-4)
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**Concentration:** The concentration consists of a minimum of 20 semester hours, focusing on the student's theme or issue area, chosen by the stu-

## **Programs — Peace Studies, Social Science, and International Studies**

dent 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	(3)
HUM 302	Conflict Resolution and Non-Violence	(3)
HUM 310	Peace Studies Colloquium	(1,1)
HUM 410	Peace Studies Seminar	(3)

**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)	(2-4)

## **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:**

ECBU 325	International Economics	(4)
HIST 101	World Civilizations I, or	
HIST 102	World Civilizations II	(3)
PLSC 351	International Relations	(4)
PLSC 389	Study of Politics, or	
HIST 389	Approaches to History	(4)
PLSC 452	Comparative Government and Politics	(4)
PLSC 499	Senior Seminar	(2)

**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:**

ECBU 325	International Economics	(4)
HIST 101	World Civilizations I, or	
HIST 102	World Civilizations II	(3)
PLSC 351	International Relations, or	
PLSC 452	Comparative Government and Politics	(4)

**Electives:** A minimum of 13 semester hours in upper-division courses in the student's area(s) of emphasis approved by the advisor.

## **Programs — International Studies and Legal Studies**

### **LEGAL STUDIES DEPARTMENT**

**Program Chairperson:** Patricia Adongo

**Regular Faculty:** Patricia Adongo, Barry Morinaka.

**Adjunct Faculty:** Nancy Golden, Anthony Sgherzi

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 and with other courses. 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 ENG 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	(3)
LS 304	Legal Research and Writing	(4)
LS 307	Legal Ethics and Investigation Skills	(3)
LS 311	Law Office Computer Applications	(3)
LS 365	Litigation I	(4)
LS 368	Litigation II	(4)
LS 380	Torts	(3)
LS 390	Contracts	(3)
LS 499	Senior Project	(3)

#### **Electives:** Five of the following:

LS 321	Family Law	(3)
LS 328	Property & Real Estate Transactions	(3)
LS 330	Business Organizations	(3)
LS 331	Bankruptcy	(3)
LS 340	Selected Topics	(3)
LS 350	Wills, Trusts, and Probate	(3)
LS 370	Criminal Law and Procedures	(3)
LS 498	Paralegal Internship	(3)

### **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 units 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.

#### **Core Requirements:**

Same as the Core Requirements for the B.S., Legal Studies. The certificate requires a total of 33 semester hours, including electives.

**Electives:** A minimum of three semester hours in other LS courses.

## **Programs — Mathematics, Physics, Computer Science and Computer Engineering**

### **MATHEMATICS, PHYSICS, and COMPUTER SCIENCE DEPARTMENT**

**Chairperson:** Michael Frantz

#### **Mathematics — B.A./B.S.**

**Regular Faculty:** Michael Frantz, Xiaoyan Liu, Rick Simon. **Adjunct Faculty:** Ron Morrow, Gary Westfahl,<sup>1</sup> Rex Winters<sup>1</sup>

<sup>1</sup>Off-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)
CMPS 367	Object Oriented Programming Using C++	(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)
Comprehensive examination (consisting of a departmental exam and the GRE Mathematics Subject Exam)		(0)

#### **Physics — B.A./B.S.**

**Program Chairperson:** Sarah Johnson

**Regular Faculty:** David Chappell, Sarah Johnson. **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, Seta Whitby. **Adjunct Faculty:** Sissag Boghikian, 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)

## **Programs — Computer Science/Computer Engineering and E-Commerce**

CMPS 385	Data Structures	(4)	<b>Supportive Requirements:</b>		
CMPS 471	Internship	(0-4)	CMPS 301	Programming Concepts (4)	
Comprehensive Exam		(0)	MATH 201	Calculus I (4)	
<b>Engineering Concentration:</b>					
CMPN 150	Principles of Electronics and Computer Engineering	(4)	MATH 327	Discrete Mathematics (4)	
CMPN 202	Electronic Devices and Circuits	(4)	<i>Additional for Engineering Concentration:</i>		
CMPN 220	Digital Logic Systems	(4)	CHEM 201	General Chemistry I (5)	
CMPN 330	Microprocessor Systems	(4)	MATH 202	Calculus II (4)	
CMPN 480	Advanced Computer Architecture	(4)	PHYS 201, 202	General Physics I, II, or	
CMPN 499	Senior Project	(1-4)	PHYS 203, 204	Engineering Physics I, II (5,5)	
<b>Information Science Concentration:</b>					
CMPN 220	Digital Logic Systems	(4)	<i>Additional for Information Science Concentration:</i>		
CMPS 369	Local Area Networks	(4)	ECBU 201	Fundamentals of Accounting I, or	
CMPS 375	Systems Analysis and Design	(4)	ECBU 203	Financial & Managerial Accounting (4)	
CMPS 410	Management Information Systems	(4)	ECBU 221	Economic Analysis II, or	
CMPS 490	Database Management Systems	(4)	ECBU 328	Economic Theories and Issues (4)	
CMPS 499	Senior Project	(1-4)	ECBU 350	Principles of Management (4)	
<b>Software Concentration:</b>					
CMPN 220	Digital Logic Systems	(4)	PHYS 201	General Physics I, or	
CMPS 454	Automata Theory	(4)	PHYS 203	Engineering Physics I (5)	
CMPS 455	Compiler Design	(4)	<i>Additional for Software Concentration:</i>		
CMPS 460	Operating Systems	(4)	MATH 202	Calculus II (4)	
CMPS 490	Database Management Systems	(4)	PHYS 201, 202	General Physics I, II, or	
CMPS 499	Senior Project	(1-4)	PHYS 203, 204	Engineering Physics I, II (5,5)	
<b>Web Computing Concentration:</b>					
CMPS 375	Systems Analysis and Design	(4)	<i>Additional for Web Computing Concentration:</i>		
CMPS 379	Java	(4)	MATH 351	Probability (4)	
CMPS 463	Computer Graphics	(4)	MATH 362	Numerical Algorithms (4)	
CMPS 480	Distributed and Web Based Computing	(4)	PHYS 202	General Physics II, or	
CMPS 490	Database Management Systems	(4)	PHYS 204	Engineering Physics II (5)	
CMPS 499	Senior Project	(1-4)	<b>E-Commerce — B.S.</b>		
<b>Electives:</b> A minimum of two courses from the following or from a concentration outside the chosen one:					
CMPN 303	Integrated Electronics	(4)	<b>Program Chairpersons:</b> Seta Whitby and Yehia Mortagy		
CMPS 318	Publishing on the Web	(4)	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.		
CMPS 362	Numerical Algorithms	(4)			
CMPS 371	Assembly Language	(4)			
CMPS 376	Small Talk	(4)	<b>Prerequisites:</b>		
CMPS 377	Visual Basic	(4)	CMPS 100	Introduction to Personal Computing (4)	
CMPS 380	ADA Programming Language	(4)	CMPS 110	Introduction to Computer Science and Engineering (4)	
CMPS 392	Project Management	(4)	ECBU 203	Financial & Managerial Accounting (4)	
CMPS 400	Analysis of Algorithms	(4)	ECBU 328	Economic Theories and Issues (4)	
CMPS 451	Artificial Intelligence	(4)	<b>Core Requirements:</b>		
CMPS 465	Programming Languages	(4)	CMPS 279	Java for E-Commerce (4)	
CMPS 475	Systems Design Process	(4)	CMPS 318	Publishing on the Web I (4)	
CMPS 495	Information Systems Project	(4)	CMPS 368	Principles of Computer Networks (4)	
			CMPS 375	Systems Analysis and Design (4)	

## **Programs — E-Commerce, French, and German**

CMPS 392 Project Management	(4)
ECBU 350 Principles of Management	(4)
ECBU 360 Principles of Marketing	(4)
ECBU 370 Business Statistics	(4)
ECBU 416 Electronic Commerce	(4)
CMPS 410 Management Information Systems	(4)
CMPS 490 Database Management Systems, or	
ECBU 412 Database Management Systems	(4)
CMPS 499 Senior Project, or	
ECBU 499 Senior Project	(4)
<b>Suggested Electives:</b>	
CMPS 369 Local Area Networks	(4)
ECBU 464 Marketing Research	(4)

## **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	(3)
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 year of study in France 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.

## **German — B.A.**

**Program Chairperson:** Roswitha Brooks

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

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

## **MODERN LANGUAGES DEPARTMENT**

**Chairperson:** Ann Hills

**Regular Faculty:** Roswitha Brooks, Eric Grekowicz, Ann Hills, Andrea Labinger, Gerard Lavatori, Kirsten Ogden. **Adjunct Faculty:** Diane Ayers,<sup>1</sup> Sung-Won Ko, Alberta Craggett,<sup>1</sup> William Csillak,<sup>1</sup> 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 language 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.

## **Programs — Spanish, Writing Program, Creative Writing, and ESL**

### **Spanish — B.A.**

**Program Chairperson:** Andrea Labinger

#### **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	(3)

*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.

**Study Abroad Requirement:** Spanish Majors must supplement their ULV language course with study in an approved program in a Spanish-speaking country.

### **Writing Program**

**Director:** Eric Grekowicz

The Writing Program is designed to ensure that clear, informed, correct writing is a viable and important cornerstone of the lifelong learning that is part of ULV's mission. The Writing Program intends to instill confidence in and appreciation of the tools of written communication, whether that communication takes the form of television scripts, novels, newspaper editorials, or e-mail.

Based on entering placement scores, students are assigned to one of four levels of writing courses: ENG 106, Communications Skills; ENG 109, Introduction to College Writing; ENG 110, College Writing A; or ENG 111, College Writing B. Students are expected to complete all assigned writing courses in sequence, enrolling in the appropriate course each semester until the writing requirement is completed. Course challenges are available for ENG 110 and ENG 111. Assistance in writing is available at the central campus through the Learning Enhancement Center; computers are available there and in the computer labs.

Other course offerings in writing include ENG 309, Writing Workshop; ENG 311, Composing in Digital Environments; and ENG 301, Creative

Writing. Central campus students interested in writing also have the opportunity to participate in *Prism Review*, ULV's creative arts magazine, *La Vernacula*, the creative arts magazine in Spanish, the *Campus Times* newspaper and *La Verne Magazine*, journalism student publications, and *Entr'Acte* magazine, a theatre arts publication.

### **Creative Writing Minor**

#### **Core Requirements:**

ENG 301 Introduction to Creative Writing (4)

ENG 306 Creative Writing: Theory & Practice (4)

ENG 307 Special Topics in Creative Writing, or

ENG 311 Composing in Digital Environments (4)

*Two of the following:*

ENG 302 Advanced Creative Writing: Diverse Discourses (4)

ENG 303 Advanced Creative Writing in Poetry (4)

ENG 304 Advanced Creative Writing in Prose (4)

ENG 316 Playwriting and Screenwriting I (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 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.

## **Programs — Movement and Sports Science**

# **MOVEMENT AND SPORTS SCIENCE DEPARTMENT**

**Chairpersons:** Rex Huigens and Paul Alvarez

**Regular Faculty:** Paul Alvarez, Gabriel Duran, Rex Huigens, Julie Kline, Marilyn Oliver, Deborah Parsons, 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 Major with an emphasis in Teaching prepares students to teach Physical Education in the State of California public school system. The Athletic Training Major 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 General Studies emphasis or the Athletic Training major to fulfill many of the prerequisites for entrance into physical therapy graduate programs. The department chairperson designs the General Studies emphasis 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. Teaching Track**

#### **Prerequisite for MSS 455 and 456:**

Biol 343 Human Anatomy (4)

#### **Core Requirements:**

MSS 038	Contemporary Social Dance, or	
MSS 045	Country and Social Dance	(1)
MSS 151	Health and Physical Fitness Strategies	(3)
MSS 230	Field Work and Foundations of Movement and Sports Science	(3)
MSS 250	Introduction to Adapted Physical Education	(3)
MSS 323	Scientific Principles of Movement	(3)
MSS 333	Curriculum and Organization in Physical Education	(3)
MSS 345	Methods of Research, Assessment, and Evaluation	(3)

MSS 370	Methods and Practice of Teaching Dual Sports and Aquatics	(3)
MSS 371	Methods and Practice of Teaching Individual Sports and Outdoor Education	(3)
MSS 372	Methods and Practice of Teaching Team Sports and Games	(3)
MSS 373	Methods and Practice of Teaching Gymnastics	(2)
MSS 380	Motor Development	(3)
MSS 455	Kinesiology	(4)
MSS 456	Physiology of Exercise	(4)
MSS 460	Philosophy of Physical Education and Athletics	(3)
MSS 499	Senior Seminar	(4)

**Electives:** A minimum of 4 semester hours in MSS courses.

### **II. General Studies Track**

**Program Chairperson:** Rex Huigens

#### **Prerequisite for MSS 455 and 456:**

Biol 343 Human Anatomy (4)

<b>Area 1 — Core Requirements:</b> 23 semester hours		
MSS 151	Health and Physical Fitness Strategies	(3)
MSS 230	Field Work and Foundations of Movement and Sports Science, or	
MSS 235	Introduction to Athletic Training	(3)
MSS 323	Scientific Principles of Movement	(3)
MSS 345	Methods of Research, Assessment, and Evaluation	(3)
MSS 380	Motor Development	(3)
MSS 455	Kinesiology, or	
MSS 456	Physiology of Exercise	(4)
MSS 499	Senior Seminar	(4)

#### **Area 2 — Activity/Teaching Experience Requirement:**

Three semester hours from the following:

MSS 002-049	Instructional Activity courses	(1)
MSS 050-079	Intercollegiate Sports	(1)
MSS 370-373	Methods and Practice Teaching Courses	(3)

**Electives:** A minimum of 15 semester hours in MSS or related courses.

## **Programs — Athletic Training**

### **Athletic Training — B.S.**

**Director:** Marilyn Oliver

The Athletic Training Education Program (ATEP), offers a Bachelor of Science Degree in Athletic Training, and is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). CAAHEP 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 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 235 and MSS 237, and BIOL 101 or BIOL 201 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. 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").<sup>1</sup>
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](http://www.ulv.edu/athletictraining)

#### **Athletic Training Core Requirements:**

MSS 235	Introduction to Athletic Training	(3)
MSS 237	Techniques and Observation in Athletic Training	(2)
MSS 324	Evaluation & Assessment of Athletic Injuries — Lower Extremities	(3)
MSS 325	Athletic Training Practicum I	(2)
MSS 326	Evaluation & Assessment of Athletic Injuries — Upper Extremities	(3)
MSS 327	Athletic Training Practicum II	(2)
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	(3)
MSS 411	Athletic Training Practicum III	(2)
MSS 412	Therapeutic Modalities	(3)
MSS 415	Management and Administration in Athletic Training	(3)
MSS 418	Special Topics in Athletic Training	(3)
MSS 454	Athletic Training –Team Management	(2)
One MSS elective		

#### **Sports Sciences Core Requirements:**

BIOL 343	Human Anatomy	(4)
BIOL 344	Human Physiology	(4)
MSS 151	Health and Fitness Strategies	(3)
MSS 323	Scientific Principles of Movement	(3)
MSS 345	Methods of Research, Assessment, and Evaluation	(3)
MSS 455	Kinesiology	(4)
MSS 456	Physiology of Exercise	(4)
MSS 499	Senior Seminar	(4)

<sup>1</sup>ATEP 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 CAAHEP. 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 and Sports Science, Music, and Natural Science**

*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 (2)

MSS 230 Field Work and Foundations of Movement and Sports Science (3)

MSS 323 Scientific Principles of Movement (3)

MSS 455 Kinesiology, or

MSS 456 Physiology of Exercise (4)

**Electives:** A minimum of 6 semester hours from  
MSS 370-373 Methods and Practice of Teaching  
courses (3,3)

## **MUSIC DEPARTMENT**

**Chairperson:** Vacant

**Regular Faculty:** Reed Gratz, Kathleen Lamkin.

**Adjunct Faculty:** David Brock, Karen Clark, Robert Dominguez, Anita Hanawalt, Jonathan Rothe, Michael Ryan

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, 352, 353 History and Literature of Music (4,4,4)

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)

## **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 concen-

## **Programs — Photography and Prehealth Science**

tration 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 3 semester hours of lower-division and 21 semester hours of upper-division courses.

ART 390 Art History Selected Topics: History of Photography	(4)
PHOT 210 Elementary Photography	(4)
PHOT 310 Photoshop	(3)
PHOT 327A Staff Photography I	(2)
PHOT 350 Color Photography	(4)
PHOT 356 Digital Portfolio	(3)
PHOT 450 Special Projects in Photography	(4)

sion test results, letters of recommendation, grade trends, extracurricular activities, intensity of the academic programs, and work experience.

### **Suggested Prehealth Science Program:**

#### *Freshman year:*

BIOL 203 Principles of Biology	(4)
BIOL 204 Plant Science	(4)
CHEM 201, 202 General Chemistry I, II	(5,5)
English and Speech	(4,4,2)

Three electives (general education requirements)

#### *Sophomore year:*

BIOL 205 Animal Science	(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: MCAT or DAT examination  
Completion of major requirements including senior project/thesis.  
Completion of general education requirements.  
GRE major subject examination.

**Prenursing Program.** Requirements for admission into specific nursing programs are diverse, and specific schools should be contacted for their requirements. A recommended prenursing course includes a broad general education background, plus emphasis in the following areas: general chemistry, general biology, anatomy and physiology, microbiology, and psychology.

**Other Preprofessional Programs.** Many other preprofessional programs are available, such as prepharmacy, preoptometry, prepodiatry, preventerinary, premedtech, and prephysical therapy. Since these graduate areas have specific requirements for entrance, students are urged to contact and work directly with their advisor and the graduate school of their choice.

**Seven-Year Baccalaureate/Doctor of Osteopathy Program.** ULV has developed a premedical

## **Programs — Prehealth Science, Prelaw, and Psychology**

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, Aghop Der-Karabetian, Glenn Gamst, Arthur Gonchar, Valerie Jordan, Jerry Kernes, Christopher Liang, Patricia Long, Barry Perlmutter, Richard Rogers, Raymond Scott.

**Adjunct Faculty:** Jean Albaum, Wayne Henkelmann, Joleen Lara

The Psychology Department offers bachelor's, master's, and doctoral programs in psychology and counseling, 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 careers in psychology and related fields. It is also offered at selected residence centers where, with advisor's approval, other courses may be substituted for courses in the area of emphasis.

### **Courses for declaration of major:**

Students may declare a major in the B.S. Psychology Program after successfully completing these courses:

PSY 101 Principles of Psychology	(3)
PSY 305 Statistics	(4)
PSY 395 Computer Data Analysis	(2)

### **Core Requirements:**

PSY 390 Research Methods	(4)
PSY 400 History of Psychology	(3)
PSY 497 Internship	(4)
PSY 499 Senior Project	(4)

### **Area of Emphasis:**

PSY 312 Abnormal Psychology	(3)
PSY 405 Brain and Behavior	(3)
PSY 407 Life-Span Development	(3)
PSY 409 Multicultural Psychology	(3)

### *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)

## **Programs — Psychology and Master's Counseling Programs**

### **Electives:**

A minimum of two of the following:

PSY 215	Personality Theory and Research	(3)
PSY 315	Psychological Testing	(3)
PSY 327	Health Psychology	(3)
PSY 375	Community Psychology	(3)
PSY 408	Adolescent Psychology	(3)
PSY 422	Substance Abuse	(3)
PSY 429	Counseling and Interviewing Skills	(3)
PSY 439	Industrial-Organizational Psychology	(3)
PSY 450	Selected Topics	(3)

work must include courses in general psychology and research methods or statistics.

3. The undergraduate course work will be evaluated on an individual basis for its recency and appropriateness to the selected graduate program.

4. An overall undergraduate GPA of 3.0. Applicants with GPA under 3.0 may be considered with additional requirements.

5. Applicants are strongly encouraged to have at least one year of volunteer or paid experience working with families, children, or couples.

6. Completion of a 5-7 page statement of purpose and autobiography.

7. An interview with at least two psychology faculty members.

8. Completion of a psychological inventory.

9. 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.

10. A copy of a current résumé.

*A student is eligible to enroll in no more than six semester hours prior to being admitted into a Counseling program.*

## **Psychology Minor**

### **Prerequisite:**

PSY 101 Principles of Psychology

(3)

### **Core Requirements:**

PSY 312	Abnormal Psychology	(3)
PSY 400	History of Psychology	(3)
PSY 407	Life-Span Development	(3)
One 300- or 400-level PSY elective		(3)

### *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 Counseling (with concentrations). The admission requirements and program policies vary for both counseling programs.

**Admission requirements:** Some program tracks may have additional requirements:

1. *Marriage and Family Therapy Program.* A bachelor's degree with the following five courses: general psychology, life-span human development, abnormal psychology, research methods/experimental psychology or statistics, and one other psychology theory course.

2. *Counseling* (concentration in General Counseling or Higher Education Counseling). A bachelor's degree with 18 semester hours of coursework in or distributed across psychology, sociology, social work, behavioral sciences, or education that relate to counseling. The course-

**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 profession. 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 contin-

## **Programs — Master's Counseling Programs**

ue 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 PSY 510 or 512, 516, 517, and 527, and requires students to integrate and apply counseling theories, techniques, diagnosis, and ethical and legal issues.

## **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 ori-

tations 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:** 50 semester hours

**Core Courses:** 20 semester hours

PSY 502 Research Methods in Counseling	(3)
PSY 507 Human Development	(3)
PSY 516 Counseling Theories & Techniques	(3)
PSY 517 Counseling Skills & Process	(3)
PSY 522 Group Counseling	(3)
PSY 523 Multicultural Counseling	(3)
PSY 527 Professionalism, Ethics, and Law in Counseling	(2)
PSY 595 Competency Exam	(0)

**MFT Specialization:** 25 semester hours

PSY 506 Human Sexuality	(1)
PSY 509 Psychological Testing	(2)
PSY 512 Clinical Psychopathology	(3)
PSY 518 Family Therapy	(3)
PSY 519 Couples Therapy	(2)
PSY 521 Child Therapy	(2)
PSY 528 Substance Abuse Counseling	(2)
PSY 530 Violence & Abuse in Family Systems	(2)
PSY 534 Psychopharmacology	(2)
PSY 580, 581 Supervised Fieldwork in Marriage and Family Therapy I, II	(3,3)

**Electives:** 3 semester hours

PSY 590 Selected Topics	(1-2)
Other elective with program chair approval	

**Culminating Activity:** 2 semester hours

PSY 594 Thesis, or	
PSY 596 Graduate Seminar	(2)

## **Counseling (Concentration) — M.S.**

**Program Chairperson:** Patricia Long

This program is designed for students who are pursuing training in two professional areas of counseling: Higher Education Counseling and General Counseling. These concentrations 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

## **Programs — Master's Counseling Programs and Psy.D.**

fulfill the educational requirements for licensure as a Marriage and Family Therapist.

### **Program Totals:**

**Higher Education Counseling:** 40 semester hours

**General Counseling:** 33 semester hours

### **Core Courses:** 20 semester hours

PSY 502 Research Methods in Counseling	(3)
PSY 507 Human Development	(3)
PSY 516 Counseling Theories & Techniques	(3)
PSY 517 Counseling Skills & Process	(3)
PSY 522 Group Counseling	(3)
PSY 523 Multicultural Counseling	(3)
PSY 527 Professionalism, Ethics, and Law in Counseling	(2)
PSY 595 Competency Exam	(0)

### **Higher Education Counseling Concentration:**

18 semester hours (including electives)	
PSY 505 Educational Assessment, or	
PSY 509 Psychological Testing	(3 or 2)
PSY 510 Applied Personality Theory	(2)
PSY 514 Career Development	(2)
PSY 515 Higher Education Counseling	(2)
PSY 528 Substance Abuse Counseling	(2)
PSY 582 Supervised Fieldwork in Counseling	(3)
4-5 semester hours of electives:	
PSY 590 Selected Topics	(1-2)

### **General Counseling Concentration:**

11 semester hours (including electives)	
PSY 509 Psychological Testing	(2)
PSY 510 Applied Personality Theory	(2)
PSY 528 Substance Abuse Counseling	(2)
PSY 582 Supervised Fieldwork in Counseling	(3)
2 semester hours of electives:	
PSY 590 Selected Topics in Counseling	(1-2)

### **Culminating Activity:** 2 semester hours

PSY 594 Thesis, or	
PSY 596 Graduate Seminar	(2)

## **Doctor of Psychology — Psy.D.**

### **Clinical–Community Psychology**

**Program Chairperson:** Barry Perlmutter

**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 a multicultural and pluralistic society. It is anchored in a clinical-community ecological perspective emphasizing that human behavior is understood best within the context of interactional systems that are multi-level, multidimensional, and multi-directional. Its core mission is to train clinician-scholars who will think critically, apply their knowledge diligently, and practice ethically and compassionately, not only reactively as providers of traditional clinical services, but also proactively as agents of social change.

ULV's Psy.D. program is accredited by the American Psychological Association. 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 or master'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

## **Programs — Psy.D.**

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 course work in the program, (b) complete 500 clinical practicum hours, and (c) pass the Year 2 Comprehensive Examination. Evaluation for candidacy normally occurs in the fall of the third year of the program. To apply for an internship, a candidate must pass the Year 3 Clinical-Community Competency Examination. 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 (58 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, PSY 636, and the Year 2 Comprehensive Examination (taken in the summer of the second year of the program). 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 individual student to meet the cost of his or her personal psychotherapy.

**Licensure.** Courses in the Psy.D. curriculum are consistent with educational requirements for licensure in the State of 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.

**Total Program:** 120 semester hours

### **I. Scientific Foundations of Psychology:**

34 semester hours

#### *A. Biological Bases of Behavior*

PSY 604 Biological Bases of Behavior (2)

PSY 634 Psychopharmacology (2)

#### *B. Cognitive/Affective Bases of Behavior*

## Programs — Psy.D. and Religion

PSY 638 Advanced Learning and Memory C. <i>Social Basis of Behavior</i>	(2)	PSY 635, 636, 655, 656 Clinical-Community Practicum I, II, III, IV (2,2,2,2)
PSY 601 Current Social Issues	(2)	PSY 670, 671 Advanced Supervision Skills I, II (1,1)
PSY 639 Advanced Social Psychology D. <i>Individual Differences</i>	(2)	PSY 672, 673 Advanced Consultation Skills I, II (1,1)
PSY 607 Advanced Human Development	(2)	E. <i>Clinical Internship</i>
PSY 609 Personality Theory and Research E. <i>History and Systems</i>	(2)	PSY 680A,B or 681A,B Clinical-Community Internship I, II (5,5)
PSY 637 Advanced History and Systems F. <i>Research Methods</i>	(2)	
PSY 603 Introduction to Dissertation Research	(1)	<b>III. Electives:</b> 15 semester hours
PSY 605, 606 Advanced Statistics I, II	(3,3)	PSY 690 Selected Topics in Clinical-Community Psychology (1-3)
PSY 640 Research Methods in Clinical-Community Psychology	(3)	
PSY 641 Advanced Qualitative Research	(1)	
PSY 642 Dissertation Seminar: Proposal	(1)	
PSY 663, 664 Dissertation I, II	(3,3)	
<b>II. Clinical-Community Specialization:</b>		
71 semester hours		
A. <i>Theoretical Foundations</i>		
PSY 600 Community Psychology I: Theory	(3)	<b>Chairperson:</b> Dan Campana
PSY 602 Community Psychology II: Interventions	(3)	<b>Regular Faculty:</b> Dan Campana, Jonathan Reed, Richard Rose. <b>Adjunct Faculty:</b> Marshall Osman, Deborah Roberts
PSY 612 Advanced Psychopathology	(3)	<sup>1</sup> Off-campus faculty
PSY 617 Professional Issues and Ethics	(2)	Consistent with ULV's church-related origins and values orientation, the Religion/Philosophy Department offers bachelor of arts degrees in Religion, Philosophy, and Religion/Philosophy. A minor is also available in Religion or Philosophy.
PSY 623 Multicultural Competency I: Theory and Research	(2)	Religion courses offer the opportunity to explore religion and religious values in a critical, Christian 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 clear thinking and evaluation of a broad range of views with the goal of refining one's own perspectives.
B. <i>Psychological Assessment</i>		
PSY 608A,B Cognitive and Intellectual Assessment I, II	(2,2)	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.
PSY 628, 629 Personality Assessment I, II	(3,3)	
PSY 649 Full Battery Assessment	(3)	
C. <i>Clinical Interventions</i>		
PSY 614 Clinical Skills and Interviewing Techniques	(2)	
PSY 615 Fundamentals of Psychotherapy	(3)	
PSY 624 Multicultural Competency II: Clinical Applications	(2)	
PSY 645, 646 Advanced Psychotherapy I, II	(3,3)	
PSY 647 Advanced Group Psychotherapy	(3)	
PSY 648 Psychological Disorders of Children and Adolescents	(2)	
PSY 650 Advanced Family Psychology	(2)	
PSY 651 Substance Abuse: Detection and Treatment(1)	(2)	
PSY 652 Child Abuse: Detection and Treatment	(1)	
PSY 653 Advanced Human Sexuality	(1)	
D. <i>Supervised Clinical Experience</i>		

## RELIGION & PHILOSOPHY DEPARTMENT

**Chairperson:** Dan Campana

**Regular Faculty:** Dan Campana, Jonathan Reed, Richard Rose. **Adjunct Faculty:** Marshall Osman, Deborah Roberts

<sup>1</sup>Off-campus faculty

Consistent with ULV's church-related origins and values orientation, 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, Christian 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 clear 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.

## Programs — Religion and Philosophy

### Religion — B.A.

**Prerequisite:**

REL 100 Introduction to Religion (3)

**Core Requirements:**

REL 220 Survey of Old Testament/Hebrew Scriptures, or	
REL 323 Old Testament/Hebrew Scriptures in Historical Context	(3-4)
REL 230 Survey of the New Testament, or	
REL 332 New Testament in Historical Context	(3-4)
REL 305 World Religions: East	(4)
REL 348 Formative Thinkers of 20th Century Theologies, or	
REL 349 Contemporary Themes in Christian Thought	(4)
REL 370 History of Christianity	(4)
PHIL 351 Philosophy of Religion	(4)
<i>One of the following two:</i>	
a. REL 490 Senior Seminar	(1)
REL 499 Senior Project	(4)
b. REL 445 Seminar in Western Theology and African-American World View	(4)

**Electives:** A minimum of 8 semester hours in upper-division REL and PHIL courses. Any CORE 320 or 340 that includes Religion or Philosophy as a discipline can be applied here.

### Philosophy — B.A.

**Prerequisites:**

PHIL 110 Introduction to Philosophy (3)  
CORE 300 Values and Critical Thinking (3)

**Core Requirements:**

PHIL 230 Introduction to Ethics	(3)
PHIL 321 History of Ancient and Medieval Philosophy	(4)
PHIL 322 History of Modern and Contemporary Philosophy	(4)
PHIL 351 Philosophy of Religion	(4)
PHIL 399 Independent Study on a Selected Major Philosopher	(4)
PHIL 490 Senior Seminar	(1)
PHIL 499 Senior Project	(4)
REL 305 World Religions: East	(4)

**Electives:** A minimum of 8 semester hours in upper-division REL and PHIL courses. Any CORE 320 or 340 that includes Religion or Philosophy as a discipline can be applied here.

### Religion/Philosophy — B.A.

**Prerequisites:**

PHIL 110 Introduction to Philosophy, or  
REL 100 Introduction to Religion (3)  
REL 305 World Religions: East (4)

**Core Requirements:**

CORE 300 Values and Critical Thinking	(3)
PHIL 321 History of Ancient and Medieval Philosophy	(4)
PHIL 322 History of Modern and Contemporary Philosophy	(4)
PHIL 351 Philosophy of Religion	(4)
REL 220 Survey of the Old Testament/ Hebrew Scriptures	(3)
REL 230 Survey of the New Testament	(3)
REL 370 History of Christianity	(4)
REL 348 Formative Thinkers of 20th Century Theologies, or	
REL 349 Contemporary Themes in Christian Thought	(4)
PHIL 490 or REL 490 Senior Seminar	(1)
PHIL 499 or REL 499 Senior Project	(4)

**Electives:** A minimum of 8 semester hours in upper-division REL and PHIL courses. Any CORE 320 or 340 that includes Religion or Philosophy as a discipline can be applied here.

### Religion Minor

**Core Requirements:**

REL 100 Introduction to Religion (3)  
REL 220 Survey of the Old Testament/ Hebrew Scriptures, or  
REL 230 Survey of the New Testament (3)

**Electives:** A minimum of 18 semester hours of upper-division REL courses. PHIL 351 may be substituted for one of these courses. Any CORE 320 or 340 that includes Religion or Philosophy as a discipline can be applied here.

### Philosophy Minor

**Core Requirements:**

PHIL 110 Introduction to Philosophy (3)  
CORE 300 Values and Critical Thinking (3)

**Electives:** A minimum of 18 semester hours of upper-division PHIL courses. REL 305 may be substituted for one of these courses. Any CORE 320 or 340 that includes Religion or Philosophy as a discipline can be applied here.

## **Programs — Anthropology, Criminology, and Sociology**

### **SOCIOLOGY/ANTHROPOLOGY DEPARTMENT**

**Chairperson:** Sharon K. Davis

**Regular Faculty:** Felicia Beardsley, Sharon 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 anthropological 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 services, international business, heritage preservation, and forensics and criminalistics.

#### **Core Requirements:**

ANTH 305 Statistics	(4)
ANTH 390 Research Methods	(4)
ANTH 395 Computer Data Analysis	(2)
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	(3-4)

#### **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 (3-4)

### **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)
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ANTH 350 Physical Anthropology and		
ANTH 350L Physical Anthropology Lab		(4,1)
ANTH 360 Archaeology and		
ANTH 360L Archaeology Lab		(4,1)

### **Criminology — B.S.**

This major is designed for students planning careers in law or criminal justice, or working with troubled youth. It is also offered at selected residence centers where, with advisor approval, other courses may be substituted for those in the Area of Emphasis.

#### **Core Requirements:**

One ANTH course	(3-4)
SOC 250 Principles of Sociology	(3-4)
SOC 390 Research Methods	(4)
SOC 497 Internship	(4)
SOC 499 Senior Thesis, or	
SOC 499A-B Senior Thesis	(4 or 2,2)

*Classroom students only:*

SOC 305 Statistics	(4)
SOC 395 Computer Data Analysis	(2)

*Online students only:*

SOC 305A, B Statistics and Computer Data Analysis A, B	(4,4)
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#### **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>One 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 Principles of Sociology	(3)
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#### **Core Requirements:**

SOC 320 Sociology of Deviance	(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)

## **Programs — Sociology, Ethnic Studies, and Speech Communication**

### **Sociology — B.S.**

This major is designed for students planning careers working with people and groups, their social creations and issues. It is also offered at selected residence centers where other courses may be substituted, with advisor approval, for those in the area of emphasis.

#### **Core Requirements:**

One ANTH course	(3-4)
SOC 305 Statistics	(4)
SOC 390 Research Methods	(4)
SOC 395 Computer Data Analysis	(2)
SOC 497 Internship	(4)
SOC 499 Senior Thesis, or	
SOC 499A-B Senior Thesis	(4 or 2,2)
SOC 250 Principles of Sociology	(3)
SOC 400 Sociological Theory	(4)

#### **Area of Emphasis:** Three of the following:

SOC 320 Sociology of Deviance	(4)
SOC 324 Social Issues	(4)
SOC 330 Social Class and Inequality	(4)
SOC 340 Social Psychology	(4)

#### **Elective:** One course approved by the academic advisor (3-4)

### **Sociology Minor**

#### **Prerequisites:**

SOC 250 Principles of Sociology	(3)
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#### **Core Requirements:**

SOC 320 Sociology of Deviance	(4)
SOC 324 Social Issues	(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)
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#### *Two of the following:*

ANTH/SOC 335 Black Experience in the U.S.	(4)
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ANTH/SOC 336 Latino Experience	(4)
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ANTH/SOC 337 Asian-American Experience	(4)
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ANTH/SOC 338 Native American Experience	(4)
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ANTH/SOC 401 Theory & Research in Ethnic Studies	(4)
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Two approved 300-400-level electives	(4,4)
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### **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:**

ANTH/PSY/SOC 305 Statistics	(4)
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SPCM 100 Fundamentals of Public Speaking	(2)
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SPCM 110 Introduction to Speech Communication Theory and Practice	(2)
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SPCM 499 Senior Project	(2-4)
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#### *A minimum of three of the following four:*

SPCM 210 Interpersonal Communication	(4)
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SPCM 220 Intercultural Communication	(4)
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SPCM 240 Persuasion and Social Influence	(4)
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SPCM 250 Public Controversy and Criticism	(4)
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#### *One of the following three:*

ANTH/PSY/SOC 390 Research Methods	(4)
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SPCM 410 Advanced Interpersonal and Family Communication	(4)
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SPCM 452 Rhetorical Criticism	(4)
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## **Programs — Speech Communication and Theatre**

### **Electives:**

*8 semester hours from the following four:*

SPCM 332 Interviewing Principles & Practices (4)

SPCM 350A-D Argumentation & Debate (1-8)

SPCM 410 Advanced Interpersonal and Family Communication (4)

SPCM 452 Rhetorical Criticism (4)

*8 unduplicated semester hours selected from the four courses above or from the following :*

ANTH 340 Language and Culture (4)

ECBU 350 Principles of Management (4)

ECBU 354 Communications in Organizations (4)

ECBU 355 Organizational Behavior in Business(4)

ECBU 366 Professional Selling Skills (4)

HUM 302 Conflict Resolution & Nonviolence (3)

HUM 310 Peace Studies Colloquium (1)

JOUR 330 Theory and Practice of Public Relations (4)

JOUR 430 Public Relations Methods (4)

SOC 315 Race and Ethnicity (4)

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 (3)

THAR 280 Theatre Seminar (3 semesters) (1,1,1)

THAR 311 Oral Communication (2)

## **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:** Jane Dibbell, 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

## **Theatre — B.A.**

**Core Requirements:** A minimum of 45 semester hours:

THAR 210 Acting Studio or (3)

THAR 212 Acting for the Camera I (3)

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 or (3)

THAR 212 Acting for the Camera I (3)

THAR 233 Introduction to Design for Stage and Studio (4)

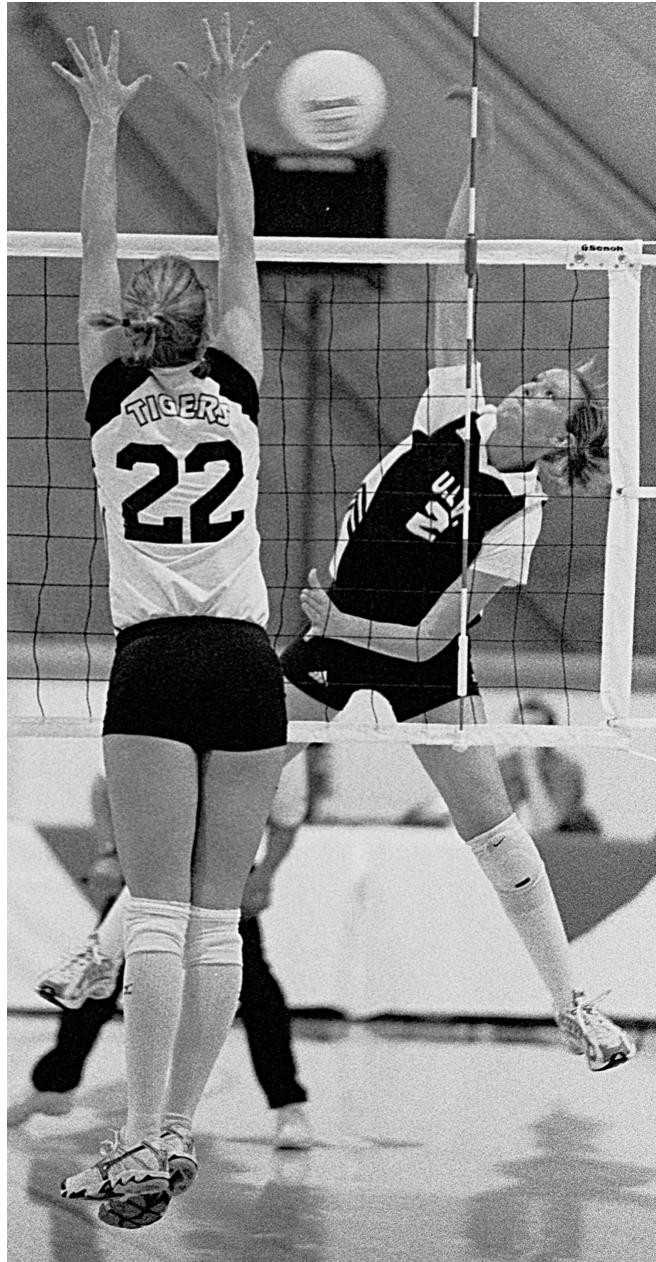
THAR 355 Directing Studio I (4)

THAR 445 Masters of the Drama (4)

THAR 480 Theatre History I or (4)

THAR 481 Theatre History II (4)

Electives approved by advisor (9)



The ULV Women's Volleyball team on its way to becoming third in the nation in NCAA Division III.  
Photo: *German Jimenez*

# **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, 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, Gregory Fast, Trudi Ferguson, Jack McElwee, Keeok Park, Constance Rossum, Carol Sawyer, Richard Simpson, Rita Thakur, Nancy Wallis, Janat Yousof.

## **PUBLIC & HEALTH ADMINISTRATION DEPARTMENT**

**Chairperson:** Susan MacDonald

**Regular Faculty:** Harriet Aronow, Kent Badger, Suzanne Beaumaster, Joan Brannin, Susan MacDonald, 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 cultural-

ly 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) Business Management, 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 also are 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 Business Information Technology, Master of Health Administration, Master of Public Administration, Master of Science in Business Organizational Management, Master of Science in Gerontology, Master of Science in Leadership and Management, and Doctor of Public Administration. Graduate academic certificates are available in the areas of concentration.

## **Programs — Undergraduate Business Programs**

### **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:** The following must be completed before enrolling in 300- or 400-level ECBU courses in all majors except International Business and Language:

ECBU 201 Fundamentals of Accounting I	(4)
ECBU 202 Fundamentals of Accounting II	(4)
ECBU 220, 221 Economic Analysis I, II	(3,3)
ECBU 370 Business Statistics	(4)
ENG 111 College Writing B	(4)
MATH 172 Mathematical Methods for Business and Economics	(4)

#### **Core Business Requirements:**

ECBU 330 Business Finance	(4)
ECBU 347 Legal Environment of Business	(4)
ECBU 350 Principles of Management	(4)
ECBU 360 Principles of Marketing	(4)
ECBU 410 Management Information Systems	(4)
ECBU 456 Operations Management	(4)
ECBU 496 Business Seminar	(4)

#### **Core Accounting Requirements:**

ECBU 301, 302 Intermediate Accounting I, II	(4,4)
ECBU 307 Cost Accounting	(4)
ECBU 308 Federal Taxation I	(4)
ECBU 401 Auditing	(4)
ECBU 402 Advanced Accounting	(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:**

ECBU 330 Business Finance	(4)
ECBU 343 Foundations of Business Ethics	(4)
ECBU 347 The Legal Environment of Business	(4)
ECBU 350 Principles of Management	(4)
ECBU 355 Organizational Behavior in Business	(4)
ECBU 360 Principles of Marketing	(4)
ECBU 410 Management Information Systems	(4)
ECBU 456 Operations Management	(4)
ECBU 496 Business Seminar	(4)

#### **Electives or Concentration:**

Three 300-400-level ECBU 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.

ECBU 356 Introduction to Organizational Theory	(4)
ECBU 455 Human Resources Management	(4)

#### *One of the following:*

ECBU 353 Culture and Gender Issues in Management	(4)
ECBU 440 Entrepreneurship	(4)
ECBU 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.

ECBU 411 Management Support Systems, or CMPS 475 Systems Design Process	(4)
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## **Programs — Undergraduate Business Programs**

ECBU 412 Database Management Systems, or CMPS 490 Database Management Systems	(4)
ECBU 413 Business Telecommunications, or CMPS 368 Principles of Computer Networks, or CMPS 369 Local Area Networks	(4)
ECBU 416 Electronic Commerce (programming recommended)	(4)

**International Business Concentration:** This concentration studies how international business practices and customs differ from those in the US.

ECBU 325 International Economics	(4)
ECBU 366 International Marketing	(4)
ECBU 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.

ECBU 461 Marketing Management	(4)
ECBU 464 Marketing Research	(4)
ECBU 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:**

ECBU 320 Intermediate Macroeconomics	(4)
ECBU 321 Intermediate Microeconomics	(4)
ECBU 323 Money and Banking	(4)
ECBU 325 International Economics	(4)
ECBU 327 Public Finance and Fiscal Policy	(4)
ECBU 410 Management Information Systems	(4)
ECBU 456 Operations Management	(4)
ECBU 499 Senior Project	(4)
12 additional semester hours in 300-400 level ECBU courses	

## **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. The program is described in that department's catalog section.

## **International Business and Language — B.S.**

**Program Chairpersons:** Jack McElwee and  
Andrea Labinger

This interdisciplinary program is jointly offered with the Department of Modern Languages. The program is described in the Interdisciplinary Programs section of the catalogue.

## **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:**

ECBU 201 Fundamentals of Accounting I	(4)
ECBU 202 Fundamentals of Accounting II	(4)
ECBU 328 Economic Theories and Issues	(4)

### **Core Business Requirements:**

ECBU 330 Business Finance	(4)
ECBU 347 The Legal Environment of Business	(4)
ECBU 350 Principles of Management	(4)
ECBU 360 Principles of Marketing	(4)
ECBU 370 Business Statistics	(4)
ECBU 374 Applied Quantitative Analysis	(4)
ECBU 410 Management Information Systems	(4)
ECBU 496 Business Seminar	(4)

## **Programs — Undergraduate Business Programs**

### **Core Accounting Requirements:**

ECBU 301, 302	Intermediate Accounting I, II	(4,4)
ECBU 307	Cost Accounting	(4)
ECBU 308	Federal Taxation I	(4)
ECBU 401	Auditing	(4)
ECBU 402	Advanced Accounting	(4)

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.

## **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:**

ECBU 203	Financial & Managerial Accounting	(4)
ECBU 328	Economic Theories and Issues	(4)

### **Core Requirements:**

ECBU 330	Business Finance	(4)
ECBU 347	The Legal Environment of Business	(4)
ECBU 350	Principles of Management	(4)
ECBU 360	Principles of Marketing	(4)
ECBU 370	Business Statistics	(4)
ECBU 374	Applied Quantitative Analysis	(4)
ECBU 410	Management Information Systems	(4)
ECBU 496	Business Seminar	(4)

**Electives:** A minimum of 12 semester hours of upper-division ECBU 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.**

### **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

### **Prerequisites:**

ECBU 203	Financial & Managerial Accounting	(4)
ECBU 328	Economic Theories and Issues	(4)

### **Core Requirements:**

ECBU 330	Business Finance	(4)
ECBU 350	Principles of Management	(4)
ECBU 360	Principles of Marketing	(4)
ECBU 370	Business Statistics	(4)
ECBU 452	Leadership in Culturally Diverse Organizations	(4)
ECBU 453	Legal and Ethical Dimensions of Management	(4)
ECBU 454	Technology Based Operations Management	(4)
ECBU 497	Strategic Management	(4)
<i>One of the following:</i>		
ECBU 343	Foundations of Business Ethics	(4)
ECBU 346	Business Communication	(4)
ECBU 353	Culture and Gender Issues in Management	(4)
ECBU 354	Communications in Organizations	(4)
ECBU 355	Organizational Behavior in Business	(4)
ECBU 356	Introduction to Organizational Theory	(4)
ECBU 451	International Management	(4)
ECBU 455	Human Resources Management	(4)
ECBU 469	Management of Conflict and Change	(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

## **Programs — Business Programs**

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 ECBU 201 and proficiency in descriptive statistics before ECBU 330.

### **Core Requirements:**

ECBU 203 Financial & Managerial Accounting	(4)
ECBU 328 Economic Theories and Issues	(4)
ECBU 330 Business Finance	(4)
ECBU 350 Principles of Management	(4)
ECBU 360 Principles of Marketing	(4)
300-400-level elective in Business Administration	(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:**

ECBU 220, 221 Economic Analysis I, II	(3,3)
<i>Five of the following:</i>	
ECBU 320 Intermediate Macroeconomics	(4)
ECBU 321 Intermediate Microeconomics	(4)
ECBU 322 Current Economic Problems and Opportunities	(4)
ECBU 323 Money and Banking	(4)
ECBU 324 Comparative Economic Systems	(4)
ECBU 325 International Economics	(4)
ECBU 327 Public Finance and Fiscal Policy	(4)
ECBU 341 International Business	(4)

## **Human Resources 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:**

ECBU 350 Principles of Management	(4)
ECBU 355 Organizational Behavior in Business	(4)
ECBU 455 Human Resources Management	(4)
<i>Two of the following:</i>	
ECBU 341 International Business	(4)
ECBU 353 Culture and Gender Issues in Management	(4)
ECBU 354 Communications in Organizations	(4)
ECBU 356 Introduction to Organizational	

Theory	(4)
ECBU 358 Small Business Administration	(4)
ECBU 451 International Management	(4)

## **Marketing Minor**

This minor provides a broad-based introduction to the role and function of marketing in business.

### **Core Requirements:**

ECBU 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: TOEFL score of 550 or more, 400 verbal GRE, 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.

## **Programs — Master of Business Administration**

### **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.

ECBU 500A	Accounting Fundamentals	(3)
ECBU 500B	Economics for Decision Making	(3)
ECBU 500C	Quantitative and Statistical Analysis	(3)
ECBU 500D	Business Finance	(3)
ECBU 500E	Business Management	(3)
ECBU 500F	Business Marketing	(3)

#### **Total Program:** 36 semester hours

#### **Core Courses:** 24 semester hours

ECBU 503	Accounting Information for Decision-Making	(3)
ECBU 510	Management of Information Technology	(3)
ECBU 525	Economics of the Firm	(3)
ECBU 530	Financial Management	(3)
ECBU 551	Seminar in Organization Theory and Behavior	(3)
ECBU 560	Seminar in Marketing Management	(3)

ECBU 575	Analysis of Business Operations	(3)
ECBU 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 they may select 9 semester hours of electives from a selection of 500-level ECBU courses.

<b>Culminating Activity:</b>	3 semester hours
ECBU 596	Graduate Business Seminar

### **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.

ECBU 500A	Accounting Fundamentals	(3)
ECBU 500B	Economics for Decision-Making	(3)

## **Programs — Master of Business Administration**

ECBU 500C Quantitative and Statistical Analysis	(3)	ECBU 508 Federal Taxation Concepts and Practices	(3)
ECBU 500D Business Finance	(3)		
ECBU 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 ECBU 500A; Microeconomics and Macroeconomics for ECBU 500B; Business Statistics for ECBU 500C; Principles of Finance for ECBU 500D, and Principles of Marketing for ECBU 500F.			
<b>Total Program:</b>	33 semester hours		
<b>Core Courses:</b> 18 semester hours			
ECBU 615 Managing Technology	(3)		
ECBU 635 Managing Financial Resources	(3)		
ECBU 655 Designing Effective Organizations	(3)		
ECBU 665 Strategic Marketing Management	(3)		
ECBU 675 Management of Business Operations	(3)		
ECBU 685 Global Business Management	(3)		
<b>Electives and Concentrations:</b>			
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 ECBU 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.			
<b>Culminating Activity:</b> 3 semester hours			
ECBU 695 Strategic Management	(3)		
<b>Concentrations for the M.B.A. and M.B.A., Experienced Professionals:</b>			
<b>Accounting Concentration:</b>			
ECBU 501, 502 Corporate Accounting and Reporting I, II	(3,3)		
<i>A minimum of two of the following:</i>			
ECBU 503 Accounting Information for Decision-Making	(3)		
ECBU 505 Accounting for Specialized Accounting Entities	(3)		
ECBU 506 Auditing Standards and Practices	(3)		
ECBU 507 Government and Nonprofit Accounting	(3)		
<b>Finance Concentration:</b>			
ECBU 530 Financial Management, or			
ECBU 535 Financial Analysis, or			
ECBU 635 Managing Financial Resources	(3)		
<i>A minimum of three of the following:</i>			
ECBU 531 Investment and Portfolio Analysis	(3)		
ECBU 532 Management of Financial Institutions	(3)		
ECBU 533 Investment Banking	(3)		
ECBU 534 Entrepreneurial Finance	(3)		
ECBU 536 International Financial Management	(3)		
ECBU 537 International Financial Markets and Institutions	(3)		
ECBU 538 Financial Strategy and Policy	(3)		
<b>Health Services Management Concentration</b>			
HSM 501 Recent Trends and Issues in Health Services	(3)		
HSM 580 Economics of Managed Care	(3)		
<i>Two of the following:</i>			
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)		
<b>Information Technology Concentration:</b>			
ECBU 510 Management of Information Technology, or			
ECBU 615 Managing Technology	(3)		
<i>A minimum of three of the following:</i>			
ECBU 511 Management Support Systems	(3)		
ECBU 512 Integrated Data Management	(3)		
ECBU 513 Information Networks	(3)		
ECBU 515 Systems Planning and Implementation	(3)		
ECBU 516 E-Business	(3)		
ECBU 517 Cyber Law	(3)		
<b>International Business Concentration:</b>			
ECBU 581 Managing in a Global Economy, or			

## **Programs — M.B.A. and Master of Business Information Technology**

ECBU 685	Global Business Management	(3)	ECBU 577	Compliance Issues in Supply Chains	(3)
<i>A minimum of three of the following:</i>					
ECBU 516	E-Business	(3)	ECBU 510	Management of Information Technology, or	
ECBU 536	International Financial Management	(3)	ECBU 516	E-Business	(3)
ECBU 556	Comparative International Management	(3)			
ECBU 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:**

ECBU 586	Leadership for the Future	(3)
ECBU 551	Seminar in Organization Theory and Behavior, or	
ECBU 655	Designing Effective Organizations	(3)
ECBU 581	Managing in a Global Economy, or	
ECBU 685	Global Business Management	(3)
<i>One of the following:</i>		
ECBU 540	Innovation and Entrepreneurship	(3)
ECBU 543	Ethics in Organizations and Society	(3)
ECBU 584	Managerial Negotiations	(3)
ECBU 585	Strategies in Change Management	(3)
ECBU 588	Power and Politics in Organizations	(3)

### **Marketing Concentration:**

ECBU 560	Seminar in Marketing Management, or	
ECBU 565	Marketing in a Global Economy, or	
ECBU 665	Strategic Marketing Management	(3)
<i>A minimum of three of the following:</i>		
ECBU 561	Seminar in Consumer Behavior	(3)
ECBU 563	Marketing Channels/Distribution	(3)
ECBU 564	Marketing Intelligence	(3)
ECBU 566	International Marketing Management	(3)
ECBU 567	Service Sector Marketing	(3)
ECBU 568	Marketing Communications	(3)

### **Supply Chain Management Concentration:**

ECBU 575	Analysis of Business Operations, or	
ECBU 675	Management of Business Operations	(3)
ECBU 576	Supply Chain Management and Strategy	(3)

## **Master of Business Information Technology (M.B.I.T.)**

**Program Chairperson:** Abe Helou

This degree provides a practical, career oriented education for graduates of business and other disciplines who wish to move into the Information Technology (IT) industry. It caters to professionals who wish to enhance their knowledge and skills in the design of information systems.

**Total Program:** 36 semester hours

**Foundation Courses:** Same as for M.B.A.

**Core Courses:** 30 semester hours

ECBU 503	Accounting Information for Decision-Making	(3)
ECBU 510	Management of Information Technology, or	
ECBU 615	Managing Technology	(3)
ECBU 512	Integrated Data Management	(3)
ECBU 513	Information Networks	(3)
ECBU 515	Systems Planning and Implementation	(3)
ECBU 516	E-Business	(3)
ECBU 551	Seminar in Organizational Behavior and Theory, or	
ECBU 655	Designing Effective Organizations	(3)
ECBU 560	Seminar in Marketing Management, or	
ECBU 665	Strategic Marketing	(3)
ECBU 575	Analysis of Business Operations, or	
ECBU 675	Management of Business Operations	(3)
ECBU 593	Variable Topics [C++]	(3)

**Electives:** 3 semester hours

Information technology elective (3)

**Culminating Activity:** 3 semester hours

ECBU 5961 Graduate IT Seminar (3)

## **Programs — M.S., Business Organizational Management**

### **Business Organizational Management — M.S.**

(Available only at Point Mugu Residence Center)

**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 admitted to or applying for the M.S. in Business Organizational Management. MBOM courses are not interchangeable with ECBU courses.

**Prerequisites:** Applicants must have a minimum of three years of work experience in a responsible position within an organization. Entering students are expected to be able to utilize word processing, spreadsheet, electronic communications, and information retrieval on the Internet; to have access to a personal computer; to be able to apply algebra and other mathematical skills for solving economic and business problems; and to possess good oral and written communication skills.

**Total Program:** 36 semester hours

**Core Courses:** 12 semester hours

MBOM 501 Accounting for Managers (3)

MBOM 502 Budgeting & Financial Management (3)

MBOM 503 Theories & Issues in Economics (3)

MBOM 504 Organization Theory & Analysis (3)

**Electives or Concentration:** 21 semester hours

A minimum of seven MBOM courses, four of which can be used to satisfy the requirements for a concentration.

**Culminating Activity:** 3 semester hours

MBOM 596 Graduate Business Seminar (3)

**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)

*Two of the following:*

MBOM 532 Managing Cultural Diversity (3)

MBOM 535 Employment Law and Practices (3)

MBOM 536 Employee Compensation (3)

MBOM 550 Seminar in Organizational Behavior (3)

MBOM 552 Human Behavior and Motivation (3)

MBOM 569 Managing Change in a Dynamic Environment (3)

MBOM 546 Managerial Negotiations (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

## **Programs — Business Organizational Management and Master of Health Administration**

<b>Core Courses:</b> 12 semester hours Same as in the M.S., Business Organizational Management.	HSM 430 Financial Management in HSOs (4) HSM 435 Economics of Health Services (4) HSM 471 Statistics (4) HSM 480 Communications in Management (4) HSM 496 Senior Seminar: Culminating Program Summary (4)
<b>HSM Requirements:</b> 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>	<b>Electives:</b> A minimum of 12 semester hours from the following: HSM 302 Sociology of Medicine (4) HSM 340 Legal Issues in HSO Management (4) HSM 355 Ethics in Health Services Management (4) HSM 365 Human Resources Management (4) HSM 368 Culture and Gender Issues in Management (4) HSM 369 Managing Change in HSOs (4) HSM 376 Planning and Marketing of Health Services (4) HSM 381 Introduction to Managed Care (4)
HSM 520 Strategic Planning and Management in HSOs (3) HSM 523 Management of Organizational Innovation (3) HSM 533 Mergers and Acquisitions (3) HSM 534 Program Evaluation (3) HSM 540 Legal Issues in HSOs (3) HSM 555 Ethical Issues in Health Services (3) HSM 583 Marketing and Business Development (3) HSM 590 Selected Topics (3) HSM 598 Fieldwork/Internship (3)	
<b>General Electives:</b> 9 semester hours A minimum of 9 semester hours selected from MBOM courses.	
<b>Culminating Activity:</b> 3 semester hours MBOM 596 Graduate Business Seminar (3)	

## **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

**Core Requirements:**

HSM 401 Leadership and Management in Health Services (4)
HSM 403 Accounting in HSOs (4)
HSM 410 Quantitative and Qualitative Decision-Making in HSOs (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:** Experience in health services and a bachelor's degree in business, science, or liberal arts.

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, or
HSM 580 Economics of Managed Care (3)
HSM 504 Organizational Communications (3)

## **Programs — Master of Health Administration**

### **Research and Culminating Courses:**

9 semester hours:

- HSM 595 Organizational Research Methods (3)  
HSM 596 Graduate Seminar (3)  
HSM 597 MHA Professional Seminar (3)

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)

### **Financial Management Concentration:**

12 semester hours from the following:

- HSM 510 Management of Information Systems (3)  
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 581 Managing Managed Care (3)  
HSM 590 Selected Topics (1-3)  
HSM 598 Fieldwork/Internship (3)

### **Managed Care Concentration:**

12 semester hours from the following:

- 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 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 in HSOs (3)  
HSM 523 Management of Organizational Innovation (3)  
HSM 532 Budgeting and Cost Control (3)  
HSM 534 Program Evaluation (3)  
HSM 540 Legal Issues in HSOs (3)  
HSM 583 Marketing and Business Development (3)  
HSM 590 Selected Topics (1-3)  
HSM 598 Fieldwork/Internship (3)

### **Human Resource Management Concentration:**

12 semester hours from the following:

- HSM 531 Organizational Theory and 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 590 Selected Topics (1-3)  
HSM 598 Fieldwork/Internship (3)

### **Management and Leadership Concentration:**

12 semester hours from the following:

- HSM 510 Management of Information Systems (3)

## **Programs — Certificates in Health Services Management**

### **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 or 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 or any other HSM course	(3)

### **Certificate in 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)

## **Programs — Gerontology**

# **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:** Bachelor's degree from a regionally accredited institution, with a minimum cumulative GPA of 3.0 and one course in statistics prior to GERO 595. (HSM 594 meets the statistics prerequisite requirement.)

## **Gerontology — M.S.**

**Total Program:** 36 semester hours

**Core Courses:** 12 semester hours

GERO 500 Psychology of Aging	(3)
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. (3)

**Internship:** 3 semester hours

GERO 598 Internship/Fieldwork	(3)
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**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 Gerontology, M.S.

**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)

**Electives:** 3 semester hours from the following:

GERO 570 Grant Writing	(1-3)
GERO 571 Cognitively Impaired Older Adults	(1-3)
GERO 572 Death, Dying, and Bereavement	(1-3)
GERO 573 Legal and End-of-Life Issues in Aging	(1-3)
GERO 576 Careers in Gerontology	(1-3)
GERO 577 Caregiving and Caregiver Resources	(1-3)
GERO 578 Spirituality and Aging	(1-3)
GERO 579 Aging and Biography	(1-3)
GERO 590 Selected Topics in Gerontology	(1-3)
GERO 599 Independent Study	(1-3)

Or any other GERO course of choice.

## **Gerontology with Concentration in Business Administration —M.S.**

The Business Administration concentration is designed for professionals and managers who want to combine a knowledge of gerontology with the skills of business and management to prepare for administrative, managerial, or entrepreneurial roles in public or private sector organizations which employ gerontology specialists.

**Prerequisite:** One statistics course prior to

## **Programs — Gerontology**

GERO 595. (HSM 594 meets this requirement.)

**Total Program:** 36 semester hours

**Core Courses:** Same as Gerontology, M.S.

**Concentration:** 12 semester hours from the following:

ECBU 635	Managing Financial Resources	(3)
ECBU 655	Designing Effective Organizations	(3)
ECBU 665	Strategic Marketing Management	(3)
ECBU 685	Global Business Management	(3)
ECBU 540	Innovation and Entrepreneurship	(3)
ECBU 567	Service Sector Marketing	(3)
ECBU 585	Strategies in Change Management	(3)

**Electives:** 3 semester hours from the following:

GERO 570	Grant Writing	(1-3)
GERO 571	Cognitively Impaired Older Adults	(1-3)
GERO 572	Death, Dying, and Bereavement	(1-3)
GERO 573	Legal and End-of-Life Issues in Aging	(1-3)
GERO 576	Careers in Gerontology	(1-3)
GERO 577	Caregiving and Caregiver Resources	(1-3)
GERO 578	Spirituality and Aging	(1-3)
GERO 579	Aging and Biography	(1-3)
GERO 590	Selected Topics in Gerontology	(1-3)
GERO 599	Independent Study	(1-3)
Any GERO course in another.concentration		(1-3)

**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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## **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:** 36 semester hours

**Core Courses:** Same as Gerontology, M.S.

**Concentration:** 11 semester hours

PSY 507	Human Development	(3)
PSY 512	Clinical Psychopathology	(3)
PSY 523	Multicultural Counseling	(3)
PSY 527	Professionalism, Ethics, and Law in Counseling	(2)

**Electives:** 3 semester hours from the following:

PSY 522	Group Counseling	(3)
SOC 482	Family Violence and Abuse	(3)
PSY 590	Selected Topics in Counseling	(1-2)
GERO 570	Grant Writing	(1-3)
GERO 571	Cognitively Impaired Older Adults	(1-3)
GERO 572	Death, Dying, and Bereavement	(1-3)
GERO 573	Legal and End-of-Life Issues in Aging	(1-3)
GERO 576	Careers in Gerontology	(1-3)
GERO 577	Caregiving and Caregiver Resources	(1-3)
GERO 578	Spirituality and Aging	(1-3)
GERO 579	Aging and Biography	(1-3)
GERO 590	Selected Topics in Gerontology	(1-3)
GERO 599	Independent Study	(1-3)
Any GERO course in another.concentration		(1-3)

**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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## **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 Gerontology, M.S.

**Concentration:** 12 semester hours

## **Programs — Gerontology**

HSM 500	Managing and Leading in Health Services Organizations, or		PADM 530	Human Resource Management in Public Organizations	(3)
HSM 501	Recent Trends and Issues in Health Services	(3)	PADM 531	Organizational Theory	(3)
HSM 502	Financial and Cost Analysis	(3)	PADM 533	Policy Formation and Analysis	(3)
HSM 503	Healthcare Economics	(3)	PADM 555	Ethics and Decision Making in Public Management	(3)
HSM 583	Marketing & Business Development	(3)			
<b>Electives:</b> 3 semester hours from the following:			<b>Electives:</b> 3 semester hours from the following:		
GERO 570	Grant Writing	(1-3)	GERO 570	Grant Writing	(1-3)
GERO 571	Cognitively Impaired Older Adults	(1-3)	GERO 571	Cognitively Impaired Older Adults	(1-3)
GERO 572	Death, Dying, and Bereavement	(1-3)	GERO 572	Death, Dying, and Bereavement	(1-3)
GERO 573	Legal and End-of-Life Issues in Aging	(1-3)	GERO 573	Legal and End-of-Life Issues in Aging	(1-3)
GERO 576	Careers in Gerontology	(1-3)	GERO 576	Careers in Gerontology	(1-3)
GERO 577	Caregiving and Caregiver Resources	(1-3)	GERO 577	Caregiving and Caregiver Resources	(1-3)
GERO 578	Spirituality and Aging	(1-3)	GERO 578	Spirituality and Aging	(1-3)
GERO 579	Aging and Biography	(1-3)	GERO 579	Aging and Biography	(1-3)
GERO 590	Selected Topics in Gerontology	(1-3)	GERO 590	Selected Topics in Gerontology	(1-3)
GERO 599	Independent Study	(1-3)	GERO 599	Independent Study	(1-3)
HSM 504	Organizational Communications	(3)	PADM 501	Introduction to Public Administration	(3)
HSM 520	Strategic Planning and Management in HSOs	(3)	PADM 583	Managing Collaborative Networks	(3)
HSM 540	Legal Issues in HSOs	(3)	Any GERO course in another concentration		(1-3)
HSM 580	Economics of Managed Care	(3)			
Any GERO course in another concentration		(1-3)	<b>Internship and Research Courses:</b> 6 semester hours:		
GERO 595 Research Methods in Gerontology		(3)	GERO 595	Research Methods in Gerontology	(3)
GERO 598 Internship/Fieldwork		(3)	GERO 598	Internship/Fieldwork	(3)
<b>Culminating Activity:</b> 3 semester hours			<b>Culminating Activity:</b> 3 semester hours		
GERO 596 Graduate Seminar		(3)	GERO 596	Graduate Seminar	(3)

## **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 and public and nonprofit corporations who desire to develop management and leadership skills and knowledge in gerontology.

**Prerequisite:** One statistics course prior to GERO 595. (HSM 594 meets this requirement.)

**Total Program:** 36 semester hours

**Core Courses:** Same as Gerontology, M.S.

**Concentration:** 12 semester hours

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.

## **Programs — Gerontology, Leadership, and Management**

### **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)

*Five of the following seven:*

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 Adults' Services (3)

GERO 509 Geriatric Care Management (3)

GERO 513 Legal, Ethical and Financial Issues In Aging (3)

GERO 514 Geriatric Assessment (3)

MGMT 388	Statistics	(4)
MGMT 390	Research Methods	(4)
MGMT 439	Organizational Behavior: Theory and Application	(4)
MGMT 499	Senior Seminar/Project	(4)

**Electives:** Three additional courses for a total of 40 semester hours in the major:

**Area 1: Interpersonal & Organizational Behavior**

ECBU 346	Business Communication, or	
MGMT 480	Communications in Management	(4)
ECBU 354	Communications in Organizations	(4)
MGMT 458	Stress Management	(4)
PSY 303	Learning and Behavior Change	(4)
PSY 407	Life-Span Development	(4)
SOC 315	Race and Ethnicity	(4)
SOC 340	Social Psychology	(4)

**Area 2: Resource Management**

ECBU 410	Management Information Systems	(4)
ECBU 411	Management Support Systems	(4)
ECBU 455	Human Resources Management, or	
MGMT 350	Managing Human Resources	(4)
MGMT 469	Management of Change & Conflict	(4)
PADM 436	Policy-Making Process	(4)

**Area 3: Organizational Contexts**

ECBU 328	Economic Theories and Issues	(4)
ECBU 343	Foundations of Business Ethics, or	
ECBU 347	The Legal Environment of Business	(4)
MGMT 313	Urban Environments: Living in a Global Society	(4)
MGMT 333	Ethics: Applications to Management and Administration	(4)
PADM 332	Public Administration	(4)
PLSC 301	American Government & Politics	(4)

### **Leadership and Management — M.S.**

**Program Chairperson:** Carol Sawyer

**Regular Faculty:** Constance Rossum, Carol Sawyer, Nancy Wallis.

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

**Core Requirements:**

MGMT 300 Management Practicum (4)

MGMT 360 Financial Management and Budgeting (4)

MGMT 368 Culture and Gender Issues in Management (4)

## **Programs — M.S., Leadership and Management**

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.

Applicants must interview with a member of the faculty. 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 area, must establish minimal proficiency in English by accomplishing *one* of the following: TOEFL score of 550 or more, 400 verbal GRE, 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.

**Total Program:** 36 semester hours

**Core Courses:** 15 semester hours

MGMT 500	Management: Theory and Practice	(3)
MGMT 520	Leadership: Theory and Practice	(3)
MGMT 521	Ethics and Decision-Making	(3)
MGMT 522	Human Resource Management	(3)
MGMT 570	Career and Self Assessment	(1)
MGMT 571	Innovation in Organizations	(1)
MGMT 572	Information Technology	(1)

**Research Sequence:** 8 semester hours

MGMT 581	Research Seminar	(2)
MGMT 585	Organizational Research I (Methods)	(3)
MGMT 588	Organizational Research II (Statistics)	(3)

**Electives or Concentrations:** 12 semester hours

Four courses selected from any of the following electives or concentrations, or completion of one of the concentrations.:

MGMT 590	Selected Topics in Leadership and Management	(3)
MGMT 598	Organizational Internship	(3)
MGMT 599	Graduate Independent Study	(3)

**Human Resource Management Concentration:**

MGMT 525	Management of Diversity	(3)
MGMT 526	Training and Development	(3)
MGMT 554	Negotiations and Collective Bargaining	(3)
MGMT 558	Developing Resources in the Social Sector	(3)
MGMT 580	Principles of Effective Communication	(3)

**Nonprofit Management Concentration:**

MGMT 524	Strategic Planning and Resource Management	(3)
MGMT 556	Building Partnerships; Creating Coalitions	(3)
MGMT 557	Program Planning and Evaluation	(3)
MGMT 558	Developing Resources in the Social Sector	(3)
MGMT 563	Strategic Marketing	(3)

**Organizational Development Concentration:**

MGMT 523	Organizational Theory and Development	(3)
MGMT 525	Management of Diversity	(3)
MGMT 556	Building Partnerships; Creating Coalitions	(3)
MGMT 569	Conflict Management and Organizational Change	(3)
MGMT 582	Managing Groups and Teams	(3)

**Strategic Management Concentration:**

MGMT 524	Strategic Planning and Resource Management	(3)
MGMT 557	Program Planning and Evaluation	(3)
MGMT 563	Strategic Marketing	(3)
MGMT 569	Conflict Management and Organizational Change	(3)
MGMT 580	Principles of Effective Communication	(3)

**Culminating Activity:** 1 semester hour

MGMT 594	Thesis, or	
MGMT 596	Graduate Seminar	(1)

## **Programs — Leadership, Management, and Public Administration**

### **Certificate in Organizational Leadership**

All courses in this program can apply to the M.S. program, if so 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 569	Conflict Management and Organizational Change	(3)
MGMT 580	Principles of Effective Communication	(3)
MGMT 582	Managing Groups and Teams	(3)

*One of the following:*

MGMT 500	Management: Theory and Practice	(3)
MGMT 524	Strategic Planning and Resource Management	(3)
MGMT 525	Management of Diversity	(3)
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 so desired. The admissions requirements for the certificate are identical to those for the M.S. program.

**Requirements:** 18 semester hours

MGMT 500	Management: Theory and Practice	(3)
MGMT 520	Leadership: Theory and Practice	(3)
MGMT 556	Building Partnerships; Creating Coalitions	(3)
MGMT 557	Program Planning and Evaluation	(3)
MGMT 558	Developing Resources in the Social Sector	(3)

*One of the following:*

MGMT 524	Strategic Planning and Resource Management	(3)
MGMT 563	Strategic Marketing	(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)
PADM 333	Ethics: Applications to Management and Administration	(4)
PADM 388	Statistics	(4)
PADM 469	Management of Change and Conflict	(4)
PADM 470	Administrative Processes	(4)
PADM 499	Senior Seminar	(4)

**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.

**Area 1: The Policy and Institutional Context of Public Administration:**

PADM 314	Local Public Administration and Government, or	
PLSC 416	State and Local Government and Politics	(4)
PADM 320	Federalism and the Administrative State, or	
PLSC 301	American Government and Politics, or	
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)

## **Programs — M.P.A. and D.P.A.**

<b>Area 2: The Organizational and Management Context of Public Sector Administration:</b>	
Padm 330 Labor/Management Negotiation in the Public Sector	(4)
Padm 439 Organizational Behavior: Theory and Application, or ECBU 355 Organizational Behavior in Business	(4)
MGMT 480 Communications in Management, or ECBU 346 Business Communication	(4)
ECBU 354 Communications in Organizations	(4)
Padm 368 Culture and Gender Issues in Management	(4)
ECBU 410 Management Information Systems	(4)

Padm 555 Intergovernmental Relations	(3)
Ethics and Leadership in Public Management	(3)
Padm 561 Administrative Law	(3)
Padm 582 Quantitative and Qualitative Analysis for Public Management	(3)
Padm 583 Managing Collaborative Networks	(3)
Padm 584 Managing Information Technology in Public Organizations	(3)
Padm 585 Strategic Planning and Organization Change	(3)
Padm 596 Graduate Seminar	(3)

## **Master of Public Administration — M.P.A.**

**Program Chairperson:** Keith Schildt

As a professionally oriented program, the M.P.A. is designed to strengthen the competence of those currently serving in the field of public administration and to prepare students for public sector and non-profit careers. This mission is achieved by developing an advanced understanding of the public to be served; building a theoretical foundation for leadership in the public and non-profit sectors; understanding the ethical dimensions of the public sector; and strengthening analytic and decision-making capacity of public and non-profit administration.

**Admission:** Applicants are evaluated on undergraduate GPA; 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 other supporting material.

Padm 501 must be taken before the end of the second term of course work.

**Total Program:** 39 semester hours

### **Core Courses:**

Padm 501 Introduction to Public Administration	(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 537 Regionalization and	

## **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; GRE (Aptitude Section), Miller Analogies Test, or GMAT scores; and, a personal

## **Programs — D.P.A.**

interview. The department balances all of these measures in making a decision on admission. Students who gain acceptance to the DPA 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) |

*Spring Semester*

- |          |   |     |
|----------|---|-----|
| PADM 661 | Capstone in Public Management Process         | (3) |
| PADM 673 | Strategic Management and Decision Making      | (3) |
| PADM 674 | Organizational Change and Conflict Management | (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) |

**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 697A | Dissertation | (3) |
|-----------|--------------|-----|

*Semester 9 - 16*

- |           |              |     |
|-----------|--------------|-----|
| PADM 697B | Dissertation | (3) |
|-----------|--------------|-----|

# **COLLEGE of EDUCATION & ORGANIZATIONAL LEADERSHIP**

**Dean:** Leonard Pellicer

## **EDUCATION DEPARTMENT**

**Chairperson:** Thomas McGuire

**Regular Faculty:** Jackie Allen, Carolyn Banks, John Bartelt, Valerie Beltran, Robert Burns, Kelly Carey, Claire Coleman, James Dunne, Anita Flemington, Cindy Giaimo-Ballard, Robert Hansen, Steven Lee, Marga Madhuri, Mark Matzagianian, Thomas McGuire, Carol Moreck-Oberg, Barbara Nicoll, Jan Pilgreen, Lisa Porter, Margaret Redman, Amber Rodriguez, John Roseman, Justiniano Saldana, Regina Schaefer, Deborah Schreiber, Laurel Schroeder, Lisa Scott, Emily Shoemaker, Lynn Stanton-Riggs, Pat Taylor, Robert Wakeling, Nancy Walker, Shawn Witt, Leslie Young. **Adjunct Faculty:** Carolyn Angus,<sup>1</sup> Linda Caputo, Wayne Carter,<sup>1</sup> Tana Donaghy, Nancy Dunn,<sup>1</sup> Thomas Gemma,<sup>1</sup> Jimi Gillespie, Gregory Giuliano,<sup>1</sup> Barbara Glazer,<sup>1</sup> William Hughes,<sup>1</sup> Jean Laub,<sup>1</sup> Jackie Luzak, Matthew McCann, Chris Meek, Ben Miles,<sup>1</sup> Karen Miller,<sup>1</sup> Norman Miller,<sup>1</sup> George Montgomery,<sup>1</sup> Mary Morris,<sup>1</sup> Lee Negri,<sup>1</sup> Sallie Phillips,<sup>1</sup> Ann Raymond, Miles Richmond,<sup>1</sup> Susan Sheldon,<sup>1</sup> Neil Stone,<sup>1</sup> Joel Tankenson,<sup>1</sup> Barry Turner<sup>1</sup>, Irene Valos,<sup>1</sup> Teresa Viles,<sup>1</sup> Loretta Whitson<sup>1</sup>

<sup>1</sup>Off-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 comple-

ments 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 44 semester hours in the major of which at least 24 must be at the upper-division level.

#### **Core Requirements:**

EDUC 251	Curriculum Development for Early Childhood Education	(3)
EDUC 253	Child, Family, and Community	(3)
EDUC 350	Child Psychology and Development	(4)
EDUC 354F	Child Observation Practicum	(4)
EDUC 454F	Early Childhood Teaching	(4)
MATH 448	Math for Young Children	(4)
EDUC 499	Senior Project	(4)

**Elective Requirements:** A minimum of 20 semester hours from the following:

EDUC 252	Early Childhood Environments	(3)
EDUC 444	Adolescent Development and Education	(1)
EDUC 445	Supervision and Communication in Early Childhood Education	(3)
EDUC 449	Early Childhood Literacy	(4)
EDUC 451	Infant and Toddler Group Care and Curriculum	(3)
EDUC 452	Parenting for Early Childhood Educators	(3)
EDUC 453A	Supervision and Administration of Programs for Young Children	(3)
EDUC 453B	Advanced Supervision and Administration of Programs for Young Children	(4)
EDUC 470	Theories and Methods of Education for Linguistically Diverse Students	(4)
SPED 457	Introduction to Exceptional Individuals and Their Families	(3)

### **Child Development Minor**

**Total Program:** 24 semester hours

#### **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 354F	Child Observation Practicum	(4)
EDUC 445	Supervision and Communication in Early Childhood Education	(3)

## **Programs — Child Development and Child Life**

EDUC 453A Supervision and Administration of Programs for Young Children	(3)
EDUC 454F Early Childhood Teaching	(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 an accredited college or university that includes the following courses: Child Psychology, Early Childhood Curriculum, Practicum or Field Work, Identification and Remediation of the Exceptional Child, and courses in child development, nutrition, and human development.

**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:** 15 semester hours

EDUC 518 Language, Reading, and Concept Development	(3)
EDUC 550 Human Development	(3)
EDUC 551 Studies in Attachment	(3)
EDUC 558 Cognition and Brain Development	(3)
EDUC 559 Developmental Curriculum	(3)

**Electives:** 6 semester hours of courses selected on the advice of the program chairperson.

**Culminating Activity:** 3 semester hours

EDUC 596 Graduate Seminar	(3)
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## **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)
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)

**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

## **Programs — Educational Counseling**

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:** Robert Hansen

### **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 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 course and demonstrated competence in word processing, database management, computer presentation, and Internet skills, including downloading and e-mail. This prerequisite must be satisfied before advancement to candidacy.
4. A statement of purpose outlining reasons for seeking admission, together with an autobiography.
5. Applicants without prior teaching experience are strongly encouraged to have at least one year of experience working with children or adoles-

cents. This experience should be described in the statement of purpose and autobiography.

6. Three letters of reference addressing the applicant's potential as a school counselor, including one from the immediate supervisor.

7. An interview with the program chair or designee.

8. Application for Certificate of Clearance or valid California Teaching Credential.

#### **Additional Requirements:**

1. For candidates seeking the Pupil Personnel Services Credential: CBEST score card upon application, 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.

**Total Program:** 48 semester units for M.S. and credential; 47 semester units for M.S. only.

**Core Courses:** 45 semester units

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)
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## **Programs — M.Ed. and Reading Programs**

### **MASTER OF EDUCATION PROGRAM**

**Program Chairperson:** Thomas McGuire

#### **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)

##### **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

*Seven of the following:*

SOC 482	Family Violence and Abuse	(3)
EDUC 545	Dynamics of Human Interaction	(3)

EDUC 550	Human Development	(3)
EDUC 558	Behavior Intervention Strategies	(3)
EDUC 561	Cultural Diversity	(4)
EDUC 588	Curriculum Development and Instructional Technology	(3)
EDUC 590	Issues in Teaching	(3)
EDUC 599	Independent Study	(2-3)

**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:** 36 semester hours

**Core Courses:** 33 semester hours

EDUC 501	Educational Assessment	(3)
EDUC 504	Methods of Research	(3)
RDG 510	Literacy Instruction & Methodology	(3)
RDG 514	Literacy Assessment & Diagnosis	(3)
RDG 516	Individualization of Literacy Instruction	(3)
RDG 517	Literature and Literacy	(3)
RDG 518	Concept Development and Language Acquisition	(3)
RDG 520	Advanced Methods and Materials	(3)
RDG 522	Literacy Instruction for Special Needs Learners	(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)
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#### **Reading Certificate**

This program may be taken separately or concurrently with a Reading and Language Arts Specialist Credential and/or M.Ed.

## **Programs — Reading and Special Education**

### **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.

**Total Program:** 15 semester hours

RDG 510 Literacy Instruction & Methodology	(3)
RDG 514 Literacy Assessment & Diagnosis	(3)
RDG 516 Individualization of Literacy Instruction	(3)
RDG 517 Literature and Literacy	(3)
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.

### **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:** 33 semester hours

EDUC 501 Educational Assessment	(3)
EDUC 504 Methods of Research	(3)
RDG 510 Literacy Instruction & Methodology	(3)
RDG 514 Literacy Assessment & Diagnosis	(3)
RDG 516 Individualization of Literacy Instruction	(3)
RDG 517 Literature and Literacy	(3)
RDG 518 Concept Development and Language Acquisition	(3)
RDG 520 Advanced Methods and Materials	(3)

RDG 522 Literacy Instruction for Special Needs Learners	(3)
RDG 525 Reading Research, Theory, and Process	(3)
RDG 530 Reading Specialist Leadership	(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

## **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	

## **Programs — Special Education and Teacher 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 Bio-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
- 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 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)
<i>Multiple Subject Candidates only:</i>	
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)

## **Programs — Teacher Education**

### *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
- TB test

#### *For Advanced Supervised Teaching, EDUC 478:*

- All prerequisites required for EDUC 468
- Passing the Reading Instruction Competency Assessment (RICA). (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

**Intern Credential.** If a student has successfully completed both EDUC 460 and subject matter competence and has a contract in a public school, he or she is eligible for an Intern Credential.

**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
- 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 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

**Professional Clear Credential Requirements for Ryan Credential Candidates:** Candidates must apply for the Professional Clear Credential within five years after receiving the Preliminary Credential. The following work must be completed:

- A fifth year of study (including all post-baccalaureate teacher education courses) (28)  
EDUC 420 Sex, Drugs, and Health Education (2)  
EDUC 587 Advanced Computer Educational Applications (3)  
SPED 457 Introduction to Exceptional Individuals and Their Families (3)  
CPR course, B level (infant, child, and adult)

\*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.

## **Programs — BCLAD, CLAD, and Liberal Studies**

### **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	(4)
EDUC 317 Literature for Children and Adolescents	(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 407 Computers in Education	(4)
EDUC 499D Senior Seminar for Liberal Studies Majors	(4)
MATH 389 Developmental Mathematics	(4)
MSS 330 PE for the Elementary Teacher	(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.

## **Programs — Educational Management and PASC**

# **ORGANIZATIONAL LEADERSHIP DEPARTMENT**

**Chairperson:** Barbara Poling

## **Educational Management — M.Ed.; Preliminary Administrative Services Credential**

**Program Chairperson:** Barbara Poling

**Regular Faculty:** Robert Hansen. **Adjunct Faculty:** Juline Behrens,<sup>1</sup> William Brod, Jack Lazarre,<sup>1</sup> Richard Tauer<sup>1</sup>

<sup>1</sup>Off-campus faculty

The California Commission on Teacher Credentialing has approved this program for granting administrative credentials. Students who successfully complete the program requirements will obtain a Master of Education (M.Ed.) in Educational Management and the Preliminary Administrative Services Credential. This credential is the first level of a two-tiered credential enacted into law in 1982. The second level, the Professional Services Credential, is obtained with additional specialized course work and administrative experience.

Students have two 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).

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. A minimum of two years of full-time experience in one or more of the following areas: teaching, pupil personnel services, health or librarian services. (Three years full-time experience is

needed for credential application.)

2. Possession of a valid California credential in the areas listed above.
3. Verification of having taken the CBEST if working toward the credential.

**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)
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)
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## **Professional Administrative Services Credential**

**Program Chairperson:** Barbara Poling

**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.

## **Programs — PASC and Ed.D.**

**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:** 24 semester hours

**Induction:** 2 semester hours

EDMT 659 Organizational Induction (2)

**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)

**Electives:** A maximum of 8 semester hours of activities that have been approved by the California Commission on Teacher Credentialing may be substituted for field experiences.

## **Organizational Leadership — Ed.D.**

**Program Chairperson:** Barbara Poling

**Regular Faculty:** William Bearley, Elaine Collins, Thomas Harvey, Larry Kemper, Larry Machi, Cheryl Magee, Patricia Novotney, Barbara Peterson, Barbara Poling, Carol Roberts.

**Adjunct Faculty:** Patricia Clark White, Don Hays, Keith Larick, Steve Morgan, 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 require-

ments 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

*Fall Semester 2005*

EDMT 674 Change (3)

EDMT 679 Planning and Futures (3)

*Spring Semester 2006*

EDMT 695 Innovation (3)

EDMT 696 Evaluation (3)

*Fall Semester 2006*

EDMT 681 Communication Theory (3)

EDMT 682 Conflict Management (3)

*Spring Semester 2007*

EDMT 680 Organizational Theory (3)

EDMT 683 Organizational Development (3)

*Fall Semester 2007*

EDMT 675 Executive Leadership (3)

EDMT 677 Decision Making (3)

*Spring Semester 2008*

EDMT 678 Human Resource Development (3)

EDMT 694 Resource Management (3)

**Research Courses:** (18 semester hours)

*Fall Semester (every year)*

EDMT 684 Applied Research Methods (3)

## **Programs — Ed.D. and Governance Leadership**

EDMT 687	Introduction to Dissertation Research I	(3)	MAGL 505	Learning, Achievement, & Progress Toward Established Goals	(3)
EDMT 698A	Dissertation in Organizational Leadership I	(3)	MAGL 525	Intercultural Communication	(3)
<i>Spring Semester (every year)</i>					
EDMT 686	Inferential Statistics	(3)	MAGL 533	Policy Formation and Analysis	(3)
EDMT 688	Introduction to Dissertation Research II	(3)	MAGL 554	Collective Bargaining in the Public Sector	(3)
EDMT 698B	Dissertation in Organizational Leadership II	(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)

## **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 developed 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)



New Student Orientation, September 2004: Dean of Students Loretta Rahmani discusses goals with new students.

Photo: Adam Omernik

## **GENERAL INFORMATION ON COURSES**

**Course Catalog.** ULV courses are presented with course descriptions and outlines online at banweb.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	In-service courses, graduate level, 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.** 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 online at banweb.ulv.edu

**Course Challenges.** The majority of courses are challengeable. Those that are not are marked NCh.

**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."



Launching ULV's Campus Center Project in April 2005: La Verne Mayor Jon Blickenstaff, Dr. Ann Morgan, President Steve Morgan, Trustee Michael Abraham, Mrs. Sara Abraham, Mrs. Barbara Harris, and Chairman of the Board of Trustees Benjamin Harris.

Photo: *Gloria Diaz*

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\*Member of the Executive Committee

Note: Personnel information is correct as of May 26, 2005.

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## *Faculty & Administration*

Complete information on ULV faculty and administrators can be found at [www.ulv.edu](http://www.ulv.edu) under Faculty Directory and Administrative Directory respectively. Basic directory information on all ULV employees is available in the Phonebook at [www.ulv.edu](http://www.ulv.edu).



ULV baseball safely on its way to the SCIAC league championship in 2005. Photo: Reina Santa Cruz

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Induction for Alpha Lambda Delta National Honor Society .

Photo: Adam Omernik



Dr. Stacey Darling-Novak, Associate Professor of Biology, inspects an experimental maize plant on the ULV campus in her research quest to develop more productive corn.

Photo: *Veronica Garcia*

# *MyULV Online*

**Printed and Electronic Catalogs.** This year inaugurates a new era for the University of La Verne Catalog. After a century of printing a comprehensive catalog and a decade of reproducing its contents online, the University for 2005-2006 decided to provide more accurate, robust, and timely information on academic organization, courses, personnel, and student affairs by expanding these sections online and removing them almost completely from the printed document. The content of these four sections tend to be dynamic, often in the past rendering the printed catalog inaccurate even before it was delivered. None of these sections is considered a contract, so that their contents can be regularly updated during the year rather than waiting for the next printing.

**MyULV.** MyULV can be accessed by anyone with web access anywhere in the world from [www.ulv.edu](http://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 sign up for their courses, submit financial aid forms, complete course evaluations, and more.

**Courses.** Complete information on every La Verne course, available at present or the recent past, can be viewed by clicking Course Catalog from the MyULV homepage. Since courses change each term, it is first necessary to select the term for which courses are to be viewed. Once a 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 fulfillment, if any, and other pertinent facts. Clicking on the course number provides further course details, while clicking on "Schedule Types" displays sections of the course offered during the term selected. Symbols and explanations for General Education can be found in the General Education Requirements section of this catalog.

**Personnel.** Complete information on ULV faculty and administrators can be found at [www.ulv.edu](http://www.ulv.edu) under Faculty Directory and Administrative Directory respectively. Basic directory information on all ULV employees is available in the Phonebook at [www.ulv.edu](http://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 at [www.ulv.edu](http://www.ulv.edu). An outline of college-level organization is also presented in the Programs section of this catalog.



Professor Jeffrey Kahan shows one of his many publications on Renaissance literature to Fred Yaffe, Dean of Arts and Sciences, on Faculty Research Day.

Photo: *Reina Santa Cruz*

# **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): \_\_\_\_\_

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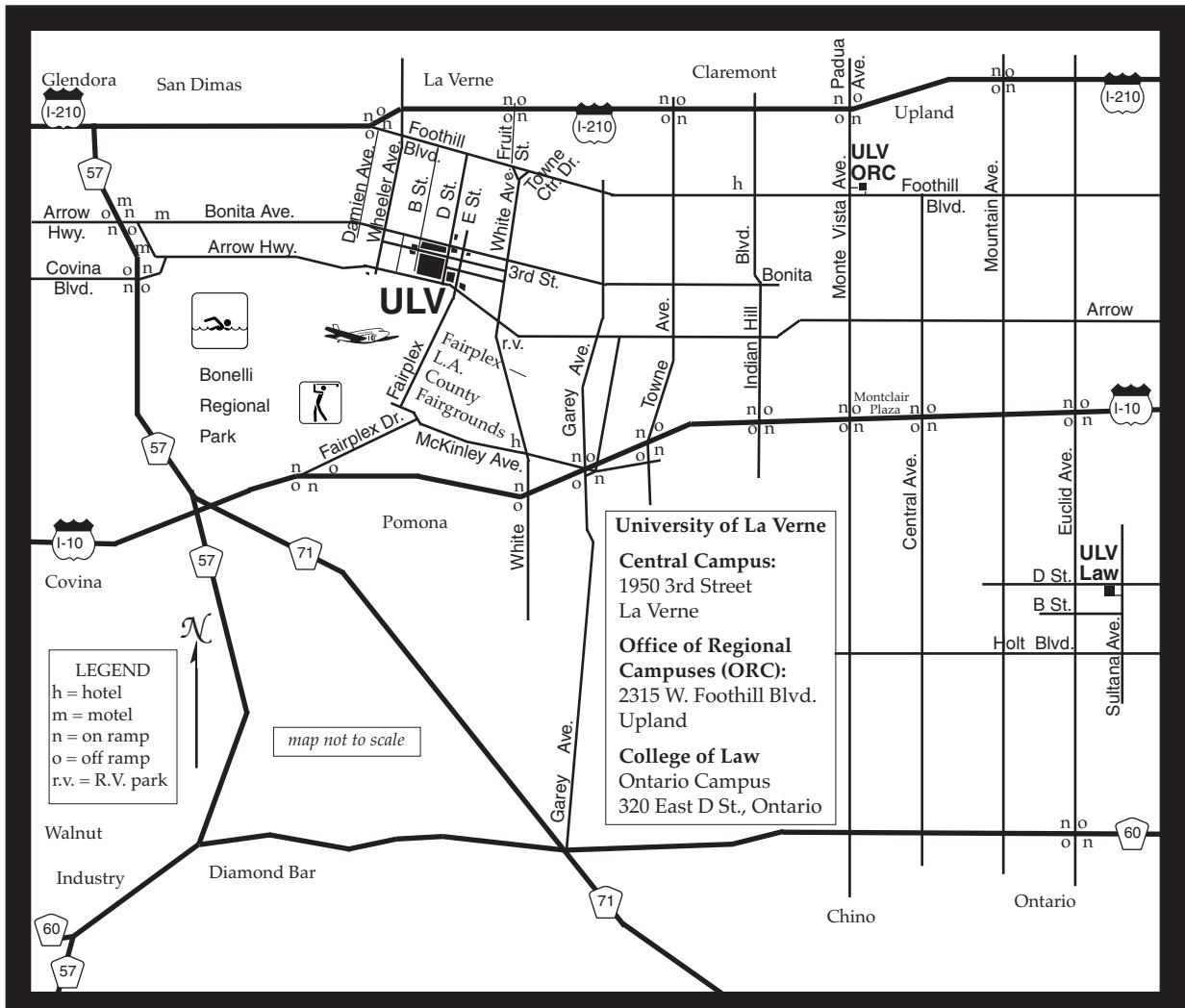
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## How to get to the University of La Verne

### 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.